The Corporation of the Town of Tillsonburg
Council Meeting
AGENDA

Monday, April 8, 2024
5:00 PM
LPRCA
4 Elm St
Tillsonburg

---

1. **Call to Order**

2. **Closed Session (5:00 p.m.)**

Proposed Resolution #
Moved By: _____
Seconded By: _____
THAT Council move into Closed Session to consider the following:

2.4.1 CLD-EDM-24-005 - Project Big Swing - Update Regarding Waiving of Conditions

239 (2) (c) labour relations or employee negotiations;

239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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.

2.4.2 Committee Membership Concern

239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees.

2.1 Adoption of Agenda

2.2 Disclosures of Pecuniary Interest and the Genera Nature Thereof

2.3 Adoption of Closed Session Council Minutes

2.4 Adoption of Closed Session Advisory Committee Minutes

2.5 Reports

2.5.1 Project Big Swing - Update Regarding Waiving of Conditions - CLD-EDM-24-005

239 (2) (c) labour relations or employee negotiations;

239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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.

2.5.2 Committee Membership Concern

239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees.

2.6 Back to Open Session

3. Moment of Silence

4. Adoption of Agenda

Moved By: _____
Seconded By: _____
THAT the Agenda as prepared for the Council meeting of April 8, 2024, be approved.

5. Disclosures of Pecuniary Interest and the General Nature Thereof

6. Adoption of Council Minutes of Previous Meeting

Proposed Resolution #
Moved By: _____
Seconded By: _____
THAT the Council Meeting Minutes dated March 25, 2024, be approved.

7. Presentations

7.1 Tillsonburg Volunteer Achievement Award Presentation

Dan Mahony has been selected for the 1st quarter of 2024.

Carrie Lewis, Chair of the Museum, Culture, Heritage and Special Awards Committee, will present the award.

7.2 Bridge Street Re-Imagining Task Force - Consultant Presentation

Proposed Resolution #
Moved By: _____
Seconded By: _____
THAT the presentation from SHIFT Consultants regarding the Bridge Street Re-Imagining Task Force update be received as information.

8. Public Meetings

9. Planning Reports

9.1 CP-2024-102 Application for Zone Change ZN 7-24-02 (6 Sycamore Drive)

Proposed Resolution #
Moved By: _____
Seconded By: _____
THAT Council approves the zone change application submitted by David Toth, for lands legally described as Lot 44, Plan 41M-143 in the Town of Tillsonburg, to remove the Holding Provision from lands as identified on Plate 3 of Report No. CP 2024-102.

10. Delegations

10.1 Phuong Fox Re: Tillson Avenue Crosswalk

Proposed Resolution #
Moved By: _____
Seconded By: _____

THAT the delegation from Phuong Fox Re: Tillson Avenue Crosswalk be received as information.

11. Deputation(s) on Committee Reports

11.1 CS-24-041 - Museum, Culture, Heritage and Special Awards Advisory Committee - Naming of Northcrest Parks

Proposed Resolution #

Moved By: _____

Seconded By: _____

A. THAT report CS 24-041 titled Naming of Northcrest Parks be received as information; and

B. THAT Council adopts the names of Weston Family Park and Doug Wilson Park as recommended by the Commemorative Naming Committee for the names of the two Northcrest Parks; and

C. THAT in their review of the parks, Council includes the municipal address in advertising and signage of the two parks.

12. Information Items

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT the following items be received as information:

12.1 Letter from the Hon. Prabmeet Singh Sarkaria, Minister of Transportation Re: 2023-24 Gas Tax Program

12.2 CN Re: Notice - Annual Vegetation Management Program

12.3 Long Point Region Conservation Authority Board Minutes - March 1, 2024

13. Staff Reports

13.1 Chief Administrative Officer

13.2 Corporate Services

13.2.1 CS-24-040 - Customer Service Holiday Hours Review

Moved By: _____

Seconded By: _____

A. THAT report titled “Customer Service Holiday Hours Review” be received as information; and

B. THAT staff be directed to proceed with aligning the Customer Service Centre opening schedule with Corporate Offices.

13.3 Economic Development

13.3.1 EDM-24-014 - Lease of a Portion of the Hale Street Right-of-Way - Sonbeam Christian Day Care

Moved By: _____

Seconded By: _____

A. THAT report EDM 24-014 titled “Lease of a Portion of the Hale Street Right-of-Way – Sonbeam Christian Day Care” be received; and,

B. THAT a bylaw be brought forward authorizing the Mayor and Clerk to enter into a lease agreement with Sonbeam Christian Day Care (Tillsonburg) Inc for the lands described as part of Hale Street, Judge’s Plan 500, between Bidwell Street and Raccoon Alley subject to the Lease Agreement being revised to reflect a lease rate of $1,348 plus HST.

13.3.2 EDM-24-015 - Bridge Street Re-Imagining Task Force - Update to Council

Moved By: _____

Seconded By: _____

A. THAT report EDM 2024-015 titled “Bridge Street Re-Imagining Task Force – Update to Council” be received as information; and,

B. THAT, concurrent with the public consultation, the proposed Streetscape Plan be referred to Town Departments for review and comment.

13.4 Finance

13.4.1 FIN-24-010 - Development Charges Exemptions Policy Review

Moved By: _____

Seconded By: _____

A. THAT report FIN 24-010 titled “Development Charges Exemptions Policy Review” be received as information; and

B. Option 1: THAT the non-residential and industrial exemptions remain in the 2024 DC by-law update;

OR

A. Option 2: THAT consideration on the removal of non-residential or industrial exemptions be presented to the public for input, as part of releasing the detailed background study and part of the public meeting of Council.

13.4.2 FIN-24-017 - 2023 Assessment Base Management

Moved By: _____

Seconded By: _____

THAT report FIN 24-017 titled 2023 Assessment Base Management be received as information.

13.4.3 FIN-24-018 - Accounts Receivable Update

Moved By: _____

Seconded By: _____

A. THAT report FIN 24-018 titled Accounts Receivable Update be received as information; and

B. THAT Council direct staff to proceed with adding unpaid overdue accounts receivable invoices to eligible property tax accounts, where current collection efforts have been exhausted and where the Town has the authority to add these charges to the tax roll under the *Municipal Act, 2001,* as amended.

13.5 Fire and Emergency Services

13.6 Operations and Development

13.7 Recreation, Culture and Parks

13.7.1 RCP-24-010 - Tillsonburg Skate Shop Lease Extension

Moved By: _____

Seconded By: _____

A. THAT report titled RCP 24-010 Tillsonburg Skate Shop Lease Extension be received as information; and

B. THAT the proposed agreement to extend the Tillsonburg Skate Shop lease for three years be granted as outlined within report RCP 24-010 be approved; and

C. THAT a By-Law to authorize the Mayor and Clerk to execute the Agreement be presented to Council for consideration.

14. New Business

15. Consideration of Minutes

15.1 Advisory Committee Minutes

15.2 Police Services Board

Proposed Resolution #
Moved By: _____
Seconded By: _____
THAT the Tillsonburg Police Services Board minutes of January 17, 2024, be received as information.

16. Motions/Notice of Motions

16.1 Deputy Mayor Beres - Support for Bill C-310 An Act to amend the Income Tax Act regarding Volunteer Firefighting and Search and Rescue Volunteer Tax Credit

Proposed Resolution #
Moved By: Deputy Mayor Beres
Seconded By: _____
WHEREAS Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities. Many of these individuals receive some form of pay on call, an honorarium, or are given some funding to cover expenses, but they do not draw a living wage from firefighting. About 30% of them pay out of pocket to cover expenses associated with the service they provide to their community. An additional 3,000 search and rescue volunteers also offer critical services. Our own fire services in which we are proud fall into this category; and

WHEREAS without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage. The local tax base just can’t handle the cost of a career department at this time;

BE IT THEREFORE RESOLVED

THAT The Town of Tillsonburg call upon the Government of Canada to support Bill C-310, an act to amend the Income Tax Act regarding Volunteer Fire Fighting and Search and Rescue Volunteer Tax Credit, and enact amendments to subsections 118.06(2) and 118.07(2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from $3,000 to $10,000.

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

Proposed Resolution #
Moved By: _____
Seconded By: _____
THAT the following By-Laws be read for a first, second, third and final reading and that the Mayor and Clerk be and are hereby authorized to sign the same, and place the corporate

seal thereunto:

18.1 By-Law 2023-022 A BY-LAW to authorize an agreement with Don Huras of Northlands Adventure Properties Inc. for the provision of consulting services as the Tillsonburg Regional Airport Management Firm

18.2 By-Law 2024-034 A BY-LAW to Authorize a Lease Agreement between the Corporation of the Town of Tillsonburg and the Tillsonburg Skate Shop (Doug Holman)

18.3 By-Law 2024-037 A By-Law to Amend Zoning By-Law Number 3295, as amended (ZN 7-24-02)

19. Confirm Proceedings By-law

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT By-Law 2024-039 A By-Law to Confirm the Proceedings of the Council Meeting of April 8, 2024, 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

The Corporation of the Town of Tillsonburg

Council Meeting

MINUTES

Monday, March 25, 2024
6:00 PM
LPRCA
4 Elm St
Tillsonburg

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
Renato Pullia, Interim Director of Finance/Treasurer
Julie Columbus, Director of Recreations, Culture & Parks
Cephas Panschow, Development Commissioner
Richard Sparham, Manager of Public Works
Julie Ellis, Deputy Clerk

---

1. Call to Order

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

2. Closed Session

3. Moment of Silence

4. Adoption of Agenda

Resolution # 2024-131

Moved By: Councillor Rosehart
Seconded By: Deputy Mayor Beres

THAT the Agenda as prepared for the Council meeting of March 25, 2024, be approved.

Carried

5. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

6. Adoption of Council Minutes of Previous Meeting

Resolution # 2024-132

Moved By: Councillor Parsons
Seconded By: Councillor Luciani

THAT the Council Meeting minutes of March 11, 2024, be approved.

Carried

7. Presentations

8. Public Meetings

8.1 CP2024-100 - Application for Minor Variance A01-24 (102 Lisgar Avenue)

Resolution # 2024-133

Moved By: Councillor Spencer
Seconded By: Councillor Parsons

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

Carried

Laurel Davies-Snyder, Oxford County Planner, attended before Committee and provided an overview of the application for Minor Variance A01-24.

Mr. Dave Clergy, owner, attended before Committee to speak in favour of the application.

Resolution # 2024-134

Moved By: Councillor Parker
Seconded By: Councillor Spencer

THAT the Town of Tillsonburg Committee of Adjustment approve Application File A01-24 submitted by Dave Clergy and Margaret Wild for lands described as Lot 162, Plan 500 in the Town of Tillsonburg as it relates to:

1. Relief from Section 6.2 – Zone Provisions – Table 6.2: Zone Provisions – Exterior Side Yard, Minimum Width, to reduce the minimum required side yard from 7.5 m (24.6 ft) to 2.9 m (9.5 ft); and,

2. Relief from Section 5.37.1 – Permitted Projections – Table 5.37.1: Permitted Projections Into Required Yards – to reduce the minimum required exterior side yard setback from 3 m (9.84 ft) to 2.9 m (9.5 ft).

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief are considered minor variances from the provisions of the Town's Zoning By-law in that the requested relief from exterior side yard width and increased projection into the exterior side yard will not impact neighbouring properties, is compatible with surrounding land uses, is minor, and is desirable for the development of the lands.

2. The proposed relief maintains the general intent and purpose of the Town's Zoning By-law, and no negative impacts are anticipated due to the proposed reduction in the required yard and increased projection into the required yards.

3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law, the use is compatible with, and complimentary to, proposed development in the area.

4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Low Density Residential designation.

Carried

Resolution # 2024-135

Moved By: Councillor Spencer
Seconded By: Councillor Luciani

THAT Council move out of Committee of Adjustment and move back into regular Council session at 6:12 p.m.

Carried

9. Planning Reports

10. Delegations

11. Deputation(s) on Committee Reports

12. Information Items

Resolution # 2024-136

Moved By: Deputy Mayor Beres
Seconded By: Councillor Rosehart

THAT the following information items be received as information:

12.1 Long Point Region Conservation Authority (LRPCA) - 2023 Financial Statements and Annual Report

Carried

13. Staff Reports

13.1 Chief Administrative Officer

13.2 Corporate Services

13.2.1 CS-24-024 - Tillsonburg Police Services Board Realignment

Julie Ellis, Deputy Clerk, provided an overview of report CS-24-024.

Resolution # 2024-137

Moved By: Councillor Luciani
Seconded By: Councillor Parsons

A. THAT report CS-24-024 titled Police Services Board Alignment be received as information; and

B. THAT Council appoint Larry Scanlan as a Municipal Appointees for the 2022 - 2026 Term of Council; and

C. THAT Deb Gilvesy and Chris Rosehart be appointed as the Council Representatives to the Police Services Board for the 2022-2026 Term of Council; and

D. THAT a By-Law be brought forward to Council for consideration to appoint the above members to the Police Services Board; and

E. THAT the current Town of Tillsonburg Police Services Board be disbanded, effective March 31, 2024; and

F. THAT a By-Law be brought forward to dissolve the current Tillsonburg Police Services Board and repeal all previous by-laws pertaining to the Police Services Board.

Carried

13.2.2 CS-24-029 - EDAC Committee Membership

Resolution # 2024-138

Moved By: Councillor Parker
Seconded By: Councillor Rosehart

A. THAT report CS 24-029 titled Economic Development Advisory Committee (EDAC) Membership be received as information; and

B. THAT Cedric Tomico be added to the Economic Development Advisory Committee; and

C. THAT the Terms of Reference for the Economic Development Advisory Committee be amended to expand by one member; and

D. THAT a By-Law be presented to Council for consideration to effect the membership expansion and appointment.

Defeated

13.3 Economic Development

13.3.1 EDM-24-012 - Approval for Out-of-Country Event Attendance - Hannover Messe

Cephas Panschow, Development Commissioner, provided an overview of item 13.3.1 and answered questions from members of Council.

Moved By: Deputy Mayor Beres
Seconded By: Councillor Parker

A. THAT report EDM 24-012 Approval for Out-of-Country Event Attendance – Hannover Messe be received; and,

B. THAT the Development Commissioner be authorized to travel to the Hannover Messe as part of the Town's obligations in partnership with the Southwestern Ontario Marketing Alliance; and

C. THAT staff be directed to include within annual Business Plans or a stand alone report a summary of the travel reporting on the value of the initiative.

Carried

13.3.2 EDM-24-011 - Acquisition of Dereham Drive Extension from the Thames Valley District School Board

Cephas Panschow, Development Commissioner, provided an overview of item 13.3.2 and answered questions from members of Council.

Resolution # 2024-140

Moved By: Councillor Parsons
Seconded By: Councillor Luciani

A. THAT report EDM 24-011 titled Acquisition of Dereham Drive Extension from the Thames Valley District School Board be received; and,

B. THAT the authorization to transfer the constructed Grandview Drive Right-of-Way to the Thames Valley District School Board in exchange for the Dereham Drive Right-of-Way, as approved by Council on January 27, 2022, be rescinded; and,

C. That Grandview Drive, described as Parts 2 and 3, Plan 41R-9064, be opened as a municipal roadway; and,

D. THAT the Mayor and Clerk be authorized to enter into an Agreement of Purchase and Sale to acquire the constructed Dereham Drive Extension Right-of-Way lands, described as Part of Lot 8, Concession 12, Dereham, further designated as Part 1 on Plan 41R-9064, from the Thames Valley District School Board; and,

E. That the Site Plan Agreement between the Town of Tillsonburg and the Thames Valley District School Board, dated June 30, 2014, be amended to remove “The Town hereby agrees to deed the stub of Grandview Drive, as shown on Schedule “C” as Part 2 and Part 3, to the Owner” from Clause 27; and,

F. THAT a By-law to repeal Bylaw 2022-034, being a bylaw to close a portion of a Municipal public roadway known as Grandview Drive, described as Parts 2 and 3, Plan 41R-9064, Grandview Drive and to deem lands Surplus to the needs of the Town, be presented to Council for consideration; and

G. THAT bylaws be presented to authorize the execution of the Agreement of Purchase and Sale and all documents required to effect the acquisition of this property and the re-opening of Grandview Drive to Council for consideration.

Carried

13.3.3 EDM-24-013 - Award of RFP 2023-014 - Engineering Consulting Design Services VIP Phase 2

Cephas Panschow, Development Commissioner, provided an overview of item 13.3.3 and answered questions from members of Council.

Resolution # 2024-141

Moved By: Councillor Parker
Seconded By: Deputy Mayor Beres

A. THAT report EDM 24-013 titled Award of RFP 2023-014 – Engineering Consulting Design Services VIP Phase 2 be received; and,

B. THAT Council award RFP 2023-014 – Engineering Consulting Design Services VIP Phase 2 to Dillon Consulting Limited - the highest rated proposal satisfying the Request for Proposal requirements; and,

C. THAT funding of up to $700,000 plus net HST for contract and related investigations and legal plans be approved within the Project 818: VIP Phase 2 Construction budget; and

D. THAT the Development Commissioner be delegated authority to execute the contract and related documents necessary to retain Dillon Consulting Limited for engineering services for Phase 2 of the Van Norman Innovation Park.

Carried

13.3.4 EDM-24-010 - Industrial Land Lease for Agricultural Purposes

Cephas Panschow, Development Commissioner, provided an overview of item 13.3.4 and answered questions from members of Council.

Resolution # 2024-142

Moved By: Councillor Luciani
Seconded By: Councillor Rosehart

A. THAT report EDM 24-010 Industrial Land Lease for Agricultural Purposes be received; and,

B. THAT a bylaw be brought forward to authorize the Mayor and Clerk to enter into a lease agreement with VanQuaethem Farms Ltd for the lands described as:

   a. Part of Lots 3 and 4, Concession 5 NTR Middleton, and more particularly described as Part 2, Plan 37R-283 and

Parts 10 and 11, Plan 41R-10104, comprising approximately 66 acres of farmable land; and,

b. Lands located on the east side of Highway 19 (Vienna Road), legally described as part of Lots 8 and 9, Concession 4, NTR, and more particularly described as Lots 1613 and 1638B, Plan 500, comprising of approximately 17 acres of farmable lands; and,

c. Part of Lots 2 and 3, Concession 5 NTR Middleton, and more particularly described as part of Part 1, Plan 37R352, comprising approximately 52 acres of farmable land.

Carried

13.4 Finance

13.4.1 FIN-24-009 - 2023 Council Remuneration and Expense Report

Renato Pullia, Acting Director of Finance/Treasurer, provided an overview of item 13.4.1. and answered various questions from Members of Council.

Resolution # 2024-143

Moved By: Deputy Mayor Beres
Seconded By: Councillor Parker

A. THAT report FIN 24-009 titled “2023 Council Remuneration & Expenses Report” be received as information; and

B. THAT staff review Policy 2-008, Council Expense Policy, with respect to eligible expenses and allocation amounts, and bring back a report within Q3 2024, meeting with recommended revisions.

Carried

13.5 Fire and Emergency Services

13.6 Operations and Development

13.6.1 OPD 24-014 - Hangar Land Lease Agreement Taxiway G3-7

Richard Sparham, Manager of Public Works, attended before Council to provide an overview of Item 13.6.1. and answered various questions from Members of Council.

Moved By: Councillor Parker
Seconded By: Councillor Rosehart

A. THAT report OPD 24-014 titled Hangar Land Lease Agreement Taxiway G3-7 be received as information; and

B. THAT a By-law to execute the Hanger Land Lease Agreement for Taxiway G3 Lot #7 with 1467246 Ontario Inc. (Geoff Lee) be brought forward for Council consideration

C. AND THAT the Mayor and CAO be authorized to enter into a new Land Lease Agreement for Taxiway G3 Lot #7 with 1467246 Ontario Inc. (Geoff Lee)

Resolution # 2024-144

Moved By: Councillor Parker
Seconded By: Councillor Rosehart

THAT Item 13.6.2 be referred to staff for completion of legal reviews.

Carried

13.6.2 OPD 24-015 Hangar Land Lease Agreement Taxiway C1-11

Richard Sparham, Manager of Public Works, attended before Council to provide an overview of Item 13.6.2. and answered various questions from Members of Council.

Resolution # 2024-145

Moved By: Deputy Mayor Beres
Seconded By: Councillor Spencer

A. THAT report OPD 24-015 titled Hangar Land Lease Agreement Taxiway C1-11 be received as information; and

B. THAT a By-law to execute the Hanger Land Lease Agreement for Taxiway C1 Lot #11 with 2664165 Ontario Ltd. (Jeff Howe) be brought forward for Council consideration; and

C. THAT the Mayor and CAO be authorized to enter into a new Land Lease Agreement for Taxiway C1 Lot #11 with 2664165 Ontario Ltd. (Jeff Howe)

Carried

13.7 Recreation, Culture and Parks

13.7.1 RCP-24-016 - TCC Family Day event

Julie Columbus, Director of Recreation, Culture and Parks, provided an overview of Item 13.7.1.

Resolution # 2024-146

Moved By: Councillor Rosehart
Seconded By: Councillor Parsons

THAT report TCC Family Day Event – RCP-24-016 be received as information.

Carried

14. New Business

15. Consideration of Minutes

15.1 Advisory Committee Minutes

Resolution # 2024-147

Moved By: Councillor Luciani
Seconded By: Councillor Parker

THAT the following minutes of Advisory Committees be received as information:

- Youth Advisory Council minutes of March 6, 2024
- Recreation and Sports Advisory Committee minutes of March 7, 2024
- Economic Development Advisory Committee minutes of March 12, 2024
- Accessibility Advisory Committee minutes of March 19, 2024

- Museum, Culture, Heritage and Special Awards Advisory Committee minutes of March 20, 2024

Carried

16. Motions/Notice of Motions

16.1 Mayor Gilvesy - Organizational Structure

Mayor Gilvesy left the Chair to present the motion. Deputy Mayor Beres assumed the Chair.

The motion was withdrawn.

Moved By: Mayor Gilvesy
Seconded By: Councillor Parker

WHEREAS the Town of Tillsonburg has seen exponential growth and development over the past many years; and

WHEREAS the organizational structure has seen many changes in reflection of this growth; and

WHEREAS Council recognizes they have one direct employee being the Chief Administrative Officer; and

WHEREAS Council wishes to have the Chief Administrative Officer do an overview of the current organizational structure to be updated on the various structures under the responsibility of the Chief Administrative Officer;

BE IT RESOLVED:

A. THAT staff be directed to provide a report to Council demonstrating the current organization structure; and

B. THAT included within the report be graphic organizational charts identifying roles and work locations; and

C. THAT the report be completed prior to the budget commencement for 2025.

Mayor Gilvesy resumed the Chair.

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

Mayor Gilvesy reassumed the Chair.

By-Law 2024-032 was removed as the item was referred to Staff.

Resolution # 2024-148

Moved By: Councillor Parsons
Seconded By: Councillor Luciani

THAT the following By-Laws be read for a first, second, and third and final time and that the Mayor and Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

18.1 By-Law 2024-027 A BY-LAW to repeal By-Law 2022-034, being a by-law to close a portion of a Municipal public roadway known as Grandview Drive

18.2 By-Law 2024-028 A BY-LAW to authorize an agreement of purchase and sale with the Thames Valley District School Board

18.3 By-Law 2024-029 A BY-LAW to authorize the execution of an agreement with The Ventin Group Ltd. for the provision of professional architectural services

18.4 By-Law 2024-030 - A BY-LAW to Disband the Town of Tillsonburg Police Services Board, effective March 31,2024.

18.5 By-Law 2024-031 A BY-LAW to authorize an industrial land lease agreement between the Town of Tillsonburg and VanQuaethem Farms Ltd. for agricultural purposes.

18.6 By-Law 2024-032 - A BY-LAW to enter into an Airport Hangar Land Lease Agreement with 1467246 Ontario Inc. (Geoff Lee) for Taxiway G3-7

REMOVED - Item associated was referred to Staff.

18.7 By-Law 2024-033 A BY-LAW to enter into an Airport Hangar Land Lease Agreement with 2664165 Ontario Inc. (Jeff Howe) for Taxiway C1-11

18.8 By-Law 2024-036 A BY-LAW to appoint members to the Tillsonburg Police Services Board

Carried

19. Confirm Proceedings By-law

Resolution # 2024-149

Moved By: Councillor Spencer
Seconded By: Councillor Parsons

THAT By-Law 2024-035 be read for a first, second and third and final reading and that the Mayor and Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

Carried

20. Items of Public Interest

Deputy Mayor Beres presented a notice of motion regarding Support of Bill C-310: An Act to Amend the Income Tax Act (Volunteer Firefighting and Search and Rescue Volunteer Tax Credit).

The following motion will be presented at the April 8, 2024 Council Meeting.

> WHEREAS Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities. Many of these individuals receive some form of pay on call, an honorarium, or are given some funding to cover expenses, but they do not draw a living wage from firefighting. About 30% of them pay out of pocket to cover expenses associated with the service they provide to their community. An additional 3,000 search and rescue volunteers also offer critical services. Our own fire services in which we are proud fall into this category; and
>
> WHEREAS without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage. The local tax base just can't handle the cost of a career department at this time;
>
> BE IT THEREFORE RESOLVED
>
> THAT The Town of Tillsonburg call upon the Government of Canada to support Bill C-310, an act to amend the Income Tax Act regarding Volunteer Fire Fighting and Search and Rescue Volunteer Tax Credit, and enact amendments to subsections 118.06(2) and 118.07(2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from $3,000 to $10,000.

21. Adjournment

Moved By: Councillor Rosehart
Seconded By: Deputy Mayor Beres

THAT the Council meeting of March 25, 2024 be adjourned at 7:42 p.m.

Carried

BRIDGE STREET STREETSCAPE PLAN

Council Update
April 8th, 2024

Tillsonburg
CONNECTED. ENRICHED. INSPIRED.

