

The Corporation of the Town of Tillsonburg

Council Meeting

AGENDA



Monday, July 17, 2023
5:00 PM
Council Chambers
200 Broadway, 2nd Floor

1. **Call to Order**

2. **Closed Session**

Moved By: Councillor Spencer

Seconded By: Deputy Mayor Beres

THAT Council move into Closed Session to consider the following:

2.4.1 EDM 23-06 CLD Phase 1 Environmental Site Assessments - 200 and 248 Broadway Properties

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

239 (2) (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; 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.

2.4.2 EDM 23.07 CLD Lot 7 Expression of Interest Listing Results and Offers to Purchase

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

239 (2) (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive

position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

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.

2.4.3 CAO 23-12 Work Management Agreement with ERTH

239 (2) (d) labour relations or employee negotiations; 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 and the General Nature Thereof

2.3 Adoption of Closed Session Council Minutes

2.4 Reports

2.4.1 EDM 23-06 CLD Phase 1 Environmental Site Assessments - 200 and 248 Broadway Properties

2.4.2 EDM 23-07 CLD Lot 7 Expression of Interest Listing Results and Offers to Purchase

2.4.3 CAO 23-12 Work Management Agreement with ERTH

2.5 Back to Open Session

3. Moment of Silence

4. Adoption of Agenda

Moved By: Councillor Parker

Seconded By: Councillor Parsons

THAT the agenda for the Council meeting of July 17, 2023, be approved with the following amendment:

- Item 16.3 – Notice of Motion from Councillor Parsons Re: Food Truck Fridays be moved to follow Items 10.1 and 10.2, the delegations on the same subject

5. Disclosures of Pecuniary Interest and the General Nature Thereof

6. Adoption of Council Minutes of Previous Meeting

Moved By: Councillor Spencer

Seconded By: Councillor Luciani

THAT the Council meeting minutes dated June 26, 2023, be approved.

7. Presentations

7.1 Volunteer Achievement - David Morris

Joan Weston, Member of the Museum, Culture, Heritage and Special Awards Advisory Committee

8. Public Meetings

8.1 CP 2023-208 Application for Zone Change - ZN 7-23-03 - 332 Broadway

Moved By: Councillor Parsons

Seconded By: Councillor Rosehart

THAT the Council of the Town of Tillsonburg approve the zone change application submitted by Tim Ford, whereby the lands described as LT 616 PL 500; PT LT 615 PL 500 AS IN 229659, Town of Tillsonburg, known municipally as 332 Broadway, are to be rezoned from 'Neighbourhood Commercial Zone (NC)' to 'Special Neighbourhood Commercial Zone (NC1-sp)' to permit two (2) Additional **Legal Residential Units (ARU)** in an existing single detached residential dwelling **subject to site plan approval so that the parking on the north side of the building be provided with a double wide paved driveway, AND that the existing paved portion between the building and the sidewalk on the west side of the building be altered in a way that no vehicle parking be permitted there.**

Moved By: Councillor Parsons

Seconded By: Councillor Rosehart

THAT Item 8.1 be deferred in order for submission of a revised parking plan:

THAT the Council of the Town of Tillsonburg approve the zone change application submitted by Tim Ford, whereby the lands described as LT 616 PL 500; PT LT 615 PL 500 AS IN 229659, Town of Tillsonburg, known municipally as 332 Broadway, are to be rezoned from 'Neighbourhood Commercial Zone (NC)' to 'Special Neighbourhood Commercial Zone (NC1-sp)' to permit two (2) Additional Residential Units (ARU) in an existing single detached residential dwelling.

9. Planning Reports**10. Delegations****10.1 Marcel Rosehart Re: Food Truck Event**

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parker

THAT Council receives the delegation from Marcel Rosehart as information.

10.2 Mark Renaud, Downtown Tillsonburg Business Improvement Area Re: Food Truck Fridays

Moved By: Councillor Parker

Seconded By: Councillor Luciani

THAT Council receives the delegation from Mark Renaud as information.

11. Deputation(s) on Committee Reports**12. Information Items**

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

THAT the Long Point Conservation Authority Minutes dated June 7, 2023, be received as information.

12.1 Long Point Region Conservation Authority Minutes - June 7, 2023**13. Staff Reports****13.1 Chief Administrative Officer****13.1.1 CAO 23-08 New Town Hall Project**

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parsons

- A. THAT report titled CAO 23-08 New Town Hall Project be received as information;
- B. AND THAT staff be directed to transfer the savings realized from the 2022 and 2023 reduced rent payment at the Corporate Office for the unusable space due to the mould remediation to the Facilities Capital Reserve, to be earmarked for the capital costs of the new Town Hall;
- C. AND THAT staff be directed to transfer the Town Hall unused funds from 2020 of \$25,000 from the Tax Rate Stabilization

Reserve to the Facilities Capital Reserve, to be earmarked for the capital costs of the new Town Hall;

- D. AND FURTHER THAT staff be directed to maintain the same 2023 budget for rent for the Corporate Office for 2024, 2025 and 2026 and transfer any unspent amount in the aforementioned years to the Facilities Capital Reserve, to be earmarked for the capital costs of the new Town Hall.

13.2 Corporate Services

13.3 Economic Development

13.3.1 EDM 23-12 First Quarter Economic Development and Marketing Results

Moved By: Councillor Spencer

Seconded By: Deputy Mayor Beres

THAT report EDM 23-12 titled First Quarter Economic Development and Marketing Results be received as information.

13.3.2 EDM 23-13 Lot 4 on Sandy Court – Approval for Easement and Offer to Purchase

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

- A. THAT report titled EDM 23-13 Lot 4 on Sandy Court – Approval for Easement and Offer to Purchase be received; and,
- B. THAT a by-law be brought forward to authorize the Mayor and Clerk to execute all documents required to recognize an existing 12 metre wide corridor used by Hydro One Networks Inc for a hydro pole line through the registration of an easement on Part 2, Plan 41R-7549; and,
- C. THAT a by-law be brought forward to authorize the Mayor and Clerk to enter into an Agreement of Purchase and Sale with E&E McLaughlin Ltd and to execute all documents required to effect a transfer of the property described as Lot 4, Sandy Court.

13.4 Finance

13.4.1 FIN 23-13 - 2023 Levy for the Tillsonburg District Memorial Hospital

Moved By: Councillor Luciani

Seconded By: Councillor Spencer

- A. THAT report FIN 23-23 titled 2023 Levy for the Tillsonburg District Memorial Hospital be received; and
- B. THAT a By-Law to provide for the adoption of the 2023 levy on the Tillsonburg District Memorial Hospital be brought forward for

Council consideration.

13.5 Fire and Emergency Services

13.6 Operations and Development

13.7 Recreation, Culture and Parks

13.7.1 2023 Q1 RCP Operating Department Results

Moved By: Councillor Parsons

Seconded By: Councillor Rosehart

THAT report RCP 23-30 titled RCP 2023 Q1 Report be received as information.

13.7.2 RCP 23-31 Updated Fee By-Law 2023

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

- A. THAT report titled RCP 23-31 2023 Rates and Fees Bylaw Update be received as information; and
- B. THAT the proposed adjustments to the 2023 Rates and Fees Bylaw reflecting the addition of pickleball programming and soccer field rentals, and amendment to cemetery interment and markers be approved as presented; and
- C. THAT a By-law to amend Schedule A of By-Law 2022-087 being the Fees and Charges By-law be presented to Council for consideration.

13.7.3 RCP 23-32 Lake Lisgar Waterpark Canteen Renovation

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

- A. THAT report titled RCP-23-32 Lake Lisgar Waterpark Canteen Renovation Update be received as information; and
- B. THAT staff be directed to transfer \$201,000 funded from the 2022 year-end surplus, to the Facilities Reserve earmarked for the construction costs of the Lake Lisgar Waterpark Canteen Renovation; and
- C. THAT staff be authorized to execute any necessary documents required to facilitate the project.

13.7.4 RCP 23-33 Bridges Subdivision and Parkland Dedication

Moved By: Councillor Luciani

Seconded By: Councillor Parsons

A. THAT report titled RCP-23-33 Bridges Subdivision Parkland Dedication be received as information; and

B. THAT expenses incurred by the developer to relocate the Toboggan Hill not be considered as part of the overall cash in lieu of parkland dedication requirement; and

C. THAT the existing lease agreement between the Town and 2407774 Ontario Limited, to operate the Toboggan Hill, be terminated and a new lease agreement for the proposed toboggan hill location not be executed due to liability concerns.

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

THAT Item 13.7.4 be referred back to staff to discuss with the developer alternate options for the Toboggan Hill.

14. New Business**15. Consideration of Minutes****15.1 Committee Minutes**

Moved By: Councillor Parker

Seconded By: Deputy Mayor Beres

THAT Council receives the following minutes of Committees as information:

- Police Service Board Minutes of May 17, 2023
- Economic Development Advisory Committee Meeting of June 13, 2023
- Museum, Culture, Heritage & Special Awards Advisory Committee Meeting of June 21, 2023
- Recreation and Sports Advisory Committee Meeting of July 6, 2023
- Economic Development Advisory Committee Meeting of July 11, 2023

16. Motions/Notice of Motions**16.1 Reducing Gardens - Councillor Rosehart**

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

WHEREAS, a Town of Tillsonburg Recreation, Culture & Parks Departmental Service Review was completed by The Clarico Group in April of 2020; and

WHEREAS several of the report's findings recommended the reduction of flower beds and gardens in parkettes;

BE IT THEREFORE RESOLVED:

- A. THAT Staff review recommendations from the 2020 Recreation, Culture & Parks Department Service Review conducted by The Clarico Group pertaining to the reduction of flower beds and gardens; and
- B. THAT Staff bring back a report to Council identifying cost savings regarding the limiting of the number of flower beds and gardens in the Town.

16.2 Canada Goose Population - Councillor Luciani

Moved By: Councillor Luciani

Seconded By: Councillor Parsons

THAT Staff be directed to bring back a report to Council on a program to control the expanding Canada Goose population within the Town of Tillsonburg to help mitigate the negative impacts they have on local residents and park areas.

16.3 Food Truck Pilot - Councillor Parsons

Moved By: Councillor Parsons

Seconded By: Councillor Luciani

WHEREAS The Business Improvement Area (BIA) has requested an encroachment permit for Food Truck Fridays in Downtown Tillsonburg; and

WHEREAS Town of Tillsonburg By-Law 3666, Being a By-Law to govern the licensing of businesses within the Corporation of the Town of Tillsonburg, does not allow the operation of Food Trucks on any municipal property including, but not limited to road allowances or the Downtown Area or to operate within 150 metres of a food service location;

BE IT SO RESOLVED

- A. THAT the Town of Tillsonburg Council authorize a Pilot Project from July 28th to August 25th, 2023 to allow Food Trucks in the downtown core on Food Truck Fridays within an approved encroachment permit area; and
- B. THAT a Business License valid until August 25th, 2023, be issued to Food Trucks that are not already licensed, upon inspections from relevant departments at a cost of \$210 that are participating in the pilot event; and
- C. THAT staff provide a summary report in Q1 of 2024 on the pilot program

outcomes including any recommendations for permanent changes.

16.4 Bert Newman Park - Deputy Mayor Beres

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

- A. THAT staff be directed to deploy vandalism reduction tactics within Bert Newman Park and, where possible, increase patrol of the location both from Parks and By-Law Enforcement staff; and
- B. THAT staff identify the vandalism to the Tillsonburg branch of the OPP and request any additional patrols that could be made available; and
- C. THAT staff be directed to procure the three gates for Bert Newman Park in accordance with the Town's Purchasing Policy funded from the 2022 year-end surplus, and report the total costs in the 2022 year-end surplus report; and
- D. THAT staff consider any other items that could increase the protection of the park within their 2024 budgets; and
- E. THAT staff review a potential vandalism by-law and enforcement and present a report to Council.

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

- 18.1 By-Law 2023-057 A BY-LAW to Levy the 2023 Amount Payable for the Tillsonburg District Memorial Hospital**
- 18.2 By-Law 2023-060 A BY-LAW to amend By-Law 2022-087 being a By-Law to provide a schedule of fees for certain municipal applications, services and permits**
- 18.3 By-Law 2023-061 A BY-LAW to amend Zoning By-Law Number 3295, as amended (ZN 7-23-01)**
- 18.4 By-Law 2023-062 A BY-LAW to amend Zoning By-Law Number 3295, as amended (ZN 7-23-02)**
- 18.5 By-Law 2023-063 A BY-LAW to amend Zoning By-Law Number 3295, as amended (ZN 7-23-03)**

Moved By: Councillor Spencer

Seconded By: Councillor Parsons

THAT a By-Law to Levy the 2023 Amount Payable for the Tillsonburg District Memorial Hospital; and

A By-Law to amend By-Law 2022-087 being a By-Law to provide a schedule of fees for certain municipal applications, services and permits; and

A By-Law to Amend Zoning By-Law Number 3295 (By-Law 2023-061); and

A By-Law to Amend Zoning By-Law Number 3295 (By-Law 2023-062) 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.

19. Confirm Proceedings By-law

Moved By: Councillor Parsons

Seconded By: Councillor Rosehart

THAT By-Law 2023-054, to Confirm the Proceedings of the Council Meeting held on July 17, 2023, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

20. Items of Public Interest

21. Adjournment

Moved By: Councillor Spencer

Seconded By: Councillor Parker

THAT the Council meeting of July 17, 2023, be adjourned at 9:00 p.m.

The Corporation of the Town of Tillsonburg
Council Meeting
MINUTES



Monday, June 26, 2023
6:00 PM
Council Chambers
200 Broadway, 2nd Floor

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

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

-
1. **Call to Order**
 2. **Closed Session (5:30 p.m.)**

Resolution # 2023-259

Moved By: Councillor Parker

Seconded By: Deputy Mayor Beres

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.

Carried

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

Open Session resumed at 6:00 p.m.

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

Resolution # 2023-264

Moved By: Councillor Luciani

Seconded By: Councillor Parsons

THAT the agenda as prepared for the Council Meeting of June 26, 2023, be approved.

Carried

5. Disclosures of Pecuniary Interest and the General Nature Thereof

None.

6. Adoption of Council Minutes of Previous Meeting

Resolution # 2023-265

Moved By: Deputy Mayor Beres

Seconded By: Councillor Spencer

THAT the Council meeting minutes dated June 14, 2023 be approved.

Carried

7. Presentations

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

Sergeant Rob Griffin, Municipal Policing Specialist for the Ontario Provincial Police presented on The Enhancement Process. The presenter answered various questions from members of Council.

Officer S/Sgt Jen Ormsby and Police Services Board Chair Larry Scanlan were also in attendance.

Resolution # 2023-266

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

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

Carried

8. Public Meetings

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

Laurel Davies-Snyder, Planner, Oxford County, attended before Council to provide an overview of the application CP 2023-166 Application for Zone Change ZN-23-01 - Southside Construction Management Ltd. - 97 North Street West.

Applicant agent, Casey Kulchycki, attended virtually to express support for the application.

Resolution # 2023-267

Moved By: Councillor Parsons

Seconded By: Deputy Mayor Beres

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*.

Carried

9. Planning Reports

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

Laurel Davies-Snyder, Planner, Oxford County, attended before Council to overview CP 2023-195 Application for Zone Change ZN 7-23-02 97 North Street West.

Laurel answered questions from members of Council.

Resolution # 2023-268

Moved By: Councillor Spencer

Seconded By: Councillor Luciani

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.

Carried

10. Delegations

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

Rosemary Dean, from the Tillsonburg Tri-County Agricultural Society, attended before Council to request the In-Kind Use of the Grounds at Memorial Park for the Tillsonburg Fair.

Resolution # 2023-269

Moved By: Councillor Rosehart

Seconded By: Deputy Mayor Beres

THAT Council receives the Delegation from Rosemary Dean and permission be granted as requested.

Carried

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

Kirby Heckford presented to Council to request Parkland in the Bridges Golf Course Development and was joined by Pat Carroll.

Resolution # 2023-270

Moved By: Councillor Parker

Seconded By: Councillor Parsons

THAT Council receives the delegation from Kirby Heckford as information; and

THAT Council defers this decision until a staff report in regards to options available to include for park land dedication, options for safety, and review of the town's insurance be made available regarding the sledding hill located at 101 John Pound Road.

Carried

11. Deputation(s) on Committee Reports

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

Councillor Parker provided comment regarding the applications received.

Resolution # 2023-271

Moved By: Deputy Mayor Beres

Seconded By: Councillor Rosehart

- 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 Bes – Individual athlete and Lloyd Andrews – Individual athlete.

Carried

12. Information Items

13. Financial Results

13.1 Finance Overview

13.1.1 FIN 23-12 2023 First Quarter Consolidated Operating Results

Sheena Pawliwec, Director of Finance/Treasurer, provided an introduction.

Resolution # 2023-272

Moved By: Councillor Luciani

Seconded By: Councillor Spencer

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

Carried

13.2 Department Results

Resolution # 2023-273

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

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

Carried

14. Staff Reports

14.1 Chief Administrative Officer

14.1.1 CAO 23-10 CMHC Housing Accelerator Fund Application Update

Renato Pullia, Director of Innovation & Strategic Initiatives, provided an update on Report CAO 23-10 and support, in principle, the application submission.

Resolution # 2023-274

Moved By: Councillor Parsons

Seconded By: Deputy Mayor Beres

- 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).

Carried

14.1.2 CAO 23-09 Community Health Care Committee Appointments

Resolution # 2023-275**Moved By:** Councillor Parker**Seconded By:** Councillor Rosehart

- 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.

Carried**14.2 Corporate Services****14.3 Economic Development****14.3.1 EDM 23-10 Bridge Street Re-Imagining Task Force Recommendation Regarding Design Consultant**

Mike Bossy, Chair of the Bridge Street Re-Imagining Task Force, provided background on the report and responded to questions of Council.

Resolution # 2023-276**Moved By:** Councillor Luciani**Seconded By:** Councillor Spencer

- 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.

Carried

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

Resolution # 2023-277

Moved By: Deputy Mayor Beres

Seconded By: Councillor Rosehart

- 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.

Carried

14.4 Finance

14.5 Fire and Emergency Services

14.6 Operations and Development

14.6.1 OPD-23-28 - Rainbow Crosswalk Request

Jonathon Graham, Director of Operations and Development, provided an overview and included updated comments regarding the MTO opinion returned with framework to support as well as a letter of opposition that was received.

Jonathan Graham answered various questions of Council.

Resolution # 2023-278**Moved By:** Councillor Spencer**Seconded By:** Councillor Parsons

- 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 corner of Broadway and Bridge Street, between the Clocktower and Kelsey's restaurant, being of the relative design of ladder ; 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 inclusive of the following additions:
 - the agreement should include damage coverage for the course of the term;
 - damage coverage to include the parallel white lines;
 - repairs to be noted to be addressed within 5 business days;
 - language regarding ability to renew the agreement at the end of the five year term in agreeable terms and should Oxford Pride not wish to renew the Town will review their options.

Carried**14.7 Recreation, Culture and Parks****15. New Business****16. Consideration of Minutes****16.1 Advisory Committee Minutes****Resolution # 2023-279****Moved By:** Councillor Spencer**Seconded By:** Councillor Parsons

THAT Council receives as information:

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

Carried

17. Motions/Notice of Motions

17.1 Tipping Fees - Councillor Parker

Resolution # 2023-280

Moved By: Councillor Parker

Seconded By: Deputy Mayor Beres

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.

Carried

17.2 Reducing Gardens - Councillor Rosehart

The following motion will be included on the July 17, 2023 Regular Council meeting agenda:

WHEREAS, a Town of Tillsonburg Recreation, Culture & Parks Departmental Service Review was completed by The Clarico Group in April of 2020; and

WHEREAS several of the report's findings recommended the reduction of flower beds and gardens in parkettes;

BE IT THEREFORE RESOLVED:

1. THAT Staff review recommendations from the 2020 Recreation, Culture & Parks Department Service Review conducted by The Clarico Group pertaining to the reduction of flower beds and gardens; and
2. THAT Staff bring back a report to Council identifying cost savings regarding the limiting of the number of flower beds and gardens in the Town.

17.3 Canada Goose Population - Councillor Luciani

The following motion will be included on the July 17, 2023 Regular Council meeting agenda:

THAT Staff be directed to bring back a report to Council on a program to control the expanding Canada Goose population within the Town of Tillsonburg to help mitigate the negative impacts they have on local residents and park areas.

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****Resolution # 2023-281**

Moved By: Councillor Luciani

Seconded By: Councillor Rosehart

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.

Carried

20. Confirm Proceedings By-law**Resolution # 2023-282**

Moved By: Councillor Parsons

Seconded By: Councillor Parker

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.

Carried

21. Items of Public Interest

21.1 Closed Session

Resolution # 2023-283

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

THAT Council return to Closed Session to resume item 2.4.1

Carried

22. Adjournment

Resolution # 2023-284

Moved By: Councillor Rosehart

Seconded By: Councillor Luciani

THAT the Council meeting of June 26, 2023 be adjourned at 8:05 p.m.

Carried

To: Mayor and Members of Tillsonburg Council

From: Laurel Davies Snyder, Development Planner, Community Planning

Application for Zone Change

ZN 7-23-03 – Pamela and Timothy Ford

REPORT HIGHLIGHTS

- The application for a Zone Change proposes to rezone the subject property from 'Neighbourhood Commercial Zone (NC)' to 'Special Neighbourhood Commercial Zone (NC-sp)' to permit two Additional Residential Units (ARUs) in the existing structure.
- Planning staff are recommending support of the application, as it is consistent with the policies of the Provincial Policy Statement and maintains the intent and purpose of the Official Plan with respect to residential intensification and development within Low Density Residential Areas.

DISCUSSION

Background

APPLICANT/OWNER: Pamela and Timothy Ford
18 Bier Crescent, New Hamburg ON N3A1Y4

LOCATION:

The subject lands described as LT 616 PL 500; PT LT 615 PL 500, Town of Tillsonburg. The subject lands are located on the northeast corner of Broadway and Gowrie Street East, and known municipally as 332 Broadway.

COUNTY OF OXFORD OFFICIAL PLAN:

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

TOWN OF TILLSONBURG ZONING BY-LAW NO. 3295:

Existing Zoning: Neighbourhood Commercial Zone (NC)
Proposed Zoning: Special Neighbourhood Commercial Zone (NC-sp)

PROPOSAL:

The purpose of this application is to rezone the subject property from 'Neighbourhood Commercial Zone (NC)' to 'Special Neighbourhood Commercial Zone (NC-sp)' to permit two Additional Residential Units (ARUs) in the existing structure, for a total of three residential units on the subject lands.

The subject lands are approximately 452.3 m² (4,865.29 ft²) in area and contain a single detached dwelling and detached garage. The property historically contained both a commercial and a residential use. The dwelling currently contains two residential units, one of which was constructed without the benefit of a building permit by a previous owner (basement unit). The applicant proposes to legalize the basement unit and add a third residential unit. The Applicant has stated that all construction work for the residential units will be internal to the existing structure, and the applicant is not proposing to alter the height or footprint of the existing residential dwelling. The approximate size of each unit would be as follows:

- Unit 1 - existing (upper/main): 93 m² (1000 ft²)
- Unit 2 - proposed (main): 102 m² (1100 ft²)
- Unit 3 - existing (basement): 69.6 m² (750 ft²)

The Applicant is required to provide two parking spaces for the existing legal dwelling and one space for each additional unit. The proposal for providing the required on-site parking is:

- 1 parking spaces: existing driveway off of Gowrie; and,
- 3 parking spaces: existing driveway/parking area off of Broadway.

The land uses immediately surrounding the subject lands are detached residential dwellings. The lot fabric immediately surrounding the subject lands and in the surrounding area vary in size and configuration.

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

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

Plate 3, Applicant's Sketch, provides a sketch of the subject lands, as provided by the applicant and includes building location as well as existing and proposed parking areas.

Application Review

2020 PROVINCIAL POLICY STATEMENT (PPS)

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

Section 1.0 of the PPS sets out goals and directions for Building Strong Healthy Communities. In Section 1.1.1, the PPS states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs.

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

- densities and a mix of land uses which are appropriate for and efficiently use existing infrastructure and public service facilities (available and planned);
- support active transportation;
- efficiently use land and resources; and,
- support for a range of uses and opportunities for intensification and redevelopment in accordance with the criteria outlined in policy 1.1.3.3.

Section 1.1.3.4 directs that appropriate development standards shall be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety. Further, Section 1.4 – Housing, and specifically section 1.4.3, states that planning authorities shall provide for an appropriate mix of housing options, including additional residential units, and densities to meet projected needs of current and future residents of the regional market area by:

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

Official Plan

The subject 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.

The policies in Section 8.2.1 of the Official Plan – Housing Development and Residential Area Strategic Approach – apply to the areas of the subject lands designated 'Low Density Residential'. Low Density Residential areas are primarily developed or planned for a variety of low-rise, low density housing forms including both executive and smaller single detached dwellings, semi-detached, duplex, and converted dwellings, townhouses, and other similar development. Within these areas, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use.

Policies in Section 8.2.1 identify a number of strategies “to provide present and future residents of Tillsonburg with a choice of adequate and affordable housing which meets their needs”. Specific strategies developed to support achievement of these goals include:

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

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

The policies in Section 10.3.5 – Zoning By-Laws and Non-Conforming Uses – provide criteria for identifying and recognizing non-conforming uses in the zoning by-law. Section 10.3.5 also provides criteria for permitting minor expansion or minor change in use. These include ensuring adequate services (water supply, sewage facilities, stormwater management, road access), ensuring adequate parking and loading facilities, and ensuring compatibility with existing land uses in the vicinity (noise, odour, emissions, vehicular traffic, visual intrusion), maintaining the general intent of the Official Plan, and any other conditions deemed appropriate.

Zoning By-law

The subject property is currently zoned ‘Neighbourhood Commercial (NC)’, according to the Town of Tillsonburg Zoning By-law. Permitted uses within the ‘Neighbourhood Commercial Zone’ include an accessory dwelling unit in the upper storey of a building containing a permitted non-residential use, an automated teller, a convenience store, a day care centre, a dry cleaning depot, an eating establishment, excluding a drive through facility, a fitness club, a personal service establishment, a postal outlet, a public library, a public use (in accordance with the provisions of Section 5.27 of this By-Law), a studio; and, a video rental establishment.

Agency Comments

- Oxford County Engineering Services: The Applicant is required to submit a completed Sewage and Water System Capacity Confirmation Form for review/completion by Oxford County Public Works.

- Tillsonburg Building Services: A building permit will be required to change the commercial use to residential, and to establish the two proposed new residential units.
- Tillsonburg Economic Development and Marketing: No questions or concerns with the rezoning to permit additional residential within the existing structure. Note that this property and the adjacent 336 Broadway property would provide a larger commercial site for potential redevelopment if ever amalgamated under one ownership. As the Town continues to experience growth pressures, these commercial lands could become more attractive for commercial development in the future.
- Tillsonburg Engineering: The front of the property along Broadway is currently paved. It should be noted that this area should not be used as a parking space. Drivers that have to stop at the intersection of Gowrie Street and Broadway would have trouble seeing around the corner making it difficult to safely turn onto Broadway which can get very busy at times. Refer to the Tillsonburg Zoning By-Law Subsection 5.29 Sight Triangles with respect to the property.
- Tillsonburg District Chamber of Commerce: Support for application; ensure consideration is given to parking.
- Tillsonburg Hydro Inc.: Contact THI directly for a new or upgraded electrical service including an additional meter.

Public Consultation

A Notice of Complete Application was circulated on June 23, 2023, and the Notice of Public Meeting was circulated to surrounding property owners on June 30, 2023. Correspondence received from the public is attached to this report for Council's consideration.

Planning Analysis

Current provisions contained in the Planning Act permit up to two Additional Residential Units (ARUs) in single detached, semi-detached and street townhouse dwellings, and/or in a structure ancillary to such dwellings. The application for zone change proposes to permit two ARUs of approximately 102 m² (1100 ft²) and 69.6 m² (750 ft²) in an existing single detached residential dwelling for a total of three residential units on the subject property.

The proposal is consistent with the PPS direction to provide for an appropriate diversity of housing types and densities to meet the needs of current and future residents. If approved, this proposal will provide a total of three housing opportunities within walking distance of the Town's Central Area, and make efficient use of existing municipal infrastructure. As the proposal will utilize the existing structure, staff are of the opinion that the development will facilitate intensification, redevelopment and compact form.

The proposal complies with the policies contained within Section 8.2.2.2 of the Official Plan that encourage the creation of housing opportunities that may result in a mix of tenure forms throughout Tillsonburg, such as ownership, rental, and cooperative.

Report No: CP 2023-208
COMMUNITY PLANNING
Council Date: July 17, 2023

The subject property is located within walking distance of the Tillsonburg Downtown and public transit. This proposal is therefore consistent with the policies in Section 8.2.2.5, Residential Intensification and Redevelopment, which promotes residential intensification and redevelopment in appropriate locations to make more efficient use of existing land, infrastructure, and public services.

As the proposed units would be internal to the existing residential dwelling, there would be no alteration to the form of the existing residential dwelling. It is the opinion of Planning staff that the proposal is compatible with the existing land uses, building forms, and lot fabrics in the vicinity, and therefore conforms to the policies of the Official Plan regarding Low Density Residential areas within the Town of Tillsonburg.

The Applicant is required to provide four (4) on-site parking spaces and is proposing the following:

- 1 parking space: existing driveway off of Gowrie Street; and,
- 3 parking spaces: existing driveway/parking area off of Broadway.

Tillsonburg Zoning By-Law Subsection - 5.29 Sight Triangles, sets out provisions for maintaining clear sight lines between intersecting streets. In this case, the concern is that sight lines between Gowrie Street and Broadway could be interrupted by vehicles parking directly in front of the existing building. To address these concerns, and maintain clear vehicular and pedestrian sight lines, the applicant has confirmed that there will not be any parking provided in front of the building. Parking will be provided in the existing driveways on the subject property.

Planning staff have discussed the proposal and specifically, the on-site parking arrangements, with the Town's Building Department; the Building Department is supportive of the proposal. The applicant has stated that they will clearly identify and delineate the parking areas/spaces.

It is Planning staff's opinion that the application for a zone change to permit two Additional Residential Units of approximately 102 m² (1100 ft²) and 69.6 m² (750 ft²) in an existing single detached residential dwelling is consistent with the provisions of the Planning Act and 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 Tim Ford, whereby the lands described as LT 616 PL 500; PT LT 615 PL 500 AS IN 229659, Town of Tillsonburg, known municipally as 332 Broadway, are to be rezoned from 'Neighbourhood Commercial Zone (NC)' to 'Special Neighbourhood Commercial Zone (NC1-sp)' to permit two (2) Additional Residential Units (ARU) in an existing single detached residential dwelling.

SIGNATURES

Authored by:

Original signed by

Laurel Davies Snyder, RPP, MCIP
Development Planner

Approved for submission:

Original signed by

Gordon K. Hough, RPP
Director

Appendix A – Correspondence Received from the Public

Email received July 6, 2023

Good Afternoon,

I received a letter in the mail regarding an application to permit 2 additional residential units at 332 Broadway. I believe this would then make 3 residential units on this property.

On the letter, "All required parking will be provided on-site". I would like to know if parking will be on the front (Broadway side)? If so, I would strongly suggest this be re-visited. When this property was used as a general store, access to Broadway from Gowrie was dangerously impeded by parking vehicles between the Broadway sidewalk and the front of the store.

Thanks in advance of your reply.

Jim Ronson

*Laurel Davies Snyder
Development Planner
Community Planning
County of Oxford*

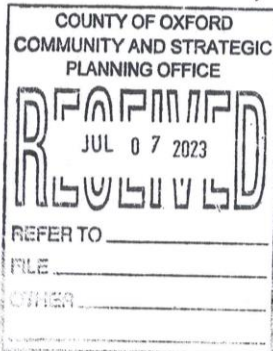
*re applicant Tim Wilson
file 2023-03*

*Dear Ms. Snyder
My wife and I are owners of 336 Broadway,
adjacent to the applicant's property. We have
a few questions regarding the application.*

- a) What are the differences between the current designation (NC) zone and the requested change (NC-SF) zone?*
- b) What is the size of the lot and the current coverage?*
- c) What is the current coverage that is allowed under each zoning?*
- d) Do you have a plan for the proposed parking?*

*If there is anything we should know, please include.
Thank you for the opportunity to respond.*

*Sincerely,
Adele & John Armstrong*



Email received July 8, 2023

Dear Sirs

White this project will likely not affect me .the parking does Gowrie is our main way out at present there is one parking spot for that building it has two possible three apts .with two car familys the rest is park on Gowrie now to add two more units you may as well shut Gowrie and make it a parking lot at least it will be safer..They state 4 parking spots for possible 6 to 8 cars. also notice over the years 4 spots on paper tend to change when it comes to reality thank you

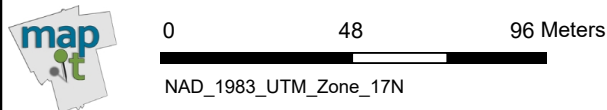
Plate 1: Location Map with Existing Zoning
File No: ZN 7-23-03 - Ford
LT 616 PL 500; PT LT 615 PL 500 AS IN 229659; 332 Broadway, Tillsonburg



Legend

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

Notes



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 7, 2023



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



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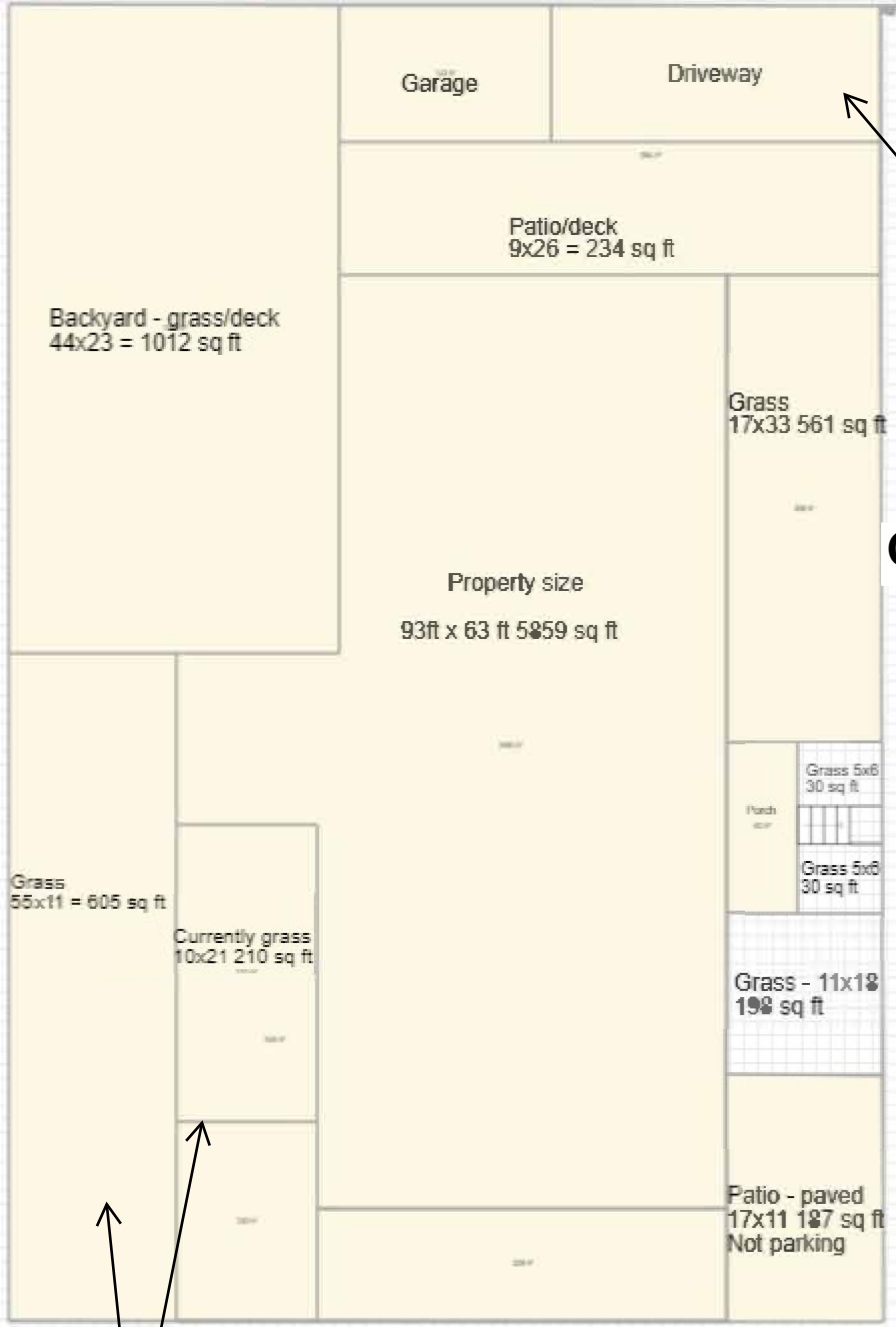
NAD_1983_UTM_Zone_17N



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 7, 2023

Plate 3: Applicant's Sketch
File No: ZN 7-23-03 - Ford
LT 616 PL 500; PT LT 615 PL 500 AS IN 229659;
332 Broadway, Tillsonburg



Parking (1 or 2 spots)

Gowrie Street East

Broadway

Parking (2 or 3 spots)

THE CORPORATION OF THE
TOWN OF TILLSONBURG
BY-LAW NUMBER 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 "NC-6" the zone symbol of the lands so designated "NC-6" on Schedule "A" attached hereto.
2. That Section 15.3 to By-Law Number 3295, as amended, is hereby further amended by adding the following subsection at the end thereof:

"15.3.6 **LOCATION: LT 616 PL 500; PT LT 615 PL 500 NC-6 (KEY MAP 20)**

15.3.6.1 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any NC-6 zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

*all uses permitted in Section 15.1;
a single detached dwelling existing on July 17, 2023;
an additional residential dwelling unit within the existing single detached dwelling.*

15.3.6.2 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any NC-6 zone *use any lot, or erect, alter, or use any building or structure* except in accordance with the following provisions:

15.3.6.2.1 Number of Additional Residential Dwelling Units within an Existing Single Detached Dwelling

Maximum	2
---------	---

15.3.6.2.2 Number of Parking Spaces

i) Minimum for an <i>existing single detached dwelling</i>	2
--	---

ii) Minimum per additional residential <i>dwelling unit</i>	1
--	---

15.3.6.3 That all of the provisions of the NC Zone in Section 15.2 of this By-Law, as amended, shall apply and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply mutatis mutandis.”

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

READ a first and second time this 17th day of July, 2023.

READ a third time and finally passed this 17th day of July, 2023.

Mayor

Clerk

ZN 7-23-03

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 “Neighbourhood Commercial Zone (NC)” to ‘Special Neighbourhood Commercial Zone (NC-6)’ to recognize an existing single detached dwelling on the lands and permit two Additional Residential Units (ARUs) in the existing structure.

The subject lands are described as LT 616 PL 500; PT LT 615 PL 500, Town of Tillsonburg, and known municipally as 332 Broadway. The subject lands are located on the northeast corner of Broadway and Gowrie Street East and are municipally known as 332 Broadway.

The public hearing was held on July 17, 2023. Comments from the public were received and were duly considered by Council in their deliberation on the matter.

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

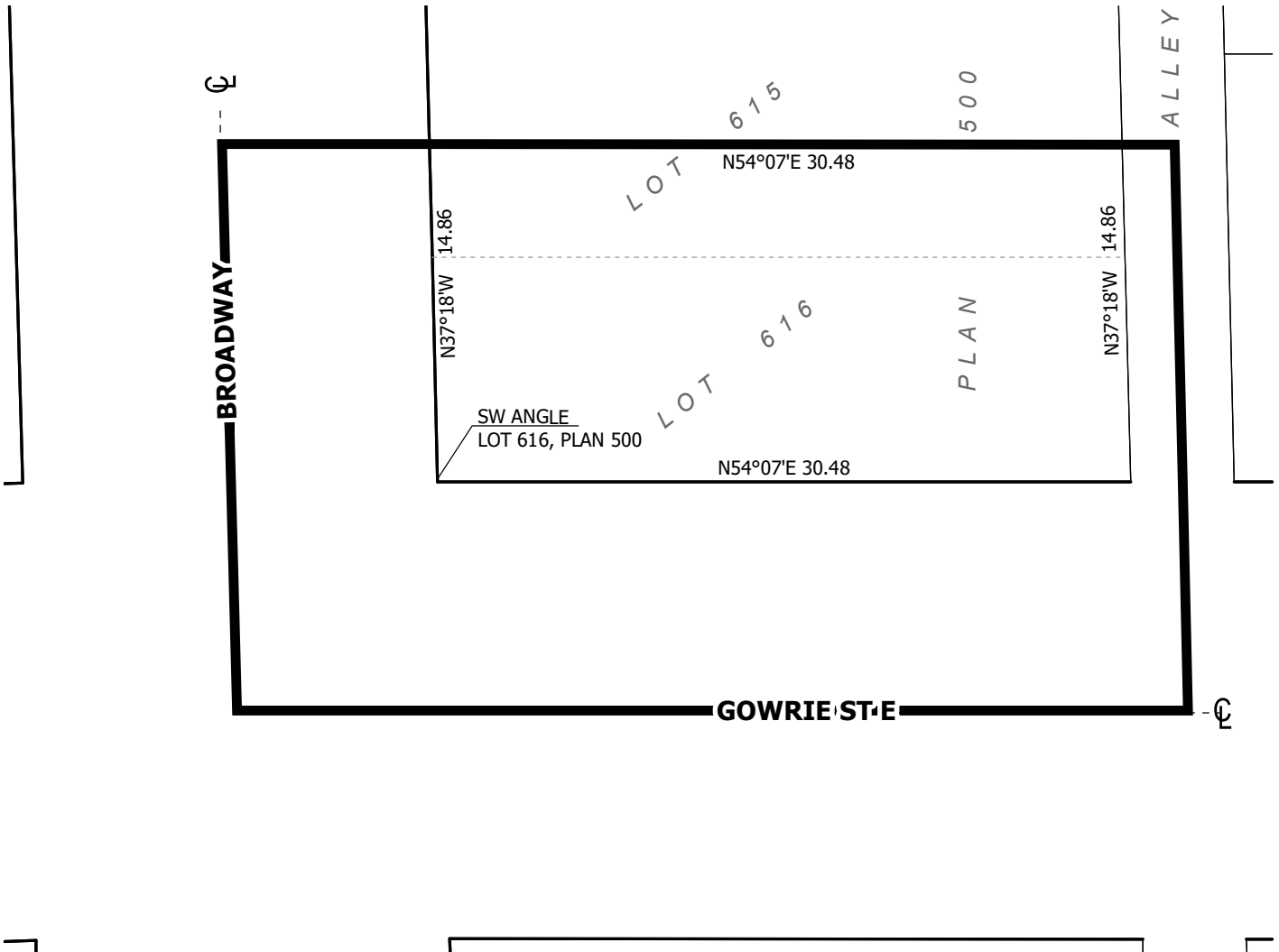
Tanya Daniels
Clerk
Town of Tillsonburg
200 Broadway, 2nd Floor
Town Centre Mall
Tillsonburg, ON N4G 5A7
Telephone: 519-688-3009 ext. 4040


File: ZN 7-23-03 (Ford)
Report No: CP 2023-208

SCHEDULE "A"

TO BY-LAW No. _____

LOT 616, PART LOT 615, JUDGE'S PLAN 500
TOWN OF TILLSONBURG



 AREA OF ZONE CHANGE TO NC-6

NOTE: ALL DIMENSIONS IN METRES



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THIS IS SCHEDULE "A"

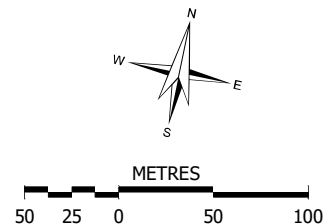
TO BY-LAW No. _____, PASSED

THE _____ DAY OF _____, 2023

MAYOR

CLERK

KEY MAP



 LANDS TO WHICH BYLAW _____ APPLIES



Growing stronger together

Produced By The Department of Corporate Services
Information Services ©2023

Personal Information

Tillsonburg, ON
Personal Information

July 10, 2023

Town of Tillsonburg
200 Broadway, 2nd Floor
Tillsonburg, ON
N4G 5A8

Dear Development Planner, Laurel Davies Snyder & Senior Planner, Eric Gilbert,

This letter is in response to the rezoning application File# ZN 7-23-03. Owner, Tim Ford is applying to add two additional residential units to the existing structure on the corner of Broadway and Gowrie St. East.

My husband, Dennis Harris, and I, June Harris, object to the rezoning request. As residents of this area for the past ^{Personal Information} we have concerns regarding the proposal for the rezoning application for the following reasons:

1. Parking space for four (4) households, which potentially have more than one vehicle per household, would create congestion and safety issues in this small area. Presently there is one parking spot at the front of the building facing Broadway St. Whenever a vehicle is parked there it obstructs the vision of vehicles emerging from Gowrie St. onto Tillsonburgs' main street, Broadway. The emerging vehicle must significantly edge out onto Broadway St. to see past the parked vehicle, creating a risky situation. The solution is to relocate this spot to the back of the building. However, there is only space for one vehicle and wouldn't accommodate the space required for extra vehicles with the proposed increased units.
2. The backyard is a small area for four (4) households to share. There is not a lot of personal space. In the past, with only two apartments there was conflict among tenants. Increasing the number of tenants increases the risk of more conflict and to our understanding, the owner responsible for this property lives in New Hamburg, which is 71km away, should issues arise.

There are several neighbours who share our concerns and have signed the attached document.

Thank you for your time and consideration regarding our concerns relating to this rezoning application.

Sincerely,

Dennis and June Harris

Bill & Linda McDowell

RESIDENTS OPPOSED TO REZONING APPLICATION

X Personal Information

Personal Information

Personal Information

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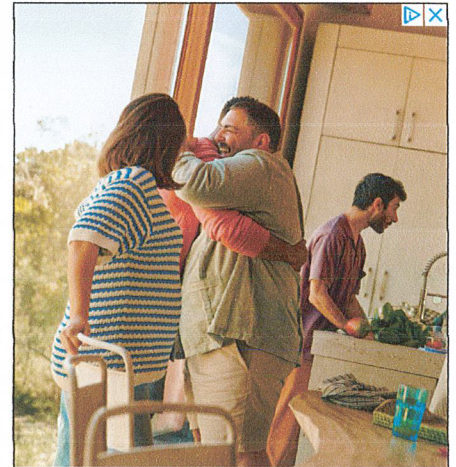
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14

Personal Information



Vrbo

IS EASY
TO GET TO

BOOK NOW

Laurel Davies Snyder, MA, MCIP, RPP
Development Planner | Community Planning
County of Oxford
P.O. Box 1614 | 21 Reeve Street | Woodstock ON N4S 7Y3

E: ldaviessnyder@oxfordcounty.ca
P: 519.539.9800 ext 3217 | 1.800.755.0394 ext 3217

From: percy delouche **Personal Information**
Sent: July 8, 2023 7:56 PM
To: Planning <planning@oxfordcounty.ca>
Subject: Tim Ford File #ZN 7-23-03

CAUTION: This email originated from outside your organization.
Exercise caution when opening attachments or on clicking links from unknown senders.

Dear Sirs

White this project will likely not affect me .the parking does Gowrie is our main way out at present there is one parking spot for that building it has two possible three apts .with two car familys the rest is park on Gowrie now to add two more units you may as well shut Gowrie and make it a parking lot at least it will be safer..They state 4 parking spots for possible 6 to 8 cars. also notice over the years 4 spots on paper tend to change when it comes to reality thank you

Percy Delouche
Personal Information

Tillsonburg



[Reply](#), [Reply All](#) or [Forward](#)



This letter is in regards to the zoning application, File No. ZN 7-23-03 for the property at 332 Broadway. I have some concerns with any change from the current and historical zoning, NC-Neighbourhood Commercial, which permits 1 commercial unit and 1 ancillary residential unit, for a total of two units at the site.

While there is some confusion as to exactly what the zoning application is asking for, I believe that the application to rezone this to NC-Special is essentially asking for a change to a triplex, while maintaining the commercial designation. The confusion lies in whether the application is seeking one additional unit to the current two (three units in total for the site) or two additional units added to the current two (four units in total for the site). Either way, I do not support changing the zoning to accommodate this.

According to the County, the location does not currently conform to existing By-laws for lot coverage but has been grandfathered in. Further to that, having three units (or four) in this space (452m²) certainly does not seem to meet the lot area required for new multiple unit zoning which requires a minimum of 160m² per unit for medium density zoning. There is also a concern that this seeks to put multiple units in an area of largely single family residential housing, a R-1 zone.

According to the Tillsonburg Development Plan, the Town seeks to maintain commercial sites South of Venision St and in the downtown area, so this also represents an outlier from the general development plan because of the historical commercial zoning of this site. Why is the zoning not being changed to residential if the application is to just to add more apartments and not continue as a commercial space? If the zoning application is successful as NC-Sp, could there then be 3 or 4 apartments with any of these then also being used for a commercial purpose? I am worried that any variance to the current zoning will provide multiple opportunities to make changes both to the commercial nature and to the residential nature of this site. If there continues to be commercial use and added residential spaces, then I believe that the amount of parking is an even a bigger concern as there is not enough space for both the residents and customer parking in the future. I believe that any parking plan also needs to address the possibility of future commercial use of this site.

In summary, I would ask that you not support any variance to the existing zone of NC– Neighbourhood Commercial which permits one commercial unit and one residential unit—for a total of two units at this site.

Sincerely,

Personal Information

Linda & Kevin White
Personal Information

Tillsonburg, ON
Personal Information

Those of us in our neighborhood have been concerned with the proposed change of zoning to accommodate a three unit apartment building. (The property is currently zoned for one apartment and one store front.) We are concerned with the impact this would have specifically with parking and safety.

We believe that politics should be driven by 'the art of the possible'. This means that the result of the decision should be to leave both sides as winners to some degree.

Thus we would recommend that the final decision would be to allow the premises be zoned for two apartments in the structure. This would mean three spots for parking (two on the east side by the alley and one on the north side of the building). This would allow safety for all traffic in the area and would satisfy the residents of the area. For the property owner, it would allow him to increase the size of the new apartment and increase his charge for rent.

Comments: Bill + Linda M. Dowell
we're against the rezoning

Good evening my name is Bill Cuddy and I reside at
Personal Information
on the Personal Information
Personal Information

I have concerns with the application for a proposed change to the zoning of 332 Broadway to accommodate a three apartment dwelling.

The current zoning allows for one store front commercial unit and one residential unit.

If this application is approved my understanding is that there would be a requirement for the landlord to provide 4 suitable and safe parking spots. I just can't fathom how this could be accomplished with the limited size of the property. Two of the spots would likely require driver's to exit most often in reverse onto Broadway, our busiest street in town, and it's only going to get busier as you all know.

Therefore I would recommend that Council's decision should be to not approve the tabled application, due to my stated concerns for the safety for all vehicular and pedestrian traffic near and around the property's driveways.

Since I do not have the required experience, I cannot suggest an alternative solution to what has been requested in this application, perhaps one we can all live with exists.

Thank you for allowing me to address this matter.

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 *

Marcel

Last Name *

Rosehart

Street Address *

Town/City *

Tillsonburg

Postal Code *

Phone Number *

E-mail *

Subject *

food truck event

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

chrissys catering

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: *

i wish to present a petition against the approval of the food truck event.

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

7/17/2023 

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

MAYOR GILVESY

MEMBERS OF COUNCEL

TOWN STAFF

GUESTS

REGARDING FOOD TRUCKS

AS A BUSINESS OWNER IN THE DOWNTOWN, WE ALREADY PAY COMMERCIAL TAXES OF APPROXIMATELY 10,000.00 PER YEAR FOR BRICKS AND MORTAR. A BIA LEVY FOR THEM TO ASSIST US IN PROMOTING OUR BUSINESSES (WHICH THIS DOES NOT SEEM TO BE THE CASE WITH THE PROMOTION OF FOOD TRUCKS IN OUR DOWNTOWN.)

THE BUSINESS ALSO PAYS APPROXIMATELY ANOTHER 10,000.00 PER YEAR ON COMMERCIAL INSURANCE. WE HAVE TO MAINTAIN OUR SIDEWALK, OUR PARKING LOT AND WE HAVE AN OUTSIDE COMPANY COME AND TAKE AWAY OUR WASTE (WHICH IS ANOTHER EXPENSE)

THE FOOD TRUCKS PAY A FLAT LICENSING FEE (THIS IS A BIA REQUEST). WE ARE ASSUMING EITHER THE TOWN OR THE BIA ARE TAKING CARE OF FOOD TRUCK WASTE AND THE BIA IS PROVIDING TABLES & CHAIRS CREATING A "PATIO" TYPE ENVIRONMENT.

WHAT THE BIA IS INTRODUCING WILL HAVE A HUGE IMPACT ON LOCAL BUSINESS AND IT WOULD HAVE BEEN PRUTEND THAT THE BIA HAD REACHED OUT IN PERSON, JUST LIKE THE WAY THEY DID AFTR THEY POSTED ON FACEBOOK ABOUT THE EVENT EVEN WITHOUT HAVING THE PROPER APPROVAL.

THIS IS NOT A ONETIME EVENT LIKE THE FAIR, TURTLEFEST, HOSPITAL FUND RAISER, ETC. THEY ARE EVERY FRIDAY FROM NOW UNTIL THE END OF OCTOBER.

SO IN CONCLUSION, WE ARE ALL STILL STRUGGLING TO GET THROUGH THE CURRENT ECONOMIC TIMES AND WE DO NOT NEED THE EXTRA COMPETITION.

THEREFORE WE WOULD LIKE TO SEE COUNCIL UPHOLD THE EXISTING BY-LAW

--NO FOOD TRUCKS ARE ALLOWED WITHIN 150 METRES OF ANOTHER FOOD LOCATION IN THE DOWNTOWN CORE.

To Tillsonburg Town Council

We the undersigned are opposed to the Food Trucks Friday events as advertised by the Downtown BIA as it will have a negative effect on our businesses. It should be noted that we pay a considerable amount of taxes to the Town of Tillsonburg and we also pay BIA fees in the downtown core to help promote our businesses and maintain the BIA zone.

Name	Address	Phone Number	Business Name
Marcel Rosehart Chrissy's	Personal Information	Personal Information	Chrissy's
Tom KLAUDIANDOS	Personal Information	Personal Information	QUEEN'S CAFFE
Kelly Purtil	Personal Information	Personal Information	Two girls and a cheese shop
Lora Kenney	Personal Information	Personal Information	POPEYES
Kendall Causyn	Personal Information	Personal Information	Kelseys
Tracy Helyar	Personal Information	Personal Information	Two girls and a cheese shop
DORIS WELER	Personal Information	Personal Information	Copper Mug Rib

Delegation Request Form

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

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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 *

Mark

Last Name *

Renaud

Street Address *164 Broadway
Tillsonburg Town Centre Mall**Town/City ***

Tillsonburg

Postal Code *

N4G 5A8

Phone Number *

519-550-3780

E-mail *

m.renaud@tillsonburgbia.ca

Subject *To educate Town Council and the citizens of
Tillsonburg on the Food Truck Friday event**Name of Group or Person(s) being
represented (if applicable)**Downtown Tillsonburg Business Improvement
Area**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: ***To provide background information regarding the proposed Food Truck Friday's promotion in
Downtown Tillsonburg.**Please indicate the preferred meeting date which you would like to appear as a delegation:**

7/17/2023



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

Yes

No

Will there be a Power Point presentation? *

Yes

No

Please attach a copy of your presentation. If you experience technical difficulties please submit your presentation materials via email to clerks@tillsonburg.ca

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



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of June 7, 2023
Approved July 5, 2023

Members in attendance:

John Scholten, Chair	Township of Norwich
Michael Columbus, Vice-Chair	Norfolk County
Shelley Ann Bentley	Haldimand County
Dave Beres	Town of Tillsonburg
Doug Brunton	Norfolk County
Robert Chambers	County of Brant
Tom Masschaele	Norfolk County
Stewart Patterson	Haldimand County
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayham/Township of Malahide
Peter Ypma	Township of South-West Oxford

Regrets: None

Staff in attendance:

Judy Maxwell, General Manager
 Aaron LeDuc, Manager of Corporate Services
 Leigh-Anne Mauthe, Interim Manager of Watershed Services
 Zachary Cox, Interim Marketing Coordinator
 Dana McLachlan, Executive Assistant

1. Welcome and Call to Order

The Chair called the meeting to order at 6:30 p.m., Wednesday, June 7, 2023.

2. Additional Agenda Items

There were no additional agenda items.

3. Declaration of Conflicts of Interest

None were declared.

4. Delegation

a) Turkey Point Mountain Bike Club (Sherri Shira)

The Turkey Point Mountain Bike Club (TPMBC) is a not for profit organization consisting of trail bike riders with an annual membership ranging between 400 and 600 members. The TPMBC operates within the International Mountain Biking Association guidelines.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
 Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

There has been an agreement between LPRCA and the TPMBC since 2012 to access the Anderson tract for bike trails. The current agreement ends later this year and Ms. Schira offered an apology on behalf of the TPMBC for not seeking approval for the previous misunderstanding regarding trail development on LPRCA land. The TPMBC advised that they are committed to working with LPRCA staff to be able to obtain a new agreement to continue trail riding activities within the Anderson tract.

Two cheques totaling \$3,000 were presented by Club President, Claude LaPrairie, to General Manager, Judy Maxwell, to help with the invasive species control within the Anderson tract.

A-53/23

Moved by T. Masschaele
Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the presentation from the Turkey Point Mountain Bike Club as information.

Carried

5. Minutes of the Previous Meeting

a) Board of Directors Meeting of April 5, 2023

There were no questions or comments.

A-54/23

Moved by D. Beres
Seconded by Rainey Weisler

THAT the minutes of the LPRCA Board of Directors Meeting held May 3, 2023 be adopted as circulated.

Carried

6. Business Arising

No business arising from the previous minutes.

7. Review of Committee Minutes

a) Lee Brown Marsh Management Committee – December 16, 2022

There were no questions or comments.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

A-55/23

Moved by M. Columbus
Seconded by S. Patterson

THAT the minutes of the Lee Brown Marsh Management Committee meeting held December 16, 2022 be adopted as circulated.

Carried

b) Draft Audit and Finance Committee – May 18, 2023

A-56/23

Moved by Rainey Weisler
Seconded by C. Van Paassen

THAT the draft minutes of the Audit and Finance Committee meeting held May 19, 2023 be adopted as circulated.

Carried

8. Correspondence

There was no correspondence presented for review.

9. Development Applications

a) Section 28 Regulations Approved Permits

Through the General Manager's delegating authority, 24 applications were approved in the past month. LPRCA-58/23, LPRCA-70/23, LPRCA-72/23, LPRCA-82/23, LPRCA-83/23, LPRCA-84/23, LPRCA-85/23, LPRCA-86/23, LPRCA-87/23, LPRCA-88/23, LPRCA-89/23, LPRCA-90/23, LPRCA-91/23, LPRCA-92/23, LPRCA-93/23, LPRCA-94/23, LPRCA-95/23, LPRCA-96/23, LPRCA-97/23, LPRCA-98/23, LPRCA-99/23, LPRCA-100/23, LPRCA-101/23, and LPRCA-102/23.

All of the staff-approved applications met the requirements as set out in LPRCA's policies for the administration of Section 28 of the *Conservation Authorities Act*.

A-57/23

Moved by S. Bentley
Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated June 7, 2023 as information.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

10. New Business

a) General Manager's Report

The General Manager provided an overview of operations this past month.

The Planning Department issued 63 permits as at May 31, 2023, down slightly from last year, has provided comments to municipal staff on 58 planning applications. Sarah Pointer has been hired as the Curator at Backus.

A board member asked how staffing at the parks was this year. The board was notified that staffing is much better than it has been over the last couple of years but there are still a couple of positions to be filled. Also, there were two recent resignations by a park supervisor and assistant park supervisor that will need to be filled.

A-58/23

Moved by Rainey Weisler

Seconded by C. Van Paassen

That the LPRCA Board of Directors receives the General Manager's Report for May 2023 as information.

Carried

b) Cost Apportioning Agreements for Category 3 Programs and Services

To comply with the amended *Conservation Authorities Act*, LPRCA completed an Inventory of Programs and Services and categorized the programs and services into three categories. Under the new regulations, Category 3, other programs and services that LPRCA determines are advisable, can only be funded in whole or in part with municipal levy only if there is a cost-apportioning agreement with each municipality.

A-59/23

Moved by S. Patterson

Seconded by D. Brunton

THAT the LPRCA Board of Directors direct staff to request feedback from municipal staff on the draft Cost Apportioning Agreement for Category 3 Programs and Services prior to its circulation to Member Municipal Councils for consideration.

Carried

c) Legislative Update and Comments – ERO Posting 019-6813

On April 6, the government released a proposed Provincial Planning Statement to replace the Provincial Policy Statement and A Place to Grow: Growth Plan for the

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

Greater Golden Horseshoe. The Environmental Registry of Ontario (ERO) post was open for a 60-day commenting period due to close June 5, 2023. The deadline has since been extended to August 4, 2023.

Comments were submitted by LPRCA to the ERO prior to the deadline and can be found in the staff report to the board.

A-60/23

Moved by T. Masschaele

Seconded by D. Beres

THAT the LPRCA Board of Directors receives the “Review of proposed policies adapted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument” and the associated submission to the Environmental Registry of Ontario as information.

Carried

d) Audit and Finance Committee Terms of Reference

The current Audit and Finance Committee Terms of Reference is included in the Personnel Policy, Part 2, Section 32. The objective is to update the Terms of Reference to align with the Administrative By-Law and remove it from the Personnel Policy as a separate policy.

The Draft Terms of Reference was presented and approved to be forwarded to the Board for approval at the May 18, 2023 Audit and Finance Committee meeting.

A-61/23

Moved by D. Beres

Seconded by R. Weisler

THAT the Audit and Finance Committee Terms of Reference Part 2 Section 32 of the LPRCA Personnel Policy be removed;

AND

THAT the Draft Audit and Finance Committee Terms of Reference be approved as presented.

Carried

e) Education Centre Exterior Upgrades

The Conservation Education Centre was built in 1991. Various repairs and upgrades have been achieved with funding from grants and donations. A barrier free ramp,

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

accessible entrance doors and two washrooms were upgraded with funding received from the Enabling Accessibility Grant Program. The renovation of the classroom, exhibit area and meeting space, upgraded electrical and lighting, new flooring, and new signage were funded by the Tourism Relief Fund in 2022.

To continue with the upgrades, staff requested quotes from contractors and was able to obtain one from PK Construction who had the contract for the accessibility upgrades.

A-62/23

Moved by C. Van Paassen

Seconded by P. Ypma

THAT the LPRCA Board of Directors approves retaining PK Construction Inc. for the replacement of the concrete entrance stairs, new steel rail guards to the elevated landing, and barrier free ramp for \$30,500,

AND

THAT the LPRCA Board of Directors approves retaining PK Construction Inc. for the replacement of existing louvres and flashing around the dormers, cupolas, and gable ends for \$28,600,

AND

THAT the LPRCA Board of Directors approves the use of \$50,880 from the Education Centre Internally Restricted Reserve and \$8,220 from the Backus Woods Endowment Fund deferred interest revenue.

Carried

f) Big Otter Creek Floodplain Mapping Study - RFP

The floodplain mapping project consists of mapping a portion of the Big Otter Creek from Tillsonburg to Calton Line in the Municipality of Bayham. Mapping for the Big Otter Creek from Norwich to Tillsonburg and Calton Line to Port Burwell was completed in 2020. The updated flood hazard mapping will support the flood forecasting and warning in flood-prone communities, and the MNRF Lake Erie Management Unit's fish habitat studies on Big Otter Creek.

A Request for Proposal (RFP) was issued for the Big Otter Creek Floodplain Mapping Study and 10 proposals were received by the deadline. All of the proposals met the RFP requirements and, as a result of the evaluation process, staff recommended the tender be awarded to Aquafor Beech Limited.

The project was included in the 2023 Approved Capital Budget to be funded 50/50 in partnership with the Ministry of Natural Resources and Forests (MNRF) Lake Erie

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

Management Unit. The MNR Lake Erie Management Unit has received additional funding and their commitment is \$40,000 or 76% of the approved budget.

A-63/23

Moved by Rainey Weisler

Seconded by D. Beres

THAT the LPRCA Board of Directors approve retaining Aquafor Beech Ltd. for engineering services to complete the Big Otter Creek Floodplain Mapping Study at a cost of \$51,930 exclusive of HST.

Carried

The closed session began at 8:05 p.m.

11. Closed Session

A-64/23

Moved by R. Weisler

Seconded by S. Patterson

THAT the LPRCA Board of Directors does now enter into a closed session to discuss:

- 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 Authority

Carried

The board reconvened in open session at 8:58 p.m.

The closed meeting minutes of May 3, 2023 was approved in the closed session.

Adjournment

The Chair adjourned the meeting at 9:00 p.m.

John Scholten
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/dm

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma



Subject: CAO 23-08 New Town Hall Project

Report Number: CAO 23-08

Department: Office of the CAO

Submitted by: Laura Pickersgill, Executive Assistant; Renato Pullia, Director of Innovation & Strategic Initiatives; Kyle Pratt, Chief Administrative Officer

Meeting Type: Council Meeting

Meeting Date: Monday, July 17, 2023

RECOMMENDATION

- A. THAT report titled CAO 23-08 New Town Hall Project be received as information;
- B. AND THAT staff be directed to transfer the savings realized from the 2022 and 2023 reduced rent payment at the Corporate Office for the unusable space due to the mould remediation to the Facilities Capital Reserve, to be earmarked for the capital costs of the new Town Hall;
- C. AND THAT staff be directed to transfer the Town Hall unused funds from 2020 of \$25,000 from the Tax Rate Stabilization Reserve to the Facilities Capital Reserve, to be earmarked for the capital costs of the new Town Hall;
- D. AND FURTHER THAT staff be directed to maintain the same 2023 budget for rent for the Corporate Office for 2024, 2025 and 2026 and transfer any unspent amount in the aforementioned years to the Facilities Capital Reserve, to be earmarked for the capital costs of the new Town Hall.

BACKGROUND

The consolidated Town Hall project has been underway since 2015. In 2015, a Town Hall Steering Committee was established to review options for a new Town Hall. In 2016, a space needs study was conducted to assess the square footage requirements. At the December 9, 2019 Council meeting the following resolution was passed:

THAT Report CAO 19-14 Town Hall Recommended Option- Town Hall Steering Committee be received;

AND THAT given that the quotes have come in well in excess of the benchmark and will create a negative impact on future budgets, that Council reject all proposals for the Design, Build/Lease of a new Town Hall and terminate the current RFP process;

AND THAT staff report back in February with recommendations on how to proceed with consideration of a complete set of options on how to proceed

CAO 23-08

towards new corporate space for the Town of Tillsonburg with lower costs to the Town.

In 2020, the Town Hall Steering Committee was reconvened to bring forward a report that compared the Design, Build and Own option(s) and expansion of the current Town Centre Mall space through either a lease or ownership option to the status quo option.

In 2021, as a result of the pandemic and the shift to remote work options it was determined that an updated space needs study from the original study done in 2016 would be beneficial to understand how much space would actually be needed in a new Town Hall with a hybrid work model. The updated space needs study, attached as Appendix A, recommends that the next steps to advance the project would include a detailed evaluation of the preferred site or sites followed by a detailed design and tender of the proposed design.

On February 28, 2022 the following resolution was passed:

THAT Council receives report CAO 22-01 Town Hall Steering Committee Recommendation;

AND THAT Council endorses the Town Hall Steering Committees recommendation regarding Option C - Greyfield Site - located at the corner of Brock and Harvey Street at the "Maximum" square footage scenario to enable future growth and expansion;

AND THAT staff be directed to move forward with this option.

On June 16, 2022 the following resolution was passed:

THAT Council direct staff to proceed with an Environmental Site Assessment of the new construction "Greyfield" Option Site in the Harvey and Brock Street Municipal Parking lots to determine the extent of environmental contamination, if any, and potential for any remediation costs.

Following this, environmental site assessments were conducted.

On April 6, 2023, the newly elected Council held a Priority Setting Meeting. At this meeting the following resolution was passed:

THAT staff be directed to focus planning efforts on the consolidated new Town Hall as an expansion to the Customer Service Centre (CSC), 10 Lisgar Avenue, and report to Council on plans, timelines, impacts and other synergies for the CSC location.

CAO 23-08

DISCUSSION

Given this latest direction, staff are developing a project task list to provide comprehensive steps for moving forward. The current direction would seek to have the existing bays at the CSC demolished with a build up from there for the additional office space. This would mean that Tillsonburg Hydro Inc. and Water/Wastewater operations would be required to move from the CSC into another space. The attached Appendix B looked at the feasibility of consolidating Roads, Fleet, Hydro, Water/Wastewater, and Parks staff into one Operations Centre, whether at the current Spruce St location, or a new location. Staff are reviewing all of the previous completed studies, plus assessing current and future needs, and will evaluate solutions that meet the long-term needs of the Town. These recommendations will be included with the next update report to Council for consideration.

As Council is aware, staff are relocating the corporate office for a period of three years to two temporary locations at 51 and 55 Brock Street. The plan for these leases is that the Town remains there for a maximum of three years (with renewal options available for 55 Brock Street, should there be delays in construction of a new town hall, but also with a 120-day termination clause for year three onwards).

Staff will be bringing the next report that will include the proposed task list and will seek further Council direction to proceed with the design phase tendering.

CONSULTATION

Senior Leadership Team, Management Team

FINANCIAL IMPACT/FUNDING SOURCE

In the 2023 budget, there is \$300,000 allocated for the New Town Hall Project, funded from the Tax Rate Stabilization Reserve for the development of design and tender documents. There will be additional funds of approximately \$65K for 2022 and \$55K for 2023 coming available and recommended to be transferred to the Facilities Capital Reserve. These are a result of savings established from the reduced rent payment at the Corporate Office for the unusable space due to the mould issue. The additional funds for 2022 are recommended to be transferred to the reserve along with early direction to earmark the 2023 amount as included in this report's recommendation. Both amounts are subject to year-end lease reconciliation for the common area costs.

