

# The Corporation of the Town of Tillsonburg

## Council Meeting

### MINUTES



Monday, April 22, 2024  
5:00 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  
Johnathon Graham, Director of Operations & Development  
Cephas Panschow, Development Commissioner  
Andrea Greenway, Interim Director of Recreation, Culture and Parks  
Julie Ellis, Deputy Clerk

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#### 1. Call to Order

The meeting was called to order at 5:00p.m.

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

**Resolution # 2024-176**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Parker

THAT Council move into Closed Session to consider the following:

## **2.1 CLD-CAO-001 - Legal Settlement Update**

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

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

## **2.4.2 Personnel Matters**

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

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

**Carried**

## **2.1 Adoption of Agenda**

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

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

## **2.4 Reports**

### **2.4.1 CLD-CAO-24-001 - Legal Settlement Update**

### **2.4.2 Personnel Matters**

## **2.5 Back to Open Session**

## **3. Moment of Silence**

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

### **Resolution # 2024-181**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Luciani

THAT the agenda as prepared for the Council meeting of April 22, 2024, be approved with the following amendments:

- Agenda Item 13.6.1 will be moved to be heard directly following Agenda Item 10.1

- The addition of Agenda Item 18.7 - By-Law 2024-049 - A By-Law to Appoint Members to the Tillsonburg Police Services Board

**Carried**

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

None

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

**Resolution # 2024-182**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parsons

THAT the Council Meeting Minutes dated April 8, 2024, be approved.

**Carried**

**7. Presentations**

**8. Public Meetings**

**8.1 CP 2024-107 Application for Consent and Minor Variance B24-08-7 and A24-05-7 (56 Earle Street)**

Laurel Davies-Snyder, Development Planner, attended before Council to provide an overview of Item 8.1.

Simona Rasanu, agent for the applicant, attended before Council noting no concerns with the Planner's report.

Jacob Driedger, owner, attended before Council to speak in favour of his application.

No questions were posed by Members of Council to the Planner, Agent or Owner.

**Resolution # 2024-183**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

THAT Town of Tillsonburg Council advises the Oxford County Land Division Committee that the Town supports the Application for Consent B24-08-7 submitted by Jacob Martens Driedger and Margaretha Driedger

for lands described as Lot 1365, Plan 500, Part 1 of 41R-4700 in the Town of Tillsonburg, subject to the following conditions:

1. The Owners shall agree to satisfy all requirements, financial and otherwise, of the County regarding the installation of water and sanitary sewer services, to the satisfaction of the County including payment of all outstanding fees regarding the same. To this regard, the lot to be retained and the lot to be severed must be independently serviced (water/sanitary), and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department. There is no sanitary sewer or watermain fronting the proposed lot to be severed. The owner is responsible for all costs and construction of a sanitary mainline and watermain up Oak Street from Earle Street to the satisfaction of the County, and the Owners will be required to connect to the services for the new lot.
2. The Owners shall covenant and agree to satisfy all requirements financial and otherwise, of the Town of Tillsonburg regarding the installation of services and drainage facilities to the satisfaction of the Town of Tillsonburg. Any work being done in the Town's right-of-way will require an Encroachment Permit and a representative of the developer's consultant must be on site while this work is undertaken. The Owner shall agree to submit a stamped and sealed letter to the Town of Tillsonburg from the consulting engineer stating that all servicing and restoration work has been completed to the Town of Tillsonburg Development Guidelines and Design Criteria.
3. The Owners shall agree in writing to submit detailed drawings for the watermain and sanitary sewer extension and any required restoration including plan and profile drawings complete with notes and details and a cost estimate to the Town of Tillsonburg for approval and prior to any work being completed. All costs will be at the Owners' expense.
4. The Owners shall agree in writing that all restoration work related to the extension of services must be completed as per the Tillsonburg Development and Design Standards. The entire right-of-way affected by construction must be completely restored to full municipal standards to the satisfaction of the Town of Tillsonburg. All costs will be at the Owners' expense.