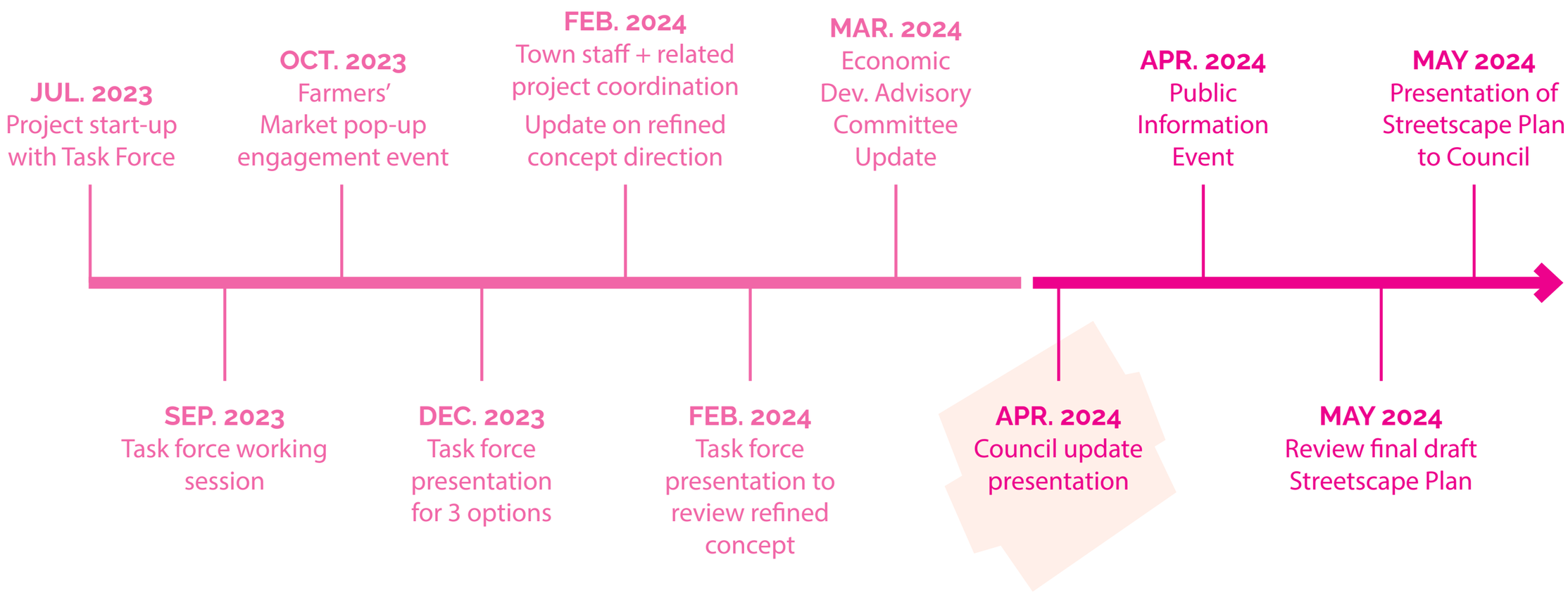
SHIFT
landscape architecture

AGENDA

Items for today:

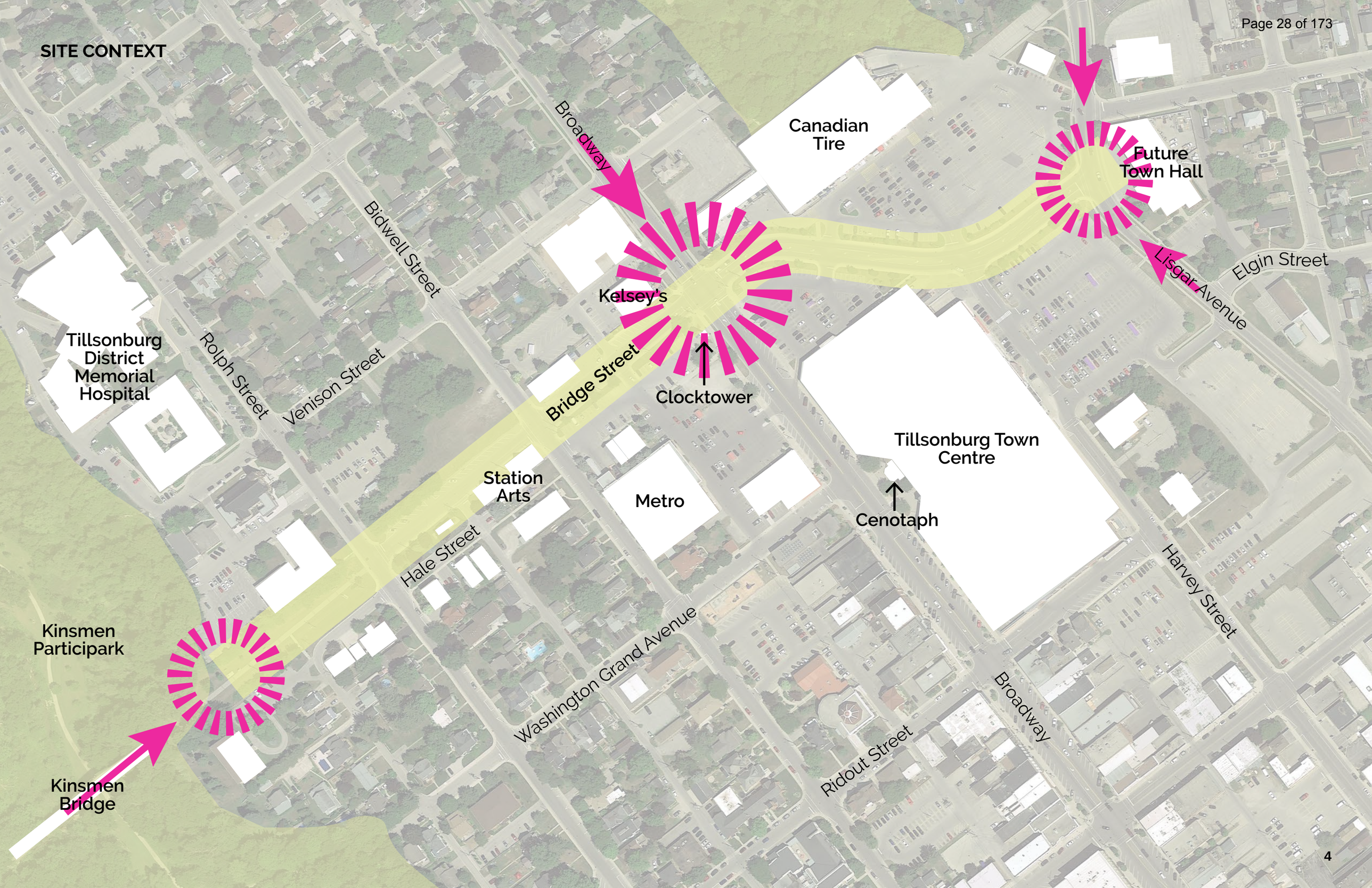
- Overview of the project
- Current phase
- Next steps

PROJECT TIMELINE



SITE CONTEXT - TOWN

SITE CONTEXT



THE VISION + GOALS

Bridge Street is an important link in Tillsonburg that supports public spaces and important cultural landmarks. **The street is deeply connected to the history of the Town, and with anticipated new development, it will be a vital part of Tillsonburg's future.** The Civic Green Link concept envisions Bridge Street as a ribbon of vibrant and flexible public space that connects the Kinsmen Bridge with the future Town Hall. This ribbon weaves along the street, between existing spaces including Veteran's Memorial Walkway, Station Arts, the Clocktower Plaza, and a public plaza at Town Hall.

The Civic Green Link supports all modes of transportation, with a focus on an improved pedestrian experience, dedicated space for cycling, and carefully considered updates to vehicle traffic flow and parking. It anticipates future development and works to provide a future-ready vision for the Town's public realm.

Goals:

1. Establish an identify for Bridge Street that **creates a continuous experience** across its entire length, from the Kinsmen Bridge to Town Hall.
2. Create **functional, adaptable, and comfortable meeting spaces** which can accommodate large events and day-to-day, passive uses.
3. Integrate historic and cultural elements into the streetscape, **telling the story of Bridge Street** and the Town through the public realm.
4. **Integrate green spaces** and planting throughout the entire street.
5. **Improve services and infrastructure** to support future development and integration of sustainable technologies (e.g. low-impact design, stormwater management).
6. Support accessibility, ensuring that Bridge Street is **a safe and comfortable space for all users**.
7. Strategically provide appropriate resources, including parking, in locations that **enhance rather than restrict the public realm** and access to facilities.
8. Explore **how future development along the Bridge Street corridor can be integrated** to enhance the public realm.

PIECES OF HISTORY

324 OXFORD COUNTY DIRECTORY.

JOHN SMITH,

TILSONBURG

SAW AND PLANING MILL

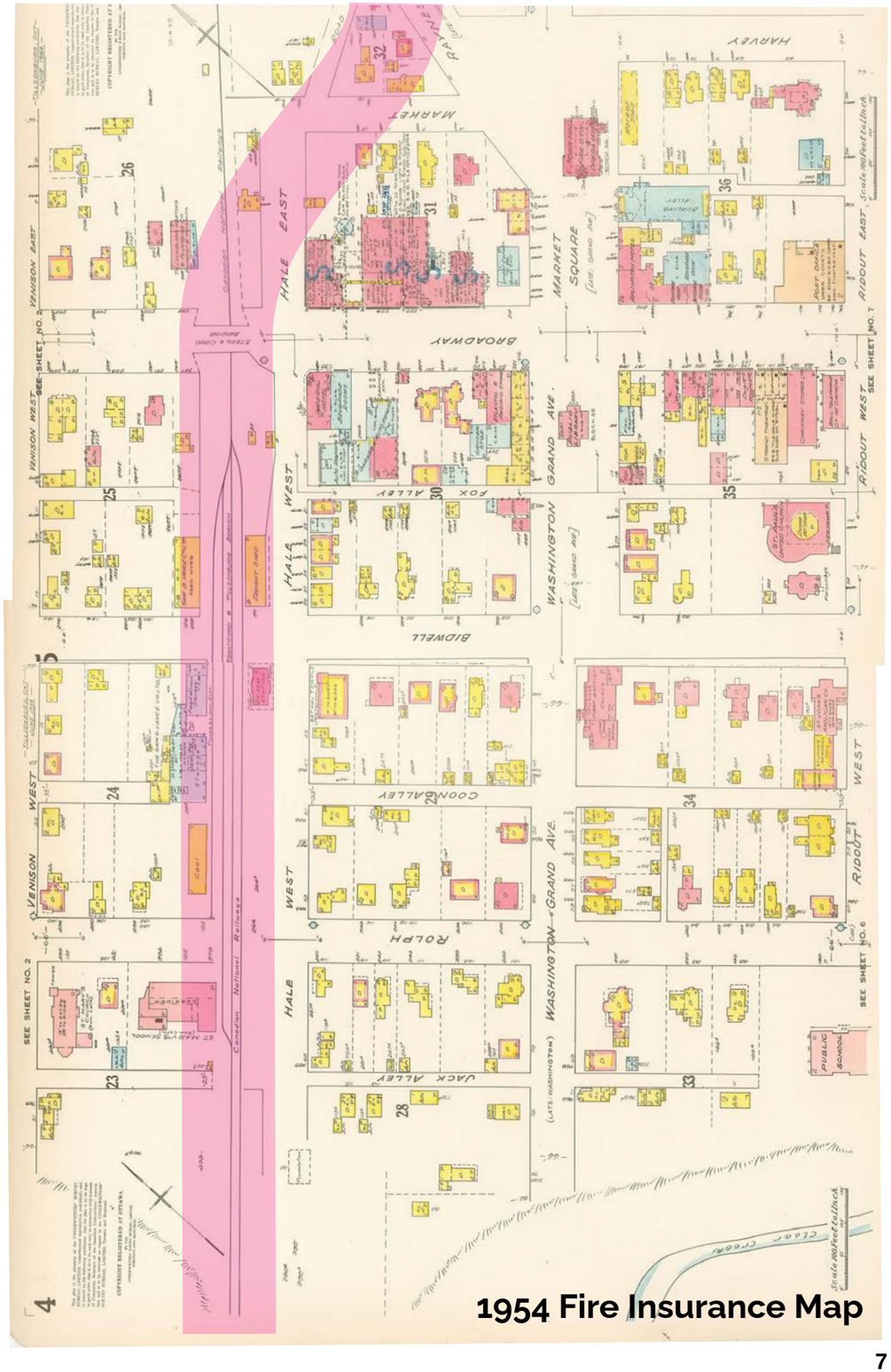
AND DOOR AND SASH FACTORY.

PLANS & SPECIFICATIONS

Prepared and contract prices offered for every description of building, in Town or Country.

Frames Doors, Sash, Mouldings, Brackets, Stair Turnings, etc., kept constantly on hand at lowest Cash Prices. Planing and Custom Sawing done at the lowest prices.

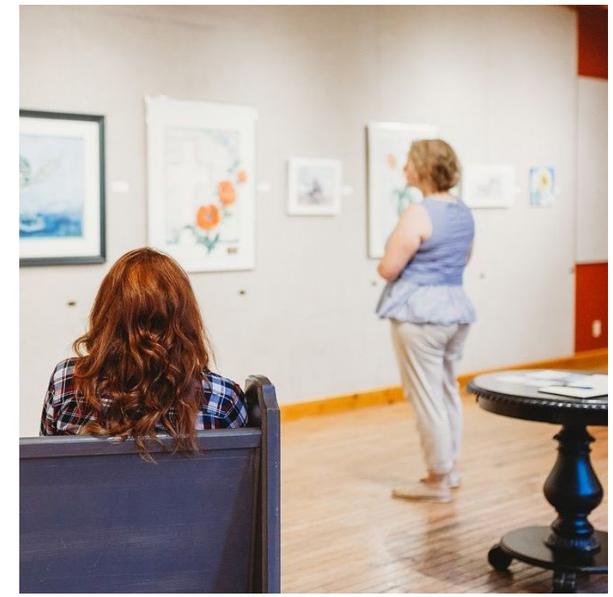
PIECES OF HISTORY



1954 Fire Insurance Map

PROGRESS + GROWTH

DOWNTOWN TILLSONBURG
eat. shop. live. explore.



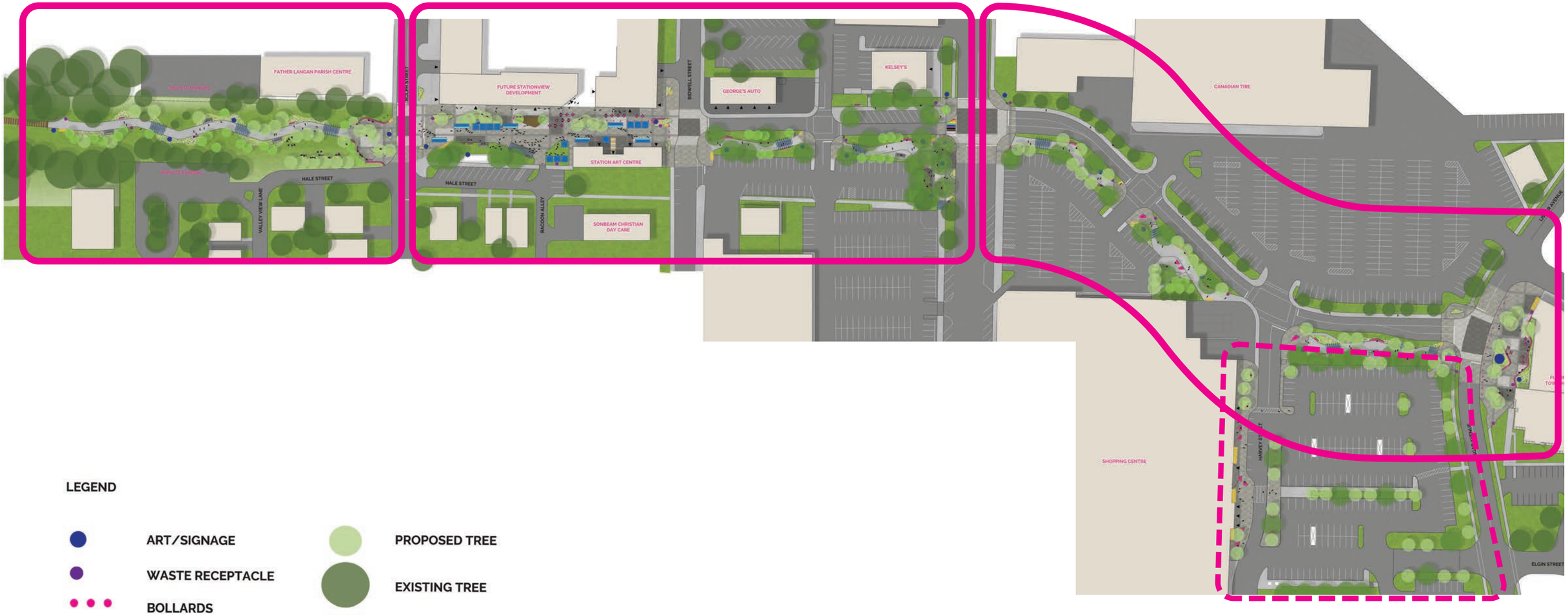
THE REFINED CONCEPT PLAN

REFINED STREETSCAPE CONCEPT PLAN

SECTION 1
Kinsmen Bridge to Rolph St.

SECTION 2
Rolph St. to Broadway

SECTION 3
Broadway to Lisgar Ave.



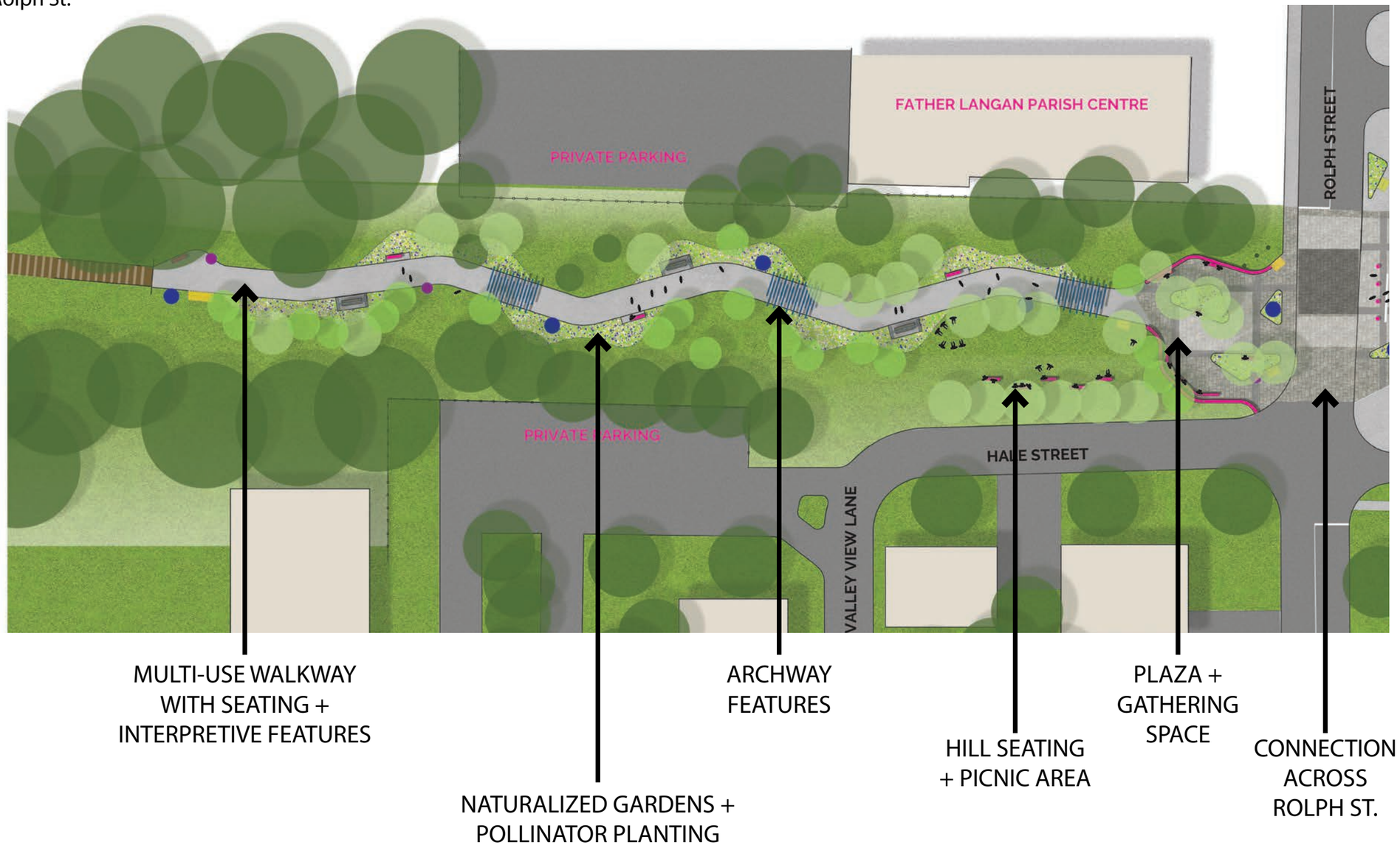
SECTION 4
Town Centre
parking connections

LEGEND

- ART/SIGNAGE
- WASTE RECEPTACLE
- BOLLARDS
- SEATING
- BIKE RACK
- SHADE STRUCTURE / ARCHWAY
- PROPOSED TREE
- EXISTING TREE
- CONCRETE PAVERS
- CONCRETE
- PEOPLE

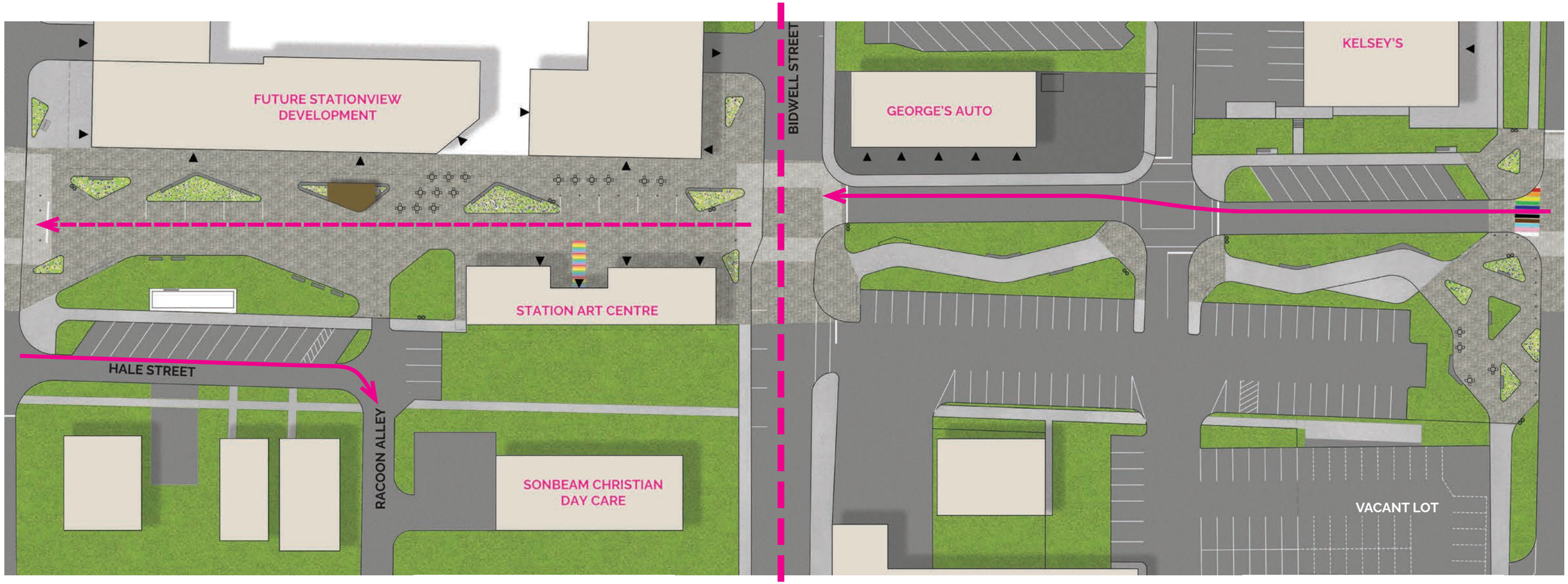
VETERAN'S MEMORIAL WALKWAY + PARK

Kinsmen Bridge to Rolph St.



BRIDGE STREET PEDESTRIAN SPACE + ONE-WAY ROUTE

Rolph St. to Broadway



PARKING IMPACTS

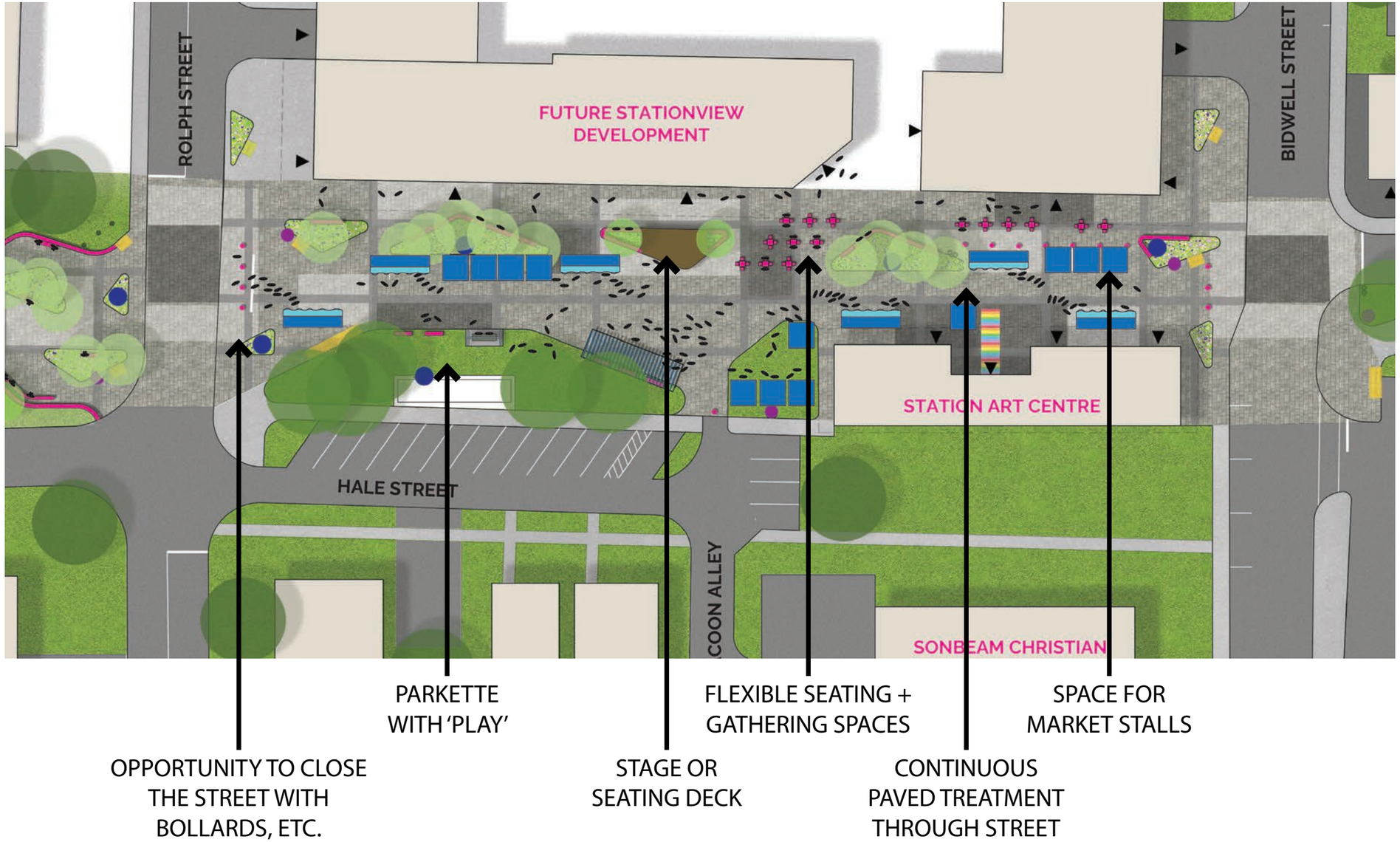
Existing spaces:	20
Proposed spaces:	19
Net:	-1

PARKING IMPACTS

Existing spaces:	56
Proposed spaces:	61
Net:	+5

BRIDGE STREET PEDESTRIAN SPACE

Rolph St. to Bidwell (Station Arts + Stationview area)



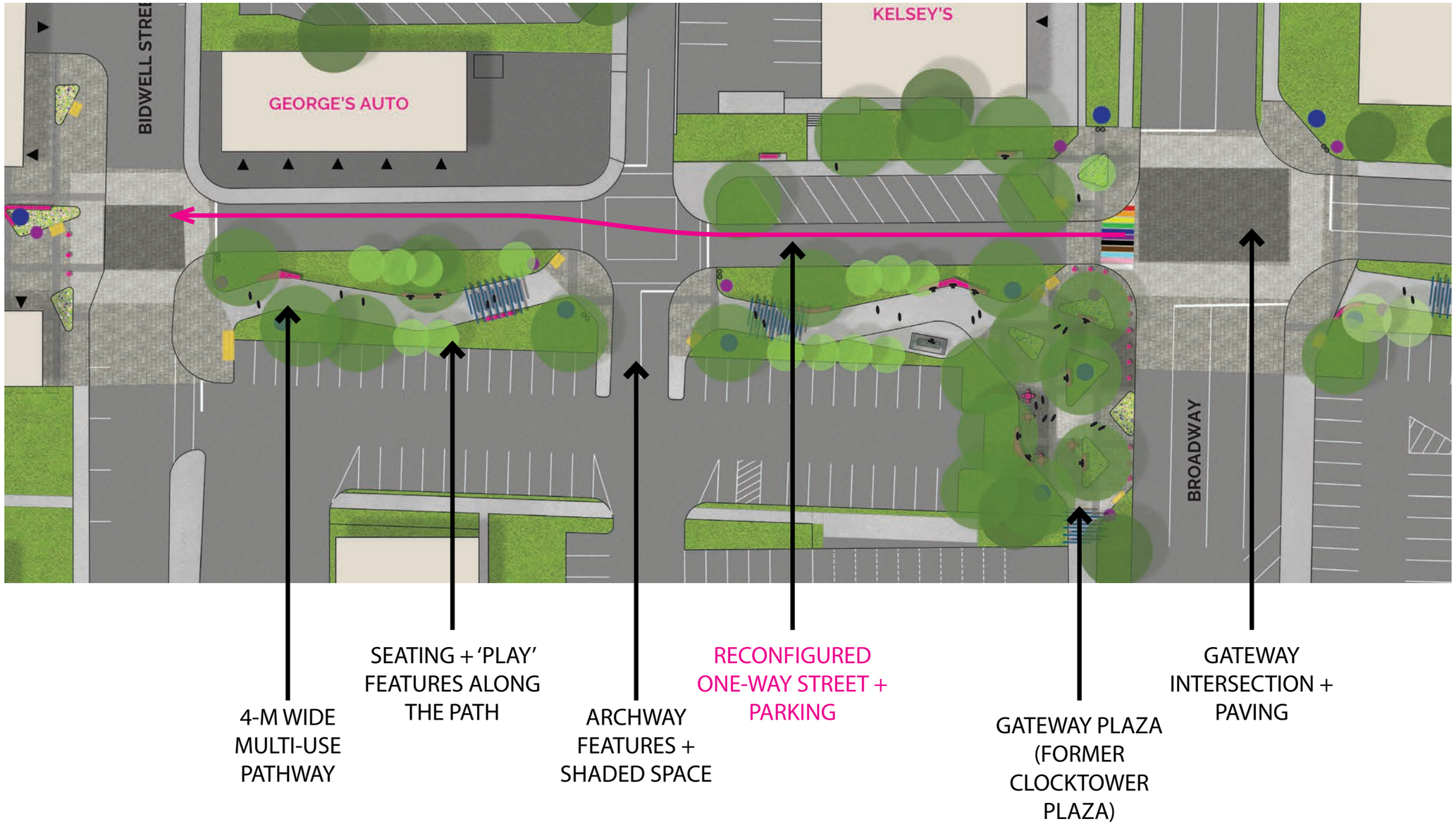
MARKET EVENT

VISION FOR PEDESTRIAN-FOCUSED BRIDGE STREET

EVERYDAY

BRIDGE STREET ONE-WAY ROUTE

Bidwell St. to Broadway



BRIDGE STREET LINEAR PARK

Broadway to Lisgar Ave.