In addition to what is covered in this report's Discussion section, the Recommendation also includes direction to keep the same rent budget as in 2023 and transfer the rent savings for 2024, 2025 and 2026 to the Facilities Capital Reserve and be reinvested towards the capital costs of the new Town Hall. Additionally, there is \$25K in the Tax Rate Stabilization Reserve from 2020 Town Hall unused funds that are being

CAO 23-08

recommended to also be transferred to the Facilities Capital Reserve and be earmarked for the capital costs of the new Town Hall.

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 – Position Tillsonburg as a leader in the municipal sector.

Priority Project – *Immediate Term* - Consolidated Town Hall initiative

ATTACHMENTS

Appendix A – 2021 Space Needs Study- Fabrik Architects

Appendix B – 2021 Feasibility Study- Operations Centre



fabrik

ARCHITECTS

Inspired design - for everyone.

Tillsonburg Town Hall Space Needs Review

**Town of Tillsonburg, 200 Broadway St. Suite
200, Tillsonburg, ON N4G 5A7**

CONTACT INFO

info@Fabrikarchitects.ca

519-743-0608

www.Fabrikarchitects.ca

ADDRESS

135 George St N

Suite 200

Cambridge, Ontario N1S 5C3

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3 Tillsonburg Town Hall Space Needs Review





Inspired design - for everyone.

Tillsonburg Town Hall Space Needs Review - Executive Summary

Attention: Town Hall Steering Committee,
204 Broadway, Suite 200, Tillsonburg

It is with the greatest pleasure that Fabrik Architects submits this Feasibility Report for your review. This report provides an updated assessment of Tillsonburg's Town Hall space needs and the feasibility of meeting these needs on three different sites. These sites include the existing 200 Broadway mall location, the customer service centre at 10 Lisgar St and the municipal parking lot site at the corner of Harvey and Brock Streets. As Fabrik's report is an update of the space needs study executed by KNY architects in 2016, it follows the same structure and refers to some of the initial analysis conducted in the original study for reference. The purpose of Fabrik's update is to reevaluate the space needs and site options for a new Town Hall in light of the global Covid-19 pandemic and resultant changes to the workplace. This includes synthesizing survey data from staff on working from home, analyzing the feasibility of the proposed sites and presenting alternative pandemic responsive office layouts. The end of the report will synthesize our analysis and provide recommendations for site selection and next steps.

As the founder and Principal Architect of Fabrik, I strongly believe in providing meaningful, comprehensive, sustainable design solutions that express each of our Client's respective visions and values. Based on our preliminary design work, Fabrik has developed an understanding and appreciation for the programmatic and organizational needs of the Town of Tillsonburg and recognizes both the deficiencies and opportunities of its current facilities. It is our understanding that the Town of Tillsonburg

wishes to invest in a new Town Hall space that better serves their needs and that their current lease is ending in December 2023. Our team understands that a new Town Hall space is critical to both improving operations, and rejuvenating the public office's appearance within the local community. Based on this understanding and our findings from site visits, analysis and coordination meetings we have determined that the Town Hall requires a more cohesive, functional space that can accommodate all administrative departments and have a greater community presence. The following report lays out the details and implications of our findings and their related recommendations with the aim of identifying an effective solution for Tillsonburg's Town Hall requirements.

Our Team thanks you for this opportunity to present a comprehensive Feasibility Report for your consideration. We would be happy to meet with you to answer any questions you may have, further discuss the details of this report and determine next steps. We look forward to continuing the professional relationship between our team and yours.

Regards,

Elisia Neves, Principal Architect, Fabrik
200-135 George St. N, Cambridge ON, elisia@Fabrikarchitects.



1.0 Introduction

Space Needs Study for Tillsenburg's Town Hall

In 2021 the Town of Tillsenburg issued an RFQ for an updated space needs study for their town hall and associated operations, in June Fabrik was awarded the contract. As per the RFQ and subsequent design coordination meetings the Client has articulated the following project terms of reference:

1. Review the 2016 Space Needs Study completed by KNYMH Inc. and complete a 2021 update to allow the document to reflect short and long term space needs for administrative and operational functions.

- a) Review Town's internal staff survey re: Remote Work and Work Preferences
- b) Review results of any stakeholder engagement session(s)
- c) Identify changes since 2016 and review impact on space allocations over multiple physical locations housing staff (administrative and operational)
- d) Update recommendations for space rationalization
- e) Re-evaluate current Town Hall square footage requirements and provide an updated 20 year growth projection for a new Town Hall

2. Additional report content and commentary to include movement of staffing:

- a) Identify all Administrative staff and space requirements in a new Town Hall
- b) Identify all Operations staff and space requirements in a new Town Hall (or elsewhere)
- c) (Current Operations space study will be provided)
- d) Operationally, identify synergies
- e) Statement of growth and change
- f) Potential efficiencies (Mobility Hub, combined Customer Service, single customer service desk, etc.)
- g) Pandemic Affect – How to address footprint in post-pandemic times
 - i. Distancing of workstations
 - ii. Hotelling (how to make safe or more compact)
 - iii. Flexibility for staff to drop in and plug in

3. Customized suite of office furniture to optimize square footage

- a) Status of existing furniture
- b) Options for furniture layout
- c) Discuss impact of furniture on Space Needs – how systems furniture can provide many options for staff.

4. Input from consultants/engineers is not required at this time – Consultant to define the space needs for such things as staff, meeting rooms, IT space, etc.

5. Concept design or building design not required at this time – Consultant to provide space required to provide municipal services.

Based on these terms of reference Fabrik has prepared the following report including detailed assessments and recommendations. The report includes eight sections and an appendix each addressing different content. The first section as detailed over the following pages provides a background and introduction to the project context and study parameters. Section 2 is a summary of existing site conditions and spatial requirements. Section 3 is an overview of survey results including the post pandemic work survey. Section 4 is analysis of the proposed sites suitability to the project parameters. Section 5 provides a basis for interior design and specifically looks at the impact of COVID-19 on workplace layout considerations. Section 6 looks at accessibility in the workplace as it pertains to the town hall. Finally section 7 provides a summary of previous analysis, conclusions and recommendations for next steps. The body of the report is followed by an appendix that includes sections from KNY Architects original report for reference.

STUDY SUMMARY

As part of the space needs study Fabrik reviewed three sites as potential locations for the updated town hall facilities: the existing Tillsenburg Town Centre location, the Customer Service Centre and the empty lots at the corner of Harvey and Brock.

The area of scope that was reviewed for each of these sites are listed below in square feet (SF) unless otherwise indicated:

200 Broadway	11,743 SF +/-
10 Lisgar St	18,609 SF +/-
Harvey & Brock	1.854 Acres +/-



Introduction – Continuation

In addition to the above sites Fabrik reviewed 20 Spruce St. for a separate feasibility study for a new Public Works facility intended to host all operational staff pending proposed construction completion. This Public Works feasibility study has been made available to council and when considered in conjunction with this report illustrates a larger strategy to consolidate similar municipal departments into an optimal number of program specific buildings (i.e. dedicated operations and corporate facilities) to improve efficiency and delivery of services as well as reduce operational costs. Based on this plan Fabrik assumes that all administrative employees will need to be accommodated at the updated Town Hall facilities. This includes 57 current and 5 future admin staff and Fabrik recommends that the proposed facilities be designed for a further 10% increase in staff to allow for projected growth. Although Fabrik envisions that both studies would be implemented in tandem with each other we have allowed for the provisional inclusion of the hydro department offices at the town hall should they not be relocated to 20 Spruce St. This provision is outlined in the space needs analysis section of this report.

Based on these occupancy assumptions and Fabrik's space needs analysis the proposed town hall facilities would require between 15,265 - 22,500 SF (23,010 with maximum hydro provision). This range in areas is based on two different spatial assumptions one prioritizing an optimized floor area and the other prioritizing flexible space use. These area calculations and their inclusions are outlined in greater detail in section 2 of this report.

Also note the parking requirements for a building of this size would be between 71 and 105 parking spaces.

In the context of the three proposed potential sites this required footprint would mean potentially doubling the area of the existing 200 Broadway office suites, a one to one extensive renovation of the Customer Service Centre and Hydro Bays or full development of the three lots at the corner of Harvey and Brock, the implications and opportunities of each of these scenarios are laid out in greater detail in section 4 of this report.

Fabrik's analysis of the required area for this project represents a reduction in space needs of between

6% (1,328 SF) and 36% (8,563 SF) from the original study. The amount of decrease in area can be largely correlated to the number of changes in the Town's work model as a result of COVID-19. The realities of a global pandemic have quickly and in some cases permanently shifted office employees into a work from home model. The Town of Tillsontburg's corporate office is no exception to this trend and previously conducted employee surveys further support the continuation of a hybrid work model for the indefinite future. Furthermore, COVID-19 has prompted Fabrik to reconsider office space planning and design to better adapt to external stressors including public health emergencies. A detailed analysis of these survey results and diagrammatic suggestions of pandemic responsive office spatial layouts can be found in sections 3 and 5 of this report respectively.

BACKGROUND

For a general background on the Town of Tillsontburg operational structure and summary of existing buildings please see section 1.1 of the 2016 KNY Architects Space Needs Study located in the appendix of this report as this information is unchanged.

STATEMENT OF NEED & PROJECT PURPOSE

In December 2023 the Town of Tillsontburg's corporate office lease is expiring presenting an opportunity for much needed facility upgrades. Currently the town's administrative staff operate over several disparate suites and buildings across town that lack a cohesive identity. Furthermore many of the existing spaces are inefficient, nonfunctional or poorly located. Therefore there is a clear need to reevaluate how to consolidate administrative programs into one functional facility with a clear municipal identity with special consideration for the implications of the global COVID-19 pandemic.

OBJECTIVE & PROJECT DELIVERABLES

The objective of this study is to produce a comprehensive report detailing space needs and recommendations to aid in the selection of a site for the proposed Town Hall facilities and form criteria for the future design of the new facility.



2.0 Summary of Existing Conditions



For a general overview of the Town's existing conditions and facilities please see section 2.0 of KNY Architects original space needs study located in the appendix of this report.

For reference the corporate structure overview and analysis of existing conditions in that section of the original report were used to help inform proposed spatial areas in the following section and contributed to analysis of the proposed sites detailed in section 5.

Independent of the original space needs study Fabrik conducted site visits to two of the existing condition sites: 200 Broadway and 10 Lisgar, which are both proposed as potential updated Town Hall facility locations in this report.

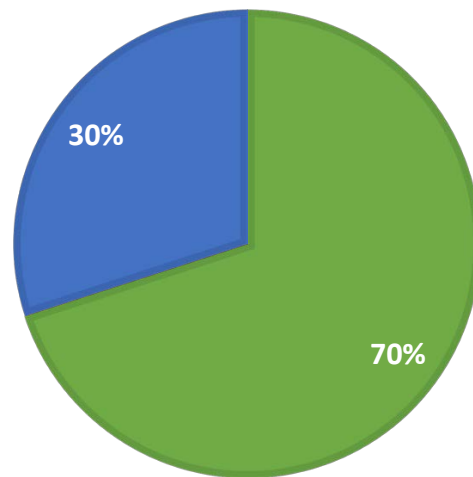


3.0 Overview of Survey Results

Staff Survey

STAFF WHO TOOK THE SURVEY

■ Administrative ■ Operational



For the results of original departmental and staff survey conducted by KNY architects please refer to the appendix of this report. For reference the critical products/services and amenity space data from that survey remain applicable to this report and helped inform the space summary spreadsheet at the end of this section.

The rest of the survey data included in this section is taken from the 2021 staff survey conducted by the Town Hall Steering Committee to assess preferences and trends in working from home that could inform future space needs. The survey was available to all Town staff including operational staff. As Fabrik has conducted a separate feasibility study for Public Works and Operations this report will focus on the administrative staff who will be the primary occupants of the upgraded Town Hall facilities.

For reference Fabrik's operations feasibility study looks at the possibilities for amalgamating all the public works departments including roads, fleet, hydro and parks in one facility either through a renovation and addition at the existing 20 Spruce St location or a new facility at a greenfield site. This report will also be presented to council for review in the fall of 2021.

Furthermore, for the purposes of this report Fabrik has focused on the survey results pertaining to percentage of employees who can work from home, the types of workspaces they require and perceived obstacles and advantages to the hybrid work from home model. These results have informed our summary of spaces spreadsheet at the end of this section.

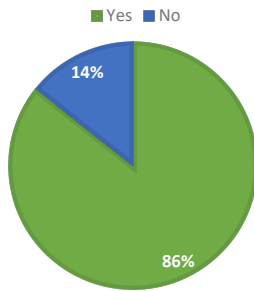
As a summary, the survey findings indicate that the majority of administrative employees (86%) are able to work from home at least part time and 73% of staff are amenable to alternative, flexible workspaces including hoteling and hotdesking. Furthermore the biggest advantage and disadvantage that staff identified of working remotely were less distractions and social isolation respectively. Both of these can be effectively addressed through strategic, hybrid work from home model. Fabrik's recommendations for how to implement this are described in greater detail at the end of this section and in section 5.



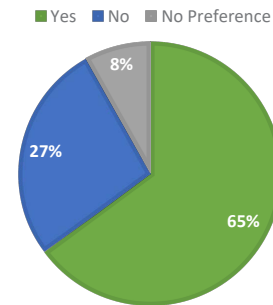
Survey Responses

Staff Survey - Administration

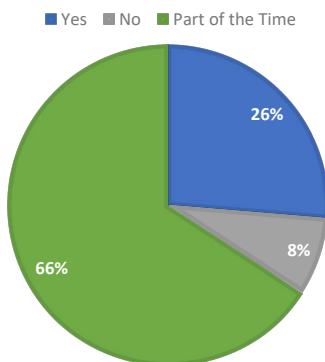
DOES YOUR JOB ALLOW YOU TO WORK FROM A REMOTE WORKPLACE?



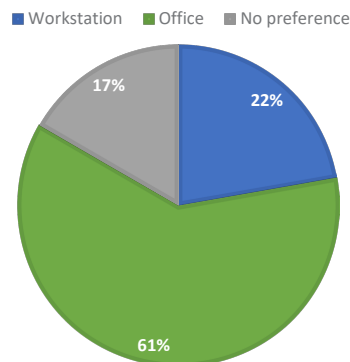
IF YOU WERE ENROLLED IN A REMOTE WORK MODEL, WOULD YOU BE FINE WITH SHARING A WORKSPACE WITH OTHER EMPLOYEE(S) WHEN YOU WERE WORKING IN THE OFFICE?



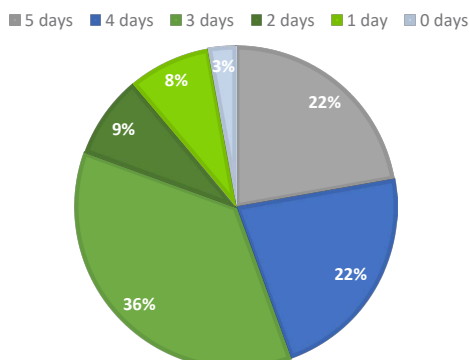
IF YES, WOULD YOU PREFER TO WORK FROM A REMOTE WORKPLACE?



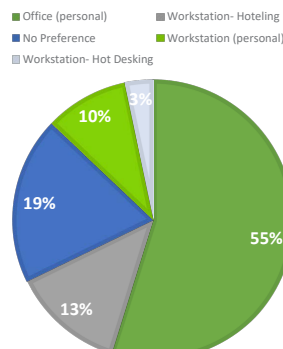
IF NO, WHAT KIND OF FIXED IN-PERSON DEDICATED WORKSPACE DO YOU REQUIRE?



HOW MANY DAYS OF THE WEEK WOULD YOU PREFER TO WORK REMOTELY?



IF YES, WHAT KIND OF SHARED WORKSPACE WOULD YOU REQUIRE?



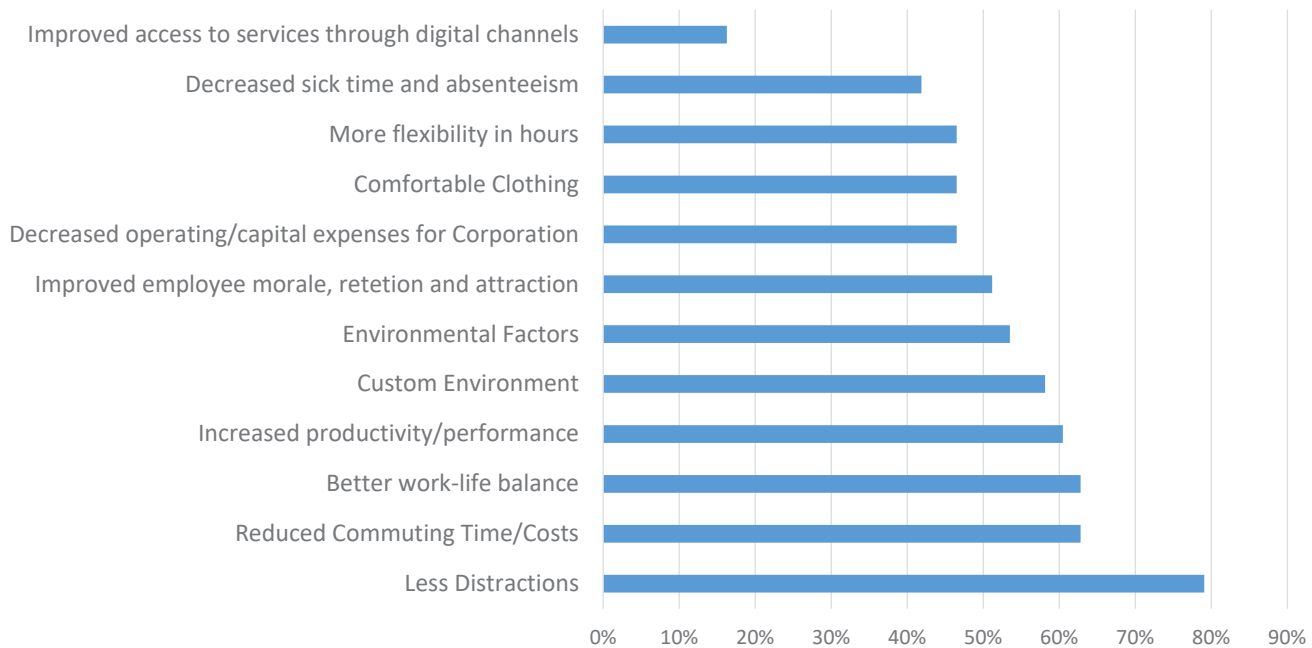
- **“Hoteling”** Desk Space involves pre-booking and checking in to access a space, much like at an actual hotel. Regardless of the occupancy of desk usage, a person still has to check in via a central booking to access their spot.

- **“Hot Desking”** is more free-wheeling. It is based on an unassigned desk concept, but the execution is first-come, first-served. If any employee sees an open space, they are welcome to claim it as their own and get to business—no reservation required.



Survey Responses - Continued

What kind of advantages do you feel could arise from working remotely?



What kind of disadvantages do you feel could exist from working remotely?



II Tillsburg Town Hall Space Needs Review

Summary of Spaces – Maximum Flexibility

This section features space needs evaluations based on two sets of assumptions. This first chart is based on maximum space usage and programming flexibility and allows for a greater amount of private workspace. Please note we have included the original 2016 space needs chart in the appendix. The positions in blue below are a combination of new hires and existing positions that were not included in KNY Architects's 2016 analysis, they represent a 21% or 12 employee increase in positions from the original report.

Department	Program	Staff		Space Type	Number Required	Unit Area (SF)	Net Area (SF)	Description
		Current	Future					
Office of the CAO/Council	Chief Administrative Officer	1	0	Office	1	200	200	Private Office
	Mayor	1	0	Office	1	200	200	Private Office
	Councillor	6	0	Workspace	6	60	360	Individual Workstations
	Executive Assistant (CAO/ Mayor)	1	0	Workspace	1	60	60	Individual Workstation
	Total	9	0		9	520	820	
Economic Development	Development Commissioner	1	0	Office	1	100	100	Shared Office
	Economic Development & Marketing Coordinator	1	0	Workspace	1	30	30	Shared Workstation
	Summer/Co-op (Share with CAO Office)	0	1	Workspace	1	30	30	Shared Workstation
Total	2	1		3	160	160		
Corporate Services/Clerk	Clerk	1	0	Office	1	75	75	Shared Office
	Deputy Clerk	1	0	Office	1	75	75	Shared Office
	Records & Legislative Coordinator	1	0	Workspace	1	30	30	Shared Workstation
	Communications Officer (Corporate Services)	1	0	Workspace	1	60	60	Individual Workstation
	Manager of Human Resources	1	0	Office	1	150	150	Private Office
	Human Resources Generalist	1	0	Office	1	30	30	Shared Workstation
	Health & Safety Officer	1	0	Workspace	1	30	30	Shared Workstation
	Customer Service Reps / Billing Support Clerks	7	0	Workspace	7	60	420	Individual Workstations
	Information Techonology	1	0	Workspace	1	30	30	Shared Workstation
	PT CSR	0	1	Workspace	1	30	30	Shared Workstation
	Summer Student	0	1	Workspace	1	30	30	Shared Workstation
Total	15	2		17	600	960		
Building/ Planning / Bylaw	Chief Building Official	1	0	Office	1	200	200	Private Office
	Deputy Chief Building Official	1	0	Office	1	150	150	Private Office
	Property Standards / Bylaw Officer	1	0	Office	1	150	150	Private Office
	Municipal By-Law Officer	1	0	Office	1	150	150	Private Office
	Development Technician	1	0	Workspace	1	60	60	Individual Workstation
	County Planner	1	0	Office	1	150	150	Private Office
	Building Inspectors	3	0	Workspace	4	30	120	Shared Workstation
	Summer Students	0	2	Workspace	2	30	60	Individual Workstations
	Total	9	2		12	920	1040	
Finance	Director of Finance/Treasurer	1	0	Office	1	100	100	Shared Office
	Senior Financial Analyst/Deputy Treasurer	1	0	Office	1	150	150	Shared Office
	Purchasing Coordinator	1	0	Workspace	1	60	60	Individual Workstation
	Accounts Payable / Accounts Receivable	1	0	Workspace	1	60	60	Individual Workstation
	Financial & Utility Analyst	1	0	Workspace	1	60	60	Individual Workstation
	Financial Analyst (RCP)	1	0	Workspace	1	60	60	Individual Workstation
	Revenue Manager	1	0	Office	1	150	150	Private Office
	Tax Clerk	1	0	Workspace	1	60	60	Individual Workstation
	Total	8	0		8	700	700	
Recreation, Culture & Parks	Director of RCP	1	0	Office	1	75	75	Shared Office
	Manager of Park & Facilities	1	0	Office	1	150	150	Private Office
	RCP Administrative Assistant	1	0	Office	1	150	150	Private Office
Total	3	0		3	375	375		
Operation Services	Director of Operations	1	0	Office	1	75	75	Shared Office
	Operations Administrator	1	0	Workspace	1	30	30	Shared Workstation
	Manager of Engineering	1	0	Office	1	150	150	Private Office
	Senior Operations Technologist	1	0	Workspace	1	60	60	Individual Workstation
	GIS Technician	1	0	Workspace	1	60	60	Individual Workstation
	Operations Technologist	1	0	Workspace	1	60	60	Individual Workstation
	Design Technologist	1	0	Workspace	1	60	60	Individual Workstation
	Civil Designer	1	0	Workspace	1	60	60	Individual Workstation
	Asset Management Coordinator	1	0	Workspace	1	60	60	Individual Workstation
	Transit Coordinator	1	0	Office	1	75	75	Shared Office
	Summer/Co-op Students	1	0	Workspace	1	30	30	Shared Workstation
	Total	11	0		11	720	720	
	Total Office Space	57	5				4775	
Hydro	THI - General Manager/CEO	1	0	Office	1	150	150	Private Office
	Operations Regulatory Affairs Officer	1	0	Workspace	1	30	30	Shared Workstation
	Development & Design Technologist	1	0	Workspace	1	60	60	Individual Workstation
	Instrumentation Technologist	1	0	Workspace	1	60	60	Individual Workstation
	Manager of Operations	1	0	Office	1	150	150	Private Office
	Hydro Operations Coordinator	1	0	Workspace	1	60	60	Individual Workstation
	Total	6	0		6	510	510	
Total Office Space Including Hydro	63	5				5285		

Summary of Spaces – Maximum Flexibility

Common Spaces	Entry Vestibule						80
	Staff Vestibule						80
	Reception						100
	Main Lobby / Welcome Area / Display Area						400
	Council Chamber	100					3000
	Board Room - 1	12					280
	Board Room - 2	6					150
	Training Room	20					500
	Break - Out Room - 1						80
	Break - Out Room - 2						80
	Lunch Room / Kitchen Staff						450
	Mail Room						80
	Copy Room						150
	File Room						150
	Library Room						120
	Map Room						150
	Plotter Room						150
	Washrooms - Public						300
	Washrooms - Staff						300
	Universal Barrier Free Washroom						100
	Waste Recycling Room						120
	Loading Area						64
	General Storage						600
	Vault						300
	IT/Server Room						225
	Mechanical Room						225
	Electrical Room						225
	Sprinkler Room						225
	Elevator						100
	Elevator Equipment Room						100
	Stair 1						250
	Stair 2						250
	Stair 3						375
	Total Common Space						9759
Total Common Space + Office Space						14534	
External Agencies	Chamber of Commerce - 20 Oxford St.						800
	BIA						400
	Total External Agencies						1200
External Agencies + Common + Office Space						15734	
Circulation & Walls - 30%							4720
Total Project Area							20454
Future Growth - 10%							2045
Total Project Area + Future Growth							22500

Please note this maximum flexibility spatial strategy results in 12 private offices, 4 shared offices, 29 individual workstations and 6 shared workstations. Based on the Steering Committee's survey up to 4 of these shared workstations would be well suited to hoteling stations. The remaining 2 workstations would be dedicated shared stations for the same 2 employees full time. The total required office space in this scenario results in an average 77 SF of workspace per employee. Further analysis of the space needs outlined above shows that the common and service spaces make up the majority of the area (67%) and the building and by-law department has the largest office space needs at 1040 SF. When compared against the 2016 study the greatest space savings can be seen in the office of the CAO/Council 672 SF or a 45% space savings.

In addition to these workspace assumptions this evaluation includes provisions for external agencies such as the Chamber of Commerce and the BIA and includes more robust programming such as a training room and loading area as well as larger service rooms.

This model will allow for the largest number of in person employees in the future and ability to host various events and activities. As a result it requires a larger building area of 22,500 SF to accommodate all programming.

*Please note that with the provisional inclusion of hydro employees 23,010 SF of space would be required.

Summary of Spaces – Optimized Floor Plate

This second space needs analysis chart is based on optimized space usage and the assumption of full integration of a hybrid work from home model.

Department	Program	Staff		Space Type	Number Required	Unit Area (SF)	Net Area (SF)	Description
		Current	Future					
Office of the CAO/Council	Chief Administrative Officer	1	0	Office	1	100	100	Shared Office
	Mayor	1	0	Office	1	200	200	Private Office
	Councillor	6	0	Workspace	6	30	180	Shared Workstations
	Executive Assistant to CAO/ Mayor	1	0	Workspace	1	30	30	Shared Workstation
	Total	9	0		9	360	510	
Economic Development	Development Commissioner	1	0	Office	1	100	100	Shared Office
	Economic Development & Marketing Coordinator	1	0	Workspace	1	30	30	Shared workstation
	Summer Student/Co-op (Share with CAO Office)	0	1	Workspace	1	30	30	Shared workstation
Total	2	1		3	160	160		
Corporate Services/Clerk	Clerk	1	0	Office	1	75	75	Shared Office
	Deputy Clerk	1	0	Office	1	75	75	Shared Office
	Records & Legislative Coordinator	1	0	Workspace	1	30	30	Shared Workstation
	Communications Officer (Corporate Services)	1	0	Workspace	1	30	30	Shared Workstation
	Manager of Human Resources	1	0	Office	1	75	75	Shared Office
	Human Resources Generalist	1	0	Office	2	0	0	Work from Home
	Health & Safety Officer	1	0	Workspace	1	0	0	Work From Home
	Customer Service Reps / Billing Support Clerks	7	0	Workspace	7	30	210	Shared Workstations
	Information Technology	1	0	Workspace	1	30	30	Shared Workstation
	PT CSR	0	1	Workspace	1	30	30	Shared Workstation
	Summer Student	0	1	Workspace	1	30	30	Shared Workstation
Total	15	2		18	405	585		
Building/ Planning / Bylaw	Chief Building Official	1	0	Office	1	200	200	Private Office
	Deputy Chief Building Official	1	0	Office	1	150	150	Private Office
	Property Standards / Bylaw Officer	1	0	Office	1	75	75	Shared Workstation
	Municipal By-Law Officer	1	0	Office	1	75	75	Shared Workstation
	Development Technician	1	0	Workspace	1	30	30	Shared Workstation
	County Planner	1	0	Office	1	150	150	Private Office
	Building Inspectors	3	0	Workspace	4	30	120	Shared Workstations
	Summer Students	0	2	Workspace	1	30	30	Shared Workstation
	Total	9	2		11	740	830	
Finance	Director of Finance/Treasurer	1	0	Office	1	100	100	Shared Office
	Senior Financial Analyst/Deputy Treasurer	1	0	Office	1	75	75	Shared Office
	Purchasing Coordinator	1	0	Workspace	1	30	30	Shared Workstation
	Accounts Payable / Accounts Receivable	1	0	Workspace	1	30	30	Shared Workstation
	Financial & Utility Analyst	1	0	Workspace	1	30	30	Shared Workstation
	Financial Analyst (RCP)	1	0	Workspace	2	30	60	Shared Workstation
	Revenue Manager	1	0	Office	1	75	75	Shared Office
	Tax Clerk	1	0	Workspace	1	30	30	Shared workstation
Total	8	0		9	400	430		
Recreation, Culture & Parks	Director of RCP	1	0	Office	1	100	100	Shared Office
	Manager of Park & Facilities	1	0	Office	1	75	75	Shared Office
	RCP Administrative Assistant	1	0	Office	1	75	75	Shared Office
Total	3	0		3	250	250		
Operation Services	Director of Operations	1	0	Office	1	100	100	Shared Office
	Operations Administrator	1	0	Workspace	1	0	0	Work From Home
	Manager of Engineering	1	0	Office	1	75	75	Shared Office
	Senior Operations Technologist	1	0	Workspace	1	30	30	Shared Workstation
	GIS Technologist	1	0	Workspace	1	30	30	Shared Workstation
	Operations Technologist	1	0	Workspace	1	30	30	Shared Workstation
	Design Technologist	1	0	Workspace	1	30	30	Shared Workstation
	Civil Designer	1	0	Workspace	1	30	30	Shared Workstation
	Asset Management Coordinator	1	0	Workspace	1	30	30	Shared Workstation
	Transit Coordinator	1	0	Workspace	1	30	30	Shared Office
	Summer/Co-op Students	1	0	Workspace	1	30	30	Shared Workstation
Total	11	0		11	415	415		
Total Office Space	57	5				3180		
Hydro	THI - General Manager/CEO	1	0	Office	1	75	75	Shared Office
	Operations Regulatory Affairs Officer	1	0	Workspace	1	30	30	Shared Workstation
	Development and Design Technologist	1	0	Workspace	1	30	30	Shared Workstation
	Instrumentation Technologist	1	0	Workspace	1	30	30	Shared Workstation
	Manager of Operations	1	0	Office	1	75	75	Shared Office
	Hydro Operations Coordinator	1	0	Workspace	1	30	30	Shared Workstation
Total	6	0		6	270	270		
Total Office Space Including Hydro	63	5				3450		



Summary of Spaces – Optimized Floor Plate

Common Spaces	Entry Vestibule						80
	Staff Vestibule						80
	Reception						100
	Main Lobby / Welcome Area / Display Area						300
	Council Chamber	50					1800
	Board Room - 1	12					280
	Board Room - 2	6					150
	Break - Out Room - 1						80
	Break - Out Room - 2						80
	Lunch Room / Kitchen Staff						350
	Mail Room						80
	Copy Room						150
	File Room						150
	Library Room						120
	Map Room						150
	Plotter Room						150
	Washrooms - Public						300
	Washrooms - Staff						300
	Universal Barrier Free Washroom						100
	Waste Recycling Room						120
	General Storage						550
	Vault						200
	IT/Server Room						200
	Mechanical Room						200
	Electrical Room						200
	Sprinkler Room						200
	Elevator						100
	Elevator Equipment Room						100
	Stair 1						250
	Stair 2						250
	Stair 3						325
	Total Common Space						7495
	Total Common Space + Office Space						10675
	Circulation & Walls - 30%						3203
	Total Project Area						13878
	Future Growth - 10%						1388
	Total Project Area + Future Growth						15265

Please note this optimized floor plate spatial strategy results in 4 private offices, 7 shared offices, 23 shared workstations and 3 full time work from home employees. Based on the Steering Committee's survey up to 18 of these shared workstations would be well suited to hoteling stations that could be booked by employees and 2 would be suitable for hotdesks that can be used by any employee at any time. The remaining 3 workstations would be dedicated shared stations for the same 6 employees full time. The total required office space in this scenario results in an average of 51 SF of workspace per employee.

When the above space needs spreadsheet is compared against the original 2016 study the space savings of the hybrid work from home model and proposed workspace sharing is evident. Specifically, these space savings are most substantial in the CAO/Council, Finance and Parks & Recreation departments with a potential for 66%, 59% and 40% space needs reduction in each department respectively when comparing the reduction in required area between the spreadsheets. Furthermore the 3,014 SF reduction in common and service spaces required from 2016 reflects a 29% savings in total area.

In addition to these workspace assumptions this evaluation removes provisions for external agencies such as the Chamber of Commerce and the BIA and minimizes programming such as training rooms, loading areas as and service rooms.

This model will allow for the greatest space and cost savings at 15,265 SF in required building area at the potential expense of flexible programming and with the inherent requirement for a permanent hybrid work from home policy.

*Please note that with the provisional inclusion of hydro employees 15,535 SF of space would be required.

4.0 Site Design & Selection



A - 200 Broadway Street, Suite 204, Tillsonburg Town Centre

B - 10 Lisgar Street, Customer Service Centre

C - Municipal Parking Lot Site, Corner of Harvey and Brock Streets

For a detailed analysis of site selection criteria and considerations please see section 4.0 of the original KNY architects report included in the appendix.



OPTION A: 200 Broadway



PROJECT TYPE: Tenant Fit Out

PROJECT AREA: 11,743-26,000 SF

TIMELINE: Flexible, 1-3 Years

COSTS: Recurring, Rent, Renovation

NUMBER OF STOREYS: 2

PROS

- Make use of existing space
- Maintain good relationship with landlord
- Located within community space
- Allows sale of 10 Lisgar property
- Defined project scope
- Lower up front construction costs

CONS

- Limits to layout and area
- Mall location inhibits creation of clear town hall identity, autonomy
- Potentially, limited project scope



OPTION B: 10 Lisgar, Customer Service Centre



PROJECT TYPE: Renovation

PROJECT AREA: 18,609 SF +/-

TIMELINE: Fixed 1-2 Years

COSTS: Renovation

NUMBER OF STOREYS: 1

PROS

- Make use of existing space
- Existing building is the perfect area
- Centrally located and visible
- No rent or development costs
- Single storey building

CONS

- Requires rework of newly re-cladded hydro bays
- Limited opportunity for future growth
- Tight timeline, would likely require temporary relocations in the interim
- Limited on site parking



OPTION C: Greenfield Site, Corner of Brock & Harvey



PROJECT TYPE: New Build

PROJECT AREA: 1.854 Acres +/-

TIMELINE: Fixed, 1-2 Years

COSTS: Development, Construction

NUMBER OF STOREYS: TBD

PROS

- No limits on size, layouts, appearance
- Allows relocation of all departments, sale of 10 Lisgar property
- Centrally located and visible
- Sufficient parking area

CONS

- Highest cost option
- Development complications (flood plains, utility lines)
- Aggressive timeline, would require temporary relocations in the interim, multi-year project



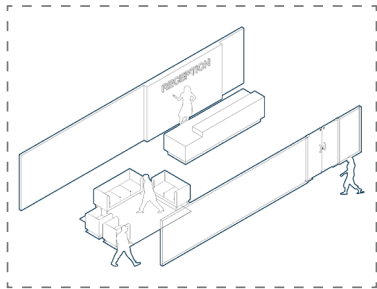
5.0 Basis for Interior Design



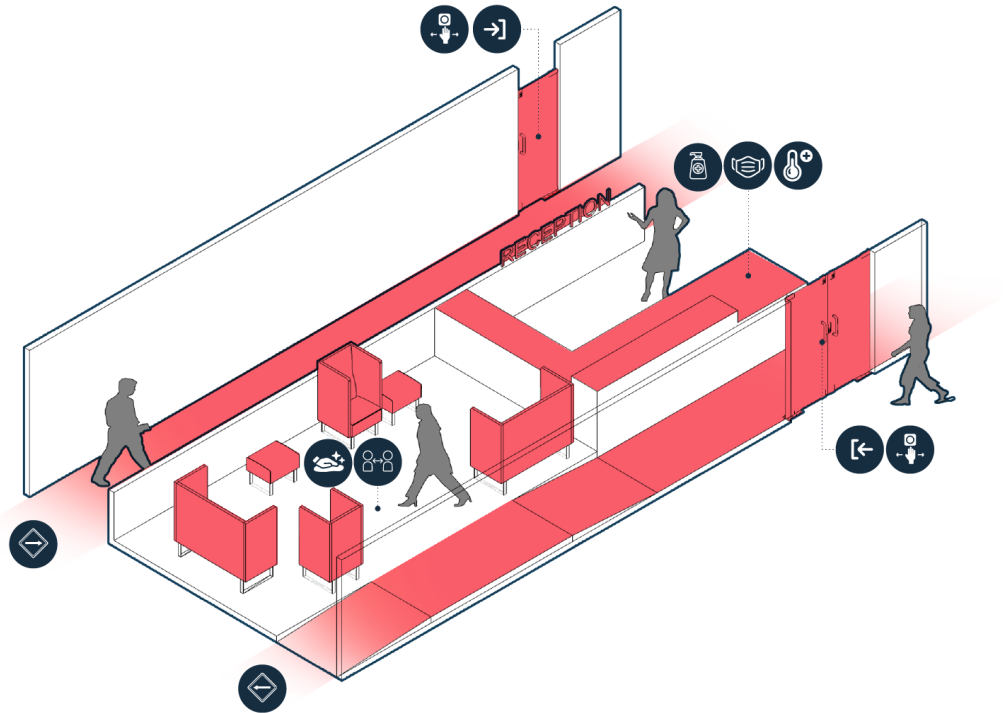
Fabrik's update to the original space needs study includes providing updated terms of reference for interior design and office space planning in response to the context of working during a global pandemic. The revised interiors guidance is categorized by program type similar to the original report but uses conceptual diagrams to illustrate various spatial strategies that can be deployed in combination or on their own to create a functional and pandemic responsive office space. These diagrams are purely representational and do not reflect furniture selections or a specific proposed layout for the Town Hall.



Office Space - Reception



TYPICAL LAYOUT



Touchless Operation



Exit / Entrance



Travel Direction (One Way)



Regular Sanitation



Social Distancing



Sanitation Station



Pre-Screening



Face Masks Required

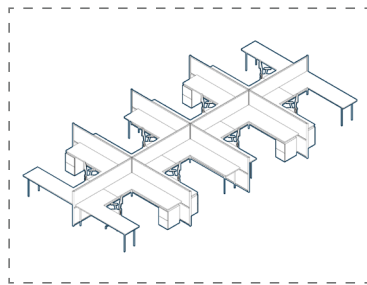
Architectural Characteristics

The re-imagined reception area focuses on creating a separation between employees and visitors to minimize contact and transmission. Separate entrances for employees and visitors open to a central reception desk which splits the lobby area into distinct zones. The reception lounge area is equipped with unique fixtures that promote social distancing and feature anti-microbial surfaces.

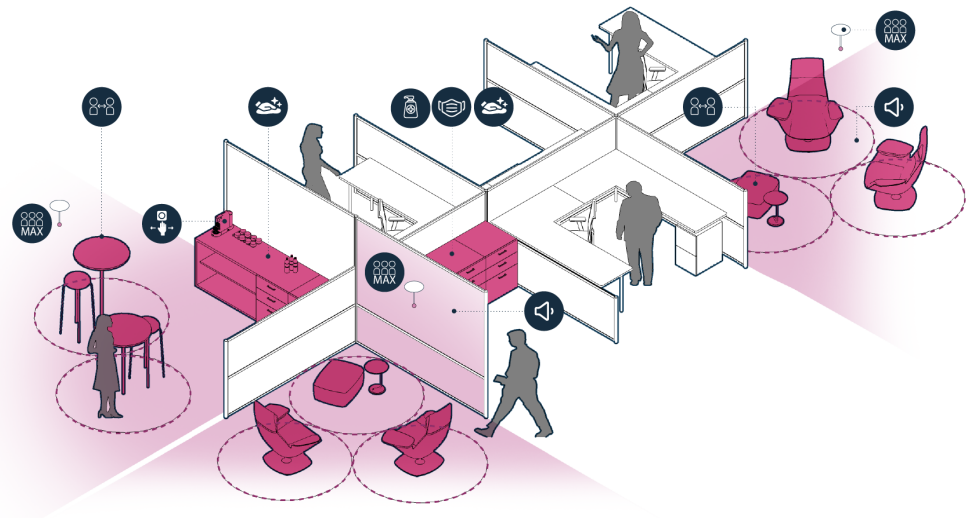
Fabrik views this strategy as viable for Tillsonburg's upgraded Town Hall given the natural division in user groups. Introduction of select lounge area fixtures, floor wayfinding, and relocation of existing reception desk furniture would yield a substantially safer office environment.



Office Space - Open Office



TYPICAL LAYOUT



Touchless
Operation



Occupancy
Sensor



Acoustic
Panels



Regular
Sanitation



Social
Distancing



Sanitation Station



Face Masks
Required

Architectural Characteristics

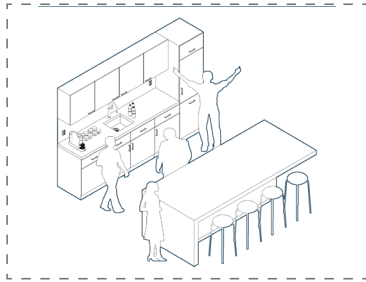
The pandemic responsive design for open office space re-imagines the typical fixed workstation grid as a patchwork of different office programming (workspace, storage, collaboration) to have diversity in function and act as a self-sufficient, decentralized node in the larger office.

Key features of the open office include alternating worksurfaces that create physical distancing between occupants, break-out areas with individual desks for small meetings and informal conversation, a refreshments area with single seat bar-tops, and a printer and copy area.

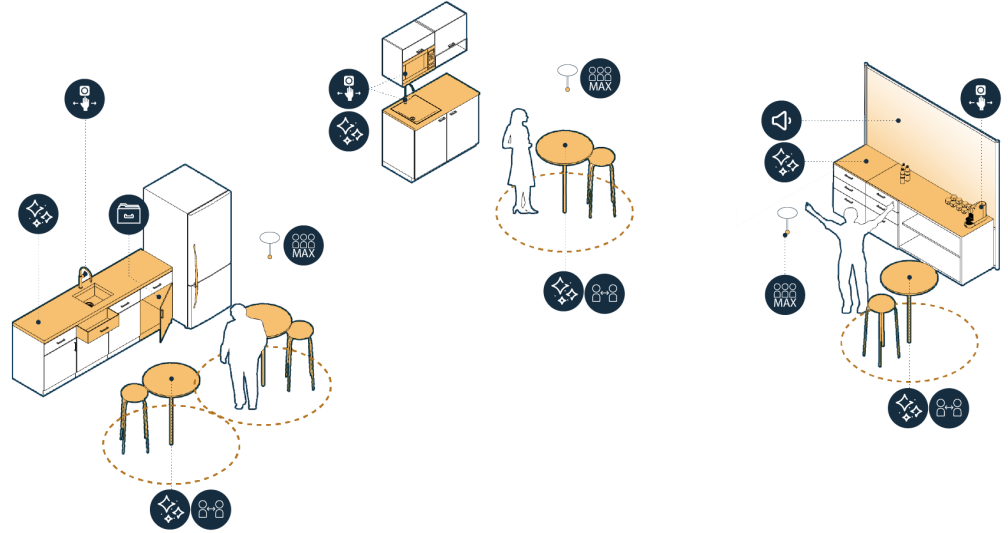
Fabrik views this strategy as viable for both Tillsonburg's existing, and or new office space as it involves a minor reorganization of a typical office workstation setup in Tillsonburg's existing furniture inventory.



Office Space - Kitchen



TYPICAL LAYOUT



Touchless Operation



Occupancy Sensor



Acoustic Panels



Anti Microbial Surfaces



Repurpose as Storage



Social Distancing

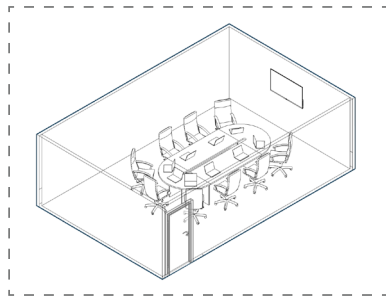
Architectural Characteristics

The kitchen in the post-pandemic office is a decentralized space that eliminates large gatherings of employees. A range of kitchen sizes are evenly distributed across the office floor plate to service pockets of users and create isolated spheres of working individuals. Single seat bar-tops coupled with antimicrobial materials and occupant sensors create safe environments for respite and recess.

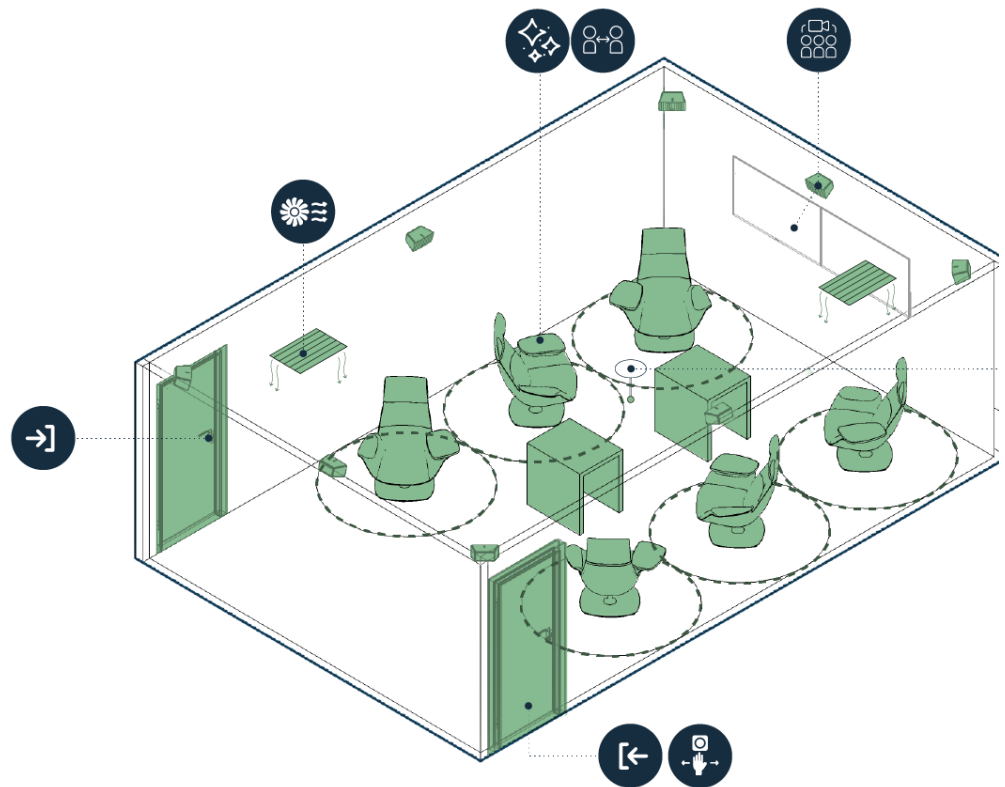
Fabrik views this as a viable option for both Tillsonburg's existing and new office space as it involves the addition of minor kitchen millwork to substantially improve occupant safety.



Office Space - Meeting Room



TYPICAL LAYOUT

Touchless
OperationOccupancy
SensorEnhanced HVAC
SystemIntegrated AV
SystemAnti Microbial
SurfaceExit /
EntranceSocial
Distancing

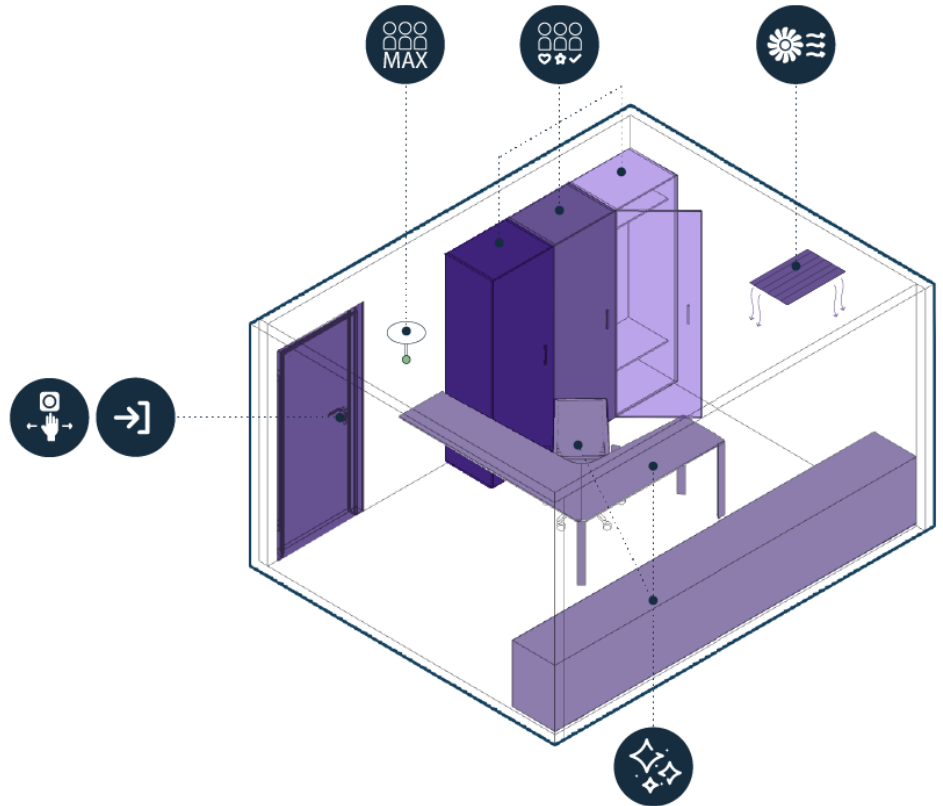
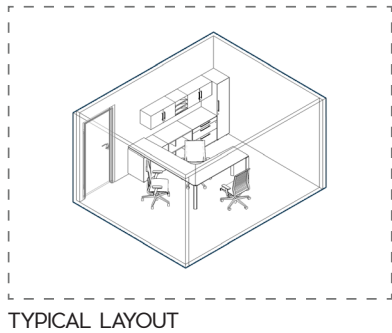
Architectural Characteristics

The reconsidered meeting room provides a safe, and socially distant environment that does not compromise collaboration. Separate entrances and exits ensure minimal contact between meeting participants. Rooms are equipped with fixed seating that features integrated work surfaces and state of the art AV connectivity to further reduce physical contact. Similar to the private office, a reconfigured HVAC system provides enhanced ventilation and filtration to eliminate airborne particulates.

Fabrik views this as a viable strategy for Tillsonburg's new office space as it involves small scale additions of new furniture fixtures, a new integrated AV system and a careful consideration for a new HVAC system that is easily integrated in new build projects.



Office Space - Private Office



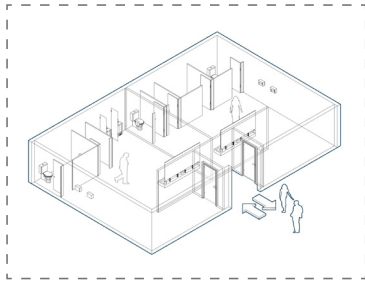
Architectural Characteristics

The revised private office takes advantage of the hybrid office model; in office and remote work flexibility. This is achieved by hosting multiple employees in a single space with adequate storage space and amenity. Anti-microbial surfaces coupled with regular sanitation ensure clean work areas between employee use. Reconfigured HVAC systems also ensure employee wellbeing with optimal air quality.

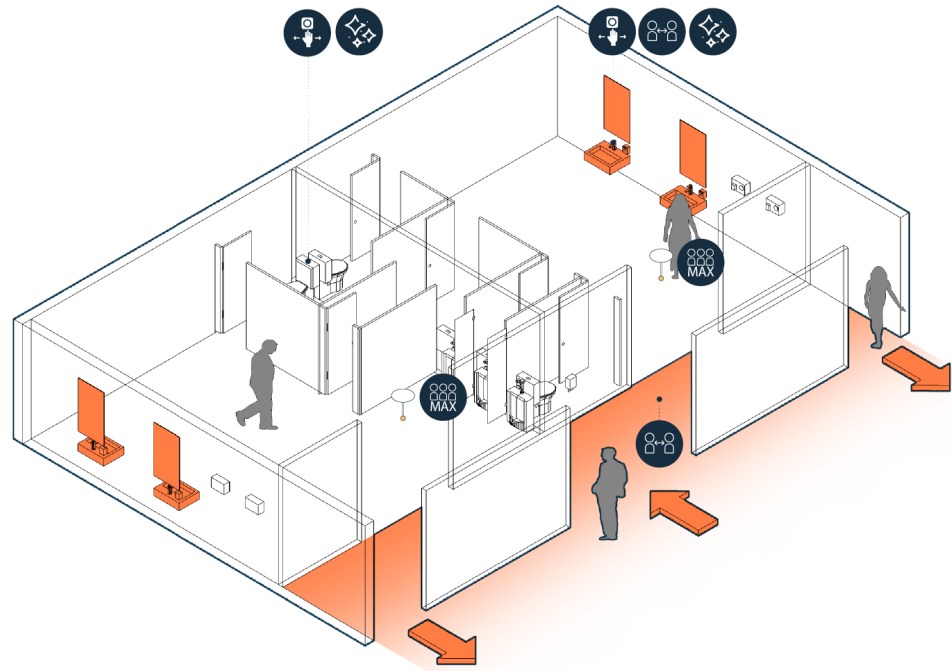
Fabrik views this strategy as highly viable for both Tillsnburg's existing, and or new office space as it involves a minor addition of lockable storage fixtures and a reassessment of existing HVAC systems for performance.



Office Space - Washroom



TYPICAL LAYOUT

Touchless
OperationOccupancy
SensorEnhanced HVAC
SystemAnti Microbial
SurfaceExit /
EntranceSocial
Distancing

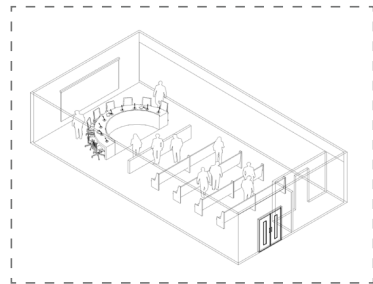
Architectural Characteristics

The pandemic responsive design for the washroom embraces circulation as a method to ensure occupant safety. A minor modification to the washroom access and exit creates a significant improvement in occupant safety. Specification of individually mounted plumbing fixtures and robust privacy guards further minimize particulate transmissions.

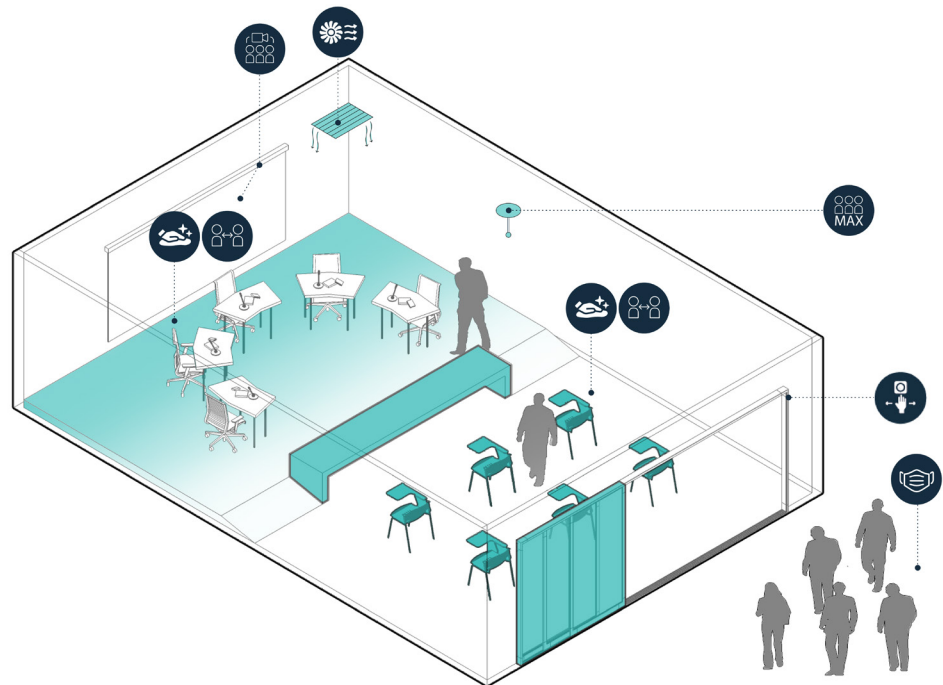
Fabrik views this as a viable strategy for Tillsongburg's new office space as it involves layout consideration and access/exit paths for the washrooms.



Council Chambers



TYPICAL LAYOUT



Touchless Operation



Occupancy Sensor



Enhanced HVAC System



Integrated AV System



Regular Sanitation



Face Masks Required



Social Distancing

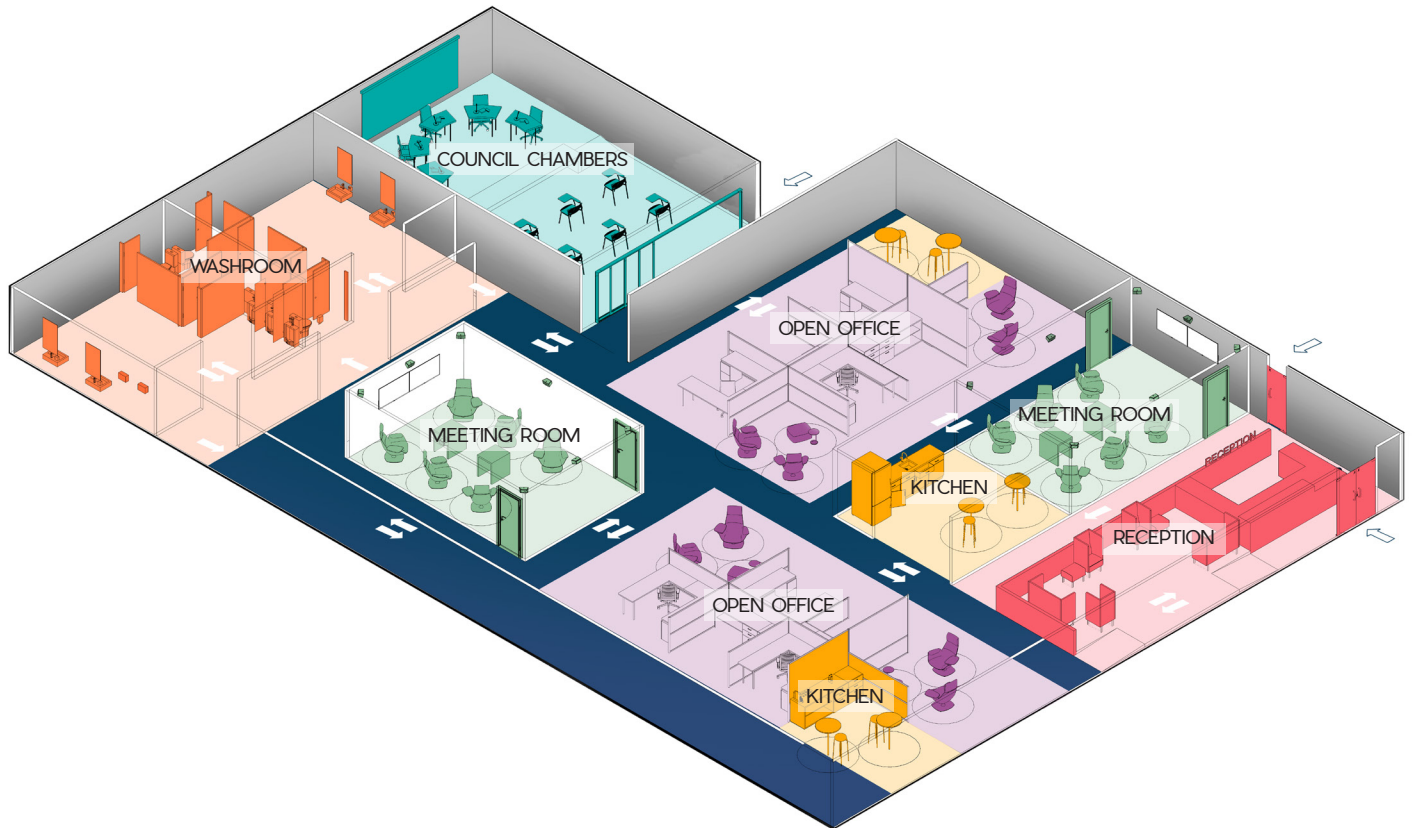
Architectural Characteristics

The revised council chambers prioritizes layout flexibility to maximize space usage options. This includes placing the council chambers space alongside a central circulation corridor to allow greater space for social distancing or larger groups. Additionally an upgraded, integrated AV system allows meetings to be digitally streamed to keep occupancy numbers low while promoting the transparency of government.

Fabrik recommends this strategy for Tillsonburg's new council chambers as it maximizes programmatic flexibility without compromising functionality or safety allowing the Town to effectively reduce their building footprint.



Office Space - Overall



Pandemic Responsive Design: Kit of Parts

The strategies suggested above have been designed to act as a kit of parts system which can be deployed as a whole or individually to new, and or existing facilities. This context agnostic methodology allows Fabrik to significantly improve occupant safety while being cognizant of space and cost parameters.

While this overall diagram is in no way site specific, it is a framework of Fabrik's Pandemic Responsive Design best practices that focus on circulation, limiting contact transmission, HVAC enhancements, improved surface sanitation and managing spatial occupancy.



Accessibility in the Workplace



For a general overview of accessibility requirements in the workplace please see section 7.0 from KNY Architects original space needs study included in the appendix of this report. All of the accessibility considerations and criteria in this original section continue to apply to any future design work for this project.

Fabrik Architects further recommends surpassing the considerations in the 2016 report by taking a holistic approach to accessibility as this is a growing trend in municipal buildings that helps to promote transparency and equity in public offices. Specifically Fabrik recommends the Town consider a high visibility design solution with public programming at grade for the future Town Hall.



Conclusions & Recommendations

CONCLUSIONS

In summary, for this report Fabrik analyzed three Town of Tillsonburg sites: the second floor of 200 Broadway, 10 Lisgar Street and the municipal parking lot site at the corner of Harvey and Brock streets. This analysis was informed by site visits, a rereading of previous stakeholder consultation information and Fabrik's professional evaluation of the suitability of each site with special consideration given to the impact of the COVID-19 pandemic. The purpose of this report was to both analyze the potential of each site and re-evaluate the Town's space needs in the context of continued hybrid work from home model. Fabrik found that the Town's space needs are flexible and dependent on various assumptions including the permanent adoption of a hybrid work from home model. Furthermore Fabrik found that a number of positions were not included in the original 2016 report and in addition to staff growth resulted in a higher baseline for office space needs. Despite this increase in projected occupant load Fabrik was able to find a space needs reduction between 1,328 and 8,563 square feet through the incorporation of work space sharing and a hybrid work from home model. Please note that office space needs could be further reduced with definitive commitment from employees to work from home on a full time permanent basis.

Another important consideration for the proposed town hall facility is Tillsonburg's future growth. To accommodate this growth, the municipality may wish to consider mandating a work from home policy or pursuing the maximum flexibility option to allow for a greater increase in staff and services.

Finally, council should evaluate the financial and logistical feasibility of pursuing both an updated Town Hall and Operations Facility coincidentally as this would impact the overall movement of staff and building usage required.

RECOMMENDATIONS/NEXT STEPS

Based on analysis of the Town of Tillsonburg's space needs and site evaluations of 200 Broadway, 10 Lisgar and the corner of Harvey and Brock, Fabrik recommends that the Town pursue further design study of one or two sites and advance discussion with their current landlord to explore the limitations and possibilities of redeveloping the second floor of the mall.

Next steps to advance the project would include a detailed evaluation of the preferred site or sites followed by a detailed design and tender of the proposed design. When followed by construction this would result in a total project timeline of one to three years depending on the selected site and project scope.



8.0 Appendix

Sections from KNY Architects 2016 Space Needs Report

32 Summary of Existing Conditions

39 Overview of Survey

44 Site Selection

48 Accessibility in the Workplace





Town of Tillsonburg

Space Needs Study



Final Report – May 2, 2016



architecture/planning / interiors/ management
Brantford–Burlington

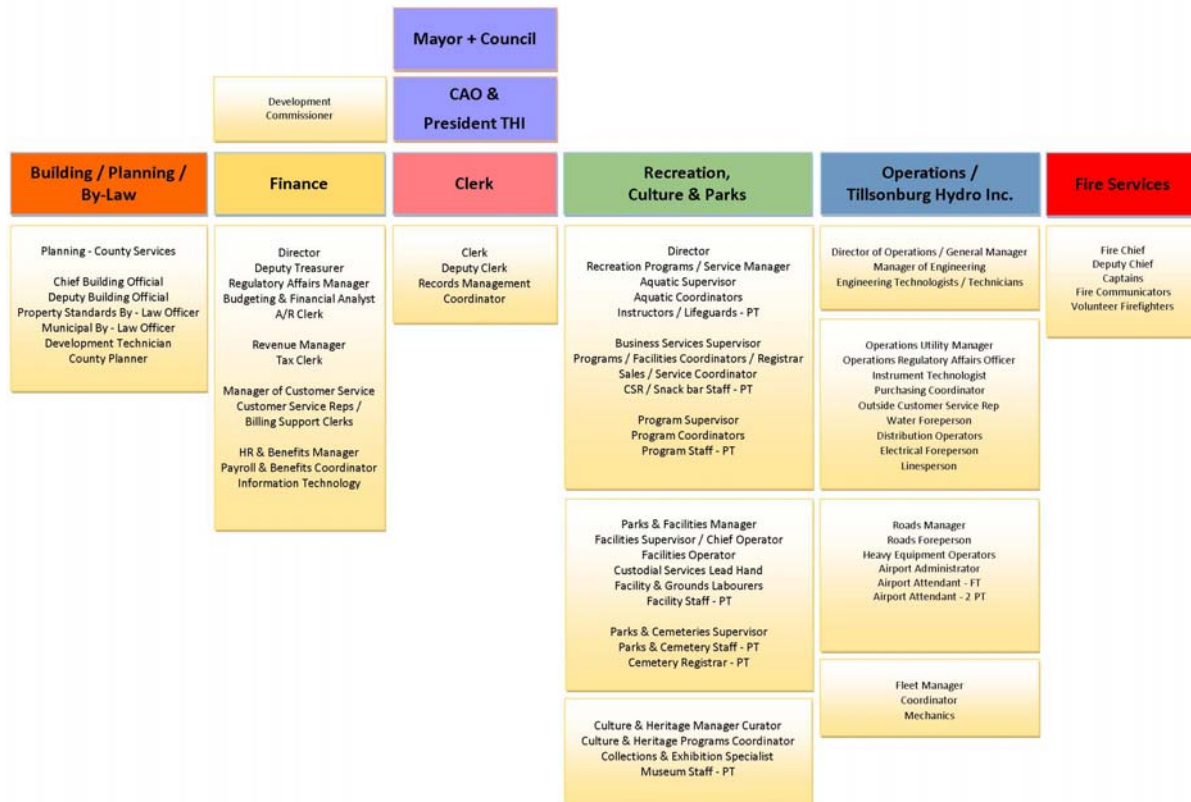
3190 Harvester Road Suite 202
Burlington, Ontario L7N 3T1
T 905.639.6595

www.knyarchitects.com

2.0 SUMMARY OF EXISTING CONDITIONS

2.1 Corporate Structure

The Town of Tillsonburg administration consists of 5 Departments, Development and Communication Services, Finance, Fire Services, Parks and Recreation and Operations which includes Tillsonburg Hydro Inc., plus the Office of the Chief Administrator and guided by Mayor and 6 Councilors'. Each department is led by a Director, who is a corporate leader and liaison between corporate and their department.



General Overview

Office of the Chief Administrative Officer

Each of the five above mentioned municipal departments are headed by specialists who are understandably focused on the needs of their departments. The CAO is the senior administrator of the Town and is responsible to city council for the effective and efficient operation of the Town. All Town departments report to council through the CAO. The CAO ensures that the advice and recommendations provided by staff to council are balanced and broad in perspective.

Clerk

The Clerk's office coordinates Council agenda and minutes, marriage and burial certificates, committee of Council, by-laws and record management. The expanded role includes performing statutory duties and duties of public interest and ensuring compliance with statutory requirements and municipal policy.

Building, Planning / By-Law

The Building / Planning / Department is responsible for providing a wide range of advisory and regulatory services that pertain to land use matters as well as the enforcement of the Ontario Building Code and Town By-laws.

Town of Tillsonburg - Space Needs Study

The department functions in order to enforce property standards and related by-laws and is responsible for the review and administration of applications for development planning and building approvals.

Finance and CSC

The Finance Department is responsible for providing a variety of services to all departments throughout the Town, such as treasury functions, maintenance of the general ledger, and budgets, through audited financial statements and quarterly reports. Human Resources also falls under this department.

Recreation, Culture and Parks

This department includes the majority of the city's customer-direct service / face to face interaction with the public on a daily basis. The department provides community-oriented programs and services, facilities, and recreational and cultural opportunities for the community. The department also delivers cemetery services, environmental and conservation protection and facility maintenance to the Town.