5. The Owners shall agree in writing to provide 100% Performance Securities based on the Total Construction Cost Estimate as approved by the Town for all work being completed in the Town's right-of-way. These Securities must be provided prior to any work being started and will be returned once the work has been inspected and approved. Any required inspections will be charged according to the Tillsonburg Fees and Charges By-law.
6. The Owner shall agree in writing to provide tree protection as per the Town of Tillsonburg Development Guidelines and Design Criteria. If any tree in the Town's right-of-way is critically damaged during construction, a replacement must be replaced at the cost of the Owner and to the satisfaction of the Town of Tillsonburg. Prior to the final acceptance of the work by the Town, the Owner must provide confirmation from a licensed Arborist that the trees in the Town's right-of-way have not been critically damaged by any of the works.
7. The Owners shall enter into a Servicing Agreement with the Town of Tillsonburg
8. The Owners shall submit an updated Survey and Lot Grading Plan including servicing, to the satisfaction of the Town of Tillsonburg Engineering Services Department.
9. The Owners shall provide payment for cash-in-lieu of parkland to the Town of Tillsonburg for the lot to be severed, to the satisfaction of the Town of Tillsonburg.
10. The Clerk of the Town of Tillsonburg advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town of Tillsonburg have been complied with.

And further, that the Town of Tillsonburg advise the Land Division Committee that the Town supports the approval of Application A24-05-7 submitted by Jacob Martens Driedger and Margaretha Driedger for lands described as Lot 1365, Plan 500, Part 1 of 41R-4700 in the Town of Tillsonburg, as it relates to:

1. Relief from Section 7.2 – Table 7.2 - Zone Provisions, to reduce the Minimum Lot Depth from 30 m to 23.9 m for the lot to be retained via Application for Consent B24- 08-7.

2. Relief from Section 7.2 – Table 7.2 - Zone Provisions, to reduce the Minimum Lot Depth from 30 m to 19.2 m for the lot to be severed via Application for Consent B24- 08-7.

As the proposed variances are:

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

**Carried**

## **8.2 CP 2024-128 - Applications for Official Plan Amendment and Zone Change OP 23-13-7 and ZN 7-23-10 (1 Simcoe Street)**

Laurel Davies-Snyder, Development Planner, attended before Council to provide an overview of Item 8.2 and answered various questions from Members of Council. Eric Gilbert, Manager of Development Planning, answered additional questions from Council relating to Water and Sewer capacity.

Agent Jason Stubbe and Brandon Flewwelling attended before Council to speak in favour of the application. Their presentation included the following highlights:

- Overview of Stubbe's;
- Community Involvement;
- Building design and amenities including affordable units plans;
- Proposal - Residential and Mixed-Use Development; and
- Official Plan Amendment request along with supporting document listing.

Council members asked questions to the agent / owner.

Bryan McBride, First Baptist Church, attended Council to ask questions regarding parking parcel and a park in the vicinity. The individual noted not speaking in opposition. Mr. McBride expressed concern about density in

the area and where the inhabitants of the apartment complex would . A question was posed regarding storm water management and garbage which the Planner confirmed is a part of the Site Plan approval process. The applicant further noted that a system like Molok would be deployed for garbage.

Council members had no further questions.

**Resolution # 2024-184**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Spencer

- A. THAT Town of Tillsonburg Council advises Oxford County Council that the Town supports the application to amend the Official Plan (File No. OP 23-13-7) as submitted by Harvest Ave Inc. for lands legally described as Part Lot 24 Plan 1653 41R-8458, Town of Tillsonburg, to re-designate the lands from Service Commercial to High Density Residential with special provisions to allow a maximum density of 126 units per hectare (51 units per acre) and Service Commercial Uses on the subject lands; and
- B. THAT Town of Tillsonburg Council approves in-principle the zone change application (ZN 7-23-10), submitted by Harvest Ave Inc., whereby the lands legally described as Part Lot 24 Plan 1653 41R-8458, Town of Tillsonburg are to be rezoned from 'Service Commercial Zone (SC)' and 'Future Development Zone (FD)' to 'Special High Density Residential Zone (RH-sp), including "H" holding provisions on those lands identified as Phases 2, 3, and 4, as described in Report CP 2024-128.

**Carried**

**9. Planning Reports**

**10. Delegations**

**10.1 Phuong Fox Re: Tillson Avenue Crosswalk**

Phuong Fox attended before Council to speak regarding their restaurant located on Tillson Ave requesting that the crosswalk installation be considered at another location to not interrupt their business operations available parking. Councillor Parker noted that around the corner from the business is also no parking. Phuong Fox answered additional questions

from members of Council. Phuong Fox suggested a possible solution may be to have no stopping during school hours/school operating months.

Council then considered Item 13.6.1 immediately following the delegation.

**Resolution # 2024-185**

**Moved By:** Councillor Parker

**Seconded By:** Deputy Mayor Beres

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

**Carried**

**10.2 Kim Cronmiller Re: Tethering By-Law for Dogs Within Town Limits**

Kim Cronmiller attended before Council to request a change to the Town's animal By-laws to limit the tethering of dogs to a four hour consecutive tether in a twenty-four hour period. The delegation requested consideration of the rules especially within extreme weather conditions.