PARKING IMPACTS

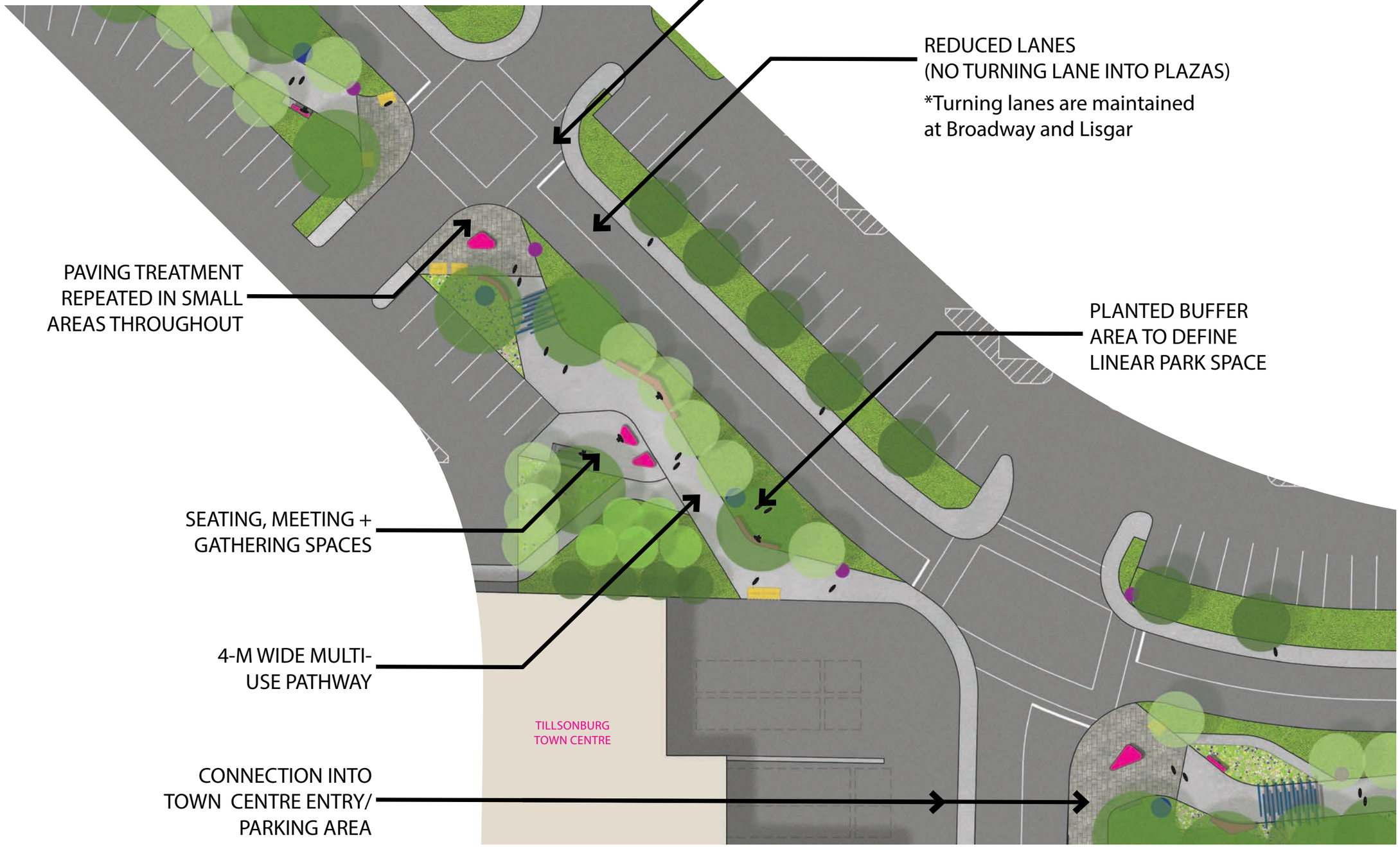
Spaces removed:	0
Proposed spaces:	5
Net:	+5

BRIDGE STREET LINEAR PARK

Broadway to Lisgar Ave.

BRIDGE STREET LINEAR PARK

Broadway to Lisgar Ave.



TOWN HALL CIVIC SPACE

Bridge St. and Lisgar Ave.

TILLSONBURG TOWN CENTRE PARKING REVIEW

NEXT STEPS

- Tentative Public Information Centre (PIC) in April:
  in-person open house event with information boards, surveys, input materials
- Review input and prepare final Streetscape Plan
- Review plan with Task Force
- Present Streetscape Plan to Council

BRIDGE STREET STREETSCAPE PLAN

Council Update

April 8th, 2024

Report No: CP 2024-102
COMMUNITY PLANNING
Council Date: April 8, 2024

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

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

Application for Zone Change
ZN 7-24-02 – David Toth

REPORT HIGHLIGHTS

- The application for zone change proposes to remove the holding provision from one residential lot. Removal of the holding provision will allow for the construction of a residential dwelling on the subject property.
- Planning staff are recommending approval of the application, as sufficient water and wastewater capacity is available for the development, all necessary development agreements have been completed, and all applicable servicing fees have been paid.

DISCUSSION

Background

OWNERS: David Toth
432250 Zenda Line, Tillsonburg, ON N4G 4G7

LOCATION:

The subject lands are described as Lot 44, Plan 41M-143 in the Town of Tillsonburg. The lands are located on the north side of Sycamore Drive, west of William Street, and are known municipally 6 Sycamore Drive.

COUNTY OF OXFORD OFFICIAL PLAN:

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

TOWN OF TILLSONBURG ZONING BY-LAW NO. 3295:

Existing Zoning: Low Density Residential – Type 1 Holding Zone (R1A (H))

Proposed Zoning: Low Density Residential – Type 1 (R1A)

PROPOSAL:

The purpose of the zone change application is to remove the holding provision from the subject lands to allow for the future construction of a residential dwelling. The required development agreements have been executed and required services fees have been paid.

Surrounding uses include low density development to the north and east in the form of single detached dwellings, and vacant residential lots to the south and west (zoned 'R1A-23', which permits single detached dwellings).

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 and the existing zoning in the immediate vicinity.

Plate 3, Applicant's Sketch, depicts the property from which the Holding provision will be removed, as submitted by the Applicant.

Application Review

2020 PROVINCIAL POLICY STATEMENT (PPS):

Section 1.1.1 of the PPS provides that healthy liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term; accommodating an appropriate range and mix of residential, employment (including industrial, commercial and institutional uses), recreational and open space uses to meet long-term needs; and avoiding development and land use patterns which may cause environmental or public health and safety concerns. Section 1.1.3.1 of the PPS states that Settlement Areas will be the focus of growth, and their vitality and regeneration shall be promoted.

Section 1.4 – Housing - directs that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by, among other matters, facilitating all forms of housing to meet social, health and well-being requirements of current and future residents and promoting densities for new housing which efficiently uses land, resources, infrastructure and public service facilities.

OFFICIAL PLAN:

The subject lands are designated 'Low Density Residential' according to the Town of Tillsonburg Residential Density Plan. Low Density Residential Areas are those lands that are primarily developed or planned for a variety of low rise, low density housing forms including single detached dwellings, semi-detached, duplex or converted dwellings, quadraplexes, townhouses, and low density cluster development.

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

TOWN OF TILLSONBURG ZONING BY-LAW:

The subject lands are currently zoned 'Low Density Residential – Type 1 Holding Zone (R1A (H))' according to the Town of Tillsonburg Zoning By-law which permits the use of the lands for the construction of a single detached dwelling.

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

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

In this instance, the owner has indicated that they were not aware that there was a holding provision on the property at the time of purchase and proposes to remove the holding provision to facilitate the sale of the property.

AGENCY COMMENTS:

The application was circulated to various public agencies considered to have an interest in the proposal. The Tillsonburg Building Services Department, Tillsonburg Engineering Services Department, and Oxford County Public Works Department indicated that they have no concerns with the request to remove the holding provision from the lands.

Planning Analysis

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

Oxford County Public Works Department and Town of Tillsonburg Building Services and Engineering staff have indicated that they have no objection to the removal of the holding provision.

It is the opinion of Planning staff that the request to remove the holding provision from the subject property to facilitate the sale of the property which will subsequently allow for future residential development in the Town of Tillsonburg is appropriate from a planning perspective and can be given favourable consideration.

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

RECOMMENDATION

It is recommended that the Council of the Town of Tillsonburg approve the zone change application submitted by David Toth, for lands legally described as Lot 44, Plan 41M-143 in the Town of Tillsonburg, to remove the Holding Provision from lands as identified on Plate 3 of Report No. CP 2024-102.

SIGNATURES

Authored by:	*Original signed by*	Laurel Davies Snyder, RPP, MCIP Development Planner
Approved for submission:	*Original signed by*	Gordon K. Hough, RPP Director

Oxford County
Growing stronger together

Plate 1: Location Map with Existing Zoning
File No.: ZN7-24-02
Lot 44, Plan 41M-143, 6 Sycamore Drive, Town of Tillsonburg

Legend

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

Notes

0 48 96 Meters

NAD_1983_UTM_Zone_17N

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

March 8, 2024

Oxford County
Growing stronger together

Plate 2: 2020 Aerial Map
File No.: ZN7-24-02
Lot 44, Plan 41M-143, 6 Sycamore Drive, Town of Tillsonburg

Legend

Zoning Floodlines
Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Land Use Zoning (Displays 1:16000 to 1:500)

Notes

map it

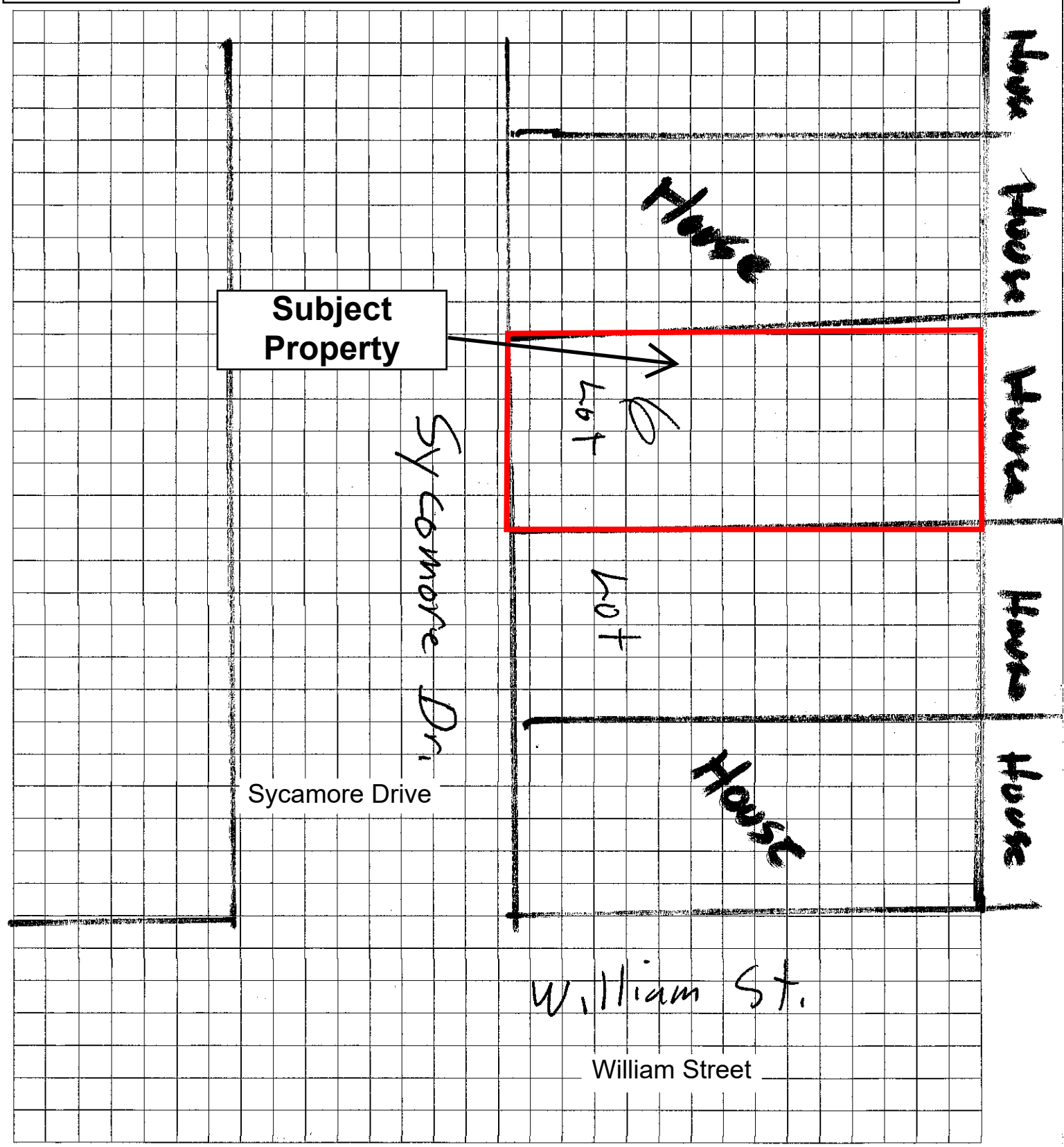
0 24 48 Meters

NAD_1983_UTM_Zone_17N

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

March 8, 2024

Plate 3: Applicant's Sketch
File No.: ZN7-24-02
Lot 44, Plan 41M-143, 6 Sycamore Drive, Town of Tillsonburg



SCALE: _____

THE CORPORATION OF THE

TOWN OF TILLSONBURG

BY-LAW NUMBER 2024-037

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 ‘R1A’ the zone symbol of the lands so designated ‘R1A’ 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 8th day of April 2024.

READ a third time and finally passed this 8th day of April 2024.

_____
Mayor

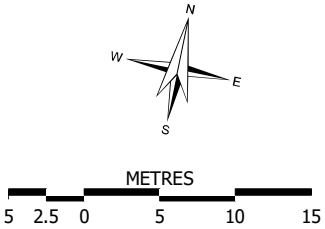
_____
Clerk

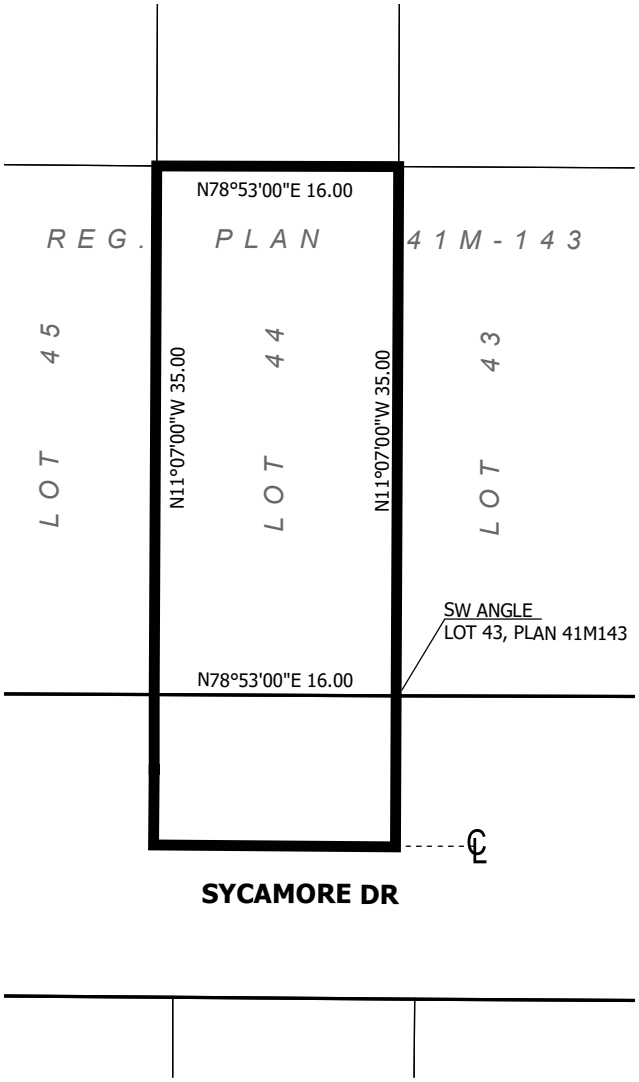
SCHEDULE "A"

TO BY-LAW No. _____

LOT 44, REGISTERED PLAN 41M-143

TOWN OF TILLSONBURG





AREA OF ZONE CHANGE TO R1A

NOTE: ALL DIMENSIONS IN METRES

Oxford County

Growing stronger together

Produced By The Department of Corporate Services
Information Services ©2024

THIS IS SCHEDULE "A"

TO BY-LAW No. _____, PASSED

THE _____ DAY OF _____, 2024

_____
MAYOR

_____
CLERK

ZN 7-24-02

TOWN OF TILLSONBURG

BY-LAW NUMBER 2024-037

EXPLANATORY NOTE

The purpose of By-Law Number 2024-037 is to rezone specific lands from Low Density Residential Type 1 Holding Zone (R1A (H)) to Low Density Residential Type 1 Zone (R1A), to remove the holding provision from the subject property.

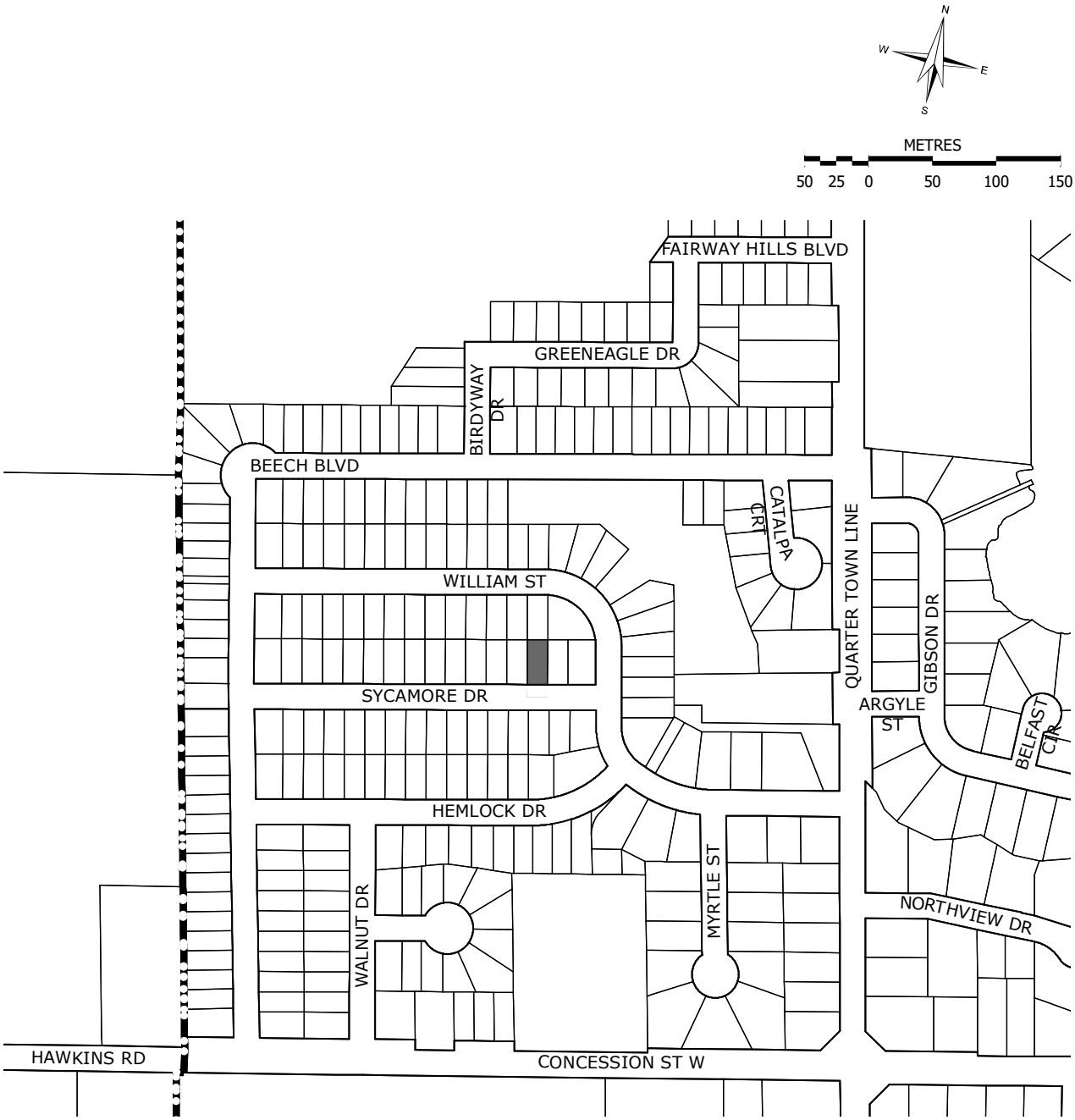
The subject property is described as Lot 44, Plan 41M-143 in the Town of Tillsonburg. The property is located on the north side of Sycamore Drive, west of William Street, and is known municipally 6 Sycamore Drive.

Any person wishing further information relative to Zoning By-Law Number 2024-037 may contact the undersigned.

Tanya Daniels
Director of Corporate Services / Clerk
Town of Tillsonburg
10 Lisgar Avenue
Tillsonburg, ON N4G 5A5
Telephone: 519-688-3009 ext. 4040

File: ZN 7-24-02 (Toth)
Report No: CP 2024-102

KEY MAP



LANDS TO WHICH BYLAW _____ APPLIES

Oxford County

Growing stronger together

Produced By The Department of Corporate Services
Information Services ©2024

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, individauls are agreeing to the release and inclusing 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 *

Phuong

Last Name *

Fox

Street Address *

Personal Information

Town/City *

Tillsonburg

Postal Code *

Personal Information

Phone Number *

Personal Information

E-mail *

Personal Information

Subject *

Tillson Ave Crosswalk

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

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: *

As apart of the family who owns Tillson Pizza, we are very concerned about the no stopping proposal by bylaw. It will affect the parking at our business location and we want to discuss our concerns.

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

3/25/2024

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

- [ ] Yes
- [x] No

Will there be a Power Point presentation? *

- [ ] Yes
- [x] 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.

- [x] I accept

Subject: Naming of Northcrest Parks
Report Number: CS -24-041
Department: Corporate Services Department
Submitted by: Hillary Miller, Records and Legislative Coordinator
Meeting Type: Council Meeting
Meeting Date: Monday, April 8, 2024

RECOMMENDATION

A. THAT report CS 24-041 titled Naming of Northcrest Parks be received as information; and
B. THAT Council adopts the names of Weston Family Park and Doug Wilson Park as recommended by the Commemorative Naming Committee for the names of the two Northcrest Parks; and
C. THAT in their review of the parks, Council includes the municipal address in advertising and signage of the two parks.

BACKGROUND

The Commemorative Naming Committee at their March 20, 2024 meeting reviewed the three names that had gone forward for public consultation.

The recommended names for the two Northcrest Parks are the Weston Family Park and Doug Wilson Park.

DISCUSSION

Public consultation on the three proposed names occurred from January 18, 2024 to February 17, 2024. Comments were provided via email to Clerks. These comments were provided to the Commemorative Naming Committee for their final review.

The Committee selected the two names as these names scored the highest on the matrix rating system. This is attached as Appendix A.

The Town of Tillsonburg's Commemorative Naming Policy 9-006 provides that once the Committee has selected a name that "The Commemorative Naming Committee will prepare and send a report to Council outlining the proposed name for each Town asset and the reasons why the name was chosen (i.e. analysis against the criteria).

Upon Committee and Council approval, implementation of the approved commemorative name is undertaken. This involves final notification to the nominee, preparation of an official letter signed by the Mayor, and an official unveiling ceremony for the nominee and family with the presentation of a plaque to be erected at the site, indicating the name as well as its significance for commemoration."

Additionally, the Commemorative Naming Committee expressed concerns with wayfinding initiatives to locate the parks for both residents and visitors. Their suggestion is to include municipal addressing in advertising and signage of the new parks.

CONSULTATION
Tanya Daniels, Clerk

FINANCIAL IMPACT/FUNDING SOURCE
N/A

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

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 – Increase opportunities and promotion for public engagement in municipal initiatives; Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives.

Priority Project – N/A

ATTACHMENTS
Appendix A – Matrix Rating System
Appendix B – 9-006 Commemorative Naming Policy

SCHEDULE A THE CORPORATION OF THE TOWN OF TILLSONBURG
MUNICIPAL PROPERTY AND BUILDING COMMEMORATIVE NAMING

SCHEDULE A: Matrix Rating System - For Use By The Commemorative Naming Committee

ASSET:
PROPOSED NAME:
Check one (1) box for each criteria met. When complete, add and total at the bottom (5= excellent, 1 = poor).

NO.	Criteria	RATE					WEIGHTING	
	Weston Family Park	5	4	3	2	1	(rate x weighting number)	
1	Civic significance	5					5	25
2	Geographical or Natural significance					1	5	5
3	Cultural or Historic significance	5					5	25
4	Demonstrated excellence, courage or exceptional service to the Pro or Canada	5					3	15
5	Demonstrated excellence, courage or exceptional service to Town	5					3	15
6	Has worked to foster equality and reduce discrimination			3			2	6
7	Has risked or given his/her life to save or protect others	5					2	10
8	Other - creativity and/or originality of the proposed naming C		4				1	~~5~~4
9	Have no other Town owned asset designations (multiple existing)		4				1	~~5~~4

TOTAL: 109

SCHEDULE A THE CORPORATION OF THE TOWN OF TILLSONBURG
MUNICIPAL PROPERTY AND BUILDING COMMEMORATIVE NAMING

SCHEDULE A: Matrix Rating System - For Use By The Commemorative Naming Committee

ASSET:
PROPOSED NAME: Doug Wilson
Check one (1) box for each criteria met. When complete, add and total at the bottom (5= excellent, 1 = poor).

NO.	Criteria	RATE					WEIGHTING	
		5	4	3	2	1	(rate x weighting number)	
1	Civic significance		4				5	20
2	Geographical or Natural significance	5					5	25
3	Cultural or Historic significance		4				5	20
4	Demonstrated excellence, courage or exceptional service to					1	3	3
5	Demonstrated excellence, courage or exceptional service to			3		~~1~~	3	9
6	Has worked to foster equality and reduce discrimination					1	2	~~3~~ 2
7	Has risked or given his/her life to save or protect others					1	2	~~3~~ 2
8	Other - creativity and/or originality of the proposed					1	1	~~2~~ 1
9	Have no other Town owned asset designations (multiple	5				1	1	~~2~~ 1
								83

TOTAL: ~~[illegible]~~ 83

RECREATION, HERITAGE AND PARKS

Policy 9-006: Commemorative Naming Policy

Approval Date: April 25, 2016
Approval Authority: Council, By-Law 4012
Effective Date: April 25, 2016

Next Scheduled Review Year:
Department: Recreation, Culture and Parks
Last reviewed: April 25, 2016
Revision Date/s:
Schedules:

POLICY STATEMENT

The Town of Tillsonburg is committed to providing a fair, consistent and efficient process with respect to the commemorative naming of municipal assets, after a person, persons or family name.

PURPOSE

The purpose of this policy is to provide clear guidelines, a consistent evaluation framework and approval process in regards to the Commemorative Naming or Renaming of Town assets and to allow for comprehensive and open public consultation in accordance with the Town's Public Engagement Policy.

Such a process will ensure the application of key criteria in order to determine the appropriateness of a name and shall recognize the important role played by the legislative bodies involved (i.e. Committees and Council).

SCOPE

This Policy applies to the Commemorative Naming or Renaming of municipal streets, parkland, open spaces, trails, structures and public spaces after a particular individual(s) or family name.

The Commemorative Naming Policy is intended to recognize the geographical, natural,

cultural, historic features and/or civic significance of properties owned by the Town, as well as to honour the outstanding achievements, distinctive services, or significant community contributions made by an individual or group.

Any member of the public or Town Council may submit a nomination application for the Commemorative Naming or Renaming of a municipal street, parkland, open space, trail, structure or public building.

This Policy is not intended to address:

Individual naming dedications such as for park benches or tree program memorials;
Naming of Town-owned facilities leased to commercial tenants;
Naming Rights for Municipal Properties (i.e. individual/organization/business purchases the right to name a facility);
Naming of Town Buildings that provide core services (i.e. Town Hall, Fire Services, Police Services, EMS). This restriction does not apply to the courtyards, squares, gardens, lawns, etc. or indoor components of these buildings (wings, halls, auditoriums, galleries, lounges, lobbies, boardrooms, etc.).

GENERAL

This Policy shall be administered by the Clerk's Office;
This Policy shall be referred to as the "Commemorative Naming Policy";
This Policy shall come into force and effect on the date adopted.

AUTHORITY

The authority for the Commemorative Naming Policy shall be by the approval of the Council of the Town of Tillsonburg.

DEFINITIONS

Commemorative Names Reserve List:
Names submitted that qualify, but may not be chosen by the Committee for a particular asset, will be added to a list and can be considered for future assets (Names will be kept on the Commemorative Names Reserve List for 5 years).