Operations Services

The Town's Operations Services generally operates engineering, fleet services, water, Tillsonburg Hydro and general infrastructure services responsible for infrastructure design, construction, operations and management. The department ensures the Town's environment is efficient, safe, livable, prosperous and vibrant through quality road and sewer infrastructure.

Fire Services

Emergency response is the core of the department's mission. The Tillsonburg Fire Department is staffed by a career Chief and Deputy Chief with 28 on call volunteer firefighters operating from one station. The Department protects the Town of Tillsonburg and responds outside this area on a mutual aid basis as part of the Oxford County Mutual Aid Association. Emergency dispatch services operate out of the Fire Hall.

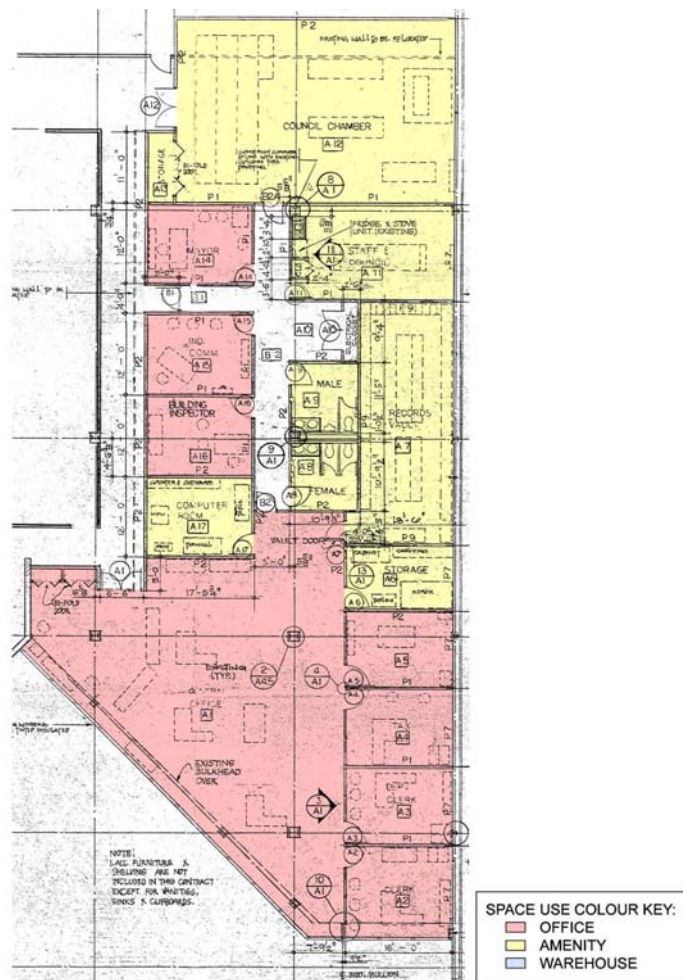
2.2 Current Facilities



200 Broadway Street
Town Hall

Office / Amenity Area - 9,000 SF. +/-

- Year Built 1980
- Located on the second floor of Tillsonburg Town Centre
- Functions for Mayor, Council, CEO, Clerk, Finance
- Spaces include Council Chambers, Offices, and amenity spaces
- No. of Offices – 10
- No. of Workstations - 10
- Spaces are not contiguous in operations
- Public access is via an elevator or fire stair
- Lacks sense of arrival, presence and spirit of a Town Hall
- Staff working environment is dated with poor access to natural daylight
- Expansion for more space is unknown at this time
- Chamber is not presentation friendly
- Chamber space suggested to be multi-functional



Town of Tillsonburg - Space Needs Study

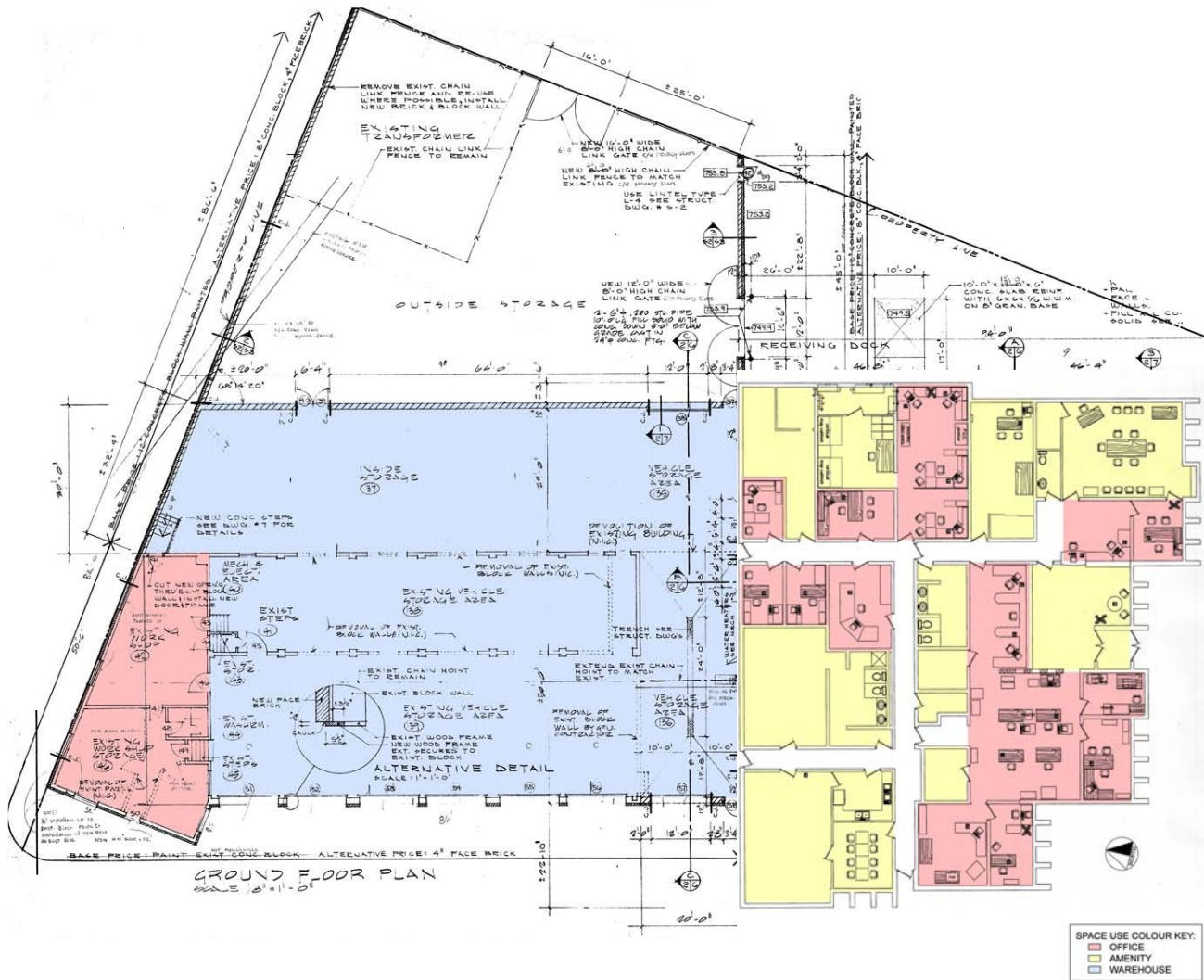


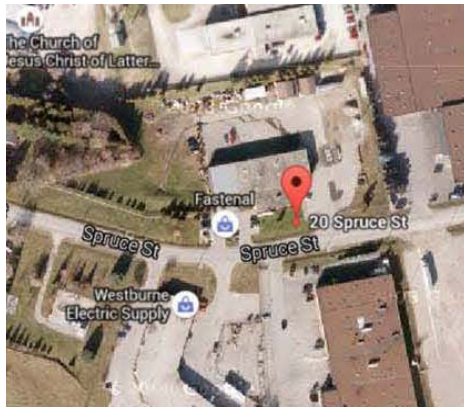
**10 Lisgar Street
Customer Service Centre**

Office Area – 8,496 SF+/-
Warehouse – 10,114 SF+/-
Total – 18,609 SF+/-



- Year Built - Circa 1970
- Functions for Customer Services, Building, Engineering
Tillsonburg Hydro
- Call Centre for Town Departments
- Spaces include Offices, truck storage and amenity spaces
- No. of Offices – 10
- No. of Workstations - 15
- Spaces are connected via corridors
- Public access at grade
- Staff working environment is dated, however acceptable
- The building envelop requires a great detail of repair
- Expansion to this building would be difficult
- Was constructed for public utilities

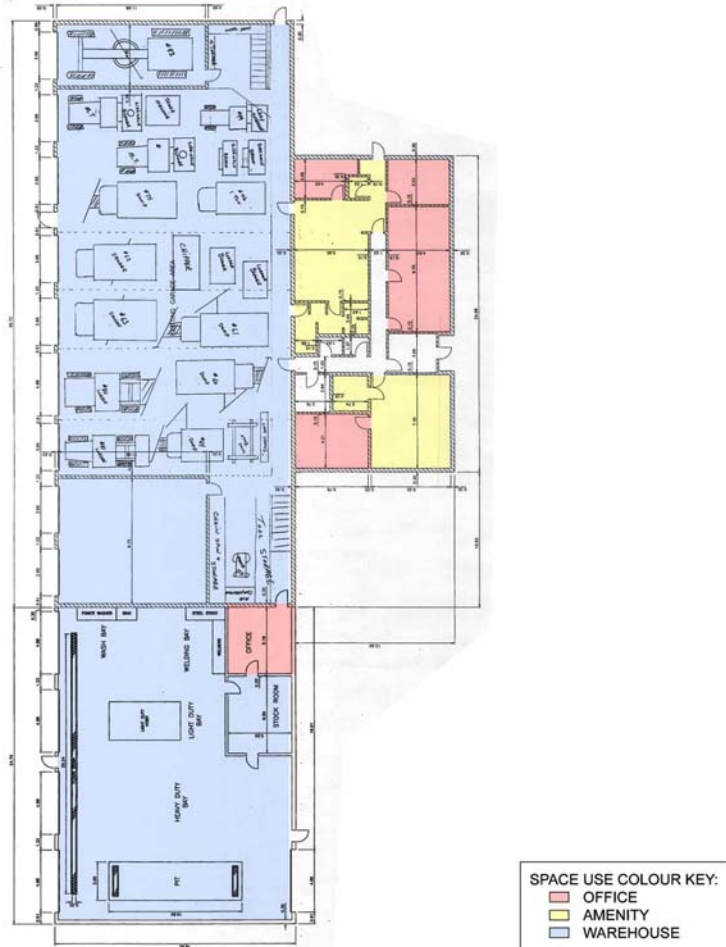




**20 Spruce Street
Operation Services**

Office Area – 3,326 SF+/-
Warehouse – 14,327 SF+/-
Total – 17,653 SF+/-

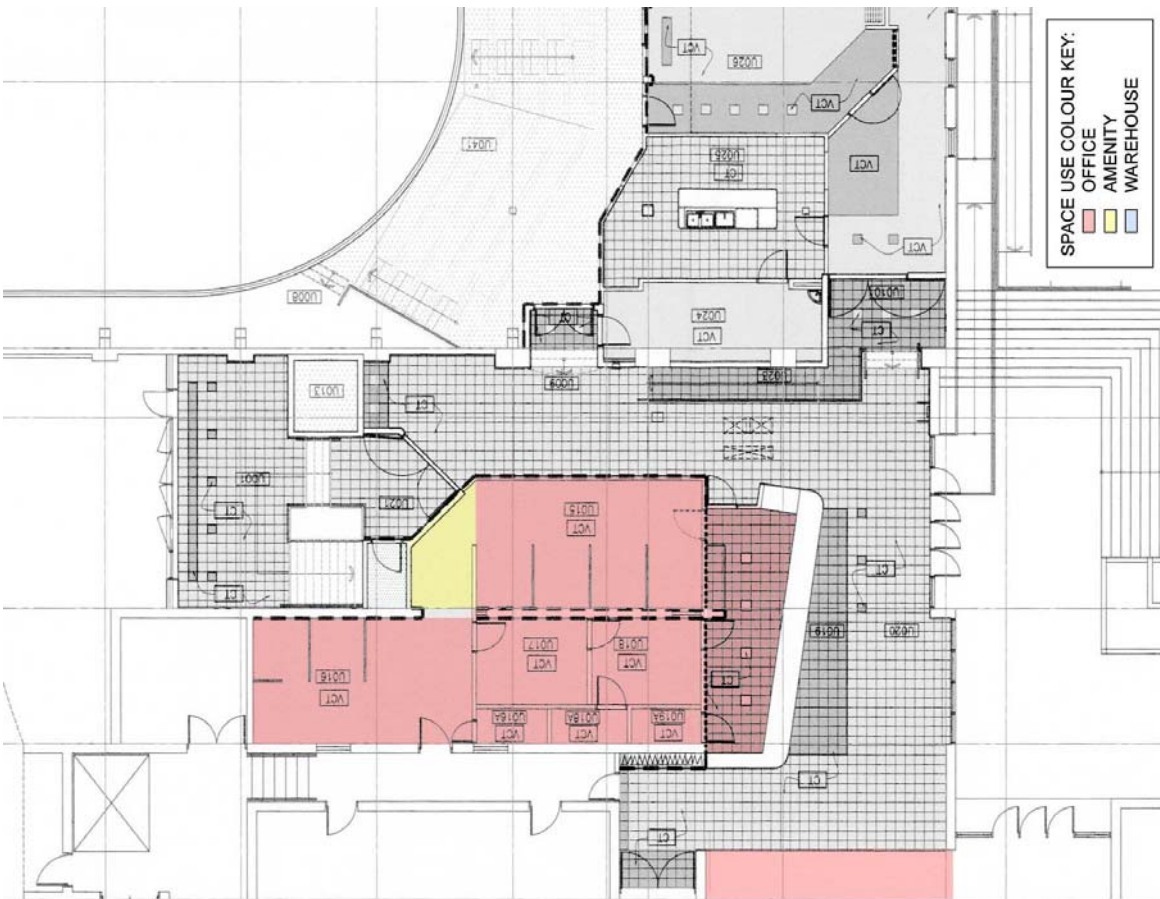
- Year Built – Circa 1970
- Functions for Public Works, Roads, Water
- Spaces include Offices, Fleet Warehouse and amenity spaces
- No. of Offices – 6
- No. of Workstations - 0
- Spaces are connected via corridors
- Public access at grade
- Staff working environment is dated, however acceptable
- Expansion to this building is possible but unlikely for a location for a Town Hall

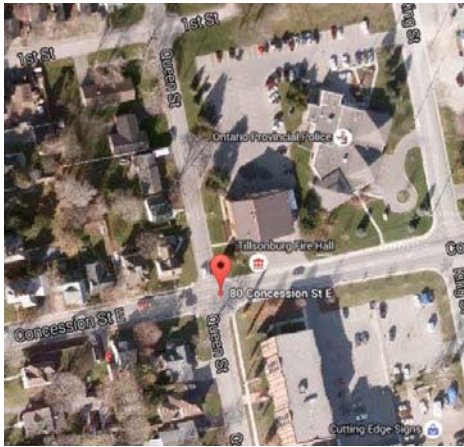




45 Hardy Avenue
Tillsonburg Community Centre
 Office Area – 1,600 SF+/-

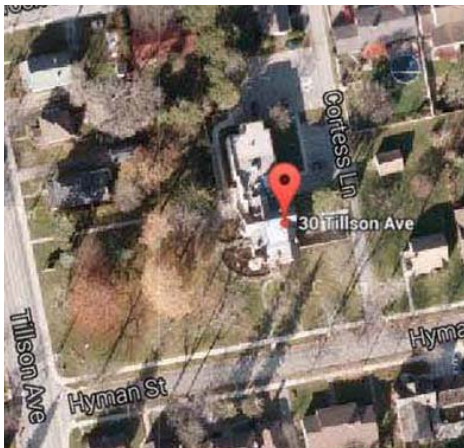
- Year Built – Circa 1970 with Multiple Additions since
- Functions as the Recreation, Culture and Parks
- Spaces include Offices, Arena, Pool, Senior Centre, Outdoor Recreation
- No. of Offices – 3 Plus 2 not seen
- No. of Workstations - 7
- Spaces are accessed behind a Customer Service
- Public access at grade / elevator at rear of building
- Staff Environments are acceptable
- This building is a dedicated recreational use building





80 Concession Street East Tillsonburg Fire Hall

- Year Built – Circa 1979
- Function – Fire Hall with Dispatch Services
- Spaces include – 3 Bay Apparatus Area, Offices, Dispatch, Crew spaces
- Spaces are connected via corridors / Stairs
- Public access at grade only
- Staff working environment is acceptable
- Not reviewed for the study



30 Tillson Avenue Annandale Museum

- Year Built – 1883
- National Historic Site
- Not reviewed for the study



3.0 OVERVIEW OF SURVEY

3.1 Questions

Survey questions focused on the following discussion items:

- a) The 5 most critical products / services provided by that Division;
- b) Level of interaction with the public as well as personal or confidential information;
- c) Level of interaction with other staff / Divisions / Departments;
- d) Space requirements for seasonal / temporary / visiting staff;
- e) Projected growth of staff population (within 5 years); and
- f) Specific amenity needs of each department.

3.2 Survey Responses

Seven (7) Survey responses were completed and received:

- Office of the CEO
- Clerk
- Building / Planning / Bylaw
- Finance + CSC
- Recreation, Culture & Parks
- Operation Services Fire Services

3.3 Survey Results

Refer to the following pages:

Town of Tillsonburg - Space Needs Study

3.3 Survey Summary

DEPARTMENTS	Office of the CAO	Clerk	Building / Planning / By-Law	Finance + CSC	Recreation, Culture & Parks	Operations Services	Fire Services
5 CRITICAL PRODUCTS / SERVICES	<ol style="list-style-type: none"> Economic Development Marketing and Communication Town Administrative Oversight Governance – Council Reception Services 	<ol style="list-style-type: none"> Council Agendas & Minutes Vital Stats – Burial Permits, Death Registration, Civil Marriages Services Committees of Council By-Laws Records Management 	<ol style="list-style-type: none"> Review and Issuance of Building Permits Building an Property Standard Inspections Planning & Development Applications Building, Planning, By-law Inquiries & Reporting 	<ol style="list-style-type: none"> Budgeting Support Purchasing Support Customer Service IT Support Taxation 	<ol style="list-style-type: none"> Recreational & Cultural Programs for Area Residents Museum Display and Collection Activities Recreational Meetings and Event Space Rentals Parks & Cemetery Services to Area residents Facility Maintenance Services to Corporation 	<ol style="list-style-type: none"> Road Maintenance Water Distribution Hydro Distribution Sanitary & Storm Collection Asset Management (data collection / management, analysis / design, capital planning) 	<ol style="list-style-type: none"> Fire Suppression and Rescue Services Community Emergency Management Program Fire Emergency Communications & Customer Service Fire Prevention & Public Education Fire Code Enforcement
INTERACTION FACE TO FACE	Public - High Clerk - High Building - High Finance - High Parks - High Operations - High Fire - High	Public - High CAO / Mayor / Council - High Building - High Hydro - High Customer Service - High Engineering - Medium - High	Public - High CAO - Low Clerk - Medium Engineering - Medium Operations - Low	Public - High CAO - Medium Clerk - Medium Building - Low Parks - Medium Operations - Medium Hydro - Low	Public - High Clerk - Medium Finance - Medium Operations - Med - Low Fire - Low	Public - High Building - High Finance - Medium Engineering - High	Public - High Building - Low Finance - Low Operations - Medium
STAFFING	14	3	8	12	29	45	33
PROJECTED GROWTH - 5 YEAR	0	1	0	0	2	5	13
WORKSPACE REQUIREMENTS	6 - Offices 1 - Office Shared for 3 1 - Reception 1 - Workspace	2 - Offices 1 - Reception 1 - Workspace	5 - Offices 1 - Reception for 2 Staff 2 - Workspaces	4 - Offices 1 - Reception 8 - Workspaces	3 - Offices 1 - Reception 5 - Workspaces 3 - Workspaces Shared 3 - Other	9 - Offices 1 - Reception 10 - Workspaces 3 - Workspaces Shared	3 - Offices 1 - Reception 3 - Workspace 2 - Other

3.3 Survey Summary

DEPARTMENTS	Office of the CEO	Clerk	Building / Planning / By-Law	Finance + CSC	Recreation, Culture & Parks	Operations Services	Fire Services
AMENITY SPACE NEEDS	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage Library / Storage Computer Storage Electronic Equipment Copy Room Refuge Area Break Room Convenience Station	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage Library / Storage Computer Storage Electronic Equipment Copy Room Refuge Area Break Room Convenience Station	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage Library / Storage Computer Storage - Scanners Electronic Equipment Copy Room Refuge Area Break Room – 8 people Convenience Station – 8 people	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage Library / Storage Computer Storage Electronic Equipment Copy Room – 2 Shared Refuge Area Break Room – 2 Shared Convenience Station – 2 x 2 (M / F) Shared	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage Library / Storage Computer Storage – 8 x 4 Electronic Equipment Copy Room – 6 x 6 Refuge Area Break Room – 20 x 30 Convenience Station – 8 x 8	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage Library / Storage Computer Storage Electronic Equipment – 15 x 15 Copy Room – 6 x 6 Refuge Area Break Room – 40 x 40 Convenience Station – 8 x 8	Reception Counter – Yes Dedicated Space – No Shared Spaces – Yes File Storage – 10 x 12 / 10 x 16 Library / Storage – 12 x 16 / 20 x 20 Computer Storage – 16 x 20 Electronic Equipment – 15 x 15 Copy Room – 10 x 12 Refuge Area – 16 x 20 Break Room – 20 x 30 / 6 x 8 Convenience Station – 8 x 8
SPECIFIC AMMINITY NEEDS	Council Chamber – 100 Boardroom – 12 Boardroom – 6 HR Training Room – Size?	Council Chamber Boardroom – 15 Boardroom Training Room Records Vault Room	Plans Storage – 150 SF	Boardroom – 6-8-13 Boardroom Presentation Room Training Room Server Room – 12 x 12	Field Equip. Storage – 10 x 10	Apparatus Bays – 70 x 80 Hose Tower – 10 x 8 x 3 Storeys Locker/Wash Room – 40 – 50 Lockers SCBA Fill Station – 14 x 16 Bunker Gear / Dryer – 10 x 10 / 10 x 16 PPE Storage - 10 x 12 Generator / Electrical – 10 x 12	

Town of Tillsonburg - Space Needs Study

3.4 Summary of Spaces

Department	Staff		Space Type	Number Required	Proposed			Alternate	REMARKS	
	Current	Future			Room Size	Area (SF)	Area (SF)			
Office of the CAO / Council										
Chief Administrative Officer / President TH1	1	0	Office	1	14	x	18	252	252	
Mayor	1	0	Office	1	14	x	18	252	252	Lounge / workspace
Councillor	6	0	Workspace	1	15	x	20	300	300	Workspaces are shared
Assistant to CAO / Mayor	1	0	Workspace	1	8	x	8	64	54	
Commissioner of Economic Development	1	0	Office	1	10	x	14	140	140	
Marketing / Partnership Officer	1	0	Workspace	1	8	x	8	64	54	
Manager of Human Resources	1	0	Office	1	10	x	14	140	140	
HR Assistant / Payroll	1	0	Office	1	10	x	14	140	140	
General Manager / CEO TH1	1	0	Office	1	10	x	14	140	140	
Total	14	0		9				1492	1472	
Clerk										
Clerk	1		Office	1	10	x	14	140	140	
Deputy Clerk	1		Office	1	10	x	14	140	140	
Records Management Coordinator	1		Workspace	1	8	x	8	64	54	
Part Time / Student	0	1	Workspace	1	8	x	8	64	54	
Total	3	1		4				408	388	
Building / Planning / Bylaw										
Chief Building Official	1	0	Office	1	10	x	14	140	140	
Deputy Chief Building Official	1	0	Office	1	10	x	14	140	140	
Property Standards / Bylaw Officer	1	0	Office	1	10	x	14	140	140	
Municipal By-Law Officer	1	0	Office	1	10	x	14	140	140	
Development Technician	1	0	Workspace	2	8	x	8	128	108	Reception counter with 2 workspaces
County Planner	1	0	Office	1	10	x	14	140	140	
Summer Students	2	0	Workspace	2	8	x	8	128	108	
Total	8	0		9				956	916	
Finance										
Director	1	0	Office	1	10	x	14	140	140	
Deputy Treasurer	1	0	Office	1	10	x	14	140	140	
Budget Analyst	1	0	Workspace	1	8	x	8	64	54	
Purchasing Coordinator	1	0	Workspace	1	8	x	8	64	54	
Accounts Payable / Accounts Receivable	1	0	Workspace	1	8	x	8	64	54	
Revenue Manager	1	0	Office	1	10	x	14	140	140	
Tax Clerk	1	0	Workspace	1	8	x	8	64	54	
Customer Service Reps / Billing Support Clerks	4	0	Workspace	4	8	x	8	256	216	
Information Technology	1	0	Workspace	1	8	x	8	64	54	
Total	12	0		12				996	906	
Recreation, Culture & Parks										
Director	1	0	Office	1	10	x	14	140	140	
Manager of Parks & Facilities	1	0	Office	1	10	x	14	140	140	
Unassigned / Spare	1	0	Office	1	10	x	14	140	140	
Total	3	0		3				420	420	
Department	Staff		Space Type	Number Required	Proposed			Alternate	REMARKS	
	Capacity	Future			Room Size	Area (SF)	Area (SF)			
Operations Services										
Director	1	0	Office	1	10	x	14	140	140	
Operations Administrator	1	0	Workspace	1	8	x	8	64	54	
Manager of Engineering	1	0	Office	1	10	x	14	140	140	
Senior Operations Technologists	1	0	Workspace	1	8	x	8	64	54	
Asset Management Technologists	1	0	Workspace	1	8	x	8	64	54	
Total	5	0		5				472	442	

Town of Tillsonburg - Space Needs Study

3.4 Summary of Spaces

Department	Staff		Number Required	Proposed			Alternate Area (SF)	REMARKS	
	Current	Future		Room Size	Area (SF)	Area (SF)			
Office / Work Space Summary									
Office of the CAO / Council	14	0				1,492	1,472		
Clerk	3	1				408	388		
Building / Planning / Bylaw	8	0				956	916		
Finance	12	0				996	906		
Recreation, Culture & Parks	3	0				420	420		
Operation Services	5	0				472	442		
Total	45	1	0			4,744	4,544		
Department	Staff		Number Required	Proposed			Alternate Area (SF)	REMARKS	
	Capacity	Future		Room Size	Area (SF)	Area (SF)			
Common Spaces									
Entry Vestibule				8	x	10	80	80	
Staff Vestibule				8	x	10	80	80	
Reception				10	x	10	100	100	
Main Lobby / Welcome Area / Display Area				20	x	20	400	300	
Council Chamber	100			50	x	75	3,750	3,000	
Board Room - 1	12			14	x	20	280	280	With servery /presentation space
Board Room - 2	6			10	x	15	150	150	
Training Room	20			20	x	25	500	0	
Break - Out Room - 1				8	x	10	80	80	
Break - Out Room - 2				8	x	10	80	80	
Lunch Room / Kitchen - Staff				15	x	30	450	450	
Mail Room				8	x	10	80	80	
Copy Room				10	x	15	150	150	
File Room				10	x	15	150	150	
Library Room				10	x	12	120	120	
Map Room				10	x	15	150	150	
Plotter Room				10	x	15	150	150	
Washrooms - Public				12	x	25	300	300	
Washrooms - Staff				12	x	25	300	300	
Universal Barrier Free Washroom				10	x	10	100	100	
Waste Recycling Room				10	x	12	120	120	
Loading Area				8	x	8	64	0	
General Storage				20	x	30	600	550	
Vault				15	x	20	300	250	
IT / Server Room				15	x	15	225	200	
Mechanical Room				15	x	15	225	200	
Electrical Room				15	x	15	225	200	
Sprinkler Room				15	x	15	225	200	
Elevator				10	x	10	100	100	
Elevator Equipment Room				10	x	10	100	100	
Stair 1				10	x	25	250	250	
Stair 2				10	x	25	250	250	
Stair 3				15	x	25	375	325	
Total Common Space							10,509	8,845	
Total Common Space + Office Space							15,253	13,389	
Chamber of Commerce - 20 Oxford St.							800	800	
BIA - 41 Bridge St. W.							400	400	
Unassigned							1,852	1,600	
Sub - Total							18,305	16,189	
Circulation & Walls - 30%							5,523	4,857	
Total							23,828	21,046	

5.0 Site Selection – Guiding Principles

5.1 Site Selection Criteria / Location Determinants

Many factors determine the most appropriate and cost-effective location for a New Town Hall. The final decision will be a balance of both tangible and intangible selection criteria and preferences. The site selection process should include various types of properties and should include an investigation of both “greenfield and brownfield” parcels that could have the greatest impact in improving Downtown’s, neighborhoods and communities overall.

5.2 Location

The most critical determinant for the location of a Town Hall is “Community Presence,” one that is prominent and easily visible and recognizable as leader in local government, for staff, and visitors and the Community customer it serves.

5.3 Size

Ensure adequate site space is available to accommodate current needs and future expectations. Accommodate a desired level of public space for arts, entertainment, and recreation. Accommodate staff parking, visitor parking, and accommodate the needs for future expansion. The size of site will also dictate whether the building becomes a multiple floor structure (1, 2 or 3 storey structure).

5.4 Sustainable Design

The sustainability component of the site selection and development process should focus on the selection of sites that will have:

- *Least negative impact on the environment*
- *Fewest possible threats from the environment*
- *Require the least extraction of natural resources for site preparation, construction, and operation*
- *Redevelopment and Rehabilitation Potential*
- *Alternative Transit Availability*
- *Energy Efficiency or Reduction in Usage*
- *Habitat Preservation or Improvement*

5.5 Cost





The cost to purchase property at fair market value is understood to impact any development budget. The building site itself is a powerful determinant of construction costs. Sloped sites cost more to build on than level sites. Sites with poor soils conditions, high ground water tables, environmentally sensitive parcels of land, often require special and expensive construction methods.

Investment in additional studies and evaluations to understand site conditions and development challenges before the purchase is critical to uncover some of the hidden development costs that will need to eventually be dealt with during the detailed design of the site.




Town of Tillsonburg - Space Needs Study

An evaluation of sites should include the following:



5.6 Cultural Factors

Existing Use, Ownership and Control	
<p><i>Site Context / Location</i></p> <p><i>Type of Land Ownership – Municipal or Private</i></p> <p><i>Legal property description, including limits of property, easements, rights of ways, and north indication.</i></p> <p><i>Zoning Bylaws and Local Codes / Function and Pattern of Land Use</i></p> <p><i>Current Uses / Adjacent Uses</i></p> <p><i>Setbacks</i></p> <p><i>Staff / Public Parking</i></p>	
Traffic and Transportation	
<p><i>Apparatus driveway and Point of entry - front door</i></p> <p><i>Vehicular turning radius</i></p> <p><i>Delivery / service entrance</i></p> <p><i>Transit / Walkability</i></p> <p><i>Traffic Capacity</i></p>	
Immediate Surroundings	
<p><i>Neighbourhood structures</i></p> <p><i>Shading and solar access</i></p> <p><i>Noise from streets, emergency services, aircraft, Odours, etc.</i></p> <p><i>Views and vistas</i></p>	
Site History - Former Site Uses	
<p><i>Hazardous dumping</i></p> <p><i>Landfill</i></p> <p><i>Old foundations</i></p> <p><i>Archaeological grounds</i></p> <p><i>Historic worth / History of existing structures</i></p>	

5.7 Technical Factors

Utilities	
<p><i>Potable water</i></p> <p><i>Sanitary Sewer Service</i></p> <p><i>Storm drainage (surface , sub-surface)</i></p> <p><i>Electricity</i></p> <p><i>Gas</i></p> <p><i>Telephone</i></p> <p><i>Cable / data / communications</i></p> <p><i>Fire Protection</i></p>	
Climate	
<p><i>Solar Orientation</i></p> <p><i>Shading of (or from) adjacent structures, natural features and vegetation</i></p> <p><i>Prevailing Winds</i></p>	
Topography / Hydrology	
<p><i>Topography</i></p> <p><i>Contours and spot elevations</i></p> <p><i>Slopes: percentage, aspect, orientation</i></p> <p><i>Erosion Channels</i></p> <p><i>Extent, location, and general configuration of rocks, ledges, outcrops, ridges, drainage lines, and other unique features</i></p> <p><i>Visual characteristics</i></p> <p><i>Potential problem areas during construction: siltation, erosion, etc.</i></p> <p><i>Analysis of physical features, including major focal and vantage points and their relationship within, into, and out from the site.</i></p> <p><i>Existing access and circulation</i></p> <p><i>Vehicular</i></p> <p><i>Pedestrian</i></p> <p><i>Vegetation</i></p> <p><i>Existing water bodies</i></p> <p><i>Drainage Canals: rivers, streams, marshes, lakes, ponds, etc.</i></p> <p><i>Natural and built</i></p>	

Town of Tillsonburg - Space Needs Study

<p><i>Alignments and gradients</i></p> <p><i>Existing water way easements</i></p> <p><i>Surface</i></p> <p><i>Sub-surface</i></p> <p><i>Surface Drainage</i></p> <p><i>Patterns on and off the site (location of streams and washes)</i></p> <p><i>Proximity to floodplains</i></p> <p><i>Maximum flood level</i></p> <p><i>Frequently flooded areas</i></p> <p><i>Local watershed areas, amount of runoff collected, and location of outfalls</i></p> <p><i>Swampy and concave areas of land without positive drainage and other obstacles that may interrupt or obstruct natural surface drainage</i></p> <p><i>Potential areas for impoundments, detention/retention ponds.</i></p>	
<p>Subsurface / Geotechnical Soil Conditions</p>	
<p><i>Basic surface soil type: sand, clay, silt, rock, shale, gravel, loam, limestone, etc.</i></p> <p><i>Rock and soil type: character/formation and origin</i></p> <p><i>Geologic formation process and parent material</i></p> <p><i>Inclination</i></p> <p><i>Bearing capacity</i></p> <p><i>Bedrock</i></p> <p><i>Depth to Bedrock</i></p> <p><i>Bedrock Classification</i></p> <p><i>Seismic Conditions / Requirements</i></p> <p><i>Environmental Hazards</i></p>	
<p>Financial Factors</p>	
<p><i>Site Acquisition and Relocation Costs</i></p> <p><i>Demolition/Remediation Costs</i></p> <p><i>Site Construction and Preparation Costs</i></p> <p><i>Infrastructure Improvements</i></p>	

5.8 Civic Architecture and Civic Spaces

Civic Architecture and Civic Spaces are institutions, such as town halls, city halls, court houses, libraries, and cultural facilities, public markets, parks and squares, police stations and fire halls, are all the foundations of a civil society and the cornerstones of democracy.

7.0 ACCESSIBILITY IN THE WORKPLACE

On June 13, 2005, the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) received Royal Assent and is now law. The purpose of the AODA 2005 is to benefit all Ontarians by developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities by 2025. A disability is any restriction or incapacity that prevents one from doing something.



A disability can be visible or invisible, for example:

- Mobility - People requiring the use of a mobility device (wheelchair or scooter), an assistive device (cane/crutch or walker) or persons of short stature.
- Sensory - People experiencing deficits in sight, hearing or smell.
- Coordination - People with multiple sclerosis, arthritis or pregnant women.
- Strength and endurance - People with heart conditions or breathing difficulties.
- Cognitive - People who experience memory loss or have an intellectual disability.

Planning For Accessibility: Key Points

7.1 General

- The goal of renovations should be to provide universal access for all people, including all ages and abilities, an overall functional environment, which will benefit everyone and offer equal opportunity to employment, community services and volunteer experiences.
- Design considerations should include accommodation of the needs of persons with mobility/agility impairments, sensory impairments, co-ordination impairments, strength/endurance impairments and cognitive impairments.

7.2 Accessible Routes

- The minimum turning radius required by most mobility devices is 1500 mm (5'). Appropriate maneuvering space should be available in areas such as landings, at intervals along longer paths and within any room type (washrooms, offices, meeting rooms).

7.3 Accessible Entrances

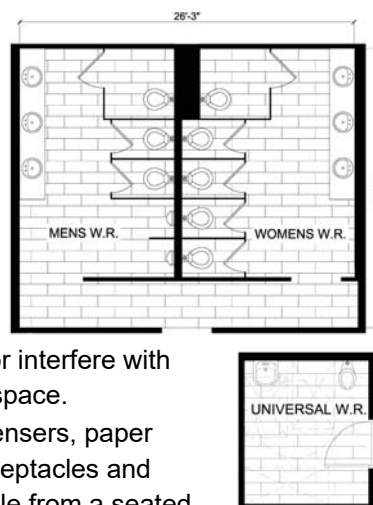
- Main entrances should provide barrier-free access. However, where it is not possible to alter these entrances, an alternate accessible entrance may be provided in conjunction with the above accessible routes and parking.
- It is recommended that access be provided to main accessible entrances by both ramps and stairs with handrails.
- Ramp slopes should be a maximum of 1:12. Slopes of 1:16 to 1:20 are easier for most people to negotiate. That is: for every 1" of vertical rise, 12" of horizontal ramp is required (e.g. a 5" step would require a 60" ramp to be built).

Town of Tillsonburg - Space Needs Study

- Accessible doors and doorways within the building should provide a minimum of 850 mm (33-1/2") of clear space. That is, when the door is open, the space from the door to the opposite side of the doorframe should be a minimum of 850 mm (33-1/2").
- Accessible door hardware should be lever-type, push/pull or d-shaped.
- If an automatic door is available, the 'push-pad' should be a minimum 150 mm (6") diameter button with the international symbol of accessibility clearly identified.
- Windows or glass panels should be clearly identifiable (colour contrasting frames, markings on glazing).
- Changes in colour and texture as well as appropriate signage should be considered.
- Appropriate lighting should be provided in these areas.

7.4 Accessible Washrooms

- If modifying an existing washroom is not possible, design of at least one individual accessible unisex washroom should be considered. Although larger in size, unisex washrooms provide an individual with the ability to have assistance by a caregiver.
- Appropriate transfer space on one side and in front of the toilet should be provided. Flush controls should be located on the transfer side of the toilet. Dispensers and other accessories should not obstruct or interfere with the safe use of the grab bars, transfer or maneuvering space.
- Accessories (such as light switches, mirrors, soap dispensers, paper towel dispensers, hand dryers, coat hooks, garbage receptacles and shelves) should be mounted at a height that is accessible from a seated position. Appropriate clear floor space beneath and/or in front of each fixture should be considered.



7.5 Accessible Kitchens / Coffee Areas

- Kitchens should provide appropriate clear floor space in front of appliances and work spaces. Custom millwork and careful product selection will give you the opportunity to design areas, which are fully accessible.
- Accessible workspaces should have appropriate clear space underneath.
- Switches, outlets and controls should be located at the front of appliances and counters.
- Cabinets should provide some shelving that is accessible from a seated position or a pantry could be constructed.
- Sinks should be mounted so that appropriate knee and toe space is provided underneath. Faucets should have handles that are lever-type. Pipes and drains under the sink should be insulated to prevent injury.
- Any vending machines, coffee makers, microwave or other appliances should be accessible.

7.6 Access between Floors

- Elevating devices should be considered where any significant change in level cannot be safely or feasibly accommodated.
- Space for maneuvering of a variety of mobility devices and for transportation of two people, where assistance to travel between floors is required, should be considered.

7.7 Offices and / or Meeting / Program Rooms

- All meeting rooms, program rooms and staff areas should be accessible. All furniture and office accessories/equipment should be located so that they do not obstruct accessible paths of travel or interfere with interior room maneuvering spaces.

7.8 Signage

- Signage will be important to all people using the building. To improve the environment for persons with visual impairments, signage should be mounted at a consistent height of 1525 mm (5').

7.9 Public phones

- If public phone(s) are available, at least one should be installed with a clear knee space of 720 mm (29") with the maximum highest point no more than 1200 mm (47").

8.0 SUSTAINABLE OFFICE ENVIRONMENTS

A sustainable office environment and design requires building an office to the highest quality and functional standard, understanding aesthetic, environmental and social benefits, and always based on cost assessments that reflect the whole office interior life cycle, in order that the investment can be responsibly maintained.

Modifications to existing spaces should be considered with the integration of sustainable design principles. Environmental aspects could include:



- Plan to enhance work environments through healthy and vibrant internal environments including excellent levels of natural light and ventilation with personal control.
- Does not endanger the health of the occupants through exposure to pollutants, the use of toxic materials or providing host environments to harmful organisms - Use renewable and recycled and recyclable resources and materials wherever possible.
- Optimizing natural light and views to the exterior with the open office design
- Reuse of materials, including carpeting, and other salvaged materials and equipment.
- Selection of low emitting materials and recycled content materials
- Installation of energy-efficient lighting with sensors and a sophisticated control system to significantly reduce the use of electricity in the office
- Maintained the majority of the existing construction, reused some components within the project, and recycled most of the construction waste
- Commitment to the space through a long term lease, lengthening the cycle of tenant fit-ups that often occurs with short-term leases
- Green housekeeping practices by the property manager and tenant complement the sustainable principles of the project.
- Uses materials that are environmentally friendly in manufacture, use and disposal

Town of Tillsonburg - Space Needs Study

- Planning the space to optimize the exterior views and to use natural light as a resource for all occupants.
- Finishes should be chosen for their durability, their recyclability, and their low toxicity.
- Use of energy efficient fixtures and renewable, sustainable products and materials were specified.
- Reuse of existing materials.
- Use of recycled content for carpet, sheet flooring and fabrics.
- Use of low VOC interior paints and other floor, wall and ceiling finishes.
- Light colours are used on large walls and ceiling surfaces to reflect as much natural light as possible.
- Overhead lighting can be switched / controlled by photocells that detect if enough daylight is illuminating the open space.
- Occupancy sensors in the private offices and conference rooms assure that overhead lighting is turned off automatically when the rooms are not occupied.

faborik



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fabrik
ARCHITECTS

Inspired design - for everyone.

Feasibility Study Final Report

Town of Tillsonburg Operations Facility,

20 Spruce St, Tillsonburg, ON N4G 4Y5

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3 Feasibility Study Final Report: Tillsonburg Operations Facility





Inspired design - for everyone.

RE: Tillsonburg Operations Facility Feasibility Study Final Report

Attention: Carlos Reyes, Director of Operations and Development, 20 Spruce St, Tillsonburg

It is with the greatest pleasure that Fabrik Architects submits this Feasibility Report for your review in collaboration with Hanscomb Quantity Surveyors. This report provides an assessment of Tillsonburg's Operation Facility's needs and the feasibility of meeting these needs on the existing 20 Spruce Street site. This report includes two design options: Option A which proposes upgrades and additions to the existing site and Option B which proposes a new facility on an alternative site. The end of the report will provide a recommended option based on consideration of the functionality of both designs, phasing and costing among other factors.

As the founder and Principal Architect of Fabrik, I strongly believe in providing meaningful, comprehensive, sustainable design solutions that express each of our Client's respective visions and values. Based on our preliminary design work, Fabrik has developed an understanding and appreciation for the programmatic and organizational needs of Tillsonburg's Public Works' departments and recognizes both the deficiencies and opportunities in the current facility.

Our team understands that improved functionality and efficiency are critical to Public Works operations and that the departments at 20 Spruce St have been seeking facility upgrades for many years. The Roads and Fleet departments have outgrown the original 1978 building and 2000 addition and the forty plus year old facility is overdue for a number of repairs and maintenance items. It is our understanding that the Town of Tillsonburg wishes to increase the capacity of the on site departments and move the Water, Hydro and Parks departments to the updated facility.

Based on this directive and our findings from site visits, workshops and design meetings we have determined that Public Works requires more storage, larger vehicle bays and an administrative addition to accommodate all operations. The following report lays out the details and implications of these findings and their related concept designs with the aim of providing an effective solution for the Town of Tillsonburg's operations requirements.

Our Team thanks you for this opportunity to present a comprehensive Feasibility Report for your consideration. We would be happy to meet with you to answer any questions you may have, further discuss the details of this report and determine next steps. We look forward to continuing the professional relationship between our team and yours.

Regards,

Elisia Neves, Principal Architect, Fabrik
200-135 George St. N, Cambridge ON, elisia@Fabrikarchitects.



Executive Summary

Architectural Concept Design for the Town of Tillsonburg's Operations Facility Upgrades

In 2020 the Town of Tillsonburg issued an RFP for Conceptual Design Alternatives for the Public Works Yard Facility, in October Fabrik was awarded the contract. As per the RFP and subsequent design work the Client has articulated the following project objectives:

1. Explore possibilities for additions and upgrades to the existing facility versus a new facility at an alternative site
2. Determine salt storage capacity requirements and identify the preferred conceptual design of a salt storage facility
3. Determine and establish efficient traffic flow and program adjacencies
4. Provide adequate space and program to consolidate the Water, Hydro and Parks department within the Public Works Yard
5. Consider all reasonable solutions including doing nothing, increasing the capabilities of the existing facility and a new site location
6. Prepare preliminary cost estimates
7. Recommend strategy and timing for implementation of the design

Based on these objectives Fabrik has the following assessments and recommendations.

1. After exploring several site layouts during conceptual design Fabrik presents the following two options:

Option A: Renovations and Upgrades to Existing 20 Spruce St Facility

- Design and build a pre-engineered salt and sand storage building for the North-East corner of the yard
- Extend existing roads bays by 20' to be 80' deep and install larger garage doors
- Renovate existing admin space and build an office addition
- Build a discrete fleet addition at the West end of the existing building
- Infill program between the existing roads bays and proposed fleet addition with Water, Hydro and Parks bays and storage
- Establish one way traffic flow on site
- Relocate fuel island close to fleet

Option B: Build New Operations Facility at Alternative Site

- Design and build a pre-engineered salt and sand storage building for the side yard of the site
- Design and build discrete program areas for each Public Works department within a larger contiguous building
- Design and build a separate area at the front of the building for offices and common spaces
- Establish one way traffic flow on site
- Ensure all departments' yard storage requirements are accommodated on site

In both options the addition of a new salt storage facility is the highest priority item and will serve as the first phase of construction in the existing site option. Cost effectiveness will also be prioritized in both options and inform the nature and implementation of the design. As this is not a publicly accessible site the focus of the concept design is on improving the functionality of the facility with lesser consideration for finishes.

2. Based on our design research and coordination with Britespan we have determined specific requirements for the salt and sand storage building which are described in detail in the appendix of this report starting on page 14.

3. Based on our design research and Public Works consultations Fabrik recommends on-site traffic flow be managed as follows:

In both options all vehicular traffic will enter on the side of the site near the salt storage facility to enable convenient vehicle loading. Once vehicles pass by the salt facility they will follow the drive aisle behind the central building then past the fleet department back out to the road. The fuel island will be located alongside the drive aisle across from fleet to necessitate efficient fueling and improve site access and flow.

This traffic flow will apply to all public works vehicles but excludes salt delivery trucks which will enter and exit the site from the same location, and personal vehicles which will have a separate entrance and parking lot in front of the administrative area. This division of traffic flow by vehicle types will optimize efficiency and safety on-site.



6 Feasibility Study Final Report: Tillsonburg Operations Facility

Fabrik also recommends the following program adjacencies:

- Roads located in close proximity to the Salt storage building
- Fleet located on a perimeter wall to allow for waste oil removal and easy access for vehicle servicing
- Admin and common programming centrally located to allow easy access for all departments
 - This includes washrooms, lunchroom, meeting room and locker room
- Hydro and Water departments located adjacent to each other as they already share space and have similar programmatic needs
- Departmental storage in close proximity to relevant department's bays to allow easy access to tools and equipment

4. The conceptual design process and extensive Public Works consultation have informed the program requirements and minimum areas listed by department below:

4.1 Non-Departmental:

- One (1) Private Director Office - 175 SQF
- Two (2) Manager Offices - 150 SQF each
- Meeting Room - 800 SQF
- Lunchroom - 800 SQF
- Locker/Change Room - 500 SQF
- Women's Washroom - 200 SQF
- Men's Washroom - 350 SQF
- General Storage - 400 SQF

4.2 Fleet Department:

- Two (2) Supervisor Offices - 150 SQF each
- Mechanics Office - 200 SQF
- Wash Bay - 1200 SQF
- Welding & Fabrication Bay - 640 SQF
- Two (2) Light Duty Bays - 640 SQF each
- Two (2) Heavy Duty Bays - 1400 SQF each
- Pit/Lube Bay - 1500 SQF
- Service Area - 100 SQF
- File Room - 200 SQF
- Storage - 11000 SQF
- Training Room - 800 SQF

4.3 Roads Department:

- One (1) Supervisor Office - 150 SQF
- Lead Touchdown Area - 50 SQF
- Pavement Marking Storage - 600 SQF
- Traffic Control Devices Storage - 500 SQF
- Photocopier Room - 100 SQF
- Sign Storage - 1000 SQF
- Five (5) Vehicle Bays - 1080 SQF each

4.4 Water Department:

- One (1) Supervisor Office - 150 SQF
- Open Office Space - 400 SQF
- Change Room - 200 SQF
- One (1) Vehicle Bay - 1200 SQF
- Storage - 600 SQF

4.5 Hydro Department:

- One (1) Manager Office - 175 SQF
- Two (2) Supervisor Offices - 150 SQF each
- Open Office Space - 400 SQF
- One (1) Vehicle Bay - 1500 SQF
- Material Storage - 800 SQF
- Large Storage - 700 SQF
- Work Area - 450 SQF

4.6 Parks Department:

- One (1) Supervisor Office - 150 SQF
- Open Office Space - 400 SQF
- One (1) Vehicle Bay - 1400 SQF

These programs are analyzed in a more detailed matrix in the appendix of this report starting on page 15.

5. The following is our assessment of all possible solutions for the Operations Facility:

5.1 No Changes

This option suggests that no upgrades are made to the existing public works yard either at 20 Spruce St or the alternative site. Although, the most economical option, this approach would result in the Roads and Fleet departments continuing to outgrow their current facilities and the perpetuation of substantial inefficiencies in Public Works operations.



7 Feasibility Study Final Report: Tillsonburg Operations Facility

5.2 Increased Capabilities at 20 Spruce St.

This solution would entail upgrading the existing public works facility at 20 Spruce Street through renovations and additions. This approach is demonstrated in the Option A concept design shown on page 12 of this report.

5.3 Relocation to Alternative Site

This solution proposes relocating the Operations Facility to an alternative site. This is illustrated in the Option B concept design shown on page 16 of this report.

6. Fabrik sent our concept designs to Hanscomb Quantity Surveyors for preliminary costing in April 2021. They produced a detailed costing report outlining the cost per square foot by phase and with subcategories for new construction and renovation. The contents of their report and a letter outlining our analysis of the report can be found in the appendix of this document starting on page 23. Please note this costing was based on an earlier design for Option A which featured a larger, drive through salt storage facility.

7. Based on our design research and Public Works consultation our recommendations for project implementation are as follows:

Option A:

Phased implementation to allow continuous occupation of the facilities and incremental development according to funding availability

- Phase 1 - Construct Salt Storage Building and relocate fuel island
- Phase 2 - Build fleet addition against existing addition while maintaining operations
- Phase 3 - Renovate existing admin space, extend roads bays and build office addition
- Phase 4 - Renovate and expand existing fleet and storage area to accommodate Hydro, Water & Parks

Please note as indicated above this option would require the relocation of the existing fuel island which falls under the jurisdiction and technical specification of the TSSA and is subject to potential environmental assessments.

Any decommissioning, relocation and installation of fuel islands will need to be conducted by a contractor from the TSSA's list of licensed contractors. Please refer to the TSSA's Environmental Management Protocol for Fuel Handling Sites in Ontario for more details. Specifically section three of the document addresses operational fuel handling sites and has been included in the appendix of this report.

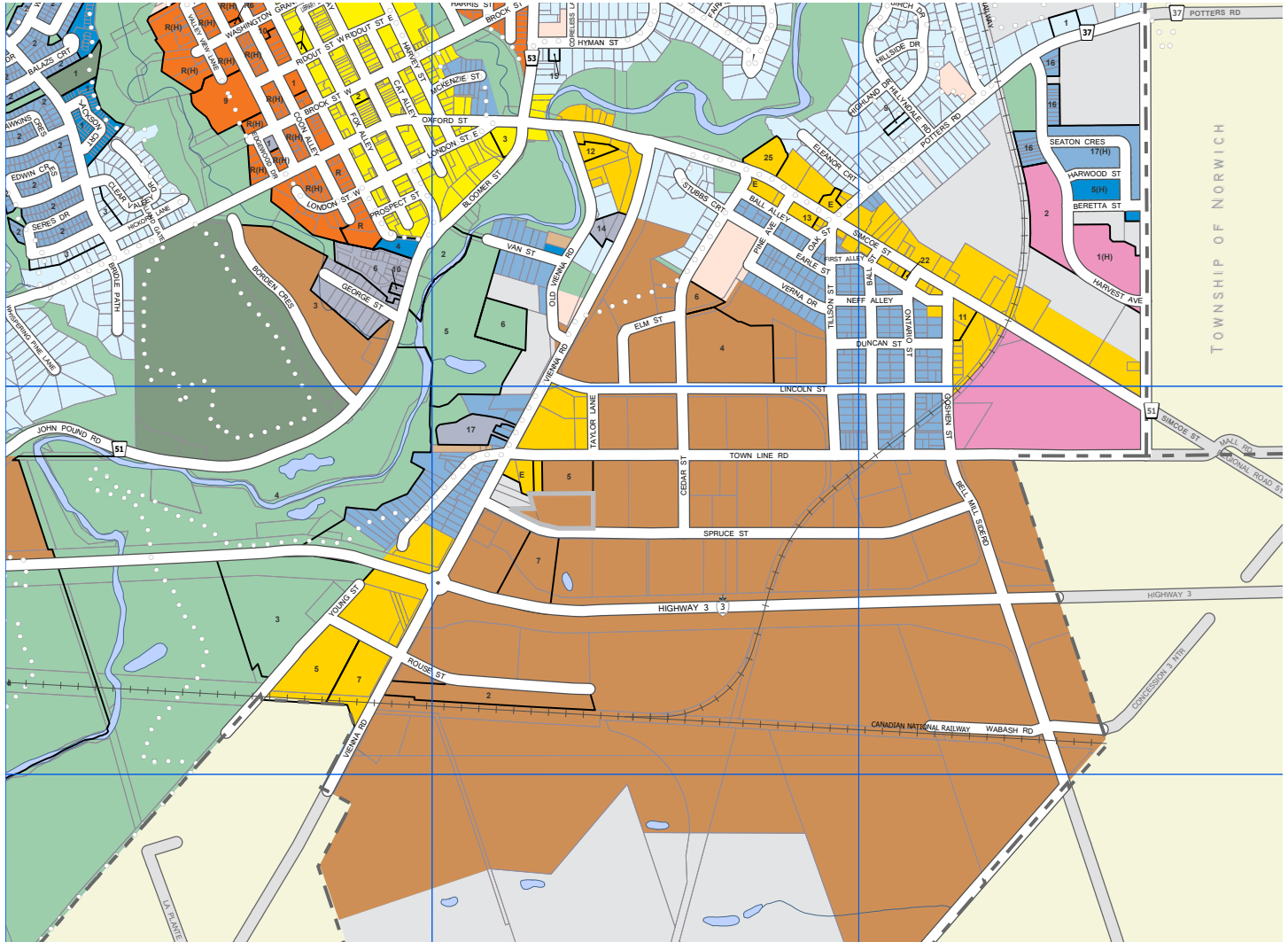
Option B:

The compartmentalized nature of the Option B layout allows for flexibility in project implementation. Fabrik is currently proposing continuous construction but each department is able to be phased if this is preferred.

The feasibility details of next steps, applicable regulations, and the concept designs are assessed over the following pages in greater detail. Please see the appendix of this report for detailed analysis of programming, costing and salt storage for this project.



Regulations - Zoning Bylaw



ZONING BY-LAW No. 3295

	LOW DENSITY RESIDENTIAL TYPE 1 (R1)		GENERAL INDUSTRIAL (MG)
	LOW DENSITY RESIDENTIAL TYPE 2 (R2)		NEIGHBOURHOOD COMMERCIAL (NC)
	LOW DENSITY RESIDENTIAL TYPE 3 (R3)		PASSIVE USE OPEN SPACE (OS1)
	MEDIUM DENSITY RESIDENTIAL (RM)		ACTIVE USE OPEN SPACE (OS2)
	HIGH DENSITY RESIDENTIAL (RH)		MINOR INSTITUTIONAL (IN1)
	MOBILE HOME PARK (RMH)		MAJOR INSTITUTIONAL (IN2)
	CENTRAL COMMERCIAL (CC)		FUTURE DEVELOPMENT (FD)
	SERVICE COMMERCIAL (SC)		REGULATORY FLOOD AND FILL
	ENTREPRENEURIAL (EC)		SPECIAL ZONE PROVISIONS -REFER TO ZONING BYLAW

A, B, 2

0 125 250 500 750 1,000
Metres

SITE ANALYSIS:

- Maximum Lot Coverage: 70%
- Minimum Rear Yard Setback: 7.5m (24.6 ft)
- Minimum Side Yard Setback: 3m (9.8 ft)
- Minimum Front Yard Setback: 15m (49.2 ft)
- Minimum Street Setback: 25m (82 ft)
- Minimum Landscaped Open Space: 5%
- Maximum Height of Building: 15m (49.2 ft)



Regulations – Building Code

THE ONTARIO BUILDING CODE

Occupancy Classification:

Group D – Business and Personal Service
Group F3 – Low Hazard Industrial

Building Classification:

3.2.2.55, Group D, up to 2 Storeys

- Can not exceed 2 storeys
- Can not have an area more than 1000sqm (10,764 sqft) [single street facing]
- Permitted to be of combustible and non-combustible construction
- Floor assemblies, need FRR of 45min minimum
- Load-bearing walls/columns need FRR of 45 min minimum
- Sprinkler system not required

3.2.2.80, Group F, Division 3, 1 Storey

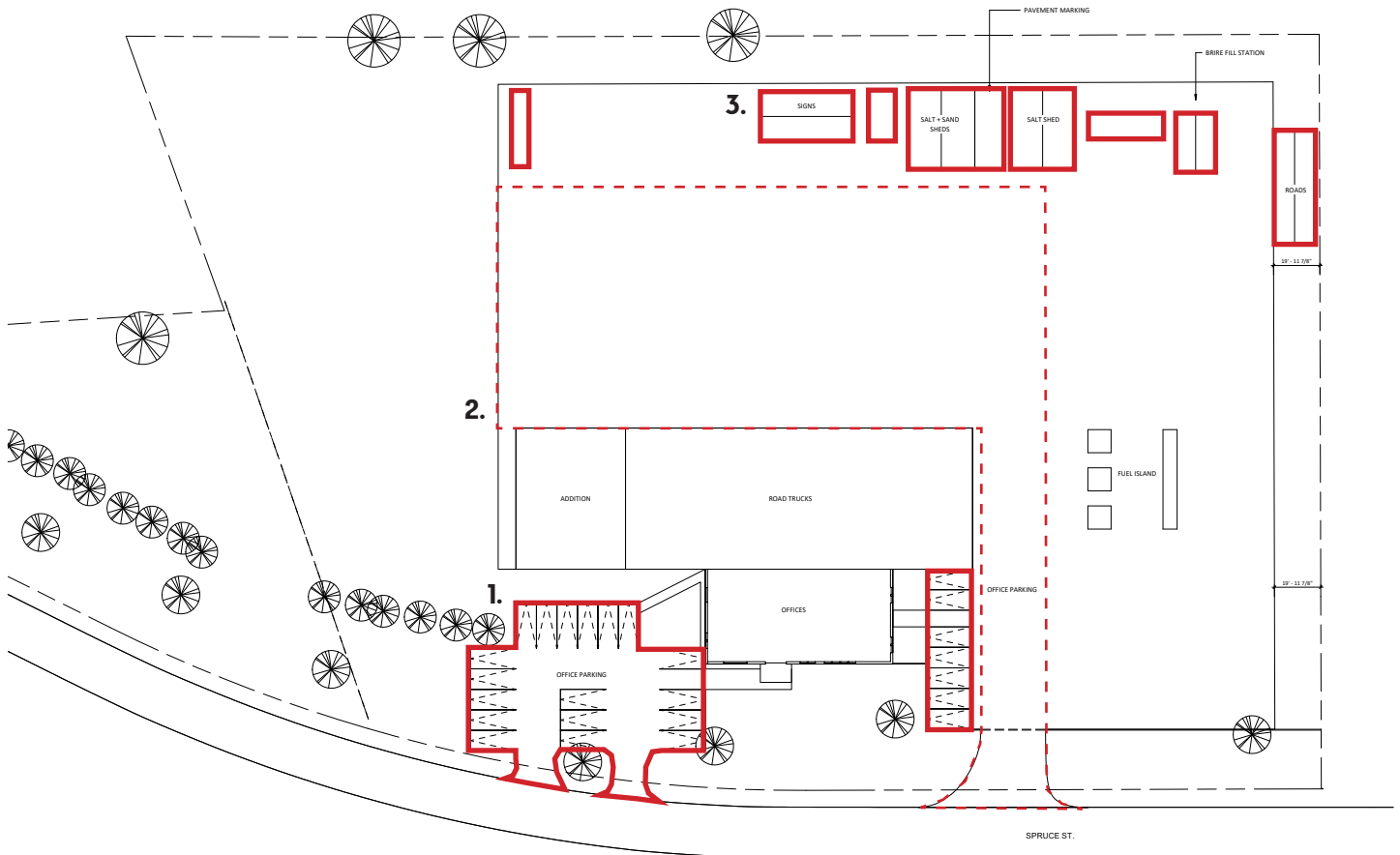
- Can not exceed one storey
- Can not have an area more than 5600sqm (60,278sqft) [single street facing]

Occupant Load:

Office	9.3sqm (100sqft)/person
Storage Garages	46.00sqm (495sqft)/person
Repair of Goods	4.60sqm (50sqft)/person



Existing Condition - Site



ANALYSIS

1. Inadequate Parking for Future Growth

- Projected increase in employee and town owned vehicles with additional departments requires a greater number of parking stalls separated in different zones to support different users including employee personal vehicles, visitor parking, and town owned vehicles ranging from small equipment to heavy duty implements

2. Constrained, Two-Way Traffic Flow

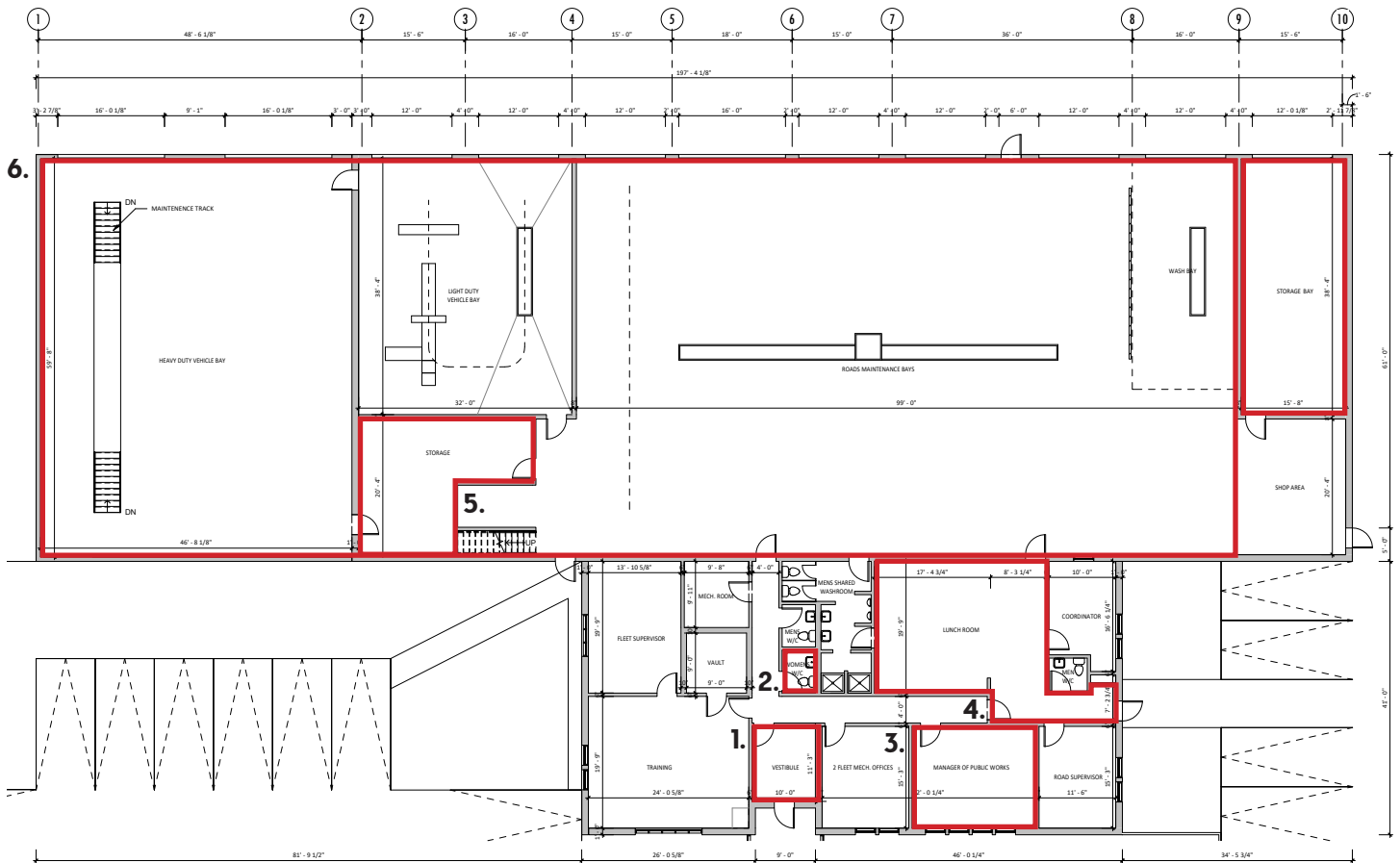
- The site's current configuration allows for one only one point of entry and exit for fleet, necessitating a two-way traffic flow that terminates in a crowded rear yard, requiring large vehicles operators to reverse with limited turning radii and the assistance of spotters to safely depart the yard

3. Inadequate, Fragmented Yard Storage

- The existing salt and sand storage is substantially undersized, requiring frequent restocking during the winter season, surrounding storage sheds are ineffective and impede efficient traffic flow, yard storage requires updating and consolidation to improve functionality



Existing Condition - Building



ANALYSIS

1. Underutilized, Inefficient Entry Vestibule

- Current reception style entry vestibule does not effectively serve the building program and has become an underutilized storage space

2. Inadequate Women's Washroom Facilities

- Current building only has one women's water closet, needs to be reevaluated based on OBC requirements

3. Inefficient Office Layout

- Current plan has inconsistent office sizes, resulting in large underutilized spaces and a shortage of total private offices, standardized office sizes would result in a more efficient use of space

4. Ineffective, Underutilized Lunch Room

- The current lunch room is undersized with an inefficient layout, resulting in minimal usable space, unable to operate as a functional lunch room, a larger properly programmed lunch room is required to support future growth

5. Ineffective Storage Space

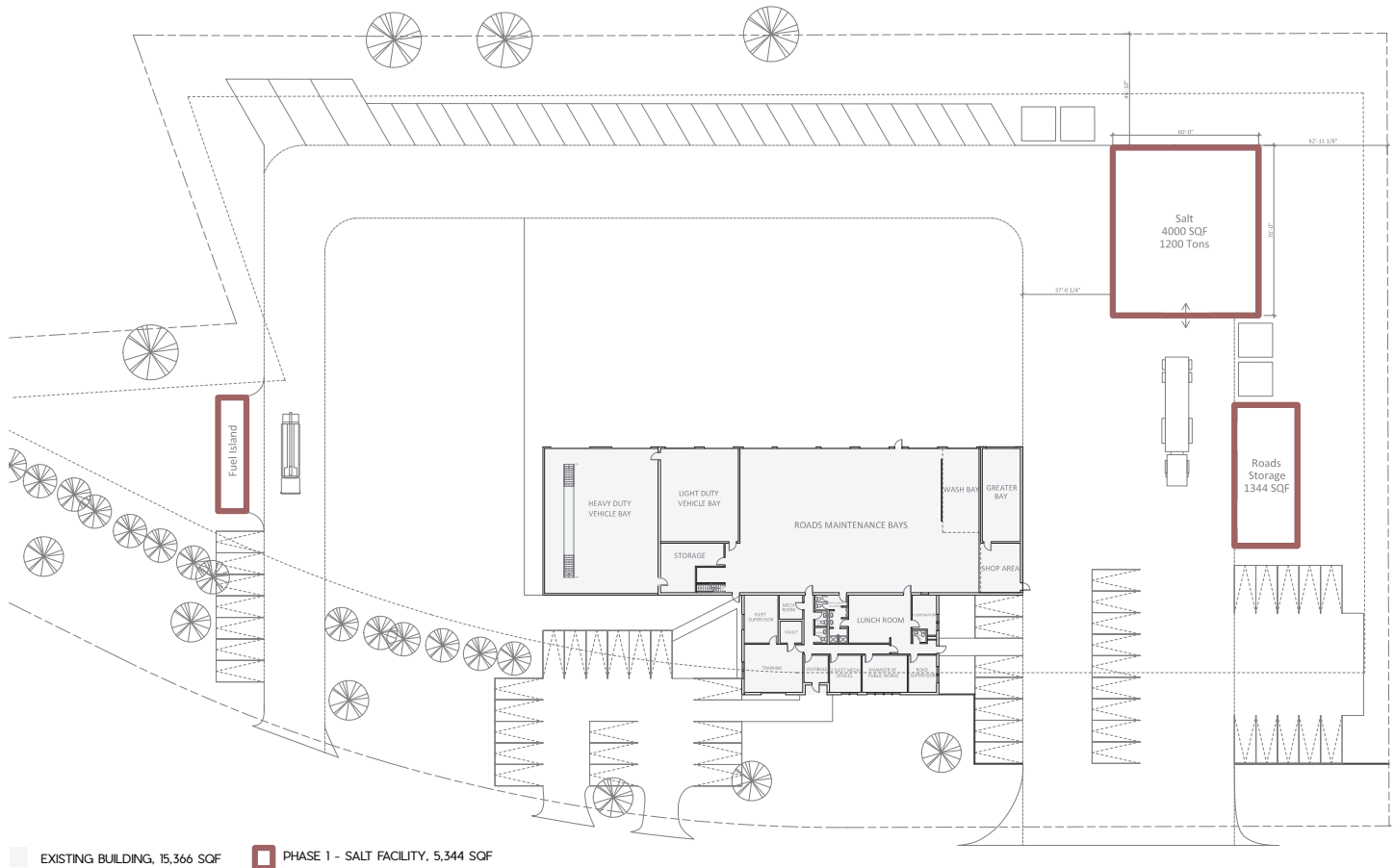
- The existing storage space between the roads and fleet bays is inadequate and inefficient resulting in eastern most roads bay becoming a storage space