**Resolution # 2024-187**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parsons

- A. THAT the delegation from Kim Cronmiller Re: Tethering By-Law for Dogs Within Town Limits be received as information; and
- B. THAT staff be asked to review the possible addition of an animal tethering portion to By-Law 2021-013 A By-Law to provide for the licensing, regulation, and control of animals within the Town of Tillsonburg and bring a report to Council by end of Q3 2024.

**Carried**

**11. Deputation(s) on Committee Reports**

**12. Information Items**

**Resolution # 2024-188**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Rosehart

THAT the following items be received as information:



- 12.1 Safe and Well Oxford Steering Committee Minutes
- 12.2 Safe and Well Oxford Steering Committee Update - Priorities and Initiatives
- 12.3 Correspondence from the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks Re: Helpful Resources for the Provincial Day of Action on Litter (May 14, 2024)
- 12.4 Correspondence from The Honourable Caroline Mulroney, President of the Treasury Board Re: Provincial Emergency Management Strategy and Action Plan Report
- 12.5 Correspondence from the Honourable Kinga Surma, Minister of Infrastructure Re: Rural Ontario Municipal Association (ROMA) Conference Follow-Up
- 12.6 Housing-Enabling Water Systems Fund (HEWSF Final Reminder)
- 12.7 Correspondence from the Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs Re: Stormwater Fee Structures

Carried

### 13. Staff Reports

- 13.1 Chief Administrative Officer
- 13.2 Corporate Services
- 13.3 Economic Development

#### 13.3.1 EDM-24-016 Budget Reallocation - Part-time Contract

Cephas Panschow, Development Commissioner, provided an overview of Item 13.3.1 and answered various questions from Members of Council.

#### **Resolution # 2024-189**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

- A. THAT report EDM 2024-016 titled “Budget Reallocation – Part-time Contract” be received; and,

- B. THAT the reallocation of funds within the 2024 Economic Development & Marketing Budget in support of extending the contract Economic Development and Marketing position be approved with funding as follows:
- a. \$5,000 from the High Tech Manufacturing Hub Development Initiative;
  - b. \$5,000 from the CF Oxford Partnership;
  - c. \$18,000 in net funds from the additional Industrial Lands Lease Revenue.

**Carried**

## **13.4 Finance**

### **13.4.1 FIN-24-019 - 2024 Debt and Debenture Issuance**

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

#### **Resolution # 2024-190**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Spencer

- A. THAT report titled “2024 Debt and Debenture Issuance” be received as information; and
- B. THAT Council receives the updated annual repayment limit calculation; and
- C. THAT a By-law to incur debt and the issuance of debentures for 2024 approved budgeted purposes, be presented for consideration; and
- D. THAT the Director of Finance and Clerk be delegated the authority to execute any and all documents or agreements necessary to effect the same as may be required.

**Carried**

## **13.5 Fire and Emergency Services**

## **13.6 Operations and Development**

### **13.6.1 OPD 24-016 Traffic By-Law Housekeeping Amendments**

Jonathon Graham, Director of Operations, provided an overview of Item 13.6.1. Director Graham provided comment that the Tillson Ave is within the County jurisdiction and will be bringing to the attention of the County staff.

#### **Resolution # 2024-186**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

- A. THAT report titled OPD 24-016 Traffic By-Law Housekeeping Amendments be received as information; and
- B. THAT staff be directed to commence discussions with Oxford County regarding relocating the planned crosswalk on Tilson Ave to South of Elgin Street or have time of use parking deployed on Tilson Ave; and
- C. THAT staff provide a secondary report along with any potential by-law amendments.

**Carried**

### **13.6.2 OPD 24-019 - Building Inspector Appointment**

#### **Resolution # 2024-191**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

- A. THAT report OPD 24-019 Building Inspector Appointment, be received as information; and
- B. THAT a By-Law to appoint Joshua Dewachter as a Building Official, Property Standards Officer and Provincial Offences Officer for the Town of Tillsonburg be brought forward for Council consideration.

**Carried**

### **13.6.3 OPD-24-021 - Tender Results - Sidewalk Tanager and Bobolink**

#### **Resolution # 2024-192**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

- A. THAT report titled OPD-24-021 - Tender Results - Sidewalk Connectivity Tanager and Bobolink be received as information; and
- B. THAT Town Council direct Town staff to award the contract to Dufferin Construction Company at a total project cost of \$250,842.56 (including HST); and
- C. THAT the Treasurer be directed to allocate the difference of \$33,874.59 from the Tax Rate Stabilization Reserve towards the project; and
- D. THAT Town Council direct the Director of Operations and Development and the Town Treasurer to enter into a formal cost sharing agreement with the developer of Rolling Meadows (Performance Communities Realty Inc.) in the amount of \$77,039.70 and/or representing a total project share of 31%.