Commemorative Naming Committee (CNC):
Shall be comprised of the Special Awards Committee (including the Council Representative), Town Clerk, Development Commissioner and the Director of Recreation, Culture & Parks (or Designates). Meetings will be held in-camera, in accordance with Section 239 (2)(b) of the Municipal Act, "personal matters about an identifiable individual, including municipal or local board employees".

Matrix Rating System:
Shall be comprised of weighted questions to assist Committee Members in the analyzation and determination of qualified/appropriate names for Town assets (attached as Appendix 'A' of this Policy).

Municipal Street:

Includes a public highway, street, road allowance or lane under the jurisdiction of the Town of Tillsonburg.

Other Open Spaces:
Valleys, forests/woodlots, watercourses (lakes, rivers), utility features such as storm-water management areas, downtown squares, and plazas.

Parkland:
Refers to land dedicated by the Town for use as a public park or for recreational purposes. All parkland designations are defined within the Town of Tillsonburg's Parks, Recreation, and Cultural Strategic Master Plan and Zoning Bylaw. For commemoration purposes, the term municipal park shall include other components, such as sporting fields contained within a larger park.

PublicBuildings:
Town owned public buildings and their outdoor service areas (pools, arenas, parking garages, recreation centre, facility yards, plazas, courtyards, squares, gardens, lawns, etc.), as well as their indoor components (wings, halls, auditoriums, galleries, lounges, lobbies, boardrooms, etc.).

PublicConsultationProcess:
The two-way exchange of information between The Town and the public before decisions are made. It is an open and accountable process allowing individuals and groups to participate in the decision-making process of naming Town owned assets. Statistical information on comments received under consultation will be provided to individuals other than staff, upon request. However, specifics and written comments received will be available only to the Committee and Town Council.

Trails:
An off-road Recreational path system or Pedestrian walkway which may be made of Limestone, Asphalt, packed earth, woodchips, granular surface or other material, for use by walkers, cyclists, snowshoers, cross-country skiers, etc.

Submitting an Application

Applicants are required to submit a completed Commemorative Naming Application Form (attached as Appendix 'B' of this Policy), the sworn Affidavit Forms (attached as Appendix 'C' of this Policy) along with the required supporting documentation when requesting the Commemorative Naming or Renaming of a municipal property.

Background information and/or biographical information (if named after an organization or an individual) shall demonstrate the significance of the proposed name to the community. It is recommended that the applicant include letters of support for the request, including documentation by the individual being honoured or their legal representative. A petition may also be included in the event that a request is being made for the renaming of a municipal property.

The commemorative naming process for municipal streets, parkland, open spaces, trails, structures and public buildings, may differ from application to application depending on

the circumstances surrounding the request/requirement for naming.

Application Criteria

When an Application Form is submitted, at least one of the following criteria shall apply:

The nominated individual has demonstrated excellence, courage or exceptional service to the citizens of the Town of Tillsonburg, the Province of Ontario and/or Canada;
The nominated individual has provided extensive community service and has an extraordinary community service record;
The nominated individual has worked to foster equality and reduce discrimination; The nominated individual is a current Town of Tillsonburg employee, and has made an outstanding contribution to the Town of Tillsonburg unrelated to and outside of his/her job responsibilities, capacity and duties as a Town employee;
The nominated individual is a former employee of the Town of Tillsonburg and is to be recognized for his/her exceptional service unrelated to and outside of his/her job responsibilities, capacity and duties as a former Town employee;
The nominated individual has made a significant financial contribution to parkland, an open space, trail, structure or public building, and the contribution significantly benefits the community that the municipal property serves (i.e. the project may not have been otherwise possible without the financial assistance);
The nominated name has a geographical, natural, cultural, historical or civic significance to the community, Town of Tillsonburg, Province of Ontario or Canada.

*Out of respect to the deceased, no proposal for the Naming or Renaming of municipal property shall be considered by the Naming Committee within ninety (90) days of the death of the person for whom the naming request is being made.

Renaming

The Commemorative Naming Committee will consider renaming an existing Municipal Asset after receiving a submission from a private individual or organization, or direction from Council to undertake the Commemorative Naming process as outlined herein. Recognizing that established names contribute significantly to community identity and pride, proposals to rename existing municipal property, must be predicated by exceptional circumstances.

Existing names will not be changed without consideration of:

The historical significance of the existing name;
The impact on the individual or organization associated with the existing name;
The cost and impact of changing existing signage, rebuilding community recognition and updating records (data bases, letterhead, promotional materials, etc.).

Processing of Application

The following section sets out the procedures for the selection and approval of a Commemorative name.

Applications received requesting the Commemorative Naming of municipal assets, shall be forwarded to the Commemorative Naming Committee for consideration. The Naming Committee will utilize an established Matrix Rating System (refer to Appendix 'A' of this Policy) when evaluating applications. As part of the approval process, a preliminary investigation of the commemorative name will be conducted to ensure that the name has not been used in the past and that the nomination is meritorious in nature.

Processing the application involves confirmation of criteria, reference checks (if applicable), discussion with the applicant and the applicable Town departments, initial meeting of the Commemorative Naming Committee (CNC), public consultation, compiling consultation results and a reconvening meeting of the CNC for final decision.

Public notice in regards to the application(s) received, shall be provided in accordance with the Town of Tillsonburg's Notice Policy. Notice shall be made in the local newspaper and on the Town of Tillsonburg website as part of the Public Consultation Process for a (60) sixty-day period. A copy of the notice shall also be provided to applicable Town departments.

The notice shall include:

An invitation for public comments in regards to the proposed name(s) of the Town asset(s), as provided for by the Commemorative Naming Committee;
Directions on how comments can be submitted to the Town for consideration;
Directions on where further information can be found regarding the Commemorative Naming Program (i.e. Commemorative Naming Policy and accompanying forms, etc.);
The date on which a report will be scheduled for consideration by Town Council.

<u>Public Consultation</u>

Public consultation is required as the issue of commemorative naming of municipal property directly affects citizens and provides identity to the communities in which they live. Through public consultation at the community and Town-wide level, residents will be able to ensure they maintain a strong connection to their communities and will be able to gain a better understanding of the individual(s)/family who has been nominated for commemoration.

Public consultation shall be undertaken in accordance with the size and scope of the specific municipal property being named. Consultation may consist of formal written notification of the proposed name to affected community associations, applicable interest groups and Town of Tillsonburg Advisory Committees (where appropriate). Advertisements may be placed in the local newspapers, where appropriate, and on the Town's website.

Statistical information on comments received under consultation will be provided to individuals other than the Commemorative Naming Committee, upon request. However, specifics and written comments received will only be available to the Committee and Town

Council.

Town staff will provide the final decision on a proposal to individuals who submit a comment under the public consultation component, and provide a copy of the Commemorative Naming policy and information sheet, when necessary.

Evaluation Process

The CNC shall reconvene to review the public consultation results and departmental comments. When a name is recommended for approval, an In-camera report to the appropriate Standing Committee and Council is prepared containing the CNC's recommendation.

First consideration by the Naming Committee will be given to those Names that are representative of the geographical, natural, cultural, or historical features and/or the civic significance of the municipal property to which the name will be applied.

Second consideration by the Naming Committee will be given to those Names that fall under at least one of the following criteria:

The nominated individual has demonstrated excellence, courage or exceptional service to the citizens of the Town of Tillsonburg, the Province of Ontario and/or Canada;

The nominated individual has provided extensive community service and has an extraordinary community service record;

The nominated individual has worked to foster equality and reduce discrimination; The nominated individual is a current Town of Tillsonburg employee, and has made an outstanding contribution to the Town of Tillsonburg unrelated to and outside of his/her job responsibilities, capacity and duties as a Town employee;
The nominated individual is a former employee of the Town of Tillsonburg and is to be recognized for his/her exceptional service unrelated to and outside of his/her job responsibilities, capacity and duties as a former Town employee;

The nominated individual has made a significant financial contribution to parkland, an open space, trail, structure or public building, and the contribution significantly benefits the community that the municipal property serves (i.e. the project may not have been otherwise possible without the financial assistance);

The nominated name has a geographical, natural, cultural, historical or civic significance to the community, Town of Tillsonburg, Province of Ontario or Canada.

Council Approval

The Commemorative Naming Committee will prepare and send a report to Council outlining the proposed name for each Town asset and the reasons why the name was chosen (i.e. analysis against the criteria).

Upon Committee and Council approval, implementation of the approved commemorative name is undertaken. This involves final notification to the nominee, preparation of an official letter signed by the Mayor, and an official unveiling ceremony for the nominee and family with the presentation of a plaque to be erected at the site, indicating the name as well as its significance for commemoration.

New Development of Municipal Property

Building and Planning Services, will notify the Town Clerk when the new development of municipal parkland, an open space, trail, structure or public building occurs and provide information regarding the specific project and the applicable time frame for construction, Town ownership, and, if applicable, information with respect to proposed names for the development.

The Town Clerk or designate may convene a meeting of the Commemorative Naming Committee as required to discuss and name all new municipal properties which have been identified as requiring a name, or to discuss a recommended commemorative name.

The Committee shall review the approved list of names eligible for consideration to determine if there is an appropriate name for the identified project, or undertake necessary steps to solicit proposed names. If a commemorative name is selected for the project from the Commemorative Names Reserve List, or a name is recommended through another means, the public consultation process will commence for (60) sixty days.

The Commemorative Naming Committee will request comment from the Parks & Recreation Advisory Committee and/or the Development Committee regarding the proposed name. The Commemorative Naming Committee will reconvene to review public comment and develop a final recommendation.

Council Approval

The Commemorative Naming Committee will prepare and send a report to Council outlining the proposed name for each Town asset and the reasons why the name was chosen (i.e. analysis against the criteria). After Council approval, staff will initiate the implementation of the approved Names on official documents, construction and permanent
signage and plan/implement the appropriate protocols (e.g. dedication ceremony).

Commemorative Street Naming

Commemorative naming of municipal streets shall remain the responsibility of Building and Planning Services and requests shall be made directly through this department. Naming proposals shall be vetted through the investigation and criteria evaluation process of this policy. A meeting of the Commemorative Naming Committee will not be required for the naming of a street.

Commemorative Names Reserve List Maintenance and Use

A name may be submitted that is not site or venue specific. In this regard, the application will undergo the same process with respect to the criteria evaluation and investigation process included within this policy. Staff will discuss possible options with the nominator and the suitability. If a site or/and geographic location is not determined through these discussions, the name is placed on the Commemorative Names Reserve List (for municipal properties) maintained by the Town Clerk, and the Street Names Reserve List maintained by Building Services.

The Commemorative Naming Committee will meet to review the Name Reserve List, new submissions and complete the Matrix Rating for each completed submission. They will also appoint a member to verify the accuracy of the proposed names for each asset, using reference documents including atlases, other official municipal/civic publications and local historians/contacts.

In accordance with Council direction, historical names will be given precedence. Otherwise, there shall be no prioritization system of commemorative names on the list. Nominators are free to designate the name for use in a specific municipal street parkland, open space, trail, structure or public building, at the time of nomination if they chose.

The List shall be made available on request to any interested party, although the results of the investigations of the naming requests shall remain confidential.

A commemorative name may be used for a municipal street, parkland, open space, trail, structure or public building only once. If the nominator wishes that a nominated commemorative name be associated with a particular municipal property, it shall be noted on the Commemorative Names Reserve List.

The Town Clerk will maintain all applications for commemorative street naming with respect to criteria and investigation. However, working in cooperation, Building Services will incorporate commemorative street names on the Building Services Street Names Reserve List. Where warranted, the Commemorative Names Reserve List shall be consulted for the purposes of street naming, although a meeting of the Commemorative Naming Committee shall not be required for street naming.

SCHEDULE A

THE CORPORATION OF THE TOWN OF TILLSONBURG
MUNICIPAL PROPERTY AND BUILDING COMMEMORATIVE NAMING

SCHEDULE A: Matrix Rating System - For Use By The Commemorative Naming Committee

ASSET:
PROPOSED NAME:
Check one (1) box for each criteria met. When complete, add and total at the bottom (5= excellent, 1 = poor).

NO.	Criteria	RATE					WEIGHTING
		5	4	3	2	1	(rate x weighting number)
1	Civic significance						5
2	Geographical or Natural significance						5
3	Cultural or Historic significance						5
4	Demonstrated excellence, courage or exceptional service to						3
5	Demonstrated excellence, courage or exceptional service to						3
6	Has worked to foster equality and reduce discrimination						2
7	Has risked or given his/her life to save or protect others						2
8	Other - creativity and/or originality of the proposed						1
9	Have no other Town owned asset designations (multiple						1

TOTAL:

SCHEDULE B

APPLICATION FORM

COMMEMORATIVE NAMING OF A MUNICIPAL STREET, PARKLAND, OPEN SPACE, TRAIL, STRUCTURE & PUBLIC BUILDING

A. NOMINATOR'S INFORMATION *A COMMEMORATIVE NAME MAY BE USED ONLY ONCE IN THE TOWN OF TILLSONBURG SUBSEQUENT REQUESTS WILL BE DENIED			
Name (Individual or Organization):			
Mailing Address:			
Telephone:	Home	Work	E-mail:
Affiliation to Nominee:			
B. NOMINEE'S INFORMATION (NAME TO BE COMMEMORATED)			
Name:			
Mailing Address: Date of Birth:			
Telephone:	Home	Work	E-mail:

C. NOMINATOR'S INFORMATION

*A COMMEMORATIVE NAME MAY BE USED ONLY ONCE IN THE TOWN OF TILLSONBURG
SUBSEQUENT REQUESTS WILL BE DENIED

Name (Individual or Organization):

D. NOMINEE'S INFORMATION (NAME TO BE COMMEMORATED)

Name:

E. APPLICABLE CRITERIA (SELECT ONE)

☐ The nominated individual has demonstrated excellence, courage or exceptional service to the citizens of the Town of Tillsonburg, the Province of Ontario and/or Canada.

☐ The nominated individual has provided extensive community service and has an extraordinary community service record.

☐ The nominated individual has worked to foster equality and reduce discrimination.

☐ The nominated individual is a current Town of Tillsonburg employee, and has made an outstanding contribution to the Town of Tillsonburg unrelated to and outside of his/her job responsibilities, capacity and duties as a Town employee.

☐ The nominated individual is a former employee of the Town of Tillsonburg and is to be recognized for his/her exceptional service unrelated to and outside of his/her job responsibilities, capacity and duties as a former Town employee.

☐ The nominated individual has made a significant financial contribution to municipal parkland, open space, trail, structure or public building and the contribution significantly benefits the community that the municipal property serves (i.e., the project may not have otherwise been possible without the financial assistance).

☐ The nominated name has geographical, natural, cultural, historical or civic significance to the community, Town of Tillsonburg, Province of Ontario or Canada.

F. RATIONALE FOR NOMINATION AND ATTACHED BACKGROUND INFORMATION RELATED TO THE CRITERION CHOSEN, WHICH SUBSTANTIATES ALL CLAIMS MADE: INCLUDE COPIES OF NEWSPAPER ARTICLES, CERTIFICATES, AWARDS, LETTERS OF SUPPORT OR COMMENDATION, SERVICE RECORDS, PICTURES, ETC.

Please note all information provided below and/or attached to this Application Form will form part of the Commemorative Naming Application Form and will therefore be released to the public in any public notices/advertisements produced, public Agenda and Minutes, Committee discussions/meetings and Reports which may go forward to Council.

G. PLEASE INDICATE WHAT YOU WOULD LIKE THE NAME USED FOR (PLEASE CHECK ONE):	
☐ Street	☐ Parkland
☐ Open Space	☐ Trail
☐ Structure	☐ Public Building

H. IS THERE A PARTICULAR STREET/PARKLAND/OPEN SPACE/TRAIL/STRUCTURE/OR PUBLIC BUILDING WHICH YOU WOULD LIKE THE NAME USED FOR?:

1st choice _____

2nd choice _____

Property's Current Identification, Address or Location Information:

I. RENAMING: (*Please note that before a Renaming Application is accepted, the nominator must have written permission from the family or next of kin—if this application results in a request to displace an existing commemorative name [person, persons, or family]*):

Does the property currently have a name? If so, provide current name, details and rationale for the proposed renaming of this property.

J. ADDITIONAL INFORMATION: (ADD INFORMATION AS NEEDED)

K. INVESTIGATION AND REFERENCE CHECKS REQUIRED

A Criminal Reference Check* (CRC) for the nominee is required as part of this process. It is necessary for the nominee to obtain the CRC. The nominee must provide the Clerk's Office with a copy of the processed CRC provided by Police Services together with the completed Application Form. To obtain a CRC, contact the Ontario Provincial Police Service at 519-688-6540. (Note: If the nominee is deceased, it is not possible to obtain a CRC, but the next of kin must complete the section below and submit an Affidavit of the next of kin).

In addition to the above, a sworn affidavit* (issued separately) must be provided to the Town Clerk's Office. The affidavit provides information with respect to *Outstanding Offence Convictions* or infractions under a Federal or Provincial statute.

Please note that an outstanding conviction or infraction under any of the above may result in the disqualification of an application. Confirmation that the information has been collected through the above investigations will be presented at the public Commemorative Nominating Committee meeting at the time of its consideration of the application – but any details of the results of the clearance checks will only be discussed with Committee Members *In-Camera.*

CONSENT[1]

Does the nominee consent to a CRC and providing the information to the Town? Yes No

Does the nominee or nominator consent to a *Provincial Offences Act* Check? Yes No

Does the nominee or nominator consent to providing the sworn affidavit to the Town? Yes No

Does the nominee or nominator consent to the release of the status of the clearance checks? Yes No

**** Any fees associated with the Criminal Reference Check and/or the sworn affidavit are the responsibility of the applicant.***

_____ _____

Nominator's Signature Date

_____ _____

Nominee's Signature Date

[1] The nominee or a representative on their behalf (next of kin, solicitor, notary public, etc.) must provide consent to this nomination.

L. CONSENT TO THE RELEASE OF INFORMATION PROVIDED IN SECTIONS C- J IN WHOLE OR IN PART

The information collected on this form will be used as part of the Commemorative Naming Process.

Personal information on the form, attached to the form or subsequently submitted to be included or attached to the Application Form, and all subsequent information collected as a result of the research and the staff investigation of the person's information, and subsequently found on websites, in local archived materials, in newspapers articles, as a result of a public consultation process, etc., will be used by Town staff and will be made available to the members of the Commemorative Naming Committee, the public, the Mayor's Office and Elected Officials—except the contact information collected in Sections A and B .

_____ _____

Nominator's Signature Date

_____ _____

Nominee's Signature[2] Date

[2] The nominee or a representative on their behalf (next of kin, solicitor, notary public, etc.) must provide consent to this nomination.

SCHEDULE C

MUNICIPAL COMMEMORATIVE NAMING PROGRAM

TO BE COMPLETED BY THE NOMINEE

AFFIDAVIT OF _____
(Nominee)

I,_____, of the Town of Tillsonburg, in the Province of Ontario,
MAKE OATH AND SAY:

1. I have never been convicted of an offence as set out in a Federal Statute.
2. I do not have any outstanding convictions or infractions as set out in the *Provincial Offences Act* and/or any Town of Tillsonburg Municipal By-laws.
3. I make this Affidavit in support of the Application Form for the Commemorative Naming Policy, Town of Tillsonburg, and for no improper purpose.

_____
(Nominee)

SWORN BEFORE ME at the
Town of Tillsonburg, in the Province of Ontario, this day of , 20

_____
A Commissioner, etc.

MUNICIPAL COMMEMORATIVE NAMING PROGRAM

TO BE COMPLETED BY THE NOMINATOR OR NEXT OF KIN TO THE NOMINEE
(APPLICABLE IF THE NOMINEE IS DECEASED)

AFFIDAVIT OF _____
(Nominator Or Next of Kin)

I, _____, of the Town of Tillsonburg, in the Province of Ontario,
MAKE OATH AND SAY THAT TO THE BEST OF MY KNOWLEDGE,

1. Was never convicted of an offence as set out in a Federal Statute.
2. Does not have any outstanding convictions or infractions as set out in the *Provincial Offences Act* and/or any Town of Tillsonburg Municipal By-laws.
3. I make this Affidavit in support of the Application Form for the Commemorative Naming Policy, Town of Tillsonburg, and for no improper purpose.

_____
(Nominator or Next Of Kin)

SWORN BEFORE ME at the
Town of Tillsonburg, in the Province of Ontario, this day of , 20

_____
A Commissioner, etc.

Ministry of Transportation

Office of the Minister

777 Bay Street, 5th Floor
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transportation

Ministère des Transports

Bureau du ministre

777, rue Bay, 5e étage
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transports

Ontario

March 15, 2024

107-2024-484

Deb Gilvesy
Mayor
Town of Tillsonburg
10 Lisgar Ave
Tillsonburg ON N4G 5A5
dgilvesy@tillsonburg.ca

Dear Mayor Gilvesy:

I am pleased to announce the launch of the 2023-24 Gas Tax Program and to advise you of your funding allocation.

Our government is committed to working with municipalities to improve Ontario's transportation network and support economic growth. Investing in transit will reduce traffic, create jobs, and help businesses grow the economy for everyone.

That is why I'm happy to let you know the Town of Tillsonburg will be eligible to receive **$133,589** for this program year, to improve your transportation network even more.

In the coming days we will be distributing, through the Transfer Payment Ontario Network (TPON) system, the electronic versions of your Letter of Agreement, along with program guidelines, reporting forms and the Canadian Content for Transit Vehicle Procurement policy. The primary staff contact at the Town of Tillsonburg will be notified when these documents are available and next steps, including details on when we can communicate this good news publicly together.

If you have any questions regarding the Gas Tax program, please contact Kevin Dowling, Director, Transit Strategy and Programs Branch, at kevin.dowling@ontario.ca.

Sincerely,

Prabmeet Singh Sarkaria
Minister of Transportation

c. Ernie Hardeman, MPP, Oxford

ANNUAL VEGETATION MANAGEMENT PROGRAM

Each year, CN is required to manage vegetation on its right-of-way. Managing this vegetation contributes to mitigating fire risks and enhances the efficiency of inspection of track infrastructure. The spray program is not being done for aesthetic reasons.

To ensure safe railway operations, CN will conduct its annual spray program on its rail lines in the province of Ontario. A certified professional (Davey Tree Expert Company Ltd., 1-800-465-6367) will apply herbicides on and around the railway tracks (primarily along the 24-foot graveled area/ballast). Product requirements for setbacks in the vicinity of dwellings, aquatic environments and municipal water supplies will be met.

CN may use the following herbicides and active ingredients: Credit Xtreme (Nufarm), Esplanade (Bayer), Detail (BASF), Arsenal Powerline (BASF), Navius Flex (Bayer), Gateway (Corteva), Hasten NT (Norac), Round Up Weather Pro (Bayer), Torpedo (Valent), Telar (Envu/Bayer), Clearview (Corteva), Aspect (Corteva), Garlon XRT (Corteva), Milestone NXT (Corteva), Glyphosate (540g/L), Indaziflam (200 g/L), Saflufenacil (29.74%), Imazapyr (26.7%), Metsulfuron-methyl (12.6%), Aminocyclopyrachlor (39.5%), Paraffinic Oil (586 g/L), Alkoxylated alcohol non-ionic surfactants (242 g/L), Methyl and Ethyl oleate (esterified vegetable oil 75.20%), Flumioxazin (33.5%), Pyroxasulfone (42.5%), Chlorsulfuron (75%), Aminopyralid (52.5%-60%), Metsulfuron-methyl (94.5%), Picloram (97.5g/L), 2, 4-D (360 g/L), Triclopyr (755g/L), Florpyrauxifen (4.77%)

CN only uses herbicides that have been approved for use in Canada and in the province within which they are applied.

The program is expected to take place from May to October 2024.

Visit www.cn.ca/vegetation for more information or to make an inquiry, contact the CN Public Inquiry Line at contact@cn.ca or 1-888-888-5909.

CN.CA

LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Annual General Meeting Minutes of March 1, 2024
Approved April 3, 2024

Members in attendance:

Robert Chambers, Chair	County of Brant
Dave Beres, Vice-Chair	Town of Tillsonburg
Shelley Ann Bentley	Haldimand County
Doug Brunton	Norfolk County
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Jim Palmer	Township of Norwich
Stewart Patterson	Haldimand County
Chris Van Paassen	Norfolk County
Peter Ypma	Township of South-West Oxford

Regrets:

Rainey Weisler	Municipality of Bayham/Township of Malahide

Staff in attendance:
Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Interim Manager of Watershed Services
Saifur Rahman, Manager of Engineering and Infrastructure
Jessica King, Social Media and Marketing Associate
Dana McLachlan, Executive Assistant

1. Welcome and Call to Order

Chair, Robert Chambers, introduced himself and welcomed everyone to the Long Point Region Conservation Authority's 2024 Annual General Meeting. The meeting was called to order at 1:30 pm, Friday, March 1, 2024 in the Tillsonburg Administration Office Boardroom.

2. Declaration of Conflicts of Interest

None were declared.

3. Additional Agenda Items

There were no additional agenda items.

4. Approval of the Agenda

A-31/24
Moved by P. Ypma
Seconded S. Patterson

That the Board of Directors approves the agenda as circulated.

Carried

5. Minutes of the Previous Meeting

a) Board of Directors Meeting of February 7, 2024

There were no questions or comments.

A-32/24
Moved by M. Columbus
Seconded by C. Van Paassen

That the minutes of the Board of Directors Meeting held February 7, 2024 be adopted as circulated.

Carried

6. Introduction of the Board of Directors and Committees

The members of the Board and the community members of the Lee Brown Marsh Management Committee and the Backus Museum Committee were introduced by Chair Chambers.

7. Introduction and Greetings from Special Guests

Greetings were extended from Mayor David Bailey, County of Brant, Mayor David Mayberry, South-West Oxford, Mayor Ed Ketchabaw, the Municipality of Bayham, Deputy Mayor Michael Columbus, Norfolk County, Mayor Shelley Ann Bentley, Haldimand County, Mayor Jim Palmer, Township of Norwich, and Deputy Mayor Dave Beres, Town of Tillsonburg.

8. Remarks from Bobbi Ann Brady, MPP Haldimand-Norfolk

Bobbi Ann acknowledged the challenges the Authority, and all conservation authorities in Ontario in general, has dealt with the past couple of years. Bobbi Ann is proud of her ridings municipal representation on the Authority Board and supports the work carried out by the LPRCA as environmental stewards.

9. Conservation Ontario Overview, Angela Coleman, General Manager, Conservation Ontario

Conservation Ontario advocates on behalf of the 36 Ontario conservation authorities with the Ontario government, and works to achieve cost-savings and benefits as a collective.

Angela acknowledged that conservation authorities have a valuable role, as most people recognize that vibrant communities and local economies depend on the local environment being a good place for residents to live, work and play.

10. Service Awards Presentation

The following board and staff were recognized for reaching service milestones with LPRCA this past year.

5-Year Service Award
Tom Masschaele, Board Director, Norfolk County

Stewart Patterson, Board Director, Haldimand County
Peter Ypma, Board Director, South-West Oxford
Aaron LeDuc, Manager of Corporate Services
Chris Reinhart, Forest Technician
Evan Forbes, Park Supervisor / Promotions Associate
Rebecca Dancey, Park Supervisor

15-Year Service Award
Debbie Thain, Supervisor of Forestry
Barry Norman, Maintenance Operations Labourer

11. Audit and Finance Committee

The Chair called upon Dave Beres, Chair of the Audit and Finance Committee to present the committee report.

Chair Beres reported that the Committee met on February 16, 2024 and received and reviewed the financial statements in detail. MNP issued a clean opinion of the Authority's 2023 financial reports and found that the financial statements fairly presented the Authority's position.

The Chair introduced the auditors, Ashley Didone and Raymond Mile of MNP, and thanked MNP for their services.

A–33/24
Moved by T. Masschaele
Seconded by D. Brunton

THAT the minutes of the LPRCA Audit and Finance Committee's meeting held February 16, 2024 be adopted as circulated.

Carried

A–34/24
Moved by C. Van Paassen
Seconded by M. Columbus

THAT the LPRCA Board of Directors receives the LPRCA 2023 Audit Findings Report from MNP, LLP Chartered Professional Accountants.

Carried

A–35/24
Moved by S. Bentley
Seconded by S. Patterson

THAT the LPRCA Board of Directors approves the financial statements for the year ended December 31st, 2023 audited by MNP, LLP, Chartered Professional Accountants.

Carried

A–36/24
Moved by T. Masschaele
Seconded by P. Ypma

THAT the LPRCA Board of Directors approves the appointment of MNP, LLP Chartered Accountants as LPRCA's auditors for the 2024 fiscal period.

Carried

12. Notice of Formal Motions

a) Designate Signing Officers

A-37/24
Moved by M. Columbus
Seconded by C. Van Paassen

That the LPRCA Board of Directors approves the Chair, Vice-chair, General Manager, and Manager of Corporate Services as designated signing officers for Authority business for the year 2024.

Carried

b) Borrowing

A-38/24
Moved by S. Patterson
Seconded by J. Palmer

That the LPRCA Board of Directors authorizes the Chair or Vice-Chair and the General Manager or Manager of Corporate Services to borrow funds as required for the day-to-day operations of the Authority.