6. Inadequate, Undersized Bays

- Insufficient number of heavy duty bays for fleet capacity, size of existing fleet and roads bays is inadequate to store and service existing vehicles and cannot support future growth



OPTION A: 20 Spruce St Renovations and Upgrades



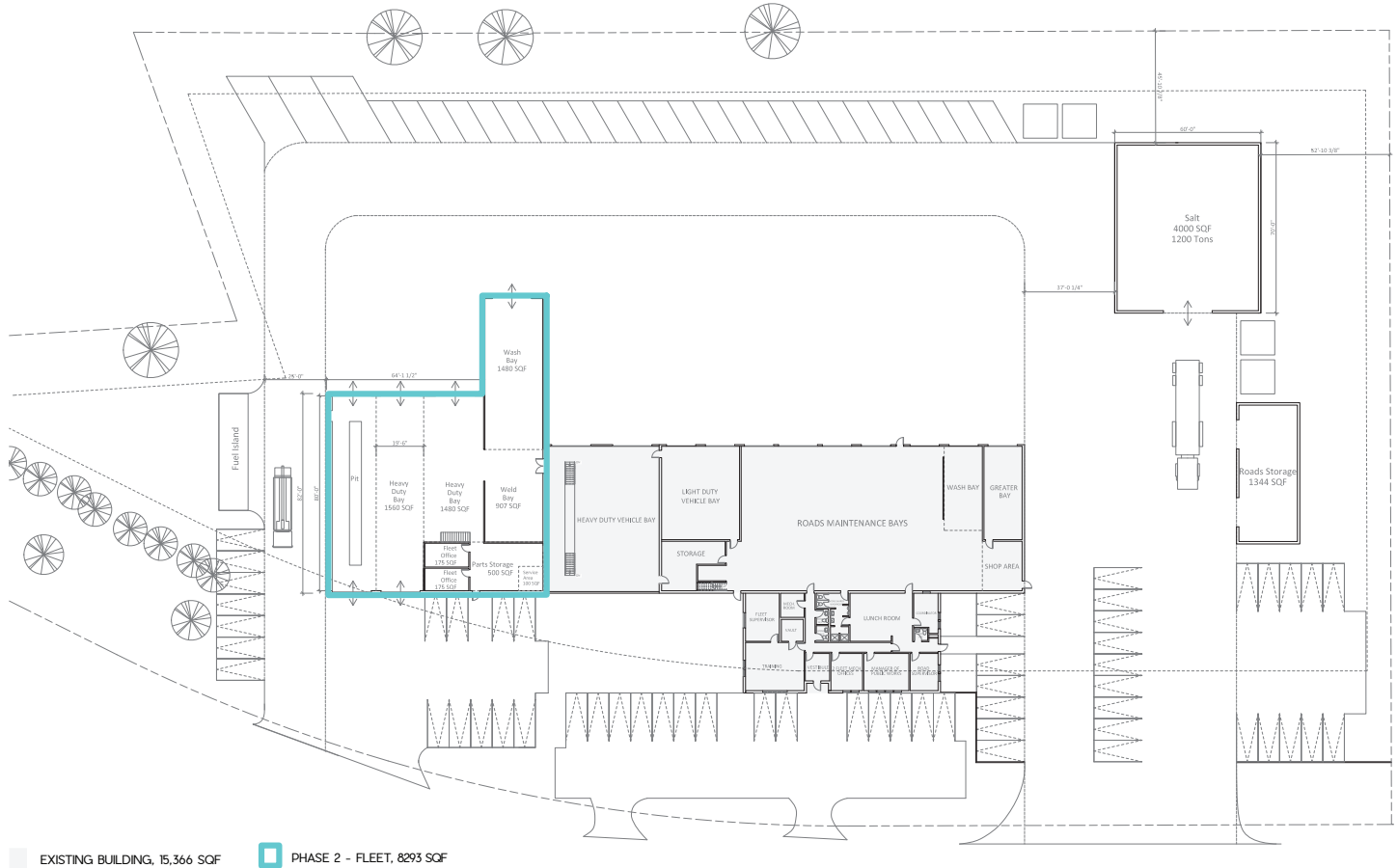
PHASE 1 - Description

Construction of New Salt Facility and Associated Site Works

- Construction of new 4000 sqf pre-engineered fabric salt storage building in eastern yard and adjacent roads storage building
- Paving and site works to establish a drive through one-way traffic flow from the east to west behind the existing building
- Relocate the fuel island to the western side yard to improve traffic flow
- Increase parking stalls for visitor, employee and town vehicle parking
- Relocate sweeping pile and material bunkers along new vehicular path of travel



OPTION A: 20 Spruce St Renovations and Upgrades



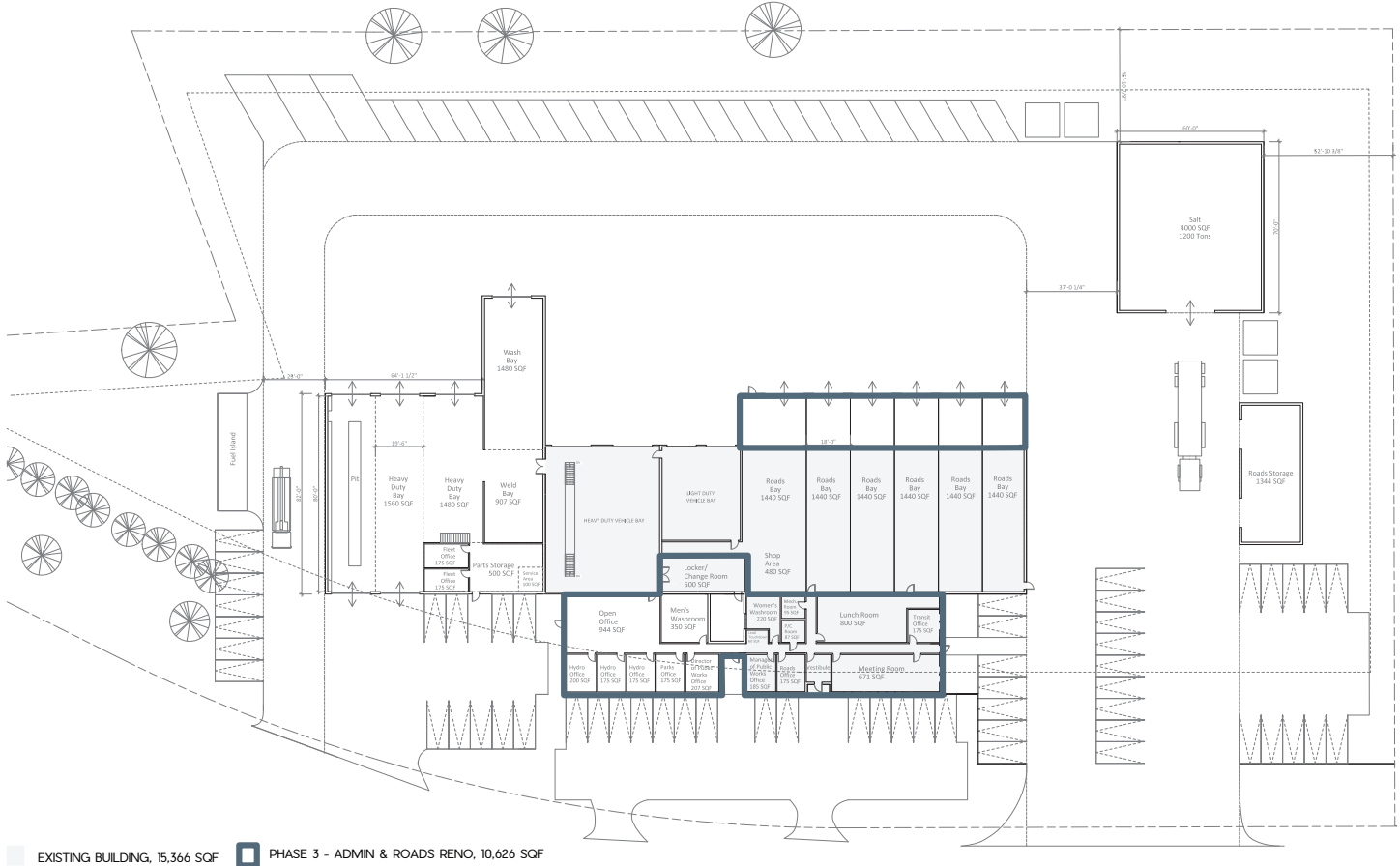
PHASE 2 - Description

Construction of New Fleet Addition

- Construction of a new 8293 sqf fleet addition to existing building in western yard
- Addition to include new drive through pit bay and heavy duty bays, one weld bay, a wash bay, two offices and storage
- Fleet will continue to operate in existing bays during construction allowing full operations on site
- Extension of existing paving to surround new addition and continue to increase parking count
- At the end of this phase water/WW staff will move in



OPTION A: 20 Spruce St Renovations and Upgrades



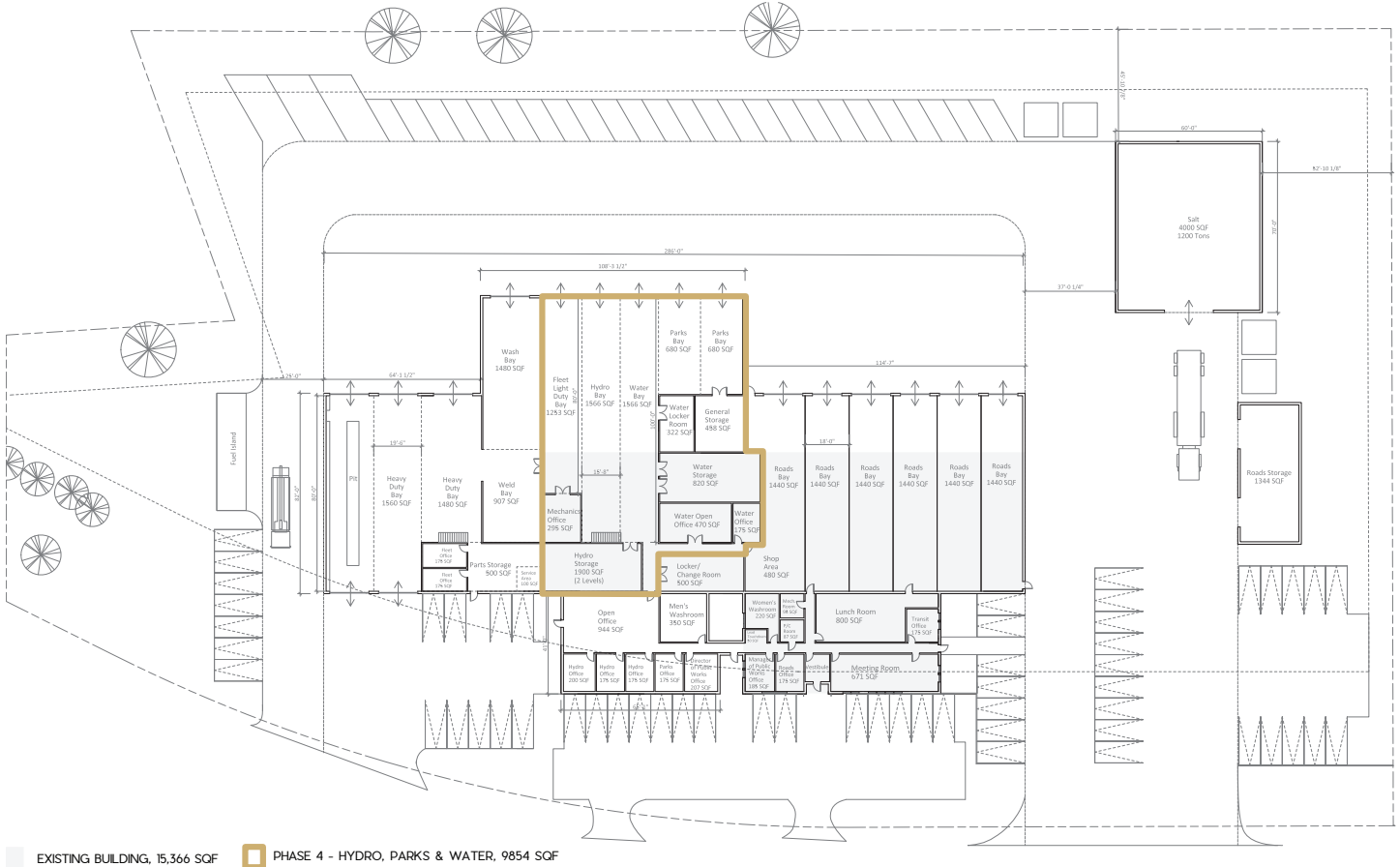
PHASE 3 - Description

Renovation and Addition to Roads and Administration Spaces

- Extend existing roads bays by 20 feet to improve capacity and functionality
- Relocate roads shop area and open up storage bay
- Renovate existing administration spaces to improve functionality and efficiency of space usage
- Construct addition to the west of existing offices to house water and parks offices
- Convert existing storage space into new locker/change room for employees
- Further extend paving to complete final parking count



OPTION A: 20 Spruce St Renovations and Upgrades



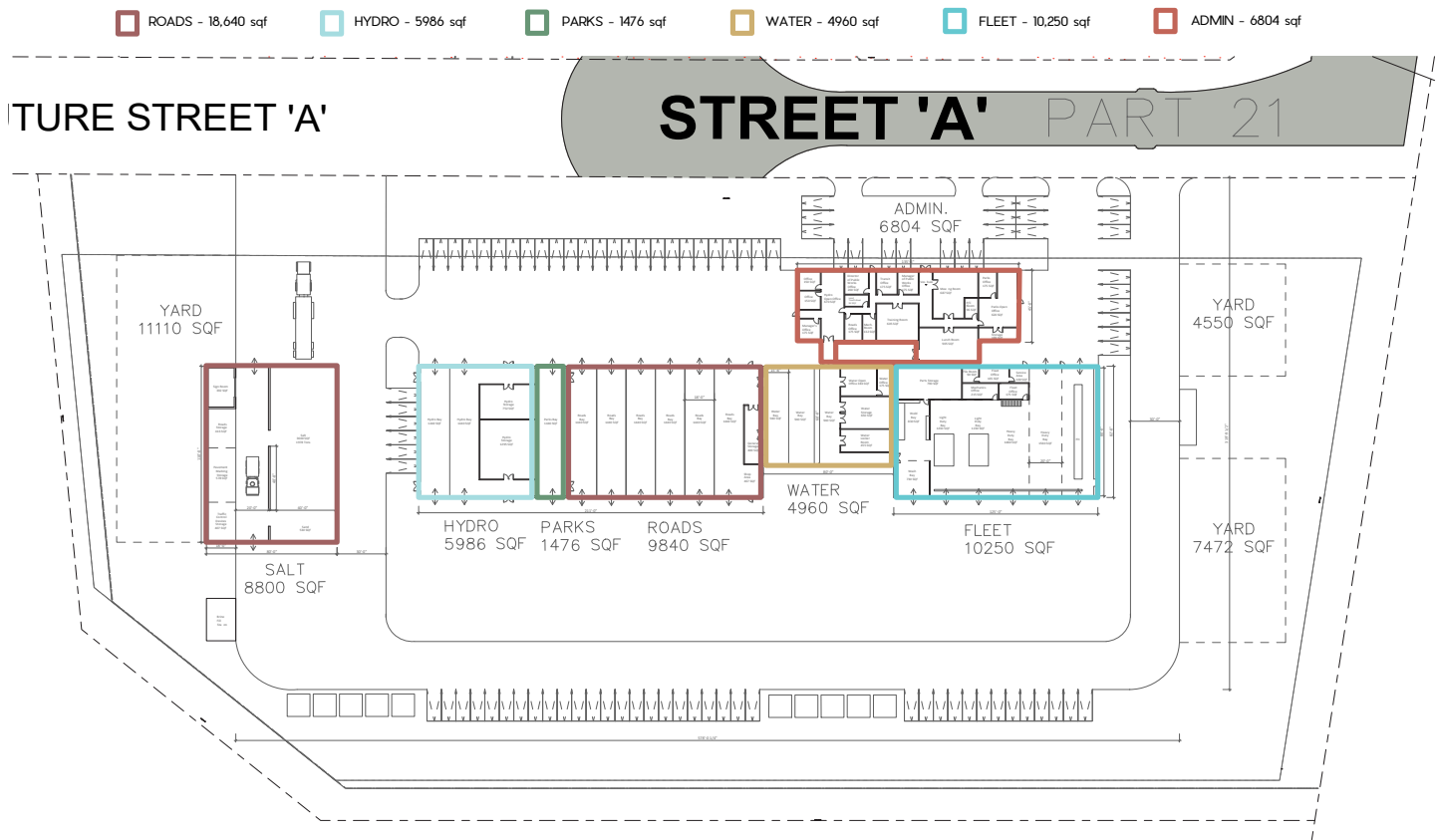
PHASE 4 - Description

Renovation and Addition to Accommodate Water, Hydro and Parks

- Renovate existing heavy duty and light duty bays and extend in line with fleet wash bay to accommodate five new bays: 1 fleet, 1 hydro, 1 water, 2 parks
- Resulting space to include hydro storage, fleet mechanics offices, and water storage and office spaces
- End of phase 4 hydro, water and parks relocate to 20 spruce st



OPTION B: New Operations Facility at Alternative



DESCRIPTION

Construct New Public Works Facility on an Alternative Site for all Departments Concurrently

- Construct new 48,116 sqf facility on alternative undeveloped site for all departments : roads, fleet, hydro, water, parks
- Create connected but discrete programming for each department to optimize efficiency and functionality
- Relocate all currently fragmented public works storage to new site
- Extensive site works including paving, servicing and storm water management to support new facility
- Optimize parking and traffic flow for streamlined operations



Concept Design Analysis

SITE OPTIONS EXPLORED

OPTION A: Renovations and Upgrades to Existing 20 Spruce St Facility

PROS

- Makes use of existing facilities
- More economical
- Project can be completed in phases as funding is acquired

CONS

- Tight site layout
- Less space for each department
- Phased construction means slower project execution and less efficient operations

OPTION B: Build New Operations Facility at Alternative Site

PROS

- Ample space for all departments and yard storage
- Room for future growth

CONS

- Higher construction costs
- Doesn't make use of existing facilities



Next Steps

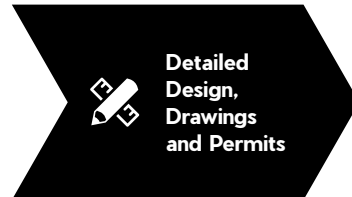
COMPLETED

4 - 5 Weeks



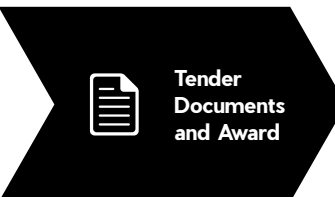
- Develop concept designs for both site options in accordance with stakeholder consultation and biweekly design meetings
- Determine what information is required to support a complete Site Plan application
- Prepare Site Plan with enough information about existing property, proposed and existing structures, and neighboring properties, fire routes, easements, etc.
- Prepare feasibility report summarizing findings from concept design

3 - 4 Months



- Prepare and submit detailed drawings and associated documents for the Project to the Client for review (60%, 90%, 100%)
- Hold all progress design meetings following the Client's review at each submission, as well as at any other point throughout the design phase
- Undertake permitting and construction approval process
- Permit Review: 20 Business Days

2 - 4 Months



- Prepare documents for public tender and draft RFP
- Host bidders walk through and issue addenda
- Award project and provide documents to General Contractor

1-4 Years



- Coordination between Client, consultants and contractor to maintain design intent through construction
- Substantial completion and Client takeover
- Warranty review one year after substantial completion date



Appendix

20 Programming Analysis

21 Enlarged Concept Plans

23 Costing Letter

25 Costing Report

38 Salt Storage Building Quote

41 TSSA Environmental Management Protocol for Fuel Handling Sites in Ontario - Section 3.0



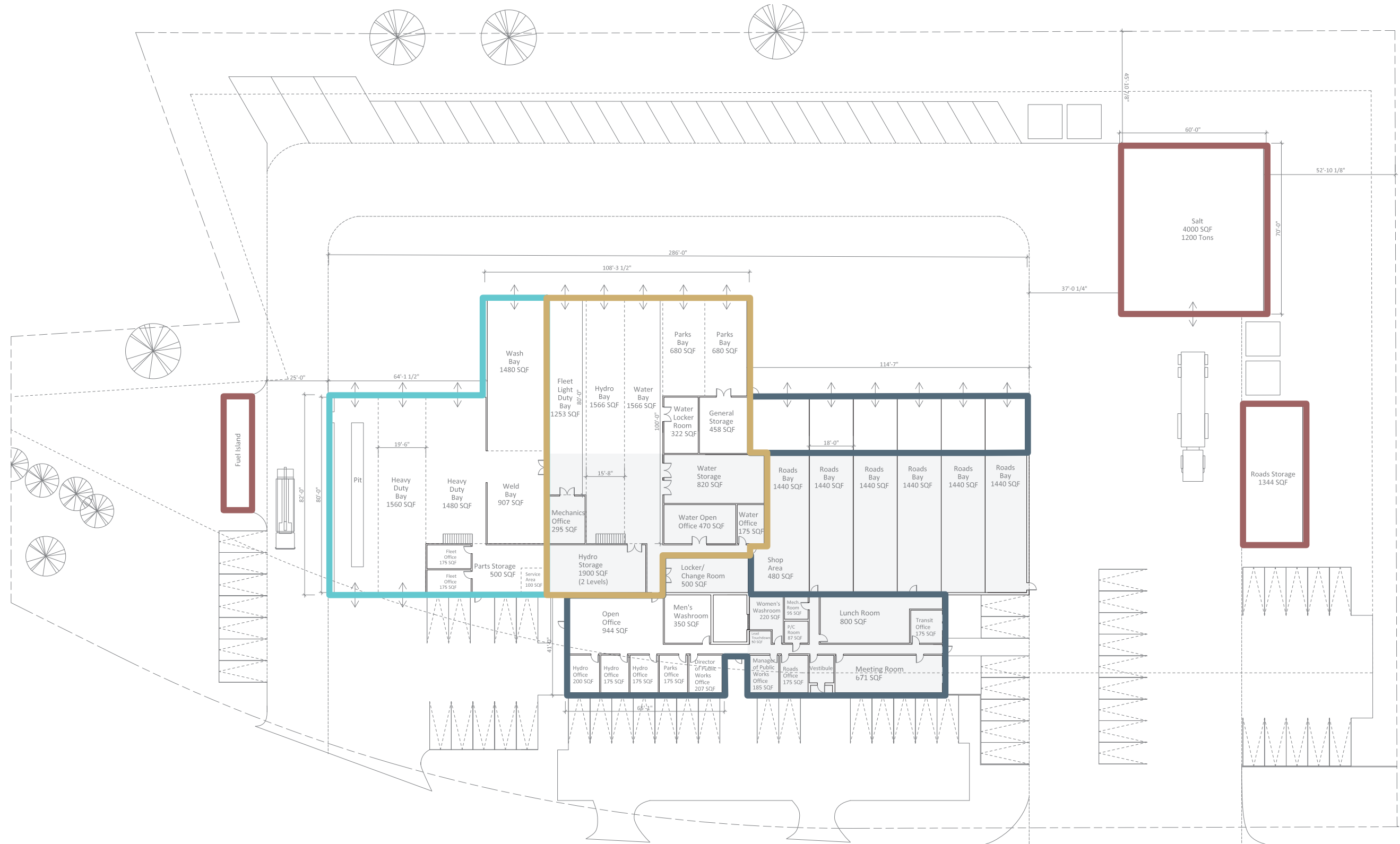
Programming Analysis

Department	Program	Description	Location	Unit Area(SQF)	Quantity	Net Area(SQF)	Width	Length	Height
Common Programs	Manager Offices	For Dan & Transit Coordinator	Interior	175	2	350			
	Carlos' Office		Interior	200	1	200			
	General Storage		Enclosed	400	1	400			
	Meeting room	Seats approx. 20 people	Interior	600	1	600			
	Lunchroom	Should accommodate min. 20 people, include 2 touchdowns	Interior	800	1	800			
	Locker/Change Room Area	Used by all depts. - 56 lockers?	Interior	500	1	500			
	Women's Washrooms	2 stalls, 2 showers	Interior	200	1	200			
	Men's Washrooms	3 stalls, 3 urinals, 3 showers	Interior	350	1	350			
						3,400			
Roads	Private Office	For Jeff	Interior	150	1	150			
	Lead Touchdown		Interior	75	1	75			
	Photocopier Room		Interior	100	1	100			
	Salt Storage	Includes sign, roads storage	Conditioned	7200	1	7,200			
	Maintenance Bays	Drive-Thru?	Interior	1080	5	5,400	18'	60'	20'
	Storage	For tools and supplies	Interior	500	1	500			
							13,425		
Fleet	Supervisor Offices	Dave & Tracy	Interior	150	2	300			
	Mechanics Office	Shared by 3 people?	Interior	200	1	200			
	Protected Wash Bay	Used for all fleet units	Interior or	1200	1	1,200	18'	20'	30'?
	Welding & Fabrication Bay	Separate from oil etc. for safety reasons	Interior	640	1	640	16'	40'	17'?
	Light Duty Bays		Interior	640	2	1,280	16'	40'	17'?
	Heavy Duty Bays		Interior	1500	2	3,000	18'	80'	30'+
	Pit/Lube Bay	Located on exterior wall/last bay for fall prevention	Interior	1500	1	1,500	18'	80'	30'+
	Oil Tank Storage		Exterior	150	1	150			
	Hand wash/cleanup area		Interior	100	1	100			
	Service Counter		Interior	100	1	100			
	File Room	Including photocopier	Interior	200	1	200			
	Storage	Parts storage	Conditioned	1100	1	1,100			
	Training Room	Should accommodate 15-20 ppl.	Interior	600	1	600			
						10,370			
Water	Manager Office	For Alex	Interior	175	1	175			
	Supervisor Office	For David	Interior	150	1	150			
	Open Office	6 workstations	Interior	65	6	390			
	Vehicle Bays	1 for vehicles, 1 for stock	Interior	608	2	1,216	16'	38'	17'?
	Storage	Stores saws, pumps, trimmers etc.	Conditioned	600	1	600			
						2,531			
Hydro	Manager Office	For Ian	Interior	175	1	175			
	Supervisor Offices		Interior	150	2	300			
	Open Office Space	5 workstations	Interior	65	5	325			
	Vehicle Bays		Interior	1800	1	1,800	18'	100'	
	Material Storage		Interior	800	1	800			
	Large Item Storage		Interior	700	1	700			
	Meter Work Area		Interior	450	1	450			
						4,550			
Parks	Supervisor Office		Interior	150	1	150			
	Open Office Space	5 Workstations	Interior	65	5	325			
	Vehicle Bays		Interior	670	2	1,340			
						1,815			
Engineering Provisional	Manager Office	For Shayne	Interior	175	1	175			
	Workstations	Could be cubicles, but offices preferred	Interior	65	5	325			
	Drawing Room		Interior	150	1	150			
	Plotting room		Interior	150	1	150			
	Equipment Room/Storage	Stores site + survey equipment	Conditioned	100	1	100			
						900			
Net Program Area						36,091			
Total Project Area	Circulation	30% addition to the net program area			1.3	46,918			
Site & Parking	Town Owned Vehicle Spaces		Exterior	160	25				
	Employee Parking	Based on org chart from client	Exterior	160	42				
	Service Reception Parking		Exterior	NA	8				
	Off Road Equipment Parking	Interior and exterior	Interior	NA	19				
	Brine Fill Station		Exterior	NA	1				
	Fuel Island	Used by fleet for all city vehicles	Exterior	NA	1				



OPTION A: 20 Spruce St Renovations and Upgrades

EXISTING BUILDING, 15,366 SQF PHASE 1 - SALT FACILITY, 7200 SQF PHASE 2 - FLEET ADDITION, 9334 SQF PHASE 3 - ADMIN & ROADS RENO, 12,741 SQF PHASE 4 - HYDRO, PARKS & WATER, 10,587 SQF



Costing Letter

Elisia Neves, President, Principal Architect
Fabrik Architects inc.
135 George Street, Suite 200
Cambridge ON, N1S 5C3

April 12th, 2021

Attn: Town of Tillsonburg

Client: Town of Tillsonburg
Project Title: Tillsonburg Operations Facility
Project Address: 20 Spruce St, Ontario N4G 4Y5

Re: Professional Opinion on Cost Cutting Strategies

To Whom it May Concern,

This letter summarizes our professional opinion on the cost consulting report prepared by Hanscomb Quantity Surveyors on April 12th, and opportunities fabrik has identified to possibly lower project costs. Hanscomb's report provides order of magnitude cost estimates for both design options, as such it is considered to be within 30% accuracy of the final costs, this is a substantial margin of error and reflects the limited amount of information currently known about the proposed construction assembly and finishes. With this 30% margin in mind there is potential for the cost of the 20 Spruce St and VIP Site options to be closer to \$9,811,550 and \$12,320,560 respectively. In these preliminary costing estimates it is also standard practice to make conservative assumptions on the scope of work, finishes, design work etc. and build in contingencies and escalation rates resulting in higher costs across the board.

Another major costing factor is the effect of the Covid-19 Pandemic on construction costs. Rigorous pandemic protocols alongside market volatility due to supply chain restrictions has increased the cost of construction materials and processes in the medium term future but are expected to improve as government restrictions ease. These factors mean there is ample opportunity to decrease project costs based on the design decisions made going forward and the Town of Tillsonburg's choice of consultants and contractors.

Finally fabrik would like to highlight that the estimated cost of \$14,016,500 for the 20 Spruce St option is based on a 4% per year escalation cost over four years due to phasing, the current cost for the scope of work for 20 Spruce St is measurably less.

Within the costing report fabrik has identified a few specific items that have demonstrated potential for cost savings. These are: the salt facility in phase one, site works across all phases, square footage cost and contingencies across all phases. These costs are discussed in more detail below.

SALT FACILITY

Hanscomb has priced the salt facility for 20 Spruce St at **\$1,408,000**. Based on fabrik's analysis, up to **\$923,000** of this amount has potential for cost reduction. We have received a detailed quote from Britespan -



24 Feasibility Study Final Report: Tillsonburg Operations Facility

which we have shared with you - that priced the building, foundation and an electrical allowance at \$485,000. This figure covers the majority of the costs associated with a building like this and only excludes site works, consulting costs and some mechanical scope. As such Fabrik believes that the scope of work associated with the design and construction of the salt building can be executed for substantially less than the 1.4 million estimated by Hanscomb.

SITE WORKS

Hanscomb has budgeted \$1,922,800 for site development items over the four phases of construction at 20 Spruce St. This fee accounts for the cost of paving, signage, grading etc. and given that the 20 Spruce St is only 3.8 acres this is a substantial allotment. If Fabrik assumes that site development will predominantly be limited to asphalt paving and regrading this pricing becomes quite generous. Hanscomb's quote accounts for the potential of unforeseen site issues related to soil conditions and grading, barring these issues we believe their allotment is significantly more than would be necessary to execute the scope of work associated with site development.

CONTINGENCIES

Hanscomb has included two contingencies and an escalation rate in their costing that combined amount to a 19% increase in pricing. Fabrik recommends that the Town of Tillsonburg consider these fees as extras rather than part of the base price as they are controlled by the Client and consultants. Instead we advise that the Town refer to the column for net construction costs when considering the budget for this project. We further outline the nature and adaptability of each contingency below:

Design & Pricing: This 10% contingency allows for further changes to the design going forward. This is controlled by both the Client and the Architect. As Fabrik has done detailed consultation and concept designs for this feasibility study it is unlikely that there will be significant changes to the design in terms of area and scope going forward unless specifically requested by the Client. As a result this contingency could be significantly reduced.

Construction Allowance: This 5% contingency allows for change orders or other modifications during construction. This is controlled predominantly by the Client's requests for changes or is the responsibility of the contractor and the consultants and can be negotiated within their respective contracts. This means this contingency could be significantly reduced through advanced planning.

Escalation Allowance: This 4% per year escalation rate allows for increases in labour and material costs over time due to inflation. This can be controlled by the Client by setting an accelerated construction schedule that allows for cost savings.

Fabrik recognizes and values the importance of cost effectiveness in all of our projects and regularly works with our clients to ensure their budgetary goals are met. We are happy to coordinate with the Town of Tillsonburg going forward to find more cost efficiencies and to discuss other value engineering opportunities. Please do not hesitate to contact us with any questions or concerns regarding project cost that you might have.

Thank you,



Elisia Neves, Architect, OAA, MRAIC, B.A.S (HON), M.Arch
Principal



Hanscomb Costing Report

APRIL 12, 2021

Ref # HAM2754

Hanscomb
Quantity Surveyors - Since 1957



Fabrik Architects
T: (519) 743-0608
E: haley@fabrikarchitects.ca

Attn: Fabrik Architects

Re: Tillsonburg Public Works Yard Facility, Tillsonburg, Ontario

Dear Ms. Gamble :

Please find attached our Order Of Magnitude Estimate for the Tillsonburg Public Works Yard Facility, in April 2021.

This Order Of Magnitude Estimate is intended to provide a realistic allocation of direct construction costs and is a determination of fair market value. Pricing shown reflects probable construction costs obtainable in the April 2021 area on the effective date of this report and is not a prediction of low bid. Pricing assumes competitive bidding for every portion of the work.

Hanscomb has prepared this estimate(s) in accordance with generally accepted principles and practices. Our general assumptions are included in Section 3 of this report and any exclusions are identified in Section 1.6. For quality assurance, this estimate has been reviewed by the designated Team Lead as signed below and Hanscomb staff are available and pleased to discuss the contents of this report with any interested party.

Requests for modifications of any apparent errors or omissions to this document must be made to Hanscomb within ten (10) days of receipt of this estimate. Otherwise, it will be understood that the contents have been concurred with and accepted.

We trust our estimate is complete and comprehensive and provides the necessary information to allow for informed capital decisions for moving this project forward. Please do not hesitate to contact us if you have any questions or require additional information.

Yours truly,

Hanscomb Limited
Principal

Craig Bye
PQS(F), MRICS
Director

Hanscomb Limited
Team Lead

Melissa Trautmann
Arch. Dipl. T., PQS
Manager, Senior Cost Consultant

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**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

Report Date : April 2021

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Appendices

- A** Tillsonburg Public Works Yard Facility Option 1, 20 Spruce Street
- B** Tillsonburg Public Works Yard Facility Option 2, Alternate Site

**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

Report Date : April 2021

Page No. : 2

1. INTRODUCTION**1.1 PURPOSE**

This Order Of Magnitude Estimate is intended to provide a realistic allocation of direct construction costs for the Tillsonburg Public Works Yard Facility' Tillsonburg, Ontario, located in April 2021 with the exception of the items listed in 1.6 Exclusions.

1.2 DESCRIPTION

The Tillsonburg Public Works Yard Facility, Tillsonburg, Ontario located in April 2021 is comprised of the following key elements:

The project includes the redevelopment of the Tillsonburg Public Works Yards located in Tillsonburg, Ontario. The scope of work includes but is not limited to new construction, mechanical & electrical infrastructure, demolition and site works as required.

1.3 METHODOLOGY

Hanscomb has prepared this estimate(s) in accordance with generally accepted principles and practices. Hanscomb staff are available to discuss its contents with any interested party.

From the documentation and information provided, quantities of all major elements were assessed or measured where possible and priced at rates considered competitive for a project of this type under a construction management form of contract in April 2021.

Pricing shown reflects probable construction costs obtainable in the April 2021 area on the effective date of this report. This estimate is a determination of fair market value for the construction of this project. It is not a prediction of low bid. Pricing assumes competitive bidding for every portion of the work.

1.4 SPECIFICATIONS

For building components and systems where specifications and design details are not available, quality standards have been established based on discussions with the design team.

**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

Report Date : April 2021

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1. INTRODUCTION

1.5 ESTIMATE CLASSIFICATION AND COST PREDICTABILITY

Estimates are defined and classified based on the stage of a project's development and the level of information available at the time of the milestone estimate.

This Order Of Magnitude Estimate is considered to have an expected degree of accuracy of +/- 20-30%. In other words, bid results might vary by this amount if the construction budget were set at this milestone estimate.

At the initial stages of a contemplated project, the cost accuracy of the estimate is low as there may be little or no information available to inform a first high-level concept estimate or order of magnitude estimate. As a project nears design completion and is ready to be released to market for tender, the level of accuracy of the estimate is high as the detail is generally extensive and typically represents the information on which contractors will bid.

Milestone cost estimates or "checks" are recommended as the project design develops to keep track of scope and budget. Early detection of potential budget overruns will allow for remedial action before design and scope are locked in. The number of milestone estimates will depend on a project's size and schedule and cost predictability will improve as the design advances.

According to the Canadian Joint Federal Government/Industry Cost Predictability Taskforce, industry standards for estimate classification and cost estimate accuracy may be summarized as follows:

COST ESTIMATE CLASSIFICATION SYSTEM						
AACE	Class 5	Class 4	Class 3		Class 2	Class 1
DND			Indicative		Substantive	
RAIC	OME	Sketch Design	Design Develop		Contract Documents	Tender Documents
GOC	OME	D	C	← B →		A
Design Documentation % Complete		12.5%	25.0%		95.0%	100.0%
Cost Estimate Accuracy (+/-%)	+/- 30%	+/- 20-30%	+/- 15-20%		+/- 10-15%	+/- 5-10%

Legend

AACE Association for the Advancement of Cost Engineering
DND Department of National Defence
GOC Government of Canada
RAIC Royal Architectural Institute of Canada
OME Order of Magnitude Estimate

While the classification categories differ from one authority to the next, the overarching principle for cost predictability remains the same – as the level of detail and design development increases, so does the level of accuracy of the estimate.

**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

Report Date : April 2021

Page No. : 4

1. INTRODUCTION**1.6 EXCLUSIONS**

This Order Of Magnitude Estimate does not provide for the following, if required:

- Cost of contaminated soil removal
- Equipment beyond that identified in this estimate
- Financing costs
- Premiums associated with P3 procurement model
- Impact costs related to any potential force majeure has not been factored into the estimate.
- Items may include, but are not limited to trade tariffs, currency risk, labour disruption and pandemics.
- Fixtures, Furniture & Equipment
- Fuel Tanks
- Weigh Scale
- Project Soft Costs
- Consultants, permits, etc.
- Harmonized Sales Tax (HST)
- Premium time / after hours work

**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

Report Date : April 2021

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2. DOCUMENTATION

This Order Of Magnitude Estimate has been prepared from the documentation provided.

All of the above documentation was received from Fabrik Architects and was supplemented with information gathered in meeting(s) and telephone conversations with the design team, as applicable.

Design changes and/or additions made subsequent to this issuance of the documentation noted above have not been incorporated in this report.

**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

Report Date : April 2021

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3. COST CONSIDERATIONS**3.1 COST BASE**

All costs are estimated on the basis of competitive bids (a minimum of 3 general contractor bids and at least 3 subcontractor bids for each trade) being received in April 2021 from general contractors and all major subcontractors and suppliers based on a construction management form of contract. If these conditions are not met, bids received could be expected to exceed this estimate.

3.2 UNIT RATES

The unit rates in the preparation of this Order Of Magnitude Estimate include labour and material, equipment, subcontractor's overheads and profit. Union contractors are assumed to perform this work.

3.3 GENERAL REQUIREMENTS AND FEE

General Requirements and Fee cover the General Contractor's indirect costs which may include but not be limited to supervision, site set up, temporary utilities, equipment, utilities, clean up, etc. as covered in Division 1 General Conditions of the Contract Documents. It also includes the contractor's fees and should not be confused with Design or Consultant fees which are excluded from the Construction Costs and carried separately in the Owner's Total Project Costs.

3.4 DESIGN AND PRICING ALLOWANCE

An allowance of 10% has been included to cover design and pricing unknowns. This allowance is not intended to cover any program space modifications but rather to provide some flexibility for the designers and cost planners during the remaining contract document stages.

It is expected that this allowance amount will be absorbed into the base construction costs as the design advances. The amount by which this allowance is reduced corresponds to an increase in accuracy and detailed design information. Hanscomb recommends that careful consideration be made at each milestone estimate to maintain adequate contingency for this allowance.

As a project nears completion of design, Hanscomb recommends retaining some contingency for this allowance for the final coordination of documents.

3.5 ESCALATION ALLOWANCE

All costs are based on April 2021 dollars. An allowance of 4% per annum has been made for construction cost escalation that may occur between April 2021 and the anticipated bid date for the project. Escalation during construction is included in the unit rates.

For escalation, the budgeted amount will typically decline as the time to award nears. Forecasting escalation requires careful assessment of a continually changing construction market which at best is difficult to predict. The escalation rate should be monitored. The following milestone dates have been considered in developing our estimate.

**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

Report Date : April 2021

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3. COST CONSIDERATIONS**3.6 CONSTRUCTION ALLOWANCE**

An allowance of 5.0% has been made to cover construction (post contract) unknowns. This allowance, also known as the Post Contract Contingency (PCC), is intended to cover costs for change orders during construction that are not foreseeable. It is not intended to cover scope changes to the contract. The amount carried in a budget for this allowance is typically set at the initial planning stage and should be based on the complexity of the project and the probability of unknowns and retained risks.

3.7 CASH ALLOWANCE

Cash allowances are intended to allow the contractor to include in the bid price the cost for work that is difficult to fully scope at the time of tendering based on factors that are beyond the Owner and Prime Consultant's control. Cash allowances attempt to reduce the risks by dedicating a set amount for use against a certain cost that cannot yet be detailed. The Contractor is obligated to work as best as possible within the limitations of the Cash Allowance.

Examples of Cash Allowances include hardware, inspection and testing, site conditions, replacement of existing elements during demolition for renovation, hazardous materials abatement, signage, etc.

Any Cash Allowances if applicable are included either in the details of this estimate under the appropriate discipline or at the summary level.

3.8 TAXES

No provision has been made for the Harmonized Sales Tax. It is recommended that the owner make separate provision for HST in the project budget.

3.9 SCHEDULE

Pricing assumes an accelerated schedule of work for this project. Premiums for off-hour work, working in an operational facility, accelerated schedule, etc., if applicable, are identified separately in the body of the estimate.

3.10 STATEMENT OF PROBABLE COSTS

Hanscomb has no control over the cost of labour and materials, the contractor's method of determining prices, or competitive bidding and market conditions. This opinion of probable cost of construction is made on the basis of experience, qualifications and best judgment of the professional consultant familiar with the construction industry. Hanscomb cannot and does not guarantee that proposals, bids or actual construction costs will not vary from this or subsequent cost estimates.

**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

Report Date : April 2021

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3. COST CONSIDERATIONS**3.11 ONGOING COST CONTROL**

Hanscomb recommends that the Owner and design team carefully review this document, including line item description, unit prices, clarifications, exclusions, inclusions and assumptions, contingencies, escalation, and mark-ups. If the project is over budget, or if there are unresolved budgeting issues, alternative systems/schemes should be evaluated before proceeding into the next design phase.

It is recommended that a final updated estimate at the end of the design stage be produced by Hanscomb using Bid Documents to determine overall cost changes which may have occurred since the preparation of this estimate. The final updated estimate will address changes and additions to the documents, as well as addenda issued during the bidding process. Hanscomb cannot reconcile bid results to any estimate not produced from bid documents including all addenda.

This estimate does not constitute an offer to undertake the work, nor is any guarantee given that an offer, to undertake the work at the estimate(s) price, will subsequently be submitted by a construction contractor. Unless explicitly stated otherwise, it is assumed that competitive bids will be sought when tender documents have been completed. Any significant deviation between bids received and a pre-tender estimate prepared by Hanscomb from the same tender documents, should be evaluated to establish the possible cause(s).

Hanscomb is taking all necessary steps to stay abreast of the potential impacts to the Canadian construction industry that may result from the current pandemic. We are in close contact with consultants, contractors, suppliers and industry to help understand the current and future risks to our local markets. As noted herein, this estimate report is based on current market data.

**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

Report Date : April 2021

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Tillsonburg Public Works Yard Facility Option 1, 20 Spruce Street

New Construction	25,671 SF	227.79	\$5,847,600
Renovation	13,211 SF	157.20	\$2,076,800
Site Works & Other	1 Sum		\$2,052,900
Infrastructure Upgrades	1 Sum		\$716,800
Hazardous Material Abatement	1 Sum		\$198,200
NET CONSTRUCTION COST	38,884 SF	280.12	\$10,892,300
Design & Pricing Allowance	10.0%		\$1,054,200
SUB - TOTAL CONSTRUCTION COST	38,884 SF	307.23	\$11,946,500
Construction Allowance (5%)	5.0%		\$597,500
TOTAL CONSTRUCTION COST (CURRENT)	38,884 SF	322.60	\$12,544,000
Escalation (4% per annum)			\$1,472,500
TOTAL CONSTRUCTION COST (ESCALATED)	38,884 SF	360.47	\$14,016,500

Tillsonburg Public Works Yard Facility Option 2, Alternate Site

New Construction	48,116 SF	237.18	\$11,412,000
Renovation	0 SF	0.00	\$0
Site Works & Other	1 Sum		\$3,240,900
Infrastructure Upgrades	1 Sum		\$0
Hazardous Material Abatement	1 Sum		\$0
NET CONSTRUCTION COST	48,116 SF	304.53	\$14,652,900
Design & Pricing Allowance	10.0%		\$1,465,200
SUB - TOTAL CONSTRUCTION COST	48,116 SF	334.98	\$16,118,100
Construction Allowance (5%)	5.0%		\$805,800
TOTAL CONSTRUCTION COST (CURRENT)	48,116 SF	351.73	\$16,923,900
Escalation (allow 1 year @ 4% per annum)			\$676,900
TOTAL CONSTRUCTION COST (ESCALATED)	48,116 SF	365.80	\$17,600,800

Notes:

- [1] Please note that the above costs are PRELIMINARY and are subject to change with design.
- [2] The above costs are estimated to reflect current market conditions with respect to material & labour costs and contractor project load capacity
- [3] An allowance of 10% for design & pricing and scope contingency has been included to provide some further flexibility in design.
- [4] An allowance of 5% construction contingency has been included for change orders during construction.
- [5] An allowance of 4% per annum has been included to cover potential cost increases in labour and material from this current date to the time of construction start to allow for project approval and design.
- [6] The above costs exclude items as outlined on page 4 Section 1.6
- [7] The above costs exclude any premiums resulting pandemics such as Covid-19

**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

**ORDER OF MAGNITUDE ESTIMATE
Tillsonburg Public Works Yard Facility Option 1, 20 Spruce Street**

Report Date : APRIL 12, 2021

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Tillsonburg Public Works Yard Facility Option 1, 20 Spruce Street	Const. Type	Projected Area of Work	Net Const. Rate (\$/SF)	Net Const. Cost (\$)	Haz Mat Allowance \$15.00	Design & Pricing 10.0%	Total Construction Cost	Construction Allowance 5.0%	Current Total Const. Cost	Escalation Allowance 4.0% p.a.	Yrs	Escalated Total Const. Cost	
PHASE 1													
New Construction		7,200 SF	98.00	\$705,600	\$0	\$35,300	\$740,900	\$37,000	\$777,900			\$31,100	\$809,000
Salt Facility	New	7,200 SF	98.00	\$705,600	\$0	\$35,300	\$740,900	\$37,000	\$777,900	1.0		\$31,100	\$809,000
Renovation		- SF	0.00	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
Demolition of Existing		- SF	0.00	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
Demolition (not required)	Reno	1 Nil	0.00	\$0	\$0	\$0	\$0	\$0	\$0	1.0		\$0	\$0
Site Works & Other		1 Sum		\$380,200	\$0	\$38,000	\$418,200	\$20,900	\$439,100			\$17,500	\$456,600
Allowance for site development	Site	1 Sum	277,200.00	\$277,200	\$0	\$27,700	\$304,900	\$15,200	\$320,100	1.0		\$12,800	\$332,900
Allowance for mechanical site services	Site	1 Sum	43,600.00	\$43,600	\$0	\$4,400	\$48,000	\$2,400	\$50,400	1.0		\$2,000	\$52,400
Allowance for electrical site services	Site	1 Sum	59,400.00	\$59,400	\$0	\$5,900	\$65,300	\$3,300	\$68,600	1.0		\$2,700	\$71,300
TOTAL		7,200 SF	150.81	\$1,085,800	\$0	\$73,300	\$1,159,100	\$57,900	\$1,217,000			\$48,600	\$1,265,600
PHASE 2													
New Construction		8,354 SF	264.01	\$2,205,500	\$0	\$220,600	\$2,426,100	\$121,300	\$2,547,400			\$207,900	\$2,755,300
Fleet	New	8,354 SF	264.00	\$2,205,500	\$0	\$220,600	\$2,426,100	\$121,300	\$2,547,400	2.0		\$207,900	\$2,755,300
Renovation		- SF	0.00	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
Demolition of Existing		- SF	0.00	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
Demolition (not required)	Reno	1 Nil	0.00	\$0	\$0	\$0	\$0	\$0	\$0	2.0		\$0	\$0
Site Works & Other		1 Sum		\$441,000	\$0	\$44,200	\$485,200	\$24,300	\$509,500			\$41,600	\$551,100
Allowance for site development	Site	1 Sum	321,600.00	\$321,600	\$0	\$32,200	\$353,800	\$17,700	\$371,500	2.0		\$30,300	\$401,800
Allowance for mechanical site services	Site	1 Sum	50,500.00	\$50,500	\$0	\$5,100	\$55,600	\$2,800	\$58,400	2.0		\$4,800	\$63,200
Allowance for electrical site services	Site	1 Sum	68,900.00	\$68,900	\$0	\$6,900	\$75,800	\$3,800	\$79,600	2.0		\$6,500	\$86,100
Infrastructure Upgrades		1 Sum		\$41,100	\$0	\$4,100	\$45,200	\$2,300	\$47,500			\$3,900	\$51,400
Allowance for modifications @ interface		1 Sum	41,100.00	\$41,100	\$0	\$4,100	\$45,200	\$2,300	\$47,500	2.0		\$3,900	\$51,400
TOTAL		8,354 SF	321.71	\$2,687,600	\$0	\$268,900	\$2,956,500	\$147,900	\$3,104,400			\$253,400	\$3,357,800
PHASE 3													
New Construction		5,089 SF	325.00	\$1,653,900	\$0	\$165,400	\$1,819,300	\$91,000	\$1,910,300			\$238,500	\$2,148,800
Administration and Roads	New	5,089 SF	325.00	\$1,653,900	\$0	\$165,400	\$1,819,300	\$91,000	\$1,910,300	3.0		\$238,500	\$2,148,800
Renovation		7,652 SF	187.00	\$1,430,900	\$114,800	\$154,600	\$1,700,300	\$85,000	\$1,785,300			\$222,900	\$2,008,200
Administration and Roads	Reno	7,652 SF	187.00	\$1,430,900	\$114,800	\$154,600	\$1,700,300	\$85,000	\$1,785,300	3.0		\$222,900	\$2,008,200
Demolition of Existing		- SF	0.00	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
Demolition (not required)	Reno	1 Nil	0.00	\$0	\$0	\$0	\$0	\$0	\$0	3.0		\$0	\$0
Site Works & Other		1 Sum		\$672,700	\$0	\$67,300	\$740,000	\$37,000	\$777,000			\$97,000	\$874,000
Allowance for site development	Site	1 Sum	490,500.00	\$490,500	\$0	\$49,100	\$539,600	\$27,000	\$566,600	3.0		\$70,700	\$637,300

**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

**ORDER OF MAGNITUDE ESTIMATE
Tillsonburg Public Works Yard Facility Option 1, 20 Spruce Street**

Report Date : APRIL 12, 2021

Page No. : A - 1

Tillsonburg Public Works Yard Facility Option 1, 20 Spruce Street	Const. Type	Projected Area of Work	Net Const. Rate (\$/SF)	Net Const. Cost (\$)	Haz Mat Allowance \$15.00	Design & Pricing 10.0%	Total Construction Cost	Construction Allowance 5.0%	Current Total Const. Cost	Escalation Allowance 4.0% p.a.	Escalated Total Const. Cost	
Allowance for mechanical site services	Site	1 Sum	77,100.00	\$77,100	\$0	\$7,700	\$84,800	\$4,200	\$89,000	3.0	\$11,100	\$100,100
Allowance for electrical site services	Site	1 Sum	105,100.00	\$105,100	\$0	\$10,500	\$115,600	\$5,800	\$121,400	3.0	\$15,200	\$136,600
Infrastructure Upgrades		1 Sum		\$481,700	\$0	\$48,200	\$529,900	\$26,500	\$556,400		\$69,500	\$625,900
Allowance for modifications @ interface		1 Sum	54,500.00	\$54,500	\$0	\$5,500	\$60,000	\$3,000	\$63,000	3.0	\$7,900	\$70,900
Allowance for modifications to existing exterior cladding	Site	1 Sum	216,800.00	\$216,800	\$0	\$21,700	\$238,500	\$11,900	\$250,400	3.0	\$31,300	\$281,700
Allowance for modifications to existing roof coverings	Site	1 Sum	210,400.00	\$210,400	\$0	\$21,000	\$231,400	\$11,600	\$243,000	3.0	\$30,300	\$273,300
TOTAL		12,741 SF	332.72	\$4,239,200	\$114,800	\$435,500	\$4,789,500	\$239,500	\$5,029,000		\$627,900	\$5,656,900
PHASE 4												
New Construction		5,028 SF	255.09	\$1,282,600	\$0	\$128,300	\$1,410,900	\$70,600	\$1,481,500		\$251,700	\$1,733,200
Fleet	New	955 SF	264.00	\$252,100	\$0	\$25,200	\$277,300	\$13,900	\$291,200	4.0	\$49,500	\$340,700
Hydro, Parks & Water	New	4,073 SF	253.00	\$1,030,500	\$0	\$103,100	\$1,133,600	\$56,700	\$1,190,300	4.0	\$202,200	\$1,392,500
Renovation		5,559 SF	116.19	\$645,900	\$83,400	\$72,900	\$802,200	\$40,200	\$842,400		\$143,100	\$985,500
Fleet	Reno	666 SF	0.00	\$0	\$10,000	\$1,000	\$11,000	\$600	\$11,600	4.0	\$2,000	\$13,600
Hydro, Parks & Water	Reno	4,893 SF	132.00	\$645,900	\$73,400	\$71,900	\$791,200	\$39,600	\$830,800	4.0	\$141,100	\$971,900
Demolition of Existing		- SF	0.00	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0
Demolition (not required)	Reno	1 Nil	0.00	\$0	\$0	\$0	\$0	\$0	\$0	4.0	\$0	\$0
Site Works & Other		1 Sum		\$559,000	\$0	\$55,900	\$614,900	\$30,700	\$645,600		\$109,700	\$755,300
Allowance for site development	Site	1 Sum	407,600.00	\$407,600	\$0	\$40,800	\$448,400	\$22,400	\$470,800	4.0	\$80,000	\$550,800
Allowance for mechanical site services	Site	1 Sum	64,100.00	\$64,100	\$0	\$6,400	\$70,500	\$3,500	\$74,000	4.0	\$12,600	\$86,600
Allowance for electrical site services	Site	1 Sum	87,300.00	\$87,300	\$0	\$8,700	\$96,000	\$4,800	\$100,800	4.0	\$17,100	\$117,900
Infrastructure Upgrades		1 Sum		\$194,000	\$0	\$19,400	\$213,400	\$10,700	\$224,100		\$38,100	\$262,200
Allowance for modifications @ interface		1 Sum	41,100.00	\$41,100	\$0	\$4,100	\$45,200	\$2,300	\$47,500	4.0	\$8,100	\$55,600
Allowance for modifications to existing roof coverings	Site	1 Sum	152,900.00	\$152,900	\$0	\$15,300	\$168,200	\$8,400	\$176,600	4.0	\$30,000	\$206,600
TOTAL		10,587 SF	253.28	\$2,681,500	\$83,400	\$276,500	\$3,041,400	\$152,200	\$3,193,600		\$542,600	\$3,736,200
TOTAL (PHASE 1,2,3,4)		38,882 SF	275.04	\$10,694,100	\$198,200	\$1,054,200	\$11,946,500	\$597,500	\$12,544,000		\$1,472,500	\$14,016,500

Notes:

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- [6] The above costs exclude items as outlined on page 4 Section 1.6
- [7] The above costs exclude any premiums resulting pandemics such as Covid-19

**TILLSONBURG PUBLIC WORKS
YARD FACILITY
TILLSONBURG, ONTARIO**

**ORDER OF MAGNITUDE ESTIMATE
Tillsonburg Public Works Yard Facility Option 2, Alternate Site**

Report Date : APRIL 12, 2021

Page No. : B - 1

Tillsonburg Public Works Yard Facility Option 2, Alternate Site	Const. Type	Projected Area of Work	Net Const. Rate (\$/SF)	Net Const. Cost (\$)	Haz Mat Allowance \$15.00	Design & Pricing 10.0%	Total Construction Cost	Construction Allowance 5.0%	Current Total Const. Cost	Escalation Allowance 4.0% p.a.	Escalated Total Const. Cost	
New Construction		48,116 SF	237.18	\$11,412,000	\$0	\$1,141,100	\$12,553,100	\$627,600	\$13,180,700	\$527,200	\$13,707,900	
Salt Facility	New	8,800 SF	98.00	\$862,400	\$0	\$86,200	\$948,600	\$47,400	\$996,000	1.0	\$39,800	\$1,035,800
Fleet	New	10,250 SF	264.00	\$2,706,000	\$0	\$270,600	\$2,976,600	\$148,800	\$3,125,400	1.0	\$125,000	\$3,250,400
Administration and Roads	New	6,804 SF	325.00	\$2,211,300	\$0	\$221,100	\$2,432,400	\$121,600	\$2,554,000	1.0	\$102,200	\$2,656,200
Hydro, Parks & Water	New	22,262 SF	253.00	\$5,632,300	\$0	\$563,200	\$6,195,500	\$309,800	\$6,505,300	1.0	\$260,200	\$6,765,500
Demolition of Existing		- SF	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Demolition (not required)	Reno	1 Nil	0.00	\$0	\$0	\$0	\$0	\$0	\$0	1.0	\$0	\$0
Site Works & Other		1 Sum		\$3,240,900	\$0	\$324,100	\$3,565,000	\$178,200	\$3,743,200	\$149,700	\$3,892,900	
Allowance for site development	Site	1 Sum	1,689,100.00	\$1,689,100	\$0	\$168,900	\$1,858,000	\$92,900	\$1,950,900	1.0	\$78,000	\$2,028,900
Allowance for mechanical site services	Site	1 Sum	606,200.00	\$606,200	\$0	\$60,600	\$666,800	\$33,300	\$700,100	1.0	\$28,000	\$728,100
Allowance for electrical site services	Site	1 Sum	945,600.00	\$945,600	\$0	\$94,600	\$1,040,200	\$52,000	\$1,092,200	1.0	\$43,700	\$1,135,900
TOTAL		48,116 SF	304.53	\$14,652,900	\$0	\$1,465,200	\$16,118,100	\$805,800	\$16,923,900		\$676,900	\$17,600,800

Notes:

- [1] Please note that the above costs are PRELIMINARY and are subject to change with design.
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Salt Storage Building Quote



688 Josephine St. N.
Wingham, ON N0G 2W0
1-800-407-5846
www.britespanbuildings.com

September 29, 2021

Fabrik Architects Inc.
135 George St N Suite 200
Cambridge, ON
N1S 5C3

Attn: Haley Gamble

Haley,

Based on my understanding of your requirements from our recent conversation, I have prepared and attached a budget proposal to provide you with a solution to meet your needs. I am confident that we can meet your delivery requirements, which I have also detailed in the proposal.

Please review the information attached to ensure that this matches your requirements. Also, please contact me if you have any questions or if you wish to make changes to the information below.

Thank you for your interest in **BRITESPAN Building Systems**.

Sincerely,

Mike Pollard

Ontario General Manager
Britespan Building Systems of Ontario Inc.
P: 1-800-407-5846 C: 519.280.0888
mpollard@britespanbuildings.com
www.britespanbuildingsystems.com

Att.



688 Josephine St. N.
Wingham, ON N0G 2W0
1-800-407-5846
www.britespanbuildings.com

September 29, 2021

Quote#TOT08042021R2

**Budget Estimate: 60' x 70' BRITESPAN Apex Series
Town of Tillsonburg
Tillsonburg, ON**

60L10 x 70 long BRITESPAN Apex Building
 *Based on current building code and building officials acceptance of engineering
 *Based on F3 Low Hazard, Low Importance (.8), Exposed Classification
 *CSA-A660 Certified
 *FR (Fire Retardant) Fabric included
 *HDG trusses, purlins, end wall, steel and cables
 *BMEC Authorization – Building Code Requirements
 *Based on site location Tillsonburg, ON site loads KPa 1/50 Ss-1.3, Sr-4, Wind .49
 Building Installation (based on non-union wages)
 Installation equipment (crane & aerial lift)
 Termination materials and concrete anchors
 Engineering: (2) set of stamped structural and foundation drawings
 Freight to site

End#1 Enclosed
 FR Fabric cladding
 Structural steel framework, Framed for (1) 204' wide x 30' high opening

End#2 Enclosed
 FR Fabric cladding
 Structural steel framework,

Ventilation:
 (2) 48" x 48' Gable Louvered Vents

Excluded

- site preparation, drainage, excavation, compactions, granular, and finishing
- building permit, fees and approvals, site specific engineering
- lighting, electrical, plumbing, HVAC, foundation and final floor

Warranty Fifteen (15) year prorated manufacturers warranty on fabric and fifteen (15) prorated manufacturers warranty on steel against chipping or flaking of the coating and substantial performance against all defects in material and workmanship.

For only those items specifically mentioned above, and with the clear knowledge that items listed under "subject to" may have an effect on this estimate, the value is as follows:

	Total	\$167,900.00 Plus HST
Foundation Cast In Place (Budget price only subject to engineers review of site and Geo Tech Report) Proposed cast in place concrete wall 8' above grade with footing and frost wall		\$195,000.00 Plus HST
Foundation Pre-Cast Wall (Budget price only subject to engineers review of site and Geo Tech Report) Proposed precast wall option wall 8' above grade with footing and frost wall		\$130,000.00 Plus HST
Electrical (Budget Price Only Actual requirements to be determined by designer) Budget allowance for lighting, and panels, does not include running power source to building		\$38,000.00 Plus HST

Continued:



688 Josephine St. N.
 Wingham, ON N0G 2W0
1-800-407-5846
www.britespanbuildings.com

Subject To: The following items need to be evaluated before the final price can be confirmed:

1. Maneuverability of equipment on & around the perimeter of the building (30' ft. of level, solid ground needed around the perimeter)
2. Foundation being installed in accordance to BRITESPAN Building Systems spacing specification's
3. Anchors wet set to Britespan Building specification by foundation contractor.
4. Excavated materials from foundation are to be moved away from site where work is to be performed is the responsibility of the customer.
5. Area large enough to lay down and assemble a 72' wide truss and set up crane for hoisting trusses.
6. The requirement of any gravel or other fill not included
7. There are no obstacles in/around the building area unless noted and agreed to
8. The site is level, compacted and drained so that equipment can operate effectively and safely
9. No existing gas, hydro, electrical, or water lines to be worked around
10. Site has easy access for delivery of building and customer to off load building
11. This quote is based on the crew doing their work during regular work hours of the week Monday through Friday working 8 AM to 5PM. If the site requires weekend or specialty evening work, the labor will be higher.
12. Effects of prevailing wage, this quote is based on Non Union Wages
13. Unimpeded work schedule, including work on weekends if required
14. Customer to provide place or bins for disposal of left over material
15. Customer to provide site specific safety requirements over and above our standard safety policy (e.g. if safety fenced off area is required)
16. Customer is responsible for the removal of snow for the scheduled crew start time.
17. Additional options added to the original building quotation
18. Spatial separation and firewall requirements / site specific engineering unless included in quote
19. Building code occupancy or site condition changes
20. Subject to engineering site review
21. Pending building permit approvals
22. In-field fabric welding is part of the fabric building process

Terms of contract:

40% upon order
 50% upon delivery
 10% upon client activity in the building or substantial completion of the building and BRITESPAN Building Systems scope of work (whichever is 1st)
 *Quote is valid for 30 days unless otherwise noted

Delivery: Approximately 8-10 weeks from a clean signoff on project details

The project you described is one that we can complete with confidence. We will do everything we can to deliver in a timely manner once a decision is made.

Thank you for the opportunity, we look forward to working with you!

Mike Pollard

Ontario General Manager
 Britespan Building Systems of Ontario Inc.
 P: 1-800-407-5846 C: 519.280.0888
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ENVIRONMENTAL MANAGEMENT
PROTOCOL
FOR
FUEL HANDLING SITES IN ONTARIO
TSSA EMP-2012
August 2012



Technical Standards and Safety Authority
Fuels Safety Program
3300 Bloor Street West, 14th Floor,
CentreTower
Toronto ON M8X 2X4
Tel: (416) 734-3300
Fax: (416) 231-7525
www.tssa.org

- Soil, Groundwater and Sediment Standards For Use Under Part XV.1 of the Environmental Protection Act (April 2011 and as updated)

2.1 MOE/TSSA Jurisdiction

The reporting procedure for an escape of product requires the proponent to contact the Spills Action Centre (SAC), MOE. Where an escape of product occurrence has been reported to SAC, Fuels Safety Program (FSP) will be informed. A FSP inspector may conduct an on-site visit to supplement the investigation and an order to bring about compliance may also be issued. The TSSA and MOE work cooperatively to minimize the duplication of effort in responding to environmental matters at fuel handling sites. When the remediation or management of a petroleum impact is required at an operating fuel handling site, the regulatory lead is with the FSP, TSSA.

Where an environmental impact caused by the escape of product poses the likelihood of an off-site environmental impact or an adverse effect to any drinking water supply, the regulatory lead will be transferred to MOE, regardless of whether the site is “operational” or not. Provided the site remains under the jurisdiction of FSP, the process within this Protocol will apply. TSSA will retain jurisdiction where the off-site impacts are limited to municipally owned land. (i.e. roadways).

Upon permanent closure of a fuel handling site, refer to the direction provided in sections 2.4.2 (Permanent Closure) and 8.3 (Decommissioning of Sites) of the LFHC, or, as applicable, section 9 (Environmental Responsibilities) of the FOC. MOE is the regulatory lead for environmental matters following the permanent closure of a fuel handling site once the required reports have been submitted to the TSSA under the LFHC and FOC.

A fuel handling site is considered “operational” provided the fuel handling equipment remains installed on the property, even if such equipment is not in use. In such a case, the site is regulated by TSSA. The removal of all fuel handling equipment from a property and the completion of the applicable LFHC or FOC environmental requirements constitutes a permanent closure and as such, on-going environmental matters are regulated by the MOE.

Reporting to the “Director” of FSP is accomplished by contacting the MOE’s SAC at 1-800-268-6060.

3.0 Operational Fuel Handling Sites

Where a petroleum product has escaped at an operational site, certain reporting, investigative and corrective action is necessary. Appendix B of this Protocol provides a general outline of an acceptable process for conducting a site investigation. If contaminant concentrations at a site exceed those described below, corrective action acceptable to the Director must be completed.

The following explains the obligation and methodology to report, assess and manage or cleanup an escape of product:

3.1 Spills

Any spill of a petroleum product in excess of the following must be immediately reported to the Director, FSP, in accordance with the provisions of the LFHC or, where applicable, the FOC (similar to the requirements of MOE’s O. Reg. 675/98, EPA):

100 L at sites restricted from public access (i.e. bulk facility, residential properties)

25 L at sites with public access (i.e. retail service station)

Spills of lesser quantities need not be reported to FSP unless the spill could:

- create a hazard to public health or safety;
- contaminate any fresh water source or waterway;
- interfere with the rights of any person; or
- allow entry of product into a sewer system or underground stream or drainage system.

The implementation of appropriate investigative and mitigative actions per the LFHC or FOC, as applicable, and this Protocol are required to ensure any environmental impact is properly evaluated and, where necessary, mitigated.

3.2 Leaks

All confirmed leaks, regardless of quantity released, must be immediately reported to the Director, FSP. Where applicable, the implementation of mitigative actions per the LFHC or FOC, as applicable, and this Protocol is also required.

3.3 Discovery of a Petroleum Product that has Escaped to the Environment or Inside a Building

The discovery of a petroleum product that has escaped to the environment or inside a building must be addressed pursuant to the following protocols. The three scenarios described below discuss actions required to address environmental conditions on site, at the property boundary, and off-site:

3.3.1 Environmental Conditions On-Site (within the property boundaries)

Separate Phase Product Discovered in a Monitoring Well or Excavation:

- Where separate phase product is detected within a monitoring well, observation well or excavation, the initial discovery must be reported to the Director, FSP. A full delineation of the extent of separate phase product and related dissolved and residual contamination must then be completed. All practical efforts to recover the product must be employed. Findings of the delineation must be reported to the Director, FSP.

Discovery of Petroleum Product-Derived Vapour in an Enclosed Space, Excavation or Monitoring Well:

- Where petroleum product derived vapour is discovered in an enclosed space, excavation, observation well or monitoring well, an investigation of the cause of the vapours is necessary. This investigation may indicate that a leak or spill is the cause of the vapours. If the findings of the investigation reveal the potential for a fire or explosion hazard, the Director, FSP must be notified immediately. The potential for any explosion or fire hazards must be eliminated.