**Carried**

### **13.7 Recreation, Culture and Parks**

#### **13.7.1 RCP-24-018 - Tillsonburg Community Centre Sponsored Skates**

Andrea Greenway, Acting Director of RCP, thanked the sponsors for their support across the skating season.

#### **Resolution # 2024-193**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Luciani

THAT report RCP 24-018 titled “Tillsonburg Community Centre Sponsored Skates” be received as information.

**Carried**

#### **13.7.2 RCP-24-019 - Request for 3 Additional Youth Leaders**

Andrea Greenway, Acting Director of RCP, provided an overview of Item 13.7.2 indicating the need for additional staffing to support camps at the Community Centre.

**Resolution # 2024-194**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Parsons

- A. THAT report RCP 24-019 titled “Request for 3 Additional Youth Leaders” be received as information; and
- B. THAT the 2024 Operating Budget, Recreation Program area, be amended to reflect an increase of \$38,000 in camp registration revenue and \$23,000 in part-time labour from an increase in 3 Youth Leaders.

**Carried**

**14. New Business**

**15. Consideration of Minutes**

**15.1 Advisory Committee Minutes**

**Resolution # 2024-195**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT the following Advisory Committee Minutes be received as information:

- Community Health Care Advisory Committee minutes dated January 9, 2024
- Economic Development Advisory Committee minutes dated March 12, 2024
- Affordable and Attainable Housing Advisory Committee minutes dated March 27, 2024
- Parks, Beautification and Cemeteries Advisory Committee minutes dated April 2, 2024
- Youth Advisory Committee minutes dated April 3, 2024

- Recreation and Sports Advisory Committee minutes dated April 4, 2024

**Carried**

## **16. Motions/Notice of Motions**

### **16.1 Councillor Spencer - Scattering Garden**

Councillor Spencer, after moving the motion, provided an overview of background details on scattering gardens.

#### **Resolution # 2024-196**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Luciani

WHEREAS there are many cemetery options and personalized memorials for those choosing cremation; and

WHEREAS A cremation garden offers a peaceful final resting place, as well as a place for friends and family to remember and reflect for generations to come; and

WHEREAS A scattering garden is a designated area in a cemetery where cremated remains are meant to be scattered.

THEREFORE BE IT RESOLVED THAT staff provide a report to the Parks, Beautification and Cemeteries Advisory Committee on the feasibility of a scatter garden at the Tillsonburg cemetery.

**Carried**

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

## **18. By-Laws**

18.1 was removed from the listing prior to the reading in of By-Laws as the report motion was amended to provide alternate direction to staff.

#### **Resolution # 2024-197**

**Moved By:** Councillor Luciani

**Seconded By:** Deputy Mayor Beres

THAT the following By-Laws be read for a first, second and third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign

the same, and place the corporate seal thereunto.

- 18.1 By-Law 2024-038 A BY-LAW to amend By-law 2022-029, being a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg**
- 18.2 By-Law 2024-041 A BY-LAW to authorize the execution of a Lease Agreement with Sonbeam Christian Day Care for a portion of the Hale Street Right-of Way**
- 18.3 By-Law 2024-042 A BY-LAW to Appoint a Building Inspector, Property Standards Officer and Municipal Law Enforcement Officer for the Town of Tillsonburg**
- 18.4 By-Law 2024-045 A BY-LAW to authorize the registration of an application to amend the register to delete a Notice of a Sublease.**
- 18.5 By-Law 2024-046 A BY-LAW to authorize the Issuance of Debt**
- 18.6 By-Law 2024-047 A BY-LAW to authorize an agreement with the County of Oxford for the provision of Solid Waste Disposal for the Town of Tillsonburg**
- 18.7 By-Law 2024-049 A BY-LAW to appoint members to the Tillsonburg Police Services Board.**

**Carried**

**19. Confirm Proceedings By-law**

**Resolution # 2024-198**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parsons

THAT By-Law 2024-048, A By-Law to Confirm the proceedings of the Council Meeting held on April 22, 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.

**Carried**

**20. Items of Public Interest**

**21. Adjournment**

**Resolution # 2024-199****Moved By:** Councillor Rosehart**Seconded By:** Councillor Parker

THAT the Council meeting of April 22, 2024, be adjourned at 8:09 p.m.

**Carried**