Carried

c) Designate Conservation Ontario Council Representatives

A-39/24
Moved by P. Ypma
Seconded by S. Bentley

That the LPRCA Board of Directors designates the Authority Chair as the Authority's representative to Conservation Ontario (CO), with the Vice-Chair designated as alternate,

AND

Further that the General Manager be directed to participate on appropriate committees of CO and be authorized to vote in the absence of the designated representatives.

Carried

13. 2023 Annual Report

Judy Maxwell presented the 2023 annual report and provided an overview of the year's activities. Hard copies are available at the head office and the report is available on the LPRCA website, www.lprca.on.ca/2023-LPRCA-Annual-Report

On behalf of the staff, GM Maxwell thanked staff, the Board, municipal partners, the various community partners, and customers for their continued support.

14. Chair's Remarks

Chair, Robert Chambers, asked John Scholten, past Chair to say a few words.

John congratulated his successor to the LPRCA Board, Jim Palmer, and thanked the Board and staff for their support. John wished for the Board and staff to continue to work together and carry on the good work that was accomplished in 2023.

Chair Chambers thanked John for his previous service and wished him well in retirement.

The Chair then took everyone on a journey through the watershed with the help of a large wall map and Paul Gagnon, Lands and Waters Supervisor. While Robert discussed the various municipalities, towns, LPRCA properties and other points of interest within the watershed, Paul provided the locations on the map.

The Chair then thanked the current and former members of the Board, the Lee Brown Marsh Management Committee, the Backus Museum committee and the staff for their dedication and support.

15. Stewardship Award Presentation

Chair Chambers stated that the Long Point Region Conservation Stewardship award was created to recognize those individuals or groups who have made a commitment to environmental sustainability and conservation.

Kyle Hiebert was nominated by members of ALUS Norfolk and was selected as the recipient of the 2024 Long Point Region Conservation Stewardship Award.

Kyle has demonstrated that he is committed to positive environmental actions that contribute to a more sustainable and healthier watershed through his stewardship at his own farm and the family farm. Kyle has participated in tree planting and wetland conservation projects on his own farm with LPRCA and other partners. His future plans for the farm include grassed waterways and a Tallgrass Prairie project to minimize erosion.

Kyle is passionate about conservation education and actively shares his experiences with others as an ALUS participant and as a member of the ALUS Partnership Advisory Committee.

Kyle was unable to attend the AGM and will be presented with a plaque at a later date.

16. Introduction of Keynote Speaker

Tom Haskett introduced Emily De Cloet, a 2009 Leighton & Betty Brown Scholarship recipient. The Leighton and Betty Brown Scholarship was initiated in 2006 to recognize Leighton and Betty Brown's long years of service and to financially support watershed students seeking post-secondary education in conservation and environmental related fields. To date, 33 scholarships have been awarded.

17. Keynote Presentation – A Small Drop Creates Big Ripples, Emily De Cloet

Emily is a Hydrometric Specialist at the Ministry of Natural Resources and Forestry's (MNRF) Surface Water Monitoring Centre.

Emily's presentation detailed her education journey, career goals and her career path to date. The scholarship award helped Emily in her first year at Waterloo where she eventually received a Bachelor of Environmental Studies Degree. She continued on with her education which led to her eventual role with the MNRF.

Emily expressed her appreciation for the support of the Leighton and Betty Brown Scholarship for helping her the ability to follow her chosen career path and achieve her goals.

14. Adjournment

The Chair adjourned the meeting at 3:00 p.m.

Robert Chambers Chair	Judy Maxwell General Manager

/dm

Subject: Customer Service Holiday Hours Review
Report Number: CS 24-040
Department: Corporate Services Department
Submitted by: Tanya Daniels, Director of Corporate Services / Clerk
Meeting Type: Council Meeting
Meeting Date: Monday, April 8, 2024

RECOMMENDATION

A. THAT report titled "Customer Service Holiday Hours Review" be received as information; and
B. THAT staff be directed to proceed with aligning the Customer Service Centre opening schedule with Corporate Offices.

BACKGROUND

Council, at its meeting held September 21, 2021, received a report titled Customer Service Centre - Holiday Closure. At that time, the motion to close the front office was defeated leaving the Customer Service Centre open during the time period between Christmas and New Years. Given a new term of Council, new leadership within the Organization and an expansion of services offered via alternative to in-person methods, Staff are presenting this report to re-examine the closure of the Customer Service Centre (CSC) in the period that falls between Christmas and New Years on an annual basis.

DISCUSSION

This report seeks to provide a review of the front line customer service operations at the Customer Service Center located at 10 Lisgar Ave that occur over the December holiday period. The report includes a request for Council to consider aligning the opening hours of the CSC plans with those of the Corporate Office.

Counter Services Comparison – Holiday Hours vs Regular Hours

As part of understanding volumes of business operations at Customer Service, Customer Service Staff within the Corporate Services Department have completed exercises around tracking of services and programs that flow through the front counter either in-person, mail, phone or electronic (email). During the 2023 holiday closure, the Customer Service team members were asked to track the interactions, traffic and overall customer services that occurred during the 2.5 days between Christmas and New Years to compare against 'regular' service week volumes.

The following chart offers a comparison of those 2.5 days versus a regular March week.

Service	December 27 to December 29 2023	March 4 to 8 2024
Customers Attending Office	21	455
Customer Calls / Emails	67	226
Financial Transactions Processed – In person (most common)	Utility Payments (59) Tax Payments (7) Misc. (24)	Utility Payments (132) Tax Payments (43) Misc/Licence (48)
Financial Transactions Processed – Electronic (most common)	Misc (13)	Tax Payment (1) Misc. (2)

Customer Service – Alternative Options to in-person

Staff have been working towards the availability of alternative service options to in-person as a modernization of municipal services initiative. There have been significant improvements to program and service delivery as a result. These include payment ability online and updated details on the Town's website which assist in disseminating options to customers. Further, the Tillsonburg App has many layers of information for Customers and the ability to report a problem (or situation). An initiative in 2024 is to update the App with a payment widget and promote the use of alternative options for payments.

Holiday Closure Preparations

Staff are presenting the report in Q2 of 2024 in order to align any end of year items around the potential closure. As with the staff associated with the Corporate Offices, staff at the CSC would utilize vacation time for the closure period or an alternative self-funded option for the days the office is not open to the public. In 2023 notices for certain services (ex. Tax Sales, arrears payments) used dates within the holiday period as in-person payment options. In preparation for this report, the area that issues notices (Finance) confirmed adjustments could be made and alternative arrangements could be aligned with either pre-holiday or post-holiday deadlines. The after-hours phone service provided by Fire Communications would be available while the office was closed. With respect to emergency situations that might arise from an operations perspective, these services will continue to be monitored and followed up by staff similar to emergency situations that occur outside of normal working hours. There would be no impact to any needed on-call or emergency responses.

CONSULTATION

1. **External**
   Staff contacted all municipalities within Oxford County and found that all close during the holiday period between Christmas and New Years. In addition, surrounding areas such as Perth County report closing front line operations for that time.

2. **Internal**
   The Senior Leadership Team and Managers who support the Customer Service Centre were consulted and are in support of the closure.

FINANCIAL IMPACT/FUNDING SOURCE

Some savings are possible during the closure for operational costs (ex. Heat, hydro). Staff will be required to use vacation time or other methods of self-supporting the closure days which would have neutral financial impact on wages.

CORPORATE GOALS

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

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

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

Strategic Direction – Enhance employee engagement and training as the foundation for exceptional customer service.

Priority Project – N/A

ATTACHMENTS - No Attachments.

Subject: Lease of a Portion of the Hale Street Right-of-Way – Sonbeam Christian Day Care
Report Number: EDM 2024-014
Department: Economic Development Department
Submitted by: Cephas Panschow
Meeting Type: Council Meeting
Meeting Date: Monday, April 8, 2024

RECOMMENDATION

A. THAT report EDM 24-014 titled "Lease of a Portion of the Hale Street Right-of-Way – Sonbeam Christian Day Care" be received; and,

B. THAT a bylaw be brought forward authorizing the Mayor and Clerk to enter into a lease agreement with Sonbeam Christian Day Care (Tillsonburg) Inc for the lands described as part of Hale Street, Judge's Plan 500, between Bidwell Street and Raccoon Alley subject to the Lease Agreement being revised to reflect a lease rate of $1,348 plus HST.

BACKGROUND

At the October 23, 2023 meeting of Tillsonburg Town Council, the following resolution was passed in response to the safety concerns raised by Sonbeam Christian Daycare regarding the playground installed on the Town owned Hale Street Right-of-Way lands:

> *THAT Council receives the delegation from Emily Smyth and Ryan Hutchins as information; and*
>
> *THAT a staff report on the purchase of the property be prepared; and*
>
> *THAT staff have discussions with Sonbeam staff regarding locking of the Park.*

Subsequent to this, the Recreation, Culture and Parks Department was able to coordinate arrangements with Sonbeam Christian Day Care in order to secure the fenced playground appropriately, but it was determined that a legal agreement was needed for the use of the lands.

While Sonbeam Christian Daycare would like to purchase the lands, the Town is required to follow the process outlined in its Land Disposition Bylaw (2021-031). As the Land Disposition process requires internal review and public notice, both of which take an extended period of time, Town Staff is recommending that the Town enter into an approximately one year lease to coincide with Sonbeam's program duration and to ensure that the rights and responsibilities for both parties are clearly outlined.

Subject Property – Hale Street Right-of-Way Lands

DISCUSSION

Following Sonbeam's delegation to Town Council, staff undertook a review of the Town's records regarding any previous information and/or agreements that may have been in place, but were unable to find anything of significance. However, Sonbeam was able to provide some information regarding the arrangements made in the late 1980s and early 1990s in this regard; including their own meeting minutes from October 30, 1986 where it was recorded that Town Council approved the installation of a fence around the playground and agreed to supply sand to level the ground at the Town's October 27, 1986 meeting. The information provided also included their initial proposal, which was dated October 10, 1986 as well as correspondence between the former Parks Commission and Sonbeam Christian Day Care in July of 1987 (attached).

Town staff met to review the options for the land use, including a potential Memorandum of Understanding, lease agreement or potential sale of the property. It was determined that a lease agreement, either short or long term, would be the preferred arrangement and that option was proposed to Sonbeam Christian Day Care in

early January 2024. In response, Bethel Pentecostal Church, as the owner of Sonbeam, circulated a letter directly to Council on February 28, 2024 where they indicated their preference to acquire the lands, but that they were willing to enter into a short term lease in the interim while the land purchase option was being investigated by Town staff.

Sonbeam then provided edits to the lease agreement, which have been incorporated into the Town's lease agreement template along with additional changes provided by the Town's solicitor.

The Developer Commissioner and Director of Recreation, Culture and Parks are in agreement in recommending that Town Council enter into this short term lease with Sonbeam Christian Day Care. The lease agreement outlines the rights and responsibilities of each party while also providing standard protections for the Town in terms of naming the Town as insured and indemnifying the Town with respect to potential liability that could arise out of the use of the lands.

In terms of the potential sale of the property, the Developer Commissioner will be initiating an internal review of the viability of selling this property, and should it be possible, will bring forward a surplus lands report in that regard. It should be noted that there are other property owners/tenants in the area that may also have an interest in the lands and their level of interest would be identified through the Surplus Lands process.

CONSULTATION

The Developer Commissioner, Director of Recreation, Culture and Parks, the Recreation Programs & Services Manager and the Manager of Parks and Facilities have met a number of times in terms of reviewing the historical information and determining the best way to proceed.

Town staff have also met with representatives from Sonbeam Christian Day Care and Bethel Pentecostal Church twice.

The Town's solicitor, Duncan, Linton LLP has also reviewed the proposed lease agreement and their recommendations have been included in the revised lease agreement.

FINANCIAL IMPACT/FUNDING SOURCE

Sonbeam has proposed that the lease be for a nominal amount of $1 for the lease term. While staff understand that this reflects the historical precedence, this nominal amount does not reflect the market value of the land nor the revenue generation it supports for the day care operations.

In the absence of an appraisal, it is difficult to determine the actual land lease value for these lands. Certainly, any valuation should reflect the park type use of the lands as well as the investments made to date by the day care.

A useful comparison is the land lease rate charged to hangar developers at the Tillsonburg Regional Airport, which is 0.35 per square foot of land. This portion of the Hale Street Right-of-Way is approximately 7,700 square feet, which equates to a lease amount of $2,695 annually.

While recognizing that the airport land lease rate does not fully reflect the value of these lands, it does seem more appropriate than the nominal rate proposed. However, recognizing that Sonbeam was not anticipating the need to pay any land lease amounts in their current operational year as well as the immense community value provided by their daycare operations, particularly in a time when demand for daycare is very high, the Development Commissioner is proposing that the lease rate for this initial period be at 50% of the above rate or $1,348 plus HST.

Should an additional lease period be required, staff could negotiate a higher lease rate at that time.

In addition to the lease rate, staff recommend charging the costs for the legal review to Sonbeam Christian Day Care as well. These costs are anticipated to be in the $400 to $700 range.

Sonbeam has also agreed to cover the costs for the ongoing maintenance of the property, including show 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

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 – Maintain and enhance programs and facilities to support an active, engaged youth population

Priority Project – Not applicable

ATTACHMENTS
Appendix A – Lease Agreement
Appendix B – 1986 Proposal from Sonbeam Christian Day Care for Play Area
Appendix C – Correspondence between the former Parks Commission and Sonbeam Christian Day Care in July of 1987

THIS AGREEMENT made in duplicate this 20 day of March, 2024.

BETWEEN:

THE CORPORATION OF THE TOWN OF TILLSONBURG

hereinafter called the "Lessor", of the First Part,

-and-

SONBEAM CHRISTIAN DAY CARE (TILLSONBURG) INC.

hereinafter called the "Lessee", of the Second Part

WHEREAS the Lessor has control of lands hereinafter described as:

1. Part of Hale Street, Judge's Plan 500, between Bidwell Street and Raccoon Alley, in the Town of Tillsonburg, in the County of Oxford, forming part of PIN 00031-0131 (LT) in the Land Registry Office for the Land Titles Division in Oxford (No. 41), and highlighted in Appendix A attached hereto.

(the "Lands")

AND WHEREAS the Lessor is desirous of leasing the Lands to the Lessee and the Lessee is desirous to lease the Lands for Private Playground purposes subject to the conditions hereinafter set forth in this agreement (the "Lease").

NOW THEREFORE THIS INDENTURE WITNESSETH

1. PAYMENT

The Lessee covenants with the Lessor that the Lessee shall pay annual rent for the Lands as set out below to the Lessor by two payments each year during the term of this Lease. The first payment of which shall constitute 50% of annual rental fee and shall be due and payable by January 31st and the remaining 50% of the annual rental fee shall be due and payable by November 30 of each year that this Lease remains in force:

(a) Annual rent of $1 for the Land (the "Rent") plus Harmonized Sales Tax.

2. TERM

The term of the Lease shall be from May 1, 2024 to June 30, 2025 (the "Lease Term'). The Lease Term can be extended for additional one (1) year terms by the Lessor in its sole and absolute discretion. There is no representation or warranty of the Lessor that it must, shall or will extend the Lease Term.

3. CONDITION OF THE LANDS

The Lessee acknowledges and agrees that it is leasing the Lands in its current condition "as is" and the Lessee has conducted all inspections and performed its own due diligence to determine the suitability of the Lands for the Lessee's use. The Lessee acknowledges that the Lessor has made no representation or warranty and provides no covenant, representation or warranty concerning soil conditions, the existence of any items below the surface, and/or the environmental status of the Lands at any time. The Lessee acknowledges having inspected the Lands prior to signing this Lease and has relied upon its inspection regarding the suitability, condition, and state of repair of the Lands.

4. USE

(a) The parties agree that the Lands shall be used for the purposes of a private playground to support the ongoing operations of a private daycare, including playground equipment and fencing installed by the Lessee at its expense.

(b) The Lessee shall not do or permit to be done on the Lands anything which may:

i. Constitute a nuisance;
ii. Cause damage to the Lands;
iii. Cause injury or annoyance to occupants of neighbouring premises;
iv. Make void or voidable any insurance upon the Lands;

v. Constitute a breach of any by-law, status, order or regulation of any municipal, provincial or other competent authority relating to the Lands; or,
vi. Create any environmental hazard.

(c) The Lessee shall not store, allow to be stored or do anything that creates hazardous waste or toxic material as defined by the *Environmental Protection Act* or any related, amended or successor legislation. If any order is made by any level of government, including all agencies, Crown corporations or municipal bodies, or Court is made as a result of the conduct of the Lessee or its servants, directors, employees, invitees, customers or agents, actions or inaction under this Article then the Lessee shall satisfy the terms of such order including, but not limited to, paying all costs of the work required and shall indemnify and save the Lessor harmless from any costs, including legal costs, if the Lessor suffers any damages or pays any costs associated with such order.

(d) Any changes or improvements to the Lands, other than routine care and maintenance are required to be approved in writing by the Lessor in advance, with a minimum fourteen (14) days' notice, in their sole and absolute discretion, acting reasonably. All improvements to the property are required to removed at the Lessee's cost within thirty (30) days following the end of the Lease Term, save and except, any improvements agreed by the Lessor to remain in their sole and absolute discretion.

5. LESSEE RESPONSIBILITIES

The Lessee covenants to maintain all of the Lands pursuant to this Lease in good condition at all times during the Lease Term, any extension of the Lease Term and any overholding periods (if any). The Lessee further covenants to keep the Lands free from refuse and shall not store any refuse, garbage, motor vehicles or any items on the Lands that may be considered by the Lessor to be noxious, hazardous or refuse and further agrees to:

(a) Conduct ongoing care and inspections, including associated costs, of current play structure on premises, required to maintain the equipment in a state of good repair;

(b) Conduct snow removal on the sidewalk between the building and the park;

(c) Conduct snow removal on the four parking spaces on the west side of the property, this right shall include the ability to install signage reserving use as required by the daycare operations as approved by the Town in their sole and absolute discretion, acting reasonably;

(d) Conduct garbage removal services including costs;

(e) Repairing/replacing any damage to property and equipment contained therein;

(f) Conduct care and maintenance of fence; and,

(g) Conduct daily and annual park inspections and maintain all records related to those inspections.

6. RIGHT TO SELL SUBJECT LANDS

The Lessee acknowledges that the Lessor shall have the right to sell the Lands or any part or parts thereof upon one hundred and eighty (180) days' notice, in writing, and upon expiry of such notice the Lessee shall surrender that part (or all if required by the notice) of the Lands sold by the Lessor. The Lessee shall not demand, claim or plead any damages, costs, monies or compensation from the Lessor of any kind whatsoever and howsoever except as specifically provided for in this paragraph 6. The Lessee waives any and all claims, damages and/or losses for future income, profits or monies due to the surrender of some or all of the Lands.

7. DAYCARE OPERATOR REGISTRATION

The Lessee shall be required to provide evidence of a subsisting licence from the Ministry of Education in the Province of Ontario for the Lessee's daycare operation to the Lessor prior to commencement of the Lease Term and within fourteen (14) days following request by the Lessor, from time to time, during the Lease Term.

Lessor's Initials _____ Lessee's Initials _____

8. QUIET ENJOYMENT OF LANDS

It is further specifically agreed by and between the parties hereto that the Lessor covenants with the Lessee for quiet enjoyment of the Lands.

9. ASSIGNMENT

The Lessee acknowledges and agrees that it will not assign or sublet the Lands without approval by the Lessor, which may be withheld by the Lessor in its sole and absolute discretion. The Lessee further covenants that it will not conduct any business, trade, enterprise or objects on the Lands other than to use the Lands for its own purposes pursuant to the terms and conditions contained in this Lease.

10. INSURANCE

The Lessee shall obtain a policy of liability insurance in an amount of not less than Five Million Dollars ($5,000,000) per occurrence. The said policy of liability insurance shall be issued by an insuring company acceptable to the Lessor which: names the Lessor as an additional insured; contains a Cross Liability Clause; provides for waiver of subrogation against the Lessor and provides for thirty (30) calendar days' notice of cancellation. The Lessee shall provide the Lessor prior to the start of the Lease Term and within five (5) days following request by the Lessor, from time to time, during the Lease Term with an insurance certificate showing the required insurance coverage.

11. INDEMNIFICATION

The Lessee covenants to keep the Lessor indemnified and save harmless the Lessor at all times against any and all claims, suits, proceedings, actions and demands (including but not limited to actual legal costs) of any kind or nature whatsoever and howsoever arising by any person, entity or corporation whether in respect of damage, loss or death to person or property, arising out of or occasioned by the maintenance, use or occupancy of the Lands or the subletting or assignment of same or any part thereof. And the Lessee further covenants to indemnify the Lessor with respect to any encumbrance on or damage to the Lands occasioned by or arising from the act, default, or negligence of the Lessee, its officers, agents, servants, employees, contractors, customers, invitees or licensees. The Lessee agrees that the foregoing indemnity shall survive the termination of this Lease notwithstanding any provisions of the Lease to the contrary.

12. BANKRUPTCY

The Lessee acknowledges and agrees that if during the Lease Term any of the goods or chattels of the Lessee shall at any time during the said term be seized or taken in execution or in attachment by any creditor of the Lessee, or if the Lessee shall make any assignment for the benefit of creditors, or becoming bankrupt or insolvent debtors, the then current and next ensuing balance of Base Rent shall immediately become due and payable and the Lease Term shall, at the option of the Lessor, immediately become forfeited and determined and in such case, the Lessor may re-enter and take possession of the said lands as though the said lands was holding over after the expiration of the said term.

13. TERMINATION FOR CONVENIENCE

It is further hereby agreed between the parties hereto that this Lease may be terminated by either party in such parties' sole and absolute discretion by providing to the other party One Hundred and Eighty (180) days written notice prior to the termination date or the expiration of the Lease Term. In the case where the Lessor terminates the Lease, the provisions of Paragraph 6 above shall be in effect. If the Lessee terminates the lease it shall be responsible to pay a pro-rated Rent to the date of termination, pay for all other items required pursuant to this Lease and the Lessor shall not be responsible to reimburse the Lessee for the loss or damages for the Lessee's improvements to (or removal therefrom) the Lands or the Lessee's costs of restoring the Lands to their condition prior to the commencement of the Lease.

14. TERMINATION OF THE CONTRACT FOR CAUSE

In the event of any material default of this Lease by the Lessee, the Lessor shall have the right to provide written notice of such default and demand that the deficiency of program be rectified within ten (10) working days or such longer period as may be agreed upon by the Lessor. If the said default is not rectified or steps are not take to rectify the situation according to the agreed upon plan, the Lessor shall

be entitled to issue a written notice of termination for cause with no less than thirty (30) days notice and all Rent and all other amounts owing pursuant to this Lease shall be payable to the Lessor by the Lessee within thirty (30) days from termination.

15. DEFAULT

An "Act of Default" has occurred when:

(a) The Lessee has failed to pay Rent for a period of 60 consecutive days from the date that payment has been requested by the Lessor;

(b) The Lessee has breached his covenants or failed to perform any of his obligations under this Lease plus:
   i. The Lessor has given notice specifying the nature of the default and the steps required to correct it; and,
   ii. The Lessee has failed to correct the default as required by the notice;

(c) Any insurance policy is canceled or not renewed by reason of the use or occupation of the Lands, or by reason of non-payment of premiums;

(d) The Lands:
   i. Are used by any other person or persons, or for any other purpose than as provided for in this Lease without the written consent of the Lessor.

When an Act of Default on the part of the Lessee has occurred:

(a) All unpaid accrued and unaccrued Rent to the end of the Lease Term shall automatically become due and payable immediately; and,
(e) The Lessor shall have the right, in its sole and absolute discretion, to terminate this Lease and to re-enter the Lands and deal with them as it may choose.

If, because an Act of Default has occurred, the Lessor exercises his right to terminate this Lease and re-enter the Lands prior to the end of the Term, the Lessee shall nevertheless be liable for payment of Rent and all other amounts payable by the Lessee in accordance with the provisions of the Lease until the Lessor has re-let the Lands or otherwise dealt with the Lands in such manner that the cessation of payments by the Lessee will not result in loss to the Lessor and the Lessee agrees to be liable to the Lessor, until the end of the Lease Term for payment of any difference between the amount of Rent hereby agreed to be paid for the Term hereby granted and the Rent any new Lessee pays to the Lessor.

If when an Act of Default has occurred, the Lessor chooses not to terminate the Lease and re-enter the Lands, the Lessor shall have the right to take any and all necessary steps to rectify any or all Acts of Default of the Lessee and to charge the costs of such rectification to the Lessee and to recover the costs as Rent.

If, when an Act of Default has occurred, the Lessor chooses to waive his right to exercise the remedies available to it under this Lease or at law the waiver shall not constitute condonation of the Act of Default, nor shall the waiver be pleaded as an estoppel against the Lessor to prevent it exercising its remedies with respect to a subsequent Act of Default. No covenant, term, or condition of this Lease shall be deemed to have been waived by the Lessor unless the waiver is in writing and signed by the Lessor.

16. NOTICE

Notice to either party shall be given at the following addresses:

If to the Lessor:

Clerk Department
The Corporation of the Town of Tillsonburg
10 Lisgar Avenue
Tillsonburg, ON N4G 5A5

If to the Lessee:

Sonbeam Christian Day Care (Tillsonburg) Inc
119 Bidwell Street

Tillsonburg, N4G 3V4

The Lessee shall not at any time register notice of or a copy of this Lease on title to the Lands or any part thereof without consent of the Lessor.

16. MISCELLANEOUS

The words importing the singular number only shall include the plural, and vice versa, and words importing the masculine gender shall include the feminine gender, and words importing persons shall include firms and corporations and vice versa.

In the event that any clause herein should be unenforceable or be declared invalid for any reason whatsoever, such enforce ability or invalidity shall not affect the enforce ability or validity of the remaining portions of the covenants and such unenforceable or invalid portions shall be severable from the remainder of this Lease.

This Lease shall be construed and enforced in accordance with the laws of the Province of Ontario. Any proceeding shall be brought at the City of Woodstock in the County of Oxford.

The Lessee hereby agrees that they have had an opportunity to review the terms of this Lease and seek independent legal advice.

Should any provision of this Lease require judicial interpretation or arbitration, it is agreed that the court or arbitrator interpreting or construing the same shall not apply a presumption that the terms thereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent prepared the same, it be agreed that both parties have participated in the preparation hereof.

This Lease, including any schedule attached hereto, constitutes the entire agreement between the Parties hereto pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations or other agreements between the parties in connection with the subject matter hereof, except as specifically set forth herein. No supplement, modification, waiver or termination of this Lease shall be binding unless executed in writing by the Parties.

The Lessee shall not call on or demand the Lessor to perform any repairs or renovations prior to or after it obtains possession.

IT IS HEREBY declared and agreed that the expressions "Lessor" and "Lessee" wherever used in this indenture shall, when the context allows, include, be binding on and enure to the benefit of not only the parties hereto, but also their respective executors, administrators and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED in the Presence of)

RYAN HUTCHINS

DEB GILVESY, MAYOR **DATE**

TANYA DANIELS, CLERK **DATE**

SONBEAM CHRISTIAN DAY CARE (TILLSONBURG) INC.

March 20, 2024

EMILY SMYTH, ADMINISTRATOR **DATE**
I have the authority to bind the corporation

Lessor's Initials _____ Lessee's Initials _____

APPENDIX A – SUBJECT PROPERTY

Sonbeam Christian Day Care,
119 Bidwell Street,
Tillsonburg, Ont.
N4G 3V4

Oct 10th 1986

Parks and Recreation,
Tillsonburg,
Ont.

PROPOSAL FROM SONBEAM CHRISTIAN DAY CARE FOR PLAY AREA

With further reference regarding our meeting on Tuesday October 7th 1986 with Parks and Recreation Commission, Town Council Representative and Craft Guild Representatives, as suggested Sonbeam Christian Day Care presents information for necessary play area as follows:-

1. Size - 2000 sq ft.

2. Location - as per attached town plan, between Coon and Rolph Streets adjacent to Hale Street.

3. Sonbeam Christian Day Care will erect a 4 ft fence with two access gates (one pedestrian and one vehicle).

4. No permanent structures will be erected without Parks and Recreations being consulted.

5. This fenced area could be moved in future years if Town Council planning is necessary.

6. We enclose a copy of our insurance.

We are under the understanding Parks and Recreational Commission will be respos responsible for landscaping and maintenance in the spring of 1987.

The above named play area is necessary before the ground freezes and for our licensing.

Thank you for your assistance on this matter.

Respectfully submitted.

Wendy LeBlanc
for Sonbeam Christian Day Care.

Tillsonburg Parks,
Community Centre
and Recreation Commission.
45 Hardy Avenue, Tillsonburg, Ontario, N4G3W9 519/842-9011

July 2, 1987

Mrs. May Black
Sonbean Day Care,
Bethel Temple,
Bidwell & Hale Strs.,
TILLSONBURG, Ontario.
N4G 3V4

Dear Mrs. Black:

This is to advise you that the Park known as the "Sonbeam Christian Day Care Centre" is a Public Park area and must be open to the public, however you may use some discretion in restricting individuals who are not following rules or causing a hinderance.