If the findings confirm a spill, leak or escape of product by any other means, the occurrence must be reported to the Director if environmental conditions contravene those found in Table A of this Protocol.

Discovery of Soil or Groundwater Impact Related to a Petroleum Product:

Where soil or groundwater quality has been altered due to impact from a petroleum product, but the soil or groundwater quality meets permissible SCS for an operational site (Table 4 or Table 5 SCS), as applicable), no reporting or mitigative actions are required provided that:

- Table 2 or Table 3 SCS, as applicable, are met at the property boundary;
- no immediate corrective action is required as per section 4.0 of this Protocol; and
- the property is not classified as an “environmentally sensitive area” as defined by the MOE regulations.

Where the aforementioned conditions are not met, the occurrence must be reported to the Director, FSP. A delineation of the full extent of the exceedance is required. Following the complete delineation, options available to mitigate such an occurrence include:

- restore the on-site environment to Table 4 or Table 5 SCS, as applicable;
- restore the property boundary environment to Table 2 or Table 3 SCS, as applicable; or
- implement a Contaminant Management Plan (CMP) as per section 4.1 of this Protocol.

An alternative measure acceptable to the Director to address situations where the site is classified as sensitive (as defined by MOE regulations) or where conditions exceed applicable criteria is the submission of a Risk Assessment (RA). The RA must be prepared in accordance with the process outlined in the MOE regulations. The RA must then be reviewed and accepted by the MOE. The TSSA does not review or approve RAs. A copy of the MOE’s acceptance must be provided to FSP.

In the case of an environmentally sensitive area, a proponent must either submit an RA to the MOE for their review and acceptance, or restore the environment to the applicable SCS.

3.3.2. Environmental Conditions at the Property Boundaries

Where soil or groundwater quality at the property boundary of the site meets Table 2 or Table 3 of the SCS, as applicable, no reporting or mitigative actions are required provided site conditions are acceptable (no exceedance of Table 4 or Table 5 SCS as applicable, and no immediate corrective action required).

Where soil or groundwater quality at the property boundary of the site exceeds Table 2 or Table 3 of the SCS, as applicable, report the findings to the Director. A delineation of the full extent of the exceedance is required. Off-site migration of petroleum product derived impacts above applicable full depth SCS must be mitigated through remediation, or evaluated through the implementation of a CMP. Written acknowledgement from the affected property owner(s) or their respective agent is required for FSP’s approval to implement a CMP. Failure to address the environmental management of an off-site impact will result in the transfer of jurisdiction to MOE.

3.3.3. Environmental Conditions Off-Site (beyond the property boundaries)

Where soil or groundwater quality beyond the property boundary of the site meets Table 2 or Table 3 of the SCS, as applicable, no reporting or mitigative actions are required, provided on-site and

property boundary conditions are acceptable.

Where soil or groundwater quality beyond the property boundary of the site exceeds Table 2 or Table 3 of the SCS, as applicable, and where it is reasonable to conclude that the exceedance has been caused by the migration of petroleum related contaminants from the site, report the findings to the Director. A delineation of the full extent of the exceedance may be necessary.

Where off-site impacts to a municipal roadway exist, on a case-by-case basis and in consultation with the TSSA, the proponent may notify the municipality, in writing (with copy to TSSA), of the impacts, and providing the municipality concurs, further delineation on the roadway may not be required.

Where off-site migration of petroleum product derived impacts above applicable full depth SCS has occurred, a full depth remediation of the impacted soil and/or groundwater to Table 2 or Table 3 SCS, as applicable, on the impacted property(s) and at the property boundary of the fuel handling site may be required. The implementation of a CMP may only be acceptable if the owner(s) of the impacted off-site property(s) has been apprised of the situation, provided written concurrence to the use of a CMP, and where FSP has accepted the use of the CMP.

The CMP must ensure that further migration and/or accumulation of petroleum related contamination does not occur, and that site conditions remain safe for continued operation (see section 4.1 for details on the CMP).

Table A summarizes the reporting and investigative obligations of a proponent where there has been an escape of product at a site.

Reporting to the "Director" of FSP is accomplished by contacting the MOE's SAC at 1-800-268-6060.

Table A
SUMMARY OF REPORTING AND INVESTIGATIVE OBLIGATIONS

Situation	Reporting Obligations	Investigative Obligations
On the Property		
<u>3.1 Spills</u>	Report to FSP as per the LFHC or FOC, as applicable, if one of the following conditions exist: <ul style="list-style-type: none"> ➤ >100 litres at sites restricted from public access (bulk plant); ➤ >25 litres at sites with public access (retail operation); or ➤ where reporting exemptions as approved by the Director have been contravened. 	Recover escaped product. Determine extent of contamination as necessary.
<u>3.2 Leaks</u>	Report all confirmed leaks to	Investigate all suspected leaks.

Situation	Reporting Obligations	Investigative Obligations
	FSP.	Recover escaped product from confirmed leaks. Determine extent of contamination as necessary.
<u>3.3 Discovery of a Petroleum Product that has Escaped to the Environment or Inside a Building</u>		
<u>3.3.1 Environmental Conditions On Site (within the property boundaries):</u>		
<u>Discovery of liquid product in a monitoring well or excavation</u>	Report all such occurrences to FSP.	Recover product and determine extent of product and related contamination.
<u>Petroleum vapours in an enclosed space, excavation or monitoring well</u>	Report if source is confirmed to be from a leak, spill (as per spill section above), or if related contamination exceeds reportable levels.	Determine source and extent of vapours.
<u>Discovery of petroleum related soil or groundwater contamination</u>		
Conditions meet Table 3/5 (non potable)	No reporting required provided that environmental conditions at the property boundary meet Table 3.	
Conditions exceed Table 5 (non potable)	Report to FSP.	Determine the extent of contamination and either restore to applicable levels or implement a CMP.
Conditions exceed Table 2/4 (potable)	Report to FSP.	Determine the extent of contamination and either restore to applicable levels or implement a CMP.
<u>3.3.2 Environmental Conditions at the Property Boundaries</u>		
Conditions meet Table 2 or 3, as applicable:	Report to FSP only if environmental conditions on property exceed Table 4 or 5,	

Situation	Reporting Obligations	Investigative Obligations
Conditions exceed Table 2 or 3, as applicable:	as applicable. Report to FSP.	Determine the extent of contamination and either restore to applicable levels or implement a CMP.
<u>3.3.3 Environmental Conditions Off-Site (beyond the property boundaries)</u>		
Conditions meet Table 2 or 3, as applicable:	No Reporting.	
Conditions exceed Tables 2 or 3, as applicable:	Report to FSP.	Determine the extent of contamination. If restricted to non-sensitive, municipally owned receptors, communicate with affected owners and restore to applicable levels or implement a CMP. If contamination has migrated to any other property, contact FSP and the MOE.

4.0 Site Restoration at Operational Fuel Handling Sites

The intent of site remediation at an operational site is to return petroleum-impacted soils and groundwater to conditions such that there will be no likelihood of the following:

- off-site migration of petroleum related contaminants exceeding the applicable SCS; or
- unacceptable safety conditions for continued operation.

A proponent-driven (voluntary) remediation may be conducted at any time at a site. An environmental remediation will be required by FSP if immediate corrective action is deemed necessary based on the site conditions.

FSP encourages communication with our Environmental Office to discuss proposed remediation programs to facilitate compliance with legislative requirements. It is the responsibility of the proponent and their consultant to ensure the applicability and effectiveness of the selected program. When performing assessments and remedial programs FSP requires the use of personnel meeting the requirements of a "Qualified Person" as defined under O.Reg 153/04.

Immediate corrective action is necessary to eliminate:

- the presence of liquid phase-separated product evident on the surface or in the subsurface, and/or migrating off-site;

faborik



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Subject: First Quarter Economic Development and Marketing Results

Report Number: EDM 23-12

Department: Economic Development Department

Submitted by: Cephas Panschow

Meeting Type: Council Meeting

Meeting Date: Monday, July 17, 2023

RECOMMENDATION

THAT report EDM 23-12 titled First Quarter Economic Development and Marketing Results be received as information.

BACKGROUND

The below tables summarize the status of the 2023 Business Plan Operating and Capital Budget objectives.

Table 1: 2023 Business Plan Objectives

Objective	Budget Value	Target Date	Status
Community Improvement Plan (Downtown Façade)	\$35,000	Ongoing	Funds to be transferred to BIA
Community Improvement Plan (Applications)	\$20,000	Ongoing	A number of applications have been received and will be brought forward to Council
Updated Economic Development Strategy Implementation	\$5,000	Ongoing	Not initiated
Enhanced Business Processes (Apps)	\$5,000	Q1 Q3	Not initiated. Awaiting completion of Automated Business Directory and CRM project
High Tech Manufacturing Action Plan (Hub Development)	\$5,000	Ongoing	Not initiated. Deferred as not a priority at this time
SOMA Asia Mission	\$24,000 (funded from reserve)	Q4	SOMA Planning to begin in Q2

EDM 23-12

SOMA Membership Increase	\$24,000 (\$4,000 Membership Increase)	Q4	SOMA increase was only \$2,000 instead of the anticipated \$4,000 amount
Discover Tillsonburg (Magazine)	\$8,000 offset by revenue of \$6,000	Ongoing	Not initiated. Deferred as not a priority at this time
Discover Tillsonburg (Additional Video Production)	\$10,000	Q4	Not initiated
Town Hall Project Support	Not applicable	Ongoing	A number of key initiatives are underway
Continue to facilitate discussions and networking with potential partners to review additional opportunities for Short Line Rail connectivity within the Town of Tillsonburg	Not applicable	Q4	A number of key initiatives, including business development and attraction, are underway
Chamber Awards - Grant	\$4,000	Q3	Not initiated
Chamber Awards - Sponsorship	\$4,000	Q3	Not initiated
Discover Tillsonburg – Turtlefest Sponsorship	\$2,000	Q2	Initiated in Q2
Bridges to Better Business	\$1,000	Q3	Not initiated
Youth Robotics Challenge	\$1,000	Q4	Sponsorship confirmed
Airport Business Development	TBD (Fly-in tours)	Q4	Initiated
Consultations for Mall Parking Lot Reconfiguration	\$5,000	Q4	Included in Bridge Street Re-Imagining Task Force RFP
CF Oxford Partnership (Pop-up)	\$5,000	Q4	Two Entrepreneurial Services Pop-up events held (Jan 19, May 11) with one additional being planned for October
Project Big Swing	TBD	Ongoing	Discussions have commenced.
Engineering Design Services for Rokeby Road Property	\$265,000 with offsets per Report DCS 20-22	Q3	Design consultant retained in Q2

EDM 23-12

VIP Phase 2 Conceptual Plan Development	\$50,000 (funded by Reserves)	Q4	Conceptual plan development nearing completion and will be transferred to Colliers Project Management
Wayfinding Signage (Consolidation Review)	N/A	Q4	Not initiated
Automated Business Directory	\$40,000 (\$26K Modernization Funding, \$14K Reserves)	Q2	Well underway with anticipated completion by Q2
Bridge St Re- Imagining	\$80,000 from reserves (plus \$20,000 from private sector)	Ongoing	Request for Proposal document prepared with release in Q2
Business Improvement Association – Contribution to Capital Expenditures	\$15,000	Ongoing	Not initiated
Explore Accredited Economic Development Organization (AEDO) program*	N/A	Ongoing	Not initiated
Van Norman Innovation Park – Additional Land Acquisition	TBD	Q4	Initiated
Van Norman Innovation Park – Plan of Subdivision/ Engineering Design	TBD	Q4	Project Colliers Leaders retained in Q2 to drive timelines and servicing

DISCUSSION

A more detailed report with standard metrics will be provided in the second quarter.

EDM 23-12

CONSULTATION

The reporting of quarterly results helps demonstrate accountability to Senior Leadership, Town Council, and the public. In addition to this, the Economic Development Advisory Committee is provided with a regular summary of these metrics.

FINANCIAL IMPACT/FUNDING SOURCE

The Economic Development & Marketing Department financial results for the first quarter of 2023 are as follows:

Department	Variance (Brackets denote over budget)	Explanation
Development & Communications (500)	\$0	
Economic Development (505)	\$1,568	1 Meeting Exp over \$2,800; Advertising Exp over \$2,200
TOTAL	\$1,568	

While two lines items are higher than the quarterly amount, these are offset by reduced expenditures on other line items so at this time there are no anticipated impacts to the budget.

CORPORATE GOALS

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

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

EDM 23-12

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 – DCS and Economic Development Operating Summary

EDM 23-12

Appendix A – DCS and Economic Development Operating Summary

	Financial Plan Operating Plan - Cost Code Summary DCS As of March 31, 2023				
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Total Revenues					
Expenditures					
Purchases	35,000	35,000		0%	
Total Expenditures	35,000	35,000			
Total Net Levy	(35,000)	(35,000)			

EDM 23-12

	Financial Plan Operating Plan - Cost Code Summary Economic Dev As of March 31, 2023				
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	18,000	18,521	521	(3%)	
User Charges	24,500	24,450	(50)	(0%)	
Total Revenues	42,500	42,971	471		
Expenditures					
Labour	52,174	48,369	3,805	(7%)	
Purchases	17,407	22,718	(5,311)	(31%)	1
Contracted Services	3,351	748	2,603	(78%)	
Interfunctional Adjustments	(4,221)	(4,221)		0%	
Total Expenditures	68,711	67,614	1,097		
Total Net Levy	(26,211)	(24,643)	1,568		
Notes					
1 Meeting Exp over \$2,800; Advertising Exp over \$2,200					



Subject: Lot 4 on Sandy Court – Approval for Easement and Offer to Purchase

Report Number: EDM 23-13

Department: Economic Development Department

Submitted by: Cephas Panschow

Meeting Type: Council Meeting

Meeting Date: Monday, July 17, 2023

RECOMMENDATION

- A. THAT report titled EDM 23-13 Lot 4 on Sandy Court – Approval for Easement and Offer to Purchase be received; and,
- B. That a by-law be brought forward to authorize the Mayor and Clerk to execute all documents required to recognize an existing 12 metre wide corridor used by Hydro One Networks Inc for a hydro pole line through the registration of an easement on Part 2, Plan 41R-7549; and,
- C. THAT a by-law be brought forward to authorize the Mayor and Clerk to enter into an Agreement of Purchase and Sale with E&E McLaughlin Ltd and to execute all documents required to effect a transfer of the property described as Lot 4, Sandy Court.

BACKGROUND

Tillsonburg Town Council approved the following resolution at the July 13, 2020 meeting:

THAT Council receive Report DCS 20-15 Surplus Land Declaration - Lot 4, Plan 41M-205 (Sandy Court);

AND THAT the property described as Lot 4, Plan 41M-205, be declared surplus to the needs of the Town of Tillsonburg and that suitable notification to the public be made in accordance with Bylaw 3549 – Sale of Real Property Policy.

Subsequent to this, Council directed staff to the sell the property back to the developer on an “as-is” basis, including the existing Open Space zoning and valuation.

EDM 23-13

This direction has been significantly delayed by the identification of an existing 12 metre wide hydro pole corridor that severely impacts Lot 4. Specifically, this corridor should have been protected through the registration of an easement in favour of Hydro One Networks Inc (HONI) at the time of the Plan of Subdivision registration. The Development Commissioner has been working in conjunction with the Town's legal counsel and HONI to effect this easement, which has been finalized and is now being brought forward for consideration by Town Council.

The original developer of the property; namely, E&E McLaughlin Ltd has also submitted an Offer to Purchase based on the previously agreed upon terms and it is also being brought forward for consideration by Town Council.

DISCUSSION

Lot 4, Plan 41M-205 was acquired by the Town of Tillsonburg from Edwin McLaughlin and Ewart McLaughlin on July 7, 2007 as part of the parkland requirements for the Sandy Court Subdivision. The Town's Recreation, Culture and Parks Department had previously indicated that it is not feasible to develop this property for a municipal park due to the small size of the lot, other public amenities (trails) in the area, and the potential for a more centralized public space amenity in the area.

Subject Property – Lot 4, Plan 41M-205 (Sandy Court)



EDM 23-13

Registration of the easement in favour of HONI is required prior to transferring the property back to the developer. Should Council approve the recommendation, the Mayor and Clerk would be required to sign the Acknowledgement and Direction, which would enable the easement to be registered followed by the transfer of the property back to the developer.

It is staff's understanding that the developer is interested in rezoning the property to residential, which would be subject to making an application and obtaining approval.

CONSULTATION

Public notification of the surplus lands has been made as follows:

- Sign Posted on the Property – September 9, 2020
- Town Website – Published September 14, 2020
- Tillsonburg News – Included in the Tillsonburg Update Section on September 17, 2020

In response to the publication notices, staff received the following concerns from the neighbouring property owners:

Comment
<p>My name is M [REDACTED] F [REDACTED]. Unit owner of [REDACTED] Sandy court.</p> <p>When we purchased this property one of the major selling factors was the park. We are against the sale of this land for further development and would like to keep it as a park.</p> <p>This will also affect our home values since this is a great selling factor. In addition the community of this size and the number of families it currently houses requires a park.</p> <p>We ask that you consider our input for this. Thank you and let me know if you have any questions.</p>
<p>Hi I agree with M [REDACTED].</p> <p>Our family has bought two houses and cousins own 3.</p> <p>One of the main factors was this park.</p> <p>I do not support move.</p>

EDM 23-13

Hi Cephas,

I do agree with M [REDACTED] and S [REDACTED].

We purchased those houses prior development and we were told the open space land will be a park.

I'm against the move.

Thanks

D [REDACTED]

I'm also against this. We were told this space will be used for a park and I have communicated this to my tenant as well.

Thanks,

F [REDACTED]

Based on the concerns raised, staff believe that the developer of the subdivision is best positioned to deal with the concerns raised by property owners within the subdivision as any representation regarding these lands would have been made by them or their home builder.

FINANCIAL IMPACT/FUNDING SOURCE

The Opinion of Value obtained from Royal LePage R.E Wood Realty valued these Open Space lands at \$26,000 as of September 1, 2020. It was originally thought that the Town had to sell the lands back to the subdivision developer at the original "raw land" value from 2002, which was estimated to be \$7,000. However, the 2020 market value for Open Space lands was \$26,000, which is significantly higher than the 2002 value.

The developer will be responsible for the legal and related costs to re-acquire the lands, which means that the revenue from the sale of the property would be allocated to the Parkland Trust (as the lands were originally dedicated as parkland) and used for recreational projects as approved by Council in the future.

CORPORATE GOALS

- Lifestyle and amenities
- Customer service, communication and engagement

EDM 23-13

- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

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

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

Strategic Direction – Not applicable.

Priority Project – Not applicable

ATTACHMENTS

Appendix A – Plan 41M-205

Appendix B – Plan 41R-7549

Appendix C – Offer to Purchase

AGREEMENT OF PURCHASE AND SALE (the "Agreement" or "APS")

BETWEEN

THE CORPORATION OF THE TOWN OF TILLSONBURG

(the "Vendor")

-and-

E&E McLaughlin Ltd

(the "Purchaser")

WHEREAS the Vendor is the owner, in fee simple, of the lands and premises described in Schedule "A" (the "Property");

NOW THEREFORE IN CONSIDERATION of the mutual covenants and premises in this Agreement, the parties agree as follows:

SECTION I - GENERAL

- 1. The Purchaser agrees to purchase the Property and the Vendor agrees to sell the Property according to the terms of this Agreement.
- 2. In consideration of the agreement referred to in the preceding paragraph, the Purchaser shall pay to the Vendor a Purchase Price of **Twenty-six Thousand Dollars (\$26,000)**.
- 3. The Purchase Price shall be paid as follows:
 - (a) Five Thousand Dollars (\$5,000.00) deposit is payable by the Purchaser by certified cheque upon Acceptance of this Agreement, to be held on an interest free basis by the Solicitor for the Vendor as a deposit pending completion of this transaction on account of the Purchase Price on completion, or if this Agreement is not completed through no fault of the Purchaser, the deposit shall be returned to the Purchaser; and
 - (b) the balance of the Purchase Price, subject to adjustments, shall be paid to the Vendor on the Completion Date, by certified cheque or bank draft.

SECTION II - PURCHASE OF PROPERTY

- 4. Irrevocable Date
 - (a) This APS shall be irrevocable and open for acceptance by the Vendor until 6:00 p.m. on **the 21st day of July, 2023** ("Acceptance"), and when accepted shall constitute a binding contract of purchase and sale, otherwise the APS shall be null and void and all deposit monies paid shall be returned to the Purchaser without deduction.
 - (b) Acceptance shall mean the date upon which the Mayor and Clerk of the Town of Tillsonburg, or such other persons as the Vendor may authorize from time to time, sign and execute this APS subsequent to the requirement that the Council of The Corporation of the Town of Tillsonburg has passed a resolution or by-law authorizing and approving the sale of the Property to the Purchaser pursuant to the terms of this APS.
 - (c) The parties agree and acknowledge that negotiation of this APS is not a valid and binding agreement until accepted by the Council of The Corporation of the Town of Tillsonburg. The Chief Administrative Officer of the Town of Tillsonburg, or his or her designate, shall negotiate the terms of this APS in good faith. However, the negotiation

Buyer's Initials *W*

Seller's Initials _____

of the terms of this APS by the Chief Administrative Officer of the Town of Tillsonburg, or his or her designate, in no way binds The Corporation of the Town of Tillsonburg until such time as this APS is authorized and approved by the Council of The Corporation of the Town of Tillsonburg.

5. Council Approval

- (a) This transaction is subject to compliance with Section 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended and the approval of the Council of The Corporation of the Town of Tillsonburg in its sole and absolute discretion by resolution or by-law.

6. Deed/Transfer

- (a) The Vendor agrees to deed or transfer the Property to the Purchaser subject to the terms of this Agreement.

7. Completion Date

- (a) The closing of this transaction shall take place on **August 10th, 2023**, or such other date as mutually agreed upon (the "Completion Date") at which time possession of the Property in "as is, where is" condition shall be given to the Purchaser other than as provided in this APS. The Vendor acknowledges that it has the right and authority to sell the Property.

8. Documents, Reports and Information

- (a) If requested, the Vendor will produce and deliver to the Purchaser any documents, reports or information in its possession in respect to the Property. The Purchaser agrees to return all of the above documentation to the Vendor if this transaction is not completed.

SECTION III - CONDITIONS, REPRESENTATIONS AND WARRANTIES

9. "As Is" Condition

- (a) The Purchaser acknowledges that it is acquiring the Property in an "as is" condition and that it must satisfy itself **by July 21st, 2023** regarding the condition of the Property including, but not limited to, all existing physical conditions of this Property, environmental conditions, fitness for any purpose, suitability for construction, soil bearing capacity for any building proposed, and the availability of municipal services and utilities necessary for the Purchaser's proposed use of the Property. The Purchaser acknowledges that the Vendor shall not be responsible for any physical deficiencies of the Property or for any past, present or future environmental liabilities and hereby waives any claims against the Vendor in respect of any environmental liabilities on the Property. The Purchaser agrees to sign a release and indemnity in favour of the Vendor on or before closing with respect to matters set out in the preceding sentence. If the Purchaser is for any reason whatsoever dissatisfied with the Property, it shall deliver written notice to that effect to the Vendor by no later than the time specified herein, and this Agreement shall be terminated and the deposit shall be returned to the Purchaser without interest or deduction. If the Vendor is notified that the condition of the Property is not satisfactory, then the Purchaser shall, prior to receiving its deposit monies back and prior to being entitled to a full release from the Vendor with respect to this Agreement, restore the Property to its original condition as it existed prior to such testing or inspection by the Purchaser, at the Purchaser's sole expense. If the Purchaser fails to deliver written notice to the Vendor within the time specified herein regarding this condition, this condition shall be deemed to have been waived by the Purchaser.

10. Investigation by the Purchaser

- (a) The Purchaser acknowledges having inspected the Property prior to executing the APS and understands that upon Acceptance by the Vendor, and subject to any conditions herein, there shall be a binding agreement of purchase and sale between the Purchaser and the Vendor. It shall be the Purchaser's responsibility to provide, at its own expense, any soil bearing capacity tests or environmental inspection, as may be required or desired, and the Vendor shall grant the Purchaser access for such testing or inspection at all reasonable times, on reasonable notice, for the purpose of conducting reasonable inspections.

Buyer's Initials *KW*

Seller's Initials _____

11. Future Use

- (a) The Vendor and the Purchaser agree that there is no condition, express or implied, representation or warranty of any kind that the future intended use of the Property by the Purchaser is or will be lawful except as may be specifically stipulated elsewhere in this Agreement.

SECTION IV - PRIOR TO COMPLETION DATE

12. Purchaser May Inspect the Property

- (a) The Purchaser, its agents and contractors shall be permitted to inspect the Property and any buildings as frequently as is reasonably necessary between the date of Acceptance and the Completion Date at reasonable times and upon reasonable notice to the Vendor.

13. Insurance

- (a) Pending closing, the Vendor shall hold all insurance policies and the proceeds thereof in trust for the parties as their interest may appear and in the event of damage to the Property. The Purchaser may elect to either receive the proceeds of the insurance and complete the purchase or to cancel the APS and have all the deposit monies paid to the Vendor returned together with all interest earned thereon without deduction.

SECTION V - COMPLETING THE TRANSACTION

14. Deed/Transfer

- (a) The Deed or Transfer of the Property will be prepared at the expense of the Vendor in a form acceptable to the solicitors for the Purchaser and the Purchaser will pay all Land Transfer Tax, Harmonized Sales Tax and other costs in connection with the registration of it.

15. Electronic Registration

- (a) The parties agree that the transaction shall be completed by electronic registration pursuant to Part III of the *Land Registration Reform Act*, R.S.O. 1990, c.L.4 as amended. The parties acknowledge and agree that the delivery and release of documents may, at the discretion of the lawyer: a) not occur contemporaneously with the registration of the transfer/deed and other registrable documentation, and b) be subject to conditions whereby the lawyer receiving documents and/or money will be required to hold them in trust and not release them except in accordance with the terms of a written agreement between the lawyers entered into in the form of the Document Registration Agreement adopted by the Joint LSUC-OBOA Committee on Elective Registration of Title Documents.

16. Survey or Reference Plan

- (a) The parties acknowledge that a survey may be required and a Reference Plan may be registered on title and may be used to provide a registrable description of the Property and any easements.

17. Letters and Reports from Officials of the Vendor

- (a) On or before the requisition date, the Vendor agrees to provide to the Purchaser, if requested, at the Vendor's expense, letters or reports from the Building and Zoning Department of the Town of Tillsonburg and the Fire Chief of the Town of Tillsonburg regarding the status of compliance with all codes, by-laws, rules and regulations with respect to the Property and any buildings located thereon.

18. Examination of Title

- (a) Title to the Property shall be good and marketable and free from all encumbrances except for: (a) any service easements or rights-of-way to be reserved in favour of the Vendor or to be granted to a public utility prior to closing; (b) any easements or rights-of-way registered on title; (c) any minor encroachments shown on the survey or

Buyer's Initials *W*

Seller's Initials _____

Reference Plan delivered to the Purchaser; and (d) any registered municipal agreements.

- (b) The Purchaser is allowed **until July 28th, 2023** to examine the title to the Property. If on or before this date the Purchaser furnishes the Vendor in writing with any valid objections: to the title; to any undisclosed outstanding work orders; to undisclosed non-compliance with the municipal by-laws or covenants and restrictions which run with the land and cannot be resolved before the Completion Date; as to any objection of which the Vendor shall be unable to remedy or correct by the Completion Date and which the Purchaser will not waive, then this APS shall, notwithstanding any intermediate acts or negotiations, be terminated and the deposit shall be returned to the Purchaser without deduction and the Vendor and the Purchaser shall not be liable for any costs, damages, compensation or expenses.

19. Vendor to Discharge all Encumbrances

- (a) The Vendor agrees to obtain and register at its own expense, on or before the Completion Date, a discharge of all liens, encumbrances, agreements and mortgages now registered against the Property and not assumed by the Purchaser. The Vendor further covenants and agrees to discharge, on or before the Completion Date, any and all liens, chattel mortgages, assignments or any other security interest given by the Vendor against its personal Property.

20. Adjustments

- (a) The Vendor agrees that all deposits, if any, held by the Vendor not including interest thereon shall be credited to the Purchaser in the Statement of Adjustments prepared for the Completion Date.
- (b) Any rents, mortgage, interest, taxes, local improvements, water and assessment rates shall be apportioned and allowed to the Completion Date, the day itself to be apportioned to the Purchaser.

21. Deliveries by the Vendor To The Purchaser on Closing

- (a) The Vendor covenants and agrees to deliver to the Purchaser on the Completion Date, all such deliveries to be a condition of the Purchaser's obligation to close this transaction, the following:
- (i) a deed/transfer of the Property;
 - (ii) any survey or reference plan of the Property in the possession of the Vendor;
 - (iii) a Statutory Declaration by an authorized officer of the Vendor stating that accurateness and truthfulness of all of the representations and warranties;
 - (iv) a Statutory Declaration by an authorized officer of the Vendor as to possession of the Property in a form acceptable to the solicitors for the Purchaser;
 - (v) a Statutory Declaration by an authorized officer of the Vendor that it is not now, and upon completion will not be, a "non-resident person" within the meaning and for the purpose of Section 116 of the *Income Tax Act*, R.S.C., 1985, c. 1 (5th Supp.) as amended;
 - (vi) certified copies of all appropriate certificates, by-laws and other documents of Vendor authorizing the transaction herein; and
 - (vii) such further documentation and assurances as the Purchaser may reasonably require to complete the transaction contemplated by the APS.

22. Harmonized Sales Tax

- (a) The parties hereto acknowledge and agree that the transaction contemplated herein is subject to the Harmonized Sales Tax (HST) under the *Excise Tax Act*, R.S.C., 1985, c. E-15 (the "Act") and that the Purchase Price does not include HST. The Vendor shall provide the Purchaser with its HST Business Number. The Purchaser shall pay to the Vendor any HST imposed under the Act payable in connection with the transfer of the Property to the Purchaser, or as it may direct, unless the Purchaser or its nominee, or its assignee, provides:

Buyer's Initials



Seller's Initials _____

- (i) a certificate on or before the Completion Date containing a representation and warranty to the Vendor that:
- (1) it is registered for the purpose of the HST on the Completion Date and specifying the HST registration number;
 - (2) it will self-assess the HST on its GST/HST return or file the prescribed form pursuant to subsection 228(4) of the Act in connection with the purchase of the Property;
 - (3) the Property transferred pursuant to this APS is being purchased by the Purchaser, or its nominee or assignee, as principal for its own account and is not being purchased by the Purchaser as agent, trustee or otherwise on behalf of or for another person, and does not constitute a supply of residential complex made to an individual for the purpose of paragraph 221 (2)(b) of the Act;
 - (4) an indemnity, indemnifying and saving harmless the Vendor from any HST payable on this transaction and penalty and interest relating to HST; and
 - (5) a notarial true copy of its HST registration confirmation.

SECTION VI - MISCELLANEOUS

23. Entire Agreement

- (a) There is no representation, warranty, collateral agreement or condition affecting this Agreement of the Property other than expressed herein.

24. Tender

- (a) Any tender of documents or moneys hereunder may be made upon the solicitor acting for the party upon whom tender is desired, and it shall be sufficient that a negotiable, certified cheque or bank draft may be tendered instead of cash.

25. Time of Essence

- (a) Time shall be of the essence of this Agreement.

26. Planning Act

- (a) This Agreement shall be effective only if the provisions of Section 50 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended are complied with.

27. Notices

- (a) All notices in this Agreement shall be in writing and shall be deemed to have been given if delivered by hand or mailed by ordinary mail, postage prepaid, addressed to the solicitor for the person to whom such notice is intended to be given at the following address:

Solicitors for the Vendor:

Duncan, Linton LLP
 ATTENTION: Adrian L. Rosu
 45 Erb Street West
 Waterloo, ON N2J 4B5
 Fax: (519) 886-8651
 Email: adrian@kwlaw.net

with a copy delivered to:

The Corporation of the Town of Tillsonburg
 ATTENTION: Development Commissioner
 204-200 Broadway
 Tillsonburg, ON N4G 5A7
 Fax: (519) 842-9431

Buyer's Initials kw

Seller's Initials _____

Solicitors for the Purchaser:

[INSERT PURCHASER'S SOLICITOR INFO HERE]

If mailed, such notices must also be given by facsimile transmission on the date it was so mailed. If so given, such notices shall be deemed to have been received on the first business day following the date it was delivered or marked mailed out.

28. Successors and Assigns

- (a) The Purchaser shall be permitted to assign all of its right, title and interest in and to this APS including assignment to another corporation with the same shareholders as the Purchaser. Subject to the restrictions in the preceding sentence, the Vendor agrees to engross the Transfer/Deed of Land as directed by the Purchase on the completion Date as the Purchaser may elect, and the Vendor agrees to complete the transaction contemplated by this APS on the Completion Date with such assignee or nominee. The Purchaser is released from all liability hereunder, if it assigns its interest in this APS. This Agreement shall be binding upon the parties hereto and their respective successors and assigns.

29. Schedules

- (a) The following Schedules shall form an integral part of this Agreement:
- (i) Schedule "A" Description of the Property;

30. Acceptance by Fax or Email

- (a) The Purchaser and Vendor acknowledge and agree that the communication of this Agreement of Purchase and Sale may be transmitted by way of facsimile or electronic mail, and that they agree to accept such signatures and documents to be legal and binding upon them.

31. Counterparts

- (a) This Agreement may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.

32. Severability

- (a) If any provision of this Agreement, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of this Agreement, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.

Buyer's Initials kw

Seller's Initials _____

IN WITNESS WHEREOF the Purchaser has executed this Agreement:

Dated at Tillsonburg, Ontario this 15th day of June, 2023.

**

Per:

Kassandra Way
Name: Kassandra Way
Title: Signing Authority

Name:

Title:

I/We have authority to bind the Corporation.

The Vendor hereby accepts this Agreement according to its terms.

Dated at Tillsonburg, Ontario this _____ day of _____, 2023.

IN WITNESS WHEREOF the Vendor has executed this Agreement:

**The Corporation of the Town of
Tillsonburg**

Deb Gilvesy
Mayor

Tanya Daniels
Clerk

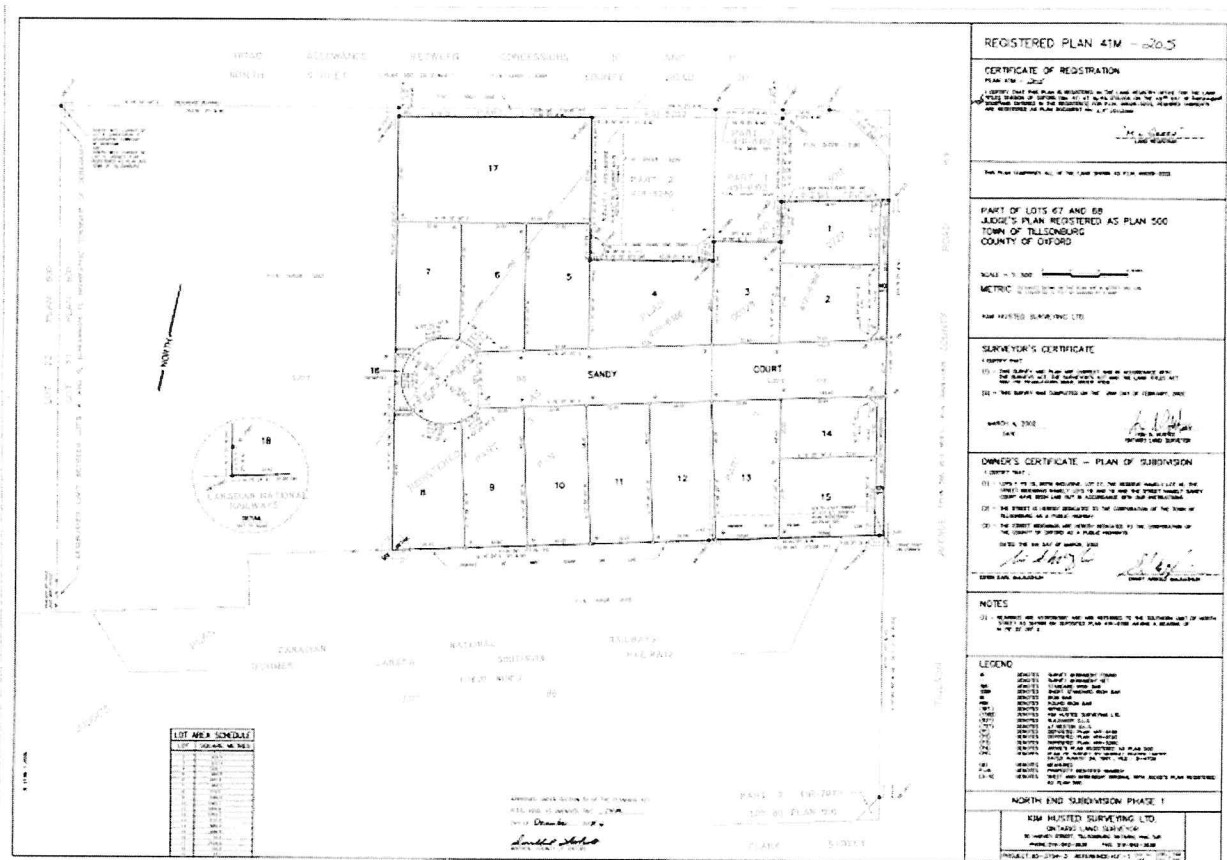
We have authority to bind The Corporation
of the Town of Tillsonburg.

Buyer's Initials *KW*

Seller's Initials _____

SCHEDULE "A" - LEGAL DESCRIPTION OF THE PROPERTY

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Town of Tillsonburg in the County of Oxford, being compromised of Lot 4, Plan 41M-205 TILLSONBURG.



Buyer's Initials W

Seller's Initials _____



Subject: 2023 Levy for the Tillsonburg District Memorial Hospital

Report Number: FIN 23-13

Department: Finance Department

Submitted by: Ted Lyons

Meeting Type: Council Meeting

Meeting Date: Monday, July 17, 2023

RECOMMENDATION

- A. THAT report FIN 23-23 titled 2023 Levy for the Tillsonburg District Memorial Hospital be received; and
- B. THAT a By-Law to provide for the adoption of the 2023 levy on the Tillsonburg District Memorial Hospital be brought forward for Council consideration.

BACKGROUND

Public hospitals are exempt from property taxation. Despite their exempt status, Section 323 (3) of *The Municipal Act*, S.O. 2001, c.25, as amended, authorizes Council of a local municipality to pass a By-Law to levy an annual amount payable on public hospitals.

This annual levy payable, commonly referred to as the *Heads and Beds Tax*, is levied based on the amount of provincially rated beds in the public hospital as determined by the Ministry of Municipal Affairs and Housing.

DISCUSSION

The Ministry of Municipal Affairs and Housing provides the Director of Finance / Treasurer with the annual Capacity of Institutions Information for the Tillsonburg District Memorial Hospital.

The Capacity of Institutions Information outlines the total levy amount payable, the number of provincially rated beds in the public hospital and the prescribed levy amount for each bed.

CONSULTATION

Director of Finance / Treasurer

FIN 23-13 - 2023 Levy for the Tillsonburg District Memorial Hospital

FINANCIAL IMPACT/FUNDING SOURCE

The 2023 amount to be levied is \$10,650, which is based on a prescribed levy amount of \$75.00 for each of the 142 provincially rated beds in the Tillsonburg District Memorial Hospital.

The annual levy amount remains unchanged from 2022.

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 –

Strategic Direction –

Priority Project –

ATTACHMENTS

Appendix A - By-Law 2023-57 - 2023 Levy for the Tillsonburg District Memorial Hospital

Appendix B - Tillsonburg T Capacity of Institutions Letter 2023

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2023-57

A BY-LAW to Levy the 2023 Amount Payable for the Tillsonburg District Memorial Hospital.

WHEREAS; Section 323(3) of Municipal Act, 2001, S.O. 2001 c.25, as amended, authorizes Council of a local municipality to pass a By-Law to levy an annual tax on each of the 142 provincially-rated beds in the public hospital known as Tillsonburg District Memorial Hospital, and

WHEREAS; The amount levied under Section 323(3) of Municipal Act, 2001, S.O. 2001 c.25, as amended, shall be due and payable after July 1, 2023 and shall not exceed the prescribed amount for each provincially rated bed in the public hospital.

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

1. The sum of \$75.00 per rated capacity is hereby levied as a tax for 2023, based on the capacity of institutions information provided by the Ministry of Municipal Affairs and Housing for the 142 provincially-rated beds in the public hospital known as Tillsonburg District Memorial Hospital. Notification received from MMAH hereto attached as Schedule 'A'.

READ A FIRST AND SECOND TIME THIS 17th day of July, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 17th day of July, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

**Ministry of
Municipal Affairs
and Housing**

Municipal Programs and
Analytics Branch
777 Bay Street, 16th Floor
Toronto ON M7A 2J3
Telephone: 416 585-7296
Facsimile: 416 585-7292

**Ministère des
Affaires municipales
et du Logement**

Direction des programmes municipaux
et de l'analytique
777, rue Bay, 16^e étage
Toronto ON M7A 2J3
Téléphone : 416 585-7296
Télécopieur : 416 585-7292



June 16, 2023

Sent by email: spawliwec@tillsonburg.ca

Sheena Pawliwec
Director of Finance/Treasurer
Town of Tillsonburg

Dear Sheena Pawliwec:

Re: Capacity of Institutions Information for the year 2022

I am pleased to provide you with updated capacity of institution(s) information in your municipality provided to us by the particular ministry designated for each institution.

As you may recall, we experienced challenges in the last couple of years in obtaining up-to-date hospital capacity numbers as the result of the ongoing response to the COVID-19 situation. To ensure your municipality is able to receive this letter in a timely manner, the capacity information for hospitals is based on 2021 data this year. The Ministry of Health is working to obtain the most up to date and accurate capacity numbers and if we obtain updates for hospitals in your municipality for 2022, we will forward that information separately at a later time.

In accordance with the current regulations, your municipality may levy an amount up to \$75 per rated capacity designated for each institution listed below. The levy amount is provided in the right-hand column.

<u>Institution</u>	<u>Capacity</u>	<u>Levy Amount</u>
Tillsonburg District Memorial Hospital	142	\$10,650

The appropriate tax bill should be sent directly to each institution for payment. Please note that in accordance with Section 323 of the Municipal Act, institutions do not have to remit payment until July 1, 2023.

Should you have any question regarding the information provided, please do not hesitate to contact Kyla Simpson at kyla.simpson@ontario.ca or at 437-232-6736.

Yours sincerely,

Helen Collins
Director
Municipal Programs and Analytics Branch
Ministry of Municipal Affairs and Housing

**Subject: RCP 2023 Q1 Report****Report Number:** RCP 23-30

Department: Recreation, Culture and Parks Department

Submitted by: Julie Columbus, Director

Meeting Type: Council Meeting

Meeting Date: Monday, July 17, 2023

RECOMMENDATION

THAT report RCP 23-30 titled RCP 2023 Q1 Report be received as information.

BACKGROUND

This report provides Council with the January 1, 2023 to March 31, 2023 Department year-to-date operational and financial results for Recreation, Culture & Parks Department

DISCUSSION2023 Business Objectives and Capital Projects

Item	Target Date	Q1 Status
Northcrest Estates Phase 2 Park	Q3	Playground ordered and site amenities installed
TCC Rehabilitation	Q1 2024	Completion date estimated for Mar/2024
Roof Repair/Replacement	Q2-Q4	Currently Working with Tremco on TCC roof renovation
Continued Town beautification with BIA & Horticultural Society	Q1-Q4	Work continues throughout the various seasons
Update sports facilities consistent with modern standards	Q1-Q3	Baseball Diamonds, TCC and Waterpark Building are being renovated
TCC Door Replacement	Q3	Should be completed by August 1/2023

RCP 23-27

Item	Target Date	Q1 Status
Provide and Expand accessible trails and parks	Q3	Summer staff hired dedicated to trail enhancements
Expand community partnerships for delivery of programs and amenities	Q1-Q4	Staff working with community groups to enhance youth programming, pickleball programming and canteen renovation project
Preserve Lake Lisgar and its surrounds	Q1-Q4	Parks staff working with Lake Lisgar Volunteers on tasks
Lake Lisgar Waterpark Building Reno	Q4	Completion date is estimated August 21/23
Playground Replacement Program	Q3	Three playgrounds ordered and should be installed Fall/2023
Lake Lisgar Shoreline Maintenance	Q1	Complete
Maintenance Repairs and AODA	Q3	Parks Trails and pathways being installed
Site Amenities	Q3	Complete
Sports Field Repairs	Q3	Hardball Diamond #1 enhancements and fence repairs are ongoing
Tennis Court Surface	Q3	RFQ for the tennis court completion in August/23
Parks and Recreation Master Plan	Q4	Commenced July/23 with completion dated Jan/24
Arena Dehumidifier	Q3	Arriving for install November/23

RCP 23-27

The RCP Department's 2023 Q1 operational budget variance summary is as follows:

2023	YTD Budget	YTD Actuals	Budget Variance
300 Cemetery	(33,612)	(18,531)	15,081
450 Parks	(115,836)	(107,346)	8,490
455 Community Events	(21,100)	(20,317)	783
460 Rec - Programs	(169,123)	(57,198)	111,925
465 Rec – Bldg. Maintenance	(572,534)	(585,734)	(13,200)
467 Elliott Fairbairn Centre	545	754	209
475 Museum	(86,909)	(78,083)	8,826
Total Recreation, Culture & Parks	(998,569)	(866,455)	132,114

Notes on RCP Budget Variances:

- Heating Lighting Water was under in most areas of the operations.
- Subcontractor expense for snow removal was over \$8,600.
- Aquatic Operations expense was up \$4,600 due to unanticipated programming of indoor pool.
- Recreation Services revenue saw an increase in extended pool operations, membership growth and program registration.
- Part-time labour for Aquatics is up for unanticipated operations of indoor pool.

CONSULTATION

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

FINANCIAL IMPACT/FUNDING SOURCE

Recreation Services

For Q1, 2023, the indoor pool remained opened. This resulted in increased admission, membership, and aquatic youth program revenue as the budget did not account for the pool being open during this timeframe. During this same timeframe the Aquatics Supervisor was off on a medical leave and we backfilled the position so FT wages were

RCP 23-27

over in Q1 in the aquatics department. PT wages were over due to the indoor pool remaining open and keeping PT lifeguards on contract. As well, rent revenue increased as a result of increased ice rentals, increased hall and meeting room rentals and continued rentals of the indoor pool.

Museum

The museum has experienced a very positive first quarter. Throughout the Province, Cultural Institutions and Tourist Attractions are starting to see a gradual recovery to pre-pandemic activities and visitor numbers. A recovery that has been mirrored at Annandale National Historic Site. The first quarter of 2023 saw an overall increase in museum visitation by 784 patrons over the first quarter of 2022. The programs offered during Q1 were filled from between 95% to 100% capacity. This activity resulted in an increase to budgeted revenues for the quarter. Expenses during the quarter were under budget due to lower than anticipated utility costs and maintenance projects that were not completed during the quarter. It is hoped that the recovery trend will continue throughout the coming months, which, in turn, will keep the museum in a positive financial position for 2023.

Parks and Facilities

Q1 in the Parks and Cemetery Division typically sees minimal spending due to multiple factors. One major factor being winter weather, Parks and Cemetery staff kept busy salting and plowing our facilities. The winter of 2023 remained fairly consistent with the year over year spending average for ice melt products, fuel and winter PPE with no identifiable excess expenditures to report. The cemetery's biggest saving was highlighted in the "Contracted Services" line of the 2023 operational budget. With Council's approval, the cemetery backhoe was replaced and upgraded in 2021, but did not arrive until the spring of 2022. Now in 2023, we are witnessing the effects of the purchase and upgrade by seeing a 15% decrease in spending on contractor services during the first quarter of the year. The Facilities team saw an increase of 10% within the "Contracted Services" budget line due to snow removal.

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

RCP 23-27

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

RCP 23-30 - Appendix A - Q1 2023 Operating Results



Financial Plan
Operating Plan - Cost Code Summary
Com

As of March 31, 2023

	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	36,406	36,840	434	(1%)	
Other Revenue	4,739	14,079	9,340	(197%)	1
Total Revenues	41,145	50,919	9,774		
Expenditures					
Labour	34,137	30,271	3,866	(11%)	
Purchases	13,280	11,796	1,484	(11%)	
Contracted Services	3,030	2,561	469	(15%)	
Interfunctional Adjustments	24,310	24,822	(512)	(2%)	
Total Expenditures	74,757	69,450	5,307		
Total Net Levy	(33,612)	(18,531)	15,081		
Notes					
1 Interest Revenue over					



Financial Plan
Operating Plan - Cost Code Summary
Parks

As of March 31, 2023

	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Total Revenues					
Expenditures					
Labour	49,880	45,309	4,571	(9%)	
Purchases	12,308	11,406	902	(7%)	
Contracted Services	9,509	6,309	3,200	(34%)	
Interfunctional Adjustments	25,161	25,161		0%	
Debt Principal & Interest	18,978	19,161	(183)	(1%)	
Total Expenditures	115,836	107,346	8,490		
Total Net Levy	(115,836)	(107,346)	8,490		



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

	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	2,500		(2,500)	(100%)	
Other Revenue		777	777		
Total Revenues	2,500	777	(1,723)		
Expenditures					
Purchases	23,600	21,094	2,506	(11%)	
Total Expenditures	23,600	21,094	2,506		
Total Net Levy	(21,100)	(20,317)	783		



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

	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	12,135	10,675	(1,460)	(12%)	
User Charges	230,644	362,743	132,099	(57%)	1
Other Revenue	6,693	2,427	(4,266)	(64%)	
Total Revenues	249,472	375,845	126,373		
Expenditures					
Labour	325,112	344,041	(18,929)	(6%)	2
Purchases	54,747	50,266	4,481	(8%)	
Interfunctional Adjustments	38,736	38,736		0%	
Total Expenditures	418,595	433,043	(14,448)		
Total Net Levy	(169,123)	(57,198)	111,925		
Notes					
1 Admissions over \$10,200; Membership Revenue over \$16,300; Youth Program Revenue over \$28,600; Programs over \$6,600; Rent Revenue over \$37,500; FARE over \$28,200					
2 FT labour over \$11,300 - back filling in Aquatics department; PT labour is over \$6,000					



Financial Plan
Operating Plan - Cost Code Summary
Rec - Bldg Mtce
As of March 31, 2023

	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	2,241	3,200	959	(43%)	
Specified Revenue		1,777	1,777		
Total Revenues	2,241	4,977	2,736		
Expenditures					
Labour	291,893	290,888	1,005	(0%)	
Purchases	158,445	165,272	(6,827)	(4%)	
Contracted Services	88,820	97,428	(8,608)	(10%)	1
Interfunctional Adjustments	29,655	31,181	(1,526)	(5%)	
Debt Principal & Interest	5,962	5,942	20	(0%)	
Total Expenditures	574,775	590,711	(15,936)		
Total Net Levy	(572,534)	(585,734)	(13,200)		
Notes					

1 Subcontractor Exp over \$8,600 - snow removal



Financial Plan
Operating Plan - Cost Code Summary
Elliott Fairbairn Centre
As of March 31, 2023

	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	29,705	29,680	(25)	(0%)	
Total Revenues	29,705	29,680	(25)		
Expenditures					
Purchases	14,525	14,379	146	(1%)	
Contribution to Reserves	3,126	3,124	2	(0%)	
Debt Principal & Interest	11,509	11,423	86	(1%)	
Total Expenditures	29,160	28,926	234		
Total Net Levy	545	754	209		



Financial Plan
Operating Plan - Cost Code Summary
Museum

As of March 31, 2023

	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	1,200	1,500	300	(25%)	
User Charges	3,093	3,465	372	(12%)	
Other Revenue	3,060	4,521	1,461	(48%)	
Total Revenues	7,353	9,486	2,133		
Expenditures					
Labour	63,212	61,350	1,862	(3%)	
Purchases	18,842	13,770	5,072	(27%)	1
Contracted Services	5,104	5,345	(241)	(5%)	
Interfunctional Adjustments	7,104	7,104		0%	
Total Expenditures	94,262	87,569	6,693		
Total Net Levy	(86,909)	(78,083)	8,826		
Notes					

1 Building Repairs & Maintenance Exp under \$3,700; Heat-Light-Water under \$1,700

**Subject: 2023 Rates and Fees Bylaw Update****Report Number:** RCP 23-31

Department: Recreation, Culture and Parks Department

Submitted by: Julie Columbus, Director

Meeting Type: Council Meeting

Meeting Date: Monday, July 17, 2023

RECOMMENDATION

- A. THAT report titled RCP 23-31 2023 Rates and Fees Bylaw Update be received as information; and
- B. THAT the proposed adjustments to the 2023 Rates and Fees Bylaw reflecting the addition of pickleball programming and soccer field rentals, and amendment to cemetery internment and markers be approved as presented; and
- C. THAT a By-law to amend Schedule A of By-Law 2022-087 being the Fees and Charges By-law be presented to Council for consideration.

BACKGROUND

The Rates and Fees Bylaw is updated annually as part of the budget process. Council passed the 2023 Fees & Charges By-Law 2022-087 at the December 12, 2022 meeting.

11.4.2 FIN 22-30 - 2023 Updated Rates and Fees - Follow Up**Resolution # 2022-438****Moved By:** Councillor Spencer**Seconded By:** Councillor Parsons

THAT Council receives report FIN 22-30 2023 Rates and Fees;

AND THAT a By-Law to provide a schedule of fees for certain municipal applications, services, and permits be brought forward for Council consideration.

Carried

RCP 23-31

DISCUSSION**New Additions**

The RCP Department would like to make three new additions to the 2023 Bylaw to include rates that will support registration for new programming and facility rentals. This will allow the department to generate revenue and assist with the delivery of recreation services and sport field maintenance in the Town of Tillsonburg.

RCP proposed additions are as follows:

Pickleball Program	\$44.00 + HST	11 week session
Pickleball Program	\$6.00 + HST	Drop-In Fee per visit
Soccer Field Rental Gyulveszi Park	\$5.00 (Adult rentals + HST)	Hourly rental

The neighbouring municipalities were contacted to investigate what their soccer field rates are at to do a comparison. Below is the information that was gathered:

Ingersoll - \$39.00 per player registered

Woodstock - \$5.12 (rate for a C field)

Norfolk - \$4.88 (rate for a C field)

Cambridge - \$15.05 (Monday -Thursday) and \$3.30 (Friday - Sunday)

Amendments

Amendments to the approved Rates & Fees Schedule A includes increases pertaining to the cemetery care and maintenance (C & M) minimum required contribution amounts (Table 1).

These minimum values as prescribed by the Bereavement Authority of Ontario (the Province) are contributed to the Cemetery Maintenance Trust regardless of the actual value of the fees collected. These funds are held in trust per the *Funeral, Burial and*

RCP 23-31

Cremation Services Act, 2002, Section 51 and Ontario Regulation 30/11, Division G for purposes as permitted by the Act or the regulations.

Table 1: Proposed amendments

Item	Current		Proposed		Change
	Town Fee	C&M Fee	Town Fee	Min. C&M fee as set by the Province	
Infant Grave 3x3	\$225	\$150	\$225	\$175	\$25 (7%)
Flat Markers	\$0	\$50	\$0	\$100	\$50 (100%)
Upright Markers	\$0	\$100	\$0	\$200	\$100 (100%)
Upright Markers <48"	\$0	\$200	\$0	\$400	\$200 (100%)

CONSULTATION

Staff who consulted on this report include the Manager of Recreation Services, Manager of Parks and Facilities, Programs and Facilities Registrar, the RCP Director, and Director of Finance.

FINANCIAL IMPACT/FUNDING SOURCE

The new fees will assist RCP to generate revenue for the Recreation and Parks budgets and help offset the expenses incurred by RCP. The expenses noted for soccer fields at Gyulveszi Park include turf maintenance, fertilizer, portable toilet rental and garbage pick-up.

Amending the cemetery fees ensures the Town resumes collecting the correct minimum care and maintenance values as set by the Province. As the values are due to the Trust irrespective of the actual fees collected, it is financially prudent to meet these minimum thresholds or risk continuing to subsidize these expenses against the 2023 cemetery operating revenue.

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

RCP 23-31

- 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 – Increase opportunities to enjoy culture, events and leisure activities in Tillsonburg; Maintain and enhance programs and facilities to support an active, engaged senior population; Maintain and enhance programs and facilities to support an active, engaged youth population.

Priority Project – N/A

ATTACHMENTS

Appendix A – Revised Schedule “A” By-Law 2022-087

Town of Tillsonburg
Rates and Fees
 By-law 2022-087, Schedule A
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Building-Bylaw-Planning

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Notes
Animal Control					
Boarding Fee Cat	25.00	25.00	0%	HST	As per Animal Control Contract
Boarding Fee Dog	25.00	25.00	0%	HST	As per Animal Control Contract
Call out fee for service	110.00	115.00	5%	HST	As per Animal Control Contract
Dog License Renewal- spayed or neutered before Feb 28 (discounted)	17.00	20.00	18%	Exempt	Schedule V Part VI (ETA)- Exempt AMEND MARCH 31st TO FEBRUARY 28th
Dog License Renewal - spayed neutered after Feb 28	37.00	42.00	14%	Exempt	Schedule V Part VI (ETA)- Exempt (\$5.00 towards dog park and balance to recover staff cost to follow-up outstanding accounts and to administer)
Dog License Renewal - intact - before Feb 28 (discounted)	22.00	25.00	14%	Exempt	Schedule V Part VI (ETA)- Exempt
Dog License Renewal - intact - after Feb 28	42.00	47.00	12%	Exempt	Schedule V Part VI (ETA)- Exempt (\$5.00 towards dog park and balance to recover staff cost to follow-up outstanding accounts and to administer)
New Dog licence - spayed or neutered	20.00	23.00	15%	Exempt	Schedule V Part VI (ETA)- Exempt
New Dog licence - intact	25.00	28.00	12%	Exempt	Schedule V Part VI (ETA)- Exempt
Cat License Renewal - (Licenses no longer offered)	27.00	-	-100%	Exempt	Schedule V Part VI (ETA)- Exempt
Dog license - replacement	6.00	7.00	17%	Exempt	Schedule V Part VI (ETA)- Exempt
Euthanasia and Disposal - Cat	60.00	60.00	0%	HST	As per Animal Control Contract
Euthanasia and Disposal - Dog	80.00	80.00	0%	HST	As per Animal Control Contract
Live Trap Placement	115.00	115.00	0%	HST	As per Animal Control Contract
Muzzle Order Appeal	220.00	250.00	14%	Exempt	
By-law Enforcement					
Invoice admin processing fee	270.00	300.00	11%	HST	
Issue Order	175.00	200.00	14%	Exempt	Schedule V Part VI (ETA)- Exempt
By-law Enforcement Officer hourly rate (one hour min)	-	46.00	NEW	Exempt	
By-Law Enforcement Supervisor hourly rate (one hour minimum)	-	55.00	NEW	Exempt	
Execute Search Warrant	-	500.00	NEW	Exempt	
Locksmith Service	-	Cost + 15%	NEW	HST	
Re-issuance of Permit/License/Document	50.00	55.00	10%	Exempt	Schedule V Part VI (ETA)- Exempt
Fortification By-Law Exemption Application - single family dwelling or not-for-	150.00	155.00	3%	Exempt	
Fortification By-Law Exemption Application - Multi-Residential, Commercial,	400.00	410.00	3%	Exempt	
Property Standards - Issuance of Certificate of Compliance (Residential - per	100.00	105.00	5%	HST	
Property Standards - Issuance of Certificate of Compliance (Commercial - per	100.00	105.00	5%	HST	
Property Standards - Issuance of Certificate of Compliance	\$25 per 92.9	\$25 per 92.9	0%	HST	
Property Standards - Issuance of Certificate of Compliance (vacant and/or	100.00	105.00	5%	HST	
Property Standards Appeal	380.00	400.00	5%	Exempt	
Superior Court Judge - Appeal Property Standards Decision	380.00	400.00	5%	Exempt	
Noise By-Law Exemption Permit - Minor	250.00	375.00	50%	Exempt	
Noise By-law Exemption Permit - Major	375.00	375.00	0%	Exempt	
Building - Fees					
Building - photocopies - larger than ledger	3.00	3.00	0%	HST	
Building Certificate	55.00	55.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Building Certificate - urgent request - less than 5 business days	75.00	75.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - amend existing permit	60.00	60.00	0%	Exempt	
Permit Review Fee (per hour) - major amendment to existing permit	51.00	60.00	18%	HST	Per hour fee to review major changes to existing permit(s) in accordance with By-Law 3198
Chief Building Official hourly rate (one half hour minimum)	-	80.00	NEW	Exempt	
Deputy Chief Building Official hourly rate (one half hour minimum)	-	62.00	NEW	Exempt	
Building Inspector (one hour minimum)	-	55.00	NEW	Exempt	
Building Enforcement Supervisor (one hour minimum)	-	55.00	NEW	Exempt	
Building - Fees					
Residential – New Low Density - Single Detached & Townhouses	Minimum permit fee \$2,500.00 OR \$133.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	Minimum permit fee \$2,500.00, Maximum permit fee \$5,000.00 OR \$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	2%	Exempt	Schedule V Part VI (ETA)- Exempt. Added max. permit fee \$5K due to increase in value of construction, plus changed Flat rate to \$140

Building-Bylaw-Planning

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Notes
Residential – Mobile Homes, Low Density, Medium Density, Additions, Alterations, etc.	\$133.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	2%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential – New	\$133.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	2%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Major Alterations/Renovations/Additions (> 100,000)	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Minor Alteration/Renovations/Additions (\$100,000 or less)	\$265.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$275.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	4%	Exempt	Schedule V Part VI (ETA)- Exempt
Decks, Sheds, Accessory Buildings, Pools, etc.	\$133.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	\$140.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	5%	Exempt	Schedule V Part VI (ETA)- Exempt
Part 9 Residential Demolition	133.00	140.00	5%	Exempt	Schedule V Part VI (ETA)- Exempt
Demolition – all others	530.00	550.00	4%	Exempt	Schedule V Part VI (ETA)- Exempt
Water Connection, Sewer Connection or repair	133.00	140.00	5%	Exempt	Schedule V Part VI (ETA)- Exempt
Change of Use Permit (no construction)	265.00	270.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Conditional Permit Agreement	265.00	270.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Alternative Solution Review (Fee + Cost of Peer Review)	530.00	540.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Occupant Load Inspection Analysis & Report (per hr, one hr minimum)	80.00	90.00	13%	Exempt	Schedule V Part VI (ETA)- Exempt
AGCO Agency Approval	80.00	90.00	13%	Exempt	Schedule V Part VI (ETA)- Exempt
Re-inspection	80.00	90.00	13%	Exempt	Schedule V Part VI (ETA)- Exempt
Issue Order	175.00	200.00	14%	Exempt	Schedule V Part VI (ETA)- Exempt
Transfer Permit	107.00	125.00	17%	Exempt	Schedule V Part VI (ETA)- Exempt
Construction w/o Permit	Double the initial permit rate	Double the initial permit rate	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Signs					
Permit fees - signs - permanent	a) \$100.00 first \$1,000.00 of estimated value of construction plus b) \$7.00 per each additional \$1,000.00 or part there of	a) \$100.00 first \$1,000.00 of estimated value of construction plus b) \$7.00 per each additional \$1,000.00 or part there of	Increase per/\$1000 rate	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - signs - mobile	30.00	35.00	17%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - sign - construction/placement without a permit	double initial permit	double initial permit	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Minor Variance - Director Approval	280.00	300.00	7%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Major Variance - Council Approval	420.00	450.00	12%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Appeal Application	280.00	300.00	7%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - after the fact	1.5 the initial application rate	1.5 the initial application rate	0%	Exempt	
Sign Removal - General	125.00/sign	125.00/sign	0%	HST	
Sign Removal - Mobile Sign	290.00	325.00	12%	HST	
Sign Removal - Posters	25.00/ea + cost to repair any damage to public property	25.00/ea + cost to repair any damage to public property	0%	HST	
Sign Removal - Temporary Signs	25.00/ea	25.00/ea	0%	HST	
Sign Removal - A-Frame/Sandwich Board/Sidewalk Signs	100/ea	100/ea	0%	HST	
Sign Removal - Banner Sign	250.00/ea	250.00/ea	0%	HST	

Building-Bylaw-Planning

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Notes
Permit fees - temporary buildings	2,000.00	2,000.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - transfer of permit	56.00	65.00	16%	Exempt	Schedule V Part VI (ETA)- Exempt
Building Licences					
Taxi Cab Driver's Licence	35.00	35.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (As proposed in 2016 Taxi By-Law report.)
Taxi Cab Owner Stand	125.00	125.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Taxi Cab Owner Licence	50.00	50.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Taxi Cab Vehicle Licence	65.00	65.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Owner Licence	50.00	50.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Drivers Licence	35.00	35.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Vehicle Licence	75.00	75.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Vehicle Licence Renewal	50.00	50.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Limousine Driver's Licence	65.00	65.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Limousine Owner Licence	70.00	70.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Limousine Vehicle Licence	72.00	72.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (annual fee - as per proposed by-law 4051)
Kennel - new	100.00	100.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Kennel - renewal	100.00	100.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Planning & Development					
Cash-in-lieu of parkland (low density residential consents)	4,000.00	8,000.00	100%	Exempt	Up to 5% of lot value for residential & 2.5% for commercial - increase due to land value increase based on 160k lot.
Planning Application - Minor Variance	1,100.00	1,250.00	14%	Exempt	
Planning Application - Minor Variance - after the fact	2,200.00	2,500.00	14%	Exempt	
Planning Application - Site Plan - Minor	575.00	650.00	13%	Exempt	
Planning Application - Site Plan - Minor - after construction	1,150.00	1,300.00	13%	Exempt	
Planning Application - Site Plan - Major	1,400.00	1,600.00	14%	Exempt	
Planning Application - Site Plan - Major - after construction	2,800.00	3,200.00	14%	Exempt	
Planning Application - Site Plan - Amendment Application	575.00	675.00	17%	Exempt	
Planning Application - Site Plan - Amendment Application after-the-fact	1,150.00	1,350.00	17%	Exempt	
Site Plan Application - 3rd & subsequent submissions	575.00	675.00	17%	Exempt	
Site Plan Agreement Administration Fee (includes registration on title)	575.00	675.00	17%	Exempt	
Planning Application - Zone Change- prior to use	1,450.00	1,700.00	17%	Exempt	
Planning Application - Zone Change- after use has occupied	2,900.00	3,400.00	17%	Exempt	
Planning Application - Zoning - Removal of (H)	275.00	300.00	9%	Exempt	
Subdivision Certificate	65.00	75.00	15%	Exempt	
Zoning Certificate	55.00	55.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Zoning Certificate - urgent request - less than 5 business days	75.00	75.00	0%	Exempt	
Civic Addressing - Readdressing	125.00	135.00	8%	Exempt	
Land Division (severance) Clearance Letter	75.00	75.00	0%	Exempt	
Severance Agreement	1,200.00	1,400.00	17%	Exempt	
Planning - Preserving Agreement Administration fee	1,800.00	2,000.00	11%	HST	
Subdivision Agreement Administration Fee	1,900.00	2,200.00	16%	HST	
Subdivision Drawing Review Fee (per lot) - 1st and 2nd submission	110.00	125.00	14%	Exempt	
Subdivision Drawing Review Fee (per lot) - 3rd submission & thereafter	55.00	65.00	18%	Exempt	
Engineering Inspection Fee	185.00	210.00	14%	Exempt	
Storm Water Management Pond Review	550.00	650.00	18%	Exempt	
Encroachment Agreement Fee	1,400.00	1,600.00	14%	Exempt	Schedule V Part VI (ETA)- Exempt
Encroachment Permit Fee	25.00	30.00	20%	HST	
Easement Research Request	125.00	145.00	16%	Exempt	
Engineering Certificate Request	125.00	145.00	16%	Exempt	

Clerks

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Notes
Clerk Issued Documents -Licences					Refer to Town Business Licence Bylaw for definitions and requirements for Clerk Issued Licences.
Business Licence					
New Business	140.00	145.00	4%	Exempt	Schedule V Part VI (ETA)- Exempt
Home occupation Business	140.00	145.00	4%	Exempt	Schedule V Part VI (ETA)- Exempt
Business Licence per year					
Auctioneer Licence	205.00	210.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Licence - renewal	65.00	70.00	8%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Licence - new	205.00	210.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Security Deposit - refundable	2,000.00	2,000.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Vending/Salesperson Licence	205.00	210.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Food Vending Licence	205.00	210.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Event Organizer Licence	205.00	210.00	2%	Exempt	Charge does not apply to not for profit organizations
Marriages					
Marriage Licence	135.00	140.00	4%	Exempt	Schedule V Part VI (Excise Tax Act (ETA))- Exempt
Marriage Ceremony - Council Chambers	250.00	270.00	8%	HST	In Council Chambers during business hours.
Marriage Ceremony - Other Location (plus applicable mileage)	300.00	325.00	8%	HST	Within Town limits - outside Town limits subject to mileage.
Witness if required	25.00	30.00	20%	HST	Two witnesses are required for each ceremony.
Other					
Burial Permits	20.00	25.00	25%	Exempt	Schedule V Part VI (ETA)- Exempt
Photocopying/ Printing double sided	0.55	0.58	5%	HST	
Photocopying/ Printing single sided	0.50	0.52	4%	HST	
Commissioner of Oaths (Pension applications and bankruptcy forms exempt)	25.00	30.00	20%	Exempt	Pension applications and bankruptcy forms Exempt.
Register Document on Title	285.00	300.00	5%	Exempt	
Remove/Release Document from Title	285.00	300.00	5%	Exempt	
Title Search	75.00	80.00	7%	Exempt	
Freedom of Information Request (FOI) - Application Fee	5.00	5.00	0%	Exempt	Initial fee; Costs to fulfill request may apply, per S. 45(1) of MFIPPA.