I would also like to advise you that part of the understanding with Mrs. Wendy LeBlanc previous to her leaving Tillsonburg, was that any work done at the Park area must be approved by the Commission. I would ask that you do advise us in the future of any additions or any other matter that is added or removed from the park area. Thank you for your cooperation on this matter and I hope that the day care is successful in its future endeavours.

Sincerely,

W. Danile Shannon,
Director of Parks & Recreation.
Town of Tillsonburg

c. c. I. Linton
WDS/mbm

Sonbeam Christian Day Care,
119 Bidwell Street,
Tillsonburg
N4G 3V4

July 15th 1987

Mr. W. Danile Shannon,
Director of Parks & Recreation,
Tillsonburg Parks,
Community Centre & Recreation Commission,
45 Hardy Avenue,
Tillsonburg,
N4G 3W9

Dear Mr. Shannon,

Thank you for your letter of July 2nd 1987, and as per our agreement we wish to assure you that the "Sonbeam Christian Day Care Centre"will remain open as a public park.

Regarding the equipment, we were of the understanding that all the equipment had been O.K.'d by your commission before Mrs. Wendy LeBlanc left, however if this was not the case please accept our apologies. All that remains to be done in the park is the laying of a few more patio stones and the installation of a small slide in the toddler area, which we trust will be alright with your department.

We would like to thank you and your committee for all the help you have been in getting our park area "off the ground", and wish you to know that it has been much appreciated.

Sincerely,

May Black

May Black,
Administrator.

Subject: Bridge Street Re-Imagining Task Force – Update to Council
Report Number: EDM 2024-015
Department: Economic Development Department
Submitted by: Cephas Panschow, Development Commissioner
Meeting Type: Council Meeting
Meeting Date: Monday, April 8, 2024

RECOMMENDATION

A. THAT report EDM 2024-015 titled "Bridge Street Re-Imagining Task Force – Update to Council" be received as information; and,

B. THAT, concurrent with the public consultation, the proposed Streetscape Plan be referred to Town Departments for review and comment.

BACKGROUND

At the June 26, 2023 meeting of Tillsonburg Town Council, the following resolution was passed:

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.

Subsequent to this, the Bridge Street Task Force has been working with the consultant to identify key aspects of the Bridge Street corridor, including its past use as a railway corridor, to develop an enhanced streetscape plan. The Streetscape Plan is at the 90% design stage and the next step is to re-engage with members of the public and property owners in the area to obtain additional feedback and complete the streetscape design.

The Development Commissioner is providing this update to Town Council in advance of the proposed public consultation open house. The consultant for the project will also be presenting the draft Streetscape Plan to Council at the same meeting as this report.

DISCUSSION

The potential to re-imagine the Bridge Street corridor in conjunction with the proposed Station View Developments project, represents an opportunity to once again develop a "Made in Tillsonburg" solution that builds a stronger and more competitive downtown and community.

The potential benefits align well with a number of Town projects happening within or at the end of the Bridge Street corridor; including, but not limited to, the Kinsmen Bridge, Clock Tower, and new Town Hall projects.

While there are many more details to be determined, this re-imagining has the potential to create a vision for what the Downtown could become in the future.

CONSULTATION

The Bridge Street Re-Imagining Task Force is a community-based committee (not a Committee of Council) that has been tasked with developing a Streetscape Plan for the Bridge Street Right-of-Way and adjacent municipally-owned properties. The Task Force is not tasked with any private developments on Bridge Street such as the Station View Development Project.

The Task Force has been working extensively with Shift Landscape Architecture to bring the Streetscape Plan to the 90% design stage. This includes an initial public information session held at the Tillsonburg Farmer's Market on October 7, 2023.

Town staff, including the Development Commissioner and Director of Operations and Development, have participated in the Task Force meetings and supported the technical review of the plan including making the Town's recently retained consultant for the Transportation Master Plan (Paradigm) aware of the Streetscape Plan with the goal of having it form part of the Transportation Master Plan.

The next step for the Task force is to engage with the public again and they are proposing to hold another public information session in April (details to be confirmed) as well as make the draft Streetscape Plan available on the Town's website page dedicated to this project (www.Tillsonburg.ca/bridgestreet) along with a survey for members of the public to formally submit their comments and any concerns.

FINANCIAL IMPACT/FUNDING SOURCE

There are no financial impacts related to this report.

CORPORATE GOALS

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

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

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

Goal – The Town of Tillsonburg will accommodate and support sustainable growth.

Strategic Direction – Promote, preserve and enhance the downtown core as the retail centre and community hub for Tillsonburg.

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

Subject: Development Charges Exemptions Policy Review
Report Number: FIN 24-010
Department: Finance Department
Submitted by: Renato Pullia, Interim Director of Finance
Meeting Type: Council Meeting
Meeting Date: Monday, April 8, 2024

RECOMMENDATION

A. THAT report FIN 24-010 titled "Development Charges Exemptions Policy Review" be received as information; and
B. Option 1: THAT the non-residential and industrial exemptions remain in the 2024 DC by-law update;
   OR
C. Option 2: THAT consideration on the removal of non-residential or industrial exemptions be presented to the public for input, as part of releasing the detailed background study and part of the public meeting of Council.

BACKGROUND

This report is to provide Council with information as to whether consideration should be given to removing non-residential and/or industrial Development Charges (DC) exemptions in the DC by-law update.

DISCUSSION

Development charges are one-time fees imposed by municipalities on land developers and home builders when they develop or build upon an area of land. They are used to recover the capital costs associated with residential and non-residential growth within the municipality.

The Development Charges Act (DCA) provides for a number of statutory Development Charges (DC) exemptions:

- Upper/Lower Tier Governments and School Boards
- Development of lands intended for use by a university that received operating funds from the Government
- Existing industrial building expansions (may expand by 50% with no DC)
- Additional residential units in existing and new residential buildings (revised through Bill 23):

    - May add up to two apartments for a single detached, semi-detached or row house (only one unit can be in an ancillary structure)
    - One additional unit or 1% of the units in an existing rental residential building with four or more residential units
- Non-profit housing (Added through Bill 23)
- Inclusionary zoning affordable housing units (Added through Bill 23)
- Additional exemptions for affordable and attainable units to be exempt upon proclamation by the Lieutenant Governor units (Added through Bill 23)
- Discount for rental housing development:
    - >2 bedrooms - 25% discount
    - 2 bedrooms - 20% discount
    - <2 bedrooms - 15% discount
- Mandatory reduction of DC (Maximum charge of 80%, 85%, 90%, 95%, 100% for first 5 Years of the by-law).

The Act is specific in identifying that the revenue forgone may not be made up by increasing the D.C.s for other classes of development.

In effect, it is a loss of revenue to the Municipality which will have to be funded via taxes, user fees, reserves or other financial resources.

The following non-statutory D.C. exemptions are currently imposed in the County and Area-Municipalities:

Exemption	County of Oxford	Blandford-Blenheim	East Zorra-Tavistock	Ingersoll	Norwich	Tillsonburg	South-West Oxford	Zorra
1. Non-residential uses		✓		✓	✓	✓		
2. Industrial buildings	✓	✓	✓	✓	✓	✓	✓	✓
3. Non-residential farm building	✓	✓	✓	✓	✓	✓	✓	✓
4. Places of worship	✓	✓	✓	✓	✓	✓	✓	✓
5. Public hospitals	✓	✓	✓	✓	✓	✓	✓	✓
6. Development in Central Business District and Entrepreneurial Area	✓			✓		✓		
7. Temporary buildings and structures	✓	✓	✓	✓	✓	✓	✓	✓
8. Long-term care home	✓	✓	✓	✓	✓	✓	✓	✓
9. Affordable housing	✓	✓	✓	✓	✓	✓	✓	✓
10. Temporary dwelling units	✓	✓	✓	✓	✓	✓	✓	✓
11. Private Schools	✓							

<u>Non-statutory/Discretionary Exemptions</u>

While the DCA provides for the noted mandatory exemptions, it also gives municipalities the ability to provide their own exemptions.

Each by-law renewal provides the opportunity for consideration as to the removal of non-residential or industrial exemptions. The following survey has been prepared to assess the treatment of non-residential D.C. exemptions in 23 neighbouring municipalities.

Of the 23 municipalities, 1 fully exempts non-residential development, 5 fully or partially exempt industrial development, and one exempts only institutional development. The majority of the municipalities exempt agricultural development and 5 others provided area-specific exemptions such as in downtown cores or brownfield areas.

Non-residential exemptions have already been removed in the City of Woodstock and industrial exemptions are being considered for removal in Blandford Blenheim.

Municipality	Non-Residential	Industrial	Farm Buildings/ Agricultural	Area Exemptions
Brant County			x	
Brantford			x	and Brownfield
Norfolk		x	x	Business District
Bayham	x			
Malahide			x	
Aylmer				
Central Elgin			x	
St. Thomas		x		
Thames Centre		x	x	
London			x	
Middlesex Centre				
St. Marys			x	
Stratford		x		
Perth East			x	
Waterloo Region		x - 60% reduction	x	Growth Centre and Brownfield
Wilmot			x	
Wellesley			x	
North Dumfries			x	
Woolwich			x	
Kitchener			x	
Cambridge			x	Core Areas
Waterloo				
Woodstock	Institutional		x	Downtown Community Improvement Areas

Exemptions have both pros and cons, as follows::

Pros:

1. **Economic Stimulus**: Exempting non-residential and industrial development from development charges can stimulate economic growth by attracting businesses to the area. This can lead to job creation, increased tax revenues, and overall economic prosperity.

2. **Encourages Investment**: Development charge exemptions make it more financially viable for businesses to invest in the municipality. This can encourage existing businesses to expand and new businesses to establish themselves in the area, contributing to its economic diversity.

3. **Infrastructure Development**: While development charges are intended to fund infrastructure improvements necessitated by new development, exempting certain types of development can still lead to infrastructure upgrades. For instance, increased commercial activity may prompt the municipality to invest in improved transportation networks or utility services.

4. **Competitive Advantage**: By offering exemptions, the municipality can gain a competitive advantage over neighboring jurisdictions. Businesses may choose to locate within the municipality to take advantage of the cost savings, rather than opting for areas with higher development charges.

Cons:

1. **Revenue Loss**: Exempting non-residential and industrial development from development charges means the municipality forgoes potential revenue streams. This can impact its ability to fund essential services and infrastructure projects, leading to budget constraints or increased taxes for residents.

2. **Inequity**: Development charge exemptions may create inequity, as certain types of developments receive preferential treatment over others. This could lead to resentment among residents or other businesses who do not qualify for exemptions.

3. **Potential for Abuse**: There's a risk that developers may exploit exemptions for non-residential and industrial development, leading to speculative or unsustainable development practices that prioritize short-term gains over the long-term interests of the community.

In 2019, the Association of Municipalities of Ontario (AMO) presented a paper, attached as Appendix A, to the Ministry of Municipal Affairs & Housing on Bill 23 and DCs. The

paper's main argument was "Reducing DCs does not decrease the cost of growth-related infrastructure. Instead, it transfers the cost to existing homeowners, which includes low-income families and fixed-income seniors". The Municipal Finance Officers Association (MFOA) also provided a very detailed paper called 'MFOA Submission on Bill 23' to the government on this issue, available for download here.

In conclusion, while providing development charge exemptions for non-residential and industrial development can offer benefits such as economic growth and investment, also presents challenges related to revenue loss, equity, overdevelopment, and potential abuse. Municipalities must carefully weigh these pros and cons before implementing such policies, considering the specific needs and circumstances of their community.

CONSULTATION

Commissioner of Development and Marketing, Director of Operations and Development, Senior Leadership Team

FINANCIAL IMPACT/FUNDING SOURCE

The financial impacts of the statutory (white background) and non-statutory (yellow background) exemptions and reductions over the next 10 years for Tillsonburg are summarized in the following table:

Financial Impacts of D.C. Exemptions and Reductions

D.C. Exemption/Reduction	10-Year Cost
Industrial	$2.7 M
Commercial/Institutional	$2 M
Affordable Housing	$5.2 M
D.C. Phase-In [1]	$3.8 M
Non-Profit Housing (LTC)	$0.6 M
Rental Reduction	$0.4 M
Secondary Units	$0.3 M
Other [2]	$0.3 M
Subtotal (Statutory Exemptions)	**$10.5 M**
Total Exemptions	**$15.1 M**

1. Assumes new by-laws still passed every 5-years. All other impacts are net of Phase-in revenue loss
2. Other includes Municipal Facilities, Agricultural, Places of Worship

Maintaining the current policy of exempting Industrial and non-residential (Commercial and Institutional) development would mean that $4.7M over the next 10-years will need to be raised by taxes, user fees or other revenue. If on the taxes, it would represent a 2.35% tax levy increase, on top of the 5.06% for the statutory exemptions.

CORPORATE GOALS

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

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

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

Goal – N/A

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS

Appendix A – AMO's Submission to the Ontario Government on Importance of DCs

Association of Municipalities Ontario

The Importance of Development Charges

Submission to the Minister of Municipal Affairs and Housing on "Increasing Housing Supply in Ontario" consultations

January 31, 2019

The government has launched a consultation to, "increase the supply of housing in Ontario" and to "address barriers getting in the way of new ownership and rental housing." According to the government, one of the key barriers to new housing supply is "Cost: Development costs are too high because of high land prices and government-imposed fees and charges." Any added restrictions on the use of development charges (DCs) will have major implications for municipal governments.

Development charges are a major source of revenue for **cost recovery** that funds the infrastructure needed for Ontario's growing communities. In 2017, 197 municipal governments collected about $2.3 billion in development charge revenue.

At present, development charges only cover about 80% of the costs of growth-related capital. They are used throughout Ontario and especially in high growth areas. That means property taxes are currently subsiding the cost of growth and municipalities are currently falling short of achieving the principle, "growth should pay for growth." As a recent paper from the Institute on Municipal Finance and Governance at the University of Toronto noted, "[the] burden on existing ratepayers is not only inequitable, but also leads to inefficiently low municipal service levels and other related problems for municipalities and the development industry."

Inadequate DC revenue will have negative consequences for the province, not just municipalities. The Association of Municipalities of Ontario urges the government to consider these three key points:

1. Development charges are not a root cause of the affordable housing and supply challenge in Ontario. Even further to the point, DCs only apply to only a small part of the housing market – new homes. DCs represent between 5 – 7% of the cost of a new home.

2. A reduction in development charge collections will increase the cost of public services for all residents. This will increase pressure from taxpayers to constrain growth and to constrain demands on the already stretched property tax dollar.

3. Municipal governments and current property taxpayers do not have means to subsidize developers in building new homes. Changes that reduced development charges has never resulted in reduced housing prices.

The affordability question

1. Development charges are not a root cause of the affordable housing and supply challenge in Ontario.

Where used, development charges only account for between 5-7% of the price of a new home. The cost of lumber and supplies, interest rates, economics, land costs, and developer profits are significant factors when it comes to the cost of a new home. A recent study by the Royal Bank and the Pembina Institute concluded that, with respect to DCs, "the increase in these charges accounts for only a small fraction of the increase in home prices."

In addition, experience has taught that DC reductions are not passed on to the home buyer. For example, Ottawa experimented with offering DC concessions in a specific area. The concessions offered did not lower the price of housing compared to other areas in the city. In the GTA, on the border of two municipalities, with different development charge programs, the municipality with

lower DCs in fact has higher housing prices. These examples add to the embedded skepticism that exists about the interests and actions of the industry to reduce house prices.

Lowering DCs will not lower housing prices nor increase land supply. Reducing DCs could exacerbate housing issues and create further barriers to long-term municipal financial sustainability.

Taxpayer Equity and Municipal Sustainability

2. A reduction in development charge collections will increase the cost of public services for all residents. This will increase pressure from taxpayers to constrain growth to constrain demands on the already stretched property tax dollar.

Reducing DCs does not decrease the cost of growth-related infrastructure. Instead, it transfers the cost to existing homeowners, which includes low income families and seniors. Significant increases in the whole cost of housing, through increased annual property taxes, would be unaffordable for many. Existing taxpayers and ratepayers would have to fund the cost of infrastructure not recovered through DCs. This would result in higher property taxes and utility rates for municipalities with new development and create a disincentive for residents to support new housing.

If more municipal operating revenues are needed to cover the cost of growth, it will be at the expense of maintaining existing capital assets, services, or current property tax and user rates. Shortchanging the public services that the people of Ontario depend on is no way to build the communities people want to live in. Development charges are the right tool to fund the services needed for growth in Ontario.

Specific to the issue of water and wastewater infrastructure, it has been suggested that DCs should not be used to recover growth-related capital costs associated with water and wastewater infrastructure. This is a poorly thought out suggestion which would have the following impacts:

- It will reduce a municipality's ability to finance the essential infrastructure needed for growth to occur;
- It will reduce the supply of serviced land;
- It will unfairly affect existing homeowners, who would see large increases in their water rates to pay for infrastructure that does not benefit them;
- Municipal efforts to properly fund asset management plans would likely be compromised because the rate increases necessary for both growth and asset management would likely be unacceptable;
- Opposition to growth may increase as homeowners become aware that growth is causing increases in their water rates;
- There would be significant transitional issues as many municipalities have issued debt that is funded by future development charge revenue; and
- Higher water rates would reduce affordability for the people of Ontario, including seniors and lower income residents.

Cumulative Impact

3. Municipal governments and current property taxpayers do not have means to subsidize developers in building new homes.

As noted above, property taxpayers are already subsidizing growth. Ontarians already pay the highest property taxes in county. What ancillary impacts will be further placed on others in a community? How much higher should property taxes go? How high is too high?

We also have to consider the perspectives of Ontarians:

- Six in ten say improving the state of roads, bridges, and transit is a high priority.
- Seven in ten say they are concerned that current property taxes will not cover the cost of local infrastructure and municipal services.
- More than eight in ten Ontarians say they would be concerned if the province placed new demands on municipal governments that result in higher property taxes.

Ontarians understand the limits of the property tax system and they understand that an infrastructure gap exists in their community. Much of what makes Ontario an attractive place to live, start a family and open a local business is public infrastructure.

AMO estimates municipal governments need an additional $4.9 billion per year for ten years to continue delivering today's services and to close the infrastructure gap. This need is on top of inflation-adjusted property tax and user fee increases over the next ten years.

Mandating reductions in the collection of DCs will compound existing municipal financial challenges. Reductions would hamper the aspirations of Ontarians to continuously improve the state of infrastructure in their communities and close the gap.

Conclusion

AMO was pleased to make presentations to the Minister of Municipal Affairs and Housing on the importance of development charges as a financial underpinning of municipalities, and especially high growth communities. AMO and the Municipal Finance Officers Association were pleased to recently assemble treasurers from a wide assortment of municipal governments, to inform the provincial government's deliberations on this issue, at two different occasions.

The Municipal Finance Officers Association has provided a very detailed paper to the government on this issue. Similarly, the Institute on Municipal Finance and Governance at the University of Toronto has also recently published a paper on development charges. A key quote from that paper bear mentioning: "Both municipalities and the development industry are stronger when growth-related capital costs are recovered by DCs set within well-structured municipal funding regimes."

We urge the government to consider the above points and submissions. The government must ensure that unintended consequences of a policy change do not exacerbate the availability and supply of housing in Ontario, nor existing municipal financial challenges.

Subject: 2023 Assessment Base Management
Report Number: FIN 24-017
Department: Finance Department
Submitted by: Ted Lyons, Revenue Manager
Meeting Type: Council Meeting
Meeting Date: Monday, April 8, 2024

RECOMMENDATION

THAT report FIN 24-017 titled 2023 Assessment Base Management be received as information.

BACKGROUND

At the regular meeting of Council on January 24, 2023, the Town's Account Manager from MPAC, Jeremy Gough, was in attendance to deliver a "Council 101 Orientation" presentation on property assessment in Ontario. The presentation was received for information through Council resolution 2023-037.

MPAC highlighted a number of important aspects relating to property assessment in Ontario and discussed the role that stakeholders play with respect to ensuring the municipality's assessment base is current and up to date.

There are multiple stakeholders involved in shaping fair and accurate assessments in the Town of Tillsonburg. These stakeholders include; MPAC, Property Owners, Agents acting on behalf of Property Owners, Agents acting on behalf of the Municipality, the Assessment Review Board and the Municipality.

DISCUSSION

Assessment Base Management is a practice that encompasses a wide range of activities intended to ensure corrections to the assessment roll and ensure fairness and equity in property taxation.

Assessment Base Management is an important tool in ensuring fair and equitable distribution of taxation between property owners within a municipality. The overall burden of taxation is shared between all property owners and therefore if one property is not correctly assessed, other property owners end up paying more than they should.

A growing number of municipalities are recognizing the importance of becoming actively involved in Assessment Base Management to ensure equity and fairness and to:

- Ensure each property pays no more and no less than its current assessed value
- Enhance and protect the assessment base
- Stabilize the assessment roll

Oxford County retains MTE Paralegal Professional Corporation to provide Assessment Base Management services to its lower-tiers on behalf of the County. MTE is a valuable resource for the Town, specifically with their skillset and ability to represent the Town on large, complicated, assessment appeals. In addition to representing the Town on large appeals, MTE was successful in bringing forward 2 properties that required corrections in 2023, resulting in an additional property taxes billed in excess of $18,000.

The role of municipal staff in Assessment Base Management is important and can be neglected or overlooked when consultants have been retained to represent the municipality. Staff are generally more familiar with properties within their own municipality than an outside consultant and staff are well equipped to identify errors & property changes at a local level through relationships built with other municipal departments. Staff and consultants are best suited to work together and the Town has developed a strong working relationship with MTE.

In 2023, Staff took a proactive approach to Assessment Base Management and were able to identify and bring forward 15 properties to MPAC's attention that were believed to be incorrectly coded and/or incorrectly classified requiring review. MPAC welcomes these types of inquiries from the municipality and promotes active engagement with all stakeholders with respect to assessment inquiries. MPAC will undertake a review of properties that are brought forward to ensure they have been assessed correctly based on their existing use, zoning and in accordance with provincial legislation.

The issues relating to the 15 properties staff identified ranged in size and scope but notably included 4 larger industrial properties that were incorrectly classified as commercial. These properties had a clear industrial manufacturing use. MPAC was able to correct these properties by issuing Amended Property Assessment Notices for 2023, changing just over $10,000,000 of commercial assessment to industrial, which resulted in additional taxes billed for 2023 in excess of $91,000.

Assessment corrections received from MPAC can be delivered to the Town as Supplementary/Omitted Assessments or as Amended Property Assessment Notices, depending on the nature and duration of the correction required. Once these changes are received, they are billed to the applicable property owner with a letter of explanation. This is the same process in place for assessment corrections received from MPAC that reduce property taxes payable.

CONSULTATION

Director of Finance / Treasurer, MPAC, MTE Paralegal Professional Corporation.

FINANCIAL IMPACT/FUNDING SOURCE

Through the Town's Assessment Base Management activities in 2023, MPAC issued corrections on 15 properties resulting in additional taxes billed for 2023 that are summarized below:

Town Assessment Base Management Summary - Additional Taxes Billed for 2023				
	Total Change	**Town Taxes**	**County Taxes**	**Education Taxes**
1	**$31,999.36**	$18,834.81	$9,704.91	$3,459.64
2	**$17,220.20**	$6,761.99	$3,484.22	$6,973.99
3	**$24,263.93**	$12,588.80	$6,486.57	$5,188.56
4	**$2,299.70**	$1,517.69	$782.01	$0.00
5	**$1,662.45**	$1,037.16	$534.41	$90.88
6	**$19,968.06**	$13,177.93	$6,790.13	$0.00
7	**$8,313.94**	$5,486.79	$2,827.15	$0.00
8	**$30,736.94**	$20,284.86	$10,452.08	$0.00
9	**$32,723.31**	$21,595.77	$11,127.54	$0.00
10	**$13,471.57**	$7,923.27	$4,082.59	$1,465.71
11	**$2,679.28**	$1,573.11	$807.82	$298.35
12	**$20,365.14**	$9,765.36	$5,016.06	$5,583.72
13	**$3,594.27**	$2,118.00	$1,091.34	$384.93
14	**$6,994.11**	$4,120.50	$2,123.15	$750.46
15	**$9,925.58**	$5,837.71	$3,007.97	$1,079.90
	$226,217.84	**$132,623.75**	**$68,317.95**	**$25,276.14**

Assessment changes impact current year's taxes as well as future year's taxes in the form of year over year assessment growth.

CORPORATE GOALS

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

☐ Lifestyle and amenities
☐ Customer service, communication and engagement
☐ Business attraction, retention and expansion
☐ Community growth
☐ Connectivity and transportation

☒ Not Applicable

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

Goal – N/A

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS
N/A

Subject: Tax Rolling Certain Accounts Receivable Invoices
Report Number: FIN 24-018
Department: Finance Department
Submitted by: Ted Lyons
Meeting Type: Council Meeting
Meeting Date: Monday, April 8, 2024

RECOMMENDATION

A. THAT report FIN 24-018 titled Accounts Receivable Update be received as information; and
B. THAT Council direct staff to proceed with adding unpaid overdue accounts receivable invoices to eligible property tax accounts, where current collection efforts have been exhausted and where the Town has the authority to add these charges to the tax roll under the *Municipal Act, 2001,* as amended.

BACKGROUND

The Finance Department issues accounts receivable invoices of between $2-$3 million dollars on an annual basis on behalf of departments across the organization. Accounts receivable invoices are issued for a number of revenue and cost recovery items related to the Town's Rates and Fees By-Law. The majority of invoices issued through accounts receivable relate to Fire, By-Law Enforcement, Tillsonburg Airport, Finance, Transit & Corporate Services.

The Town also issues miscellaneous accounts receivable invoices on behalf of Tillsonburg Hydro and the Water/Wastewater Department.

The Finance Department has a planned goal in its 2024 Business Plan of developing and Accounts Receivable Collections Policy. The implementation of such a policy will help safeguard Town revenues and will serve to govern procedures, responsibilities and management of Town receivables. Until such time as that policy is drafted and approved, staff would like to proceed with a legislative process of adding unpaid overdue accounts receivable invoices to eligible property tax accounts.

DISCUSSION

There are a number of tools available in the municipal toolkit to assist with the collection of overdue receivables.

- Issuance of past due statements
- Direct contact with customers with overdue accounts
- Letter, phone and e-mail campaign
- Transfer of balance to the tax roll
- Offset against invoices owed to the Town
- Third Party Collections efforts through a Collection Agency

Staff have started a campaign of collection activities on outstanding receivables, which so far have utilized the first 3 collection methods listed. We've had considerable success in collection of older outstanding receivables related to individuals that continue to utilize Town services or have active contracts with the Town.

When the Town has leverage it can use to collect an unpaid invoice, such as a contractual obligation like rent payments, it expedites the collection process. In the absence of leverage, unpaid municipal invoices can be difficult to collect. To assist municipalities with collection of debt, the *Municipal Act, 2001,* as amended, provides a municipality the authority to add outstanding debts against an individual's tax roll in certain instances. *Section 398* of the *Municipal Act, 2001 as amended*, provides the following:

Debt

398 (1) Fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively. 2001, c. 25, s. 398 (1); 2006, c. 32, Sched. A, s. 170 (1).

Amount owing added to tax roll

(2) The treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any, or of a local board whose area of jurisdiction includes any part of the municipality shall, add fees and charges imposed by the municipality, upper-tier municipality or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. **In the case of fees and charges for the supply of a service or thing to a property, the property to which the service or thing was supplied.**
2. **In all other cases, any property for which all of the owners are responsible for paying the fees and charges. 2001, c. 25, s. 398 (2); 2006, c. 32, Sched. A, s. 170 (2); 2017, c. 10, Sched. 1, s. 69.**

The Ontario Municipal Tax & Revenue Association (OMTRA) provides *"Tax Rolling Provisions"* as a guiding document for its municipal membership. This document is a comprehensive listing outlining recommended items that municipalities are permitted to add to the tax roll, and will serve as a guide for our procedures.

By-law enforcement invoices tend to be the most common unpaid invoicing added to a property tax roll as property owners that fail to comply often do so on a repeat basis and

do not pay the corresponding invoice for the Order or work carried out to bring the property into compliance. Staff have identified approximately 50 outstanding by-law enforcement related invoices to be reviewed as part of this process. Many of these overdue invoices belong to the same property owner(s). Staff estimate there are 80-100 unpaid invoices that could be eligible for tax rolling, representing approximately 1/4 of the Town's remaining outstanding accounts receivable invoices to be collected.

The willingness and authority of a municipality to add unpaid accounts receivable invoices to the tax roll does not necessarily mean this will be the end result. Staff plan to first issue the property owner a final collection notice advising they will have 30 days to pay the outstanding invoice before it's added to their property tax account. The Town has a 25% addition as a tax roll fee through its Rates and Fees By-Law, which will serve as additional leverage to obtain payment.

As the Accounts Receivable Collections Policy is projected to take time to draft, review and bring forward for Council consideration, staff recommend proceeding with adding unpaid overdue accounts receivable invoices to the property tax rolls in the interim to protect the municipality's financial interests. As time progresses, the risk of not being able to collect on unpaid accounts receivable invoices increases and if an individual sells their property and moves, tax rolling is no longer an option the municipality can utilize.

CONSULTATION

Interim Director of Finance / Treasurer

FINANCIAL IMPACT/FUNDING SOURCE

Collection of overdue accounts receivable invoices limits financial risk to the Town. Successfully tax rolling and collecting eligible overdue accounts would yield approx. $35K.

CORPORATE GOALS

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

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

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

Goal – N/A

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS
N/A

Report Approval Details

Document Title:	FIN-24-018 - Accounts Receivable Update - FIN-24-018.docx
Attachments:	
Final Approval Date:	Apr 3, 2024

This report and all of its attachments were approved and signed as outlined below:

Renato Pullia

Kyle Pratt

Subject: Tillsonburg Skate Shop Lease Extension
Report Number: RCP 24-010
Department: Recreation, Culture and Parks Department
Submitted by: Andrea Greenway, Recreation Programs & Services Manager
Meeting Type: Council Meeting
Meeting Date: Monday, April 8, 2024

RECOMMENDATION

A. THAT report titled RCP 24-010 Tillsonburg Skate Shop Lease Extension be received as information; and
B. THAT the proposed agreement to extend the Tillsonburg Skate Shop lease for three years be granted as outlined within report RCP 24-010 be approved; and
C. THAT a By-Law to authorize the Mayor and Clerk to execute the Agreement be presented to Council for consideration.

BACKGROUND

The purpose of this report is to present Council with the draft Tillsonburg Skate Shop lease extension. The agreement outlines each party's roles and responsibilities for the duration of the extension.

DISCUSSION

The Tillsonburg Skate Shop has been successfully operating under an agreement with the Town since 2011. Doug and Tina Holman, owners of the Tillsonburg Skate Shop, have provided written notice requesting a three (3) year extension within the prescribed timeline outlined in the lease agreement that ends on April 30, 2024. The current lease (attached) states that: "The Lease Term can be extended for an additional three (3) years, subject to approval by the Lessor in their sole and absolute discretion, upon receipt by the Lessor of written notice thirty (30) days prior to May 1, 2024. If accepted by the Lessor within forty-five days, unless otherwise negotiated, the same rates and terms shall apply except that the contract shall be amended to extend the termination date." They have also requested an additional two years be added to the extension for a total of five years. They would like to have a long term relationship with the Town of Tillsonburg as a business serving residents out of the Tillsonburg Community Centre.

Staff have included the option to extend the lease by an additional 2 years in the extension agreement which would take the lease extension to a total of 5 years. The

extension agreement states that the Town would have the discretion to extend the lease by 2 additional years and that there is no guarantee that the lease be extended beyond the 3 year period. This allows staff to determine and recommend to Council at the three year mark whether to accept an additional two years on the lease extension or whether to go through the tender process for the rental of the space at the Community Centre.

The Skate Shop is an excellent tenant in good standing with the Town. The lessee has met all requirements in the lease agreement and is a good fit for the location at TCC within the arena area. The space is conducive to this type of business and they provide an exceptional service to arena users. Staff recommend accepting the lease extension as attached to this report.

In the lease extension agreement, the current rental rate will be increased by 5.4% in 2024 and then by inflation at the consumer price index in each of the years of the lease as per part B of the November 27, 2023 Council resolution:

> ***Moved By:*** *Mayor Gilvesy*
>
> ***Seconded By:*** *Councillor Parsons*
>
> *A. THAT Council receives report FIN 23-32 - 2024 Updated Rates and Fees; and*
>
> *B. THAT, where other than prohibited by Legislation or set by another legislative body, all rates and fees set annually under the control of the Town be increased by a minimum of the consumer price index applied to wages or higher as warranted, to reflect the increase in costs of delivering such services, but excluding the following fees:*
>
> *1. infant graves;*
>
> *2. taxi rates; and*
>
> *C. THAT a By-Law to provide a schedule of fees for certain municipal applications, services, and permits be brought forward for Council consideration at the next meeting of Council; and*
>
> *D. THAT staff be directed to prepare a report to include a non-resident surcharge for services & programs offered at the Tillsonburg Community Centre.*

The Tillsonburg Skate Shop is in full agreement of the lease extension requirements and a signed copy is attached to this report.

CONSULTATION

Director RCP, Director of Finance, Tillsonburg Skate Shop (Doug Holman)

FINANCIAL IMPACT/FUNDING SOURCE
The lease will generate $1,581 in 2024 (May 1 – December 31), $2,661 + inflation in 2025 (January 1 – December 31) and in subsequent years will generate the prior year rate plus inflation in rent.

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 – Expand community partnerships in the delivery of programs and amenities.

Priority Project – N/A

ATTACHMENTS
Appendix A – Tillsonburg Skate Shop Lease Extension Agreement
Appendix B – 2019 – 2024 Skate Shop Agreement Doug Holman Signed

THIS AGREEMENT made in duplicate this 11 day of May 2019.

BETWEEN:

THE CORPORATION OF THE TOWN OF TILLSONBURG,

Hereinafter called the Lessor, of the First Part,

-and-

Doug Holman as Tillsonburg Skate Shop

Hereinafter called the Lessee, of the Second Part,

AND WHEREAS the Lessor owns the Tillsonburg Community Centre,

AND WHEREAS the Lessor is desirous of renting the skate sharpening room to a qualified operator to provide skate sharpening services to the users of the Tillsonburg Community Centre;

NOW THEREFORE THE PARTIES, in consideration of the mutual covenants and agreement hereinafter set out, hereby agree as follows:

1. **DEFINITIONS**
   a. "Skate Shop" shall mean the Skate Sharpening Shop to which this Agreement applies and as shown in Appendix A.
   b. "Facility" shall mean the Tillsonburg Community Centre in its entirety.

2. **RIGHT TO PROVIDE SKATE SHARPENING SERVICES**

The Lessor grants to the Lessee exclusive rights to sell skate sharpening services within the facility in this Agreement. No other exclusivity is granted or implied by this Agreement.

3. **LEASE TERM**

The Lease Term is effective beginning May 1, 2019 and ending April 30, 2024, unless terminated under the provisions of Paragraphs 26, as applicable.

The Lease Term can be extended for an additional three (3) years, subject to approval by the Lessor in their sole and absolute discretion, upon receipt by the Lessor of written notice thirty (30) days prior to May 1, 2024. If accepted by the Lessor within forty-five days, unless otherwise negotiated, the same rates and terms shall apply except that the contract shall be amended to extend the termination date.

4. RENT

The Lessee agrees to pay the rent as outlined below, plus applicable taxes:

Year	January - March	April - August	September - December	Total per calendar year
2019	N/A	$ 50/mnth[i]	$310/mnth	$1,440
2020	$310/mnth	$ 50/mnth	$310/mnth	$2,420
2021	$310/mnth	$ 50/mnth	$310/mnth	$2,420
2022	$310/mnth	$ 50/mnth	$325/mnth	$2,420
2023	$325/mnth	$ 50/mnth	$325/mnth	$2,420
2024	$325/mnth	$ 50/mnth[ii]	N/A	$1,025

i. Lease begins May 2019

ii. Lease ends April 2024

5. UTILITY COSTS

The utility costs are built within the monthly rent payment.

6. SECURITY DEPOSIT

The Lessee shall, at the time of signing the Contract, deposit the sum of Two Hundred & Fifty Dollars ($250.00) in cash or certified cheque with the Lessor to ensure that the building is left in a condition satisfactory to the Lessor. The deposit will be refunded to the Lessee after the final year upon satisfactory inspection of the building or upon termination of the Contract.

7. FINANCIAL TERMS

The security deposit is due upon execution of the lease agreement.

The Lessor shall not be responsible to cover any operational losses, in whole or in part, at any time during the Agreement regardless of any circumstances that may arise in the operation of the Skate Sharpening Shop premises.

The Lessee shall also keep such other records as are necessary to perform its duties efficiently and in accordance with the laws of Canada and the Province of Ontario, including daily and annual revenue statements, and shall produce these records for inspection when requested by authorized representatives.

8. HOURS OF OPERATION

The Lessee will operate the Skate Shop within the normal hours of operation of the Tillsonburg Community Centre.

Hours of operation of the Skate Shop are to be posted in locations deemed appropriate by the Tillsonburg Community Centre Administration.

Operations on statutory holidays shall be by mutual consent between the Lessor and Lessee determined not less than twenty-four (24) hours in advance of the holiday.

It will be up to the Skate Shop operator to determine if she/he wishes to remain open for longer hours and/or days than what is posted. The Skate Shop operator shall work closely with the Tillsonburg Community Centre Administrator on promotion, marketing and all aspects of Skate Shop operations.

9. HOUSEKEEPING

The Lessee will be responsible for the normal housekeeping (cleaning and sanitizing) of those areas affected by the operation of the Skate Shop. Due diligence is the responsibility of the Lessee.

10. WASTE REMOVAL

The Lessee will be responsible for the coordination and costs associated with waste removal including recycling, etc.

11. TELEPHONE

The Lessee may install a business line and point of sale machine at his/her expense.

12. WALLS & HALLWAY

Walls are for Tillsonburg Community Centre usage. No advertising or paraphernalia are to be put on walls or hung from the ceiling without approval by the Tillsonburg Community Centre Administration, in their sole and absolution discretion.

With the exception of pre-approved signage affixed to the walls as per the above clause, nothing is to be placed in the hallway outside of the Skate Shop proper when the Skate Shop is closed. A temporary table or display rack may be placed within the designated area shown on Appendix A during the hours the Skate Shop is open but must be removed and stored inside the Skate Shop when the Skate Shop is closed.

13. FACILITY CHANGES

No changes, installation of signage, renovations or capital improvement shall be made by the Lessee to the building without the written consent of the Lessor.

14. OTHER BUSINESSES

No other businesses are to be operated in conjunction with the Skate Shop without prior approval by the Lessor in their sole and absolute discretion

15. REGULATION COMPLIANCE AND LEGISLATION

The Lessee shall ensure all services and products provided in respect to this Contract are in accordance with and under authorization of all applicable authorities (Municipal, Provincial and Federal); including but not limited to:

- The Occupational Health and Safety Act and its regulations
- The Workplace Safety & Insurance Act
- The Environmental Protection Act (Ontario) and its Regulations
- The Ontario Fire Protection & Prevention Act

The Lessor reserves the right to request authentic copies from the Lessee of any documentation relevant to the aforementioned compliance requirements. Failure to provide may result in the termination of the lease.

16. WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

The Lessee shall be required to supply a Certificate from the Workplace Safety and insurance Board prior to the start of the contract and upon fourteen (14) days' notice, if requested in writing, during the life of the contract. The Certificate shall indicate that all of the assessments the Contractor or any Subcontractor is liable to pay under the Worker's Safety Insurance Board Act or successor legislation have been paid and that they are in good standing with the Board.

17. W.H.M.I.S REQUIREMENTS

The Lessee must supply a supplier label and appropriate Materiel Safety Data Sheet under the W.H.M.I.S. legislation and Hazardous Material Protection Act for all controlled products to be used in conjunction with the lease an operation of the Skate Shop. Any controlled goods supplied without appropriate data sheet and proper labeling will not be allowed on site and will be immediately removed by the Lessee from the premises.

18. INSURANCE

The Lessee will maintain and pay for Commercial General Liability Insurance, which coverage shall include premises and all operations to be performed by the Lessee, his/her employees, and/or agents. This insurance coverage shall be subject to limits of not less than Five Million Dollars ($5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

The policy shall include The Corporation of the Town of Tillsonburg as an additional insured in respect of all operations performed by or on behalf of the Lessee.

The Lessee shall be entirely responsible for the cost of any deductible.

The Insurance Policy shall not be altered, cancelled or allowed to expire or lapse, without thirty (30) days prior written notice to the Lessor.

19. LOSS OR DAMAGES

It is the Lessee's responsibility to maintain appropriate controls over the storage and safekeeping of property belonging to the Lessee and/or their staff; including, but not limited to, all inventory and monies maintained on the premises. The Lessor will not be liable for any loss or damage to the Lessee's property stored on the premises, for any reason.

The Lessee shall also indemnify and save harmless the Lessor from and against all claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted by, or attributed to any such damages, injury or infringement as a result of activities under this Contract.

20. DAMAGE CLAIMS

The Lessee shall be responsible for all damages caused by it, its employees, agents, any workers or persons employed by it, or under its control, or arising from the execution of the Work, or by reason of the existence, location, or condition of Work, or of any materials, plant or machinery used thereon or therein, or goods supplied in execution of the Contract, or which may happen by reason of their failure or the failure of those for whom they are responsible, to do or perform any or all of the several acts or things required to be done by them under the Contract.

21. INDEMNIFICATION

The Lessee shall indemnify and save harmless the Lessor from and against all claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted by, or attributed to any such damages, injury or infringement as a result of activities under this Contract.

22. EMERGENCY TELEPHONE NUMBER

The Lessee shall provide the Lessor with the name(s) and telephone number(s) of his/her representative(s) who can be contacted on a 24-hour basis in case of an emergency during the term of the Contract.

23. TOWN NOT EMPLOYER

The Lessee agrees that the Corporation of the Town of Tillsonburg is not to be understood as the employer to any successful Skate Shop operator nor to such Skate Shop operator's personnel or staff for any work, service, or supply of any products or materials that may be part of this contract.

24. NON- TRANSFERRABLE

This contract is not assignable, in whole or in part, except by written permission provided by the Town of Tillsonburg in their sole and absolute discretion. Execution of the "Skate Shop Agreement" is not to be deemed as reason for provision of preferential treatment to the Lessee in his/her use of the Tillsonburg Community Centre, nor is there to be any inference, that the Lessor is under an obligation to enter into any other agreements with the Lessee related to the Tillsonburg Community Centre. The Lessor will give equal consideration to all public users of the facility including the Lessee.

25. CHARACTER AND EMPLOYMENT OF WORKERS

The Lessee shall employ only orderly, competent and skillful workers to ensure that the Skate Shop operations are carried out in a professional manner. In the event that any person employed by the Lessee in connection with the work arising out of this Contract gives, in the opinion of the Lessor, just cause for complaint, the Lessee upon notification by the Lessor in writing shall not permit such person to continue in any future work in conjunction with the Skate Shop.

26. TERMINATION OF THE CONTRACT FOR CAUSE

In the event of any material default in this agreement by the Lessee that is within the reasonable control of the Lessee, the Lessor shall have the right to provide written notice of such default and demand that the deficiency of program be rectified within five (5) working days or such longer period as may be agreed upon by the Lessor. If the said default is not rectified or steps are not taken to rectify the situation according to the agreed upon plan, the Lessor shall be entitled to issue a written notice of termination for cause with no less than thirty (30) days' notice and all monies outstanding shall be payable to the Lessor within thirty (30) days from termination.

27. INTERPRETATION

The terms and provisions of the Agreement shall be in accordance with the laws of the Province of Ontario.

28. FORCE MAJEURE

Neither party shall be held liable for non-performance or damages if caused by events of Force Majeure, which, without limiting the generality thereof, includes fires, floods, unusually severe weather or Acts of God, and are beyond the reasonable control of a party, provided same shall not apply to delay or excuse any financial obligation.

29. ACCESS

The Lessee agrees to supply the Lessor with a key holder list for the Skate Shop to be used in the instance where access is needed into the Skate Shop for maintenance or emergency purposes.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.

SIGNED, SEALED AND

DELIVERED in the

Presence of **THE CORPORATION OF THE**

TOWN OF TILLSONBURG

Mar 11-19

STEPHEN B. MOLNAR **DATE**

MAYOR

Lona White Mar. 11/19

Lona White

~~**DONNA WILSON**~~ **DATE**

Deputy **CLERK**

I have the authority to bind the corporation

THE LESSEE:

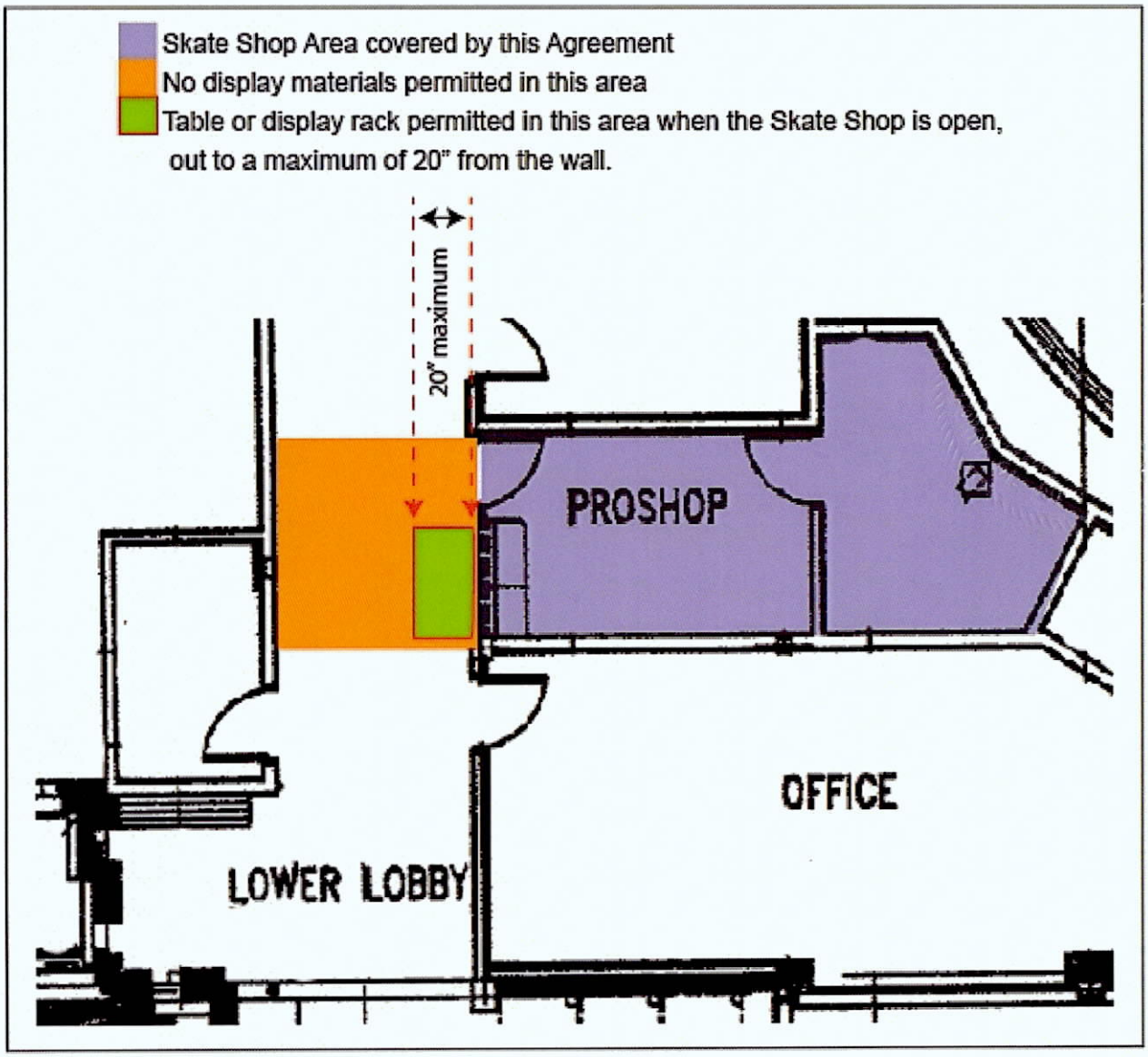
Mar 11/19

DOUG HOLMAN **DATE**

OWNER

I have the authority to bind the corporation

APPENDIX A: SKATE SHOP AREA



EXTENSION AND AMENDING AGREEMENT

This agreement made in duplicate as of May 1, 2024

BETWEEN

THE CORPORATION OF THE TOWN OF TILLSONBURG
(the "LESSOR")

- And –

DOUG HOLMAN as TILLSONBURG SKATE SHOP

(the "LESSEE")

WHEREAS:

1. By a lease dated March 11, 2019 (the "Original Lease"), the Lessor leased to Doug Holman the premises known as the Skate Shop, located at the Tillsonburg Community Centre (the "Facility") for the purpose of exclusive rights to sell skate sharpening services within the facility in the Agreement.

2. Pursuant to the Original Lease, the Lessee was entitled to extend the term for an additional three (3) years (the "Extension Term"), subject to approval by the Lessor in their sole and absolute discretion.

3. As per request by the Lessee and agreed to by the Lessor, the lease extension term has the option of an increase by an additional two (2) years to be in effect for a five (5) year term. The additional two (2) year extension term by the Lessor is in its sole and absolute discretion, subject to the Lessor providing a minimum of 90 days' notice to the Lessee. There is no representation or warranty of the Lessor that it must, shall or will extend the Lease Term beyond the three (3) year extension period.

4. The Lessee has now exercised its right to extend the Term in accordance with the Original Lease, with the option of an additional two (2) years, with an extension term commencing on May 1, 2024 and expiring on April 30, 2029, in addition to other terms and conditions as set out herein.

5. The Original Lease provides that any extensions shall be upon the same terms and conditions of the Original Lease, except for the amount of Net Rent, which shall be determined by mutual agreement. The Lessee agrees to the addition of other terms and conditions as set out herein.

6. The Lessor and the Lessee have agreed on the following amount of Net Rent for the Extension Term:

Year	January – March	April – August*	September – December	Total per calendar year
2024	N/A	$52.70	$342.55	$1581.00

2025	2024 rate plus inflationary rate based on CPI**		
2026	2025 rate plus inflationary rate based on CPI**		
2027	2026 rate plus inflationary rate based on CPI**		
2028	2027 rate plus inflationary rate based on CPI**		
2029	2028 rate plus inflationary rate based on CPI***	N/A	N/A

* Lease begins May 1, 2024

** CPI shall be defined as the Consumer Price Index as determined by Town Council that is applied to the Rates and Fees by-law

***Lease ends on April 30, 2029

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual promises hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties hereto agree as follows:

A. CONFIRMATION OF RECITALS

The parties hereto confirm that the foregoing recitals are true in substance and in fact.

B. EXTENSION OF LEASE

The parties hereto agree that:

(a) The lease is hereby extended for the Extension Term of three (3) years, plus the option of an additional two (2) years

(b) The Extension Term shall commence on May 1, 2024 and expire on April 30, 2029, subject to the conditions as set out herein after three (3) years.

(c) The Lease Term can be extended for an additional five (5) years, subject to approval by the Lessor in its sole and absolute discretion, upon receipt by the Lessor of written notice from the Lessee ninety (90) days prior to May 1, 2029. If accepted by the Lessor within forty-five days, unless otherwise negotiated, the same rates and terms shall apply except that the contract shall be amended to extend the termination date.

C. RENT FOR THE EXTENSION TERM

The Net rent payable for the period of May 1, 2024 up to and including April 30, 2029, shall be as outlined in Section 6 above.

D. TERMS OF LEASE

The extension contemplated in section B of this Lease Extension is subject to all the covenants and conditions contained in the Original Lease, in addition to other terms and conditions as set out herein. The Lessor and Lessee hereby mutually agree that during the Extension Term they shall perform and observe all of the covenants, provisos and obligations on their respective parts to be performed pursuant to the terms of the Lease, as extended hereby.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED

In the Presence of

THE CORPORATION OF THE

TOWN OF TILLSONBURG

_____ _____

MAYOR DATE

_____ _____

CLERK DATE

I have the authority to bind the corporation

THE LESSEE

Mar. 26/2024

DOUG HOLMAN DATE

I have the authority to bind the corporation

Tillsonburg Police Services Board
Minutes

Date: January 17, 2024
Time: 8:30 a.m.
Location: Board Room

Present:
Larry Scanlan, Inspector Hymers, Mayor Gilvesy, Greg Horvath, Councillor Rosehart, PC Randi Crawford, Becky Turrill

Absent with Regrets:

Also Present:

1. **Call to Order**
   The meeting was called to order at 8:30 a.m.

2. **Elections**
   2.1 Election of Officers – Board Secretary called for nominations for TPSB Chair
   L. Scanlan
   Nominated by: G. Horvath
   Seconded by: Councillor Rosehart
   With no additional nominations, L. Scanlan Elected as Board Chair for 2024

   Election of Officers – Board Chair called for nominations for TPSB Vice Chair
   G. Horvath
   Nominated by: Mayor Gilvesy
   Seconded by: Councillor Rosehart
   With no additional nominations received, G. Horvath Elected as Board Vice Chair for 2024

3. **Adoption of Agenda**
   Resolution #1
   Moved by: G. Horvath
   Seconded by: Councillor Rosehart
   THAT the Agenda as prepared for the Police Services Board meeting of January 17, 2024, be adopted.
   Carried

4. **Disclosures of Pecuniary Interest and the General Nature Thereof**
   There were no disclosures of pecuniary interest declared.

5. **Adoption of Minutes of Previous Meeting**
   Proposed Resolution #2
   Moved by: Councillor Rosehart

Seconded by: G. Horvath
THAT the Police Services Board Meeting Minutes of December 14, 2024 be approved.
Carried

6. Presentations/Deputations

6.1. Inspector Hymers presented December reports to the board.

7. General Business & Reports

7.1. *677 – to text or call OPP from a cell phone. Add this information to our stickers when purchasing more.

7.2. New Media Relations Officer for Oxford County – The Board was introduced to PC Randi Crawford.

7.3. Silver Alert – Missing person (senior) , Board discussion

7.4. Presentation to Council – Discussion regarding the New Act presentation to Council

7.5. CPSA2019 – April 1 – discussion on preparation for the new board. The Board will take affect April 1, 2024 with the opening of the New Act.

7.6. New Member Required – The Board will require one new community member

7.7. Festive Ride – Board reviewed the information – Great Job to all involved

7.8. Crime Stoppers Oxford – Discussion on location of signs as they have all been removed. Signs removed by the Town, we received no information regarding the removal

7.9. Christmas Parade – Auxiliary and Officers participated/assisted with the parade at no cost to the Town of Tillsonburg.

8. Correspondence

9. Other Business

10. Next Meeting – Wednesday March 20, 2024

11. Adjournment

Resolution #6
Moved by: G. Horvath
Seconded by: Councillor Rosehart
THAT the January 17, 2024 Police Services Board meeting be adjourned at 9:58a.m.
Carried

TPSB Chair

TPSB Secretary

Coordinator: O.P.P. Constable Randi Crawford
W.P.S. S/Pc Shaylyn Jackson
E-mail: oxfordcs@execulink.com
Web site: http: www.oxfordcrimestoppers.com

To: Board of Directors, Crime Stoppers of Oxford Inc.
Cc: Inspector Tony Hymers, Oxford OPP
Staff Sgt Mike Salminen, Oxford OPP
Det/Sgt. Mike Haegens, Woodstock PS

Monthly Statistics for MONTH & YEAR

16 Total Calls received this month. (February)
10 Woodstock PS tips.
3 OPP tips.
2 Assigned to other Crime Stoppers programs or another Agency.
1 Not Assigned.

Stats for OPP: TIPS RECEIVED PER ZONE

0 Tillsonburg
3 Ingersoll
0 Zorra
0 Norwich
0 South-West Oxford
0 East Zorra-Tavistock
0 Blandford-Blenheim

Meetings/Events Attended This Month

February 13, 2024 – Monthly Crimestoppers Board Meeting

Awareness

Media Relations:

- Randi and Shaylyn prepare media releases along with social media posts for Oxford OPP Woodstock PS which are picked up by local media outlets.
- March- Fraud prevention Month (OPP links)

Fundraising:

Comedy event – Planning continues.
Jail and Bail - updates
Golf Tournament

Promotions:

Upcoming Events

- April 9, 2024 - Monthly Crime Stoppers Board meeting.
- Southwest Zone meeting April 18, 2024. 10am – 2pm @ Brantford Municipal Airport.

Co-coordinator: OPP Cst. Randi Crawford
WPS S/Pc Shaylyn Jackson
Chairperson: Mr. Glen Blair

Statistics

	This Month	YTD	SI (1991)
Tips Received	16	42	11728
Arrests	0	3	2055
WPS Arrests	0	3	n/a
OPP Arrests	0	0	n/a
Other Arrests (Immigration)	0	0	0
Web Tips	3	13	2044 (2006)
In-House	9	15	1708 (2004)
Call Centre	4	5	2505 (2004)
E-Transfer	0	0	1352 (2004)
Cases Cleared			
Total Cleared	0	15	1,467
Total Charges Laid	0	8	2,843
WPS Charges	0	8	n/a
OPP Charges	0	0	n/a
Rewards Approved	0	0	1501
Property Recovered	0	0	$2,308,805
Narcotics recovered	0	$19,630	$8,776,289
		Total	$11,045,464

Respectfully Submitted by,
Randi Crawford and Shaylyn Jackson
Police Co-coordinators
Crime Stoppers of Oxford
Oxford County O.P.P. / Woodstock Police Service

Oxford Detachment

Tillsonburg
CONNECTED. ENRICHED. INSPIRED.