Finance

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Corporate						
Photocopying/ Printing double sided	0.55	0.58	5%	HST	per page	
Photocopying/ Printing single sided	0.50	0.52	4%	HST	per page	
Interest on overdue accounts (per month)	1.25%	1.25%	0%	HST	per month	Similar rate to taxes in arrears, per Municipal Act, 2001, c. 25, s. 345 (3)
Tax Department						
Tax certificate	50.00	55.00	10%	Exempt	each	Proposed Fee Increase for 2023
Tax registration service costs	3,000.00	As per direct RealTax costs	0%	Exempt	each	Tax Sale Registrations are handled by Realtax Recovery Specialists. This charge is no longer applicable.
Tax Bill reprint	10.00	10.00	0%	Exempt	each	
Tax receipt	10.00	10.00	0%	Exempt	each	
Payment Redistribution	15.00	15.00	0%	Exempt	each	
Payment Refund Administration Fee	-	25.00	NEW	Exempt		New Fee Proposed for 2023
Water/Sewer Admin Charge	45.00	45.00	0%	Exempt	each	
Tax Statement (Paper Copy Only)	10.00	10.00	0%	Exempt	each	Charge only for paper copy
Mortgage Billing Fee (per roll number/per billing)	-	10.00	NEW	Exempt	each	New Fee Proposed for 2023
Past Due Notice Fee	-	5.00	NEW	Exempt	each	New Fee Proposed for 2023
New Account Fee	-	30.00	NEW	Exempt	each	New Fee Proposed for 2023
Addition to the Tax Roll - Cost Recovery + 25%	-	25%	NEW	Exempt	each	New Fee Proposed for 2023
Tax Sale Procedures - Cost Recovery + 25%	-	25%	NEW	Exempt	each	New Fee Proposed for 2023
Corporate						
NSF Fee	35.00	45.00	29%	HST	each	Proposed Fee Increase for 2023

Fire

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Fire						
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 1st Offence	1/2 Current MTO Rates	1/2 Current MTO Rates		Exempt	Per Incident	First Offence 50% of Regular MTO Rates
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 2nd and any additional Offence	Current MTO Rates	Current MTO Rates			Per Incident	2 Apparatus response
False Alarm Response Fee - Work is being performed on a fire alarm system and the owner fails to notify Fire Department	Current MTO Rates	Current MTO Rates	(based on MTO set rate)	Exempt	per hour or half hour	Each incident based on 2 Apparatus response
Motor Vehicle Accident / Vehicle Fire Response Fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables	(based on MTO set rate)	Exempt	per hour or half hour + materials	Where possible this fee will be charged to insurance company of vehicle owner, otherwise the fee is chargeable to the registered owner of the vehicle.
Motor Vehicle Accident or Vehicle Fire Response fee on a Provincial Highway	Current MTO Rate + Consumables	Current MTO Rate + Consumables	(based on MTO set rate)	Exempt	per hour or half hour + materials	This fee will be charged to the Ministry of Transportation for all vehicle accident or vehicle fire related services that occur on provincial highways.
Natural Gas Leak Response Fee - Caused by an individual or company	Current MTO Rates	Current MTO Rates	(based on MTO set rate)	Exempt	per hour or half hour + materials	This fee is chargeable where the fire department responds and determines that a natural gas incident has been caused directly by a person or company.
Hazardous Materials Response fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables	(based on MTO set rate)	Exempt	per hour or half hour + materials	This fee is chargeable to the person or company that has control of a Hazardous Material that's release has resulted in the response of the fire department.
Fire Watch or Stand By Authorized by the Fire Chief	Current MTO Rate + Consumables	Current MTO Rate + Consumables	(based on MTO set rate)	Exempt	per hour or half hour	This fee is charged to the insurance company of the registered owner of a property, otherwise the registered owner of the property where in the opinion of the fire chief or his designate a fire is likely to occur.
Violation of Conditions of Burn Permit - 1st and any additional Offence	Current MTO Rates	Current MTO Rates	(based on MTO set rate)	Exempt	per hour or half hour	This fee is charged to the property owner where the fire department attends a burn complaint and is required to extinguish an open air burn or where the open air by-law is contravened and the fire department attends due to a
Open Air Burning -Illegal/Unauthorized Fire	Current MTO Rates	Current MTO Rates	(based on MTO set rate)	Exempt	per hour or half hour	
Fire Department Fee for Expenses Incurred for Equipment, Expertise, Materials, Required to Extinguish a Fire, including but not limited to heavy equipment, speicized equipment, tow trucks, foam, Engineers etc.)	Actual Cost	Actual Cost		Exempt	Per Incident	This fee is charged to the insurance company of the registered owner of a property, otherwise the registered owner of the property where in the opinion of the fire chief or his designate it is necessary to employ heavy equipment to extinguish a fire or protect adjacent properties from the spread of fire.
Fee for MTO - ARIS Owner / Contact Information Search	45.00	50.00	11%	HST	Per Incident	Fee added to the hourly fire department response charge any time that the fire department is required to access the MTO ARIS data base. This fee is 100% cost recovery only based on fee charged to the Town of Tillsonburg.
Fee for Fire Department Incident Report	125.00	135.00	8%	HST	each	
Fee for Fire Department Investigation Report	235.00	245.00	4%	HST	each	
Fee for Fire Department File Search for Outstanding Orders / Inspection Reports / Incident Reports	125.00	125.00	0%	HST	each request	
Fee Fire Department Request Fire Code Inspection - Commercial, Industrial, or Institutional building less than 930m2 (10,000 sq.ft.)	250.00	265.00	6%	HST	each	OBC Classification A, B, D, E & F. Residential (OBC C) removed for 2015 and listed separate.
Fee for Fire Department Request Fire Code Inspection Each additional 185m2 (2000 sq.ft.) in a Commercial, Industrial or Institutional building	35.00	35.00	0%	HST	each	New fee for additional area over base fee
Fee Fire Department Request Fire Code Inspection a Residential building up to and including 4 suites or apartments	250.00	265.00	6%	HST	each	OBC Classification C. Separated from other occupancies for 2015.
Fee Fire Department Request Fire Code Inspection each additional suite or apartment over base fee	35.00	35.00	0%	HST	each	New fee for additonal unit(s). Fee per apartment over base fee.
Fee Fire Department Request Fire Code Inspection of a licensed Occupancy excluding a daycare	250.00	265.00	6%	HST	each	

Fire

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Fee Fire Department Request Fire Code Inspection of a Daycare Facility	100.00	100.00	0%	HST	each	
Fee for Fire Department Request to Conduct Verification of VO Fire Drill Scenario	250.00	265.00	6%	HST	each	For verifying fire drills are conducted within established time limits in occupancies with vulnerable occupants. Cost recovery
Fee to Conduct Business License Inspection	90.00	100.00	11%	Exempt	each	
Fee for Re-Inspections if Violations not Remedied	250.00	265.00	0%	HST	each	Subsequent inspections following the second. Fee charged to registered owner.
Residential Smoke or Carbon Monoxide Alarm Installed in a Residence	50.00	55.00	10%	HST, if not returned	each	Fee to Install Smoke and CO in Residence for Compliance
Fire Department approval of a Demolition Permit issued by the Building Department.	125.00	135.00	8%	HST	each	
Fee to review an application for a licence to sell Consumer Fireworks (F.1) including a site inspection and review of Fire Safety Plan	200.00	215.00	8%	HST	each	
Fee to Review Fireworks Display Application (F.2) Event	150.00	150.00	0%	HST	each	Town of Tillsonburg sponsored event are Exempt from this fee.
Fee to Review Licence to Conduct a Pyrotechnics (F.3) Display Application, Safety Plan Review, Site Plan Inspection	220.00	220.00	0%	HST	each	
Fee for Open Air Burn Permit	75.00	75.00	0%	HST	each	
Fee to Review Fire Safety Plan	100.00	125.00	25%	HST	each	
Fee to Review, Approve a Level 1 Risk Management Plan for TSSA Licence for Propane Storage	350.00	350.00	0%	HST	each	
Fee to Review, Approve Level 2 Risk Management Plan for TAAS Licence for Propane Storage, plus actual costs to retain a 3rd part engineer or other firm if required.	790.00	800.00	1%	HST	each	Plus actual costs to retain a 3rd part engineer or other firm if required.
Fee for Fire Safety Training, plus cost of materials	115.00	120.00	4%	HST	per hour	Plus cost of materials
Fee for Fire Extinguisher Training (Theory)	110.00	120.00	9%	HST		Max 20 students
Fee for Fire Extinguisher Training (Practical with Burn Prop)	200.00	215.00	8%	HST		
Fee to Recharge SCBA Breathing Cylinder	35.00	35.00	0%	HST	per cylinder	Excludes customers with special agreement
Rental of Training Room (excluding emergency services)	225.00	235.00	4%	HST	per day	

Tillsonburg Community Centre (TCC)

Programs	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Community Centre - Aquatics						
Water Fitness - 10 passes	59.05	62.00	5%	HST	10 passes	UFS applicable
Land Fitness - 10 passes	59.05	62.00	5%	HST	10 passes	UFS applicable
Land Fitness (1/2 hour class) - 10 passes	29.55	31.00	5%	HST	10 passes	
Water Fitness - 20 passes	95.40	100.15	5%	HST	20 passes	UFS applicable
Land Fitness - 20 passes	95.40	100.15	5%	HST	20 passes	UFS applicable
Land Fitness (1/2 hour class) - 20 passes	47.70	50.10	5%	HST	20 passes	
30 minute Swimming Lesson	7.25	7.40	2%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
45 minute Swimming Lesson	7.65	7.80	2%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
60 minute Swimming Lesson	8.10	8.25	2%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
Bronze Star	66.20	67.52	2%	HST	course	UFS applicable
Bronze Medallion	82.25	83.90	2%	HST	per course	UFS applicable
Bronze Cross	82.25	83.90	2%	HST	per course	UFS applicable
First Aid	104.05	106.15	2%	HST	per course	UFS applicable
First Aid Recert	72.85	74.31	2%	HST	per course	UFS applicable
National Lifeguard	227.45	232.00	2%	HST	per course	UFS applicable
National Lifeguard Recert	54.10	55.20	2%	HST	per course	UFS applicable
Assistant Swimming Instructors School	70.10	71.50	2%	HST	per course	UFS applicable
Additional Fee	28.95	29.55	2%	HST	per course	UFS applicable
Swim for Life Instructors School	110.55	112.75	2%	HST	per course	UFS applicable
Lifesaving Instructors	110.55	112.75	2%	HST	per course	UFS applicable
Swim/Lifesaving Instructors	227.45	232.00	2%	HST	per course	UFS applicable
Private Lessons (14+ years)	20.40	20.80	2%	HST	per lesson	UFS applicable
Private Lessons	20.40	20.80	2%	Exempt	per lesson	Youth, UFS applicable
Semi-Private Lessons	14.05	14.35	2%	Exempt	per lesson	
Lifesaving Sport Fundamentals	7.70	7.85	2%	Exempt	per lesson	Youth
Swim Synchro Swimming Lessons	7.70	7.85	2%	Exempt	per lesson	Youth
Synchronized Swimming Team	525.50	536.00	2%	Exempt	9 Months	Youth, UFS applicable
First Aid Instructor	111.55	113.80	2%	HST	per course	
National Lifeguard Instructor	160.15	163.35	2%	HST	per course	UFS applicable
Examiner Standards/Advanced Instructors	40.20	41.00	2%	HST	per course	UFS applicable
Community Centre - classes, courses, and camps						
Babysitting Course	57.45	58.60	2%	Exempt	8hr course	Schedule V, Part VI
Youth Program 30 min class	6.50	6.65	2%	Exempt	per lesson	Schedule V, Part VI
Youth Program 45 min class	7.50	7.65	2%	Exempt	per lesson	
Youth Program 60 min class	8.50	8.70	2%	Exempt	per lesson	Schedule V, Part VI
Youth Program - Specialty Course	11.90	12.15	2%	Exempt	per lesson	
Teen Program 30 min	6.50	6.65	2%	HST	per lesson	
Teen Program 45 min	7.50	7.65	2%	HST	per lesson	
Teen Program 60 min	8.50	8.65	2%	HST	per lesson	
Karate - Kids Karate	5.25	5.35	2%	Exempt	per lesson	Schedule V, Part VI
Karate - Tiny Tigers	4.25	4.35	2%	Exempt	per lesson	Schedule V, Part VI
Workshops - 1/2 day	28.65	29.20	2%	HST		
Workshops - Specialty Course	86.55	88.30	2%	HST		
Workshops - 8 hours	114.80	117.10	2%	HST		
Youth Camp - week	146.65	149.60	2%	Exempt	week	Schedule V, Part VI
Youth Camp day	36.40	37.15	2%	Exempt	daily	Schedule V, Part VI
Youth Camp Lunch		8.00	new	Exempt	each	Schedule V, Part VI
Youth Camp Special	202.30	206.35	2%	Exempt	week	Schedule V, Part VI
Youth Camp - short week	118.20	120.55	2%	Exempt		Schedule V, Part VI
Community Centre - Events						
Community Centre - Facility Rentals						
Arena - Internet Access Fee	100.00	100.00	0%	HST	per year	

Tillsonburg Community Centre (TCC)

Programs	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Arena - Weekdays before 5pm & after 11pm	99.80	101.80	2%	HST	hour	Effective April through March
Arena - Weekdays after 5pm & weekends	185.50	189.20	2%	HST	hour	Effective April through March
Arena - Minor	130.30	132.90	2%	HST	hour	Effective April through March
Arena - Shiny	6.00	6.10	2%	HST	per person	
Arena - Ice Flat Rate	450.50	459.50	2%	HST	per day	
Arena Floor - Commercial	2,373.85	2,421.35	2%	HST	per day	
Arena Floor - Full Use	1,788.55	1,824.30	2%	HST	per day	
Arena Floor - Flat Fee (no set up)	585.15	596.85	2%	HST	per day	
Arena Floor - Chilled Floor (additional fee)	2,252.30	2,297.35	2%	HST	per day	
Arena Floor - Hourly League Fee	72.25	73.70	2%	HST	per hour	
Arena Floor - Set up Day/Tear Down Day	894.30	912.20	2%	HST	per day	
Arena Storage Room A	28.10	28.65	2%	HST	per month	
Arena Storage Room B	16.95	17.30	2%	HST	per month	
Arena Storage Room C	5.80	5.90	2%	HST	per month	
Arena - Mini Practice Rink	48.05	49.00	2%	HST	hour	
Auditorium - Friday or Saturday	563.05	574.30	2%	HST	per day	
Auditorium - Sunday - Thursday	314.65	320.95	2%	HST	per evening	
Auditorium - Hourly	63.55	64.80	2%	HST		
Room Set up & Decorating Fee (Day before)	118.10	120.45	2%	HST		
Ball Diamond - Occasional Use	84.45	86.15	2%	HST	per day	
Ball Diamond - Seasonal Youth Team	84.45	86.15	2%	HST		
Ball Diamond - Seasonal Team Practice	298.10	304.05	2%	HST	per team	
Ball Diamond - Seasonal Adult Team	491.35	501.20	2%	HST	per team	
Ball Diamond - 2-day Tournament (Annandale Diamonds)	579.60	591.20	2%	HST	2 days	
Ball Diamond - Tournament per diamond per day	84.45	86.15	2%	HST	per diamond/day	
Ball Diamond - portable washrooms - 1 day tournament	220.85	240.05	8%	HST	2 units	
Ball Diamond - portable washrooms - 2 day tournament	276.00	300.00	8%	HST	2 units	
Tractor with Groomer - Prep Friday	83.95	85.65	2%	HST	per event	
Tractor with Groomer - Prep Saturday	42.00	45.00	7%	HST	per event	
Tractor with Groomer - Prep Sunday	42.00	45.00	7%	HST	per event	
Tractor with Groomer - Repair Monday	82.25	83.90	2%	HST	per event	
Administrative Fees	110.35	112.55	2%	HST	per event	
Site clean up - 1 or 2 day event	179.65	183.25	2%	HST	3 staff	
Ball Diamond - Key Deposit	12.65	15.00	16%	HST	each	per key
Ball Diamonds - Lights left on/equipment not stored properly	54.05	55.15	2%	HST	per occurrence	
Damage Deposit	551.80	562.85	2%	Exempt		
Den - Fri or Sat	192.45	196.30	2%	HST	per day	
Den - Sun - Thursday	140.20	143.00	2%	HST	per day	
Den - Hourly	33.60	34.25	2%	HST		
Entire TCC Building - 1 arena 9am-4pm	2,241.30	2,286.15	2%	HST		
Entire TCC Building - 2 arenas 9am-4pm	2,815.35	2,871.65	2%	HST		
Gibson House	74.60	76.10	2%	HST	per day	
Gibson House - Hourly	29.15	29.75	2%	HST	per hour	
Kinsmen Canteen	28.65	29.25	2%	HST	per day	
Kitchen Rental - Daily		75.00	new	HST	per event	
Kitchen Rental - 3 Day Weekend		200.00	new	HST	per event	
Lobby Area	34.50	35.20	2%	HST		
Marwood B or C	74.60	76.10	2%	HST	per day	
Marwood BC	145.70	148.60	2%	HST	per day	
Marwood B or C - Hourly	28.15	28.70	2%	HST		
Marwood BC - Hourly	33.65	34.30	2%	HST		
Memorial Pavilion (full) or Kinsmen Bandshell	97.30	99.25	2%	HST	per day	
Memorial Pavilion (half) or Kinsmen Bandshell	60.70	61.90	2%	HST	per day	
Memorial Park for Major Concert (includes bandshell & Newman Park Gazebo)	689.75	703.55	2%	HST	per event up to 4 days	
Newman Park Gazebo	59.10	60.20	2%	HST	per day	
Parking Lot	118.10	120.45	2%	HST	per day	
Rotary Room	74.60	76.10	2%	HST		

Tillsonburg Community Centre (TCC)

Programs	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Rotary Room - Hourly	28.65	29.20	2%	HST		
Rowing Club per month	104.50	106.60	2%	HST		
School Lessons	4.10	4.20	2%	Exempt	per person	Youth, UFS applicable
Soccer Field Rental - Adults (Gyulveszi Park)		5.00	new	HST	per hour	
Soccer Field Rental - Under age 14 (Gyulveszi Park)		5.00	new	Exempt	per hour	
Swim to Survive Rentals	96.85	98.70	2%	Exempt	per hour	Youth, UFS applicable
Swim to Survive Instructor Fee	21.00	25.00	16%	HST	per hour	
Swim Meet	332.35	339.00	2%	HST	per day	UFS applicable
Swim Meet Evening	163.05	166.30	2%	HST	per day	UFS applicable
Swim Team Practice	74.15	75.65	2%	HST	per hour	
Storage Pool Deck	29.15	29.75	2%	HST	per month	
Swim Lane	16.50	16.85	2%	HST	per hour	
Storage Rooms	117.05	119.40	2%	HST	per contract	
Storage Office A	28.65	29.20	2%	HST	per month	
Storage Office B	17.35	17.70	2%	HST	per month	
Storage Office C	5.90	6.00	2%	HST	per month	
Pool - 0-50 swimmers	94.60	96.50	2%	HST	per hour	UFS applicable
Pool - 101+swimmers	241.00	245.82	2%	HST	per hour	UFS applicable
Pool - 51-100 swimmers	128.35	130.90	2%	HST	per hour	UFS applicable
WaterPark - 0-100 swimmers	337.90	344.65	2%	HST	hour	UFS applicable
WaterPark- 0-100 swimmers - extra hour	225.15	229.65	2%	HST	add. Hr.	UFS applicable
Waterpark 101-300 swimmers	459.50	469.70	2%	HST	hour	UFS applicable
Waterpark 101-300 swimmers - extra hour	337.90	344.65	2%	HST	add. Hr.	UFS applicable
Waterpark 300+ swimmers	619.45	631.85	2%	HST	hour	UFS applicable
Waterpark 300+ swimmers - extra hour	489.80	499.60	2%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100 swimmers	299.65	305.65	2%	HST	hour	UFS applicable
Waterpark Board of Ed 100 swimmers add. Hr.	166.45	169.80	2%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100+ swimmers	532.80	543.45	2%	HST	hour	UFS applicable
Waterpark Board of Ed 100+ swimmers add. Hr.	266.50	271.85	2%	HST	add. Hr.	UFS applicable
COVID Cleaning Fee	25.00	25.00	0%	HST	each	
COVID Cleaning Fee	50.00	50.00	0%	HST	each	
COVID Cleaning Fee	100.00	100.00	0%	HST	each	
Community Centre - Leagues and Memberships						
Adult League - Individual	62.95	64.20	2%	HST	each	
Adult League - Team	406.35	414.50	2%	HST	per team	
Adult League - OVA Refs Volleyball	590.00	601.80	2%	HST	per team	
Court Membership - Adult	56.25	57.40	2%	HST	Seasonal	
Court Membership - Youth	20.25	20.65	2%	HST	Seasonal	
Tennis Lessons - 1 hour	11.20	11.40	2%	HST	per lesson	
Tennis Lessons - 1/2 hour	4.95	5.05	2%	HST	per lesson	Youth
Tennis Advanced Lessons - 1 hour	11.75	12.00	2%	HST	per lesson	
Tennis Lessons - 1 hour	90.00	91.80	2%	HST	8 lessons	UFS applicable
Tennis Lessons - 1/2 hour	39.45	40.25	2%	HST	8 lessons	
Tennis Advanced Lessons - 1 hour	93.85	95.75	2%	HST	8 lessons	
Adult Pickleball Program (11 weeks)		44.00	new	HST	11 weeks	
Membership - Land Fitness - 12 mo		338.90	new	HST	12 month	
Membership - Water Fitness - 12 mo	332.25	338.90	2%	HST	12 month	
Membership - Personal Training - 20	210.00	214.20	2%	HST	20 sessions 1/2 hr	UFS applicable

Tillsonburg Community Centre (TCC)

Programs	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Membership - Personal Training - 10	119.30	121.70	2%	HST	10 sessions 1/2 hr	UFS applicable
Membership - Pool - 12 month	210.85	215.05	2%	HST	each	
Membership - Pool - 6 month	147.95	150.90	2%	HST	each	
Membership - Pool 20 Pass	70.10	71.50	2%	HST	each	
Membership - Skate 20 Pass	70.10	71.50	2%	HST	each	
Membership - Weight Training	60.15	61.35	2%	HST	up to 6 hours	
Membership - HC Plus - 12 Month		640.00	new	HST	12 month	
Membership - HC Adult - 01 month	77.80	79.35	2%	HST	1 month	
Membership - HC Adult - 03 month	204.30	175.05	-17%	HST	3 month	
Membership - HC Adult - 12 month	457.05	466.20	2%	HST	12 month	
Membership - HC Adult - 5 pass	48.30	49.25	2%	HST	5 visits	
Membership - HC Adult - 10 pass	94.50	96.40	2%	HST		
Membership - HC Adult - 20 Pass	181.05	184.65	2%	HST	20 Visits	
Membership - HC Family - 01 month	175.50	179.00	2%	HST	1 month	
Membership - HC Family - 03 month	437.90	394.88	-11%	HST	3 month	
Membership - HC Family - 12 month	916.35	934.70	2%	HST	12 month	
Membership - HC Student/Senior - 01 month	62.95	64.20	2%	HST	1 month	
Membership - HC Student/Senior - 12 month	337.80	344.55	2%	HST	12 month	
Membership - Student - 5 Passes	27.55	28.10	2%	HST	5 visits	
Membership - Student - 10 Passes	49.90	50.90	2%	HST		
Membership - Student - 20 Passes	89.50	91.30	2%	HST		
Membership - HC Glendale Student	103.80	105.90	2%	HST	5 Month	
Membership - Replacement Card	5.50	5.60	2%	HST	each	
Membership - Squash Adult - 10 pass	93.85	95.75	2%	HST	per court (1hr)	
Pay as you go - Admission						
Aquatfit/Fitness/Yoga Class	8.15	8.30	2%	HST included	each	
Fitness / Yoga (1/2 hr class)	4.10	4.15	1%	HST included	each	
Board of Education - Squash/HC	2.85	2.90	2%	HST included		UFS applicable
Board of Education - Arena/Pool	3.10	3.15	2%	HST included		UFS applicable
Drop In Swimming Lessons	9.00	9.20	2%	HST included	per lesson	Min Age of 12
Drop In Swimming Lessons - ea. Additional child	5.55	5.65	2%	HST included	per lesson	
Drop-in Pickleball		6.78	new	HST included	each	
Health Club Adult	10.95	11.15	2%	HST included	each	
Health Club - Youth	5.95	6.05	2%	HST included	each	
Squash	11.20	11.40	2%	HST included	per court (1 hr)	UFS applicable
Roller Skate - Admission No skate rental	2.50	3.00	17%	HST included		UFS applicable
Swim Child	2.50	2.55	2%	HST included	each	
Swim Family	10.00	12.00	17%	HST included	each	
Swim - Over 14	4.75	4.85	2%	HST included	each	
Skate Child	2.50	2.55	2%	HST included	each	
Skate Family	10.00	12.00	17%	HST included	each	
Skate - Over 14	4.75	4.85	2%	HST included	each	UFS applicable
Wallyball	11.70	11.90	2%	HST included	per court (1 hr)	UFS applicable
Waterpark 2-5 yrs	-	0.00	0%	HST included	each	UFS applicable
Waterpark Grandparents Day	-	0.00	0%	HST included		UFS applicable
Waterpark 60 years & over	6.25	6.40	2%	HST included	each	UFS applicable
Waterprak 60 years & Over Half Price	3.15	3.20	2%	HST included	each	UFS applicable
Waterpark 6-14 yrs	5.75	5.85	2%	HST included	each	UFS applicable

Tillsonburg Community Centre (TCC)

Programs	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Waterpark 6-14 yrs Half Price	2.90	2.95	2%	HST included	each	UFS applicable
Waterpark Additional Family Member	2.50	2.55	2%	HST included	each	UFS applicable
Waterpark Adult	8.25	8.45	2%	HST included	each	UFS applicable
Waterpark Adult Half Price	4.15	4.25	2%	HST included	each	UFS applicable
Waterpark Family	29.00	29.60	2%	HST included	per family of 5	UFS applicable
Waterpark Family Half Price	14.50	14.80	2%	HST included	per family of 5	UFS applicable
Waterpark Tillsonburg Resident Pass (6 +)	40.00	40.80	2%	HST	per person	
Waterpark Non-resident Pass (Youth & Srs 60+)	55.00	56.10	2%	HST	per person	
Waterpark Non-resident Pass (Adult under 60)	75.00	76.50	2%	HST	per person	
Community Centre - Other fees						
LLWP Sponsorship		1200.00	new	Exempt	each	
Community Swim/Skate Sponsorship		200.00	new	Exempt	each	
Special Events: Expenses + 5% Administrative Fee			new	Hst		
Capital Re-Investment Fee - Ice Rentals		2.50	new		per hour	
Admin - Refund Admin Fee	16.25	16.50	2%	Exempt	each	
Admin - Reprint receipt	5.40	5.50	2%	Exempt	each	
Admin - Consolidated Receipts (Child Tax Credit)	10.80	11.00	2%	HST		Operational requirements
Admin - Copies - Single sided	0.30	0.52	42%	HST		
Admin - Copies - Double sided	0.35	0.58	40%	HST		
Rentals - 8' wooden tables	5.80	5.90	2%	HST		
Rentals - Black plastic chairs	2.20	2.25	2%	HST	each	
Delivery of Table & Chairs(per round trip)	28.10	28.65	2%	HST		
Rentals - Black curtains/hardware rental per foot	2.80	2.85	2%	HST		
ADVERTISING						
10% - 30% Reductions may apply to multiple advertising	A 2nd advertisement gets 10% off both, a 3rd ad gets 20% off all 3 and a 4th ad gets					
Advertising - Memorial Arena Board Back Lit	1,148.20	1171.15	2%	HST	each	
Advertising - Community Arena Backlit	574.10	585.60	2%	HST	each	
Advertising - Memorial Arena Board	745.25	760.15	2%	HST	each	
Advertising - Community Arena Board	458.25	467.40	2%	HST	each	
Advertising - Ice Re-Surfacers - Side	574.10	585.60	2%	HST	each	
Advertising - Ice Re-Surfacers - Top	1,148.20	1171.15	2%	HST	each	
Advertising - Ice Re-Surfacers - 3 sides	2,539.35	2590.15	2%	HST	each	
Advertising - Skate Aid	10.60	10.80	2%	HST	per month	
Advertising - Inside Front/Back Page Glossy	1,683.70	1717.35	2%	HST	each	
Advertising - Back Page Glossy	2,252.30	2297.35	2%	HST	each	
Advertising - Brochure 1/8 page	114.80	117.10	2%	HST	each	
Advertising - Brochure 1/4 page	200.90	204.90	2%	HST	each	
Advertising - Brochure 1/2 page	343.30	350.15	2%	HST	each	
Advertising - Brochure 1/2 page Inside/Back Page Glossy	675.65	689.15	2%	HST	each	
Advertising - Brochure Full page	686.70	700.45	2%	HST	each	
Advertising - Brochure Full page (internal corporate)	225.30	229.80	2%	HST	each	
Advertising - Miscellaneous	114.80	117.10	2%	HST	each	
Advertising - Digital Ad Set up	22.40	22.85	2%	HST	each	
Advertising - Digital Ad - Monthly(min. 3 mos term)	56.25	57.40	2%	HST	each	
Advertising - Digital Ad - Tournament/Special Events	56.25	57.40	2%	HST	each	
Advertising - Fence - Per Season	125.85	128.35	2%	HST	per season	
Advertising - Fence - Per Year	251.85	256.90	2%	HST	annually	
Advertising - Infocaster Set Up	52.00	53.05	2%	HST	each	
Advertising - Infocaster - Small Ad	26.00	26.50	2%	HST	per month	
Advertising - Infocaster - Large Ad	52.00	53.05	2%	HST	per month	
Advertising - Infocaster - Tournament/Special Event	52.00	53.05	2%	HST	each	

Museum

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
Museum					
Museum-Admission-Adult	6.19	6.50	5%	HST	daily
Museum-Admission-Annual-Family Rate	46.02	48.30	5%	HST	yearly
Museum-Admission-Annual-Individual	20.35	21.35	5%	HST	yearly
Museum-Admission-Child	2.21	2.30	4%	HST	daily
Museum-Admission-Family Rate	12.39	13.00	5%	HST	daily
Museum-Admission-Group Rate	5.00	5.25	5%	HST	daily
Museum-Admission-Senior	5.09	5.35	5%	HST	daily
Museum-Admission-Student	3.10	3.25	5%	HST	daily
Museum Volunteer-Admission-Free	FREE	FREE			daily
Museum - Research (Genealogy)	25.00	30.00	20%	HST	per hour
Museum-Permission Fees-Personal Use	2.50	4.50	80%	HST	each
Museum-Permission Fees-Publication Use	5.50	8.50	55%	HST	each
Museum-Rentals-Audio Visual Equipment-Corporate	FREE	FREE			each
Museum-Rentals-Program Room or Grounds & Gardens - 25 - 50	51.00	55.00	8%	HST	each
Museum-Rentals-Grounds & Gardens-Corporate	51.00	75.00	47%	HST	each
Museum-Rentals-Kitchen	25.50	30.00	18%	HST	each
Museum-Rentals-Kitchen - Corporate	35.70	40.00	12%	HST	each
Museum-Rentals-Program Room - half day -non profite	51.00	55.00	8%	HST	half day
Museum-Rentals-Program Room -full day - non profit	76.50	100.00	31%	HST	full day
Museum-Rentals-Program Room-Corporate	76.50	100.00	31%	HST	half day
Museum-Rentals-Program Room-Corporate	102.00	120.00	18%	HST	full day
Museum-Rentals-Tour Surcharge-Groups 100-150	102.00	120.00	18%	HST	each
Museum-Rentals-Tour Surcharge-Groups 25-50	61.20	70.00	14%	HST	each
Museum-Rentals-Tour Surcharge-Groups 51-100	76.50	85.00	11%	HST	each
Museum- School Program- per student (1 hour)	2.50	3.00	20%	Exempt	each
Museum - School Program - per student (2 hours)	3.50	4.00	14%	Exempt	each
Museum - School Program - In Class		35.00	new	Exempt	each
Museum - School Program - per student (1.5 hours)		3.25	new	Exempt	each
Museum- Programs & Workshops		5.00	0%		each
Museum- Programs & Workshops		10.00	0%		each
Museum- Programs & Workshops		15.00	0%		each
Museum- Programs & Workshops		20.00	0%		each
Museum- Programs & Workshops		25.00	0%		each
Museum- Programs & Workshops		30.00	0%		each
Museum- Programs & Workshops		35.00	0%		each
Museum- Programs & Workshops		40.00	0%		each
Museum- Programs & Workshops		45.00	0%		each
Museum- Programs & Workshops		50.00	0%		each
Museum- Programs & Workshops		55.00	0%		each
Museum- Programs & Workshops		60.00	0%		each

Museum

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
Museum- Programs & Workshops		65.00	0%		each
Museum- Programs & Workshops		70.00	0%		each
Museum- Programs & Workshops		75.00	0%		each
Museum- Programs & Workshops		80.00	0%		each
Museum- Programs & Workshops		85.00	0%		each
Museum- Programs & Workshops		90.00	0%		each
Museum- Programs & Workshops		95.00	0%		each
Museum- Programs & Workshops		100.00	0%		each
Museum-Admission - Pratt Gallery only	2.65	3.00	13%	HST	each
Museum- Special Event- Lunch & Learn Series Pass	81.60	100.00	23%	HST	
Museum- Special Event - Lunch & Learn- Single ticket	25.50	30.00	18%	HST	
Museum - Special Event - Luncheon	30.60	35.00	14%	HST	
Museum - Special Event - Dinner	56.10	60.00	7%	HST	per event
Museum - Special Event - Performance	40.80	40.80	0%	HST	
Special Events: Expenses + 5% admin fee		-	0%	HST	

Cemetery-Parks

Item	2022 Fee	2022 Perpetual Care Fee	2022 Net Fee	Proposed 2023 Fee	Proposed 2023 Perpetual Care Fee	Proposed 2023 Net Fee	% Change	Tax	Unit	Notes
Perpetual care fees regulated by the Province										
Interment Rights										
Grave 10 x 4	800.00	320.00	480.00	800.00	320.00	480.00	0%	HST	grave	
Infant Grave 3X3	225.00	150.00	75.00	225.00	175.00	50.00	0%	HST	grave	Fee is set by the Province
Cremation Grave 3x3	600.00	240.00	360.00	600.00	240.00	360.00	0%	HST	grave	
Columbarium Niche - Level 1	2,100.00	315.00	1,785.00	2,100.00	315.00	1,785.00	0%	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 2	2,150.00	322.50	1,827.50	2,150.00	322.50	1,827.50	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 3	2,200.00	330.00	1,870.00	2,200.00	330.00	1,870.00	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 4	2,250.00	337.50	1,912.50	2,250.00	337.50	1,912.50	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 5	2,300.00	345.00	1,955.00	2,300.00	345.00	1,955.00	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 6	2,350.00	352.50	1,997.50	2,350.00	352.50	1,997.50	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 7	2,400.00	360.00	2,040.00	2,400.00	360.00	2,040.00	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 8	2,450.00	367.50	2,082.50	2,450.00	367.50	2,082.50	new	HST	niche	Includes brass nameplate and dates
Family Columbarium	10,400.00	1,560.00	8,840.00	10,400.00	1,560.00	8,840.00	0%	HST	columbarium	does not include engraving
Cemetery Services										
Cemeteries Regulation Unit burial and cremation	12.00		12.00	12.00		12.00	0%	Exempt	interment	Fee is set by the Province
Columbarium Niche Open/Close	200.00		200.00	200.00		200.00	0%	HST	each	
Adult Interment	835.00		835.00	835.00		835.00	0%	HST	each	
Lead in fee, per 1/2 hour minimum	30.00		30.00	30.00		30.00	0%	HST	per 1/2 hour	Charged if lead in requested by Funeral Home
Child/ Infant Interment	300.00		300.00	300.00		300.00	0%	HST	each	Length is 5' or less
Cremated Remains Interment Infant	200.00		200.00	200.00		200.00	0%	HST	each	
Cremated Remains Interment Adult	350.00		350.00	350.00		350.00	0%	HST	each	
Statutory Holidays - Funeral Fee	50% surcharge on applicable interment fee		50% surcharge on applicable interment fee					HST	each	
Weekend - Funeral Fee 10:00am - 3:00pm	25% surcharge on applicable interment fee		25% surcharge on applicable interment fee				new	HST	each	
Weekend - Funeral Fee - before 10:00am or after 3:00pm	50% surcharge on applicable interment fee		50% surcharge on applicable interment fee				new	HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery-Adult Casket in Vault	2,087.50		2,087.50	2,087.50		2,087.50	0%	HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery-Adult Casket in Vault	1,878.75		1,878.75	1,878.75		1,878.75	0%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,565.63		1,565.63	1,565.63		1,565.63	0%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,409.06		1,409.06	1,409.06		1,409.06	0%	HST	each	
Disinterment/Exhumation-Child Casket	750.00		750.00	750.00		750.00	0%	HST	each	Length is 5' or less
Disinterment/Exhumation-Adult Cremains (Ground)	475.00		475.00	475.00		475.00	0%	HST	each	
Disinterment/Exhumation-Child/Infant Cremains	300.00		300.00	300.00		300.00	0%	HST	each	
Marker/Foundation Services										
Upright Monument Foundation (5' depth)	27.00		27.00	27.00		27.00	0%	HST	per cubic foot	
Veteran Standing Monument Setting	200.00		200.00	200.00		200.00	0%	HST	each	
Flat Marker with Granite Border & no concrete	50.00		50.00	50.00		50.00	0%	HST	each	
Flat Marker with 4" concrete border	125.00		125.00	125.00		125.00	0%	HST	each	
Monument Care & Maintenance										
Flat Markers		50.00	50.00		100.00	-	0%	HST	each	Fees are set by the Province.
Upright Markers Up to 48"		100.00	100.00		200.00	-	0%	HST	each	
Upright Markers Over 48"		200.00	200.00		400.00	-	0%	HST	each	
Other Fees & Services										
Transfer Fee/Replacement - Interment Rights Certificate	45.00		45.00	45.00		45.00	0%	HST	each	
Memorial (Park) Benches	2,200.00	200.00	2,000.00	3,200.00	320.00	2,880.00	45%	HST	each	
Genealogy Requests (per 1/2 hr) by appointment				30.00		30.00	new	HST	per 1/2 hour	

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
Airport					
Airport - Aircraft Parking Fees - Daily	10.00	10.00	0%	HST	per day
Airport - Aircraft Parking Fees - Monthly	60.00	60.00	0%	HST	per month
Airport - Aircraft Parking Fees - Yearly	600.00	600.00	0%	HST	per year
Airport - Basement Boardroom rental (15'x29') half day	45.00	45.00	0%	HST	per half day
Airport - Basement Boardroom rental (15'x29') full day	80.00	80.00	0%	HST	per full day
Airport - Basement Rental per hour	15.00	15.00	0%	HST	per hour
Airport - Boardroom Long term rental	290.00	290.00	0%	HST	per week
Airport - Hangar Land Lease per Sq. Ft. Fee Annually, adjusted by CPI Ontario for the previous 12-month average Nov-Oct, if warranted through a market rate comparison	0.31	0.33	6.48%	HST	per Sq. Ft.
Airport - Infrastructure fee < 5,000 SF hangar	550.00	550.00	0%	HST	upon signing
Airport - Infrastructure fee > 5,000 SF hangar	1,100.00	1,100.00	0%	HST	upon signing
Airport - Maintenance fee	130.00	130.00	0%	HST	per year
Airport Toque	12.00	12.00	0%	HST	per unit
Airport Fuel Call Out Fee	50.00	50.00	0%	HST	per call out
Airport Administration Fee	35.00	35.00	0%	HST	per unit
Airport Hangar Application Fee	310.00	310.00	0%	HST	per application
Airport Hangar Transfer Fee	160.00	160.00	0%	HST	per application
Airport Development Permit Fee	620.00	620.00	0%	HST	per application
Airport Corporate Parking Fee (waived with fuel purchase)	25.00	25.00	0%	HST	up to 4 hrs
Airport Corporate Parking Fee (waived with fuel purchase)	50.00	50.00	0%	HST	per day
Airport Corporate Landing Fee (waived with fuel purchase)	40.00	40.00	0%	HST	per landing
Roads					
Public Works Administration Fee	51.00	52.00	2%	HST	flat rate
Roads-Labourer/Operator (per hour)	40.00	41.00	3%	HST	per hour
Roads-Labourer/Operator Overtime (per hour)	55.00	61.50	12%	HST	per hour
Roads-Labour Double Time	71.00	72.00	1%	HST	per hour
1/2 Ton Pickup Truck	15.00	15.00	0%	HST	per hour
1-Ton Truck	33.00	35.00	6%	HST	per hour
Single Axle Dump Truck	80.00	80.00	0%	HST	per hour
With Plow & Wing	13.00	15.00	15%	HST	per hour
With Sander/Salter	20.00	20.00	0%	HST	per hour
With Plow, Wing & Sander/Salter	33.00	35.00	6%	HST	per hour
With Anti-Icing System	4.50	5.00	11%	HST	per hour
Front End Loader	70.00	70.00	0%	HST	per hour
With Plow Blade	7.00	8.00	14%	HST	per hour
With Snowblower	180.00	180.00	0%	HST	per hour
Backhoe	50.00	50.00	0%	HST	per hour
Grader	75.00	75.00	0%	HST	per hour

Public Works

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
Street Sweeper	80.00	80.00	0%	HST	per hour
Sidewalk Machine	45.00	47.00	4%	HST	per hour
With Plow	6.00	7.00	17%	HST	per hour
With Sander	5.00	6.00	20%	HST	per hour
With Snowblower	18.00	20.00	11%	HST	per hour
With Plow & Sander	11.00	12.00	9%	HST	per hour
With Snowblower & Sander	23.00	25.00	9%	HST	per hour
With Angle Broom	8.50	9.00	6%	HST	per hour
With Flail Mower	10.00	12.00	20%	HST	per hour
With Cold Planer	35.00	35.00	0%	HST	per hour
Leaf Vacuum	90.00	90.00	0%	HST	per hour
Line Striper	12.00	12.00	0%	HST	per hour
Sewer Rodder	95.00	95.00	0%	HST	per hour
Wood Chipper	25.00	25.00	0%	HST	per hour
Zero Radius Mower	30.00	30.00	0%	HST	per hour
Portable Pump	35.00	35.00	0%	HST	per hour
Walk Behind Snowblower	2.50	3.00	20%	HST	per hour
Walk Behind Push Mower	2.50	3.00	20%	HST	per hour
Chainsaw	2.50	3.00	20%	HST	per hour
Trimmer	2.00	3.00	50%	HST	per hour
Small Generator	10.00	10.00	0%	HST	per hour
Utility Trailer	9.00	10.00	11%	HST	per hour
Construction & Demolition Disposal Cost Recovery Fee	25.00	25.00	0%	HST	per load

Transit

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
T-GO IN-TOWN					
Ticket - Adult - Single Ride	2.50	2.50	0%	Exempt	Single Ride
Ticket - Adult - 10 Ride Pass	20.00	20.00	0%	Exempt	10 Ride Pass
Ticket - Adult - Day Pass	8.00	8.00	0%	Exempt	Day Pass
Ticket - Adult - Monthly Pass	60.00	60.00	0%	Exempt	Monthly Pass
Ticket - Seniors (60+) - Single Ride	2.00	2.00	0%	Exempt	Single Ride
Ticket - Seniors (60+) - 10 Pass Ride	16.00	16.00	0%	Exempt	10 Ride Pass
Ticket - Seniors (60+) - Day Pass	6.00	6.00	0%	Exempt	Day Pass
Ticket - Seniors (60+) - Monthly Pass	48.00	48.00	0%	Exempt	Monthly Pass
Ticket - Students - Single Ride	2.00	2.00	0%	Exempt	Single Ride
Ticket - Students - 10 Ride Pass	16.00	16.00	0%	Exempt	10 Ride Pass
Ticket - Students - Day Pass	6.00	6.00	0%	Exempt	Day Pass
Ticket - Students - Monthly Pass	48.00	48.00	0%	Exempt	Monthly Pass
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass
Advertising – T:GO In-Town Vehicle (1 Month)	438.00	438.00		HST	
Advertising – T:GO In-Town Vehicle (3 Months)	1,008.00	1,008.00		HST	
Advertising – T:GO In-Town Vehicle (6 Months)	1,818.00	1,818.00		HST	
T:GO INTER-COMMUNITY					
Ticket - Adult - Single Ride	10.00	10.00	0%	Exempt	Single Ride
Ticket - Adult - 10 Ride Pass	80.00	80.00	0%	Exempt	10 Ride Pass
Ticket - Adult - Day Pass	20.00	20.00	0%	Exempt	Day Pass
Ticket - Adult - Monthly Pass	200.00	200.00	0%	Exempt	Monthly Pass
Ticket - Seniors (60+) - Single Ride	8.00	8.00	0%	Exempt	Single Ride
Ticket - Seniors (60+) - 10 Pass Ride	65.00	65.00	0%	Exempt	10 Ride Pass
Ticket - Seniors (60+) - Day Pass	16.00	16.00	0%	Exempt	Day Pass
Ticket - Seniors (60+) - Monthly Pass	160.00	160.00	0%	Exempt	Monthly Pass
Ticket - Students - Single Ride	8.00	8.00	0%	Exempt	Single Ride
Ticket - Students - 10 Ride Pass	65.00	65.00	0%	Exempt	10 Ride Pass

Transit

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
Ticket - Students - Day Pass	16.00	16.00	0%	Exempt	Day Pass
Ticket - Students - Monthly Pass	160.00	160.00	0%	Exempt	Monthly Pass
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass
Advertising – T:GO Inter-Community Vehicle (1 Month)	507.00	507.00		HST	
Advertising – T:GO Inter-Community Vehicle (3 Months)	1,077.00	1,077.00		HST	
Advertising – T:GO Inter-Community Vehicle (6 Months)	1,887.00	1,887.00		HST	

Utility

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Utility-Returned Cheque Fee (plus bank charges)	15.00	15.00	0%	HST	each	as per OEB rate schedule
Utility-Account Set Up / Change of Occupancy Fee	30.00	30.00	0%	HST	each	as per OEB rate schedule
Utility-Late Payment (per annum)	19.56%	19.56%	0%	HST	%	as per OEB rate schedule
Utility-After Hour Reconnect (at meter)	185.00	185.00	0%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at meter)	65.00	65.00	0%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at mpole)	185.00	185.00	0%	HST	each	as per OEB rate schedule
Utility-Special Meter Reading	30.00	30.00	0%	HST	each	Changes to rates must be approved by the OEB
Utility-Service Call (after hours)	165.00	165.00	0%	HST	each	as per OEB rate schedule
Utility-Access to Utility Poles	44.50	44.50	0%	HST	each	as per OEB rate schedule
Utility-Miscellaneous Materials Mark Up	0.25	0.25	0%	HST	%	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Pole Rental - 30 ft	1.50	1.50	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Pole Rental - 35 ft	2.25	2.25	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 150 W	3.75	3.75	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 175 W	3.75	3.75	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 250 W	4.00	4.00	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 400 W	4.00	4.00	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 70 W	3.50	3.50	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Labour	62.50	65.00	4%	HST	hour	
Utility-Truck Charges - #26	15.00	17.00	13%	HST	hour	
Utility-Truck Charges - #30	15.00	17.00	13%	HST	hour	
Utility-Truck Charges - #41	20.00	22.00	10%	HST	hour	
Utility-Truck Charges - #65	67.50	70.00	4%	HST	hour	
Utility-Truck Charges - #66	67.50	70.00	4%	HST	hour	
Utility-Truck Charges - #68	75.00	77.00	3%	HST	hour	
Utility-Truck Charges - #74	65.00	68.00	5%	HST	hour	
Utility-Truck Charges - #22	15.00	17.00	13%	HST	hour	
Utility-Truck Charges - #28	15.00	17.00	13%	HST	hour	
Utility-Truck Charges - #44	30.00	33.00	10%	HST	hour	
Utility-Truck Charges - #45	15.00	17.00	13%	HST	hour	
Utility-Sewer Camera Job - 1 hour minimum	55.00	58.00	5%	HST	hour	1 hour minimum

Non-Controlled Town Fees

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Bag Tags	2.00	2.00	0%	incl HST	per tag	County approved
Blue Box (apartment)	3.50	3.50	0%	incl HST		County approved
Blue Box (83 Litre)	6.20	6.20	0%	incl HST		County approved
Blue Box Lid (83 Litre)	2.70	2.70	0%	incl HST		County approved
Composter	10.00	10.00	0%	incl HST		County approved
Rain barrels	53.00	65.00	23%	incl HST		County approved
Green Cones	50.00	50.00	0%	incl HST		County approved
Fine - allow or permit an animal to trespass on private property	Fine - allow or permit an animal to trespass on private property	Fine - allow or permit an animal to trespass on private property		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure that the animal enclosure is kept free of offensive odour	Fine - Fail to ensure that the animal enclosure is kept free of offensive odour	Fine - Fail to ensure that the animal enclosure is kept free of offensive odour		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure that the animal enclosure is kept in a clean and sanitary condition	Fine - Fail to ensure that the animal enclosure is kept in a clean and sanitary condition	Fine - Fail to ensure that the animal enclosure is kept in a clean and sanitary condition		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure that the nature and condition of the animal enclosure are such that the animal would not be harmed and its health would not be negatively affected	Fine - Fail to ensure that the nature and condition of the animal enclosure are such that the animal would not be harmed and its health would not be negatively affected	Fine - Fail to ensure that the nature and condition of the animal enclosure are such that the animal would not be harmed and its health would not be negatively affected		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure the animal enclosure is such that the animal can be readily observed unless the natural habits of the animal require otherwise	Fine - Fail to ensure the animal enclosure is such that the animal can be readily observed unless the natural habits of the animal require otherwise	Fine - Fail to ensure the animal enclosure is such that the animal can be readily observed unless the natural habits of the animal require otherwise		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to keep dog license fixed on dog/cat	Fine - fail to keep dog license fixed on dog/cat	Fine - fail to keep dog license fixed on dog/cat		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to notify license issuer upon sale of puppy/kitten	Fine - fail to notify license issuer upon sale of puppy/kitten	Fine - fail to notify license issuer upon sale of puppy/kitten		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to obtain dog/cat license	Fine - Fail to obtain dog/cat license	Fine - Fail to obtain dog/cat license		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to prevent an animal from running at large	Fine - fail to prevent an animal from running at large	Fine - fail to prevent an animal from running at large		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to provide animal with basic necessities	Fine - Fail to provide animal with basic necessities	Fine - Fail to provide animal with basic necessities		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to remove or dispose of animal excrement forthwith	Fine - fail to remove or dispose of animal excrement forthwith	Fine - fail to remove or dispose of animal excrement forthwith		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to renew dog/cat license	Fine - fail to renew dog/cat license	Fine - fail to renew dog/cat license		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failing to muzzle potentially dangerous dog or dangerous dog	Fine - failing to muzzle potentially dangerous dog or dangerous dog	Fine - failing to muzzle potentially dangerous dog or dangerous dog		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failing to restrain dog from causing noise	Fine - Failing to restrain dog from causing noise	Fine - Failing to restrain dog from causing noise		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failing to restrain potentially dangerous dog or dangerous dog	Fine - failing to restrain potentially dangerous dog or dangerous dog	Fine - failing to restrain potentially dangerous dog or dangerous dog		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to comply with conditions of muzzle order	Fine - Failure to comply with conditions of muzzle order	Fine - Failure to comply with conditions of muzzle order		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

Non-Controlled Town Fees

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Fine - Failure to ensure that the animal enclosure for every reptile/fish/amphibian has an enclosed space adequate for the needs of the species	Fine - Failure to ensure that the animal enclosure for every reptile/fish/amphibian has an enclosed space adequate for the needs of the species	Fine - Failure to ensure that the animal enclosure for every reptile/fish/amphibian has an enclosed space adequate for the needs of the species		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to ensure that the animal enclosure is escape-proof	Fine - Failure to ensure that the animal enclosure is escape-proof	Fine - Failure to ensure that the animal enclosure is escape-proof		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to ensure that the animal enclosure is of a size/in condition such that the animal may extend its lefs, wings and body to their full extent, stand sit and perch	Fine - Failure to ensure that the animal enclosure is of a size/in condition such that the animal may extend its lefs, wings and body to their full extent, stand sit and perch	Fine - Failure to ensure that the animal enclosure is of a size/in condition such that the animal may extend its lefs, wings and body to their full extent, stand sit and perch		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failure to notify change of ownership of potentially dangerous dog or dangerous dog	Fine - failure to notify change of ownership of potentially dangerous dog or dangerous dog	Fine - failure to notify change of ownership of potentially dangerous dog or dangerous dog		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failure to post sign	Fine - failure to post sign	Fine - failure to post sign		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to store feed in a rodent-proof container	Fine - Failure to store feed in a rodent-proof container	Fine - Failure to store feed in a rodent-proof container		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - forcibly trying to retrieve dog or cat from pound keeper or premises of pound keeper	Fine - forcibly trying to retrieve dog or cat from pound keeper or premises of pound keeper	Fine - forcibly trying to retrieve dog or cat from pound keeper or premises of pound keeper		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Harboursing more than three dogs	Fine - Harboursing more than three dogs	Fine - Harboursing more than three dogs		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Harboursing more than two cats	Fine - Harboursing more than two cats	Fine - Harboursing more than two cats		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - have dog on leash exceeding two metres	Fine - have dog on leash exceeding two metres	Fine - have dog on leash exceeding two metres		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Keep animal in unsanitary conditions	Fine - Keep animal in unsanitary conditions	Fine - Keep animal in unsanitary conditions		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Keeping more than ten pigeons	Fine - Keeping more than ten pigeons	Fine - Keeping more than ten pigeons		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Keeping prohibited animals	Fine - Keeping prohibited animals	Fine - Keeping prohibited animals		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - keeping prohibited animals - agricultural lands	Fine - keeping prohibited animals - agricultural lands	Fine - keeping prohibited animals - agricultural lands		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Offering for sale, selling, making available	Fine - Offering for sale, selling, making available	Fine - Offering for sale, selling, making available		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - operate a kennel without a license	Fine - operate a kennel without a license	Fine - operate a kennel without a license		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - restraining potentially dangerous dog or dangerous dog exceeding two feet in length	Fine - restraining potentially dangerous dog or dangerous dog exceeding two feet in length	Fine - restraining potentially dangerous dog or dangerous dog exceeding two feet in length		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - retrieve a dog and or cat from pound keeper without paying fees	Fine - retrieve a dog and or cat from pound keeper without paying fees	Fine - retrieve a dog and or cat from pound keeper without paying fees		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - unlawfully transferred dog/cat tag	Fine - unlawfully transferred dog/cat tag	Fine - unlawfully transferred dog/cat tag		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
AGCO Required Licences						

Non-Controlled Town Fees

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Raffle	3% of prize value	3% of prize value	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar	\$10 per wheel, 3 wheels max	\$10 per wheel, 3 wheels max	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar/Bingo	2 percent	2 percent	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar/Raffle	3% up to \$5000	3% up to \$5000	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bingo Only	2% up to \$5500	2% up to \$5500	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Break Open @ other location	3% x # of units X total prize/unit	3% x # of units X total prize/unit	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Break Open @ own location	2% x # of units X total prize/unit	2% x # of units X total prize/unit	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Police						
Criminal Record, Police Record & Vulnerable Sector Check (Employment)	25.00	25.00	0%	Exempt	each	
Duplicate Copy of Criminal and Police Record Check	5.00	5.00	0%	incl HST	each	
Criminal Record, Police Record & Vulnerable Sector Check (Volunteer)	FREE	FREE	0%	Exempt	each	
Fingerprints (OPP charge)	26.50	26.50	0%	incl HST	each	Fee Payable to Minister of Finance
Fingerprints (LIVESCAN - on behalf of RCMP)	25.00	25.00	0%	incl HST	each	Fee Payable to Minister of Finance
Occurrence Confirmation Reports/Incident Reports	42.25	42.25	0%	incl HST	each	
Statements	42.25	42.25	0%	incl HST	each	
Technical Traffic Collision Reports	565.00	565.00	0%	incl HST	each	
Reconstructionist Report	1,130.00	1,130.00	0%	incl HST	each	
False Alarm	200.00	200.00	0%		per incident	
False Alarm - appeal fee	45.00	45.00	0%		Non refundable	
PAID DUTY RELATED FEES						
Payable to Minister of Finance (Provincial in Nature)						
Administrative Fee (note 1)	68.50	68.50	0%	incl HST		
Hourly Vehicle Usage Fee (note 1)	28.25	28.25	0%	incl HST		
2014 Hourly Officer Rate - PDO (note 1)	73.60	73.60	0%	incl HST		
2014 Hourly Supervisor Rate - PDS (note 1)	83.17	83.17	0%	incl HST		
Owner dumping debris on own lands	Owner dumping debris on own lands	Owner dumping debris on own lands		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Owner failing to tag garbage	Owner failing to tag garbage	Owner failing to tag garbage		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - double parking	Parking - double parking	Parking - double parking		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - for longer period than provided	Parking - for longer period than provided	Parking - for longer period than provided		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - in loading zone	Parking - in loading zone	Parking - in loading zone		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - near fire hydrant	Parking - near fire hydrant	Parking - near fire hydrant		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - no parking (2am-7am)	Parking - no parking (2am-7am)	Parking - no parking (2am-7am)		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Obstructing Traffic	Parking - Obstructing Traffic	Parking - Obstructing Traffic		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - parking in handicapped parking space without permit	Parking - parking in handicapped parking space without permit	Parking - parking in handicapped parking space without permit		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Parking/standing in fire route	Parking - Parking/standing in fire route	Parking - Parking/standing in fire route		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - prohibited area	Parking - prohibited area	Parking - prohibited area		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

Non-Controlled Town Fees

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Parking - too close to corner	Parking - too close to corner	Parking - too close to corner		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - too close to curb	Parking - too close to curb	Parking - too close to curb		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Wrong side of road	Parking - Wrong side of road	Parking - Wrong side of road		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person assisting dumping debris on private lands	Person assisting dumping debris on private lands	Person assisting dumping debris on private lands		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person dumping debris on private/public lands	Person dumping debris on private/public lands	Person dumping debris on private/public lands		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person fail to immediate remove debris	Person fail to immediate remove debris	Person fail to immediate remove debris		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Owner - fail to tag garbage				exempt	Schedule V Part VI (ETA)- Exempt	Schedule V Part VI (ETA)- Exempt
Fail to enclose swimming pool during construction	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to properly enclose swimming pool with temporary enclosure	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Permit construction of swimming pool not completely enclosed with swimming pool enclosure	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip hydro massage pool with secure cover	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with self-closing device	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with self-latching device	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with operable lock	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to maintain swimming pool fence to a safe condition and good repair	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Construct or permit swimming pool enclosure not in compliance with height requirement	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or alter a sign in the Town of Tillsonburg before obtaining a permit from the Chief Building Official	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or permit community bulletin sign on town property, without town approval	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a temporary community sign, without town approval	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a mobile sign – closer than 30.0 meters or (98.44 ft) from any other mobile sign	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or display a mobile sign that is not located on the same property as the business which it is advertising.	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a prohibited sign on land owned by the Town	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a sidewalk sign on a public street and did not position as to provide a minimum of 1.5 meters of unobstructed sidewalk space	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a sign located on a premise which does not specifically identify or advertise a business, service, or occupant of the premises where it is located	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

Non-Controlled Town Fees

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Did erect a vehicle/trailer sign on a non-motorized vehicle, where the purpose of the sign meets the definition of a sign under the By-law	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Operate a vehicle for hire without a licence.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Operate vehicle not licenced as a vehicle for hire.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to display taxicab plate.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to submit vehicle for inspection.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to produce licence upon demand.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Permit smoking in taxicab.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to display tariff card.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Charge fare not prescribed in fare schedule.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to accept service animal into taxicab.	400.00	400.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke on town walkway	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 m of any town facility entrance or exit	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 metres of Library Lane entrance	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 metres of Town Centre Mall	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

**Subject: Lake Lisgar Waterpark Canteen Renovation****Report Number:** RCP 23-32

Department: Recreation, Culture and Parks Department

Submitted by: Julie Columbus, Director

Meeting Type: Council Meeting

Meeting Date: Monday, July 17, 2023

RECOMMENDATION

THAT report titled RCP-23-32 Lake Lisgar Waterpark Canteen Renovation Update be received as information.

BACKGROUND

On February 13th, 2023, Council approved the tender for the waterpark building renovation for a total of \$1,200,000+HST. The approved proposal did not include the canteen renovation, which was noted in the tender breakdown at a cost of \$238,000, because the overall waterpark renovation project submission exceeded the project budget. The canteen renovation was removed from the plan so that the project expense could closer align with the Town's budget including \$750,000 in grant funding from the Federal Government.

Council, at its meeting held on May 23, 2023, the following was adopted:

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

DISCUSSION

Staff met with PK Construction, the contractor who was awarded the bid for the Lake Lisgar Waterpark renovation. The discussion was around options to reduce the scope of work and decreasing the canteen renovation budget. Their staff submitted a new project outline, including engineered design and construction as well as costing.

RCP 23-32

PK Construction reviewed options for the canteen and submitted an updated budget including design and construction for **\$201,000 + HST**.

The canteen addition totals approximately 480 sq.ft containing a food serving / prep area, office for aquatics supervisor and storage room. Below is a breakdown of the new engineered design and costing associated with the project.

Design & Engineering: \$16,000.00 plus HST

Includes Architectural drafting services, structural drafting and engineering services, mechanical and electrical drafting and engineering services for plumbing, HVAC and electrical systems. The quote provided includes site plan drafting services and final plan, coordination between the various engineering and drafting firms as well as building permit applications.

Construction Budget: \$185,000.00 plus HST

Includes demolition of existing canteen structure/ramp, removing a portion of pool deck and excavation for new foundation. The quote also contains the supply and install of a new floor system, wood framed walls, sloped roof system, exterior metal cladding and metal roofing complete with all trims.

The interior work would consist of weather resistant cladding, counters, storage, cabinets, windows, doors and transaction counter and shutter. The supply and install of all plumbing, HVAC, electrical, fixtures, and emergency devices to suit proposed layout.

To save costs they have not allowed for a commercial cooking system, including deep fryer, range hoods and fire suppression system. The options for food service would be those that do not require cooking such as a hotdog roller, nacho cheese warmer, microwave, etc.

TOTAL PROJECT COST: \$201,000.00 plus HST

CONSULTATION

This report has been prepared in consultation with staff in the Recreation, Culture & Parks Department and Finance.

FINANCIAL IMPACT/FUNDING SOURCE

The canteen renovation project is not accounted for in the 2023 capital budget. Should the project be approved by Council to move forward, a possible funding source is 2022 year-end surplus, debenture, or a combination of both options.

RCP 23-32

Additionally, two local community groups have approached RCP to ask for further details on the project as they are contemplating providing a donation to help offset the financial impacts of the canteen. The total amount of funding is unknown and the community groups will not reconvene until after summer break.

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 – Update municipal sports facilities; Increase opportunities to enjoy culture, events and leisure activities in Tillsonburg; Maintain and enhance programs and facilities to support an active, engaged senior population; Maintain and enhance programs and facilities to support an active, engaged youth population.

Priority Project – n/a

ATTACHMENTS



Subject: Bridges Subdivision Parkland Dedication

Report Number: RCP 23-33

Department: Recreation, Culture and Parks Department

Submitted by: Julie Columbus, Director

Meeting Type: Council Meeting

Meeting Date: Monday, July 17, 2023

RECOMMENDATION

- A. THAT report titled RCP-23-33 Bridges Subdivision Parkland Dedication be received as information; and
- B. THAT expenses incurred by the developer to relocate the Toboggan Hill not be considered as part of the overall cash in lieu of parkland dedication requirement; and
- C. THAT the existing lease agreement between the Town and 2407774 Ontario Limited, to operate the Toboggan Hill, be terminated and a new lease agreement for the proposed toboggan hill location not be executed due to liability concerns.

BACKGROUND

At the June 26th, 2023 Council meeting, Kirby Heckford and Pat Carroll made a delegation to Council for consideration of alternate options for the required 5% cash in lieu of parkland dedication required as part of the Bridges Subdivision development.

During their presentation they shared information related to costs associated with the relocation of the Toboggan Hill and suggested that the expense incurred by the developers be considered as a portion of the required cash in lieu.

Council, at the meeting held on June 26th, adopted the following:

*THAT Council receives the delegation from Kirby Heckford as information;
And*

THAT Council defers this decision until a staff report in regards to options available to include for park land dedication, options for safety, and review of the town's insurance be made available regarding the sledding hill located at 101 John Pound Road.

RCP 23-33

DISCUSSION

The requirement for parkland dedication is contained within Section 50 (1) (25) of the *Planning Act*, which provides:

Conditions

(25) The approval authority may impose such conditions to the approval of a plan of subdivision as in the opinion of the approval authority are reasonable, having regard to the nature of the development proposed for the subdivision, including a requirement,

- (a) that land be dedicated or other requirements met for park or other public recreational purposes under section 51.1;*

The parkland dedication requirements are contained within Section 51.1 of the *Planning Act*:

Land conveyed or dedicated for parkland

(1) The approval authority may impose as a condition to the approval of a plan of subdivision that land in an amount not exceeding, in the case of a subdivision proposed for commercial or industrial purposes, 2 per cent and in all other cases 5 per cent of the land included in the plan shall be conveyed to the local municipality for park or other public recreational purposes or, if the land is not in a municipality, shall be dedicated for park or other public recreational purposes.

Payment in lieu

(3) If the approval authority has imposed a condition under subsection (1) requiring land to be conveyed to the municipality and subsection (2) does not apply, the municipality may require a payment in lieu, to the value of the land otherwise required to be conveyed. 2015, c. 26, s. 32 (2).

Determination of value

(4) For the purpose of determining the amount of any payment required under subsection (3) or (3.1), the value of the land shall be determined as of the day before the day of the approval of the draft plan of subdivision. 1994, c. 23, s. 31; 2015, c. 26, s. 32 (3).

These sections of the *Planning Act* allow the municipality to attach conditions requiring parkland dedication as part of a plan of subdivision, and they give the municipality the discretion to accept the dedication in the form of 5% of the land, or a cash-in-lieu payment of 5% of the value of the land. The legislation indicates that the value is to be determined as of the date before the draft approval of the plan of subdivision.

Application Background:

RCP 23-33

The applications for Official Plan Amendment, Draft Plan of Subdivision Approval, and zone change were originally submitted on February 10, 2020 and were circulated for agency comments. Upon review, the following comments were provided by the Town's Director of Recreation, Culture and Parks:

1. One (1) tree per residential lot.
2. The Town will agree to review the Insurance Agreement for the continued use of the "Toboggan Hill" used by the public.
3. The Town will request Cash-in-lieu of Parkland for this development.

The cash-in-lieu of parkland was chosen in this instance as the lands are already surrounded by private greenspace and a public park in the confines of a private golf course development was not considered desirable as public access could be problematic. It was also noted that no new park facilities were being provided in the proposed plan of subdivision- the toboggan hill already existed and no new park facilities were proposed.

The applications were subsequently amended on September 2, 2021 to include an additional 3.13 ac of ravine lands that were purchased from the Town of Tillsonburg that were added to the subdivision proposal, as part of the residential lots on Eagle's Nest. These lands fronted on the western portion of Borden Crescent, which is an unopened road allowance. Town Council approved the sale of these lands to the applicant, and they were transferred to the applicant for consideration in the amount of \$24,000.

The subdivision was recommended for approval by Town Council on November 1, 2021, and was approved by Oxford County Council on November 10, 2021. The conditions of draft approval included condition #3:

The subdivision agreement shall make provision for the payment of cash-in lieu parkland thereof in accordance with the relevant provisions of the Planning Act, to the satisfaction of the Town of Tillsonburg.

Cash In Lieu of Appraisal

Town staff obtained an appraisal (Metrix Appraisal) to determine the value of the subject lands, as of November 9, 2021, the date prior to draft approval as stipulated by Section 51.1 (3) of the Planning Act. The appraisal, (completed by an Accredited Member of the Appraisal Institute of Canada) determined the value of the subject property (consisting of the 30 acres within the draft plan of subdivision) to be \$5,400,000 (\$180,000 per ac). The applicable cash-in-lieu of parkland payment is 5% of the value, or \$270,000. The appraisal was provided to the applicant for their review.

The applicant indicated they disagreed with the valuation of the Town appraisal. In the event that the applicant does not agree with the appraisal procured by the Town, they can obtain their own appraisal to determine if the original appraisal is reasonable.

RCP 23-33

The appraisal (Valco Appraisal) provided by the applicant valued the subject property at \$3,200,000 - significantly less than the Town's appraisal but the difference can be attributed to the land included in the appraisal. The Valco appraisal only included 19.12 acres that excluded the ravine lands, lands within the Long Point Region Conservation Authority Limit and the stormwater management pond. The reasoning provided for this is that the lands are not developable and did not provide additional value to the subdivision. Staff have a number of concerns with this approach:

- The Planning Act requires that the parkland dedication be 5% of the total area of the subdivision - this includes all lands - developable lands, ravine lands, stormwater management lands as they are all required to facilitate the development of the subdivision. Case law from the Ontario Land Tribunal confirms this approach.
- The ravine areas adjacent to Borden Crescent were purchased by the applicant from the Town to provide additional depth for the abutting residential lots, presumably to increase the value of these lands and as such need to be included in the appraisal to determine the value of the subdivision development;
- Lands regulated by the LPRCA are not automatically precluded from development; at times development can still occur within LPRCA regulated areas subject to the issuance of LPRCA permits;
- The proposed methodology of excluding ravine lands, undevelopable areas and the stormwater management pond would be a significant departure from past practice of determining the applicable cash in lieu of parkland for previous subdivision developments.

Staff are of the opinion that the appraised value of the Metrix Appraisal (\$180,000 per ac) is reasonable given that the appraised value of the Valco appraisal is similar, if divided by only the developable area that was included in the assumptions (\$167,364 per ac).

Staff remain of the opinion that the appraisal needs to include the entirety of the plan of subdivision, as per the language of the Planning Act, as confirmed by OLT decisions, and as per past Town practice.

Toboggan Hill

With respect to the Toboggan Hill, staff are of the opinion that it would be inappropriate to include the toboggan hill as part of the cash in lieu of parkland contribution for the following reasons:

- There are no 'new' recreational facilities being provided through the plan of subdivision - the toboggan hill was an existing amenity that was present prior to

RCP 23-33

the subdivision development. The intent of the parkland dedication provisions within the Planning Act is to ensure additional land or monies are provided to satisfy the recreational needs of the additional residential dwelling units being created. No additional recreational amenities are being provided.

- The toboggan hill is privately owned. Typically the parkland dedication transfers lands to the Town for public ownership or provides funds to provide or enhance recreational amenities on other Town-owned lands. The long-term use of the lands for a toboggan hill is not secured and the Town could lose the toboggan hill even after considering it parkland and crediting it towards the cash in lieu payment.
- The toboggan hill is a seasonal amenity and the public park space that the Town would give credit for would not be available for most of the year.
- The toboggan hill is not AODA compliant.
- Liability issues

Staff also note that there are no conditions of draft approval that required the toboggan hill to continue and be preserved through the subdivision design. The modifications to the toboggan hill were required due to the design of the stormwater management pond that is necessary to facilitate the proposed residential development. (see attachment) As such, the proposed \$95,000 cost as noted by the developer in his delegation to Council justifying the relocating of the toboggan hill was a necessary expense to ensure the operations of the new subdivision.

Liability

Staff consulted with the Town's Insurance Company and did a site meeting to complete a risk assessment of the new proposed location of the Toboggan Hill. A formal review will be submitted to the Town in the next couple of weeks. The following preliminary response was provided to the Town from the Intact Risk Analyst.

"There are definitely some concerns with utilizing this area as a toboggan hill. We believe the very nature of the area would make it difficult to de-risk and as a result could expose the Town to liability.

As a preliminary assessment we offer the following concerns:

- *The slope descends directly towards the stormwater pond. Safe toboggan hills should always "bottom-out" onto an adequate and safe open area.*
- *Children could use other areas on the property as a toboggan hill that are not designated as the hill and potentially injure themselves*

RCP 23-33

- *Fencing around a stormwater pond is not required however, it is recommended as the hill will attract the public to the area. (Mr Carroll confirmed there were plans to have a snow fence at the bottom of the toboggan hill)*
- *Attracting children to the area might also encourage the use of the stormwater pond as an ice rink.*

Staff also have noted concerns with the proposed location of the toboggan hill (see attachment) and the increased liability with the new stormwater management pond at the base. Staff would not recommend extending the existing agreement between Bridges and the Town, with the Town assuming liability of the toboggan hill until the risk assessment has been formalized and correspondence received from the insurance company regarding operation and design.

CONSULTATION

This report has been prepared in consultation with the Recreation, Culture and Parks Department, the Director of Operations, the Clerk's Department and Intact Insurance staff.

FINANCIAL IMPACT/FUNDING SOURCE

The financial impact will be dependent on Council's decision whether to honour expenses paid by the developer (\$95,000 per June 26 Council delegation correspondence) to relocate the Toboggan Hill as it will decrease the 5% cash in lieu payment required as part of the subdivision agreement. Funds paid to the Town by developers is contributed to the Parkland Trust which assists with funding future parks projects and expenses associated with the playground replacement program.

Insurance for the new proposed location may increase with the noted risk concerns pertaining to the location of the hill and the Storm Management Pond.

Under the current lease agreement the Town pays \$4,000 annually to lease the toboggan hill for four months each year. These costs are included in the RCP operating budget.

CORPORATE GOALS

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

- Lifestyle and amenities
- Customer service, communication and engagement

RCP 23-33

- 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.

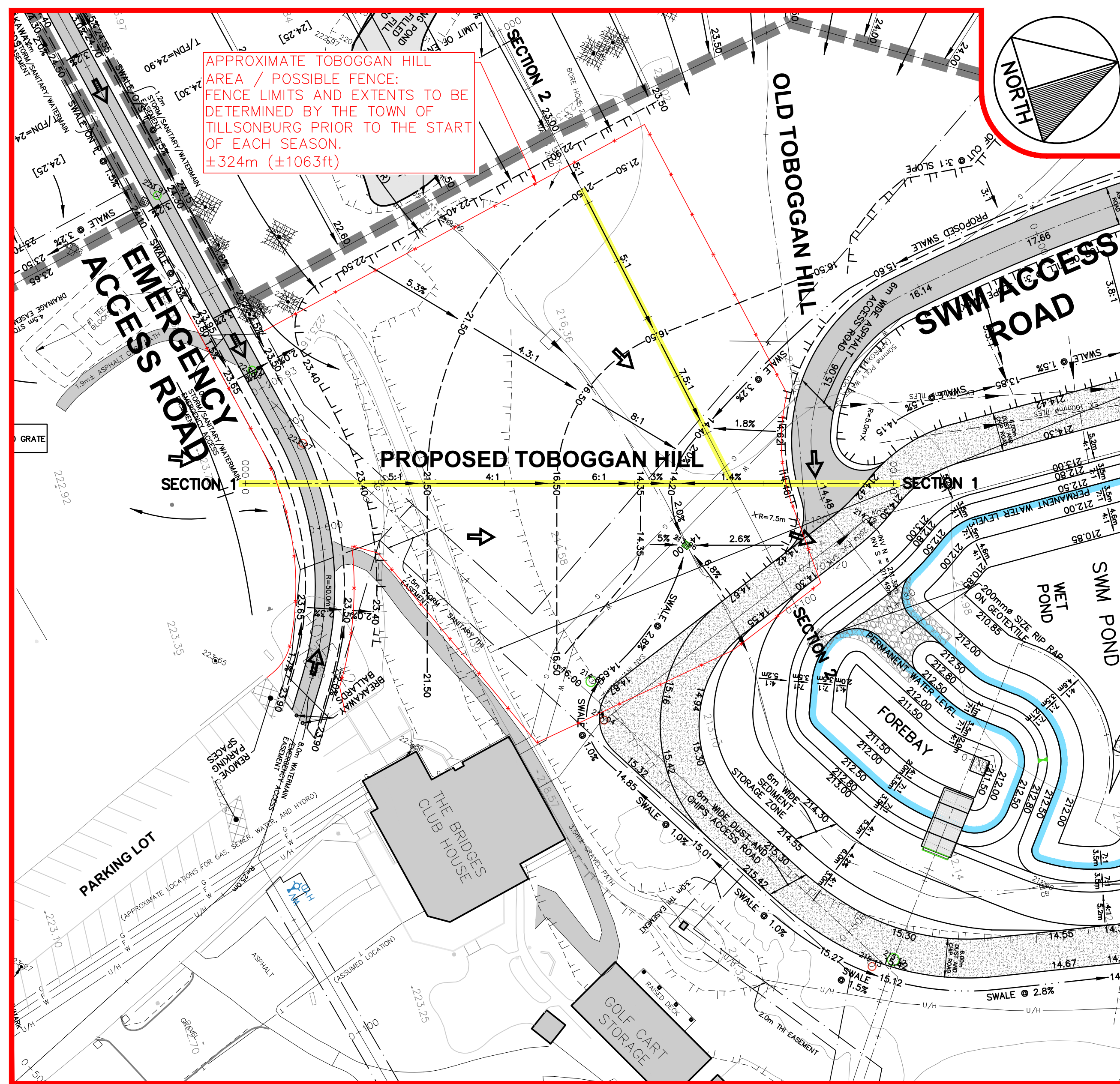
Strategic Direction – Provide an expanded, accessible network of parks and trails; Increase opportunities to enjoy culture, events and leisure activities in Tillsonburg; Maintain and enhance programs and facilities to support an active, engaged youth population.

Priority Project – Ongoing Projects: New playgrounds construction.

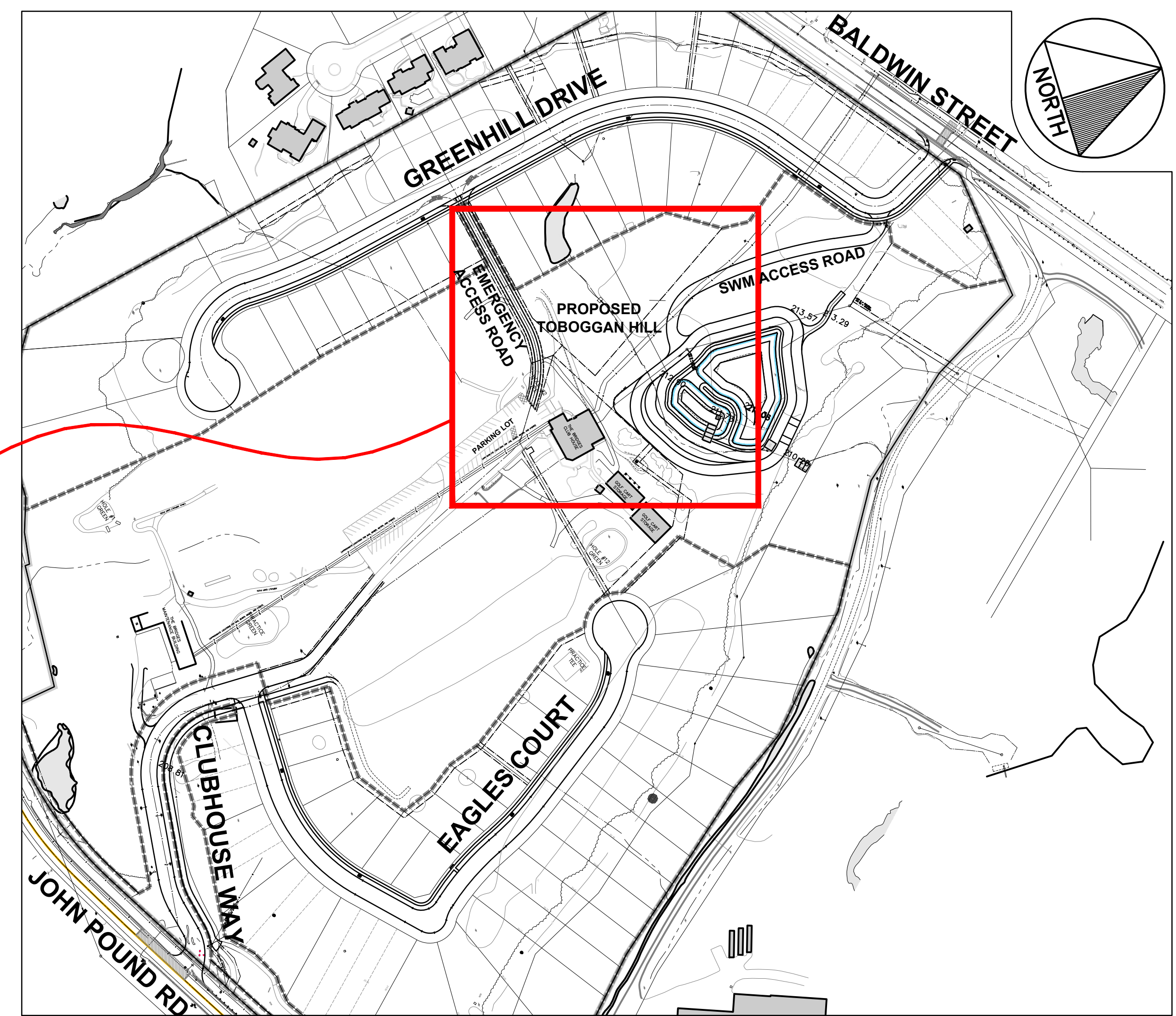
ATTACHMENTS

CJDL – landscaping schematic of toboggan hill and stormwater pond
Photo of site – toboggan hill



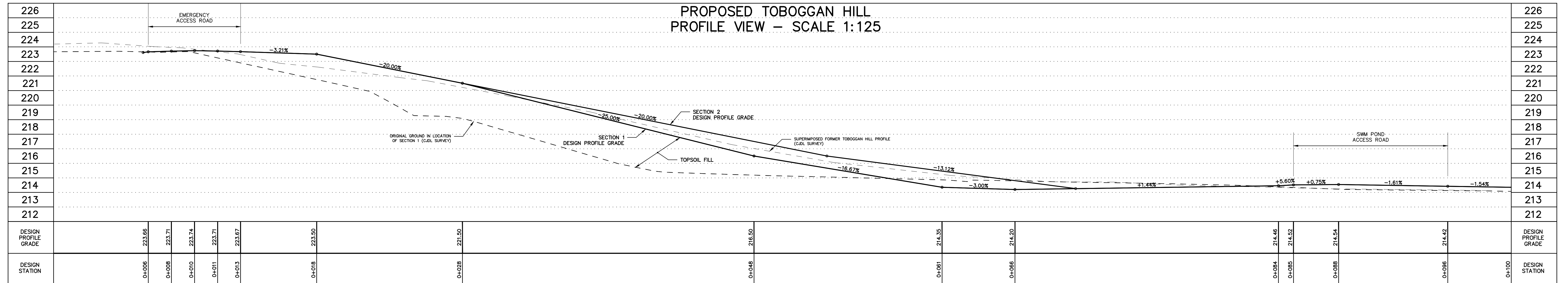


PROPOSED TOBOGGAN HILL
PLAN VIEW – SCALE 1:500



KEY PLAN
SCALE 1:2000

PROPOSED TOBOGGAN HILL
PROFILE VIEW – SCALE 1:125



LEGEND

- PROPOSED SANITARY SEWER
- EXISTING SANITARY SEWER
- PROPOSED STORM SEWER
- EXISTING STORM SEWER
- PROP. MANHOLE, EXISTING OR AS CONSTRUCTED
- PROP. CATCHBASIN, EXISTING OR AS CONST.
- PROPOSED WATERMAIN
- EXISTING WATERMAIN
- HYD ○ HYD
- WV □ WV
- PROPOSED CATCHBASIN MANHOLE, EX./FUT./AS-CONST.
- EXISTING GASMAIN
- (A), (R), (F) ADJUST, REMOVE, FUTURE
- C U/H T EXISTING JOINT UTILITY TRENCH
- EXISTING/PROPOSED TRANSFORMER, EXISTING PEDESTAL
- PROPOSED DRIVEWAYS
- PHASE LIMITS
- ORIGINAL CONTOURS PRIOR TO CONSTRUCTION FROM C.J.D.L. SURVEY (MAY NOT BE VALID NOW)
- BOREHOLE (GLORDER 2019)
- FENCE
- EX. DECIDUOUS TREE, TREE TO BE REMOVED
- EX. CONIFEROUS TREE, TREE TO BE REMOVED
- PROPOSED STREET LIGHT, TRANSFORMER, POLE
- PROPOSED BLOW-OFF, EX./FUT./AS-CONST.
- 1.2m WIDE x 50mm THICK HI-LOAD INSULATION

PRELIMINARY

SCALE AS NOTED			
No.	REVISION	DATE	BY

TOWN OF TILLSONBURG

CJDL
Consulting Engineers

Cyril J. Demeyere Limited
P.O. Box 460, 261 Broadway
Tillsonburg, Ontario, N4G 4H8
Tel: 519-688-1000
866-302-9886
Fax: 519-842-3235
cjd@cjdeng.com

THE BRIDGES SUBDIVISION
TILLSONBURG DEVELOPMENTS INC.
TOBOGGAN HILL

DESIGN BY: DRAWN BY: JNP CHECKED BY:

PROJECT NO. 18093 SURVEY BY: TPM DATE: 5 JULY 2023 DRAWING No. **A**

Tillsonburg Police Services Board Minutes

Date: May 17, 2023

Time: 8:30 a.m.

Location: OPP Board Room

Present:

Larry Scanlan, Inspector Hymers, Sgt Smith, Greg Horvath, Councillor Rosehart, Mayor Gilvesy, Becky Turrill

Absent with Regrets:

Also Present:

1. Call to Order

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

2. Adoption of Agenda

Resolution #1

Moved by: Councillor Rosehart

Seconded by: Mayor Gilvesy

THAT the Agenda as prepared for the Police Services Board meeting of May 17, 2023, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

4. Adoption of Minutes of Previous Meeting

Resolution #2

Moved by: G, Horvath

Seconded by: Mayor Gilvesy

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

Carried

5. Presentations/Deputations

6.1. Inspector Hymers presented April reports to the board.

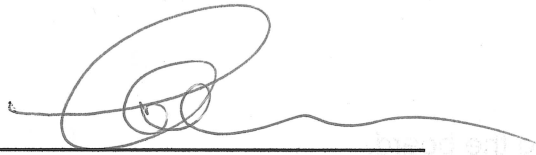
6. General Business & Reports

6.1. Oxford County Chair's Meeting with Inspector Hymers – Update given by the Chair including the 2023/2024 Action Plan

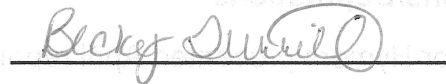
6.2. OAPSB Zone 4 Meeting May 3 – Update given to Board by the Chair

- 6.3. Enhancement Officer – Orillia to present to Town Council on June 26
- 6.4. A&W Pedestrian Crossing -
- 6.5. United Way Grand Opening of Transition House – April 28. Opening was well attended. No concerns/issues
- 6.6. County Council Presentation – Community Hub/Situation Table. Great things are happening. All agencies working together with the OPP.
- 6.7. Distress Calls – Board discussion. Any concerns for person's safety – call 911
- 6.8. TVDSB-Oxford County School Board Trustee – Board discussion regarding the Province
- 6.9. SAFE GUARD – Thefts
7. Correspondence - None
8. Other Business
- Board Chair met with outgoing member and presented her with a plaque for her years of service on the TPSB
9. Next Meeting – Wednesday June 21, 2023
10. Adjournment
Resolution #3
Moved by: Councillor Rosehart
Seconded by: G. Horvath

THAT the May 17, 2023 Police Services Board meeting be adjourned at 9:51a.m.
Carried



TPSB Chair



TPSB Secretary



Oxford Detachment



Police Services Board Report



April 2023

**Police Services Board Report for Tillsonburg
2023/Apr**

Public Complaints	
Policy	0
Service	0
Conduct	0

Date information collected from Professional Standards Bureau Commander Reports: 2023-05-10

Data Source

Ontario Provincial Police, Professional Standards Bureau Commander Reports

- Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

Secondary Employment

Daily Activity Reporting Patrol Hours	
Total Hours	2023/Apr
Number of Cruiser Patrol Hours	418.25
Number of Motorcycle Patrol Hours	0.00
Number of Marine Patrol Hours	0.00
Number of ATV Patrol Hours	0.00
Number of Snowmobile Patrol Hours	0.00
Number of Bicycle Patrol Hours	0.00
Number of Foot Patrol Hours	44.75
Number of School Patrol Hours	0.00

Data source (Daily Activity Reporting System) date: 2023/05/06

Staffing Updates	
Promotions:	Staff Sergeant
Recognition:	Leadership Mentoring Program

Detachment Initiatives	
Number of Targeted Media Releases:	Individual arrested and charged with indecent act // Thief attempts to evade police
Other:	Auxiliary Hours: 122.5

Detachment: 6S - OXFORD

Location code(s): 6S00 - OXFORD

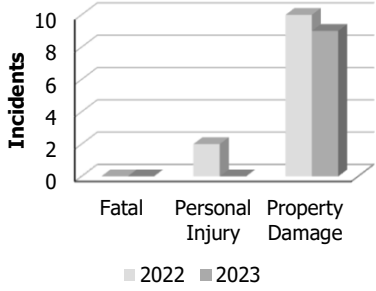
Area code(s): 6208 - Tillsonburg

Report Generated by:
Gamble, Jessy

Report Generated on:
10-May-23 9:54:45 AM
PP-CSC-Operational Planning-4300

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

Motor Vehicle Collisions by Type						
Incidents	April			Year to Date April		
	2022	2023	% Change	2022	2023	% Change
Fatal	0	0	N/C	1	0	-100.0%
Personal Injury	2	0	-100.0%	12	2	-83.3%
Property Damage	10	9	-10.0%	140	39	-72.1%
Total	12	9	-25.0%	153	41	-73.2%



Type	2022	2023
Fatal	1	0
Personal Injury	12	2
Property Damage	140	39

Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

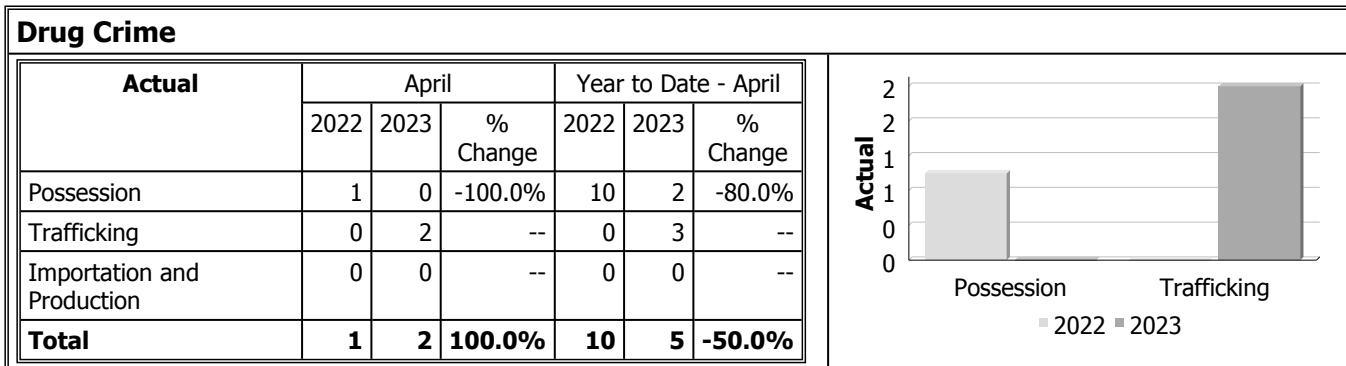
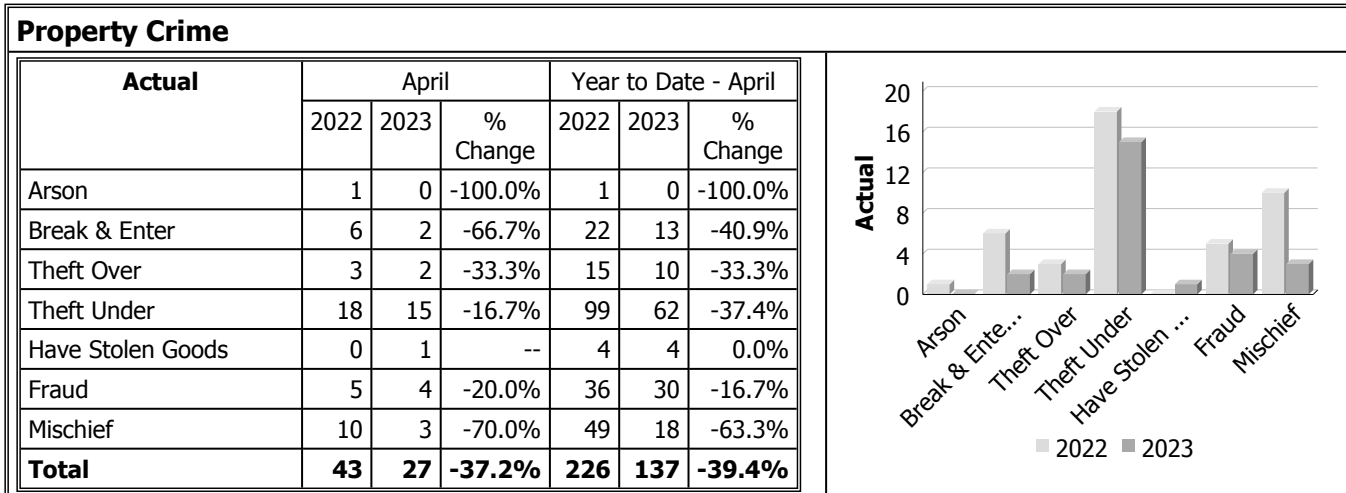
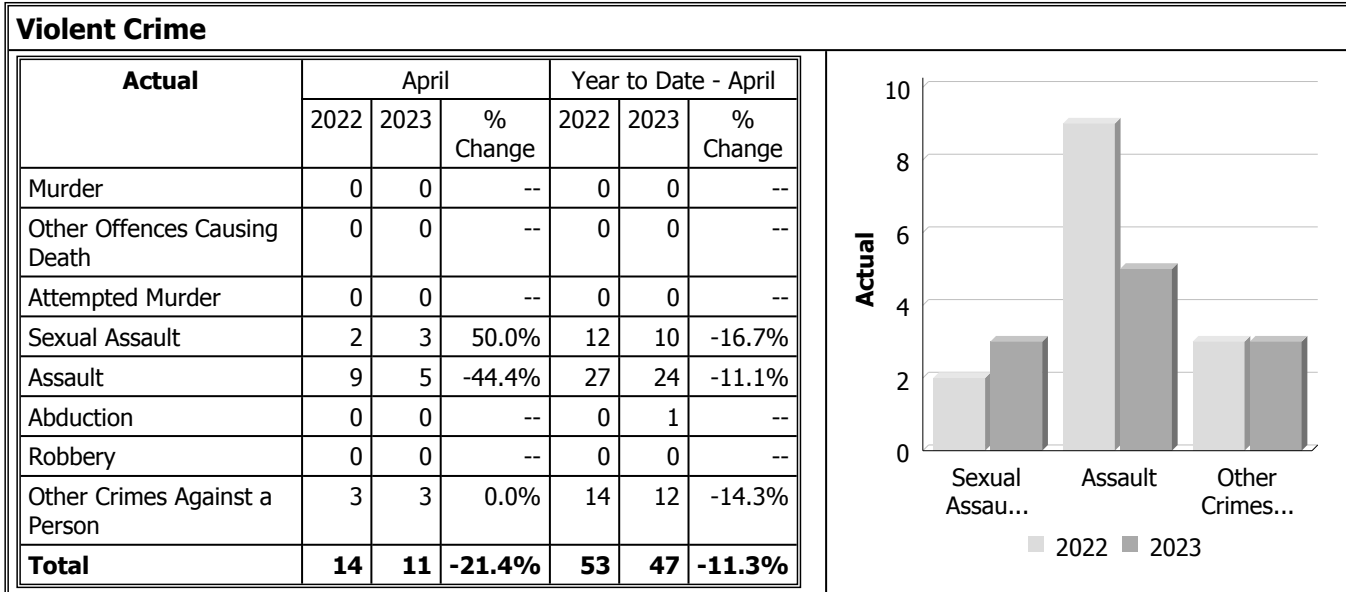
Niche RMS All Offence Level Business Intelligence Cube

Detachment: 6S - OXFORD

Area: Tillsonburg

Data source date: 2023/05/05

**Police Services Board Report for Tillsonburg
Records Management System
April - 2023**



Clearance Rate

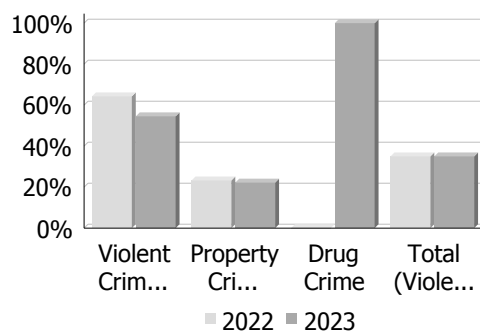
Detachment: 6S - OXFORD
Location code(s): 6S00 - OXFORD
Area code(s): 6208 - Tillsonburg
Data source date:
 2023/04/29

Report Generated by:
 Gamble, Jessy

Report Generated on:
 5-May-23 8:21:43 AM
 PP-CSC-Operational Planning-4300

**Police Services Board Report for Tillsonburg
Records Management System
April - 2023**

Clearance Rate	April			Year to Date - April		
	2022	2023	Difference	2022	2023	Difference
Violent Crime	64.3%	54.6%	-9.7%	67.9%	72.3%	4.4%
Property Crime	23.3%	22.2%	-1.0%	18.1%	20.4%	2.3%
Drug Crime	0.0%	100.0%	100.0%	60.0%	80.0%	20.0%
Total (Violent, Property & Drug)	35.0%	35.0%	0.0%	29.9%	35.9%	6.0%



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

Data Utilized

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

Detachment: 6S - OXFORD
Location code(s): 6S00 - OXFORD
Area code(s): 6208 - Tillsonburg
Data source date:
 2023/04/29

Report Generated by:
 Gamble, Jessy

Report Generated on:
 5-May-23 8:21:43 AM
 PP-CSC-Operational Planning-4300

Police Services Board Report for Criminal and Provincial Offences

TILLSONBURG**April 2023**

Provincial Offence Notices		
Charge	Monthly Total	Total Year to Date
Impaired	0	4
Speeding	2	14
Distracted Driving (Handheld Device, Careless Driving, etc)	2	9
Seatbelt	1	6
Criminal Code Traffic (excluding Impaired)	0	0
Criminal Code Non-Traffic	19	67
Moving Violations (<i>Fail to Stop, Disobey Sign, Fail to Yield, Improper Turn, etc</i>)	2	16
Non-moving Violations (<i>Licence plate, Insurance, etc</i>)	28	76
Other Provincial Offence Statutes (<i>Cannabis, Liquor, Trespass, etc</i>)	0	12
CMV (<i>Half load, etc</i>)	0	2
Total (<i>does not include warnings or bylaw</i>)	54	260
Bylaw tickets (<i>parking, noise, etc</i>)		
	0	0
Warnings	11	66



Calls For Service (CFS) Billing Summary Report

Tillsonburg April - 2023

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>	2023				2022			
	April	Year to Date	Time Standard	Year To Date Weighted Hours	April	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	12	51	15.8	805.8	16	59	15.8	932.2
Property Crime Violations	27	141	6.4	902.4	41	234	6.4	1,497.6
Other Criminal Code Violations (Excluding traffic)	12	52	7.5	390.0	13	52	7.5	390.0
Drug Possession	4	9	7.1	63.9	4	19	7.1	134.9
Drugs	2	4	68.0	272.0	0	1	68.0	68.0
Statutes & Acts	27	134	3.4	455.6	34	128	3.4	435.2
Operational	175	614	3.8	2,333.2	174	755	3.8	2,869.0
Operational2	37	156	1.4	218.4	50	168	1.4	235.2
Traffic	17	59	3.7	218.3	19	74	3.7	273.8
Total	313	1,220		5,659.6	351	1,490		6,835.9

Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2023 billing period.

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.

The Corporation of the Town of Tillsonburg
Economic Development Advisory Committee Meeting
MINUTES



Tuesday, June 13, 2023
7:30 AM
Council Chambers
200 Broadway, 2nd Floor

ATTENDANCE: Suzanne Renken
Dane Willson
Cedric Tomico
Councillor Bob Parsons
Deb Gilvesy, Mayor
Lisa Gilvesy
Randy Thornton
Gurvir Hans
Randi-Lee Bain
Steve Spanjers
Jesse Goossens

Regrets: Andrew Burns
Kirby Heckford

Staff: Cephias Panschow, Development Commissioner
Laura Pickersgill, Executive Assistant

Regrets: Kyle Pratt, Chief Administrative Officer

1. Call to Order

The meeting was called to order at 7:33 a.m.

2. Adoption of Agenda

Resolution # 1

Moved By: Councillor Parsons

Seconded By: Cedric Tomico

THAT the Agenda as prepared for the Economic Development Advisory Committee meeting of Tuesday, June 13, 2023, be adopted, as amended.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Councillor Parsons

Seconded By: Randy Thornton

THAT the minutes of the Economic Development Advisory Committee of May 9, 2023, be approved.

Carried

5. General Business and Reports

5.1 Bill 97 Update and 25 Year Growth Forecast (7:30 a.m.)

Gord Hough, Director of Community Planning, Oxford County, provided an overview of the Bill 97 updates and twenty-five year growth forecast.

Opportunity was provided for members to ask questions.

5.2 Monthly Activity Update

This item was not discussed.

5.3 Community Video Project- Release Plan

This item was not discussed.

6. Planning Items Circulation

7. Community Strategic Plan

These items were not discussed.

7.1 Town Hall Update

7.2 Affordable and Attainable Housing Committee**7.3 Boundary Adjustment Committee****7.4 Health Care Committee****8. Closed Session****Resolution # 3**

Moved By: Randy Thornton

Seconded By: Gurvir Hans

THAT the Economic Development Advisory Committee move into Closed Session at 8:04 a.m. to consider:

Section 239.2 (b) personal matters about an identifiable individual, including municipal or local board employees (Awards of Excellence Nominations);

Section 239.2 (c) a proposed or pending acquisition or disposition of land by the municipality or local board (Boundary Adjustment);

Section 239.2 (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them (TDMH Presentation); and

Section 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 (Awards of Excellence).

Carried

9. Community Organization Updates

These items were not discussed.

9.1 Downtown Business Improvement Association**9.1.1 Report from BIA Chair****9.2 Tillsonburg District Chamber of Commerce****9.3 Woodstock, Ingersoll, Tillsonburg and Area Association of Realtors****9.3.1 Monthly Statistics****10. Information Items****10.1 Oxford County Water-Wastewater Master Plan Consultation Centre**

11. Notice of Motion

11.1 Cellular Coverage

The topic of cellular coverage in the Town to be discussed further at the next meeting.

12. Round Table

13. Next Meeting

July 11, 2023 7:30 a.m.

14. Adjournment

Resolution # 4

Moved By: Dane Willson

Seconded By: Steve Spanjers

THAT the Economic Development Advisory Committee meeting of Tuesday, June 13, 2023 be adjourned at 9:27 a.m.

Carried



**tion of the Town of Tillsonburg
ire, Heritage and Special Awards
advisory Committee
MINUTES**

Wednesday, June 21, 2023
5:30 PM
Council Chambers
200 Broadway, 2nd Floor

ATTENDANCE: Carrie Lewis
Amie Varga
Lindsay Munroe
Isaac Card
Joan Weston
Courtney Booth
Rosemary Dean
Kelly Spencer
Deb Gilvesy

Regrets: Doug Cooper
Tabitha Verbuyst

Staff: Jessica Elliott
Patricia Phelps
Julie Ellis

1. Call to Order

The meeting was called to order at 5:30pm.

2. Adoption of Agenda

Resolution # 1

Moved By: Kelly Spencer

Seconded By: Courtney Booth

THAT the agenda as prepared for the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of June 21, 2023, be approved.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Amie Varga

Seconded By: Lindsay Munroe

THAT the minutes of the Museum, Culture, Heritage and Special Awards Advisory Committee of May 17, 2023, be approved.

Carried

5. Presentations

There were no presentations.

6. General Business & Reports

6.1 Patty Phelps, Culture & Heritage Manager/Curator RE: Museum Updates

Mayor Deb Gilvesy arrived at 5:32pm. Patty Phelps, Culture and Heritage Manager/Curator, provided an update on the Museum.

Resolution # 3

Moved By: Rosemary Dean

Seconded By: Joan Weston

THAT the update from Patty Phelps, Culture & Heritage Manager/Curator regarding Museum Updates be received as information.

Carried

6.2 Tabitha Verbuyst, Executive Director/Curator RE: Station Arts Centre Updates

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

Resolution # 4

Moved By: Kelly Spencer

Seconded By: Courtney Booth

THAT the update from Jessica Elliott on behalf of Tabitha Verbuyst, Executive Director/Curator regarding Station Arts Centre Updates be received for information.

Carried

6.3 Discussion of Indigenous History in Tillsonburg

Resolution # 5

Moved By: Kelly Spencer

Seconded By: Amie Varga

THAT in anticipation of the National Day for Truth and Reconciliation in September of this year, the Museum, Culture, Heritage and Special Awards Advisory Committee recommends to Council that staff be directed to:

A) Investigate the copyright of the Archaeological Assessment (Stage 4) Final Report on the Tillsonburg Village (AfHe-38) Town of Tillsonburg, prepared by Archaeogix Inc. February 2002.

B) Investigate the legalities of posting the document on the Town of Tillsonburg's website

C) Contact representatives of the Six Nations of the Grand and Mississaugas of the Credit First Nation for assistance/approval of Town of Tillsonburg website content regarding the history of area Indigenous Peoples

Carried

6.4 Volunteer Achievement Award

Resolution # 6

Moved By: Kelly Spencer
Seconded By: Joan Weston

THAT the Museum, Culture, Heritage and Special Awards Advisory Committee supports the selection of David Morris as a Town of Tillsonburg Volunteer Achievement Award recipient.

Carried

7. Next Meeting

September 20, 2023 at 4:30pm.

8. Adjournment

Resolution # 7

Moved By: Joan Weston
Seconded By: Rosemary Dean

THAT the Museum, Culture, Heritage and Special Awards Advisory Committee meeting be adjourned at 6:02 pm.

Carried



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

July 6, 2023

5:30 p.m.

Electronic

MINUTES

Present: Councillor Chris Parker, Stephen Gradish, Joe Sym, Kristy Milmine, Scott Vitias, Mayor Deb Gilvesy, Taylor Campbell, Scott Gooding,

Absent with Regrets: Susie Wray, Christian Devlin, Andrew Gilvesy, Carrie Lewis

Also Present:

Andrea Greenway, Recreation Programs & Services Manager

Julie Columbus, Director of RCP

Margaret Puhr, Administrative Assistant, Recreation, Culture and Parks

1. Call to Order

The meeting was called to order at 5:30pm.

2. Adoption of Agenda

Resolution #1

Moved by: Deb

Seconded by: Joe

THAT the Agenda as amended for the Recreation & Sports Advisory Committee meeting of July 6, 2023, be adopted.

Carried

3. Minutes of the Previous Meeting Minutes

4. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

5. General Business and Reports

5.1. RCP communications/social media – the town has a communications team, however RCP sometimes needs to communicate in real time, which might not work with the communication team in the moment. This is an area that input on improvement is being sought. The entire corporation uses one Facebook profile as well as one Instagram. There are many projects and events worth celebrating on social media, especially this year.

Resolution #2

Moved by: Deb Gilvesy

Seconded by: Taylor Campbell

THAT the Recreation & Sports Advisory committee requests back a staff report on ways to increase communication to the public from the Recreation, Culture and Parks department when it comes to programming, events and facilities. And opportunities to further collaborate with user groups to improve partnerships and communication when it comes to successes of local organizations/teams and the promotion of events being held in Tillsonburg.

Carried

5.2. Hall of Fame induction date – Andrea contacted the living inductees; Jeff Bes indicated that he could not attend a fall induction ceremony. Dan Sanders is available anytime. It appears that May of 2024 works best. Staff will reach out again and determine whether one day of May 6th will work.

6. Next Meeting

September 7, at 5:30 p.m., Council Chambers, 200 Broadway, second floor.

7. Adjournment

The meeting was adjourned at 5:49 p.m.

The Corporation of the Town of Tillsonburg

Economic Development Advisory Committee Meeting

MINUTES



Tuesday, July 11, 2023
7:30 AM
Council Chambers
200 Broadway, 2nd Floor

- ATTENDANCE: Dane Willson
 Cedric Tomico
 Councillor Bob Parsons
 Deb Gilvesy, Mayor
 Lisa Gilvesy
 Andrew Burns
 Randy Thornton
 Gurvir Hans
 Randi-Lee Bain
 Kirby Heckford
- Regrets: Suzanne Renken
 Steve Spanjers
 Jesse Goossens
- Staff: Kyle Pratt, Chief Administrative Officer
 Cephas Panschow, Development Commissioner
 Laura Pickersgill, Executive Assistant

1. **Call to Order**
 The meeting was called to order at 7:33 a.m.
2. **Adoption of Agenda**
 Resolution # 1

Moved By: Kirby Heckford

Seconded By: Randy Thornton

THAT the Agenda as prepared for the Economic Development Advisory Committee meeting of Tuesday, July 11, 2023, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Cedric Tomico

Seconded By: Randy Thornton

THAT the minutes of the Economic Development Advisory Committee of June 13, 2023, be approved.

Carried

5. General Business and Reports

5.1 Monthly Activity Update

C. Panschow provided a summary of the monthly activity update.

5.2 Vacancy Rebate Program

S. Pawliwec, Director of Finance/Treasurer and T. Lyons, Revenue Manager provided an overview of the vacancy rebate program proposal.

It was suggested to review residential vacancy rebates. T. Lyons to investigate any properties that have applied inside the BIA area.

Resolution # 3

Moved By: Lisa Gilvesy

Seconded By: Randy Thornton

THAT the Economic Development Advisory Committee recommends to Council that the vacancy rebate program not be discontinued on the premise that the program is having minimal cost impact to the Town of

Tillsonburg and can be beneficial to local companies given the pending economic downturn;

AND FURTHER THAT there is confirmation of no negative effect to the Business Improvement Area.

Carried

5.3 Ground Lease Update

C. Panschow provided an update on the completion of the phase one environmental site assessments and the recommendation to proceed with phase two assessments. Staff are obtaining quotes to complete the financial statements audit.

6. Planning Items Circulation

There were no items on this agenda.

7. Community Strategic Plan

7.1 Town Hall Update

A report will be going to Council shortly. The corporate office will be moved out effective October 14, 2023 and can access the new locations as of September 1, 2023. K. Pratt overviewed some challenges regarding space needs for the hydro and water departments.

7.2 Affordable and Attainable Housing Committee

C. Panschow provided an overview of the consultant's work underway regarding conceptual plans for 31 Earle Street. There were concerns discussed with the lack of parking proposed for this development.

7.3 Health Care Committee

K. Pratt provided an overview of the Committee's latest work in that they are reviewing different available models of care, revisiting the physician recruitment matrix and that there is a delegation request submitted to the Provincial government at the AMO conference regarding a walk-in clinic.

8. Boundary Adjustment Committee

There was a discussion regarding boundary adjustment concerns. L. Pickersgill to circulate the National Post article to the Committee.

9. Community Organization Updates

9.1 Downtown Business Improvement Association

9.1.1 Report from BIA Chair

Councillor Parsons provided a brief summary of the financials involved regarding Turtlefest.

A consultant has been retained for the Bridge Street Re-imagining Project that will have community based planning initiatives.

9.2 Tillsonburg District Chamber of Commerce

The golf tournament was successful.

9.3 Woodstock, Ingersoll, Tillsonburg and Area Association of Realtors

9.3.1 Monthly Statistics

D. Willson provided a summary of the statistics.

10. Round Table

There was a discussion regarding housing availability for employees coming to work at new factories in neighbouring communities.

Resolution # 4

Moved By: Councillor Parsons

Seconded By: Kirby Heckford

THAT the agenda for the Economic Development Advisory Committee meeting of July 11, 2023 be amended, in accordance with section 6.10 (3) of the Procedural By-Law, to allow for the addition of item 11 Bell Coverage.

Carried

11. Bell Coverage

There was a discussion regarding concerns related to the lack of cell phone coverage in and around the Town. G. Hans will reach out to his contacts regarding this concern.

Resolution # 5

Moved By: Councillor Parsons

Seconded By: Kirby Heckford

THAT the Economic Development Advisory Committee recommends to Council that a letter be sent to local telecommunications providers, SWIFT and local

municipalities regarding poor cellular coverage in the Tillsonburg and surrounding area in support of economic development and our growing community.

Carried

12. Next Meeting

August 8, 2023 7:30 a.m.

13. Adjournment

Resolution # 6

Moved By: Dane Willson

Seconded By: Kirby Heckford

THAT the Economic Development Advisory Committee meeting of Tuesday, July 11, 2023 be adjourned at 8:56 a.m.

Carried

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 2023-57**

A BY-LAW to Levy the 2023 Amount Payable for the Tillsonburg District Memorial Hospital.

WHEREAS; Section 323(3) of Municipal Act, 2001, S.O. 2001 c.25, as amended, authorizes Council of a local municipality to pass a By-Law to levy an annual tax on each of the 142 provincially-rated beds in the public hospital known as Tillsonburg District Memorial Hospital, and

WHEREAS; The amount levied under Section 323(3) of Municipal Act, 2001, S.O. 2001 c.25, as amended, shall be due and payable after July 1, 2023 and shall not exceed the prescribed amount for each provincially rated bed in the public hospital.

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

1. The sum of \$75.00 per rated capacity is hereby levied as a tax for 2023, based on the capacity of institutions information provided by the Ministry of Municipal Affairs and Housing for the 142 provincially-rated beds in the public hospital known as Tillsonburg District Memorial Hospital. Notification received from MMAH hereto attached as Schedule 'A'.

READ A FIRST AND SECOND TIME THIS 17th day of July, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 17th day of July, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2023-060

A BY-LAW to amend By-Law 2022-087 being a By-Law to provide a schedule of fees for certain municipal applications, services and permits.

WHEREAS Section 39(1) of the Municipal Act, S.O. 2001, c. M. 25, as amended, provides that without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons, for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provide or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control;

WHEREAS the Council of the Corporation of the Town of Tillsonburg established a schedule of fees for certain municipal applications, services and permits through By-Law 2022-087;

WHEREAS it is deemed necessary and expedient to amend Schedule A of By-Law 2022-087;

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

1. THAT the Schedule A of By-Law 2022-087 be amended as attached hereto;
2. THAT this by-law shall come into force and take effect on the date it is passed.

READ A FIRST AND SECOND TIME THIS 17th day of JULY, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 17th day of JULY, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

Town of Tillsonburg
Rates and Fees
 By-law 2022-087, Schedule A
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Building-Bylaw-Planning

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Notes
Animal Control					
Boarding Fee Cat	25.00	25.00	0%	HST	As per Animal Control Contract
Boarding Fee Dog	25.00	25.00	0%	HST	As per Animal Control Contract
Call out fee for service	110.00	115.00	5%	HST	As per Animal Control Contract
Dog License Renewal- spayed or neutered before Feb 28 (discounted)	17.00	20.00	18%	Exempt	Schedule V Part VI (ETA)- Exempt AMEND MARCH 31st TO FEBRUARY 28th
Dog License Renewal - spayed neutered after Feb 28	37.00	42.00	14%	Exempt	Schedule V Part VI (ETA)- Exempt (\$5.00 towards dog park and balance to recover staff cost to follow-up outstanding accounts and to administer)
Dog License Renewal - intact - before Feb 28 (discounted)	22.00	25.00	14%	Exempt	Schedule V Part VI (ETA)- Exempt
Dog License Renewal - intact - after Feb 28	42.00	47.00	12%	Exempt	Schedule V Part VI (ETA)- Exempt (\$5.00 towards dog park and balance to recover staff cost to follow-up outstanding accounts and to administer)
New Dog licence - spayed or neutered	20.00	23.00	15%	Exempt	Schedule V Part VI (ETA)- Exempt
New Dog licence - intact	25.00	28.00	12%	Exempt	Schedule V Part VI (ETA)- Exempt
Cat License Renewal - (Licenses no longer offered)	27.00	-	-100%	Exempt	Schedule V Part VI (ETA)- Exempt
Dog license - replacement	6.00	7.00	17%	Exempt	Schedule V Part VI (ETA)- Exempt
Euthanasia and Disposal - Cat	60.00	60.00	0%	HST	As per Animal Control Contract
Euthanasia and Disposal - Dog	80.00	80.00	0%	HST	As per Animal Control Contract
Live Trap Placement	115.00	115.00	0%	HST	As per Animal Control Contract
Muzzle Order Appeal	220.00	250.00	14%	Exempt	
By-law Enforcement					
Invoice admin processing fee	270.00	300.00	11%	HST	
Issue Order	175.00	200.00	14%	Exempt	Schedule V Part VI (ETA)- Exempt
By-law Enforcement Officer hourly rate (one hour min)	-	46.00	NEW	Exempt	
By-Law Enforcement Supervisor hourly rate (one hour minimum)	-	55.00	NEW	Exempt	
Execute Search Warrant	-	500.00	NEW	Exempt	
Locksmith Service	-	Cost + 15%	NEW	HST	
Re-issuance of Permit/License/Document	50.00	55.00	10%	Exempt	Schedule V Part VI (ETA)- Exempt
Fortification By-Law Exemption Application - single family dwelling or not-for-	150.00	155.00	3%	Exempt	
Fortification By-Law Exemption Application - Multi-Residential, Commercial,	400.00	410.00	3%	Exempt	
Property Standards - Issuance of Certificate of Compliance (Residential - per	100.00	105.00	5%	HST	
Property Standards - Issuance of Certificate of Compliance (Commercial - per	100.00	105.00	5%	HST	
Property Standards - Issuance of Certificate of Compliance	\$25 per 92.9	\$25 per 92.9	0%	HST	
Property Standards - Issuance of Certificate of Compliance (vacant and/or	100.00	105.00	5%	HST	
Property Standards Appeal	380.00	400.00	5%	Exempt	
Superior Court Judge - Appeal Property Standards Decision	380.00	400.00	5%	Exempt	
Noise By-Law Exemption Permit - Minor	250.00	375.00	50%	Exempt	
Noise By-law Exemption Permit - Major	375.00	375.00	0%	Exempt	
Building - Fees					
Building - photocopies - larger than ledger	3.00	3.00	0%	HST	
Building Certificate	55.00	55.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Building Certificate - urgent request - less than 5 business days	75.00	75.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - amend existing permit	60.00	60.00	0%	Exempt	
Permit Review Fee (per hour) - major amendment to existing permit	51.00	60.00	18%	HST	Per hour fee to review major changes to existing permit(s) in accordance with By-Law 3198
Chief Building Official hourly rate (one half hour minimum)	-	80.00	NEW	Exempt	
Deputy Chief Building Official hourly rate (one half hour minimum)	-	62.00	NEW	Exempt	
Building Inspector (one hour minimum)	-	55.00	NEW	Exempt	
Building Enforcement Supervisor (one hour minimum)	-	55.00	NEW	Exempt	
Building - Fees					
Residential – New Low Density - Single Detached & Townhouses	Minimum permit fee \$2,500.00 OR \$133.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	Minimum permit fee \$2,500.00, Maximum permit fee \$5,000.00 OR \$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	2%	Exempt	Schedule V Part VI (ETA)- Exempt. Added max. permit fee \$5K due to increase in value of construction, plus changed Flat rate to \$140

Building-Bylaw-Planning

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Notes
Residential – Mobile Homes, Low Density, Medium Density, Additions, Alterations, etc.	\$133.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	2%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential – New	\$133.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	2%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Major Alterations/Renovations/Additions (> 100,000)	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Minor Alteration/Renovations/Additions (\$100,000 or less)	\$265.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$275.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	4%	Exempt	Schedule V Part VI (ETA)- Exempt
Decks, Sheds, Accessory Buildings, Pools, etc.	\$133.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	\$140.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	5%	Exempt	Schedule V Part VI (ETA)- Exempt
Part 9 Residential Demolition	133.00	140.00	5%	Exempt	Schedule V Part VI (ETA)- Exempt
Demolition – all others	530.00	550.00	4%	Exempt	Schedule V Part VI (ETA)- Exempt
Water Connection, Sewer Connection or repair	133.00	140.00	5%	Exempt	Schedule V Part VI (ETA)- Exempt
Change of Use Permit (no construction)	265.00	270.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Conditional Permit Agreement	265.00	270.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Alternative Solution Review (Fee + Cost of Peer Review)	530.00	540.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Occupant Load Inspection Analysis & Report (per hr, one hr minimum)	80.00	90.00	13%	Exempt	Schedule V Part VI (ETA)- Exempt
AGCO Agency Approval	80.00	90.00	13%	Exempt	Schedule V Part VI (ETA)- Exempt
Re-inspection	80.00	90.00	13%	Exempt	Schedule V Part VI (ETA)- Exempt
Issue Order	175.00	200.00	14%	Exempt	Schedule V Part VI (ETA)- Exempt
Transfer Permit	107.00	125.00	17%	Exempt	Schedule V Part VI (ETA)- Exempt
Construction w/o Permit	Double the initial permit rate	Double the initial permit rate	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Signs					
Permit fees - signs - permanent	a) \$100.00 first \$1,000.00 of estimated value of construction plus b) \$7.00 per each additional \$1,000.00 or part there of	a) \$100.00 first \$1,000.00 of estimated value of construction plus b) \$7.00 per each additional \$1,000.00 or part there of	Increase per/\$1000 rate	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - signs - mobile	30.00	35.00	17%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - sign - construction/placement without a permit	double initial permit	double initial permit	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Minor Variance - Director Approval	280.00	300.00	7%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Major Variance - Council Approval	420.00	450.00	12%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Appeal Application	280.00	300.00	7%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - after the fact	1.5 the initial application rate	1.5 the initial application rate	0%	Exempt	
Sign Removal - General	125.00/sign	125.00/sign	0%	HST	
Sign Removal - Mobile Sign	290.00	325.00	12%	HST	
Sign Removal - Posters	25.00/ea + cost to repair any damage to public property	25.00/ea + cost to repair any damage to public property	0%	HST	
Sign Removal - Temporary Signs	25.00/ea	25.00/ea	0%	HST	
Sign Removal - A-Frame/Sandwich Board/Sidewalk Signs	100/ea	100/ea	0%	HST	
Sign Removal - Banner Sign	250.00/ea	250.00/ea	0%	HST	

Building-Bylaw-Planning

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Notes
Permit fees - temporary buildings	2,000.00	2,000.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - transfer of permit	56.00	65.00	16%	Exempt	Schedule V Part VI (ETA)- Exempt
Building Licences					
Taxi Cab Driver's Licence	35.00	35.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (As proposed in 2016 Taxi By-Law report.)
Taxi Cab Owner Stand	125.00	125.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Taxi Cab Owner Licence	50.00	50.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Taxi Cab Vehicle Licence	65.00	65.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Owner Licence	50.00	50.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Drivers Licence	35.00	35.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Vehicle Licence	75.00	75.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Vehicle Licence Renewal	50.00	50.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Limousine Driver's Licence	65.00	65.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Limousine Owner Licence	70.00	70.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Limousine Vehicle Licence	72.00	72.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (annual fee - as per proposed by-law 4051)
Kennel - new	100.00	100.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Kennel - renewal	100.00	100.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Planning & Development					
Cash-in-lieu of parkland (low density residential consents)	4,000.00	8,000.00	100%	Exempt	Up to 5% of lot value for residential & 2.5% for commercial - increase due to land value increase based on 160k lot.
Planning Application - Minor Variance	1,100.00	1,250.00	14%	Exempt	
Planning Application - Minor Variance - after the fact	2,200.00	2,500.00	14%	Exempt	
Planning Application - Site Plan - Minor	575.00	650.00	13%	Exempt	
Planning Application - Site Plan - Minor - after construction	1,150.00	1,300.00	13%	Exempt	
Planning Application - Site Plan - Major	1,400.00	1,600.00	14%	Exempt	
Planning Application - Site Plan - Major - after construction	2,800.00	3,200.00	14%	Exempt	
Planning Application - Site Plan - Amendment Application	575.00	675.00	17%	Exempt	
Planning Application - Site Plan - Amendment Application after-the-fact	1,150.00	1,350.00	17%	Exempt	
Site Plan Application - 3rd & subsequent submissions	575.00	675.00	17%	Exempt	
Site Plan Agreement Administration Fee (includes registration on title)	575.00	675.00	17%	Exempt	
Planning Application - Zone Change- prior to use	1,450.00	1,700.00	17%	Exempt	
Planning Application - Zone Change- after use has occupied	2,900.00	3,400.00	17%	Exempt	
Planning Application - Zoning - Removal of (H)	275.00	300.00	9%	Exempt	
Subdivision Certificate	65.00	75.00	15%	Exempt	
Zoning Certificate	55.00	55.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Zoning Certificate - urgent request - less than 5 business days	75.00	75.00	0%	Exempt	
Civic Addressing - Readdressing	125.00	135.00	8%	Exempt	
Land Division (severance) Clearance Letter	75.00	75.00	0%	Exempt	
Severance Agreement	1,200.00	1,400.00	17%	Exempt	
Planning - Preserving Agreement Administration fee	1,800.00	2,000.00	11%	HST	
Subdivision Agreement Administration Fee	1,900.00	2,200.00	16%	HST	
Subdivision Drawing Review Fee (per lot) - 1st and 2nd submission	110.00	125.00	14%	Exempt	
Subdivision Drawing Review Fee (per lot) - 3rd submission & thereafter	55.00	65.00	18%	Exempt	
Engineering Inspection Fee	185.00	210.00	14%	Exempt	
Storm Water Management Pond Review	550.00	650.00	18%	Exempt	
Encroachment Agreement Fee	1,400.00	1,600.00	14%	Exempt	Schedule V Part VI (ETA)- Exempt
Encroachment Permit Fee	25.00	30.00	20%	HST	
Easement Research Request	125.00	145.00	16%	Exempt	
Engineering Certificate Request	125.00	145.00	16%	Exempt	

Clerks

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Notes
Clerk Issued Documents -Licences					Refer to Town Business Licence Bylaw for definitions and requirements for Clerk Issued Licences.
Business Licence					
New Business	140.00	145.00	4%	Exempt	Schedule V Part VI (ETA)- Exempt
Home occupation Business	140.00	145.00	4%	Exempt	Schedule V Part VI (ETA)- Exempt
Business Licence per year					
Auctioneer Licence	205.00	210.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Licence - renewal	65.00	70.00	8%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Licence - new	205.00	210.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Security Deposit - refundable	2,000.00	2,000.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Vending/Salesperson Licence	205.00	210.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Food Vending Licence	205.00	210.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Event Organizer Licence	205.00	210.00	2%	Exempt	Charge does not apply to not for profit organizations
Marriages					
Marriage Licence	135.00	140.00	4%	Exempt	Schedule V Part VI (Excise Tax Act (ETA))- Exempt
Marriage Ceremony - Council Chambers	250.00	270.00	8%	HST	In Council Chambers during business hours.
Marriage Ceremony - Other Location (plus applicable mileage)	300.00	325.00	8%	HST	Within Town limits - outside Town limits subject to mileage.
Witness if required	25.00	30.00	20%	HST	Two witnesses are required for each ceremony.
Other					
Burial Permits	20.00	25.00	25%	Exempt	Schedule V Part VI (ETA)- Exempt
Photocopying/ Printing double sided	0.55	0.58	5%	HST	
Photocopying/ Printing single sided	0.50	0.52	4%	HST	
Commissioner of Oaths (Pension applications and bankruptcy forms exempt)	25.00	30.00	20%	Exempt	Pension applications and bankruptcy forms Exempt.
Register Document on Title	285.00	300.00	5%	Exempt	
Remove/Release Document from Title	285.00	300.00	5%	Exempt	
Title Search	75.00	80.00	7%	Exempt	
Freedom of Information Request (FOI) - Application Fee	5.00	5.00	0%	Exempt	Initial fee; Costs to fulfill request may apply, per S. 45(1) of MFIPPA.

Finance

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Corporate						
Photocopying/ Printing double sided	0.55	0.58	5%	HST	per page	
Photocopying/ Printing single sided	0.50	0.52	4%	HST	per page	
Interest on overdue accounts (per month)	1.25%	1.25%	0%	HST	per month	Similar rate to taxes in arrears, per Municipal Act, 2001, c. 25, s. 345 (3)
Tax Department						
Tax certificate	50.00	55.00	10%	Exempt	each	Proposed Fee Increase for 2023
Tax registration service costs	3,000.00	As per direct RealTax costs	0%	Exempt	each	Tax Sale Registrations are handled by Realtax Recovery Specialists. This charge is no longer applicable.
Tax Bill reprint	10.00	10.00	0%	Exempt	each	
Tax receipt	10.00	10.00	0%	Exempt	each	
Payment Redistribution	15.00	15.00	0%	Exempt	each	
Payment Refund Administration Fee	-	25.00	NEW	Exempt		New Fee Proposed for 2023
Water/Sewer Admin Charge	45.00	45.00	0%	Exempt	each	
Tax Statement (Paper Copy Only)	10.00	10.00	0%	Exempt	each	Charge only for paper copy
Mortgage Billing Fee (per roll number/per billing)	-	10.00	NEW	Exempt	each	New Fee Proposed for 2023
Past Due Notice Fee	-	5.00	NEW	Exempt	each	New Fee Proposed for 2023
New Account Fee	-	30.00	NEW	Exempt	each	New Fee Proposed for 2023
Addition to the Tax Roll - Cost Recovery + 25%	-	25%	NEW	Exempt	each	New Fee Proposed for 2023
Tax Sale Procedures - Cost Recovery + 25%	-	25%	NEW	Exempt	each	New Fee Proposed for 2023
Corporate						
NSF Fee	35.00	45.00	29%	HST	each	Proposed Fee Increase for 2023

Fire

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Fire						
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 1st Offence	1/2 Current MTO Rates	1/2 Current MTO Rates		Exempt	Per Incident	First Offence 50% of Regular MTO Rates
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 2nd and any additional Offence	Current MTO Rates	Current MTO Rates			Per Incident	2 Apparatus response
False Alarm Response Fee - Work is being performed on a fire alarm system and the owner fails to notify Fire Department	Current MTO Rates	Current MTO Rates	(based on MTO set rate)	Exempt	per hour or half hour	Each incident based on 2 Apparatus response
Motor Vehicle Accident / Vehicle Fire Response Fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables	(based on MTO set rate)	Exempt	per hour or half hour + materials	Where possible this fee will be charged to insurance company of vehicle owner, otherwise the fee is chargeable to the registered owner of the vehicle.
Motor Vehicle Accident or Vehicle Fire Response fee on a Provincial Highway	Current MTO Rate + Consumables	Current MTO Rate + Consumables	(based on MTO set rate)	Exempt	per hour or half hour + materials	This fee will be charged to the Ministry of Transportation for all vehicle accident or vehicle fire related services that occur on provincial highways.
Natural Gas Leak Response Fee - Caused by an individual or company	Current MTO Rates	Current MTO Rates	(based on MTO set rate)	Exempt	per hour or half hour + materials	This fee is chargeable where the fire department responds and determines that a natural gas incident has been caused directly by a person or company.
Hazardous Materials Response fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables	(based on MTO set rate)	Exempt	per hour or half hour + materials	This fee is chargeable to the person or company that has control of a Hazardous Material that's release has resulted in the response of the fire department.
Fire Watch or Stand By Authorized by the Fire Chief	Current MTO Rate + Consumables	Current MTO Rate + Consumables	(based on MTO set rate)	Exempt	per hour or half hour	This fee is charged to the insurance company of the registered owner of a property, otherwise the registered owner of the property where in the opinion of the fire chief or his designate a fire is likely to occur.
Violation of Conditions of Burn Permit - 1st and any additional Offence	Current MTO Rates	Current MTO Rates	(based on MTO set rate)	Exempt	per hour or half hour	This fee is charged to the property owner where the fire department attends a burn complaint and is required to extinguish an open air burn or where the open air by-law is contravened and the fire department attends due to a
Open Air Burning -Illegal/Unauthorized Fire	Current MTO Rates	Current MTO Rates	(based on MTO set rate)	Exempt	per hour or half hour	
Fire Department Fee for Expenses Incurred for Equipment, Expertise, Materials, Required to Extinguish a Fire, including but not limited to heavy equipment, speicized equipment, tow trucks, foam, Engineers etc.)	Actual Cost	Actual Cost		Exempt	Per Incident	This fee is charged to the insurance company of the registered owner of a property, otherwise the registered owner of the property where in the opinion of the fire chief or his designate it is necessary to employ heavy equipment to extinguish a fire or protect adjacent properties from the spread of fire.
Fee for MTO - ARIS Owner / Contact Information Search	45.00	50.00	11%	HST	Per Incident	Fee added to the hourly fire department response charge any time that the fire department is required to access the MTO ARIS data base. This fee is 100% cost recovery only based on fee charged to the Town of Tillsonburg.
Fee for Fire Department Incident Report	125.00	135.00	8%	HST	each	
Fee for Fire Department Investigation Report	235.00	245.00	4%	HST	each	
Fee for Fire Department File Search for Outstanding Orders / Inspection Reports / Incident Reports	125.00	125.00	0%	HST	each request	
Fee Fire Department Request Fire Code Inspection - Commercial, Industrial, or Institutional building less than 930m2 (10,000 sq.ft.)	250.00	265.00	6%	HST	each	OBC Classification A, B, D, E & F. Residential (OBC C) removed for 2015 and listed separate.
Fee for Fire Department Request Fire Code Inspection Each additional 185m2 (2000 sq.ft.) in a Commercial, Industrial or Institutional building	35.00	35.00	0%	HST	each	New fee for additional area over base fee
Fee Fire Department Request Fire Code Inspection a Residential building up to and including 4 suites or apartments	250.00	265.00	6%	HST	each	OBC Classification C. Separated from other occupancies for 2015.
Fee Fire Department Request Fire Code Inspection each additional suite or apartment over base fee	35.00	35.00	0%	HST	each	New fee for additonal unit(s). Fee per apartment over base fee.
Fee Fire Department Request Fire Code Inspection of a licensed Occupancy excluding a daycare	250.00	265.00	6%	HST	each	

Fire

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Fee Fire Department Request Fire Code Inspection of a Daycare Facility	100.00	100.00	0%	HST	each	
Fee for Fire Department Request to Conduct Verification of VO Fire Drill Scenario	250.00	265.00	6%	HST	each	For verifying fire drills are conducted within established time limits in occupancies with vulnerable occupants. Cost recovery
Fee to Conduct Business License Inspection	90.00	100.00	11%	Exempt	each	
Fee for Re-Inspections if Violations not Remedied	250.00	265.00	0%	HST	each	Subsequent inspections following the second. Fee charged to registered owner.
Residential Smoke or Carbon Monoxide Alarm Installed in a Residence	50.00	55.00	10%	HST, if not returned	each	Fee to Install Smoke and CO in Residence for Compliance
Fire Department approval of a Demolition Permit issued by the Building Department.	125.00	135.00	8%	HST	each	
Fee to review an application for a licence to sell Consumer Fireworks (F.1) including a site inspection and review of Fire Safety Plan	200.00	215.00	8%	HST	each	
Fee to Review Fireworks Display Application (F.2) Event	150.00	150.00	0%	HST	each	Town of Tillsonburg sponsored event are Exempt from this fee.
Fee to Review Licence to Conduct a Pyrotechnics (F.3) Display Application, Safety Plan Review, Site Plan Inspection	220.00	220.00	0%	HST	each	
Fee for Open Air Burn Permit	75.00	75.00	0%	HST	each	
Fee to Review Fire Safety Plan	100.00	125.00	25%	HST	each	
Fee to Review, Approve a Level 1 Risk Management Plan for TSSA Licence for Propane Storage	350.00	350.00	0%	HST	each	
Fee to Review, Approve Level 2 Risk Management Plan for TAAS Licence for Propane Storage, plus actual costs to retain a 3rd part engineer or other firm if required.	790.00	800.00	1%	HST	each	Plus actual costs to retain a 3rd part engineer or other firm if required.
Fee for Fire Safety Training, plus cost of materials	115.00	120.00	4%	HST	per hour	Plus cost of materials
Fee for Fire Extinguisher Training (Theory)	110.00	120.00	9%	HST		Max 20 students
Fee for Fire Extinguisher Training (Practical with Burn Prop)	200.00	215.00	8%	HST		
Fee to Recharge SCBA Breathing Cylinder	35.00	35.00	0%	HST	per cylinder	Excludes customers with special agreement
Rental of Training Room (excluding emergency services)	225.00	235.00	4%	HST	per day	

Tillsonburg Community Centre (TCC)

Programs	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Community Centre - Aquatics						
Water Fitness - 10 passes	59.05	62.00	5%	HST	10 passes	UFS applicable
Land Fitness - 10 passes	59.05	62.00	5%	HST	10 passes	UFS applicable
Land Fitness (1/2 hour class) - 10 passes	29.55	31.00	5%	HST	10 passes	
Water Fitness - 20 passes	95.40	100.15	5%	HST	20 passes	UFS applicable
Land Fitness - 20 passes	95.40	100.15	5%	HST	20 passes	UFS applicable
Land Fitness (1/2 hour class) - 20 passes	47.70	50.10	5%	HST	20 passes	
30 minute Swimming Lesson	7.25	7.40	2%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
45 minute Swimming Lesson	7.65	7.80	2%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
60 minute Swimming Lesson	8.10	8.25	2%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
Bronze Star	66.20	67.52	2%	HST	course	UFS applicable
Bronze Medallion	82.25	83.90	2%	HST	per course	UFS applicable
Bronze Cross	82.25	83.90	2%	HST	per course	UFS applicable
First Aid	104.05	106.15	2%	HST	per course	UFS applicable
First Aid Recert	72.85	74.31	2%	HST	per course	UFS applicable
National Lifeguard	227.45	232.00	2%	HST	per course	UFS applicable
National Lifeguard Recert	54.10	55.20	2%	HST	per course	UFS applicable
Assistant Swimming Instructors School	70.10	71.50	2%	HST	per course	UFS applicable
Additional Fee	28.95	29.55	2%	HST	per course	UFS applicable
Swim for Life Instructors School	110.55	112.75	2%	HST	per course	UFS applicable
Lifesaving Instructors	110.55	112.75	2%	HST	per course	UFS applicable
Swim/Lifesaving Instructors	227.45	232.00	2%	HST	per course	UFS applicable
Private Lessons (14+ years)	20.40	20.80	2%	HST	per lesson	UFS applicable
Private Lessons	20.40	20.80	2%	Exempt	per lesson	Youth, UFS applicable
Semi-Private Lessons	14.05	14.35	2%	Exempt	per lesson	
Lifesaving Sport Fundamentals	7.70	7.85	2%	Exempt	per lesson	Youth
Swim Synchro Swimming Lessons	7.70	7.85	2%	Exempt	per lesson	Youth
Synchronized Swimming Team	525.50	536.00	2%	Exempt	9 Months	Youth, UFS applicable
First Aid Instructor	111.55	113.80	2%	HST	per course	
National Lifeguard Instructor	160.15	163.35	2%	HST	per course	UFS applicable
Examiner Standards/Advanced Instructors	40.20	41.00	2%	HST	per course	UFS applicable
Community Centre - classes, courses, and camps						
Babysitting Course	57.45	58.60	2%	Exempt	8hr course	Schedule V, Part VI
Youth Program 30 min class	6.50	6.65	2%	Exempt	per lesson	Schedule V, Part VI
Youth Program 45 min class	7.50	7.65	2%	Exempt	per lesson	
Youth Program 60 min class	8.50	8.70	2%	Exempt	per lesson	Schedule V, Part VI
Youth Program - Specialty Course	11.90	12.15	2%	Exempt	per lesson	
Teen Program 30 min	6.50	6.65	2%	HST	per lesson	
Teen Program 45 min	7.50	7.65	2%	HST	per lesson	
Teen Program 60 min	8.50	8.65	2%	HST	per lesson	
Karate - Kids Karate	5.25	5.35	2%	Exempt	per lesson	Schedule V, Part VI
Karate - Tiny Tigers	4.25	4.35	2%	Exempt	per lesson	Schedule V, Part VI
Workshops - 1/2 day	28.65	29.20	2%	HST		
Workshops - Specialty Course	86.55	88.30	2%	HST		
Workshops - 8 hours	114.80	117.10	2%	HST		
Youth Camp - week	146.65	149.60	2%	Exempt	week	Schedule V, Part VI
Youth Camp day	36.40	37.15	2%	Exempt	daily	Schedule V, Part VI
Youth Camp Lunch		8.00	new	Exempt	each	Schedule V, Part VI
Youth Camp Special	202.30	206.35	2%	Exempt	week	Schedule V, Part VI
Youth Camp - short week	118.20	120.55	2%	Exempt		Schedule V, Part VI
Community Centre - Events						
Community Centre - Facility Rentals						
Arena - Internet Access Fee	100.00	100.00	0%	HST	per year	