Police Services Board Report

January 2024

Police Services Board Report for Tillsonburg
2024/Jan

Public Complaints	
Policy	0
Service	0
Conduct	0

Date information collected from Professional Standards Bureau Commander Reports: 2024-02-12
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
0

Daily Activity Reporting Patrol Hours	
Total Hours	**2024/Jan**
Number of Cruiser Patrol Hours	329.00
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	41.00
Number of School Patrol Hours	1.00

Data source (Daily Activity Reporting System) date: 2024/02/08

Staffing Updates	
Transfers:	Sergeant transfer in / 3 constables transferred out

Detachment Initiatives	
Number of Targeted Media Releases:	Jan 5, 2024 - New Media Relations Officer for Oxford Detachment // Jan 8, 2024 - Oxford OPP Festive RIDE Results // Jan 17, 2024 - Snowmobile Safety Week // Jan 17, 2024 - Oxford OPP Wants to Help You Fight Fraud // Jan 18, 2024 - Arrest Made in Break and Enter in Tillsonburg // Jan 23, 2024 - Stolen Vehicle Recovered in Tillsonburg // Jan 30, 2024 - Truck Stolen From Business in Tillsonburg
Other:	Auxiliary Hours - 25

Detachment: 6S - OXFORD
Location code(s): 6S00 - OXFORD
Area code(s): 6208 - Tillsonburg

Report Generated by:
Mckinnon, Miriam

Report Generated on:
12-Feb-24 12:37:23 PM
PP–CSC–Operational Planning-4300

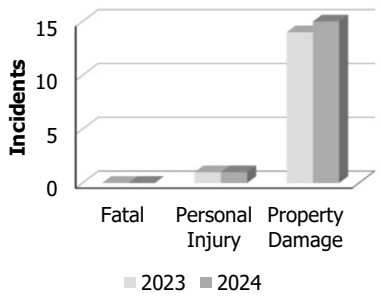
Police Services Board Report for 'Tillsonburg' Motor Vehicle Collisions

Records Management System

January 2024

Motor Vehicle Collisions by Type

Incidents	January			Year to Date January		
	2023	2024	% Change	2023	2024	% Change
Fatal	0	0	N/C	0	0	N/C
Personal Injury	1	1	0.0%	1	1	0.0%
Property Damage	14	15	7.1%	14	15	7.1%
Total	**15**	**16**	**6.7%**	**15**	**16**	**6.7%**



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

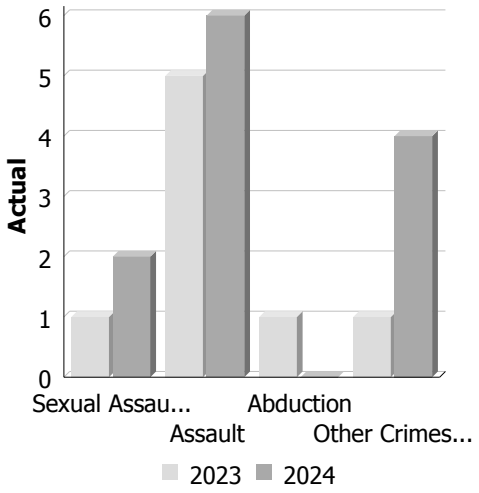
Area: Tillsonburg

Data source date: 2024/02/07

Police Services Board Report for Tillsonburg
Records Management System
January - 2024

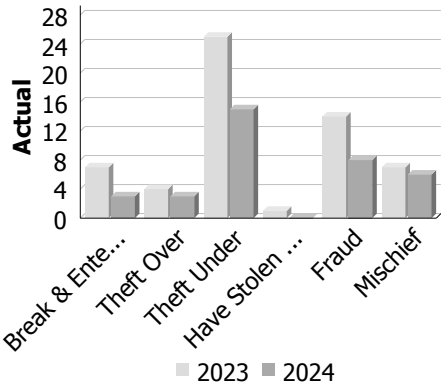
Violent Crime

Actual	January			Year to Date - January		
	2023	2024	% Change	2023	2024	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	1	2	100.0%	1	2	100.0%
Assault	5	6	20.0%	5	6	20.0%
Abduction	1	0	-100.0%	1	0	-100.0%
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	1	4	300.0%	1	4	300.0%
Total	**8**	**12**	**50.0%**	**8**	**12**	**50.0%**



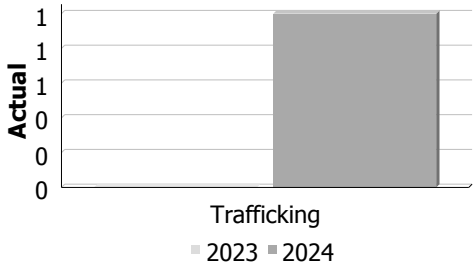
Property Crime

Actual	January			Year to Date - January		
	2023	2024	% Change	2023	2024	% Change
Arson	0	0	--	0	0	--
Break & Enter	7	3	-57.1%	7	3	-57.1%
Theft Over	4	3	-25.0%	4	3	-25.0%
Theft Under	25	15	-40.0%	25	15	-40.0%
Have Stolen Goods	1	0	-100.0%	1	0	-100.0%
Fraud	14	8	-42.9%	14	8	-42.9%
Mischief	7	6	-14.3%	7	6	-14.3%
Total	**58**	**35**	**-39.7%**	**58**	**35**	**-39.7%**



Drug Crime

Actual	January			Year to Date - January		
	2023	2024	% Change	2023	2024	% Change
Possession	0	0	--	0	0	--
Trafficking	0	1	--	0	1	--
Importation and Production	0	0	--	0	0	--
Total	**0**	**1**	**--**	**0**	**1**	**--**



Detachment: 6S - OXFORD
Location code(s): 6S00 - OXFORD
Area code(s): 6208 - Tillsonburg

Data source date:
2024/02/03

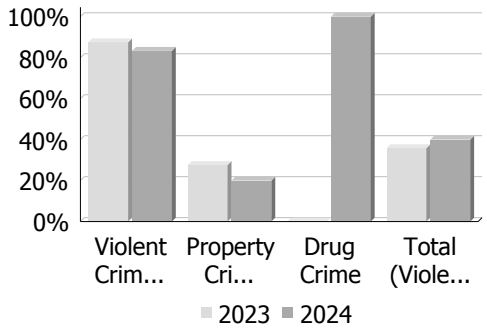
Report Generated by:
Mckinnon, Miriam

Report Generated on:
7-Feb-24 10:22:57 AM
PP–CSC–Operational Planning-4300

Police Services Board Report for Tillsonburg
Records Management System
January - 2024

Clearance Rate

Clearance Rate	January			Year to Date - January		
	2023	2024	Difference	2023	2024	Difference
Violent Crime	87.5%	83.3%	-4.2%	87.5%	83.3%	-4.2%
Property Crime	27.6%	20.0%	-7.6%	27.6%	20.0%	-7.6%
Drug Crime	--	100.0%	--	--	100.0%	--
Total (Violent, Property & Drug)	**35.8%**	**40.0%**	**4.2%**	**35.8%**	**40.0%**	**4.2%**



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:
2024/02/03

Report Generated by:
Mckinnon, Miriam

Report Generated on:
7-Feb-24 10:22:57 AM
PP–CSC–Operational Planning-4300

Calls For Service (CFS) Billing Summary Report

Tillsonburg
January - 2024

Billing Categories *(Billing categories below do not match traditional crime groupings)*	2024				2023			
	January	Year to Date	Time Standard	Year To Date Weighted Hours	January	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	13	13	15.4	200.2	9	9	15.4	138.6
Property Crime Violations	38	38	6.3	239.4	58	58	6.3	365.4
Other Criminal Code Violations (Excluding traffic)	21	21	7.3	153.3	10	10	7.3	73.0
Drug Possession	4	4	6.9	27.6	0	0		0.0
Drugs	1	1	80.6	80.6	0	0		0.0
Statutes & Acts	27	27	3.5	94.5	45	45	3.5	157.5
Operational	171	171	3.8	649.8	141	141	3.8	535.8
Operational2	39	39	1.5	58.5	50	50	1.5	75.0
Traffic	12	12	3.8	45.6	16	16	3.8	60.8
Total	**326**	**326**		**1,549.5**	**329**	**329**		**1,406.1**

Note to Detachment Commanders:

- **The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.**
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2023 billing period.

Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.

Coordinator: O.P.P. Constable Randi Crawford
W.P.S. S/Pc Shaylyn Jackson
E-mail: oxfordcs@execulink.com
Web site: http: www.oxfordcrimestoppers.com

To: Board of Directors, Crime Stoppers of Oxford Inc.
Cc: Inspector Tony Hymers, Oxford OPP
Staff Sgt Mike Salminen, Oxford OPP
Det/Sgt. Mike Haegens, Woodstock PS

Monthly Statistics for MONTH & YEAR

26 Total Calls received this month. (January)
10 Woodstock PS tips.
7 OPP tips.
3 Assigned to other Crime Stoppers programs or other Agency.
6 Not Assigned.

Stats for OPP: TIPS RECEIVED PER ZONE

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

Meetings/Events Attended This Month

January 9, 2024 – Monthly Crimestoppers Board Meeting

Awareness

Media Relations:

- Randi and Shaylyn prepare media releases along with social media posts for Oxford OPP Woodstock PS which are picked up by local media outlets.
- January was Crime Stoppers Month – WPS website was updated to reflect same.
- OPP Commissioner, letter of support received for Crime Stoppers Month. See handouts.
- Guelph Wellington Crime Stoppers partnered with Women's Trucking Federation of Canada and the Know Human Trafficking campaign. Interesting concept for advertising and awareness. See handouts that contain contact information for the project.

Fundraising:

Comedy event – Planning continues

Promotions:

January 2024 – Crime Stoppers month – WPS website was updated to reflect same

Upcoming Events

- March 12, 2024 - Monthly Crime Stoppers Board meeting.
- Southwest Zone meeting April 18, 2024. 10am – 2pm @ Brantford Municipal Airport.

Co-coordinator: OPP Cst. Randi Crawford
WPS S/Pc Shaylyn Jackson
Chairperson: Mr. Glen Blair

Statistics

	This Month	YTD	SI (1991)
Tips Received	26	26	11686
Arrests	3	3	2055
WPS Arrests	3	3	n/a
OPP Arrests	0	0	n/a
Other Arrests (Immigration)	0	0	0
Web Tips	10	10	2041 (2006)
In-House	6	6	1699 (2004)
Call Centre	1	1	2501 (2004)
E-Transfer	0	0	1352 (2004)
Cases Cleared			
Total Cleared	15	15	1,467
Total Charges Laid	8	8	2,843
WPS Charges	8	8	n/a
OPP Charges	0	0	n/a
Rewards Approved	0	0	1501
Property Recovered	0	0	$2,308,805
Narcotics recovered	$19,630	$19,630	$8,776,289
		Total	$11,045,464

Respectfully Submitted by,
Randi Crawford and Shaylyn Jackson
Police Co-coordinators
Crime Stoppers of Oxford
Oxford County O.P.P. / Woodstock Police Service

Oxford Detachment

Tillsonburg
CONNECTED. ENRICHED. INSPIRED.

Police Services Board Report

February 2024

Police Services Board Report for Tillsonburg
2024/Feb

Public Complaints

Policy	0
Service	0
Conduct	0

Date information collected from Professional Standards Bureau Commander Reports: 2024-03-07
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

1

Daily Activity Reporting Patrol Hours

Total Hours	2024/Feb
Number of Cruiser Patrol Hours	363.50
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	70.25
Number of School Patrol Hours	6.50

Data source (Daily Activity Reporting System) date: 2024/03/01

Staffing Updates

Detachment Initiatives

Number of Targeted Media Releases:	Feb 7, 2024 - 52 Traffic Related Charges in One Day // Feb 12, 2024 - Truck Stolen From Residence in Tillsonburg // Feb 14, 2024 - Oxford OPP Seeking Applicants for Youth Citizen Police Academy // Feb 26, 2024 - Reported Traffic Complaint Results in Multiple Charges // Feb 29, 2024 - Individual Charged After Urinating in Mall
Public Education Campaigns:	Auxiliary hours - 26 // Feb 1 - Drug Awareness Presentation // Feb 1 - Quilt for Cops program launch // Feb 2 - Special Olympics Fundraiser with Tim Horton's // Several officers attended Black History Month events // Feb 20 - What's Up Oxford interview // Feb 24 - Coldest Night of the Year walk // Feb 27 - Tip Tuesday interview with Heart FM

Detachment: 6S - OXFORD
Location code(s): 6S00 - OXFORD
Area code(s): 6208 - Tillsonburg

Report Generated by:
Mckinnon, Miriam

Report Generated on:
7-Mar-24 9:17:04 AM
PP–CSC–Operational Planning-4300

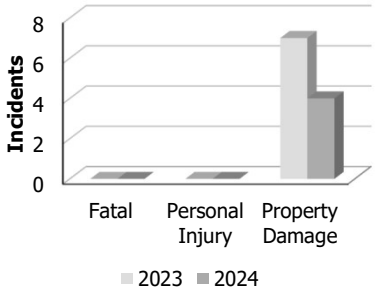
Police Services Board Report for 'Tillsonburg' Motor Vehicle Collisions

Records Management System

February 2024

Motor Vehicle Collisions by Type

Incidents	February			Year to Date February		
	2023	2024	% Change	2023	2024	% Change
Fatal	0	0	N/C	0	0	N/C
Personal Injury	0	0	N/C	1	1	0.0%
Property Damage	7	4	-42.9%	21	23	9.5%
Total	**7**	**4**	**-42.9%**	**22**	**24**	**9.1%**



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

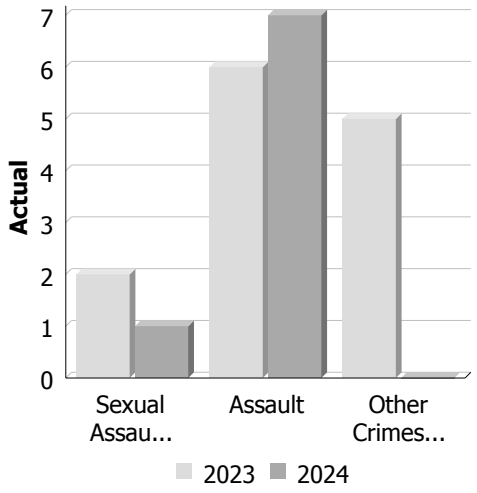
Area: Tillsonburg

Data source date: 2024/03/06

Police Services Board Report for Tillsonburg
Records Management System
February - 2024

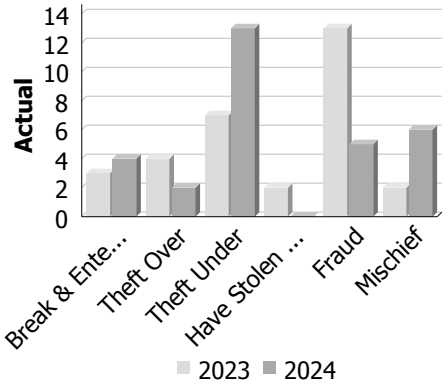
Violent Crime

Actual	February			Year to Date - February		
	2023	2024	% Change	2023	2024	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	2	1	-50.0%	3	3	0.0%
Assault	6	7	16.7%	11	14	27.3%
Abduction	0	0	--	1	0	-100.0%
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	5	0	-100.0%	6	6	0.0%
Total	**13**	**8**	**-38.5%**	**21**	**23**	**9.5%**



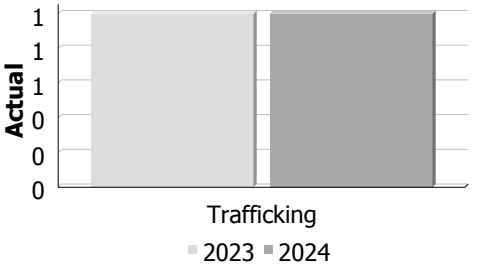
Property Crime

Actual	February			Year to Date - February		
	2023	2024	% Change	2023	2024	% Change
Arson	0	0	--	0	0	--
Break & Enter	3	4	33.3%	10	7	-30.0%
Theft Over	4	2	-50.0%	8	5	-37.5%
Theft Under	7	13	85.7%	32	29	-9.4%
Have Stolen Goods	2	0	-100.0%	3	0	-100.0%
Fraud	13	5	-61.5%	27	15	-44.4%
Mischief	2	6	200.0%	9	15	66.7%
Total	**31**	**30**	**-3.2%**	**89**	**71**	**-20.2%**



Drug Crime

Actual	February			Year to Date - February		
	2023	2024	% Change	2023	2024	% Change
Possession	0	0	--	0	0	--
Trafficking	1	1	0.0%	1	2	100.0%
Importation and Production	0	0	--	0	0	--
Total	**1**	**1**	**0.0%**	**1**	**2**	**100.0%**



Detachment: 6S - OXFORD
Location code(s): 6S00 - OXFORD
Area code(s): 6208 - Tillsonburg
Data source date: 2024/03/02

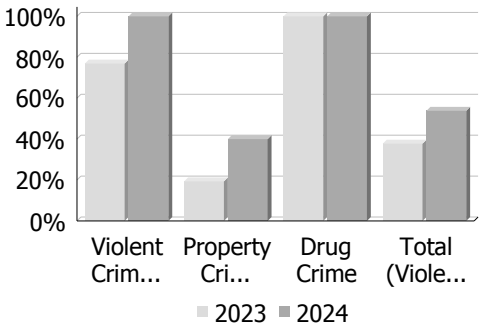
Report Generated by: Mckinnon, Miriam

Report Generated on: 6-Mar-24 8:38:29 AM
PP–CSC–Operational Planning-4300

Police Services Board Report for Tillsonburg
Records Management System
February - 2024

Clearance Rate

Clearance Rate	February			Year to Date - February		
	2023	2024	Difference	2023	2024	Difference
Violent Crime	76.9%	100.0%	23.1%	81.0%	87.0%	6.0%
Property Crime	19.4%	40.0%	20.6%	24.7%	26.8%	2.0%
Drug Crime	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%
Total (Violent, Property & Drug)	**37.8%**	**53.8%**	**16.1%**	**36.6%**	**43.9%**	**7.3%**



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:
2024/03/02

Report Generated by:
Mckinnon, Miriam

Report Generated on:
6-Mar-24 8:38:29 AM
PP–CSC–Operational Planning-4300

Calls For Service (CFS) Billing Summary Report

Tillsonburg
February - 2024

Billing Categories *(Billing categories below do not match traditional crime groupings)*	2024				2023			
	February	Year to Date	Time Standard	Year To Date Weighted Hours	February	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	8	24	15.4	369.6	14	23	15.4	354.2
Property Crime Violations	33	77	6.3	485.1	32	90	6.3	567.0
Other Criminal Code Violations (Excluding traffic)	12	37	7.3	270.1	11	21	7.3	153.3
Drug Possession	0	4	6.9	27.6	1	1	6.9	6.9
Drugs	3	4	80.6	322.4	1	1	80.6	80.6
Statutes & Acts	42	70	3.5	245.0	26	71	3.5	248.5
Operational	174	354	3.8	1,345.2	131	272	3.8	1,033.6
Operational2	43	83	1.5	124.5	44	94	1.5	141.0
Traffic	9	29	3.8	110.2	13	29	3.8	110.2
Total	**324**	**682**		**3,299.7**	**273**	**602**		**2,695.3**

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 2024 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

BY-LAW 2023-023

A BY-LAW to authorize an agreement with Don Huras of Northlands Adventure Properties Inc. for the provision of consulting services as the Tillsonburg Regional Airport Management Firm.

WHEREAS The Town of Tillsonburg deems it necessary and expedient to enter into an agreement with Don Huras of Northlands Adventure Properties Inc. for the provision of consulting services as the Tillsonburg Regional Airport Interim Manager Firm.

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

1. That the agreement attached hereto as Schedule A forms part of this By-Law;
2. That the Director of Operations and Development and the Chief Administrative Officer be hereby authorized to execute the agreement attached hereto as Schedule A on behalf of the Corporation of The Town of Tillsonburg;
3. That this By-Law shall come into force and take effect on the date it is passed.

READ A FIRST AND SECOND TIME THIS 25th day of MARCH, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 25th day of MARCH, 2024.

_____

MAYOR – Deb Gilvesy

_____

CLERK – Tanya Daniels

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2024-034

A BY-LAW to Authorize a Lease Agreement between the Corporation of the Town of Tillsonburg and the Tillsonburg Skate Shop (Doug Holman).

WHEREAS the Corporation of the Town of Tillsonburg is desirous of entering into a lease agreement with the Tillsonburg Skate Shop/Doug Holman, for the Skate Shop at the Tillsonburg Community Centre for a term ending April 30, 2029 subject to the terms and conditions contained within the lease agreement;

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

1. That the lease agreement attached hereto as “Schedule A” forms part of this by-law; and
2. That the Mayor and Clerk be hereby authorized to execute the attached agreement on behalf of the Corporation of the Town of Tillsonburg; and
3. That this by-law shall come into force and take effect on the date it is passed.

READ A FIRST AND SECOND TIME THIS 25th day of MARCH, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 25th day of MARCH, 2024.

_____

MAYOR – Deb Gilvesy

_____

CLERK – Tanya Daniels

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2024-037

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;

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

1. That Schedule "A" to By-Law Number 3295, as amended, is hereby amended by changing to 'R1A' the zone symbol of the lands so designated 'R1A' 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 8th day of APRIL, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 8th day of APRIL, 2024.

_____

MAYOR – Deb Gilvesy

_____

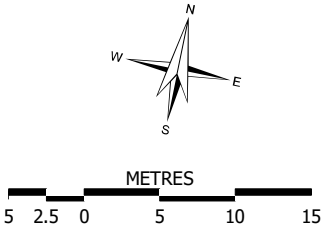
CLERK – Tanya Daniels

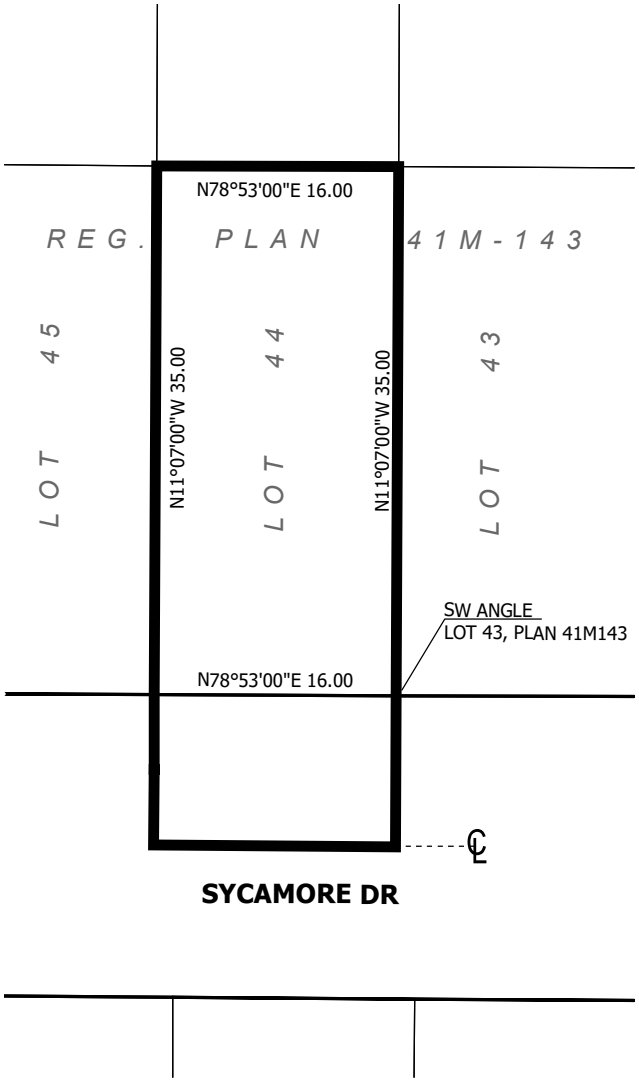
SCHEDULE "A"

TO BY-LAW No. 2024-037

LOT 44, REGISTERED PLAN 41M-143

TOWN OF TILLSONBURG





AREA OF ZONE CHANGE TO R1A

NOTE: ALL DIMENSIONS IN METRES

Oxford County

Growing stronger together

Produced By The Department of Corporate Services
Information Services ©2024

THIS IS SCHEDULE "A"

TO BY-LAW No. 2024-037, PASSED

THE 8th DAY OF APRIL, 2024

MAYOR

CLERK

ZN 7-24-02

TOWN OF TILLSONBURG

BY-LAW NUMBER 2024-037

EXPLANATORY NOTE

The purpose of By-Law Number 2024-037 is to rezone specific lands from Low Density Residential Type 1 Holding Zone (R1A (H)) to Low Density Residential Type 1 Zone (R1A), to remove the holding provision from the subject property.

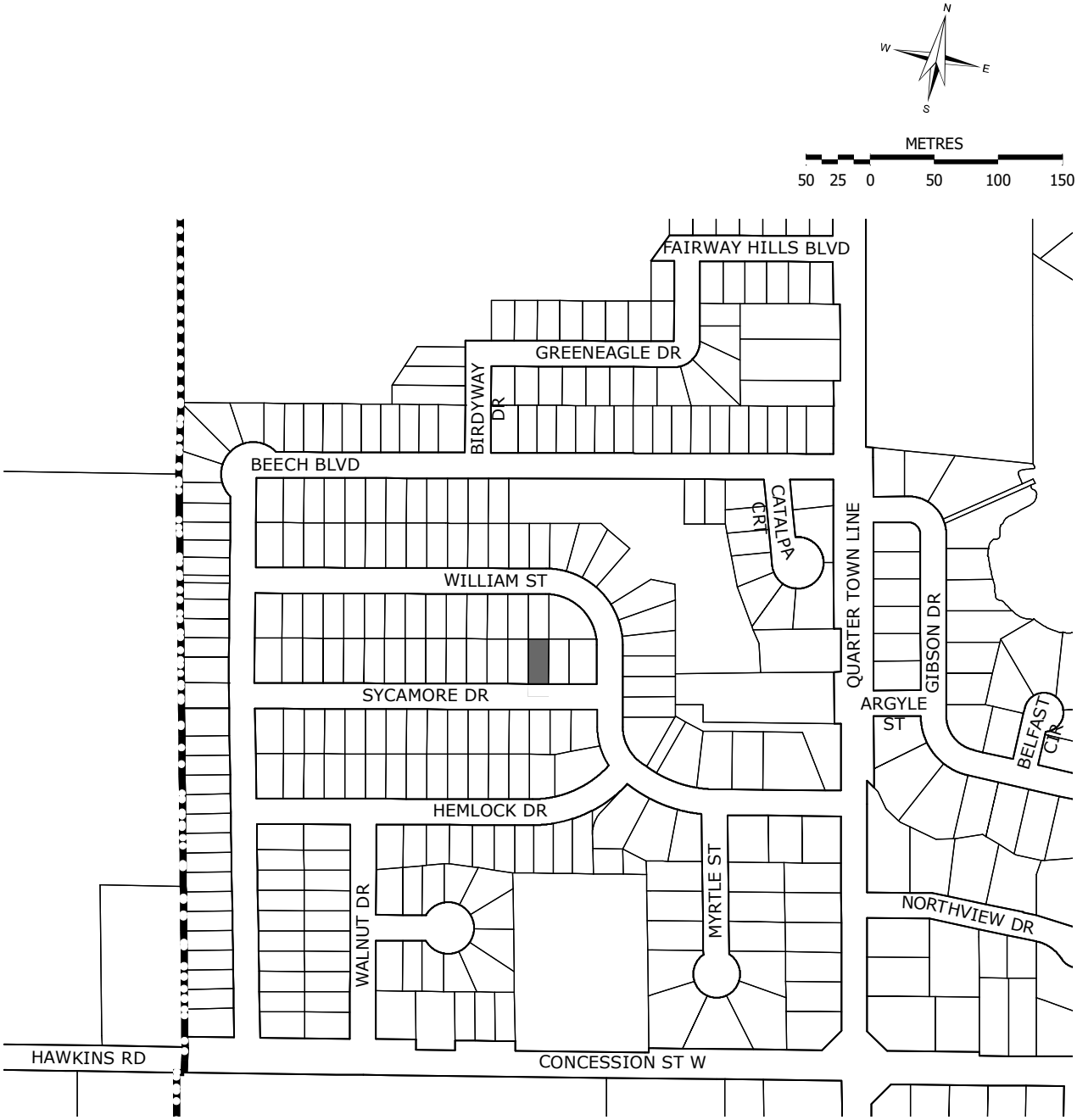
The subject property is described as Lot 44, Plan 41M-143 in the Town of Tillsonburg. The property is located on the north side of Sycamore Drive, west of William Street, and is known municipally 6 Sycamore Drive.

Any person wishing further information relative to Zoning By-Law Number 2024-037 may contact the undersigned.

Tanya Daniels
Director of Corporate Services / Clerk
Town of Tillsonburg
10 Lisgar Avenue
Tillsonburg, ON N4G 5A5
Telephone: 519-688-3009 ext. 4040

File: ZN 7-24-02 (Toth)
Report No: CP 2024-102

KEY MAP



LANDS TO WHICH BYLAW 2024-037 APPLIES

Oxford County

Growing stronger together

Produced By The Department of Corporate Services
Information Services ©2024

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2024-039

A BY-LAW to confirm the proceedings of Council at its meeting held on APRIL 8, 2024.

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 April 8, 2024, 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 8th day of APRIL, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 8th day of APRIL, 2024.

_____

MAYOR – Deb Gilvesy

_____

CLERK – Tanya Daniels