Tillsonburg Community Centre (TCC)

Programs	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Arena - Weekdays before 5pm & after 11pm	99.80	101.80	2%	HST	hour	Effective April through March
Arena - Weekdays after 5pm & weekends	185.50	189.20	2%	HST	hour	Effective April through March
Arena - Minor	130.30	132.90	2%	HST	hour	Effective April through March
Arena - Shiny	6.00	6.10	2%	HST	per person	
Arena - Ice Flat Rate	450.50	459.50	2%	HST	per day	
Arena Floor - Commercial	2,373.85	2,421.35	2%	HST	per day	
Arena Floor - Full Use	1,788.55	1,824.30	2%	HST	per day	
Arena Floor - Flat Fee (no set up)	585.15	596.85	2%	HST	per day	
Arena Floor - Chilled Floor (additional fee)	2,252.30	2,297.35	2%	HST	per day	
Arena Floor - Hourly League Fee	72.25	73.70	2%	HST	per hour	
Arena Floor - Set up Day/Tear Down Day	894.30	912.20	2%	HST	per day	
Arena Storage Room A	28.10	28.65	2%	HST	per month	
Arena Storage Room B	16.95	17.30	2%	HST	per month	
Arena Storage Room C	5.80	5.90	2%	HST	per month	
Arena - Mini Practice Rink	48.05	49.00	2%	HST	hour	
Auditorium - Friday or Saturday	563.05	574.30	2%	HST	per day	
Auditorium - Sunday - Thursday	314.65	320.95	2%	HST	per evening	
Auditorium - Hourly	63.55	64.80	2%	HST		
Room Set up & Decorating Fee (Day before)	118.10	120.45	2%	HST		
Ball Diamond - Occasional Use	84.45	86.15	2%	HST	per day	
Ball Diamond - Seasonal Youth Team	84.45	86.15	2%	HST		
Ball Diamond - Seasonal Team Practice	298.10	304.05	2%	HST	per team	
Ball Diamond - Seasonal Adult Team	491.35	501.20	2%	HST	per team	
Ball Diamond - 2-day Tournament (Annandale Diamonds)	579.60	591.20	2%	HST	2 days	
Ball Diamond - Tournament per diamond per day	84.45	86.15	2%	HST	per diamond/day	
Ball Diamond - portable washrooms - 1 day tournament	220.85	240.05	8%	HST	2 units	
Ball Diamond - portable washrooms - 2 day tournament	276.00	300.00	8%	HST	2 units	
Tractor with Groomer - Prep Friday	83.95	85.65	2%	HST	per event	
Tractor with Groomer - Prep Saturday	42.00	45.00	7%	HST	per event	
Tractor with Groomer - Prep Sunday	42.00	45.00	7%	HST	per event	
Tractor with Groomer - Repair Monday	82.25	83.90	2%	HST	per event	
Administrative Fees	110.35	112.55	2%	HST	per event	
Site clean up - 1 or 2 day event	179.65	183.25	2%	HST	3 staff	
Ball Diamond - Key Deposit	12.65	15.00	16%	HST	each	per key
Ball Diamonds - Lights left on/equipment not stored properly	54.05	55.15	2%	HST	per occurrence	
Damage Deposit	551.80	562.85	2%	Exempt		
Den - Fri or Sat	192.45	196.30	2%	HST	per day	
Den - Sun - Thursday	140.20	143.00	2%	HST	per day	
Den - Hourly	33.60	34.25	2%	HST		
Entire TCC Building - 1 arena 9am-4pm	2,241.30	2,286.15	2%	HST		
Entire TCC Building - 2 arenas 9am-4pm	2,815.35	2,871.65	2%	HST		
Gibson House	74.60	76.10	2%	HST	per day	
Gibson House - Hourly	29.15	29.75	2%	HST	per hour	
Kinsmen Canteen	28.65	29.25	2%	HST	per day	
Kitchen Rental - Daily		75.00	new	HST	per event	
Kitchen Rental - 3 Day Weekend		200.00	new	HST	per event	
Lobby Area	34.50	35.20	2%	HST		
Marwood B or C	74.60	76.10	2%	HST	per day	
Marwood BC	145.70	148.60	2%	HST	per day	
Marwood B or C - Hourly	28.15	28.70	2%	HST		
Marwood BC - Hourly	33.65	34.30	2%	HST		
Memorial Pavilion (full) or Kinsmen Bandshell	97.30	99.25	2%	HST	per day	
Memorial Pavilion (half) or Kinsmen Bandshell	60.70	61.90	2%	HST	per day	
Memorial Park for Major Concert (includes bandshell & Newman Park Gazebo)	689.75	703.55	2%	HST	per event up to 4 days	
Newman Park Gazebo	59.10	60.20	2%	HST	per day	
Parking Lot	118.10	120.45	2%	HST	per day	
Rotary Room	74.60	76.10	2%	HST		

Tillsonburg Community Centre (TCC)

Programs	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Rotary Room - Hourly	28.65	29.20	2%	HST		
Rowing Club per month	104.50	106.60	2%	HST		
School Lessons	4.10	4.20	2%	Exempt	per person	Youth, UFS applicable
Soccer Field Rental - Adults (Gyulveszi Park)		5.00	new	HST	per hour	
Soccer Field Rental - Under age 14 (Gyulveszi Park)		5.00	new	Exempt	per hour	
Swim to Survive Rentals	96.85	98.70	2%	Exempt	per hour	Youth, UFS applicable
Swim to Survive Instructor Fee	21.00	25.00	16%	HST	per hour	
Swim Meet	332.35	339.00	2%	HST	per day	UFS applicable
Swim Meet Evening	163.05	166.30	2%	HST	per day	UFS applicable
Swim Team Practice	74.15	75.65	2%	HST	per hour	
Storage Pool Deck	29.15	29.75	2%	HST	per month	
Swim Lane	16.50	16.85	2%	HST	per hour	
Storage Rooms	117.05	119.40	2%	HST	per contract	
Storage Office A	28.65	29.20	2%	HST	per month	
Storage Office B	17.35	17.70	2%	HST	per month	
Storage Office C	5.90	6.00	2%	HST	per month	
Pool - 0-50 swimmers	94.60	96.50	2%	HST	per hour	UFS applicable
Pool - 101+swimmers	241.00	245.82	2%	HST	per hour	UFS applicable
Pool - 51-100 swimmers	128.35	130.90	2%	HST	per hour	UFS applicable
WaterPark - 0-100 swimmers	337.90	344.65	2%	HST	hour	UFS applicable
WaterPark- 0-100 swimmers - extra hour	225.15	229.65	2%	HST	add. Hr.	UFS applicable
Waterpark 101-300 swimmers	459.50	469.70	2%	HST	hour	UFS applicable
Waterpark 101-300 swimmers - extra hour	337.90	344.65	2%	HST	add. Hr.	UFS applicable
Waterpark 300+ swimmers	619.45	631.85	2%	HST	hour	UFS applicable
Waterpark 300+ swimmers - extra hour	489.80	499.60	2%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100 swimmers	299.65	305.65	2%	HST	hour	UFS applicable
Waterpark Board of Ed 100 swimmers add. Hr.	166.45	169.80	2%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100+ swimmers	532.80	543.45	2%	HST	hour	UFS applicable
Waterpark Board of Ed 100+ swimmers add. Hr.	266.50	271.85	2%	HST	add. Hr.	UFS applicable
COVID Cleaning Fee	25.00	25.00	0%	HST	each	
COVID Cleaning Fee	50.00	50.00	0%	HST	each	
COVID Cleaning Fee	100.00	100.00	0%	HST	each	
Community Centre - Leagues and Memberships						
Adult League - Individual	62.95	64.20	2%	HST	each	
Adult League - Team	406.35	414.50	2%	HST	per team	
Adult League - OVA Refs Volleyball	590.00	601.80	2%	HST	per team	
Court Membership - Adult	56.25	57.40	2%	HST	Seasonal	
Court Membership - Youth	20.25	20.65	2%	HST	Seasonal	
Tennis Lessons - 1 hour	11.20	11.40	2%	HST	per lesson	
Tennis Lessons - 1/2 hour	4.95	5.05	2%	HST	per lesson	Youth
Tennis Advanced Lessons - 1 hour	11.75	12.00	2%	HST	per lesson	
Tennis Lessons - 1 hour	90.00	91.80	2%	HST	8 lessons	UFS applicable
Tennis Lessons - 1/2 hour	39.45	40.25	2%	HST	8 lessons	
Tennis Advanced Lessons - 1 hour	93.85	95.75	2%	HST	8 lessons	
Adult Pickleball Program (11 weeks)		44.00	new	HST	11 weeks	
Membership - Land Fitness - 12 mo		338.90	new	HST	12 month	
Membership - Water Fitness - 12 mo	332.25	338.90	2%	HST	12 month	
Membership - Personal Training - 20	210.00	214.20	2%	HST	20 sessions 1/2 hr	UFS applicable

Tillsonburg Community Centre (TCC)

Programs	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Membership - Personal Training - 10	119.30	121.70	2%	HST	10 sessions 1/2 hr	UFS applicable
Membership - Pool - 12 month	210.85	215.05	2%	HST	each	
Membership - Pool - 6 month	147.95	150.90	2%	HST	each	
Membership - Pool 20 Pass	70.10	71.50	2%	HST	each	
Membership - Skate 20 Pass	70.10	71.50	2%	HST	each	
Membership - Weight Training	60.15	61.35	2%	HST	up to 6 hours	
Membership - HC Plus - 12 Month		640.00	new	HST	12 month	
Membership - HC Adult - 01 month	77.80	79.35	2%	HST	1 month	
Membership - HC Adult - 03 month	204.30	175.05	-17%	HST	3 month	
Membership - HC Adult - 12 month	457.05	466.20	2%	HST	12 month	
Membership - HC Adult - 5 pass	48.30	49.25	2%	HST	5 visits	
Membership - HC Adult - 10 pass	94.50	96.40	2%	HST		
Membership - HC Adult - 20 Pass	181.05	184.65	2%	HST	20 Visits	
Membership - HC Family - 01 month	175.50	179.00	2%	HST	1 month	
Membership - HC Family - 03 month	437.90	394.88	-11%	HST	3 month	
Membership - HC Family - 12 month	916.35	934.70	2%	HST	12 month	
Membership - HC Student/Senior - 01 month	62.95	64.20	2%	HST	1 month	
Membership - HC Student/Senior - 12 month	337.80	344.55	2%	HST	12 month	
Membership - Student - 5 Passes	27.55	28.10	2%	HST	5 visits	
Membership - Student - 10 Passes	49.90	50.90	2%	HST		
Membership- Student - 20 Passes	89.50	91.30	2%	HST		
Membership - HC Glendale Student	103.80	105.90	2%	HST	5 Month	
Membership - Replacement Card	5.50	5.60	2%	HST	each	
Membership - Squash Adult - 10 pass	93.85	95.75	2%	HST	per court (1hr)	
Pay as you go - Admission						
Aquatfit/Fitness/Yoga Class	8.15	8.30	2%	HST included	each	
Fitness / Yoga (1/2 hr class)	4.10	4.15	1%	HST included	each	
Board of Education - Squash/HC	2.85	2.90	2%	HST included		UFS applicable
Board of Education - Arena/Pool	3.10	3.15	2%	HST included		UFS applicable
Drop In Swimming Lessons	9.00	9.20	2%	HST included	per lesson	Min Age of 12
Drop In Swimming Lessons - ea. Additional child	5.55	5.65	2%	HST included	per lesson	
Drop-in Pickleball		6.78	new	HST included	each	
Health Club Adult	10.95	11.15	2%	HST included	each	
Health Club - Youth	5.95	6.05	2%	HST included	each	
Squash	11.20	11.40	2%	HST included	per court (1 hr)	UFS applicable
Roller Skate - Admission No skate rental	2.50	3.00	17%	HST included		UFS applicable
Swim Child	2.50	2.55	2%	HST included	each	
Swim Family	10.00	12.00	17%	HST included	each	
Swim - Over 14	4.75	4.85	2%	HST included	each	
Skate Child	2.50	2.55	2%	HST included	each	
Skate Family	10.00	12.00	17%	HST included	each	
Skate - Over 14	4.75	4.85	2%	HST included	each	UFS applicable
Wallyball	11.70	11.90	2%	HST included	per court (1 hr)	UFS applicable
Waterpark 2-5 yrs	-	0.00	0%	HST included	each	UFS applicable
Waterpark Grandparents Day	-	0.00	0%	HST included		UFS applicable
Waterpark 60 years & over	6.25	6.40	2%	HST included	each	UFS applicable
Waterprak 60 years & Over Half Price	3.15	3.20	2%	HST included	each	UFS applicable
Waterpark 6-14 yrs	5.75	5.85	2%	HST included	each	UFS applicable

Tillsonburg Community Centre (TCC)

Programs	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Waterpark 6-14 yrs Half Price	2.90	2.95	2%	HST included	each	UFS applicable
Waterpark Additional Family Member	2.50	2.55	2%	HST included	each	UFS applicable
Waterpark Adult	8.25	8.45	2%	HST included	each	UFS applicable
Waterpark Adult Half Price	4.15	4.25	2%	HST included	each	UFS applicable
Waterpark Family	29.00	29.60	2%	HST included	per family of 5	UFS applicable
Waterpark Family Half Price	14.50	14.80	2%	HST included	per family of 5	UFS applicable
Waterpark Tillsonburg Resident Pass (6 +)	40.00	40.80	2%	HST	per person	
Waterpark Non-resident Pass (Youth & Srs 60+)	55.00	56.10	2%	HST	per person	
Waterpark Non-resident Pass (Adult under 60)	75.00	76.50	2%	HST	per person	
Community Centre - Other fees						
LLWP Sponsorship		1200.00	new	Exempt	each	
Community Swim/Skate Sponsorship		200.00	new	Exempt	each	
Special Events: Expenses + 5% Administrative Fee			new	Hst		
Capital Re-Investment Fee - Ice Rentals		2.50	new		per hour	
Admin - Refund Admin Fee	16.25	16.50	2%	Exempt	each	
Admin - Reprint receipt	5.40	5.50	2%	Exempt	each	
Admin - Consolidated Receipts (Child Tax Credit)	10.80	11.00	2%	HST		Operational requirements
Admin - Copies - Single sided	0.30	0.52	42%	HST		
Admin - Copies - Double sided	0.35	0.58	40%	HST		
Rentals - 8' wooden tables	5.80	5.90	2%	HST		
Rentals - Black plastic chairs	2.20	2.25	2%	HST	each	
Delivery of Table & Chairs(per round trip)	28.10	28.65	2%	HST		
Rentals - Black curtains/hardware rental per foot	2.80	2.85	2%	HST		
ADVERTISING						
10% - 30% Reductions may apply to multiple advertising	A 2nd advertisement gets 10% off both, a 3rd ad gets 20% off all 3 and a 4th ad gets					
Advertising - Memorial Arena Board Back Lit	1,148.20	1171.15	2%	HST	each	
Advertising - Community Arena Backlit	574.10	585.60	2%	HST	each	
Advertising - Memorial Arena Board	745.25	760.15	2%	HST	each	
Advertising - Community Arena Board	458.25	467.40	2%	HST	each	
Advertising - Ice Re-Surfacers - Side	574.10	585.60	2%	HST	each	
Advertising - Ice Re-Surfacers - Top	1,148.20	1171.15	2%	HST	each	
Advertising - Ice Re-Surfacers - 3 sides	2,539.35	2590.15	2%	HST	each	
Advertising - Skate Aid	10.60	10.80	2%	HST	per month	
Advertising - Inside Front/Back Page Glossy	1,683.70	1717.35	2%	HST	each	
Advertising - Back Page Glossy	2,252.30	2297.35	2%	HST	each	
Advertising - Brochure 1/8 page	114.80	117.10	2%	HST	each	
Advertising - Brochure 1/4 page	200.90	204.90	2%	HST	each	
Advertising - Brochure 1/2 page	343.30	350.15	2%	HST	each	
Advertising - Brochure 1/2 page Inside/Back Page Glossy	675.65	689.15	2%	HST	each	
Advertising - Brochure Full page	686.70	700.45	2%	HST	each	
Advertising - Brochure Full page (internal corporate)	225.30	229.80	2%	HST	each	
Advertising - Miscellaneous	114.80	117.10	2%	HST	each	
Advertising - Digital Ad Set up	22.40	22.85	2%	HST	each	
Advertising - Digital Ad - Monthly(min. 3 mos term)	56.25	57.40	2%	HST	each	
Advertising - Digital Ad - Tournament/Special Events	56.25	57.40	2%	HST	each	
Advertising - Fence - Per Season	125.85	128.35	2%	HST	per season	
Advertising - Fence - Per Year	251.85	256.90	2%	HST	annually	
Advertising - Infocaster Set Up	52.00	53.05	2%	HST	each	
Advertising - Infocaster - Small Ad	26.00	26.50	2%	HST	per month	
Advertising - Infocaster - Large Ad	52.00	53.05	2%	HST	per month	
Advertising - Infocaster - Tournament/Special Event	52.00	53.05	2%	HST	each	

Museum

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
Museum					
Museum-Admission-Adult	6.19	6.50	5%	HST	daily
Museum-Admission-Annual-Family Rate	46.02	48.30	5%	HST	yearly
Museum-Admission-Annual-Individual	20.35	21.35	5%	HST	yearly
Museum-Admission-Child	2.21	2.30	4%	HST	daily
Museum-Admission-Family Rate	12.39	13.00	5%	HST	daily
Museum-Admission-Group Rate	5.00	5.25	5%	HST	daily
Museum-Admission-Senior	5.09	5.35	5%	HST	daily
Museum-Admission-Student	3.10	3.25	5%	HST	daily
Museum Volunteer-Admission-Free	FREE	FREE			daily
Museum - Research (Genealogy)	25.00	30.00	20%	HST	per hour
Museum-Permission Fees-Personal Use	2.50	4.50	80%	HST	each
Museum-Permission Fees-Publication Use	5.50	8.50	55%	HST	each
Museum-Rentals-Audio Visual Equipment-Corporate	FREE	FREE			each
Museum-Rentals-Program Room or Grounds & Gardens - 25 - 50	51.00	55.00	8%	HST	each
Museum-Rentals-Grounds & Gardens-Corporate	51.00	75.00	47%	HST	each
Museum-Rentals-Kitchen	25.50	30.00	18%	HST	each
Museum-Rentals-Kitchen - Corporate	35.70	40.00	12%	HST	each
Museum-Rentals-Program Room - half day -non profite	51.00	55.00	8%	HST	half day
Museum-Rentals-Program Room -full day - non profit	76.50	100.00	31%	HST	full day
Museum-Rentals-Program Room-Corporate	76.50	100.00	31%	HST	half day
Museum-Rentals-Program Room-Corporate	102.00	120.00	18%	HST	full day
Museum-Rentals-Tour Surcharge-Groups 100-150	102.00	120.00	18%	HST	each
Museum-Rentals-Tour Surcharge-Groups 25-50	61.20	70.00	14%	HST	each
Museum-Rentals-Tour Surcharge-Groups 51-100	76.50	85.00	11%	HST	each
Museum- School Program- per student (1 hour)	2.50	3.00	20%	Exempt	each
Museum - School Program - per student (2 hours)	3.50	4.00	14%	Exempt	each
Museum - School Program - In Class		35.00	new	Exempt	each
Museum - School Program - per student (1.5 hours)		3.25	new	Exempt	each
Museum- Programs & Workshops		5.00	0%		each
Museum- Programs & Workshops		10.00	0%		each
Museum- Programs & Workshops		15.00	0%		each
Museum- Programs & Workshops		20.00	0%		each
Museum- Programs & Workshops		25.00	0%		each
Museum- Programs & Workshops		30.00	0%		each
Museum- Programs & Workshops		35.00	0%		each
Museum- Programs & Workshops		40.00	0%		each
Museum- Programs & Workshops		45.00	0%		each
Museum- Programs & Workshops		50.00	0%		each
Museum- Programs & Workshops		55.00	0%		each
Museum- Programs & Workshops		60.00	0%		each

Museum

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
Museum- Programs & Workshops		65.00	0%		each
Museum- Programs & Workshops		70.00	0%		each
Museum- Programs & Workshops		75.00	0%		each
Museum- Programs & Workshops		80.00	0%		each
Museum- Programs & Workshops		85.00	0%		each
Museum- Programs & Workshops		90.00	0%		each
Museum- Programs & Workshops		95.00	0%		each
Museum- Programs & Workshops		100.00	0%		each
Museum-Admission - Pratt Gallery only	2.65	3.00	13%	HST	each
Museum- Special Event- Lunch & Learn Series Pass	81.60	100.00	23%	HST	
Museum- Special Event - Lunch & Learn- Single ticket	25.50	30.00	18%	HST	
Museum - Special Event - Luncheon	30.60	35.00	14%	HST	
Museum - Special Event - Dinner	56.10	60.00	7%	HST	per event
Museum - Special Event - Performance	40.80	40.80	0%	HST	
Special Events: Expenses + 5% admin fee		-	0%	HST	

Cemetery-Parks

Item	2022 Fee	2022 Perpetual Care Fee	2022 Net Fee	Proposed 2023 Fee	Proposed 2023 Perpetual Care Fee	Proposed 2023 Net Fee	% Change	Tax	Unit	Notes
Perpetual care fees regulated by the Province										
Interment Rights										
Grave 10 x 4	800.00	320.00	480.00	800.00	320.00	480.00	0%	HST	grave	
Infant Grave 3X3	225.00	150.00	75.00	225.00	175.00	50.00	0%	HST	grave	Fee is set by the Province
Cremation Grave 3x3	600.00	240.00	360.00	600.00	240.00	360.00	0%	HST	grave	
Columbarium Niche - Level 1	2,100.00	315.00	1,785.00	2,100.00	315.00	1,785.00	0%	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 2	2,150.00	322.50	1,827.50	2,150.00	322.50	1,827.50	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 3	2,200.00	330.00	1,870.00	2,200.00	330.00	1,870.00	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 4	2,250.00	337.50	1,912.50	2,250.00	337.50	1,912.50	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 5	2,300.00	345.00	1,955.00	2,300.00	345.00	1,955.00	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 6	2,350.00	352.50	1,997.50	2,350.00	352.50	1,997.50	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 7	2,400.00	360.00	2,040.00	2,400.00	360.00	2,040.00	new	HST	niche	Includes brass nameplate and dates
Columbarium Niche - Level 8	2,450.00	367.50	2,082.50	2,450.00	367.50	2,082.50	new	HST	niche	Includes brass nameplate and dates
Family Columbarium	10,400.00	1,560.00	8,840.00	10,400.00	1,560.00	8,840.00	0%	HST	columbarium	does not include engraving
Cemetery Services										
Cemeteries Regulation Unit burial and cremation	12.00		12.00	12.00		12.00	0%	Exempt	interment	Fee is set by the Province
Columbarium Niche Open/Close	200.00		200.00	200.00		200.00	0%	HST	each	
Adult Interment	835.00		835.00	835.00		835.00	0%	HST	each	
Lead in fee, per 1/2 hour minimum	30.00		30.00	30.00		30.00	0%	HST	per 1/2 hour	Charged if lead in requested by Funeral Home
Child/ Infant Interment	300.00		300.00	300.00		300.00	0%	HST	each	Length is 5' or less
Cremated Remains Interment Infant	200.00		200.00	200.00		200.00	0%	HST	each	
Cremated Remains Interment Adult	350.00		350.00	350.00		350.00	0%	HST	each	
Statutory Holidays - Funeral Fee	50% surcharge on applicable interment fee		50% surcharge on applicable interment fee					HST	each	
Weekend - Funeral Fee 10:00am - 3:00pm	25% surcharge on applicable interment fee		25% surcharge on applicable interment fee				new	HST	each	
Weekend - Funeral Fee - before 10:00am or after 3:00pm	50% surcharge on applicable interment fee		50% surcharge on applicable interment fee				new	HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery-Adult Casket in Vault	2,087.50		2,087.50	2,087.50		2,087.50	0%	HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery-Adult Casket in Vault	1,878.75		1,878.75	1,878.75		1,878.75	0%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,565.63		1,565.63	1,565.63		1,565.63	0%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,409.06		1,409.06	1,409.06		1,409.06	0%	HST	each	
Disinterment/Exhumation-Child Casket	750.00		750.00	750.00		750.00	0%	HST	each	Length is 5' or less
Disinterment/Exhumation-Adult Cremains (Ground)	475.00		475.00	475.00		475.00	0%	HST	each	
Disinterment/Exhumation-Child/Infant Cremains	300.00		300.00	300.00		300.00	0%	HST	each	
Marker/Foundation Services										
Upright Monument Foundation (5' depth)	27.00		27.00	27.00		27.00	0%	HST	per cubic foot	
Veteran Standing Monument Setting	200.00		200.00	200.00		200.00	0%	HST	each	
Flat Marker with Granite Border & no concrete	50.00		50.00	50.00		50.00	0%	HST	each	
Flat Marker with 4" concrete border	125.00		125.00	125.00		125.00	0%	HST	each	
Monument Care & Maintenance										
Flat Markers		50.00	50.00		100.00	-	0%	HST	each	Fees are set by the Province.
Upright Markers Up to 48"		100.00	100.00		200.00	-	0%	HST	each	
Upright Markers Over 48"		200.00	200.00		400.00	-	0%	HST	each	
Other Fees & Services										
Transfer Fee/Replacement - Interment Rights Certificate	45.00		45.00	45.00		45.00	0%	HST	each	
Memorial (Park) Benches	2,200.00	200.00	2,000.00	3,200.00	320.00	2,880.00	45%	HST	each	
Genealogy Requests (per 1/2 hr) by appointment				30.00		30.00	new	HST	per 1/2 hour	

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
Airport					
Airport - Aircraft Parking Fees - Daily	10.00	10.00	0%	HST	per day
Airport - Aircraft Parking Fees - Monthly	60.00	60.00	0%	HST	per month
Airport - Aircraft Parking Fees - Yearly	600.00	600.00	0%	HST	per year
Airport - Basement Boardroom rental (15'x29') half day	45.00	45.00	0%	HST	per half day
Airport - Basement Boardroom rental (15'x29') full day	80.00	80.00	0%	HST	per full day
Airport - Basement Rental per hour	15.00	15.00	0%	HST	per hour
Airport - Boardroom Long term rental	290.00	290.00	0%	HST	per week
Airport - Hangar Land Lease per Sq. Ft. Fee Annually, adjusted by CPI Ontario for the previous 12-month average Nov-Oct, if warranted through a market rate comparison	0.31	0.33	6.48%	HST	per Sq. Ft.
Airport - Infrastructure fee < 5,000 SF hangar	550.00	550.00	0%	HST	upon signing
Airport - Infrastructure fee > 5,000 SF hangar	1,100.00	1,100.00	0%	HST	upon signing
Airport - Maintenance fee	130.00	130.00	0%	HST	per year
Airport Toque	12.00	12.00	0%	HST	per unit
Airport Fuel Call Out Fee	50.00	50.00	0%	HST	per call out
Airport Administration Fee	35.00	35.00	0%	HST	per unit
Airport Hangar Application Fee	310.00	310.00	0%	HST	per application
Airport Hangar Transfer Fee	160.00	160.00	0%	HST	per application
Airport Development Permit Fee	620.00	620.00	0%	HST	per application
Airport Corporate Parking Fee (waived with fuel purchase)	25.00	25.00	0%	HST	up to 4 hrs
Airport Corporate Parking Fee (waived with fuel purchase)	50.00	50.00	0%	HST	per day
Airport Corporate Landing Fee (waived with fuel purchase)	40.00	40.00	0%	HST	per landing
Roads					
Public Works Administration Fee	51.00	52.00	2%	HST	flat rate
Roads-Labourer/Operator (per hour)	40.00	41.00	3%	HST	per hour
Roads-Labourer/Operator Overtime (per hour)	55.00	61.50	12%	HST	per hour
Roads-Labour Double Time	71.00	72.00	1%	HST	per hour
1/2 Ton Pickup Truck	15.00	15.00	0%	HST	per hour
1-Ton Truck	33.00	35.00	6%	HST	per hour
Single Axle Dump Truck	80.00	80.00	0%	HST	per hour
With Plow & Wing	13.00	15.00	15%	HST	per hour
With Sander/Salter	20.00	20.00	0%	HST	per hour
With Plow, Wing & Sander/Salter	33.00	35.00	6%	HST	per hour
With Anti-Icing System	4.50	5.00	11%	HST	per hour
Front End Loader	70.00	70.00	0%	HST	per hour
With Plow Blade	7.00	8.00	14%	HST	per hour
With Snowblower	180.00	180.00	0%	HST	per hour
Backhoe	50.00	50.00	0%	HST	per hour
Grader	75.00	75.00	0%	HST	per hour

Public Works

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
Street Sweeper	80.00	80.00	0%	HST	per hour
Sidewalk Machine	45.00	47.00	4%	HST	per hour
With Plow	6.00	7.00	17%	HST	per hour
With Sander	5.00	6.00	20%	HST	per hour
With Snowblower	18.00	20.00	11%	HST	per hour
With Plow & Sander	11.00	12.00	9%	HST	per hour
With Snowblower & Sander	23.00	25.00	9%	HST	per hour
With Angle Broom	8.50	9.00	6%	HST	per hour
With Flail Mower	10.00	12.00	20%	HST	per hour
With Cold Planer	35.00	35.00	0%	HST	per hour
Leaf Vacuum	90.00	90.00	0%	HST	per hour
Line Striper	12.00	12.00	0%	HST	per hour
Sewer Rodder	95.00	95.00	0%	HST	per hour
Wood Chipper	25.00	25.00	0%	HST	per hour
Zero Radius Mower	30.00	30.00	0%	HST	per hour
Portable Pump	35.00	35.00	0%	HST	per hour
Walk Behind Snowblower	2.50	3.00	20%	HST	per hour
Walk Behind Push Mower	2.50	3.00	20%	HST	per hour
Chainsaw	2.50	3.00	20%	HST	per hour
Trimmer	2.00	3.00	50%	HST	per hour
Small Generator	10.00	10.00	0%	HST	per hour
Utility Trailer	9.00	10.00	11%	HST	per hour
Construction & Demolition Disposal Cost Recovery Fee	25.00	25.00	0%	HST	per load

Transit

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
T-GO IN-TOWN					
Ticket - Adult - Single Ride	2.50	2.50	0%	Exempt	Single Ride
Ticket - Adult - 10 Ride Pass	20.00	20.00	0%	Exempt	10 Ride Pass
Ticket - Adult - Day Pass	8.00	8.00	0%	Exempt	Day Pass
Ticket - Adult - Monthly Pass	60.00	60.00	0%	Exempt	Monthly Pass
Ticket - Seniors (60+) - Single Ride	2.00	2.00	0%	Exempt	Single Ride
Ticket - Seniors (60+) - 10 Pass Ride	16.00	16.00	0%	Exempt	10 Ride Pass
Ticket - Seniors (60+) - Day Pass	6.00	6.00	0%	Exempt	Day Pass
Ticket - Seniors (60+) - Monthly Pass	48.00	48.00	0%	Exempt	Monthly Pass
Ticket - Students - Single Ride	2.00	2.00	0%	Exempt	Single Ride
Ticket - Students - 10 Ride Pass	16.00	16.00	0%	Exempt	10 Ride Pass
Ticket - Students - Day Pass	6.00	6.00	0%	Exempt	Day Pass
Ticket - Students - Monthly Pass	48.00	48.00	0%	Exempt	Monthly Pass
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass
Advertising – T:GO In-Town Vehicle (1 Month)	438.00	438.00		HST	
Advertising – T:GO In-Town Vehicle (3 Months)	1,008.00	1,008.00		HST	
Advertising – T:GO In-Town Vehicle (6 Months)	1,818.00	1,818.00		HST	
T:GO INTER-COMMUNITY					
Ticket - Adult - Single Ride	10.00	10.00	0%	Exempt	Single Ride
Ticket - Adult - 10 Ride Pass	80.00	80.00	0%	Exempt	10 Ride Pass
Ticket - Adult - Day Pass	20.00	20.00	0%	Exempt	Day Pass
Ticket - Adult - Monthly Pass	200.00	200.00	0%	Exempt	Monthly Pass
Ticket - Seniors (60+) - Single Ride	8.00	8.00	0%	Exempt	Single Ride
Ticket - Seniors (60+) - 10 Pass Ride	65.00	65.00	0%	Exempt	10 Ride Pass
Ticket - Seniors (60+) - Day Pass	16.00	16.00	0%	Exempt	Day Pass
Ticket - Seniors (60+) - Monthly Pass	160.00	160.00	0%	Exempt	Monthly Pass
Ticket - Students - Single Ride	8.00	8.00	0%	Exempt	Single Ride
Ticket - Students - 10 Ride Pass	65.00	65.00	0%	Exempt	10 Ride Pass

Transit

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit
Ticket - Students - Day Pass	16.00	16.00	0%	Exempt	Day Pass
Ticket - Students - Monthly Pass	160.00	160.00	0%	Exempt	Monthly Pass
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass
Advertising – T:GO Inter-Community Vehicle (1 Month)	507.00	507.00		HST	
Advertising – T:GO Inter-Community Vehicle (3 Months)	1,077.00	1,077.00		HST	
Advertising – T:GO Inter-Community Vehicle (6 Months)	1,887.00	1,887.00		HST	

Utility

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Utility-Returned Cheque Fee (plus bank charges)	15.00	15.00	0%	HST	each	as per OEB rate schedule
Utility-Account Set Up / Change of Occupancy Fee	30.00	30.00	0%	HST	each	as per OEB rate schedule
Utility-Late Payment (per annum)	19.56%	19.56%	0%	HST	%	as per OEB rate schedule
Utility-After Hour Reconnect (at meter)	185.00	185.00	0%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at meter)	65.00	65.00	0%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at mpole)	185.00	185.00	0%	HST	each	as per OEB rate schedule
Utility-Special Meter Reading	30.00	30.00	0%	HST	each	Changes to rates must be approved by the OEB
Utility-Service Call (after hours)	165.00	165.00	0%	HST	each	as per OEB rate schedule
Utility-Access to Utility Poles	44.50	44.50	0%	HST	each	as per OEB rate schedule
Utility-Miscellaneous Materials Mark Up	0.25	0.25	0%	HST	%	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Pole Rental - 30 ft	1.50	1.50	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Pole Rental - 35 ft	2.25	2.25	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 150 W	3.75	3.75	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 175 W	3.75	3.75	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 250 W	4.00	4.00	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 400 W	4.00	4.00	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 70 W	3.50	3.50	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Labour	62.50	65.00	4%	HST	hour	
Utility-Truck Charges - #26	15.00	17.00	13%	HST	hour	
Utility-Truck Charges - #30	15.00	17.00	13%	HST	hour	
Utility-Truck Charges - #41	20.00	22.00	10%	HST	hour	
Utility-Truck Charges - #65	67.50	70.00	4%	HST	hour	
Utility-Truck Charges - #66	67.50	70.00	4%	HST	hour	
Utility-Truck Charges - #68	75.00	77.00	3%	HST	hour	
Utility-Truck Charges - #74	65.00	68.00	5%	HST	hour	
Utility-Truck Charges - #22	15.00	17.00	13%	HST	hour	
Utility-Truck Charges - #28	15.00	17.00	13%	HST	hour	
Utility-Truck Charges - #44	30.00	33.00	10%	HST	hour	
Utility-Truck Charges - #45	15.00	17.00	13%	HST	hour	
Utility-Sewer Camera Job - 1 hour minimum	55.00	58.00	5%	HST	hour	1 hour minimum

Non-Controlled Town Fees

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Bag Tags	2.00	2.00	0%	incl HST	per tag	County approved
Blue Box (apartment)	3.50	3.50	0%	incl HST		County approved
Blue Box (83 Litre)	6.20	6.20	0%	incl HST		County approved
Blue Box Lid (83 Litre)	2.70	2.70	0%	incl HST		County approved
Composter	10.00	10.00	0%	incl HST		County approved
Rain barrels	53.00	65.00	23%	incl HST		County approved
Green Cones	50.00	50.00	0%	incl HST		County approved
Fine - allow or permit an animal to trespass on private property	Fine - allow or permit an animal to trespass on private property	Fine - allow or permit an animal to trespass on private property		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure that the animal enclosure is kept free of offensive odour	Fine - Fail to ensure that the animal enclosure is kept free of offensive odour	Fine - Fail to ensure that the animal enclosure is kept free of offensive odour		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure that the animal enclosure is kept in a clean and sanitary condition	Fine - Fail to ensure that the animal enclosure is kept in a clean and sanitary condition	Fine - Fail to ensure that the animal enclosure is kept in a clean and sanitary condition		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure that the nature and condition of the animal enclosure are such that the animal would not be harmed and its health would not be negatively affected	Fine - Fail to ensure that the nature and condition of the animal enclosure are such that the animal would not be harmed and its health would not be negatively affected	Fine - Fail to ensure that the nature and condition of the animal enclosure are such that the animal would not be harmed and its health would not be negatively affected		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure the animal enclosure is such that the animal can be readily observed unless the natural habits of the animal require otherwise	Fine - Fail to ensure the animal enclosure is such that the animal can be readily observed unless the natural habits of the animal require otherwise	Fine - Fail to ensure the animal enclosure is such that the animal can be readily observed unless the natural habits of the animal require otherwise		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to keep dog license fixed on dog/cat	Fine - fail to keep dog license fixed on dog/cat	Fine - fail to keep dog license fixed on dog/cat		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to notify license issuer upon sale of puppy/kitten	Fine - fail to notify license issuer upon sale of puppy/kitten	Fine - fail to notify license issuer upon sale of puppy/kitten		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to obtain dog/cat license	Fine - Fail to obtain dog/cat license	Fine - Fail to obtain dog/cat license		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to prevent an animal from running at large	Fine - fail to prevent an animal from running at large	Fine - fail to prevent an animal from running at large		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to provide animal with basic necessities	Fine - Fail to provide animal with basic necessities	Fine - Fail to provide animal with basic necessities		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to remove or dispose of animal excrement forthwith	Fine - fail to remove or dispose of animal excrement forthwith	Fine - fail to remove or dispose of animal excrement forthwith		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to renew dog/cat license	Fine - fail to renew dog/cat license	Fine - fail to renew dog/cat license		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failing to muzzle potentially dangerous dog or dangerous dog	Fine - failing to muzzle potentially dangerous dog or dangerous dog	Fine - failing to muzzle potentially dangerous dog or dangerous dog		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failing to restrain dog from causing noise	Fine - Failing to restrain dog from causing noise	Fine - Failing to restrain dog from causing noise		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failing to restrain potentially dangerous dog or dangerous dog	Fine - failing to restrain potentially dangerous dog or dangerous dog	Fine - failing to restrain potentially dangerous dog or dangerous dog		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to comply with conditions of muzzle order	Fine - Failure to comply with conditions of muzzle order	Fine - Failure to comply with conditions of muzzle order		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

Non-Controlled Town Fees

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Fine - Failure to ensure that the animal enclosure for every reptile/fish/amphibian has an enclosed space adequate for the needs of the species	Fine - Failure to ensure that the animal enclosure for every reptile/fish/amphibian has an enclosed space adequate for the needs of the species	Fine - Failure to ensure that the animal enclosure for every reptile/fish/amphibian has an enclosed space adequate for the needs of the species		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to ensure that the animal enclosure is escape-proof	Fine - Failure to ensure that the animal enclosure is escape-proof	Fine - Failure to ensure that the animal enclosure is escape-proof		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to ensure that the animal enclosure is of a size/in condition such that the animal may extend its lefs, wings and body to their full extent, stand sit and perch	Fine - Failure to ensure that the animal enclosure is of a size/in condition such that the animal may extend its lefs, wings and body to their full extent, stand sit and perch	Fine - Failure to ensure that the animal enclosure is of a size/in condition such that the animal may extend its lefs, wings and body to their full extent, stand sit and perch		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failure to notify change of ownership of potentially dangerous dog or dangerous dog	Fine - failure to notify change of ownership of potentially dangerous dog or dangerous dog	Fine - failure to notify change of ownership of potentially dangerous dog or dangerous dog		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failure to post sign	Fine - failure to post sign	Fine - failure to post sign		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to store feed in a rodent-proof container	Fine - Failure to store feed in a rodent-proof container	Fine - Failure to store feed in a rodent-proof container		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - forcibly trying to retrieve dog or cat from pound keeper or premises of pound keeper	Fine - forcibly trying to retrieve dog or cat from pound keeper or premises of pound keeper	Fine - forcibly trying to retrieve dog or cat from pound keeper or premises of pound keeper		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Harboursing more than three dogs	Fine - Harboursing more than three dogs	Fine - Harboursing more than three dogs		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Harboursing more than two cats	Fine - Harboursing more than two cats	Fine - Harboursing more than two cats		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - have dog on leash exceeding two metres	Fine - have dog on leash exceeding two metres	Fine - have dog on leash exceeding two metres		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Keep animal in unsanitary conditions	Fine - Keep animal in unsanitary conditions	Fine - Keep animal in unsanitary conditions		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Keeping more than ten pigeons	Fine - Keeping more than ten pigeons	Fine - Keeping more than ten pigeons		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Keeping prohibited animals	Fine - Keeping prohibited animals	Fine - Keeping prohibited animals		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - keeping prohibited animals - agricultural lands	Fine - keeping prohibited animals - agricultural lands	Fine - keeping prohibited animals - agricultural lands		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Offering for sale, selling, making available	Fine - Offering for sale, selling, making available	Fine - Offering for sale, selling, making available		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - operate a kennel without a license	Fine - operate a kennel without a license	Fine - operate a kennel without a license		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - restraining potentially dangerous dog or dangerous dog exceeding two feet in length	Fine - restraining potentially dangerous dog or dangerous dog exceeding two feet in length	Fine - restraining potentially dangerous dog or dangerous dog exceeding two feet in length		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - retrieve a dog and or cat from pound keeper without paying fees	Fine - retrieve a dog and or cat from pound keeper without paying fees	Fine - retrieve a dog and or cat from pound keeper without paying fees		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - unlawfully transferred dog/cat tag	Fine - unlawfully transferred dog/cat tag	Fine - unlawfully transferred dog/cat tag		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
AGCO Required Licences						

Non-Controlled Town Fees

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Raffle	3% of prize value	3% of prize value	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar	\$10 per wheel, 3 wheels max	\$10 per wheel, 3 wheels max	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar/Bingo	2 percent	2 percent	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar/Raffle	3% up to \$5000	3% up to \$5000	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bingo Only	2% up to \$5500	2% up to \$5500	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Break Open @ other location	3% x # of units X total prize/unit	3% x # of units X total prize/unit	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Break Open @ own location	2% x # of units X total prize/unit	2% x # of units X total prize/unit	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Police						
Criminal Record, Police Record & Vulnerable Sector Check (Employment)	25.00	25.00	0%	Exempt	each	
Duplicate Copy of Criminal and Police Record Check	5.00	5.00	0%	incl HST	each	
Criminal Record, Police Record & Vulnerable Sector Check (Volunteer)	FREE	FREE	0%	Exempt	each	
Fingerprints (OPP charge)	26.50	26.50	0%	incl HST	each	Fee Payable to Minister of Finance
Fingerprints (LIVESCAN - on behalf of RCMP)	25.00	25.00	0%	incl HST	each	Fee Payable to Minister of Finance
Occurrence Confirmation Reports/Incident Reports	42.25	42.25	0%	incl HST	each	
Statements	42.25	42.25	0%	incl HST	each	
Technical Traffic Collision Reports	565.00	565.00	0%	incl HST	each	
Reconstructionist Report	1,130.00	1,130.00	0%	incl HST	each	
False Alarm	200.00	200.00	0%		per incident	
False Alarm - appeal fee	45.00	45.00	0%		Non refundable	
PAID DUTY RELATED FEES						
Payable to Minister of Finance (Provincial in Nature)						
Administrative Fee (note 1)	68.50	68.50	0%	incl HST		
Hourly Vehicle Usage Fee (note 1)	28.25	28.25	0%	incl HST		
2014 Hourly Officer Rate - PDO (note 1)	73.60	73.60	0%	incl HST		
2014 Hourly Supervisor Rate - PDS (note 1)	83.17	83.17	0%	incl HST		
Owner dumping debris on own lands	Owner dumping debris on own lands	Owner dumping debris on own lands		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Owner failing to tag garbage	Owner failing to tag garbage	Owner failing to tag garbage		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - double parking	Parking - double parking	Parking - double parking		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - for longer period than provided	Parking - for longer period than provided	Parking - for longer period than provided		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - in loading zone	Parking - in loading zone	Parking - in loading zone		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - near fire hydrant	Parking - near fire hydrant	Parking - near fire hydrant		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - no parking (2am-7am)	Parking - no parking (2am-7am)	Parking - no parking (2am-7am)		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Obstructing Traffic	Parking - Obstructing Traffic	Parking - Obstructing Traffic		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - parking in handicapped parking space without permit	Parking - parking in handicapped parking space without permit	Parking - parking in handicapped parking space without permit		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Parking/standing in fire route	Parking - Parking/standing in fire route	Parking - Parking/standing in fire route		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - prohibited area	Parking - prohibited area	Parking - prohibited area		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

Non-Controlled Town Fees

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Parking - too close to corner	Parking - too close to corner	Parking - too close to corner		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - too close to curb	Parking - too close to curb	Parking - too close to curb		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Wrong side of road	Parking - Wrong side of road	Parking - Wrong side of road		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person assisting dumping debris on private lands	Person assisting dumping debris on private lands	Person assisting dumping debris on private lands		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person dumping debris on private/public lands	Person dumping debris on private/public lands	Person dumping debris on private/public lands		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person fail to immediate remove debris	Person fail to immediate remove debris	Person fail to immediate remove debris		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Owner - fail to tag garbage				exempt	Schedule V Part VI (ETA)- Exempt	Schedule V Part VI (ETA)- Exempt
Fail to enclose swimming pool during construction	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to properly enclose swimming pool with temporary enclosure	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Permit construction of swimming pool not completely enclosed with swimming pool enclosure	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip hydro massage pool with secure cover	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with self-closing device	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with self-latching device	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with operable lock	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to maintain swimming pool fence to a safe condition and good repair	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Construct or permit swimming pool enclosure not in compliance with height requirement	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or alter a sign in the Town of Tillsonburg before obtaining a permit from the Chief Building Official	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or permit community bulletin sign on town property, without town approval	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a temporary community sign, without town approval	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a mobile sign – closer than 30.0 meters or (98.44 ft) from any other mobile sign	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or display a mobile sign that is not located on the same property as the business which it is advertising.	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a prohibited sign on land owned by the Town	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a sidewalk sign on a public street and did not position as to provide a minimum of 1.5 meters of unobstructed sidewalk space	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a sign located on a premise which does not specifically identify or advertise a business, service, or occupant of the premises where it is located	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

Non-Controlled Town Fees

Item	2022 Fee	Proposed 2023 Fee	% Change	Tax	Unit	Notes
Did erect a vehicle/trailer sign on a non-motorized vehicle, where the purpose of the sign meets the definition of a sign under the By-law	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Operate a vehicle for hire without a licence.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Operate vehicle not licenced as a vehicle for hire.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to display taxicab plate.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to submit vehicle for inspection.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to produce licence upon demand.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Permit smoking in taxicab.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to display tariff card.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Charge fare not prescribed in fare schedule.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to accept service animal into taxicab.	400.00	400.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke on town walkway	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 m of any town facility entrance or exit	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 metres of Library Lane entrance	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 metres of Town Centre Mall	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

**THE CORPORATION OF THE
TOWN OF TILLSONBURG
BY-LAW NUMBER 2023-061**

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 'IN1-3' the zone symbol of the lands so designated 'IN1-3' on Schedule "A" attached hereto.
2. That Section 19.0 to By-Law Number 3295, as amended, is hereby further amended by adding the following subsection at the end thereof:

"19.3.3 LOCATION: SOUTH SIDE OF NORTH STREET WEST (PART LOT 8, CONCESSION 11, (DEREHAM) IN1-3 (KEY MAP 10)

19.3.3.1 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any IN1-3 zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

a cemetery.

19.3.3.2 That all of the provisions of the IN1 Zone in Section 19.2 of this By-law, as amended, shall apply; and further, that all other provisions of this By-law, as amended, that are consistent with the provisions herein shall continue to apply *mutatis mutandis*."

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

READ a first and second time this 17th day of JULY 2023.

READ a third time and finally passed this 17th day of JULY 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

ZN 7-23-01

TOWN OF TILLSONBURG

BY-LAW NUMBER 2023-061

EXPLANATORY NOTE

The purpose of By-Law Number 2023-061 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 2023-061 may contact the undersigned:

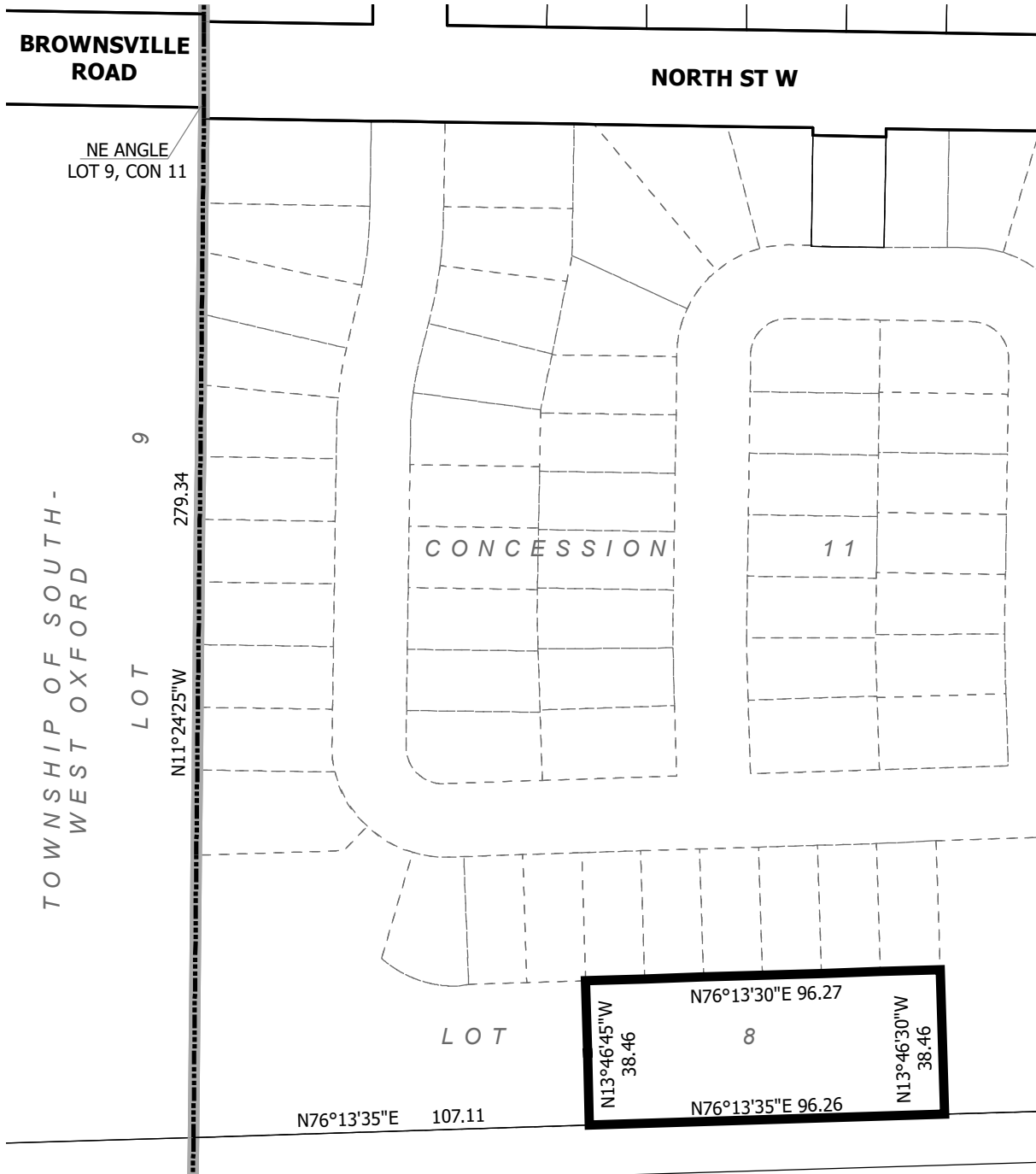
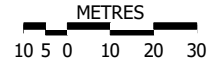
Tanya Daniels
Clerk
Town of Tillsonburg
200 Broadway, 2nd Floor
Town Centre Mall
Tillsonburg, ON N4G 5A7
Telephone: 519-688-3009 ext. 4040

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

THIS IS SCHEDULE "A"

TO BY-LAW No. _____, PASSED

THE _____ DAY OF _____, 2023



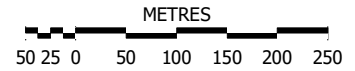
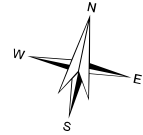
Growing stronger together

Produced By The Department of Corporate Services
Information Services ©2023

MAYOR

CLERK

KEY MAP



 LANDS TO WHICH BYLAW _____ APPLIES



Growing stronger together

Produced By The Department of Corporate Services
Information Services ©2023

**THE CORPORATION OF THE
TOWN OF TILLSONBURG
BY-LAW NUMBER 2023-062**

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 17th day of July, 2023.

READ a third time and finally passed this 17th day of July, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

ZN 7-23-02

TOWN OF TILLSONBURG

BY-LAW NUMBER 2023-062

EXPLANATORY NOTE

The purpose of By-Law Number 2023-062 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 2023-062 may contact the undersigned:

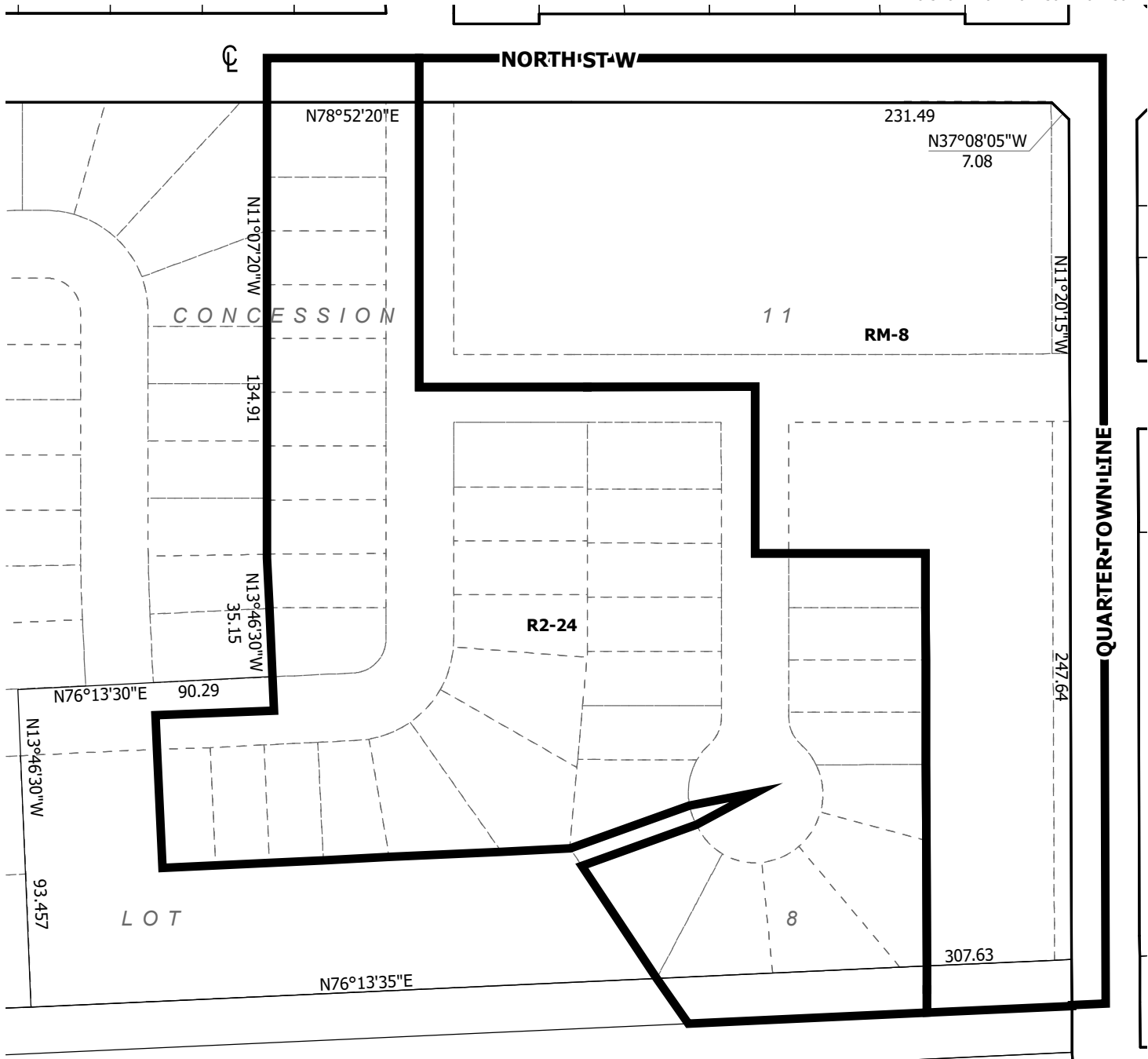
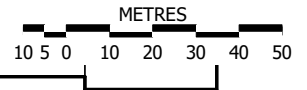
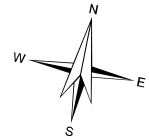
Tanya Daniels
Clerk
Town of Tillsonburg
200 Broadway, 2nd Floor
Town Centre Mall
Tillsonburg, ON N4G 5A7
Telephone: 519-688-3009 ext. 4040

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



R2-24 AREA OF ZONE CHANGE TO R2-24

RM-8 AREA OF ZONE CHANGE TO RM-8

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A"

TO BY-LAW No. _____, PASSED

THE _____ DAY OF _____, 2023

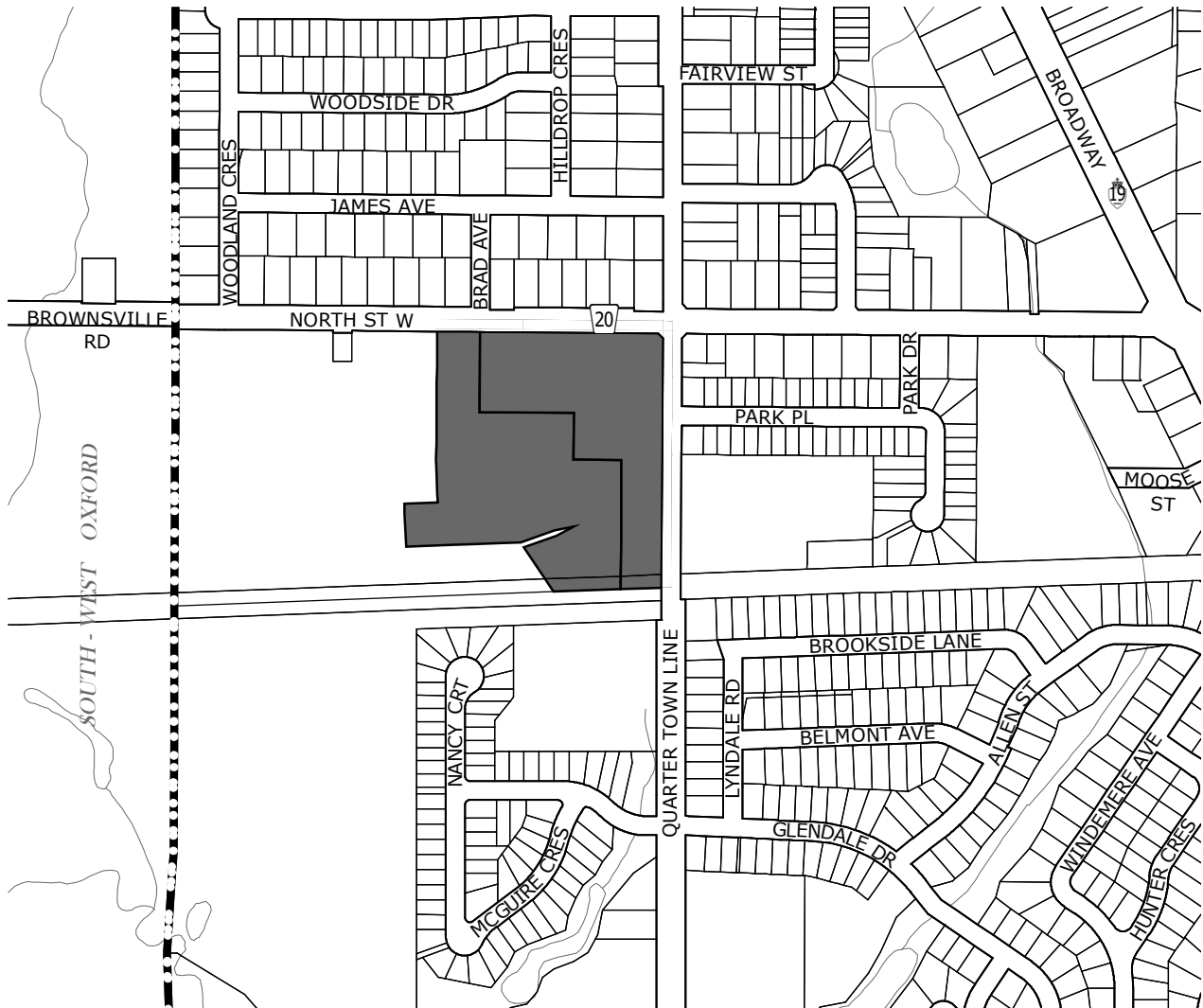
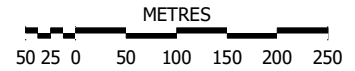
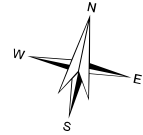


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Information Services ©2023

MAYOR

CLERK

KEY MAP



 LANDS TO WHICH BYLAW _____ APPLIES



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Information Services ©2023

**THE CORPORATION OF THE
TOWN OF TILLSONBURG
BY-LAW NUMBER 2023-063**

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 "NC-6" the zone symbol of the lands so designated "NC-6" on Schedule "A" attached hereto.
2. That Section 15.3 to By-Law Number 3295, as amended, is hereby further amended by adding the following subsection at the end thereof:

"15.3.6 LOCATION: LT 616 PL 500; PT LT 615 PL 500 NC-6 (KEY MAP 20)

15.3.6.1 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any NC-6 zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

*all uses permitted in Section 15.1;
a single detached dwelling existing on July 17, 2023;
an additional residential dwelling unit within the existing single detached dwelling.*

15.3.6.2 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any NC-6 zone *use any lot, or erect, alter, or use any building or structure* except in accordance with the following provisions:

15.3.6.2.1 Number of Additional Residential Dwelling Units within an Existing Single Detached Dwelling

Maximum	2
---------	---

15.3.6.2.2 Number of Parking Spaces

i) Minimum for an <i>existing single detached dwelling</i>	2
--	---

ii) Minimum per additional residential <i>dwelling unit</i>	1
---	---

15.3.6.3 That all of the provisions of the NC Zone in Section 15.2 of this By-Law, as amended, shall apply and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply mutatis mutandis.”

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

READ a first and second time this 17th day of July, 2023.

READ a third time and finally passed this 17th day of July, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

ZN 7-23-03

TOWN OF TILLSONBURG

BY-LAW NUMBER 2023-063

EXPLANATORY NOTE

The purpose of By-Law Number 2023-063 is to rezone the subject property from “Neighbourhood Commercial Zone (NC)’ to ‘Special Neighbourhood Commercial Zone (NC-6)’ to recognize an existing single detached dwelling on the lands and permit two Additional Residential Units (ARUs) in the existing structure.

The subject lands are described as LT 616 PL 500; PT LT 615 PL 500, Town of Tillsonburg, and known municipally as 332 Broadway. The subject lands are located on the northeast corner of Broadway and Gowrie Street East and are municipally known as 332 Broadway.

The public hearing was held on July 17, 2023. Comments from the public were received and were duly considered by Council in their deliberation on the matter.

Any person wishing further information relative to Zoning By-Law Number 2023-063 may contact the undersigned:

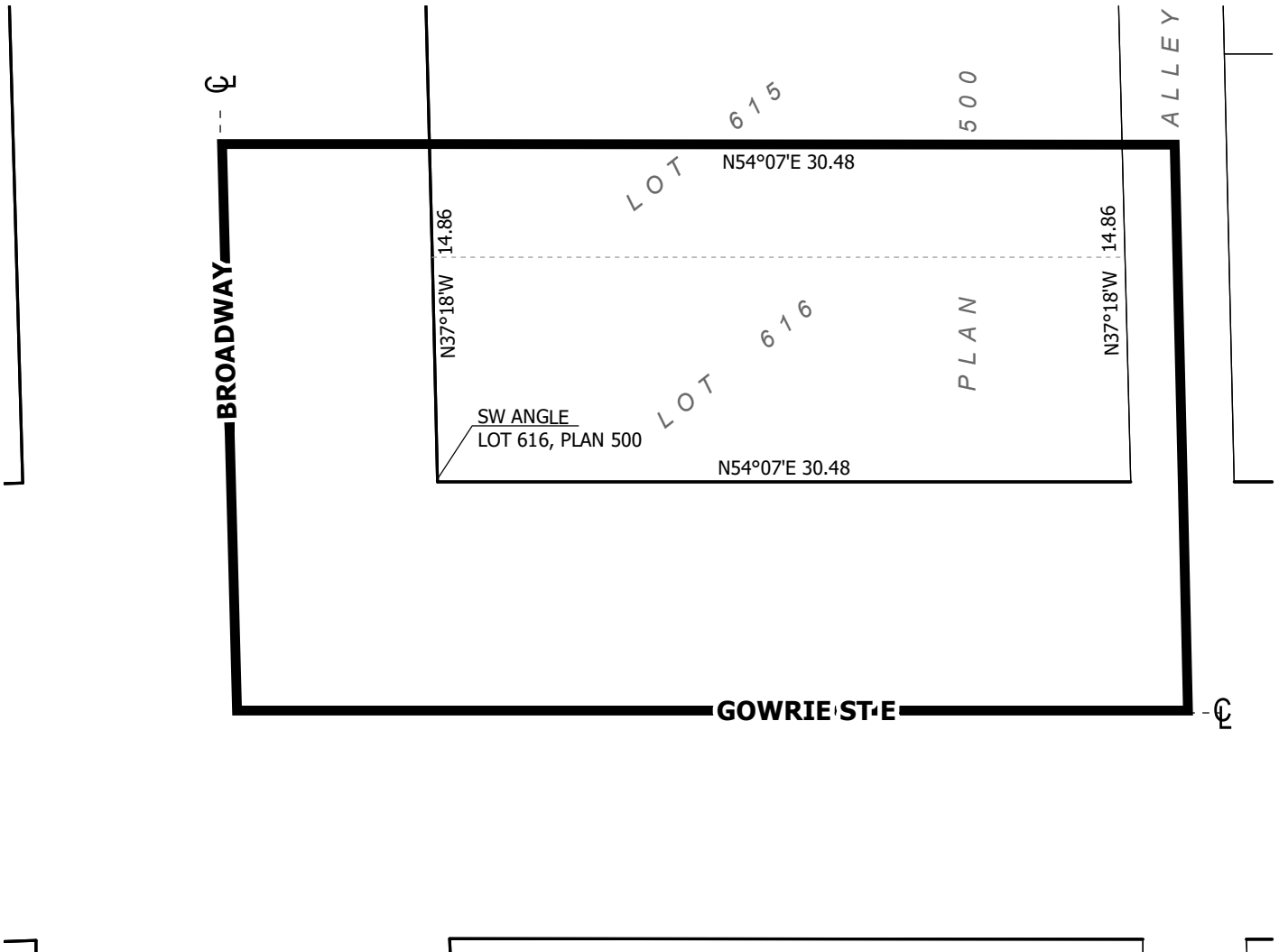
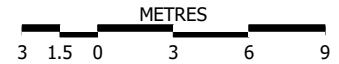
Tanya Daniels
Clerk
Town of Tillsonburg
200 Broadway, 2nd Floor
Town Centre Mall
Tillsonburg, ON N4G 5A7
Telephone: 519-688-3009 ext. 4040

File: ZN 7-23-03 (Ford)
Report No: CP 2023-208

SCHEDULE "A"

TO BY-LAW No. _____

LOT 616, PART LOT 615, JUDGE'S PLAN 500
TOWN OF TILLSONBURG



AREA OF ZONE CHANGE TO NC-6

NOTE: ALL DIMENSIONS IN METRES



Produced By The Department of Corporate Services
Information Services ©2023

THIS IS SCHEDULE "A"

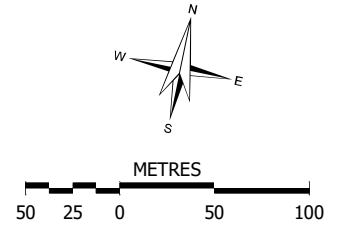
TO BY-LAW No. _____, PASSED

THE _____ DAY OF _____, 2023

MAYOR

CLERK

KEY MAP



 LANDS TO WHICH BYLAW _____ APPLIES

**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 JULY 17, 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 July 17, 2023, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. The Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Tillsonburg referred to in the preceding section.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the Town of Tillsonburg.
4. That this By-Law shall come into force and take effect on the date it is passed.

READ A FIRST AND SECOND TIME THIS 17th day of JULY, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 17th day of JULY, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels