

The Corporation of the Town of Tillsonburg

Council Meeting

AGENDA



Monday, April 22, 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:

2.1 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

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

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

2.5 Back to Open Session

3. Moment of Silence

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

Proposed Resolution #

Moved By: _____

Seconded By: _____

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

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

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 April 8, 2024, be approved.

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)

Proposed Resolution #

Moved By: _____

Seconded By: _____

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.

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)

Proposed Resolution #

Moved By: _____

Seconded By: _____

- 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.

9. Planning Reports

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 Within Town

Limits be received as information.

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

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT the delegation from Kim Cronmiller Re: Tethering By-Law for Dogs Within Town Limits be received as information.

11. Deputation(s) on Committee Reports

12. Information Items

Proposed Resolution #

Moved By: _____

Seconded By: _____

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 Honouarble 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

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

Proposed Resolution #

Moved By: _____

Seconded By: _____

- 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.

13.4 Finance**13.4.1 FIN-24-019 - 2024 Debt and Debenture Issuance**

Proposed Resolution #

Moved By: _____

Seconded By: _____

- 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.

13.5 Fire and Emergency Services**13.6 Operations and Development****13.6.1 OPD 24-016 Traffic By-Law Housekeeping Amendments**

Proposed Resolution #

Moved By: _____

Seconded By: _____

- A. THAT report titled OPD 24-016 Traffic By-Law Housekeeping Amendments be received as information; and
- B. THAT Council adopts By-Law 2024-038 to amend By-Law 2022-029, being a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg.

13.6.2 OPD 24-019 - Building Inspector Appointment

Proposed Resolution #

Moved By: _____

Seconded By: _____

- 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.

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

Proposed Resolution #

Moved By: _____

Seconded By: _____

- 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%.

13.7 Recreation, Culture and Parks

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

Proposed Resolution #

Moved By: _____

Seconded By: _____

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

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

Proposed Resolution #

Moved By: _____

Seconded By: _____

- 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.

14. New Business

15. Consideration of Minutes

15.1 Advisory Committee Minutes

Proposed Resolution #

Moved By: _____

Seconded By: _____

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

16. Motions/Notice of Motions

16.1 Councillor Spencer - Scattering Garden

Moved By: Councillor Spencer

Seconded By: _____

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 Council on the feasibility of a scatter garden at the Tillsonburg cemetery.

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 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.**

19. Confirm Proceedings By-law

Proposed Resolution #

Moved By: _____

Seconded By: _____

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.

20. Items of Public Interest

21. Adjournment

Proposed Resolution #

Moved By: _____

Seconded By: _____

THAT the Council meeting of April 22, 2024, be adjourned at _____ p.m.

The Corporation of the Town of Tillsonburg

Council Meeting

MINUTES



Monday, April 8, 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
Julie Columbus, Director of Recreations, Culture & Parks
Cephas Panschow, Development Commissioner
Shane Caskanette, Fire Chief
Ted Lyons, Revenue Manager
Julie Ellis, Deputy Clerk

1. Call to Order

The meeting was called to order at 5:00pm

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

Resolution # 2024-151

Moved By: Councillor Spencer

Seconded By: Councillor Luciani

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.

Carried

2.1 Adoption of Agenda

2.2 Disclosures of Pecuniary Interest and the General Nature Thereof

2.3 Adoption of Closed Session Council Minutes

2.4 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

2.5.2 Committee Membership Concern

2.6 Back to Open Session

3. Moment of Silence

4. Adoption of Agenda**Resolution # 2024-158****Moved By:** Councillor Parsons**Seconded By:** Councillor Parker

THAT the Agenda for the Council meeting of April 8, 2024, be approved with the following amendments:

- Agenda Item 10.1 – Delegation from Phuong Fox Re: Tillson Avenue Crosswalk will be moved to the next meeting of Council
- Agenda Item 13.2 – EDM-24-015 – Bridge Street Re-Imagining Task Force will be moved to immediately follow Agenda Item 7.2
- Agenda Item 18.1 – By-Law 2024-022 will be moved to be heard at a future meeting and will not be read out in the list of by-laws
- Agenda Item 18.4 – By-Law 2024-040 A By-Law to authorize an agreement of purchase and sale for a portion of former right-of-way lands was added to the agenda

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 # 2024-159****Moved By:** Councillor Luciani**Seconded By:** Councillor Parsons

THAT the Council Meeting Minutes dated March 25, 2024, be approved.

Carried**7. Presentations****7.1 Tillsonburg Volunteer Achievement Award Presentation**

Museum, Culture, Heritage and Special Awards Committee Chair Carrie Lewis was unable to attend.

Mayor Gilvesy provided comments on Mr. Dan Mahony on behalf of the Committee.

Dan Mahony provided comments of reflection.

7.2 Bridge Street Re-Imagining Task Force - Consultant Presentation

Cephas Panschow, Development Commissioner, provided an introduction to the Bridge Street Task Force.

SHIFT Consultants attended before Council and provided a project overview. The Consultants presentation included the following:

1. The location of the 'reimagining' area along Bridge Street;
2. The vision and goal for the project;
3. The refined concept plan including an overview of the 3 sections of the plan; and
4. Next steps including public engagement.

The Consultants answered various questions from Members of Council.

Council moved to Item 13.3.2. Bridge Street Re-Imagining Task Force - Update to Council immediately following the Consultants presentations.

Resolution # 2024-160

Moved By: Councillor Parker

Seconded By: Deputy Mayor Beres

THAT the presentation from SHIFT Consultants regarding the Bridge Street Re-Imagining Task Force update be received as information.

Carried

8. Public Meetings

9. Planning Reports

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

Laurel Davies-Snyder, Oxford County Development Planner, attended before Council to provide an overview of the application.

Resolution # 2024-162**Moved By:** Councillor Parsons**Seconded By:** Councillor Spencer

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.

Carried**10. Delegations****10.1 Phuong Fox Re: Tillson Avenue Crosswalk**

Moved to April 22nd 2024 meeting.

11. Deputation(s) on Committee Reports**11.1 CS-24-041 - Museum, Culture, Heritage and Special Awards Advisory Committee - Naming of Northcrest Parks****Resolution # 2024-163****Moved By:** Councillor Spencer**Seconded By:** Councillor Parsons

- 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.

Carried**12. Information Items****Resolution # 2024-164****Moved By:** Councillor Luciani**Seconded By:** Councillor Rosehart

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**

Carried

13. Staff Reports

13.1 Chief Administrative Officer

13.2 Corporate Services

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

Resolution # 2024-165

Moved By: Councillor Parsons

Seconded By: Councillor Luciani

- 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.

Carried

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

Resolution # 2024-166

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

- 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.

Carried

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

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

Item was considered immediately following the presentation from SHIFT Consultants.

Resolution # 2024-161

Moved By: Deputy Mayor Beres

Seconded By: Councillor Spencer

- 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.

Carried

13.4 Finance

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

Resolution # 2024-167

Moved By: Councillor Spencer

Seconded By: Deputy Mayor Beres

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

- B. 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.

Carried

13.4.2 FIN-24-017 - 2023 Assessment Base Management

Resolution # 2024-168

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

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

Carried

13.4.3 FIN-24-018 - Accounts Receivable Update

Resolution # 2024-169

Moved By: Councillor Parsons

Seconded By: Councillor Rosehart

- 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.

Carried

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

Resolution # 2024-170**Moved By:** Councillor Parker**Seconded By:** Councillor Luciani

- 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.

Carried**14. New Business****15. Consideration of Minutes****15.1 Advisory Committee Minutes****15.2 Police Services Board****Resolution # 2024-171****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Spencer

THAT the Tillsonburg Police Services Board minutes of January 17, 2024, be received as information.

Carried**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****Resolution # 2024-172****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Spencer

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.

Carried

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

Resolution # 2024-173

Moved By: Councillor Luciani

Seconded By: Deputy Mayor Beres

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:

18.2 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)

18.4 By-Law 2024-040 A BY-LAW to authorize an agreement of purchase and sale for a portion of former right-of-way lands, CS-24-046

Carried

19. Confirm Proceedings By-law

Resolution # 2024-174

Moved By: Councillor Spencer

Seconded By: Deputy Mayor Beres

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.

Carried

20. Items of Public Interest

21. Adjournment

Resolution # 2024-175

Moved By: Councillor Rosehart

Seconded By: Deputy Mayor Beres

THAT the Council meeting of April 8, 2024, be adjourned at 7:31 p.m.

Carried



Report No. CP 2024-107
COMMUNITY PLANNING
 Council Meeting: April 22, 2024

To: Mayor and Members of Tillsonburg Town Council

From: Laurel Davies Snyder, Development Planner, Community Planning

Application for Consent and Minor Variance B24-08-7; A24-05-7 – Jacob and Margaretha Driedger

REPORT HIGHLIGHTS

- The purpose of the Application for Consent and Minor Variance is to create one new residential infill lot and to retain one residential lot containing an existing dwelling.
- Variances are being proposed to reduce the minimum lot depth for both the lot to be retained and for the lot to be severed.
- Planning staff are recommending that the application be approved as it is consistent with the policies of the Provincial Policy Statement (PPS), maintains the intent and purpose of the Official Plan respecting residential intensification and development within Low Density Residential Areas, and the proposed variances satisfy the requirements of Section 45(1) of the Planning Act.

DISCUSSION

Background

OWNERS/APPLICANTS:

Jacob Martens Driedger and Margaretha Driedger
 56 Earle Street, Tillsonburg, ON N4G 2M4

AGENT:

Strik, Baldinelli, Moniz Ltd. (c/o Simona Rasanu)
 1599 Adelaide Street North, Unit 30, London, ON N5X 4E8

LOCATION:

The subject lands are described as Lot 1365, Plan 500, Part 1 of 41R-4700, in the Town of Tillsonburg. The property is located on the northwest corner of Earle Street and Oak Street, south of Ball Alley and are known municipally as 56 Earle Street.

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COUNTY OF OXFORD OFFICIAL PLAN:

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

TILLSONBURG ZONING BY-LAW NO. 3295:

Existing Zoning: 'Low Density Residential – Type 2 Zone (R2)'

EXISTING USE OF SUBJECT PROPERTY:

Lot to be Severed: existing garage (to be removed)
 Lot to be Retained: existing single detached dwelling (to be retained)

SERVICES:

Lot to be Retained: municipal water and municipal sanitary sewer
 Lot to be Severed: no service connections

ACCESS:

Lot to be Severed: paved municipal road (Oak Street)
 Lot to be Retained: paved municipal road (Earle Street)

PROPOSAL:

	<u>Lot to be Retained</u>	<u>Lot to be Severed</u>
Lot Area:	474.74 m ² (5,110 ft ²)	509.35 m ² (5,482.6 ft ²)
Lot Frontage:	19.9 m (65.28 ft)	26.3 m (86.3 ft)
Lot Depth:	23.96 m (78.6 ft)	19.2 m (63 ft)

The purpose of the Application for Consent is to create one residential infill lot with frontage on Oak Street to facilitate the construction of a new single detached dwelling, and to retain one residential lot with frontage on Earle Street which currently contains a single detached dwelling. The approximate dimensions of the lot to be severed and the lot to be retained are provided above.

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The applicant has advised that the garage on the lot to be severed, shown on Plate 2, will be removed. The lot to be retained currently contains a single detached dwelling, which will remain.

The applicant is proposing relief from Section 7.2, 'Low Density Residential – Type 2 Zone (R2)' to reduce the minimum lot depth from 30 m (98.4 ft) to 19.2 m (63 ft) for the lot to be severed and to reduce the minimum lot depth of the retained lot from 30 m (98.4 ft) to 23.96 m (78.6 ft).

For Committee's information, prior to submitting these applications, the Owner discussed the proposal to sever 56 Earle Street with Town of Tillsonburg Engineering staff, Town Building staff, County Public Works staff and Planning staff. The Owner is aware that there is no sanitary sewer service or watermain fronting the proposed lot to be severed, and that they would be responsible for all costs and construction of a sanitary service and watermain along Oak Street from Earle Street to the satisfaction of the County of Oxford, including providing detailed design drawings and all restoration work in the right-of-way affected by the construction related to the extension of the sanitary sewer to the satisfaction of the County of Oxford and the Town of Tillsonburg.

The Owner submitted a Memorandum in support of the applications, which included a proposal for a new single detached dwelling on the lot to be severed – illustrated in Plate 3. Staff note that facilitating the development of this proposal would require a future Minor Variance Application for relief from the required 7.5 m (24.6 ft) rear yard depth and 7.5 m front yard depth provisions in the 'R2' zone. The requested relief would allow for the required parking for two vehicles, a reasonable amount of amenity/recreational space in the west side yard (typically provided in a rear yard), and alignment of the façade of the proposed building with the side façade of the existing house on the lot to be retained.

The variances for the rear yard depth and front yard depth for a new dwelling proposed on the lot to be severed are not required to facilitate the consent, and the Owner is aware that they will need to submit a separate application to the Town of Tillsonburg Committee of Adjustment for variances relating to any setbacks related to a new dwelling on the lot to be severed.

The subject property is a rectangular corner lot, with access onto Earl Street and Oak Street. Ball Alley abuts the property on the north side. Land uses surrounding the subject property consist of low density residential uses in the form of single detached dwellings to the east and west, and single detached and semi-detached dwellings to the south. A commercial plaza is located to the north of the property (79 Simcoe Street).

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

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

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

Application Review

PROVINCIAL POLICY STATEMENT (PPS):

Section 1.1.1 of the PPS provides that healthy liveable and safe communities are sustained by accommodating an appropriate range and mix of residential housing (including additional units, affordable housing, and housing for older persons) to meet long-term needs, and promoting cost-effective development that minimizes land consumption and servicing costs.

Section 1.1.3.1 of the PPS states that Settlement Areas will be the focus of growth and their vitality and regeneration shall be promoted. Land use patterns within settlement areas shall be based on:

- densities and mix of land use which are appropriate for, and efficiently use the infrastructure and public service facilities which are planned or available;
- support for active transportation;
- efficiently using land and resources; and,
- a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

Section 1.1.3.2 states that land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land, resources, existing infrastructure, and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

Section 1.1.3.4 directs that appropriate development standards shall be promoted which facilitate intensification, redevelopment, and compact form, while avoiding or mitigating risks to public health and safety.

Section 1.4, Housing, and specifically Subsection 1.4.3, state that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- permitting and facilitating all types of residential intensification, including additional residential units and redevelopment, in accordance with policy 1.3.3.3;
- directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- promoting densities for new housing which efficiently use land, resources, infrastructure, and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and,
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

OFFICIAL PLAN:

The subject lands are located within the 'Low Density Residential' designation according to the Town of Tillsonburg Residential Density Plan, as contained in the Official Plan.

Low Density Residential Districts are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including both executive and smaller single detached dwellings, semi-detached, duplex, and converted dwellings, street-fronting townhouses, and other, similar forms of development. Within these areas, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use.

The policies in Section 8.2.2.5, Residential Intensification and Redevelopment, promote residential intensification in appropriate locations to make more efficient use of existing land, infrastructure, and public services. Specifically, a minimum target of 15 percent of all new residential dwelling units are to be developed through residential intensification within built-up areas of the Town.

Residential intensification and compact urban form are permitted in appropriate locations within the Residential and Central Areas of the Town, subject to complying with the policies of the associated land use designations pertaining to the density, form and scale of residential development being proposed. Intensification shall be facilitated through appropriate zoning standards, and Town Council may consider the use of reduced municipal infrastructure requirements and lot standards on a site or area specific basis, provided that such standards are still in keeping with the overall objectives of the Official Plan.

The policies of Section 8.2.4.1, Infill Housing, apply to this proposal. Infill housing is defined as the placement of new residential development into established built-up areas on vacant or underutilized sites. To efficiently utilize the residentially designated land supply, and municipal servicing infrastructure, infill housing will be supported in Low Density Residential Districts.

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

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

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

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

TOWN OF TILLSONBURG ZONING BY-LAW:

The subject property is currently zoned 'Low Density Residential Type 2 Zone (R2)' in the Town's Zoning By-law. Permitted uses in the 'R2' Zone include a converted dwelling, a duplex dwelling, a group home, a home occupation, a public use, a semi-detached dwelling, and a single detached dwelling.

For single detached dwellings, the provisions of the 'R2' zone relevant to this application include:

- Minimum Lot Area of 315 m² (3,390.7 ft²) or 450 m² (4,843.9 ft²) in the case of a corner lot;
- Minimum Lot Frontage of 10.5 m (34.4 ft) or 15 m (49.2 ft) in the case of a corner lot; and,
- Minimum Lot Depth of 30 m (98.4 ft).

The Minimum Lot Area, Lot Frontage, and Lot Depth provisions of the By-Law are intended to ensure that lots are sufficiently large enough to provide an adequately sized building envelope and ensure that adequate area is provided for safe access/egress, parking, landscaping, drainage, and private amenity space.

With respect to the lot to be retained and the lot to be severed, it appears that the Minimum Lot Area and Minimum Lot Frontage provisions of the 'R2' Zone for single detached dwellings will be met.

Regarding the Minimum Lot Depth provision, the associated Minor Variance application proposes to obtain relief from Section 7.2, Low Density Residential – Type 2 Zone (R2)' to reduce the lot depth of the severed and retained lands from 30 m (98.4 ft) to 19.2 m (63 ft) and 23.96 m (78.6 ft), respectively. In this case, the whole of the subject lands front on Earle Street (for the purposes of the Town's Zoning By-law). Severing the lot will result in the lot to be retained maintaining frontage on Earle Street and the lot to be severed having frontage on Oak Street. With respect to the relief from the minimum lot depth provision proposed for the lot to be retained, approving the severance will result in a decreased lot depth of 23.96 m (78.6 ft). With respect to the relief from the minimum lot depth provision proposed for the lot to be severed, as the frontage of the said lot will be defined as that frontage along Oak Street, the rear lot line becomes the easterly lot line and the rear yard depth is the distance measured between the front lot line on Oak Street and the 'new' rear lot line.

AGENCY COMMENTS:

Oxford County Public Works

B24-08-7:

- The owner agrees 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.
- Both properties must be serviced (water/sanitary) independently, and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department. A sanitary mainline and watermain will need to be constructed up Oak Street from Earle Street. The applicant is responsible for all costs and construction and, the applicant will be required to connect to the services for the new lot.

A24-05-7

- No concerns or comments regarding the proposed variances.

Town of Tillsonburg Engineering Department

B24-08-7:

- The lands to be severed must be serviced with sanitary and water services.
- There is no sanitary sewer or watermain fronting the proposed severed property. A sanitary sewer extension and watermain will be required to service this proposed property and should be completed as per Oxford County Public Works Consent Conditions. All costs will be at the Owner's expense.
- Detailed design drawings for the sanitary sewer extension and watermain including plan and profile drawings complete with notes and details and cost estimates must be submitted to the Town and County for approval prior to any work being completed. All costs will be at the Owner's expense.
- Approval from the Director of Operations and Development will be required for any required road closures.
- All restoration work related to the extension of the sanitary sewer and watermain must be completed as per the Tillsonburg Development and Design Standards. The entire right of way affected by construction must be completely restored to the satisfaction of the Town of Tillsonburg. All costs will be at the Owner's expense.
- 100% Performance Securities based on the Total Construction Cost Estimate approved by the Town will be required 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.
- 10% Maintenance Securities will be retained for any work being completed in the Town's right-of-way, an additional 15% Maintenance Securities for a total of 25% will be required for the asphalt only. These Maintenance Securities will be held for a minimum of two years starting from the date the completed work is inspected and approved by the Town.
- An updated survey and Lot Grading Plan including servicing is required to the satisfaction of the Town.
- The Town will require that a representative of the developer's consultant be on site for any work being completed in the Town's right-of-way.
- Any work being completed in the Town's right-of-way will require an Encroachment Permit.

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- The Town will require a stamped and sealed letter from the consulting engineer stating that all servicing and restoration work has been completed to the Tillsonburg Development Guidelines and Design Criteria.

A24-05-7:

- No concerns or comments regarding the proposed variances.

Town of Tillsonburg Building Services Department indicated that they do not have any comments or concerns.

Tillsonburg Economic Development and Marketing commented that they do have any concerns and commented that this seems to be a good opportunity for infill.

Tillsonburg Hydro commented that a completed Electrical Planning Form must be submitted with a request for new electrical service for the new lot.

Rogers commented that they only have one single service drop going to 56 Earle St, that the feed is in the air, and that there is no buried plant in this area.

Canada Post commented that mail to the proposed lot to be severed will be via an existing community mailbox.

PUBLIC CONSULTATION:

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

Planning Analysis

Provincial Policy Statement (PPS)

Approving the proposed severances will result in the creation of one new residential infill lot in the Town of Tillsonburg, providing the opportunity for intensification within a serviced settlement area. This is consistent with the policies of the PPS in Section 1.1.1 regarding accommodating an appropriate range and mix of residential housing to meet long-term needs, and promoting cost-effective development that minimizes land consumption and servicing costs. Staff are of the opinion that the new lot resulting from the proposed consent applications is suitable for residential purposes. More specifically, the applicant's initial proposal for a single detached dwelling would appear, on a preliminary basis, to be feasible on the lands with respect to the size and configuration of the proposed lot to be created and represents an efficient use of land and municipal infrastructure. In this regard, the proposal is consistent with the policies of the PPS in Section 1.1.3.1 that support Settlement Areas as the focus of growth, the effective use of existing infrastructure, and efficiently using land and resources.

Official Plan

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

The subject lands are located within an area primarily characterized by residential land uses in the form of single detached and semi-detached dwellings on a range of lot sizes. The proposed lot to be retained and lot to be severed are generally consistent with the relevant provisions of the 'R2' zone in the Zoning By-law and they will be of sufficient size to provide adequate space for required off-street parking, vehicular ingress and egress, and amenity space.

Regarding the street-oriented infill policies contained in Section 8.2.4.1.1, staff considered the two-block area between Pine Avenue and Tillson Street, and as this is a corner lot and the lot to be severed will be fronting onto Oak Street, staff also considered the area along Oak Street from Earle Street to Ball Alley. These areas are characterized by a variety of existing and planned residential uses, including single detached dwellings to the east and west, and single detached and semi-detached dwellings to the south. Staff are of the opinion that the proposed lot to be retained and proposed lot to be severed are compatible with residential lot sizes within the defined area, and both lots will provide adequate lot area to maintain setbacks and building envelopes for the type(s) of residential development common in this area. As such, it is the opinion of staff that the application conforms to the relevant policies of the Official Plan respecting intensification.

The Low Density Residential designation is intended to accommodate a mix and integration of different housing types while achieving an overall low density. Planning staff are of the opinion that as the proposed lot to be severed is within an existing settlement area and part of an underutilized parcel, it provides an opportunity to increase the supply of housing through intensification, and specifically, through Street Oriented Infill development. Furthermore, Planning staff are of the opinion that the proposed new lot is of sufficient size to accommodate new residential development compatible with surrounding residential uses with respect to lot area and lot frontage and lot depth, and orientation to Oak Street, and the overall form and function of the surrounding neighbourhood land uses.

Zoning By-law

Based on the information provided by the applicant, the lot to be severed and the lot to be retained generally comply with the provisions of the 'R2' Zone. Staff are of the opinion that the proposed lot to be severed and proposed lot to be retained would both be of sufficient size to provide adequately sized building envelopes with adequate area for parking, setbacks, landscaping, drainage, and private amenity space. Furthermore, staff are of the opinion that the requested relief for Lot Depth for both lots is in keeping with lot sizes in the area, as described previously.

Staff are satisfied that the applicant's request for relief can be considered minor, desirable, and appropriate. Adequate area for drainage purposes and building maintenance and sufficient access to the rear yard will be maintained, and adequate amenity area will remain. In the case of the proposed lot to be severed, based on the preliminary proposal as illustrated on Plate 3, the location of the new single detached dwelling provides a reasonable amount of amenity space in the side yard (instead of in a rear yard). The proposal can be considered

desirable for the area as the lot configurations are in keeping with the existing lot fabric in the immediate area and supported by the residential infill and intensification policies of the Official Plan.

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

RECOMMENDATION

The Council of the Town of Tillsonburg advise 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;

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- (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.

SIGNATURES

Authored by:	<i>"Original Signed by"</i>	Laurel Davies Snyder, RPP, MCIP Development Planner
Approved for submission:	<i>"Original Signed by"</i>	Gordon K. Hough, RPP Director

Plate 1: Location Map and Existing Zoning
File Nos.: B24-08-7; A24-05-7 - Dreidger
Lot 1365, Plan 500, Part 1 of 41R-4700, 56 Earle Street, Tillsonburg



Legend

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

Notes



0 24 48 Meters

NAD_1983_UTM_Zone_17N



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

February 23, 2024

Plate 2: 2020 Aerial Map and Existing Zoning
File Nos.: B24-08-7; A24-05-7 - Dreidger
Lot 1365, Plan 500, Part 1 of 41R-4700, 56 Earle Street, Tillsonburg



Legend

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

Notes



0 24 48 Meters

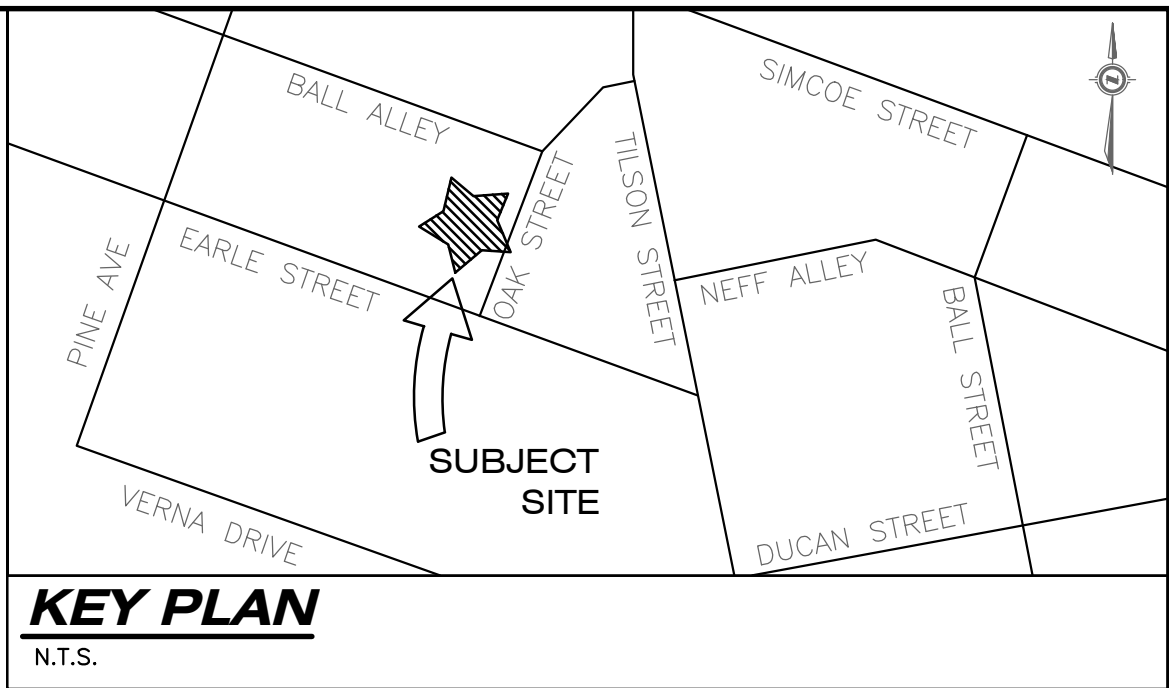
NAD_1983_UTM_Zone_17N



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Plate 3: Applicant's Sketch
File Nos.: B24-08-7 & A24-05 - Dreidger
Lot 1365, Plan 500, Part 1 of 41R-4700, 56 Earle Street, Tillsonburg



LEGAL INFORMATION

PART OF
LOT 1365 JUDGE'S PLAN
REGISTERED AS PLAN NO. 500
IN THE
TOWN OF TILLSONBURG
COUNTY OF OXFORD

**LANDS TO BE RETAINED
ZONING DATA CHART**

GROSS SITE AREA: 984.1 m ²		BUILDING AREA: 106.15 m ²	
SEVERED LANDS: 474.75 m		ASPHALT AREA: 36.0 m ²	
		LANDSCAPED AREA: 332.6 m ²	
ITEM	R2	REQUIRED	PROVIDED
1	LOT AREA	450.0 (CORNER LOT)	474.75
2	LOT FRONTAGE (m MIN)	10.5	19.923
3	LOT DEPTH (m MIN)	30.0	23.96**
4	FRONT YARD SETBACK (m MIN)	7.5 (EXISTING LOT)	7.19 (EXISTING)**
5	EXTERIOR YARD SETBACK (m MIN)	7.5	5.02 (EXISTING)**
6	INTERIOR YARD SETBACK (m MIN)	1.2 *	2.64
7	REAR YARD SETBACK (m MIN)	7.5	7.5
8	LANDSCAPED OPEN SPACE (%) MINIMUM	30.0	70.0
9	LOT COVERAGE (%) MAX	40	22.4
10	HEIGHT MAXIMUM (m)	10.5	<10.5
11	VEHICLE PARKING (RATE/COUNT)	2 PER UNIT / 2	2.0 PER UNIT / 2

*Section 7.2 INTERIOR SIDE YARD 3 m (9.8 ft) on one side and 1.2 m (3.9 ft) on the narrow side, provided that where a garage or carport is attached to or is within the main building or the lot is a corner lot, the minimum width shall be 1.2 m (3.9 ft).
**ZONING DEFICIENCY

**LANDS TO BE SEVERED
ZONING DATA CHART**

GROSS SITE AREA: 984.1 m ²		BUILDING AREA: 112 m ²	
SEVERED LANDS: 509.35 m		ASPHALT AREA: 36.0 m ²	
		LANDSCAPED AREA: 361.35 m ²	
ITEM	R2	REQUIRED	PROVIDED
1	LOT AREA	315.0	509.35
2	LOT FRONTAGE (m MIN)	10.5	26.30
3	LOT DEPTH (m MIN)	30.0	19.2**
4	FRONT YARD SETBACK (m MIN)	6.0 (NEW LOT)	6.7
5	EXTERIOR YARD SETBACK (m MIN)	7.5	n/a
6	INTERIOR YARD SETBACK (m MIN)	3.0 & 1.2 *	13.4 & 1.2
7	REAR YARD SETBACK (m MIN)	7.5	2.4**
8	LANDSCAPED OPEN SPACE (%) MINIMUM	30.0	70.9
9	LOT COVERAGE (%) MAX	40	22.0
10	HEIGHT MAXIMUM (m)	10.5	<10.5
11	VEHICLE PARKING (RATE/COUNT)	2 PER UNIT / 2	2.0 PER UNIT / 2

*Section 7.2 INTERIOR SIDE YARD 3 m (9.8 ft) on one side and 1.2 m (3.9 ft) on the narrow side, provided that where a garage or carport is attached to or is within the main building or the lot is a corner lot, the minimum width shall be 1.2 m (3.9 ft).
**ZONING DEFICIENCY

PERMITTED USES

- R2 ZONE (BY-LAW No. 7-3295):
- CONVERTED DWELLING
 - DUPLEX DWELLING
 - GROUP HOME (5.12)
 - HOME OCCUPATION
 - PUBLIC USE (5.13)
 - SEMI-DETACHED DWELLING
 - SINGLE DETACHED DWELLING

REFERENCE DOCUMENTS:

1. KIM HUSTED SURVEYING LTD PROJECT 23-18958 STAMPED NOVEMBER 1, 2023

PARCELS, BUILDINGS AND EXISTING INFORMATION ARE APPROXIMATE AND FOR REFERENCE ONLY.

CONCEPT IS PRELIMINARY AND HAS NOT BEEN REVIEWED BY THE CITY.

THE PLAN IS COMPILED AND SHOULD NOT BE CONSIDERED A PLAN OF SURVEY.

Earle Street

Lot to be Retained

Existing house
- to be retained

Lot to be Severed

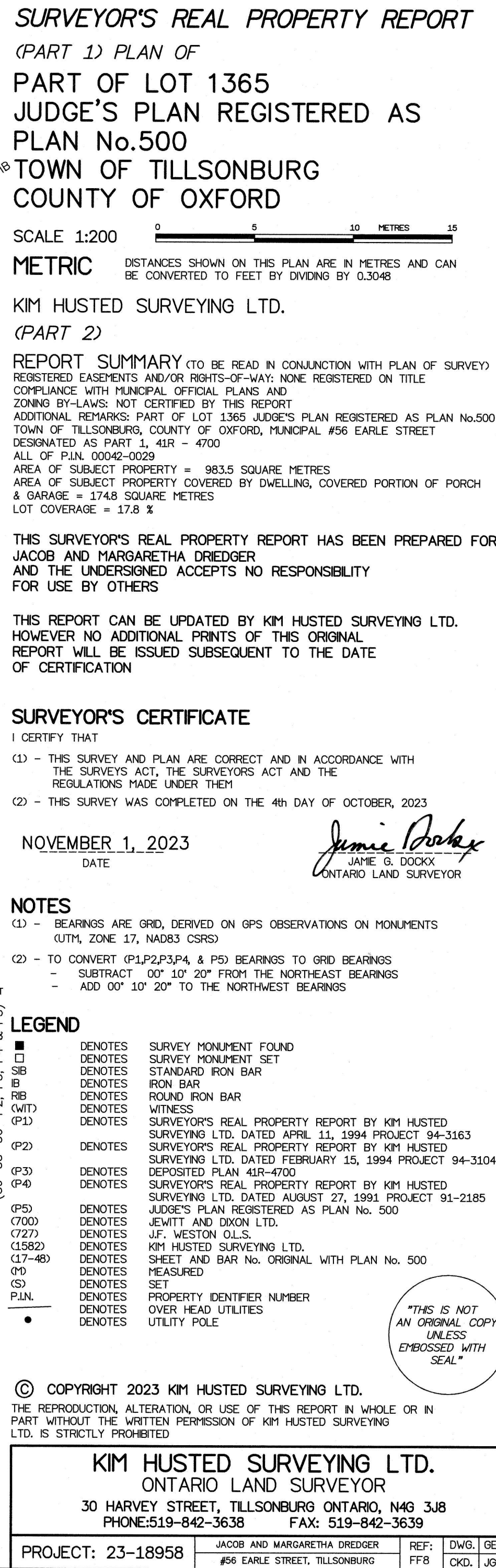
Proposed new
driveway for
Lot to be
Retained

Proposed access
& new driveway
for Lot to be
Severed

Oak Street

S:\2023\Jura\SBM-23-1870 Jacob Dreidger - 56 Earle St, Tillsonburg\03 Drawings\01 Plan\SBM-23-1870 DRAFT SEVERANCE SKETCH.dwg
3/2/2023 Jura\SBM-23-1870 Jacob Dreidger - 56 Earle St, Tillsonburg\03 Drawings\01 Plan\SBM-23-1870 DRAFT SEVERANCE SKETCH.dwg

AS CONSTRUCTED SERVICES	COMPLETION	No.	REVISIONS	D/M/Y	BY	CONSULTANT	ENGINEER'S STAMP	ENGINEER'S STAMP	CLIENT	SCALE	TITLE	PROJECT No.
											CONCEPT SEVERANCE SKETCH AND ZONING CHART	SBM-23-1870
											SINGLE DETACHED RESIDENTIAL	SHEET No. SP1
											56 EARLE STREET TILLSONBURG, ON.	PLAN FILE No. —



To: Mayor and Members of Tillsonburg Council

From: Laurel Davies Snyder, Development Planner, Community Planning

Applications for Official Plan Amendment and Zone Change OP 23-13-7 and ZN 7-23-10 – Harvest Ave Inc.

REPORT HIGHLIGHTS

- The purpose of the Official Plan Amendment and Zone Change applications is to facilitate the development of four apartment dwellings comprising up to 506 new residential units, together with approximately 789 m² (8,500 ft²) of commercial space within the building nearest to Simcoe Street, indoor and outdoor amenity space, and on-site parking for the residential and commercial uses.
- The Official Plan Amendment proposes to redesignate the subject lands from 'High Density Residential' and 'Service Commercial' to 'High Density Residential' with special provisions to include commercial space, and to allow for a residential density on the site of approximately 126 units/hectare (51 units/acre).
- The application for Zone Change proposes to rezone the lands from 'Service Commercial Zone (SC)' and 'Future Development Zone (FD)' to 'Special High Density Residential Zone (RH-sp)' and 'Special High Density Residential Holding Zone (RH-sp(H))'. The applicant is proposing several special provisions including reducing certain lot provisions, reducing parking standards, increasing the maximum building height, and allowing for commercial uses on the site.
- Planning staff recommend that Town of Tillsonburg Council support the proposal as it is consistent with the Provincial Policy Statement (PPS) and supports the strategic initiatives and objectives of the Official Plan with respect to development within settlement boundaries for residential and employment purposes.

DISCUSSION

Background

OWNER:

Harvest Ave Inc. (c/o Albert Meyer)
 44 Muir Line, RR #2, Harley, ON N0E 1E0

AGENT:

GSP Group Inc. (c/o Brandom Flewwelling)
 72 Victoria Street South, Suite 201, Kitchner, ON N2G 4Y9

Report No: CP 2024-128
COMMUNITY PLANNING
Council Date: April 22, 2024

LOCATION:

The subject lands are identified as Part Lot 24, Plan 1653 41R-8458, Town of Tillsonburg. The lands are located on the north side of Simcoe Street, west of Westtown Line and are municipally known as 1 Simcoe Street, Tillsonburg.

COUNTY OF OXFORD OFFICIAL PLAN:Existing:

Schedule "T-1"	Tillsonburg Land Use Plan	Residential (north section) Service Commercial (south section)
Schedule "T-2"	Tillsonburg Residential Density Plan	High Density Residential (north section)

Proposed

Schedule "T-1"	Tillsonburg Land Use Plan	Residential
Schedule "T-2"	Tillsonburg Residential Density Plan	High Density Residential

TOWN OF TILLSONBURG ZONING BY-LAW NO. 3295:

Existing Zoning:	Service Commercial Zone (SC) (south section) Future Development Zone (FD) (north section)
Proposed Zoning:	Special High Density Residential (RH-sp) Zone Special High Density Residential Holding Zone (RH-sp (H))

PROPOSAL:

The County of Oxford and the Town of Tillsonburg have received applications for an Official Plan Amendment and Zone Change to facilitate the development of four apartment dwellings comprising up to 506 new residential units, together with approximately 789 m² (8,500 ft²) of commercial space within the building nearest to Simcoe Street. Most of the amenity area will be in a central location on the site, located between Buildings C and D, with additional amenity area surrounding Building A and within Building D. The proposed development will be phased over time, and the general layout of the site is illustrated in Plates 4 and 5, as submitted by the applicant. The proposed phasing, heights, and number of units per building are as follows:

Phase 1	Building A	8 storeys; up to 132 units
Phase 2	Building D	5 storeys; up to 76 units and 789m ² (8,493 ft ²) commercial space
Phase 3	Building B	9 storeys; up to 149 units
Phase 4	Building C	9 storeys; up to 149 units

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The applicant proposes to redesignate the subject lands to 'High Density Residential' with special provisions that would include the noted commercial space and allow for a residential density on the entire site of approximately 126 units/ha (51 units/acre).

The applicant further proposes to rezone the subject lands from 'Service Commercial Zone (SC)' and 'Future Development Zone (FD)' to 'Special High Density Residential Zone (RH-sp)' with the following proposed modifications to the standard provisions of the RH Zone:

- reduce the Minimum Lot Area from 90 m²/unit (968.8 ft²/unit) to 79.9 m²/unit (860 ft²/unit);
- reduce the Minimum Amenity Area from 40 m²/unit (430.6 ft²/unit) to 38 m²/unit (409 ft²/unit);
- reduce the Minimum Front Yard Depth from 15.8 m (51.9 ft) to 15.27 m (50 ft);
- reduce the Minimum Parking Standard from 1.5 spaces per residential unit to 1.26 spaces per unit;
- reduce the Commercial Parking requirement from 40 spaces to 39 spaces;
- increase the Maximum Building Height from 22 m (72.17 ft) to 31.65 m (104 ft); and,
- include special provisions to allow for all commercial uses permitted in the Service Commercial (SC) Zone.

Subsequent to the issuance of the public notice for this proposal, the applicant modified the proposed relief from the parking standard to 1.4 spaces per unit (increasing it from the 1.26 spaces per unit noted above). Further, and to ensure that water and wastewater servicing capacity for the development is appropriately managed, an H – holding provision will be applied to Phases 2, 3 and 4, as illustrated in Plate 5. The Holding provision will also be utilized to review parking requirements for Phase 4 with a view to determining if further parking relief to accommodate that phase of development is warranted.

The subject property is approximately 4.0 ha (10 ac) in area and currently vacant. Surrounding land uses include Service Commercial uses and vacant land to the west, Institutional uses to the north (Place of Worship and four-storey Retirement Community buildings), the Tillsonburg Community Cemetery to the south), and vacant land to the immediate east designated for residential and service commercial use.

A Phase I Environmental Site Assessment, Landscape Plan, Planning Justification Report (PJR), Transportation Impact Brief, Noise and Vibration and Land Use Compatibility Study, Functional Servicing and Stormwater Management Report, and Servicing Report were completed in support of the applications.

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

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

Plate 3 – Location Map and Existing Designation illustrates the location of the subject lands and the existing designation in the immediate vicinity.

Plate 4 - Applicant's Sketch, illustrates the proposed concept for the site, as submitted by the Applicant.

Plate 5 – Applicant's Sketch – Proposed Phasing Plan, illustrates the proposed concept for the site with proposed phasing, as submitted by the Applicant.

Plate 6 – Applicant's Sketch – Landscape Conceptual Plan, illustrates the proposed landscape plan (including amenity space) for the development, as submitted by the Applicant.

Application Review

PROVINCIAL POLICY STATEMENT (2020)

Section 1.1.1 of the Provincial Policy Statement (PPS) directs 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 affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment, institutional, recreation, park and open space, and other uses to meet long-term needs.

Section 1.1.2 of the PPS directs that sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years, informed by provincial guidelines.

Section 1.1.3.4 directs that appropriate development standards shall be promoted which facilitate intensification, redevelopment, and compact form, while avoiding or mitigating risks to public health and safety.

Section 1.4, Housing, and specifically Subsection 1.4.3 states that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- Permitting and facilitating all types of residential intensification, including additional residential units and redevelopment, in accordance with policy 1.3.3.3;
- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently use land, resources, infrastructure, and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and,
- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

OFFICIAL PLAN

The northerly portion of the subject lands are currently designated 'High Density Residential' while the southerly portion, abutting Simcoe Street, are designated 'Service Commercial' according to the Land Use Plan for the Town of Tillsonburg.

To facilitate the development of four apartment dwellings, one with the noted commercial uses in Building D (building closest to Simcoe Street), the applicant has applied to redesignate the subject lands from 'High Density Residential' and 'Service Commercial' to 'High Density Residential' with special provisions to include commercial space, and to allow for a residential density on the site of approximately 126 units/hectare (51 units/acre).

Section 8.2.2.5, Residential Intensification and Redevelopment, states that residential intensification in appropriate locations is promoted and permitted to make more efficient use of existing land, infrastructure, and public services. Furthermore, that a minimum target of 15 percent shall be established as the proportion of all new residential dwelling units to be developed through residential intensification within built-up areas in the Town of Tillsonburg. This section also outlines that residential intensification is subject to conforming with the policies of the associated land use designation pertaining to the density, form, and scope of residential development being proposed. Residential intensification and compact urban form shall be facilitated through appropriate zoning standards and Town Council may consider the use of reduced municipal infrastructure requirements and lot standards on a site or area specific basis, provided that such standards are still in keeping with the overall objectives of the Plan.

As per Section 8.2.6, High Density Residential areas are primarily developed or planned for a limited range of intensive large-scale, multiple unit forms of residential development. This designation is typically applied in site-specific manner and in locations where high density, high-rise development can result in the preservation of features of the natural environment, efficient use of land, act as community landmarks or reference points, and/or support the viability and functionality of the Central Area.

The height and density limitations for development applicable in the High Density Residential Area shall be determined based on the nature, character, and scale of adjacent land uses. Height and density limitations will be specified in the Zoning By-law and may vary from location to location. Current policies of the Official Plan generally limit the maximum density of new high density development to 111 units/ha (45 units/acre), and under no circumstances will development within a High Density Residential area be less than 63 units per hectare (26 units per acre).

Lower height and/or density limits that permitted by this Plan may be warranted for specific areas on the basis of the following criteria:

- sanitary sewage, water or storm drainage constraints;
- the limitations related to municipal fire protection;
- protection of significant or scenic views or vistas;
- to minimize the effect of development and required parking on significant natural features;
- where adjacent low profile residential land uses may be adversely affected in terms of sunlight, traffic or privacy.

In addition to areas predominantly composed of existing or planned High Density Residential development as designated on Schedule T-2, any further designations will be consistent with the following location criteria:

- sites which abut arterial or collector roads will have direct access to the arterial or collector road;
- on vacant or under-utilized sites adjacent to development which is already built at medium or high densities;
- close to shopping, recreation, cultural and community facilities;

- within or near the periphery of the Central Area in accordance with the policies of Section 8.3.4.

Section 8.2.6 also directs that any lands proposed for High Density Residential development not identified on Schedule T-2 will require an amendment to the Official Plan, and when considering proposals to designate lands for High Density Residential development, Town and County Councils will be guided by site specific criteria, including:

- the size, configuration and topography of the site is such that there is sufficient flexibility for site design to mitigate adverse effects on the amenities and character of any adjacent residential development through adequate setbacks, buffering and screening;
- the development results in a gradual transition from low profile residential buildings to higher profile residential buildings and vice versa;
- the location of vehicular access points and the likely effects of traffic generated by the proposal on public streets have been assessed and are acceptable;
- adequate hard service capacity including water distribution, sanitary and storm sewers, power and gas distribution facilities is or will be available to accommodate the proposed development;
- adequate off-street parking and outdoor amenity areas can be provided;
- the effect of the proposed development on environmental resources or the effect of environmental constraints on the proposed development will be addressed and mitigated as outlined in Section 3.2.

Section 8.3.3 sets out policies regarding Service Commercial Areas. Areas designated Service Commercial provide locations for a broad range of commercial uses that, for the most part, are not suited to locations within the Central Area because of their site area, access, or exposure requirements or due to compatibility conflicts with residential development. Generally, service commercial uses cater to vehicular traffic and single purpose shopping trips where customers are typically generated from passing traffic or a wide ranging market area. Uses permitted within the Service Commercial designation include hotels, motels, hotel/conference facility, automotive sales and services, furniture warehouses, farm implement sales, personal services, convenience commercial uses, video rental establishments, automobile service stations, gas bars, car wash facilities, retail sales of automobile supplies, automated teller machines or kiosks, tourism information outlets or kiosks, recreation and entertainment uses, restaurants and fast food outlets, retail food stores, uses which require large areas for on-site storage of goods or vehicles and other types of commercial uses that offer service to the travelling public, business and industry.

Section 8.3.3.1 states that the scale of uses within the Service Commercial designation will generally range from 325 m² (3,500 ft²) to 4,645 m² (50,000 ft²) and that uses of less than 325 m² (3,500 ft²) will be encouraged to locate in the Central Area, where appropriate.

Section 8.3.3.2 states that Service Commercial areas will generally be located with direct access - or access via a service road - to arterial and collector roads. Access points to arterial or collector roads shall be limited to the minimum number necessary for the functioning of the Service Commercial Area and that adequate lot frontage and setback requirements will generally be applied through the Zoning By-law to provide for development of free-standing buildings and on-site parking.

To achieve a consistent approach to the positioning of buildings, parking and landscaped areas, Site Plan Control will be used. Site Plan Control will also be used to ensure compatibility with adjacent residential uses and, where appropriate, to provide for pedestrian integration between the commercial and residential land uses. A number of site design criteria will be evaluated prior to the approval of site plans including loading areas, access and internal traffic, parking, landscaping, lighting, drainage, barrier-free design, signage, buffering, and integration with residential uses.

TOWN OF TILLSONBURG ZONING BY-LAW

The subject lands are currently zoned 'Future Development Zone (FD)' and 'Service Commercial Zone (SC)'. The applicant proposes to rezone the lands to 'Special High Density Residential Zone (RH-sp)' and 'Special High Density Residential Holding Zone (RH-sp(H))',

The 'RH' Zone permits an apartment dwelling, a public use, and a single detached dwelling, converted dwelling, duplex or semi-detached dwelling existing on the date of passing of the By-law. 'Service Commercial' uses are not permitted in 'RH' zones.

The details regarding this proposal, including modifications to certain provisions of the By-law to facilitate the development, have been detailed previously in this report.

Staff note each phase of the proposed development shall be subject to Site Plan Approval, which considers matters including lighting, landscaping, screening, building facades, grading, and servicing.

AGENCY COMMENTS

Town of Tillsonburg Building Services Department has indicated that a decreased parking ratio of 1.4 parking spaces per residential unit is reasonable, and that the project is subject to Site Plan Approvals.

Town of Tillsonburg Engineering Services Department commented that:

- there are no concerns with the Official Plan Amendment;
- there are no concerns with reducing the required parking ration from 1.5 spaces/unit to 1.4 spaces / unit; and,
- applying 'Holding' provisions to Phases 2, 3, and 4 to ensure appropriate servicing capacity is appropriate.

Town of Tillsonburg Economic Development and Marketing commented that:

- The proposal does appear to be a significant and desirable development in the Town of Tillsonburg. In terms of the redesignation/rezoning of these lands to high density residential, the proposed development does appear to be supportable for these lands and in this location.
- The loss of more Service Commercial lands within the Town could be a concern as vacant commercial lands for development within the Town are quite limited; however, the inclusion of 789 m² of commercial space within the property is desirable and appropriate. When looking at the density of commercial development on this part of Simcoe Street, the proposed commercial space is being provided at a similar ratio (and larger on an absolute basis). Hence, based on the overwhelming need for residential housing of all types, the utilization of all the practically available space within the Building D main floor footprint for commercial space, and current demand for commercial space within Southwestern Ontario, I am satisfied that this conversion can be supported.

- Access for the development off Simcoe St is important for the commercial space in terms of attractiveness to tenants.

Oxford County Public Works commented that:

- Holding provisions should apply to Phase 2, Phase 3, and Phase 4.
- The Tillsonburg Fire Official should provide written acceptance that the proposed Fire Access Route for Phase 1 is satisfactory.
- A watermain will run through the site from Harvest Avenue to Simcoe Street to provide a looped system. The County will have a 5.0 m wide easement along the watermain loop. As such, when Phase 2 is being constructed, the internal road and watermain should be connected to Phase 1 (through proposed Phase 3).

Oxford County Public Works also provided additional comments to be addressed at the Site Plan Approval Application stage including phasing of the development / site, servicing, access, and garbage and recycling collection.

Oxford County Source Protection Program commented that the applications do not have source water implications under S.59.

Tillsonburg Chamber of Commerce commented that there are no major concerns.

Canada Post commented that the project adheres to the multi-unit policy and will be serviced by developer/owner installed Lock Box Assembly, which is to be provided by, installed by, and maintained by the developer/owner at the owner's expense. There will be no more than one mail delivery point to each unique address assigned by the Municipality and any existing postal code may not apply and the owner should contact Canada Post to verify postal codes for the project.

Ministry of the Environment, Conservation and Parks (MECP) commented that based on the existing site conditions and review of provincial Species at Risk (SAR) data, there are likely no concerns under the Endangered Species Act, 2007 with the proposal and noted that this is an initial response, and the absence of an element occurrence does not indicate the absence of species.

PUBLIC CONSULTATION

Notice of Complete Application and Notice of Public Meeting regarding the applications for Official Plan Amendment and Zone Change were provided to surrounding property owners in accordance with the requirements of the Planning Act on January 9, 2024, and April 8, 2024, respectively. As of the date of the writing of this report, no comments had been received.

Planning Analysis

Applications have been received to amend the Official Plan and the Town's Zoning By-law to facilitate the development of four apartment dwellings on the subject lands, together with commercial space as previously described in this report. The proposed general layout of the site is illustrated in Plates 4 and 5. The applicant has indicated that construction of Phase 1, Building A, is proposed to commence in September 2024, with occupancy in December 2025.

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Access to the site will be provided from Harvest Avenue (one access directly across from the access to the four-storey Retirement complex on the north side of Harvest Avenue) and one access from Simcoe Street. The proposed development will be serviced with municipal sanitary and water service connections.

The northerly portion of the subject lands are currently designated for High Density Residential (HDR) use. The applicant proposes to redesignate the southerly portion of the lands from Service Commercial to HDR with site specific policies that will allow for increased residential density across the whole of the site and to permit commercial use in Building D, closest to Simcoe Street.

Planning staff are of the opinion that the proposal is consistent with and supports the relevant policies of the Provincial Policy Statement (PPS) as the proposed development is an efficient use of municipal services and lands within a designated settlement. The proposed development contributes to an overall mix of housing types to accommodate current and future residents of the broader market area and will provide an additional market-based rental housing option in the Town of Tillsonburg. Further, while the southerly portion of the subject lands are being redesignated from Service Commercial to HDR, the inclusion of commercial floor space will assist in providing for an appropriate range of employment use within a mixed use development to meet the long-term needs of the Town in this regard.

Staff are also of the opinion that the proposal represents an appropriate residential intensification in accordance with Section 8.2.2.5 and 8.2.6 of the Official Plan. Further, the proposal generally complies with the policies guiding the development of lands proposed for HDR use in terms of scope, form, and density of the type of residential use being proposed and is consistent with site specific criteria for the designation of new lands proposed for high density development.

With respect to the intent and goals of Residential Intensification, the site is currently vacant, located on an arterial road (Simcoe Street), and close to other commercial uses. Furthermore, the size of the site allows for a substantial number of new residential units within the Town of Tillsonburg, resulting in efficient use of existing land, infrastructure, and public services.

As noted, the lands front on and have direct access to Simcoe Street, an arterial road under the jurisdiction of Oxford County, that is capable of accommodating the expected additional traffic volume in this area. It is proposed that the site will also be accessed via Harvest Avenue, which borders the lands to the north. Harvest Avenue is identified as a Collector Road on the Town's Transportation Network Plan that connects to Westtown Line to the immediate east (also a Collector Road), which in turn connects to Simcoe Street to the south and Potters Road to the north.

The majority of forecasted site trips are expected to utilize the access on Simcoe Street for ingress/egress, which is in proximity to the intersection of Harvest Avenue and Westtown Line. It is not anticipated that there will be significant trips/traffic movements northward. In support of the application, the applicant provided a Traffic Impact Study (TIS) which concluded that the existing road network on Harvest Avenue, Westtown Line and Simcoe Street can accommodate the expected traffic volumes without road improvements. Oxford County Public Works have indicated that they are satisfied with the findings of the TIS.

Compatibility with Adjacent Uses

Staff are of the opinion that the overall design of the subject lands, as illustrated on Plates 4, 5, and 6, adequately considers compatibility with adjacent uses. The proposed site plan situates the highest buildings, being Buildings B and C (9 storeys), in the middle of the site.

The one 8 storey building (Buildings A) and the one 5 storey building (Building D) are located at the periphery of the site and staff are of the opinion that the site design and configuration of buildings provides an appropriate transition from the adjacent residential development to the north, incorporating parking areas and amenity space in a manner that also serves to buffer the development from surrounding uses.

Regarding the height of the proposed apartment buildings, staff are of the opinion that the 5, 8 and 9 storeys proposed are appropriate at this location. The design of the site is such that the proposed buildings are oriented and otherwise setback from the abutting sensitive development to the north and no significant shadowing impacts are anticipated. Other uses in proximity to the subject lands include commercial and institutional (i.e. cemetery to the north) and are considered to be complimentary uses to the proposed use of the subject lands for residential purposes.

With respect to the compatibility of the proposed development in relation to the adjacent inactive rail line that forms the westerly border of the lands, the Noise and Vibration and Land Use Compatibility Study as submitted by the applicant indicates that it is not expected that operations will be resumed in this area due to the unsafe state of the large trestle bridge to the north and high cost of required repairs to the bridge. Notwithstanding the current status of the rail line, Building A has been set back approximately 18 metres (59 ft) from the line, in accordance with typical requirements for separations from spur lines. Further, the noise and vibration study recommends incorporating building elements such as air conditioning (and/or the provision for the installation of air conditioning), building façade construction designed to meet indoor sound level criteria and warning clauses to inform future owners and/or tenants of the potential for noise and vibration associated with the rail line, should it become operational. Staff are of the opinion that these requirements can be adequately incorporated into the site plan approval and agreement.

Staff are of the opinion that proposed increase in the maximum density of the site (from 111 units/ha to 126 units/ha) is appropriate at this location. The site is of sufficient size to accommodate the density without significantly compromising the functionality of the site and the ability to provide parking and amenity space. As noted, the proposal has been considered with a view to traffic and access, site design and compatibility with surrounding uses and staff are satisfied that the proposed density can be given favourable consideration by Council.

Commercial Development

With respect to permitting a portion of the lands to be used for Service Commercial purposes (specifically in Building D, in closest proximity to Simcoe Street), staff note that the southerly portion of the subject lands are currently designated for such use and retaining space within the proposed residential development would provide for an appropriate mix of uses that supports residential development while facilitating commercial development in keeping with the current planned function of the area. While the proposed commercial space will not necessarily be directly supportive of the proposed residential use (e.g. convenience store), the location of said space in the building nearest Simcoe Street will generally limit commercial-oriented traffic from being directed through the residential portion of site.

Where the commercial space does include 'neighbourhood serving' type uses, staff are of the opinion that such use would assist in supporting active transportation (walking, cycling).

Further, the continued presence of commercial space on the lands will support the continuity of commercial uses along Simcoe Street and will be complimentary to the existing commercial development to the west of the lands.

Servicing

With respect to servicing capacity for the proposed residential and commercial uses on the site, the applicant submitted a Servicing Feasibility Study (SFS) in support of the proposal which reviewed the servicing feasibility for the development, including proposed phasing of construction for the buildings and stormwater management.

To ensure appropriate servicing infrastructure for the proposed development, County Public Works advised that a watermain will run through the site from Harvest Avenue to Simcoe Street to provide a looped system, and that when Phase 2 is being constructed, the internal road and watermain should be connected to Phase 1 through proposed Phase 3. This will require a 5.0 m wide easement along the watermain loop which will be established via the required Site Plan approval process. With respect to the provision of stormwater management, while the feasibility of the storm design has been confirmed in the SFS, Town Engineering staff have indicated that detailed design in accordance with the requirements of the Town's Development and Design Guidelines will also be reviewed via the Site Plan approval process.

County Public Works advises that while water and wastewater capacity is available to service the proposed development, in order to manage servicing capacity going forward in the context of planned and approved development elsewhere in Tillsonburg, the development should be phased in a manner that allows for Building A to be constructed immediately (subject to normal detailed design review) while the remaining buildings which comprise Phases 2, 3 and 4 would be subject to an "H" holding provision and subsequent review by the Town and County prior to development proceeding. For Council's information, it has generally been standard practice in Tillsonburg to employ the use of holding provisions on new development (i.e. subdivisions or other large scale proposals that are typically developed in phases) to ensure that, among other matters, it is confirmed that both water and wastewater services are available prior the removal of the H by Town Council.

Zoning

The applicant has proposed to zone the whole of the subject lands to 'High Density Residential Zone (RH)', including a number of modifications to the standard provisions of the RH Zone (lot area, amenity area, front yard depth and building height) to facilitate the proposed development, together with proposed reduced parking requirements for both the residential and commercial components of the development. The specifics regarding these modifications have been described previously in this report.

Planning staff are generally of the opinion that the modifications proposed by the applicant will serve to facilitate an effective site design which will include adequate amenity space and appropriate setbacks, and will not compromise the ability of the site to provide adequate parking to serve the needs of both the residential and commercial components of the development.

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Further to the issue of parking, the applicants are proposing to reduce the residential parking ratio from 1.5 spaces per apartment unit to 1.4 spaces and to reduce the parking requirement for the commercial component from 40 spaces to 39 spaces. Based on the applicant's proposal, the subject lands will provide 750 spaces for residential use in addition to the 39 spaces proposed for the commercial development.

Town staff have indicated that while the proposed reduction in parking is considered to be acceptable on an overall basis, it has been agreed between the applicant and the Town that Phase 4 of the development will be subject to an "H" holding provision that will, in addition to addressing the servicing issues noted previously, require the applicant to revisit the parking on the lands to determine whether additional parking and/or alternative site design may be required. This approach will allow for the initial three phases to proceed on the basis of 1.4 spaces per apartment unit and will further permit the Town (and applicant) an opportunity to determine whether this parking ratio adequately provides parking to serve the needs of the development and/or there is opportunity to further reduce the parking for Phase 4, while avoiding on street parking pressure.

For Council's information, the parking proposed for each component of this development is as follows:

Building A: 132 residential units: 185 spaces

Building B: 149 residential units: 209 spaces

Building C: 149 residential units: 209 spaces

Building D: 76 residential units: 107 spaces
789m² (8,493 ft²) commercial space: 39 spaces

As has been noted previously, the zoning of the lands will include provision for the commercial space proposed by the applicant and will also employ the use of an "H" holding provision on Phases 2, 3 and 4 of the development pending confirmation by the County Public Works Department regarding the availability of water and wastewater services. Further, the "H" will be used to ensure that Phase 4 parking has been further reviewed by Town Staff prior to development proceeding.

This office is of the opinion that the proposed amendment to the Official Plan to accommodate the proposed development of the subject lands is consistent with the relevant policies of the PPS and supports the strategic initiatives and objectives of the Official Plan for High Density Residential development as proposed through these applications. This office is also of the opinion that the proposed Zoning By-law amendment is appropriate and can be given favourable consideration.

RECOMMENDATIONS

1. It is recommended that the Council of the Town of Tillsonburg advise 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;
2. And further, it is recommended that the Council of the Town of Tillsonburg approve 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.

SIGNATURES

Authored by:

"Original Signed by"

Laurel Davies Snyder, RPP, MCIP
 Development Planner

Approved for submission:

"Original Signed by"

Gordon K. Hough, RPP
 Director of Community Planning

Plate 1: Location Map and Existing Zoning
OP 23-13-7; ZN 7-23-10 - Harvest Ave Inc.
Part Lot 24, Plan 1653, 41R-8458, 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



0 143 285 Meters

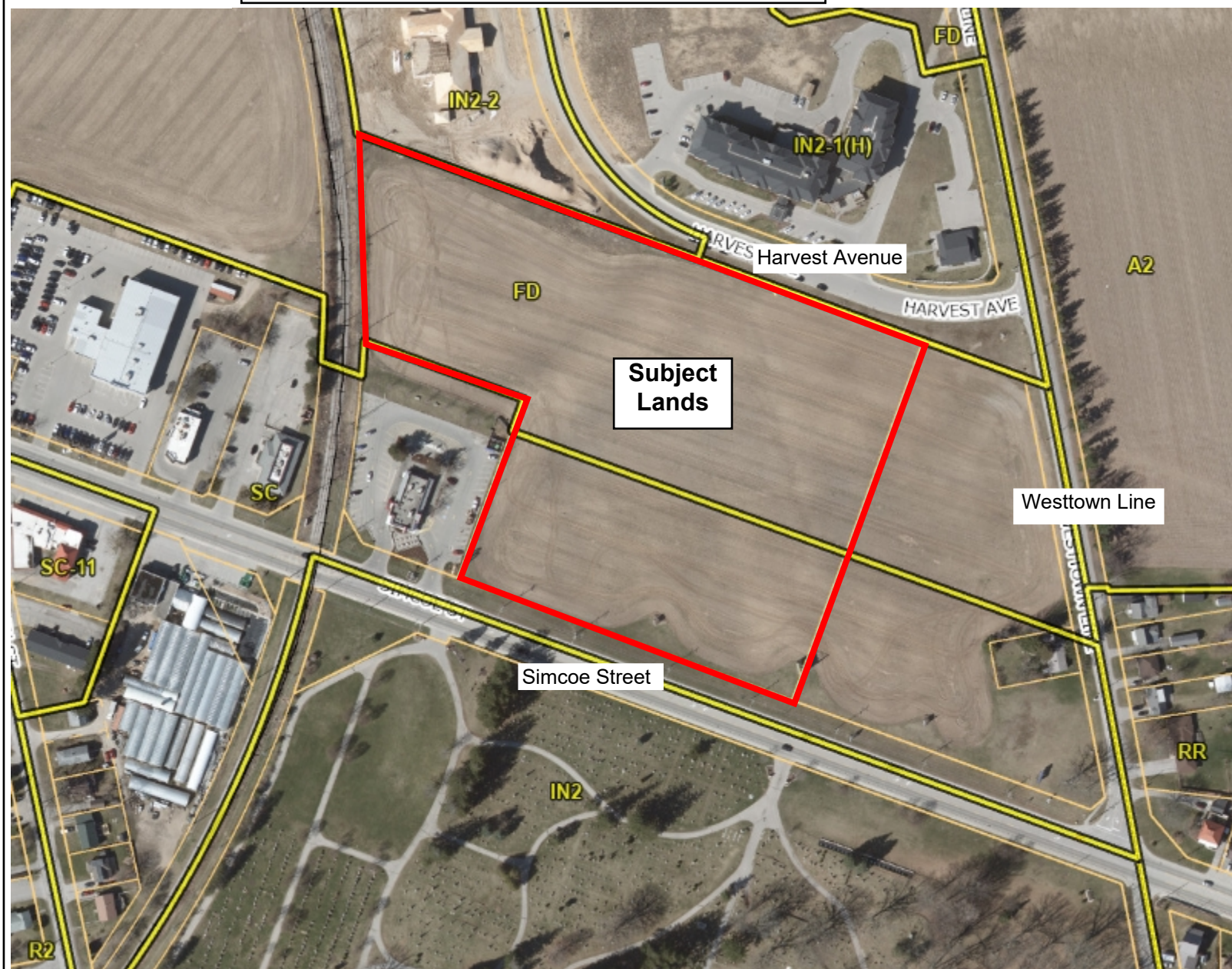
NAD_1983_UTM_Zone_17N



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

December 13, 2023

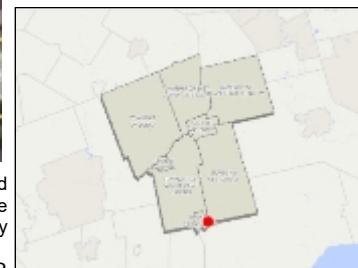
Plate 2: 2020 Aerial Map
OP 23-13-7; ZN 7-23-10- Harvest Ave Inc.
Part Lot 24, Plan 1653, 41R-8458, Tillsonburg



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 71 143 Meters

NAD_1983_UTM_Zone_17N



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December 13, 2023

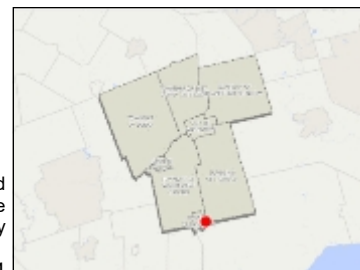
Plate 3: Location Map and Existing Designation
OP 23-13-7; ZN 7-23-10- Harvest Ave Inc.
Part Lot 24, Plan 1653, 41R-8458, Tillsonburg



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)
 --- 100 Metre Buffer Ingersoll
- Village Land Use Designation**
 Village Core
 Service Commercial
 Low Density Residential
 Medium Density Residential
 Industrial
 Minor Institutional
 Major Institutional
 Future Urban Growth
 Open Space
 Environmental Protection
 School
 Requiring Secondary Planning (See Sec. 4.2.2.4)
- Land Use Designation**
 Residential
 Residential Reserve
 Central Business District
 Entrepreneurial District
 Neighbourhood Shopping Centre
 Service Commercial
 Regional Commercial Node
 Business Park
 Traditional Industrial
 Community Facility
 Open Space
 Environmental Protection

Notes



0 71 143 Meters

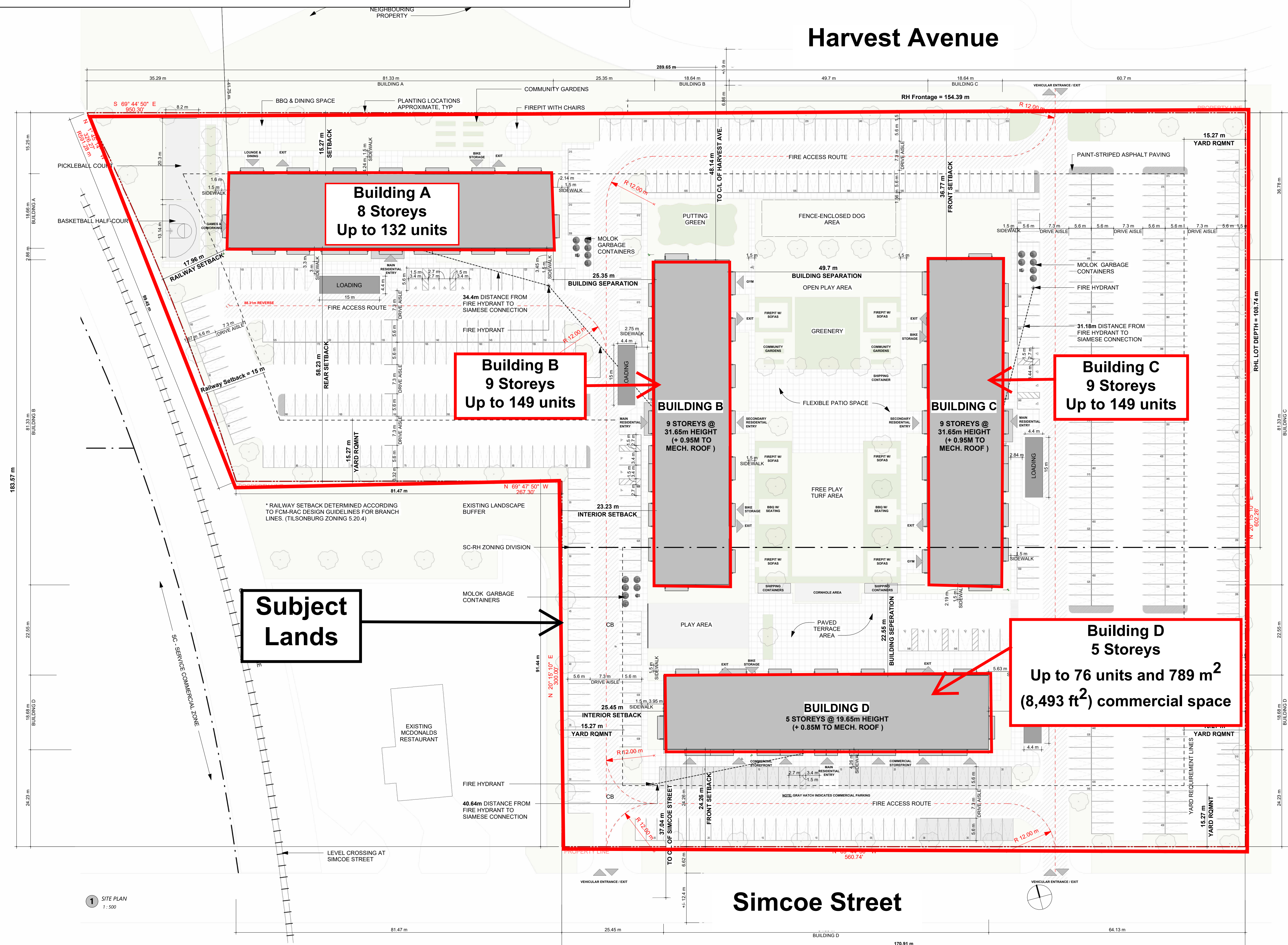
NAD_1983_UTM_Zone_17N



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April 11, 2024

Harvest Avenue



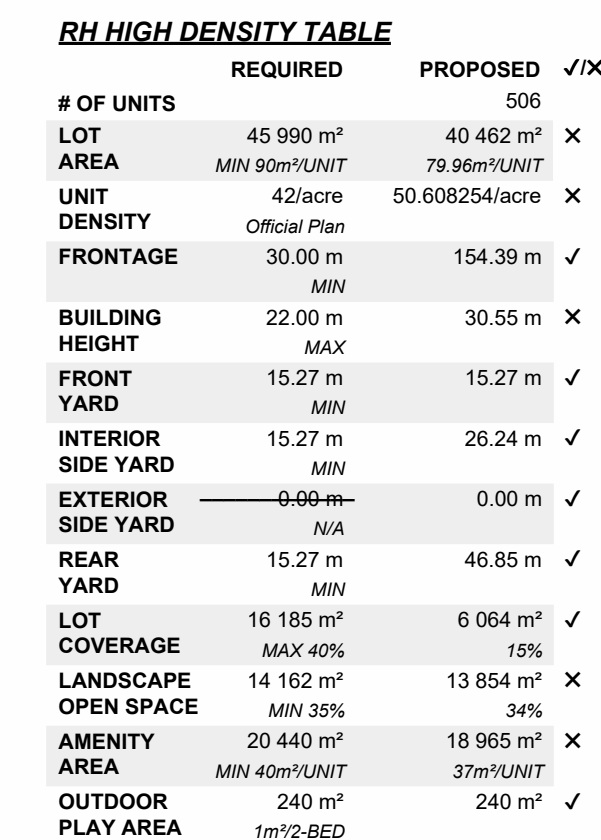
SITE INFORMATION		SITE REFERENCE PLAN 41R-8458 PART OF LOT 24 LAND REGISTRAR'S COMPILED PLAN 1653 IN THE TOWN OF TILLSBOROUGH COUNTY OF OXFORD						
SITE AREA	+/- 4.04 ACRES; 40,462.36 sq m; 435,533 sf							
PROGRAM	RESIDENTIAL AND MIXED USE BUILDINGS							
<u>BUILDING A :</u>								
RESIDENTIAL UNITS : 132 UNITS # OF STOREYS : 8 STOREYS - 27.75m HEIGHT BUILDING AREA : 1,516 sqm GFA : 12,128 SM								
<u>BUILDING B :</u>								
RESIDENTIAL UNITS : 149 UNITS # OF STOREYS : 9 STOREYS - 31.65m HEIGHT BUILDING AREA : 1,516 sqm GFA : 13,655 SM								
<u>BUILDING C :</u>								
RESIDENTIAL UNITS : 149 UNITS # OF STOREYS : 9 STOREYS - 31.65m HEIGHT BUILDING AREA : 1,516 sqm GFA : 13,655 SM								
<u>BUILDING D :</u>								
RESIDENTIAL UNITS : 76 UNITS # OF STOREYS : 5 STOREYS -19.65m HEIGHT BUILDING AREA : 1,516 sqm GFA : 7,580 SM								
PARKING								
COMMERCIAL PARKING	REQUIRED	PROVIDED						
REGULAR	1 PER 20m ² OF GFA = 789.11 m ² / 20 m ² = 39.45 SPOTS RQ'D	37 REGULAR SPOTS + 1 TYPE A ACCESSIBLE + 1 TYPE B ACCESSIBLE						
ACCESSIBLE PARKING	4 % OF TOTAL RQ'D SPACED = (39/4%) = 1.57 SPOTS RQ'D	= 39 PARKING SPOTS PROVIDED						
RESIDENTIAL PARKING	REQUIRED	PROVIDED						
REGULAR	1.5 PER DWELLING = 506 UNITS x 1.5 = 759 SPOTS RQ'D	621 REGULAR SPOTS + 9 TYPE A ACCESSIBLE + 9 TYPE B ACCESSIBLE						
ACCESSIBLE PARKING	2 % OF TOTAL RQ'D SPACED + 2 = (759/(2%)) + 2 = 17.18 SPOTS RQ'D	=639 TOTAL PARKING SPOTS PROVIDED = 1.26 PER UNIT						

<u>RH HIGH DENSITY TABLE</u>		PROPOSED	✓/X
	REQUIRED		
# OF UNITS	506		
LOT AREA	45 990 m ²	40 462 m ²	X
	MIN 90m ² /UNIT	79.96m ² /UNIT	
UNIT DENSITY	42/acre	50.608254/acre	X
	City of San Jose		
FRONTAGE	30.00 m	154.39 m	✓
	MIN		
BUILDING HEIGHT	22.00 m	31.65 m	X
	MAX		
FRONT YARD	15.27 m	15.27 m	✓
	MIN		
INTERIOR SIDE YARD	15.27 m	23.23 m	✓
	MIN		
EXTERIOR SIDE YARD	0.00 m	0.00 m	✓
	N/A		
REAR YARD	15.27 m	58.23 m	✓
	MIN		
LOT COVERAGE	16 185 m ²	6 064 m ²	✓
	44%	13.63%	
LANDSCAPE OPEN SPACE	14 162 m ²	14 163 m ²	✓
	MIN 35%	35%	
AMENITY AREA	20 440 m ²	19 545 m ²	X
	MIN 40m ² /UNIT	38m ² /UNIT	
PLAYGROUND	200 m ²	240 m ²	✓
	MIN 200-BED		

SC SERVICE COMMERCIAL TABLE			
	REQUIRED	PROPOSED	✓/X
# OF UNITS		506	
LOT AREA	900 m ²	40 462 m ²	✓
LOT AREA	<i>Non-Res + Adequate</i>	79.96m ² /UNIT	
UNIT DENSITY	<i>No Reg. Required</i>	50.008254/acre	
FRONTAGE	20.00 m	170.91 m	✓
	MIN		
HEIGHT	11.00 m	19.65 m	X
	MAX		
FRONT YARD	6.00 m	24.26 m	✓
	MIN		
INTERIOR SIDE YARD	6.00 m	25.45 m	✓
	9m abutting 7'w		
EXTERIOR SIDE YARD	0.00 m	0.00 m	✓
	N/A		
REAR YARD	7.50 m	0.00 m	✓
	12m abutting 7'w		
COVERED	16 116 m ²	6 064 m ²	
	MAX 40%	35%	
LANDSCAPE OPEN SPACE	6 069 m ²	14 163 m ²	
	MIN 15%	35%	
AMENITY AREA	0.00 m ²	19 545 m ²	
	No Requirement	35m ² /UNIT	
OUTDOOR PLAY AREA	0.00 m ²	240 m ²	✓
	No Requirement		

PROPOSED FIRE HYDRANT
 DASHED LINE
 DISTANCE FROM FIRE HYDRANT TO SIAMESE CONNECTION
 MOLOK GARGABE CONTAINERS
 BUILDING ACCESS POINTS
 FIRE ACCESS ROUTE
 1.5m B.F. AISLE - 8' B.M. 3.5m
 MN 2.7m
 MN 5.5m
 MN 2.7m
 MN 5.5m
 MN 2.7m
 MN 5.5m
 TYPICAL PARKING SPOT
 TYPICAL B.F. PARKING CONFIGURATION
 15m LOADING
 4.2 LOADING
 LOADING

Subject Lands

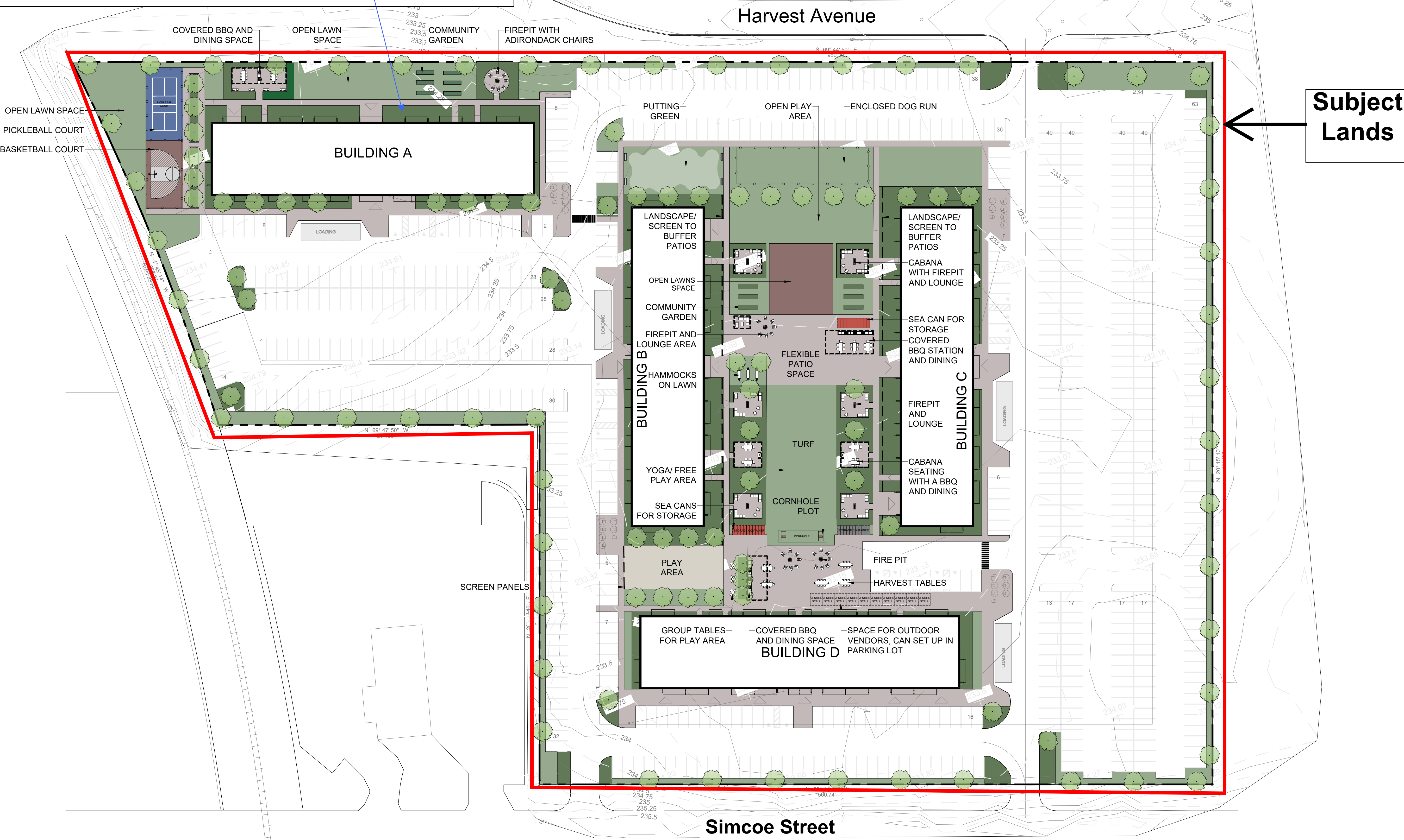


SC SERVICE COMMERCIAL TABLE				
	REQUIRED	PROPOSED		✓/X
# OF UNITS		506		
LOT AREA	900 m ²	40,462 m ²		✓
UNIT DENSITY	Non-Res + 0.4dw = 9.09	79.96m ² /UNIT 50,608.24/sacre		
FRONTAGE	20.00 m MIN	170.69 m		
BUILDING HEIGHT	11.00 m MAX	30.55 m		X
FRONT YARD	9.00 m MIN	24.30 m		
INTERIOR SIDE YARD	6.00 m 9m abutting FD	24.24 m		
EXTERIOR SIDE YARD	0.61m N/A	0.00 m		
REAR YARD	7.50 m 12m abutting FD	46.85 m		
LOT COVERAGE	10.18 m ² MAX	6,064 m ²		✓
LANDSCAPE OPEN SPACE	6,063 m ² MIN 15%	13,854 m ²		✓
AMENITY AREA	0.9m ² No Requirement	18,965 m ² 37m ² /UNIT		✓
OUTDOOR PLAY AREA	No Requirement	240 m ²		✓

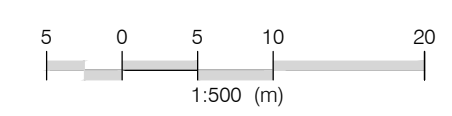
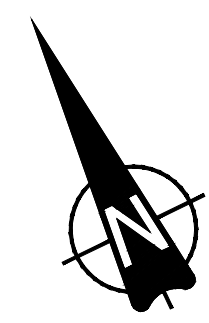
<u>Parking Requirements</u>	REQ.	PROP.
REGULAR	32	32
TYPE A ACCESSIBLE	1	1
TYPE B ACCESSIBLE	1	1
COMMERCIAL	34 (1/20m ²)	34
REGULAR	731	618
TYPE A ACCESSIBLE	9	9
TYPE B ACCESSIBLE	9	9
RESIDENTIAL	759 (1:1.5)	636 (1:1.5)
	793	670



Plate 6: Applicant's Sketch - Landscape Conceptual Plan
OP 23-13-7; ZN 7-23-10 - Harvest Ave Inc.
Part Lot 24, Plan 1653, 41R-8458, Tillsonburg



HARVEST APARTMENTS, TILLSONBURG
LANDSCAPE CONCEPTUAL PLAN



September 19th, 2023 | Project No.: 22234



AMENDMENT NUMBER 317
TO THE COUNTY OF OXFORD OFFICIAL PLAN

DRAFT

The following text and schedules constitutes
Amendment Number 317 to the County of Oxford Official Plan.

1.0 PURPOSE OF THE AMENDMENT

The purpose of the amendment is to redesignate certain lands in the Town of Tillsonburg from 'Service Commercial' to 'Residential' and 'High Density Residential' to facilitate the development of four apartment buildings comprising 506 units. The proposed amendment includes site specific policies for increased residential density on the site and permits Service Commercial uses within a portion of one of the proposed buildings.

To ensure that the lands are developed in an orderly manner with respect to the provision of municipal services and consideration of parking to meet the needs of the development, the proposed amendment also includes policies regarding phasing.

2.0 LOCATION OF LANDS AFFECTED

This amendment applies to lands located at the easterly boundary of the Town of Tillsonburg, on the north side of Simcoe Street, west of Westtown Line. The lands comprise an area of approximately 4.0 ha (10.0 ac) and are legally described as Part Lot 24, Plan 1653 41R-8458 in the Town of Tillsonburg.

3.0 BASIS FOR THE AMENDMENT

The subject amendment has been initiated to redesignate a portion of the subject lands from 'Service Commercial' to 'Residential' and 'High Density Residential' to facilitate the development of four apartment buildings on the lands. The amendment includes special provisions related to the density of residential development on the site as well as provision for the service commercial uses on the lands.

The designation of the lands to facilitate high density residential use at this location, together with service commercial development, is consistent with the relevant policies of the Provincial Policy Statement as the proposed development is a cost effective and efficient use of municipal services and lands within a designated settlement area. The proposed development contributes to the overall mix of housing types and tenures to accommodate current and future residents of the Town and the broader market area and will provide an additional market-based housing option in the Town of Tillsonburg.

The lands are suitable for high density residential and service commercial development as the lands have direct access to Simcoe Street, an arterial road that is capable of accommodating the expected traffic generated by the lands. Harvest Lane, which forms the northerly border of the lands is identified as a collector road which will provide access to Westtown Line (also a collector) and Simcoe Street.

The site is located in an area of mixed residential, institutional and service commercial development and it is the opinion of Council that the proposed use of the lands is appropriate for the area with respect to the character and scale of adjacent uses. The development will have limited impact on the residential and institutional lands to the north and the existing and permitted service commercial uses in the vicinity are considered compatible with the proposed high density residential use of the lands.

It is also the opinion of Council that the subject proposal supports the strategic initiatives and objectives of the Official Plan with respect to the designation of High Density Residential areas within the Town.

The High Density Residential designation is intended for intensive, large-scale, multiple unit forms and the proposed apartment buildings are considered to be a compatible form of development with existing and planned uses in the area, as noted above. While the proposed number of units on the lands requires special provision to address the density of development, Council is satisfied that the lands are of suitable size and configuration to support the development, including parking and amenity space to meet the needs of the use.

To ensure that the lands are developed in an orderly manner, the proposed amendment includes specific policies regarding the phasing of development with a view to ensuring that matters related to municipal servicing and parking for future phases of development are reviewed prior to development proceeding.

4.0 DETAILS OF THE AMENDMENT

- 4.1 That Schedule "T-1" – Town of Tillsonburg Land Use Plan, as amended, is hereby amended by changing the designation of those lands identified as "ITEM 1" on Schedule "A" attached hereto from 'Service Commercial' to 'Residential'.
- 4.2 That Schedule "T-2" – Town of Tillsonburg Residential Density Plan, as amended, is hereby amended by designating those lands identified as "ITEM 1" on Schedule "A" attached hereto as 'High Density Residential'.
- 4.3 That Section 8.2.6 – High Density Residential Areas, as amended, is hereby further amended by adding the following specific development policy at the end of Section 8.2.6.2 - *Specific Development Policies*.

"8.2.6.2.2 North side of Simcoe Street, South of Harvest Lane and West of Westtown Line
(Part Lot 24, Plan 1653, 41R-8458, Town of Tillsonburg)

On those lands identified as having reference to this section:

The lands shall be developed with a minimum net residential density of 63 units/ha (26 units/ac) and a maximum net residential density of approximately 126 units/ha (51 units/ac).

In addition to the uses permitted in High Density Residential Districts, the full range of uses supported in the Service Commercial designation will be permitted within an apartment building. Such development must be of limited scale and clearly a secondary element relative to the residential apartment building.

Development of the lands shall be phased to the satisfaction of the County of Oxford and the Town of Tillsonburg. Each phase shall be reviewed to ensure the availability of water and wastewater services required to facilitate development, and that adequate parking to meet the needs of the development is provided.

The Town and/or County will utilize restrictive zoning (i.e. holding provisions) and any other land use tools that are deemed to be appropriate to ensure that the items above are addressed to the Town and/or County's satisfaction, prior to development."

5.0 IMPLEMENTATION

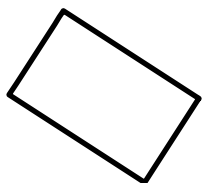
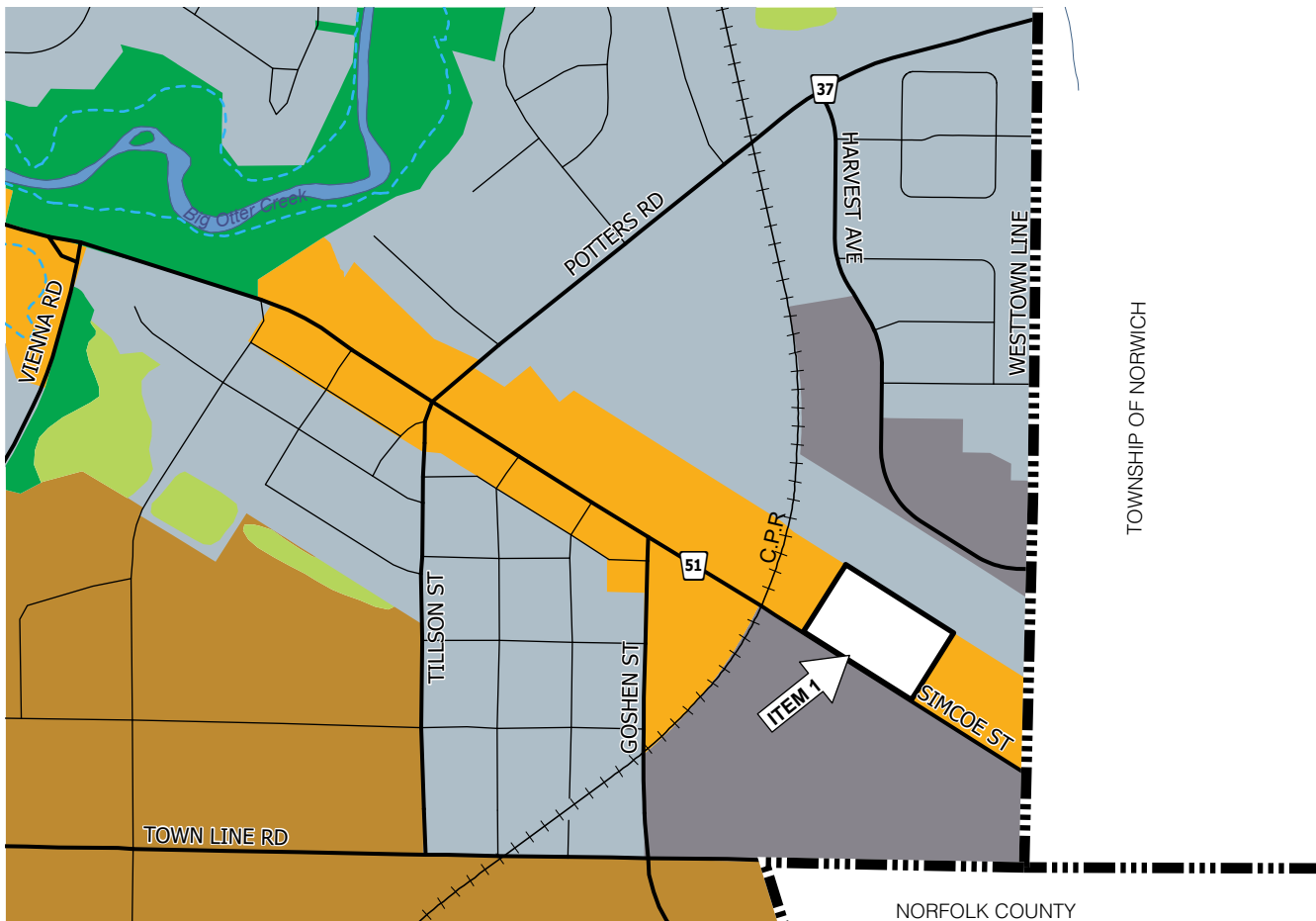
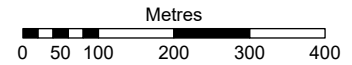
This Official Plan Amendment shall be implemented in accordance with the relevant implementation policies contained in the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the relevant interpretation policies of the Official Plan.

DRAFT

SCHEDULE "A"
AMENDMENT No. 317
TO THE
COUNTY OF OXFORD
OFFICIAL PLAN
SCHEDULE "T-1"
TOWN OF TILLSONBURG
LAND USE PLAN



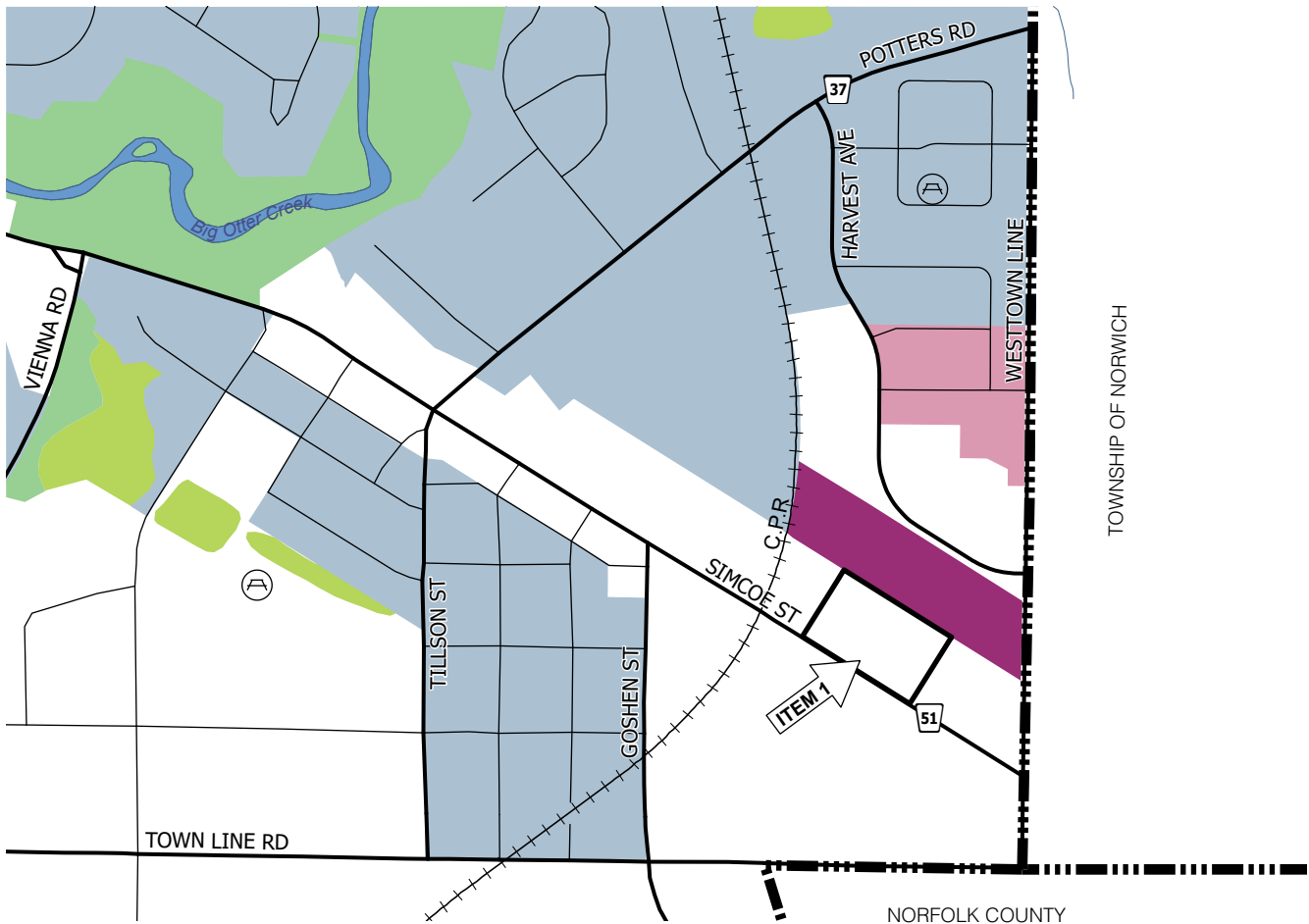
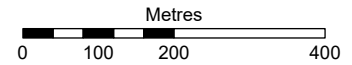
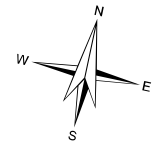
- AREA OF THIS AMENDMENT

ITEM 1 - CHANGE FROM SERVICE COMMERCIAL TO RESIDENTIAL

**LAND USE PLAN
LEGEND**

- RESIDENTIAL
- SERVICE COMMERCIAL
- COMMUNITY FACILITY
- INDUSTRIAL
- OPEN SPACE
- ENVIRONMENTAL PROTECTION
- FLOODLINE

SCHEDULE "A"
 AMENDMENT No. 317
 TO THE
COUNTY OF OXFORD
OFFICIAL PLAN
 SCHEDULE "T-2"
TOWN OF TILLSONBURG
RESIDENTIAL DENSITY PLAN



- AREA OF THIS AMENDMENT

ITEM 1 - ADD TO HIGH DENSITY RESIDENTIAL

**RESIDENTIAL DENSITY PLAN
 LEGEND**

- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- OPEN SPACE
- ENVIRONMENTAL PROTECTION
- PROPOSED PARK

Official Plan Amendment 23-13-7 and Zone Change Application 7-23-10

Harvest Ave Inc.





Location Map



Proposal

4 apartment buildings and 789m² of commercial space
in the building closest to Simcoe Street

Proposed Phases

Phase 1	Building A	8 storeys; up to 132 units - 185 parking spaces
Phase 2	Building D	5 storeys; up to 76 units – 107 parking spaces 789m ² (8,493 ft ²) commercial space – 39 parking spaces
Phase 3	Building B	9 storeys; up to 149 units – 209 parking spaces
Phase 4	Building C	9 storeys; up to 149 units – 209 parking spaces

Planning Applications

Official Plan Amendment

- Redesignate the subject lands to 'High Density Residential' with special provisions:
 - Include Service Commercial Uses
 - Allow for a residential density of approximately 126 units/ha (51 units / acre)

Zone Change

- Rezone the subject lands to 'Special High Density Residential Zone (RH-sp)' with modifications to the standard provisions of the 'RH' zone.

Planning Review

Provincial Policy Statement

Proposal consistent with and supports PPS policies

- efficient use of municipal services and lands
- contributes to mix of housing types and provides market-based housing
- commercial floor space assists with providing range of employment use

Official Plan

Proposal consistent with and supports OP policies

- appropriate land uses: High Density Residential (HDR) and Service Commercial
- appropriate residential intensification
- appropriate scope, form, density and type of residential use for HDR lands
- compatible with adjacent uses and supports commercial corridor

Zoning By-law

Proposed modifications will facilitate an effective site design

- Adequate amenity space, appropriate setbacks, and parking provided.



Recommendations

Official Plan Amendment

Council of the Town of Tillsonburg support the application to amend the Official Plan as submitted by Harvest Ave Inc. 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.

Zone Change

Council of the Town of Tillsonburg approve in principle the zone change application submitted by Harvest Ave Inc. to rezone the subject lands 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.

Official Plan Amendment 23-13-7 and Zone Change Application 7-23-10

Harvest Ave Inc.



Harvest Avenue Development Proposal

Public Meeting Presentation

April 22, 2024



Subject Property

The subject property is located on the north side of Simcoe Street, south side of Harvest Avenue, west of Westtown Line

The parcel is 4.06 ha (10.03 acres)

Surrounding land uses include:

- Residential & retirement to the north
- Commercial to the southwest
- Vacant land to the west



Who We Are

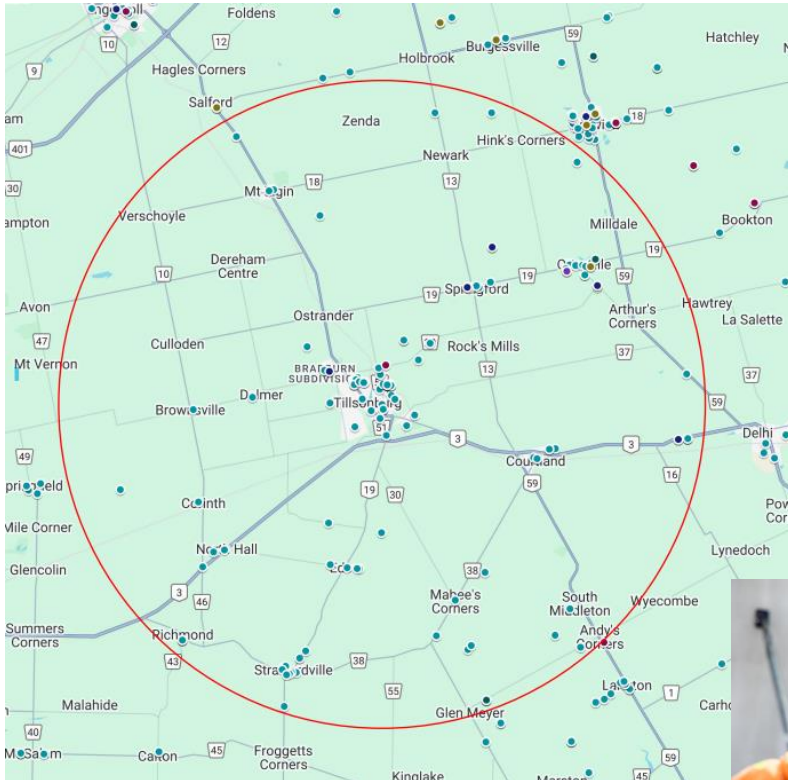
Stubbe's

- Agricultural Roots
- Family Owned
- Solutions Focused
- Rural Ontario Advocate
- 150 Total Precast Residential
- Follow through on commitments
- Focused on solving the housing shortage



Who We Are

- Growing Employer
 - Main Facility is 27mins
 - 90 employees within 15 minutes



Community Involvement

Giving Back to our Communities

- Sponsor Community Activities
- Enhancing Public Spaces
- Proud supporters of local service clubs
- Spend time with youth to educate them on career opportunities
- Community tours & open houses
- Sponsor Local Initiatives



Testimonials

"Stubbe's would be my example of how businesses should work together with rural communities. They are excellent and valued corporate citizens. Stubbe's not only provides jobs for the local area, but they also support many other local businesses in the area as well. They have a great reputation with their neighbours and I am proud to have them in Brant County." **Leanne Arnal, Director, Norfolk Community in Action Inc.**

"The Burford Optimist Club is very thankful to have Stubbe's as a business in our community. As the current Optimist President and an Optimist member for over 7 years, I can say that Stubbe's is a huge supporter of our club's community projects including sponsorship of new equipment for our youth baseball, donating to the splash pad project and inviting our club to cook at their annual employee appreciation event to raise funds for our club." **Heather Keam, Burford Optimist President 2020-22**



What We Want to Build

- A space that provides significant amenities
- A community that brings people together
- Affordable Units:
 - 10% of units at 30% of the median renter income
- An Efficient System:
 - Quick to build, an efficient modular system
- Reduced rent for Commercial space:
 - Focus on attracting and supporting businesses that will provide quality services to the community



HARVEST AVE

BUILDING A
3 STOREYS @ 27.5m HEIGHT
(+ 1.50m TO MECH. ROOF)

BUILDING B
3 STOREYS @ 30.25m HEIGHT
(+ 1.50m TO MECH. ROOF)

BUILDING C
3 STOREYS @ 30.25m HEIGHT
(+ 1.50m TO MECH. ROOF)

BUILDING D
3 STOREYS @ 30.25m HEIGHT
(+ 1.50m TO MECH. ROOF)

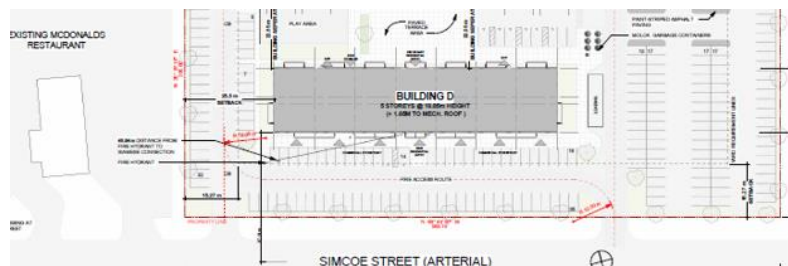
EXISTING MCDONALD'S RESTAURANT

SIMCOE STREET (ARTERIAL)

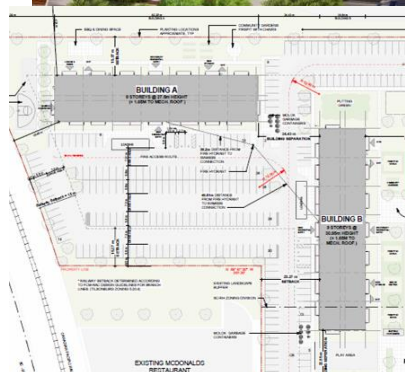
Site plan details include:

- Setbacks: 15.27 m, 25.3 m, 30.27 m, 45.7 m, 60.7 m, 75.7 m, 90.7 m, 105.7 m, 120.7 m, 135.7 m, 150.7 m, 165.7 m, 180.7 m, 195.7 m, 210.7 m, 225.7 m, 240.7 m, 255.7 m, 270.7 m, 285.7 m, 300.7 m, 315.7 m, 330.7 m, 345.7 m, 360.7 m, 375.7 m, 390.7 m, 405.7 m, 420.7 m, 435.7 m, 450.7 m, 465.7 m, 480.7 m, 495.7 m, 510.7 m, 525.7 m, 540.7 m, 555.7 m, 570.7 m, 585.7 m, 600.7 m, 615.7 m, 630.7 m, 645.7 m, 660.7 m, 675.7 m, 690.7 m, 705.7 m, 720.7 m, 735.7 m, 750.7 m, 765.7 m, 780.7 m, 795.7 m, 810.7 m, 825.7 m, 840.7 m, 855.7 m, 870.7 m, 885.7 m, 900.7 m, 915.7 m, 930.7 m, 945.7 m, 960.7 m, 975.7 m, 990.7 m, 1005.7 m, 1020.7 m, 1035.7 m, 1050.7 m, 1065.7 m, 1080.7 m, 1095.7 m, 1110.7 m, 1125.7 m, 1140.7 m, 1155.7 m, 1170.7 m, 1185.7 m, 1200.7 m, 1215.7 m, 1230.7 m, 1245.7 m, 1260.7 m, 1275.7 m, 1290.7 m, 1305.7 m, 1320.7 m, 1335.7 m, 1350.7 m, 1365.7 m, 1380.7 m, 1395.7 m, 1410.7 m, 1425.7 m, 1440.7 m, 1455.7 m, 1470.7 m, 1485.7 m, 1500.7 m, 1515.7 m, 1530.7 m, 1545.7 m, 1560.7 m, 1575.7 m, 1590.7 m, 1605.7 m, 1620.7 m, 1635.7 m, 1650.7 m, 1665.7 m, 1680.7 m, 1695.7 m, 1710.7 m, 1725.7 m, 1740.7 m, 1755.7 m, 1770.7 m, 1785.7 m, 1800.7 m, 1815.7 m, 1830.7 m, 1845.7 m, 1860.7 m, 1875.7 m, 1890.7 m, 1905.7 m, 1920.7 m, 1935.7 m, 1950.7 m, 1965.7 m, 1980.7 m, 1995.7 m, 2010.7 m, 2025.7 m, 2040.7 m, 2055.7 m, 2070.7 m, 2085.7 m, 2100.7 m, 2115.7 m, 2130.7 m, 2145.7 m, 2160.7 m, 2175.7 m, 2190.7 m, 2205.7 m, 2220.7 m, 2235.7 m, 2250.7 m, 2265.7 m, 2280.7 m, 2295.7 m, 2310.7 m, 2325.7 m, 2340.7 m, 2355.7 m, 2370.7 m, 2385.7 m, 2400.7 m, 2415.7 m, 2430.7 m, 2445.7 m, 2460.7 m, 2475.7 m, 2490.7 m, 2505.7 m, 2520.7 m, 2535.7 m, 2550.7 m, 2565.7 m, 2580.7 m, 2595.7 m, 2610.7 m, 2625.7 m, 2640.7 m, 2655.7 m, 2670.7 m, 2685.7 m, 2700.7 m, 2715.7 m, 2730.7 m, 2745.7 m, 2760.7 m, 2775.7 m, 2790.7 m, 2805.7 m, 2820.7 m, 2835.7 m, 2850.7 m, 2865.7 m, 2880.7 m, 2895.7 m, 2910.7 m, 2925.7 m, 2940.7 m, 2955.7 m, 2970.7 m, 2985.7 m, 3000.7 m, 3015.7 m, 3030.7 m, 3045.7 m, 3060.7 m, 3075.7 m, 3090.7 m, 3105.7 m, 3120.7 m, 3135.7 m, 3150.7 m, 3165.7 m, 3180.7 m, 3195.7 m, 3210.7 m, 3225.7 m, 3240.7 m, 3255.7 m, 3270.7 m, 3285.7 m, 3300.7 m, 3315.7 m, 3330.7 m, 3345.7 m, 3360.7 m, 3375.7 m, 3390.7 m, 3405.7 m, 3420.7 m, 3435.7 m, 3450.7 m, 3465.7 m, 3480.7 m, 3495.7 m, 3510.7 m, 3525.7 m, 3540.7 m, 3555.7 m, 3570.7 m, 3585.7 m, 3600.7 m, 3615.7 m, 3630.7 m, 3645.7 m, 3660.7 m, 3675.7 m, 3690.7 m, 3705.7 m, 3720.7 m, 3735.7 m, 3750.7 m, 3765.7 m, 3780.7 m, 3795.7 m, 3810.7 m, 3825.7 m, 3840.7 m, 3855.7 m, 3870.7 m, 3885.7 m, 3900.7 m, 3915.7 m, 3930.7 m, 3945.7 m, 3960.7 m, 3975.7 m, 3990.7 m, 4005.7 m, 4020.7 m, 4035.7 m, 4050.7 m, 4065.7 m, 4080.7 m, 4095.7 m, 4110.7 m, 4125.7 m, 4140.7 m, 4155.7 m, 4170.7 m, 4185.7 m, 4200.7 m, 4215.7 m, 4230.7 m, 4245.7 m, 4260.7 m, 4275.7 m, 4290.7 m, 4305.7 m, 4320.7 m, 4335.7 m, 4350.7 m, 4365.7 m, 4380.7 m, 4395.7 m, 4410.7 m, 4425.7 m, 4440.7 m, 4455.7 m, 4470.7 m, 4485.7 m, 4500.7 m, 4515.7 m, 4530.7 m, 4545.7 m, 4560.7 m, 4575.7 m, 4590.7 m, 4605.7 m, 4620.7 m, 4635.7 m, 4650.7 m, 4665.7 m, 4680.7 m, 4695.7 m, 4710.7 m, 4725.7 m, 4740.7 m, 4755.7 m, 4770.7 m, 4785.7 m, 4800.7 m, 4815.7 m, 4830.7 m, 4845.7 m, 4860.7 m, 4875.7 m, 4890.7 m, 4905.7 m, 4920.7 m, 4935.7 m, 4950.7 m, 4965.7 m, 4980.7 m, 4995.7 m, 5010.7 m, 5025.7 m, 5040.7 m, 5055.7 m, 5070.7 m, 5085.7 m, 5100.7 m, 5115.7 m, 5130.7 m, 5145.7 m, 5160.7 m, 5175.7 m, 5190.7 m, 5205.7 m, 5220.7 m, 5235.7 m, 5250.7 m, 5265.7 m, 5280.7 m, 5295.7 m, 5310.7 m, 5325.7 m, 5340.7 m, 5355.7 m, 5370.7 m, 5385.7 m, 5400.7 m, 5415.7 m, 5430.7 m, 5445.7 m, 5460.7 m, 5475.7 m, 5490.7 m, 5505.7 m, 5520.7 m, 5535.7 m, 5550.7 m, 5565.7 m, 5580.7 m, 5595.7 m, 5610.7 m, 5625.7 m, 5640.7 m, 5655.7 m, 5670.7 m, 5685.7 m, 5700.7 m, 5715.7 m, 5730.7 m, 5745.7 m, 5760.7 m, 5775.7 m, 5790.7 m, 5805.7 m, 5820.7 m, 5835.7 m, 5850.7 m, 5865.7 m, 5880.7 m, 5895.7 m, 5910.7 m, 5925.7 m, 5940.7 m, 5955.7 m, 5970.7 m, 5985.7 m, 6000.7 m, 6015.7 m, 6030.7 m, 6045.7 m, 6060.7 m, 6075.7 m, 6090.7 m, 6105.7 m, 6120.7 m, 6135.7 m, 6150.7 m, 6165.7 m, 6180.7 m, 6195.7 m, 6210.7 m, 6225.7 m, 6240.7 m, 6255.7 m, 6270.7 m, 6285.7 m, 6300.7 m, 6315.7 m,

Mixed-Use – Simcoe Street



Apartment Buildings (A & B)



Apartment Building (C)



Amenity Space



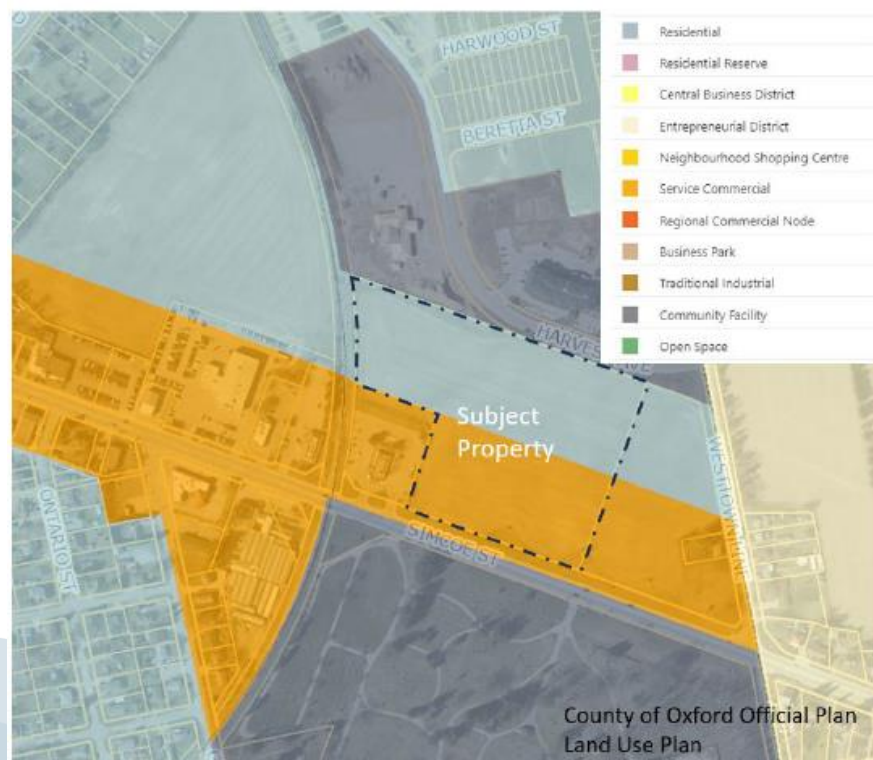
Amenity Space



Requested Approvals - OPA

Official Plan Amendment:

The Site is currently designated Residential and Service Commercial. An Official Plan Amendment is required to redesignate the entire property to a site-specific residential designation with permissions for commercial uses within a mixed-use building and further to permit a residential density of 125.5 units per hectare whereas the Official Plan states that net residential densities will not exceed 111 units per hectare.



Requested Approvals - ZBA

Zoning By-law Amendment:

The Site is currently zoned Service Commercial (SC) and Future Development (FD) in the Town of Tillsonburg Zoning By-Law. Neither the SC or FD zone permit the Proposed Development. A Zoning By-Law Amendment is requested to rezone the Subject Property to a site-specific High Density Residential (RH) zone to permit the proposed form of housing, overall density and proposed commercial uses within a mixed-use building.

Regulation (RH)	Required	Proposed
Minimum Lot Area	45,990 sq. m (90 sq.m / proposed unit)	40,462 sq. m (79.96 sq.m / unit)
Maximum Building Height	22 m	30.55 m
Minimum Amenity Area	20,440 sq. m (40 sq. m/unit)	19,545 sq. m (38 sq. m/unit)
Parking Requirements	1.5 spaces/unit	1.26 spaces/unit
Permitted Use	No commercial Uses Permitted	All commercial uses permitted in Service Commercial (SC) Zone – Table 14.1

Supporting Documents

Site Plan and Building Elevations – Patrick David Trotter Architect / BIM Studio

Functional Servicing Report – Strik Baldinelli Moniz

Site Grading and Servicing Plans - Strik Baldinelli Moniz

Noise Feasibility Study – HGC Engineering

Transportation Impact Study – Paradigm Transportation Solutions Inc.

Phase I Environmental Site Assessment – A&A Environmental Consultants Inc.

Geotechnical Engineering Report – Englobe

Conceptual Landscape Design – GSP Group

Planning Justification Report – GSP Group



Delegation Request Form

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

Council meetings are held the second and fourth Monday of the month at 6:00 p.m. Council meetings are livestreamed and recorded.

Delegations take place near the beginning of the meeting and are allowed 15 minutes for their presentation; ten (10) minutes is meant for the presentation and the remaining five (5) minutes is to allow for comments and questions from Council.

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

Any Information contained on this form will be made public through the publication of the agenda. Through submission of a Delegation Request, individuals are agreeing to the release and including of their personal information within the public record. Applicants may request the removal of their personal contact information when submitting this form. The request to remove personal contact information cannot be made after agenda publication. Please note that all meetings occur in an open public forum and are regularly recorded and televised.

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

Phuong

Fox

Street Address *

Town/City *

Personal Information

Tillsonburg

Postal Code *

Phone Number *

Personal Information

Personal Information

E-mail *

Subject *

Personal Information

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

☒ No

Will there be a Power Point presentation? *

☐ Yes

☒ No

I acknowledge that all presentation material must be submitted to the Office of the Clerk by 4:30 p.m. the Wednesday before the Council meeting date.

☒ I accept

Tillson Pizza crosswalk

- Family-run establishment, proudly serving Tillsonburg for more than 20+ years
- It deeply affects our business when customers struggle to find parking
- The average customer time spent in the business is 3-5 minutes
- Proposing relocating the crosswalk further south to ensure the safety and convenience of our customers
- Stricter enforcement of the speed limit is crucial for the safety and well-being of everyone in our community



Tillson Pizza crosswalk



Delegation Request Form

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

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

First Name *

Kim

Last Name *

Cronmiller

Street Address *

Personal Information

Town/City *

Tillsonburg

Postal Code *

Personal Information

Phone Number *

Personal Information

E-mail *

Personal Information

Subject *

Tethering by law for dogs within town limits

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

Concerned Residents and Tillsonburg Lost and Found Animals Facebook

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: ***

-requesting a stronger by law on tethering dogs outside in all weather elements summer and winter

-we have collected tethering by laws from other towns and cities such as St Thomas ,Windsor ,Essex

- which all have a 4 consecutive hours in a 24 hour period for tethering any breed and size of dog

-Ontario tethering by law isn't even used in our town which only 23 hours tethered but one hour of exercise and socializing and nothing under 6 months can be tied outside

-we have been trying to help a 11 week old pup tied out for the past two months with no protection by our by law officer which under Ontario by law could of removed the pup but he said his hands are tied plus OPP are alway called for a wellness check which their hands are tided but they did check

-PAWS have been called to help dogs tied out 24/7 but if there is water or food present and doesn't have to be both with a form of shelter they can only talk to owners

- we have breed specifics on how long each can be outside / we are very aware that a Husky is different than a Yorkie

-StThomas has this by law placed in 2021 and after reading our by laws they so need updated including tethering and even Essex has the in the car by law for heat and cold

-please have a listen to us because the stress of watching a dog struggle everyday in the elements and nothing can be done / imagine if this was in your backyard sad indeed

Thank you

4/22/2024



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

☐ Yes

☒ No

Will there be a Power Point presentation? *

☐ Yes

☒ No

I acknowledge that all presentation material must be submitted to the Office of the Clerk by 4:30 p.m. the Wednesday before the Council meeting date.

☒ I accept



STEERING COMMITTEE MEETING MINUTES

Monday, December 4th, 2023

10:00 a.m. to 12:00 noon

Oxford County Administration Building
(Room 129)

1. Call the Meeting to Order (10:00 a.m.)

The meeting was called to order by Chair Marcus Ryan at 10:00 a.m. and a quorum was present.

2. Review of Agenda for meeting of December 4th, 2023

Resolution No. 1 Moved by: Bernia Martin
Seconded by: Randy Peltz

RESOLVED that the agenda for the Safe and Well Oxford Steering Committee meeting of December 4th, 2023 be approved.

DISPOSITION: Motion Carried

3. Review of Minutes of November 13th, 2023 meeting

Resolution No. 2 Moved by: Sarah Hamulecki
Seconded by: Kelly Black

RESOLVED that the minutes of the Safe and Well Oxford Steering Committee meeting of November 13th, 2023 be approved as presented.

DISPOSITION: Motion Carried

4. Next Steps:

a. Amendment to the Safe and Well Oxford Plan to include goals and objectives in relation to gender-based violence

- *Township of East-Zorra Tavistock – **Approved***
- *Oxford County Council - **Approved***
- *Township of South-West Oxford Council – **Approved***
- *Town of Tillsonburg - **Approved***
- *Township of Blandford Blenheim – December*
- *Township of Norwich – December*
- *City of Woodstock - **Approved***
- *Township of Zorra – December*
- *Town of Ingersoll – December*

b. Safe and Well Oxford Summit – Feedback (to follow from Sarah)

The Safe and Well Oxford Steering Committee reviewed the feedback received in follow up to the Safe & Well Oxford summit held at the end of November. Attendees requested additional time for the round table portion of the event in the future. There were some concerns expressed in relation to the venue, environment, presentation and audio. Another venue may need to be considered in the future.

Discussion took place among the committee regarding a potential newsletter to be sent out quarterly to all stakeholders – this is intended to share information on more regular basis rather than host an in-person event more than once annually – future meetings and the newsletter may include updates from the action coalitions throughout the year.

Stakeholders will be provided with the presentation information received at the summit.

c. Grant Funding Model

The Committee agreed to have further discussion regarding a Safe and Well Oxford grant funding model in 2024. The County of Oxford will be updating their grant policy and it was suggested that the two be connected. It was suggested that requests that fall under the mandate of Safe and Well Oxford be directed to the Steering Committee. Further discussion will need to be had to outline what the funding criteria will be, for example:

- Funding to address specific goals and initiatives outlined in the Safe and Well Oxford Plan and what the measurable will be;
- How will the goal be advanced?

- Consider the connection to the Action Coalition – whether the request will come forward to the committee through the Action Coalition (i.e. vetted, input, support);
- Initiative should have a prevention focus – public education, awareness and engagement (i.e. media and communication campaigns, training);
- Consider if funding may be used for staffing? Temporary vs. permanent. May not be intended to fund ongoing expenses (i.e. staff, space);
- Consider existing initiative support – what organizations already have aspects of the Plan as established priorities;
- Consider the impact on different and diverse individuals;
- Consider what financial disclosure will be required;
- Policy should be in place in early 2024 – area municipalities will need to know the financial ask in advance of 2025 budget deliberations (end of July/August);
- A draft proposal from staff will be beneficial to consider the criteria further; and
- Sarah will look into how other municipalities are providing funding under their Safe and Well Community Safety and Well-being Plans.

d. Council Updates

Local area municipalities will be provided with an update to inform them on:

- Safe and Well Oxford summit;
- Feedback received from the Safe and Well Oxford summit;
- Consider use of area municipality's facilities for future summit;
- Summary of what the challenges are within each priority risk area;
- Information/ask re: potential grant funding; and
- Direction to DEI website and information.

e. Planet Youth Follow Up/Funding

The Committee reviewed the funding opportunity received from Southwestern Public Health and provided direction to staff to ask SWPH if they would like a letter of support or endorsement from the Safe and Well Oxford Steering Committee for their application. The Committee noted that they are not the organization that will be doing the work, so it would not be appropriate to apply for the funding directly.

Julie will invite the Oxford OPP and Woodstock Police Services to the next meeting to discuss their involvement with the DEI Action Coalition vs. the Safe and Well Oxford Steering Committee. It was noted that the requirement to develop a Community Safety and Well-being Plan is a directive under the Police Services Act with the goal being to improve community safety and reduce the need for crisis level response. Local police services have data and statistics relevant to the work of the Safe and Well Oxford Steering Committee.

Going into 2024, the Committee agreed to meet on the fourth Monday of each Month at 10:00 a.m. and on Monday, August 12th, 2024 (no meeting in July). Action Coalition Updates (Round Table) will be added as a recurring agenda item.

6. Adjournment

RESOLVED that the Safe and Well Oxford Steering Committee meeting adjourn at 12:11 p.m.

DISPOSITION: Motion Carried



STEERING COMMITTEE MEETING MINUTES

Monday, January 15th, 2024

10:00 a.m. to 12:00 noon

Oxford County Administration Building
(Room 129)

1. Call the Meeting to Order (10:00 a.m.)

The meeting was called to order by Chair Marcus Ryan at 10:08 a.m. and a quorum was present. Randy Peltz was absent; Tina Diamond participated virtually.

2. Review of Agenda for meeting of January 15th, 2024

Resolution No. 1 Moved by: Kelly Black
Seconded by: Bernia Martin

RESOLVED that the agenda for the Safe and Well Oxford Steering Committee meeting of January 15th, 2024 be approved.

DISPOSITION: Motion Carried

3. Review of Minutes of December 4th, 2023 meeting

Resolution No. 2 Moved by: Bernia Martin
Seconded by: Sarah Hamulecki

RESOLVED that the minutes of the Safe and Well Oxford Steering Committee meeting of December 4th, 2023 be approved as presented.

DISPOSITION: Motion Carried

4. Business Arising from the Minutes:

- Police Services Involvement/Representation on Safe and Well Oxford Steering Committee

Resolution No. 3

Moved by: Bernia Martin

Seconded by: Tina Diamond

RESOLVED that the Safe and Well Oxford Steering Committee recommend to County Council that the Committee's terms of reference be amended to include Oxford OPP and Woodstock Police Services representation on the Steering Committee to a maximum of two (2) members (one from each organization) pending confirmation from Woodstock Police Services regarding their participation.

DISPOSITON: Motion Carried

5. Action Coalition Updates (Round Table)

- Oxford Housing Action Collaborative – Calls to Action (attached)

The Committee reviewed the calls to action as presented and commented on some of the duplication. Discussion took place regarding what is and isn't within the mandate of area municipalities. Area municipalities may assist in sharing information and public education materials via their communication networks.

Resolution No. 4

Moved by: Bernia Martin

Seconded by: Sarah Hamulecki

RESOLVED that the Safe and Well Oxford Steering Committee receive the calls to action as information and invite the Oxford Housing Action Collaborative to an upcoming meeting to discuss in more detail.

DISPOSITON: Motion Carried

6. Next Steps:

- a. Amendment to the Safe and Well Oxford Plan to include goals and objectives in relation to gender-based violence – Approved by all area municipalities

Resolution No. 5

Moved by: Sarah Hamulecki

Seconded by: Kelly Black

RESOLVED that the Safe and Well Oxford Steering Committee recommend to County Council that the Oxford Safe and Well Oxford Community Safety and Well-being Plan be amended to include a fifth priority risk area, Gender-Based Violence;

AND FURTHER THAT the Oxford Domestic Abuse Response Team act as the Action Coalition for the priority risk area and that the Committee's Terms of Reference be amended accordingly.

DISPOSITON: Motion Carried

b. Safe and Well Oxford 2024 Summit – location

Oxford Centre Community Centre was proposed as the location for the next Safe and Well Oxford Summit (2024). The event will be planned for approximately 100 attendees. Consideration will need to be given to the accessibility of the venue, quality of presentation, sound, etc. The event will be scheduled for a Friday afternoon in October, 2024.

c. Website Update & Communication Plan

Oxford County will be taking over the website (hosting) as of February, 2024. In late February to March, 2024 the content will be moved to the new platform. Sarah is working with the County communications team to set this up. Minutes, agendas and meeting dates will be added to the webpage.

Discussion took place regarding a newsletter to send to all stakeholders – information may be included in relation to the addition of the new priority risk area and changes to the Committee's Terms of Reference.

d. Community Index of Well-being & Metrics

Sarah advised the Committee that a community well-being index will be completed by the County in 2024. The results of this survey may provide metrics for the Committee to

e. Grant Funding Model/Criteria – Next Steps

f. Update to Area Municipalities

7. Upcoming Meeting Dates – Oxford County Administration Building – Room 129:

- Monday, February 26th, 2024 at 10:00 a.m.
- Monday, March 25th, 2024 at 10:00 a.m.
- Monday, April 22nd, 2024 at 10:00 a.m.
- Monday, May 27th, 2024 at 10:00 a.m.

8. Adjournment (12:00 noon)

Resolution No. 5

Moved by: Sarah Hamulecki
Seconded by: Kelly Black

RESOLVED that the Safe and Well Oxford Steering Committee meeting adjourn at 12:13 p.m. to meet again on Monday, February 26th, 2024 at 10:00 a.m.

DISPOSITON: Motion Carried



STEERING COMMITTEE MEETING MINUTES

Monday, February 26th, 2024

10:00 a.m. to 12:00 noon

Oxford County Administration Building
(Room 129)

1. Call the Meeting to Order (10:00 a.m.)

The meeting was called to order by Chair Marcus Ryan at 10:00 a.m. and a quorum was present. Randy Peltz was absent.

Guests: Kate Leatherbarrow – City of Woodstock, Councillor
Lindsay Wilson – Town of Ingersoll
Diane Harris – Domestic Abuse Response Team (DART)

2. Review of Agenda for meeting of February 26th, 2024

Resolution No. 1 Moved by: Tina Diamond
Seconded by: Kelly Black

RESOLVED that the agenda for the Safe and Well Oxford Steering Committee meeting of February 26th, 2024 be approved, as amended (funding needs from action coalitions).

DISPOSITON: Motion Carried

3. Review of Minutes of January 15th, 2024 meeting

Resolution No. 2 Moved by: Bernia Martin
Seconded by: Tina Diamond

RESOLVED that the minutes of the Safe and Well Oxford Steering

Committee meeting of January 15th, 2024 be approved as presented.

DISPOSITON: Motion Carried

4. Business Arising from the Minutes

- Police Services Involvement/Representation on Safe and Well Oxford Steering Committee – *agreed/confirmed – City of Woodstock will not be in attendance at February meeting.*

Tony Hymers, on behalf of OPP, noted that he is pleased to be here. The Committee welcomed Diane Harris, on behalf of Domestic Abuse Response Team (DART). She noted that she is happy to be here on behalf of the fifth priority risk area, gender-based violence.

5. Action Coalition Updates (Round Table)

- Oxford Housing Action Collaborative (Kelly Black)

Kelly Black advised that the Committee's feedback on the Calls to Action were considered by the Oxford Housing Action Collaborative (OHAC). There is a subcommittee working on this. They would like to attend the March 25th Steering Committee meeting.

She advised that there is a lot of work being done regarding geared to income housing and rent eviction. They are trying to raise awareness for tenants so that they know what their rights are and don't end up without housing. The Action Collaborative is also supporting a human rights approach when it comes to encampments and it was noted that it is important that we do not criminalize homelessness.

The OHAC is working on generating resources to share so that this information may be more broadly shared to the public.

- Oxford Mental Health & Addictions Network (Randy Peltz - absent)

The Committee discussed the possibility of each member providing a written update from their action coalition if they are not available to attend a meeting. This update may be provided to Julie or Sarah in advance of the meeting date to be circulated with the meeting agenda package.

- Diversity, Equity and Inclusion (DEI) Action Coalition (Ayesha Sajid)

Ayesha provided the following information as an update for the committee:

- The DEI Action Coalition is currently working on the development of an Inclusion Charter for Oxford – this outlines a commitment to advancing DEI work within Oxford. Area municipal representatives have been invited to the meeting coming up in March to provide their comments/feedback on the draft inclusion charter circulated to the group. The hope is that this meeting will help build a more collaborative working relationship with area municipalities. Once completed, the inclusion charter will be circulated to area municipal councils for their support and endorsement.
 - Following the finalization of the Inclusion Charter, the DEI Action Coalition will be working on an action plan to support the inclusion charter.
 - County staff are working on the development of content for a DEI webpage – resources are intended to be shared publicly and with area municipalities.
 - Potential grant funding was discussed briefly at their last meeting and will be discussed further – funding is needed for training initiatives and public education and awareness.
- Domestic Abuse Response Team (Diane Harris?)

Diane Harris, on behalf of the Domestic Abuse Response Team (DART), provided an update to the Committee as follows:

- DART is continuing to work on an Oxford wide protocol to address human trafficking locally., Funding has been received from the province to support continued work with a consultant to develop an emergency plan and provide long-term support for survivors. A pilot program is expected to begin in April.
- The femicide prevention protocol series will begin on Thursday, March 7th – this is the first of four sessions.

6. Next Steps:

a. Safe and Well Oxford 2024 Summit – October, 2024 – Oxford Centre Community Centre

Date has been confirmed for Friday, October 25th, 2024, in the afternoon. Norwich Council is considering a request to cover the cost of the rental fee for the Oxford Centre Community Centre. Further updates to come at a later date.

b. Website Update & Communication Plan – update

Sarah is working with the Oxford County Communications Team to put together the DEI web content. There will be a separate webpage for each Action Coalition on the new Safe and Well Oxford website. She is also working on developing a Safe and Well Oxford brand and development of a newsletter to communicate with stakeholders on a more regular basis. Discussions have also taken place about developing a greater social media presence for Safe and Well Oxford. Discussion took place regarding the possibility of adding Safe and Well Oxford Steering Committee meeting agenda to eScribe for publishing online.

c. Canadian Index of Well-being & Metrics – update

Funding has been included in the County 2024 budget to participate in the Canadian Index of Well-being survey. County staff will be working with the same provider to ensure that comparable data is received. Sarah will reach out to the University of Waterloo to get the process started. The survey is sent by mail and there is also an online portion. She will report more details back once she has met with the provider to get the process started.

d. Grant Funding Model/Criteria – update

Sarah did send out an email to get input from the action coalitions regarding their funding needs. The County of Oxford does not currently have a grant policy in place. It is hoped that this will be in place going into the 2025 budget process for area municipalities. Funding will not be to support ongoing operations – intended to be project based (i.e. training, education and awareness). Will need to consider contribution from area municipalities and how much will be requested.

Action Coalitions are encouraged to discuss what their funding needs may be over the next year – this will help to give area municipalities an idea of what the policy will look like. Funding should have a prevention focus and connection to the goals and objective of the Safe and Well Oxford Community Safety and Well-being Plan.

Further discussion will need to take place regarding whether or not Safe and Well Oxford will seek additional funding through outside sources (i.e. Oxford Community Foundation, City of Woodstock). It was noted that organizations may also apply for this funding on their own.

e. Update to Area Municipalities – update

Marcus Ryan and Sarah Hamulecki are planning to make a delegation request at each area municipality over the next few months – this update will include recommendations from the DEI Action Coalition regarding the Inclusion Charter for Oxford, grant policy and upcoming Safe and Well Oxford Summit – October, 2024, and any update regarding the Canadian Index of Well-being survey.

7. Upcoming Meeting Dates – Oxford County Administration Building – Room 129:

Monday, March 25th, 2024 at 10:00 a.m.

Monday, April 22nd, 2024 at 10:00 a.m.

Monday, May 27th, 2024 at 10:00 a.m.

Monday, June 24th, 2024 at 10:00 a.m.

8. Adjournment (12:00 noon)

Resolution No. 3

Moved by: Diane Harris

Seconded by: Bernia Martin

RESOLVED that the Safe and Well Oxford Steering Committee meeting adjourn at 11:22 p.m. to meet again on Monday, March 25th, 2024 at 10:00 a.m.

DISPOSITON: Motion Carried

Good Afternoon, Everyone.

If you would please share this email and the attached approved minutes on one of your upcoming Council meeting agendas as information that would be greatly appreciated.

Update: Safe and Well Oxford Steering Committee – Current Priorities/Initiatives:

- New Priority Risk – Gender-based Violence has been approved by all area municipalities and the plan is in the process of being updated. Domestic Abuse Response Team is the Action Coalition for the priority risk area.
- The Safe and Well Oxford website is in the process of being updated with more resources being made available. A separate page for each Action Coalition is also being developed. The site is now being hosted and updated by the County. safewelloxford.ca – if you would be willing to link to the website from your own sites, that would be appreciated.
- Save the Date: 2024 Safe and Well Oxford Summit date has been set for Friday, November 1st, 2024 in the afternoon – Oxford Centre Community Centre. Leadership from all community stakeholders, Mayors and CAOs will be invited to attend.
- Discussion is ongoing regarding the development of an Inclusion Charter for Oxford communities. More resources to support DEI initiatives are to follow on the Safe and Well Oxford website over the coming months (i.e. sample policies, training recommendations, DEI rubric, etc.).
- Discussion is ongoing regarding the development of a grant policy to support Safe and Well Oxford Action Coalitions and their funding needs. This will likely include a funding request from area municipalities – more details to follow.
- Development of a Safe and Well Oxford newsletter is in the works – this is intended to provide more timely updates to all community stakeholders including area municipalities.
- Safe and Well Oxford Steering Committee representatives, Warden Marcus Ryan and Sarah Hamulecki will be reaching out to you directly to request a delegation at an upcoming Council meeting in May/June to provide a more detailed update.

Thank you for your attention to this update and sharing this information with your councils.

Julie

Julie Middleton (she/her)

Manager Legislative Services (Clerk)/Deputy CAO
312915 Dereham Line, Mount Elgin ON N0J 1N0
P: 519-485-0477 x 7023 | F: 519-485-2932
C: 226-970-1343 | E: clerk@swox.org



From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Sent: Monday, April 8, 2024 10:03 AM

Cc: Act ON Litter (MECP) <ActONLitter@ontario.ca>

Subject: Helpful Resources for the Provincial Day of Action on Litter (May 14, 2024) | Ressources utiles pour la Journée provinciale d'action contre les détritrus (14 mai 2024)

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

Good morning,

Ontario is gearing up for the **fifth annual Provincial Day of Action on Litter**, taking place on **Tuesday, May 14, 2024**. This is a day for everyone across the province – citizens, municipalities and businesses – to unite under the common cause of creating a greener, cleaner and more sustainable environment for ourselves and for future generations.

To help make this year's Day of Action on Litter a success, we are seeking your support with the following activities:

1. **Promote** public participation in a local cleanup to celebrate the Day of Action on Litter and educate others on the impact of litter and waste. Please consult our [Day of Action on Litter Toolkit](#) for helpful tips and resources, including access to promotional photos and videos that you can share on your social media channels in the weeks leading up to the event.
2. **Host** a litter cleanup on or around the Day of Action on Litter - Tuesday, May 14, 2024, and invite the public, volunteers, employees or members to participate. Here are some ideas to help boost cleanup participation:
 - Organize a friendly cleanup competition. Divide your cleanup crew into teams and compete for awards like Best Team Spirit or Most Unique Item Collected. Consider organizing a multi-day cleanup competition among municipalities, businesses or organizations in your region.
 - Team up with your neighbours! Partner with your municipality, a local organization or business and offer communication, coordination, cleanup supplies or other support to encourage people to get involved. This could also be a great way to increase your brand visibility.
3. **Share and promote** use of the [Litter Cleanup Guides](#) and [Litter Cleanup Reporting Form](#) to others who may be interested in coordinating their own cleanup events:
 - Our [Litter Cleanup Guides](#) include information on how to organize a safe, successful litter cleanup and a form for participants to track what they collect during their cleanup.

Please note the cleanup guides remind participants of potential municipal requirements, such as: confirming whether a permit is required to clean up a certain area or seeking a litter disposal method.

- Our [Litter Cleanup Reporting Form](#) is where participants can submit information about their cleanups with us. This information will help us better understand litter in our environment and may help inform future government decision making. To show our gratitude for your actions and support, we will email you a Certificate of Participation when you share with us the details of your cleanup activity using the [Litter Cleanup Reporting Form](#) or by emailing cleanup information to actONlitter@ontario.ca.

4. On the Day of Action on Litter, **post** before and after pictures of your cleanup site on your social media accounts to document your team's progress, using the hashtag #actONlitter.

Please keep an eye out for shareable social posts on our social media accounts (@ONenvironment on [Facebook](#), [X/Twitter](#), [LinkedIn](#) and [Instagram](#)) and follow the #actONlitter hashtag. In past years, our Day of Action on Litter posts reached up to 3.1 million people — help us continue to build awareness and encourage action!

On May 14, let's get our communities outside and taking part in litter cleanups on our streets, parks and lakefronts. By working together, we **can** make a difference, helping keep land and waterways clean, contributing to a safer and healthier province now and for future generations.

If you have any questions, please reach out to actONlitter@ontario.ca or visit www.ontario.ca/actONlitter for more great tips and information.

Thank you for your support and for contributing to a cleaner environment.

Andrea Khanjin
Minister of the Environment, Conservation and Parks

Treasury Board Secretariat Secrétariat du Conseil du Trésor

Office of the President Bureau de la présidente

Whitney Block, Room 4320 Édifice Whitney, bureau 4320
 99 Wellesley Street West 99, rue Wellesley Ouest
 Toronto ON M7A 1W3 Toronto ON M7A 1W3
Tel.: 416 327-2333 **Tél. :** 416 327-2333



Dear Head of Council:

Today I am proud to release Ontario's [first annual report on the Provincial Emergency Management Strategy and Action Plan](#), reporting on progress made to move emergency management forward in collaboration with our partners.

The report highlights key actions the province is taking in collaboration with partners to ensure that communities across Ontario are as safe and prepared as possible before, during and after emergencies. It also sets out future priorities that will guide our work moving forward to keep Ontarians safe.

We have made substantial investments, created new grant programs and expanded training opportunities to ensure that emergency management partners across Ontario have the resources and tools necessary to prepare for, and respond to, emergencies such as floods, wildland fires and cyber attacks.

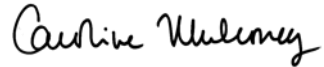
The province collaborated with municipal and Indigenous partners to highlight the progress we have made since releasing our plan in 2023. Those accomplishments include:

- Launching the [Community Emergency Preparedness Grant](#) to help communities and organizations purchase critical emergency equipment and supplies.
- Leading and participating in 85 emergency exercises and drills with government and non-governmental partners to strengthen emergency practice and preparedness.
- Launching the Provincial Exercise Program, a multi-year plan to exercise, test and strengthen multi-sector emergency plans and whole-of-government emergency response.
- Providing municipalities and provincial partners with resources to help them plan, set up and coordinate emergency exercises on their own.

The report demonstrates Ontario's leadership as the first jurisdiction in Canada to require annual and public reporting on progress made towards emergency management goals.

We are grateful for your valued partnership and look forward to continuing to work together to move emergency management forward.

Sincerely,

A handwritten signature in black ink, reading "Caroline Mulroney". The script is cursive and fluid, with the first name "Caroline" written in a larger, more prominent hand than the last name "Mulroney".

The Honourable Caroline Mulroney
President of the Treasury Board
Minister responsible for Emergency Management

c: Bernie Derible, Deputy Minister and Commissioner of Emergency Management,
Treasury Board Secretariat

Treasury Board Secretariat Secrétariat du Conseil du Trésor

Office of the President Bureau de la présidente

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 Toronto ON M7A 1W3 Toronto ON M7A 1W3
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Madame la Présidente du Conseil,
 Monsieur le Président du Conseil,

Aujourd'hui, je suis fière de diffuser le [premier rapport annuel de la Stratégie et plan d'action de l'Ontario pour la gestion des situations d'urgence](#), qui donne un compte rendu des progrès accomplis pour faire avancer la gestion des situations d'urgence en collaboration avec nos partenaires.

Le rapport souligne les mesures clés que prend la province, en collaboration avec ses partenaires, pour faire en sorte que les collectivités des quatre coins de l'Ontario soient le plus en sécurité et préparées possible avant, pendant et après des situations d'urgence. Il présente également les priorités futures qui guideront nos efforts pour garder la population ontarienne en sécurité.

Nous avons fait des investissements considérables, créé de nouveaux programmes de subventions et multiplié les possibilités de formation afin que les partenaires de la gestion des situations d'urgence des quatre coins de l'Ontario disposent des ressources et des outils nécessaires pour se préparer et répondre aux situations d'urgence telles que les inondations, les feux de forêt et les cyberattaques.

La province a collaboré avec des partenaires municipaux et autochtones pour souligner les progrès que nous avons réalisés depuis la publication de notre plan en 2023. Au nombre des réalisations, mentionnons :

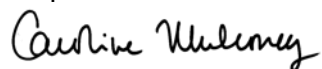
- Nous avons lancé la [Subvention pour les projets communautaires de protection civile](#) afin d'aider les collectivités et les organisations à se procurer les fournitures et l'équipement d'urgence essentiels.
- Nous avons dirigé et facilité 85 exercices et séances d'entraînement d'urgence auxquels ont participé des partenaires gouvernementaux et non gouvernementaux afin de renforcer l'entraînement et la préparation en cas d'urgence.
- Nous avons lancé le programme provincial d'exercices, un plan pluriannuel pour mettre en pratique, tester et renforcer les plans d'urgence mutisectoriels et les interventions d'urgence pangouvernementales.

- Nous avons fourni aux municipalités et aux partenaires provinciaux des ressources en vue de les aider à planifier, à mettre en place et à coordonner eux-mêmes des exercices d'urgence.

Le rapport souligne le leadership de l'Ontario à titre de première administration au Canada à exiger des rapports annuels et publics sur les progrès réalisés vers l'atteinte des objectifs de gestion des situations d'urgence.

Nous sommes reconnaissants de vous être associés à nous et nous sommes impatients de continuer de travailler ensemble afin de faire évoluer la gestion des situations d'urgence.

Veuillez agréer, Madame la Présidente du Conseil, Monsieur le Président du Conseil, l'expression de mes salutations distinguées.



L'honorable Caroline Mulroney
Présidente du Conseil du Trésor
Ministre responsable de la gestion des situations d'urgence

c.c. Bernie Derible, sous-ministre et commissaire à la gestion des situations d'urgence
Secrétariat du Conseil du Trésor



April 5, 2024

Her Worship Deb Gilvesy
Mayor
Town of Tillsonburg
dgilvesy@tillsonburg.ca

Dear Mayor Gilvesy:

On behalf of the Ministry of Infrastructure, I would like to thank you for meeting with me during the 2024 Rural Ontario Municipal Association (ROMA) Conference. It was a pleasure to discuss with you and your delegation how the province can best support your municipality through infrastructure projects.

I am following up on our discussion regarding growth expectations and the need for government funding to support the upgrade of water and sewer infrastructure within your municipality. I know that the town had also spoke to their need for a \$76 million pedestrian bridge upgrade that is shovel ready.

The Ontario government has one of the most ambitious capital plans in Ontario's history, investing over \$190 billion over the next 10 years to build and expand highways, transit, homes, high-speed internet, and other critical infrastructure that will support economic growth.

The government is investing more than \$1.8 billion in housing-enabling infrastructure funding to help build at least 1.5 million homes by 2031. This funding includes \$1 billion for the new Municipal Housing Infrastructure Program and \$625 million more for the Housing-Enabling Water Systems Fund (HEWSF), bringing its total funding to \$825 million. This new funding complements existing and ongoing provincial investments in housing- and community-enabling infrastructure, including the \$1.2 billion Building Faster Fund, the original \$200 million investment in the HEWSF and the investment of nearly \$2 billion for the Ontario Community Infrastructure Fund over 5 years, beginning in 2021-22. The new \$1 billion Municipal Housing Infrastructure Program will support core infrastructure projects that help enable housing for growing and developing communities, such as roads and water infrastructure. This funding will help municipalities get shovels in the ground on critical infrastructure that will lay the groundwork for more homes across the province, with an emphasis on projects that can build the greatest number of homes. More information about the program, including eligibility and application intake details, will be announced later this year.

I recognize that there is an urgent need for funding to support critical water projects across the province to promote growth and enable housing development in

communities. I also understand that the Town of Tillsonburg is unique, as the water sewage within your municipality is owned by a different municipality which impacts eligibility to the HEWSF program. Ministry staff have provided more details on the HEWSF eligibility and program requirements through a series of webinars. If you still have questions, you can contact staff at HEWS@ontario.ca for additional clarification.

Ontario recognizes that building and upgrading community infrastructure is vital to support a growing population and to provide dependable services people rely on, and that the need for municipal infrastructure investment is far from fully met. That is why I am urging the federal government to provide flexible infrastructure funding to support municipalities. We also encourage all municipalities to call on the federal government to request more infrastructure funding to help address local needs of municipalities across the province.

Thank you again for meeting with me and I'm looking forward to continuing to work with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'KS', with a stylized flourish extending to the right.

The Honourable Kinga Surma
Minister of Infrastructure

From: [Housing Enabling Water Systems Fund \(MOI\)](#)
To: [Housing Enabling Water Systems Fund \(MOI\)](#)
Subject: HEWSF FINAL REMINDER - Applications Due Friday, April 19th, 2024
Date: Friday, April 5, 2024 9:52:23 AM
Attachments: [HEWSF Questions Answers Word v.2.pdf](#)

Hello HEWSF Applicants!

We are writing to remind you that the deadline to submit applications is **Friday, April 19th, 2024 at 11:59PM EST**. To support the timely and fair selection of projects, no applications will be accepted beyond this deadline.

Applicants must fully complete one HEWSF application form and provide all supporting documents. That is, all mandatory sections of the application should be complete.

In addition, as we are expecting the HEWSF program to be oversubscribed, it is critical that all information provided is accurate and on time.

If we do not receive your complete application by the deadline, your project will not move forward in the assessment process. A complete application package includes the following:

- Complete and validated Application Form
- Land use planning information related to proposed housing development
- Project map clearly identifying all components of the project in a KML format (refer to the "How to Create a KML File" at the end of the program Guidelines for instructions)

The TPON system will not allow you to submit with any of the above documents outstanding.

Applicants may submit additional supporting documents (i.e., an Environmental Assessment; or engineering assessments, inspections reports, etc. to support the Technical Schedule). It is important to note that applications that are missing any mandatory application information will **NOT** be moved forward for further evaluation.

Once an application has been successfully submitted, the Primary Contact will receive a confirmation email.

For all program inquiries including application support, please contact HEWS@ontario.ca

For technical support, please contact Transfer Payment Ontario (TPON) Client Care at 416-325-6691 or 1-855-216-3090 or email TPONCC@ontario.ca. If you are continuing to experience technical problems in submitting your application by the deadline, please share a screenshot through HEWS@ontario.ca and your ticket number.

Please note that attached to this e-mail is an updated Q&As document for reference to support your applications.

Thank you for your interest in the Housing-Enabling Water Systems Fund.

Regards,

HEWSF Team

Housing-Enabling Water Systems Fund (HEWSF) Questions and Answers

Application Information:

- 1. Does the application require a resolution from council identifying the project as the preferred project for the funding?**

A Council Resolution is not required as part of the application package. For a completed application package, it should include the following: completed and validated application form, provincial land-use planning information, map in KML format, and any required supporting materials per the responses provided in the Technical Schedule. Optional supporting documents, for example, Environmental Assessment (EA) may also be submitted.

Applicant Eligibility:

- 2. Can the project be developer led but as a partnership with the Municipality? If yes, can the request include the developer's share of the infrastructure work?**

The applicant must be a municipality (upper, lower, single tier) that owns water, wastewater and stormwater assets. The municipality can utilize funding from a developer to fund the 27% minimum recipient contribution, however, a developer is ineligible to be a part of joint projects/applications. A municipality can only submit a joint application with another municipality.

Eligible Asset Type:

- 3. Will a new UV system for our water treatment be eligible for this funding? Additionally, would eligible asset include new pumps to increase capacity etc.?**

UV systems for water treatment would be eligible as well as new pumps to increase capacity. Applicants need to keep in mind the housing enabling infrastructure focus of the program when completing their application.

- 4. Would a Wastewater treatment plant (WWTP) and related conveyance infrastructure be considered eligible for funding as one project, even though the sewers will be constructed under a separate contract to the facility? Both constructed at the same time.**

A wastewater treatment plant and related conveyance infrastructure would be considered eligible as one project as long as the contracts are obtained in a transparent, fair and competitive manner per the program guidelines, they can be separate contracts.

Eligible Project Type:

- 5. What if there is the need to improve one part of the water supply system to increase the force main (which is the actual piece to help the growth of water systems within a community)?**

A project can be standalone or component of a larger project and must meet all program outcomes, conditions and eligibility.

- 6. Will projects that have been tendered/awarded but not actually started yet being eligible? Can we tender before funding is awarded?**

Projects that are tendered and awarded would be eligible as long as construction has not started and the projects meet all other program conditions.

Projects cannot start construction or site preparation until the provincial government has confirmed in writing that all Duty-to-Consult (DTC) and Environmental Assessment (EA) requirements have been met.

- 7. Would a project be considered eligible if it has not yet started construction as of January 29, but is expected to start construction before April 19?**

Applications will be reviewed once the intake closes in April 19 and successful projects will be notified in summer 2024. Projects that proceed before the Province has notified that the applicant is successful in receiving funding and written confirmation that all Duty-to-Consult (DTC) and Environmental Assessment (EA) requirements have been met will be ineligible for funding.

8. What exactly is identified as a project in the planning phase? Does this include projects identified in infrastructure master plans?

Projects identified in infrastructure master plans can be considered eligible only if that project is in the process of or completed design and planning at the time of application. However, the project must also meet all other provincial regulatory requirements and program conditions.

9. Can the submitted one project up to a provincial max of \$35M include eligible asset costs from a combination of water (distribution system), wastewater (pump station and linear) and stormwater (management facilities) project? Will this be considered all under one project submission?

Applicants must select only one primary project asset type but may bundle more than one eligible project asset type. For example, a project may have both water and wastewater components. Bundled projects must demonstrate that each component of the project is inter-related and meets eligibility requirements.

Note: The project must meet all necessary provincial regulatory requirements (i.e., Duty-To-Consult, Environmental Assessment), funding limits and program conditions.

10. Can a single project include multiple tenders, for phased work within a continuous area?

One single project may include multiple tenders; however, all of the work must be inter-related.

11. If a project involves the expansion of both a water treatment plant and wastewater treatment plant under one tender, is the entirety eligible?

As part of eligibility, projects can be standalone or a component of a larger project. Applicants can bundle more than one eligible project asset types and must demonstrate that each component of the project is inter-related and meets eligibility requirements. Additionally, all of the work within the submitted project must be inter-related.

12. What does the program mean when it says that projects with more than one asset type in same/different locations have to be under “one system” or part of a continuous area?

Applicants are allowed to bundle more than one eligible project asset type; however, such projects must demonstrate that each component of the project is inter-related and meets eligibility requirements.

Additionally, “one system” can include one or more asset under an individual asset type in same/different locations, however, the projects should be inter-related. For e.g., a project may include the expansion of lagoon systems and the rehabilitation of pump stations in the same or two different locations, both of which fall under a wastewater asset system. However, the projects must be inter-related and meet all program conditions and eligibility.

13. Would complete or substantially complete subdivision plans count towards the planning and design being done for a project? Or does the design and planning need to be specific for the upgrades needed to the water system?

The planning and design phases of a project is separate from the planning approvals process.

Applicants are required to submit land use planning documents (e.g., Official Plan, Zoning, Draft/Final copy of Plan of Subdivision) as part of their application. Additionally, the status of the proposed housing development (e.g., what proportion of units enabled by the project have proceeded to the Plans of Subdivision and/or Plans of Condominium stage) and expected date of completion of the housing development must also be included in the application.

14. Do all the necessary Environmental Assessment studies need to be completed to be eligible for this funding. If they are not completed does this make a project ineligible?

It is not necessary to have all the Environmental Assessment (EA) studies completed. However, priority will be given to those projects that are more advanced in planning and design (e.g., Stage 4 of Environmental Assessment). Additionally, project approval will be assessed and prioritized based on program requirements, applicant eligibility, application completeness, assessment criteria and the overall demand of funds in the program.

Note: For each Class EA Schedule there will be specific phases that they have to complete. For example, for Class EA Schedule B project, phase 2 of design and planning must be complete or substantially complete.

15. Are new projects eligible for this program?

Net new projects are eligible for the program. However, the project has to meet all program conditions.

16. If the anticipated housing units are expected to be enabled beyond 2027 as new developments are built, are projects still eligible?

As part of eligibility, projects must enable housing development.

Projects must start no later than September 30, 2024, and must be completed no later than March 31, 2027. The project start could include pre-construction soft costs (i.e., design, planning, engineering, project management, etc.) or construction (i.e., shovels in the ground). Project soft costs can be retroactive to April 1, 2023. However, construction must not start prior to project approval by the province.

Housing impact may continue beyond the completion of a project as long as it enables housing growth.

17. In the number of existing housing units in a municipality as of Jan 1st, 2024 (Baseline) is that zero or depends on subdivision?

The Housing-Enabling Water Systems Fund (HEWSF) will support the repair, rehabilitation and expansion of core water, wastewater, and stormwater projects to promote growth and enable housing. Projects will be evaluated based on net new housing developed. Therefore, applicants are not required to consider baseline information.

Technical merit for the housing-enabling component will include the following:

- Total number of new housing units enabled (by year) by the municipality
- Comparison of housing units to remaining gap to achieve housing targets (if applicable)
- Cost per housing unit created (calculated as provincial contribution to the total project cost divided by number of housing units enabled)

18. How would a project count new housing units enabled when it is not servicing a specific development, but expands the overall municipal capacity to enable future growth?

Eligible projects in this program should meet the following project outcome:

- Enable growth and housing opportunities.
- Increased access to potable water; and
- Increased treatment and/or management of wastewater and stormwater.

Applicants are not required to provide exact numbers for new housing developed, but forecasts that will result from potential growth through the rehabilitation/repair, renovation and expansion of the water infrastructure.

Evaluation/Assessment:

19. Is the creation of serviced lots considered as creation of new housing units for eligibility?

For projects to be eligible, they should enable housing development such as an increase in housing units created. The creation of new residential lots in a plan of subdivision, could demonstrate progress towards supporting new housing units. However, the creation of new residential lots may not be considered the development of a residential unit.

20. How does the program support municipal servicing to housing lots in a subdivision? Presumably the land that is being subdivided is currently privately owned, and investments on private land are not eligible for HEWS Fund. Does some of that sub-divided land become municipal property (i.e., the roads, the land over the water pipes)?

Privately-owned drinking water systems (e.g., year-round, non-municipal residential systems) are not eligible for this program. The water/wastewater/stormwater infrastructure installed in a new residential development by a developer would also not be eligible since the installation of servicing is typically the responsibility of the developer.

21. Are applicants required to report on actual housing units created once the project is complete?

Applicants are required to include any or all supporting documents related to the

project lifecycle and actual housing units in their Final Report. Any other reporting requirements requested by the Ministry will be provided as part of the TPA.

22. If a proposed project unlocks a large greenfield area for new development, can the project use secondary plans, zoning to provide potential estimates of New Housing Units created?

An applicant could provide a plan of subdivision, draft approved plan to demonstrate the number of new residential units developed.

23. How are applicants required to track/calculate housing units based on population projection?

The Housing-Enabling Water Systems Fund (HEWSF) will support the repair, rehabilitation and expansion of core water, wastewater, and stormwater projects to promote growth and enable housing. Projects will be evaluated based on net new houses developed. Therefore, it is not mandatory to include population projections in the application.

24. Do municipalities have to own the land at the time of application for the project to be considered eligible? For example, if the municipality does not currently own the land but intends to acquire the lands prior to the completion of the project, would it be deemed eligible?

Under HEWSF, applicants must attest to owning and ensuring the operation of the infrastructure assets put forward for funding. Municipalities that do not own an asset at the time of the application are not eligible.

Any land acquisition must occur before an application is submitted.

25. How are housing units defined under the HEWSF program?

- Housing starts – the number of new units that started construction during the year, as reported by the Canada Mortgage and Housing Corporation.
- Conversions – renovations or additions to an existing structure that creates 3 or more additional units (e.g., office space to residential housing, single dwelling to a fourplex).
- Additional Residential Units – the creation of up to two additional units on a residential lot through, e.g., adding a basement suite, laneway apartment, garden suite, etc.
- Institutional beds:

- Long-term Care (LTC) Beds – new and redeveloped beds that start construction, as reported by the Ministry of Long-Term Care.
- Post-secondary student residences
- Congregate retirement homes (licensed and unlicensed)
- Types of dwellings that will not count include mobile homes (unless on a permanent foundation), seasonal dwellings (e.g., cottages not suitable for year-round accommodation), hotels/motels, employee housing (e.g., for farm workers), correctional facilities, hospitals, emergency shelters, and residential complexes for health care, justice and children's services.

Financial and Funding Matters:

26. How will the program utilize the DC Act for the application of the fund to the capital cost share for existing developments?

Our government recognizes that development charges (DCs) are an important tool that some municipalities use to help pay for the costs of housing-enabling infrastructure such as water and wastewater services. The DCA provides the authority and the rules for municipalities to levy a DC and it also establishes the process for determining what costs are eligible to be recovered by DCs.

The DCA and related regulation also establish the rules regarding the treatment of grants or other contributions provided to municipalities to support new infrastructure, including in situations where the capital costs would have been funded by development charges. Under these rules, if a capital grant has been made for the purpose of funding new infrastructure, the capital costs eligible for DCs must be reduced by the amount of the grant – but only to the extent that the grant was intended to benefit new development.

However, if a clear intention for the grant has not been expressed at the time the grant was made, then the grant would be applied to both existing development and new development in proportion to their increase in the need for the service to reflect their level of benefit from the new infrastructure.

The rules in the DCA align with the principle that growth should pay for growth, while ensuring that municipalities are not double-dipping for capital costs being funded by grants or contributions from other levels of governments.

27. Is an applicant allowed to use Development Charges (DC) partially or in full to fund the recipient portion of funding?

Eligible applicants may combine (i.e., stack) other federal and municipal funding (including development charges revenue) to fund the 27% minimum recipient contribution. Applicants are responsible for determining if federal funding can be used towards the project being submitted to the Province. Provincial stacking will not be permitted, with the exception of funding received from the Building Faster Fund (BFF) and the Ontario Community Infrastructure Fund (OCIF).

28. Can an applicant indicate a contribution for e.g., 50% of the project cost to achieve a higher housing starts per \$ ratio?

For this program, the Province will fund a maximum of 73% (up to \$35 million) with the municipality required to fund all remaining eligible project costs (27%).

For the housing component, the HEWSF will primarily assess projects on the following:

- Total number of new housing units enabled (by year) by the municipality
- Comparison of housing units to remaining gap to achieve housing targets (if applicable)
- Cost per housing unit created (calculated as provincial contribution to the total project cost divided by number of housing units enabled)

Ministry of Agriculture,
Food and Rural Affairs

Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

Office of the Minister

Bureau du ministre

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April 16, 2024

Her Worship Deb Gilvesy
Town of Tillsonburg
dgilvesy@tillsonburg.ca

Dear Mayor Gilvesy:

It has been brought to my attention that some municipalities in the province have implemented new stormwater fee structures, and others are exploring doing so.

As Minister of Agriculture, Food and Rural Affairs, I am writing to ask that your municipality considers the needs and potential impacts on agriculture in your community when evaluating proposed changes to stormwater or other fees and to offer any support that my ministry can provide as you fully consider the impacts.

As you know, Ontario farms contribute significantly to local economies while supporting access to high-quality food both domestically and globally. The agri-food sector employs over 836,000 people and contributed \$48.8 billion to our provincial economy. Our government is committed to supporting the growth of the agriculture and food industry, which is why we released [Grow Ontario: a provincial agri-food strategy](#) to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsive food supply for Ontarians.

To ensure that our food supply system continues to be responsible, trusted, and competitive on the world stage as well as a driver for economic growth in Ontario, it is important that all levels of government work closely with the agricultural community when evaluating new policies.

There is a need for special consideration for agricultural properties to ensure there are no unintended consequences that disproportionately impact farmers or greenhouse operators, as demonstrated in several of the new stormwater utility programs, including Brant County's proposed Stormwater Utility Program, which will exempt agricultural properties from the new proposed fee.

.../2

- 2 -

It is also worth noting that many farmers have already invested in water management measures and may not utilize municipal waterways in the same manner as other businesses.

Staff at my ministry are available to provide guidance on supporting the growth of the agricultural community while balancing broader municipal needs. Please feel free to contact Scott Duff with any questions you may have at (519) 820-3331 or by email at scott.duff@ontario.ca.

I hope that your municipality will consider engaging more directly with farmers and greenhouse operators to mitigate any unintended impacts new charges may have. It is imperative that municipalities and the agricultural industry work together to ensure the economic prosperity of our rural communities now and well into the future.

Sincerely,

A handwritten signature in blue ink that reads "Lisa M. Thompson". The signature is fluid and cursive, with the first name "Lisa" and last name "Thompson" clearly distinguishable.

Lisa M. Thompson
Minister of Agriculture, Food and Rural Affairs

c: Scott Duff, Director, Policy Division

Did you know about the Farmers' Wellness Initiative?

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.

**Subject: Budget Reallocation – Part-time Contract****Report Number:** EDM 2024-016

Department: Economic Development Department

Submitted by: Cephas Panschow, Development Commissioner

Meeting Type: Council Meeting

Meeting Date: Monday, April 22, 2024

RECOMMENDATION

- 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.

BACKGROUND

The Development Commissioner is seeking Council approval to reallocate funds within the approved 2024 Economic Development & Marketing budget to provide for additional part-time contract labour. With the January 25, 2024 approval of \$10,000 reallocated away from the Economic Development & Marketing budget as detailed in report *CS 24-008 Organization Communications Review*, the funding for part-time labour has been reduced significantly.

The reallocation of funds from other budget items, including the estimated net new revenue of \$18,000 as detailed in report *EDM-24-010 - Industrial Land Lease for Agricultural Purposes* will enable the existing Economic Development & Marketing contract position to be extended approximately 20 weeks.

Extending this position will enable the Economic Development & Marketing Department to better achieve its 2024 Business Plan and Capital Budget objectives.

EDM 2024-016 Budget Reallocation – Part-time Contract

DISCUSSION

Upon submission of the 2024 Draft Economic Development & Marketing budget, it was anticipated that the Department would have a part-time contract position available for a significant portion of the year. However, due to the January reallocation of \$10,000 (out of total funding of \$20,000), the funding for the current position has been reduced significantly.

The Economic Development & Marketing position was intended to support the completion of Business Plan objectives as well as a number of projects for which additional staff resources are required.

With the new revenue from the Industrial Land Lease extension and expansion and a review of the existing budgeted projects, the Development Commissioner has identified \$28,000 in funding to support the extension of this contract.

CONSULTATION

This request has been reviewed with the Chief Administrative Officer who has advised that Council approval is required in order to reallocate existing and new funds.

FINANCIAL IMPACT/FUNDING SOURCE

There is no financial impact to the budget although the new net revenue could have contributed towards any Town wide consolidated year-end budget surplus/deficit.

CORPORATE GOALS

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

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

EDM 2024-016 Budget Reallocation – Part-time Contract

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 – Through community and regional partnerships, Tillsonburg will attract and retain a diverse range of businesses, creating employment opportunities for residents and a balanced tax base.

Strategic Direction – Instill an “open for business” culture across the corporation that prioritizes economic development and business attraction.

Priority Project – *Immediate Term* - Corporate-wide rapid response approach for new business opportunities

**Subject: 2024 Debt and Debenture Issuance****Report Number:** FIN 24-019**Department:** Finance Department**Submitted by:** Renato Pullia, Interim Director of Finance / Treasurer**Meeting Type:** Council Meeting**Meeting Date:** Monday, April 22, 2024**RECOMMENDATION**

- 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 By-Law 2024-XXX, 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.

BACKGROUND

The purpose of this report is to obtain Council approval via by-law to incur debt and issue debentures to fund 2 approved 2024 capital projects – X15, Project Big Swing and X16, Project VIP Phase 2, detailed capital sheets of which are attached as Appendix A.

Both of these projects were approved through 2024 budget resolution #2024-081 and Confirmatory By-law #2024-016. Project Big Swing is for land acquisition, and Project VIP Phase 2 is for land acquisition and servicing costs.

The budget for Project VIP Phase 2 included debt requirement of \$5,846,000.

However, for both projects, expenditures are being incurred up front, with revenues from land sales to offset these expenditures not being realized until 2025 onwards. Thus, cash flow will be an issue given the financial requirement for these upfront expenditures, necessitating that they be funded through debt issuance from the start.

DISCUSSION

Through a cash flow forecast provided by the Development Commissioner, Project Big Swing will require \$4.344M, which is projected to be repaid within the next 18 months from land sales revenue, while Project VIP Phase 2 will require \$9M, with \$4.2M in acquisition costs and \$4.8M in servicing costs over the next 3 years. Thus, Project VIP

FIN 24-019 Debt and Debenture Issuance

Phase 2 will utilize construction financing, taking out draws as required, with repayment over 5 years.

In discussions with the County, some of the funds could be provided by the County itself, with the balance from Infrastructure Ontario.

As per Ont. Reg. 403/02 Sec. 2, an updated Annual Repayment Limit (ARL) calculation is required before any additional debt is incurred. This is included as Appendix C, which includes adjustment for the proposed debt and debenture principal and interest payments.

Council should note that an additional \$1.411M of debt issuance was approved in the 2024 budget relative to other projects, and that debt will be issued later on in the year, as required.

CONSULTATION

Town's Finance staff and Development Commissioner; County's Director of Corporate Services & Treasurer

FINANCIAL IMPACT/FUNDING SOURCE

The legislated Annual Repayment Limit (ARL) for municipalities is 25% of a municipality's own source revenues. The Town's ARL is currently 8.11%, and after the issuance of this debt, it will be 12.93%.

Principal and interest costs on this debt, including any internal carrying costs, will be charged to the Economic Development budget, which may have an unfavorable variance to that budget line for the year.

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

FIN 24-019 Debt and Debenture Issuance

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 – Capital Project Sheets

Appendix B – 2024 Debenture Issuance By-law

Appendix C – Updated ARL

Capital Projects

Project	X15 Project Big Swing		
Department	Economic Dev		
Version	2 - SMT review	Year	2024

Description

The Town is seeking additional lands for recreational development in order to expand its recreational offerings. Redevelopment of existing assets that may not be ideal could offset the creation of larger, centralized recreational facilities.

Justification

The Town of Tillsonburg is in need of additional land for recreational amenities to meet the needs of its fast growing population. Many Town and private sector recreation programs are fully subscribed with excess demand for them.

Budget

	Total	2024	2025	2026	2027	2028	2029
Expenditures							
Construction	5,784,000	4,784,000	1,000,000				
Expenditures Total	5,784,000	4,784,000	1,000,000				
Funding							
Sales of Assets	9,000,000	6,000,000	3,000,000				
Funding Total	9,000,000	6,000,000	3,000,000				

Capital Projects

Project	X16 VIP Phase 2 Construction		
Department	Economic Dev		
Version	2 - SMT review	Year	2024

Description

The Town is in the process of acquiring and servicing up to an additional 140 acres of industrial land in the near term. The 10-year cost to complete Phase 2 and 3 of the Van Norman Innovation Park (VIP) is estimated at approximately \$16 M offset by revenues of approximately \$18 M. The timing of phasing is important as it is anticipated that, in 2024/25, costs will exceed revenues but that this will be made up over the remaining 8 years of the 10 year horizon.

Justification

The Town of Tillsonburg has placed a longstanding priority on making industrial land available for development to support job creation and tax base growth. With the selling out of Phase 1 of the Van Norman Innovation Park (VIP), the Town has taken a number of additional steps to bring additional industrial lands to the market as soon as possible including the retention of a Project Management Consultant (Colliers Project Leaders) to assist with that expedition.

THAT Report EDM 23-07 Update Regarding Project Management Consultant to Expedite Industrial Land Development White Paper be received as information; and
 THAT Council supports entering into an agreement, as outlined, with Colliers and staff be authorized to execute said agreement.

With industrial building vacancy at approximately 1% across Canada, making industrial land available will assist the town in continuing to grow and expand while providing new job opportunities for the many new residents moving to the Town as well as support municipal property tax revenue growth.

Budget

	Total	2024	2025	2026	2027	2028	2029
Expenditures							
Construction	15,644,750	9,312,000	5,164,734	1,077,734	30,094	30,094	30,094
Expenditures Total	15,644,750	9,312,000	5,164,734	1,077,734	30,094	30,094	30,094
Funding							
Debt	5,846,000	5,846,000					
Sales of Assets	12,325,000	2,250,000	4,031,250	2,031,250	1,337,500	1,337,500	1,337,500
Funding Total	18,171,000	8,096,000	4,031,250	2,031,250	1,337,500	1,337,500	1,337,500

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NO. 2024-XXX

A BY-LAW to authorize the Issuance of Debt

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

AND WHEREAS the Municipal Act, 2001 Section 401 (3) states that a lower-tier municipality in a regional municipality does not have the power to issue debentures;

AND WHEREAS the Municipal Act, 2001 Section 1 (1) defines “regional municipality” as an upper-tier municipality that was a regional or district municipality or the County of Oxford on December 31, 2002;

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg has authorized the capital works Projects as set out in Schedule "A" attached hereto and forming part of this By-law and desires to incur debt through borrowing or issuance of a debenture through the County of Oxford for the Projects in the respective amount specified in Schedule "A";

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

AND WHEREAS it is expected that the approved financing through a financial institution or County of Oxford will occur in Q2 2024;

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

1. **THAT** certain Projects as set out in Schedule "A" hereto attached are hereby authorized up to a maximum cost of \$13,344,000.00.
2. **THAT** Schedule "A" attached hereto is hereby declared to be a part of this By-Law as if written and incorporated herein.
3. **THAT** there shall be raised in each year in which an installment comes due by a rate on all applicable rateable property in the Town of Tillsonburg a specific amount sufficient to pay the said installment when and as it becomes due, but no greater rate shall be levied in any year for such purposes, than is required to pay the installment. Such amount may be reduced by receipts from other sources in respect to the said Projects.
4. **THIS** By-Law shall come into full force and effect on the date of enactment.

READ A FIRST AND SECOND TIME THIS 22ND DAY OF APRIL, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 22ND DAY OF APRIL, 2024.

MAYOR – Deb Gilvesy

CLERK - Tanya Daniels

THE CORPORATION OF THE TOWN OF TILLSONBURG**BY-LAW NO. 2024-XXX****SCHEDULE A**

Project Name		Debt Amount
1.	Big Swing Land Acquisition	\$ 4,344,000
2.	VIP Phase 2 Land Acquisition and Servicing Costs	\$ 9,000,000
	Total	\$ 13,344,000

Town of Tillsonburg - Updated Annual Debt Repayment Limit		2024 MAH Limit Sch 81 2022 FIR	Updated Limit
<i>Regulation. O. Reg. 403/02</i>			
Gross Debt Charges			
Principal		1,524,405	2,395,996
Interest		474,240	788,343
Subtotal		1,998,645	3,184,338
Debt Charges on OCWA Provincial Project		-	-
Payment in Respect of Long Term Commitments and Liabilities		-	-
Subtotal - Debt Charges		1,998,645	3,184,338
Debt Charges for Municipal Utilities		-	-
Debt Charges for Tile Drainage and Shoreline Assistance		-	-
Provincial Grant funding for repayment of long term debt		-	-
Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)		-	-
Subtotal - Debt Charges to be Excluded		-	-
Net Debt Charges		1,998,645	3,184,338
Total Revenues		31,769,262	31,769,262
Grants from Government of Ontario, Government of Canada and Other Municipalities			
Ontario Grants		4,065,192	4,065,192
Canada Grants		1,245,561	1,245,561
Deferred revenue earned - Provincial Gas Tax		-	-
Deferred revenue earned - Canada Gas Tax		939,111	939,111
Revenue from other municipalities		248,552	248,552
Gain/loss on sale of land and capital assets		210,196	210,196
Deferred revenue earned - Development charges		424,581	424,581
Deferred revenue earned - Recreation Land (The Planning Act)		-	-
Deferred revenue earned - Community Benefits		-	-
Donated Tangible Capital Assets		-	-
Other Deferred revenue earned		-	-
Increase / Decrease in Government Business Enterprise equity		-	-
Other Revenue		-	-
Subtotal		7,133,193	7,133,193
Fees and Revenues for Joint Local Boards for Homes for the Aged		-	-
Net Revenues		24,636,069	24,636,069
25% of Net Revenues		6,159,017	6,159,017
Annual Repayment Limit			
25% of Net Revenues less Net Debt Charges		4,160,372	2,974,679

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

Renato Pullia, Treasurer

11-Apr-24
Dated



Subject: Traffic By-Law Housekeeping Amendments

Report Number: OPD 24-016

Department: Operations and Development

Submitted by: Geno Vanhaelewyn, Chief Building Official

Meeting Type: Council Meeting

Meeting Date: Monday, April 8, 2024

RECOMMENDATION

- A. THAT report titled OPD 24-016 Traffic By-Law Housekeeping Amendments be received as information; and
- B. THAT Council adopts By-Law 2024-038 to amend By-Law 2022-029, being a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg.

BACKGROUND

In March of 2022 Council passed Traffic and Parking By-Law 2022-029 which regulates Traffic and the Parking of Motor Vehicles in the Town of Tillsonburg. Staff would like to address observed concerns, concerns received by the public and address annual housekeeping matters.

DISCUSSION

The improvements to the Traffic and Parking By-law 2022-029, include new signage in subdivisions, increased enforcement capabilities, administrative changes, no stopping within required distances of crosswalks, and incorporating exiting accessible parking locations into the by-law.

Under the existing parking regulations, no provisions exist to allow enforcement to address several issues. As such, staff have drafted amendments to address the following:

- Definitions for “Contractors” “ Director of Recreation” “Director of Operations” “Municipality” “ Municipal Law Enforcement Officer” “ Municipal Property” “Recreation Area” “Town” and “Town of Tillsonburg”
- Obstructing an officer or contractor.
- Park on Municipal Property without consent.
- Park within 15 metres of pedestrian crossover.

OPD 24-016 Traffic By-Law Housekeeping Amendments

- Park for overnight accommodations. (Municipal Lots & On Street)
- Park for overnight accommodations without written permission for the Director or Recreation.
- Park blocking gate or entrance. (Recreational Area & Municipal Lots)
- Park outside pavement markings. (Recreational Area & On Streets)
- Park causing damage to property. (Recreational Area)
- Park between 11 p.m. and 6 a.m. without permission. (Recreational Area)
- Park horse drawn vehicle on angle parking.
- Park with damaged plates (Municipal Lots & On Street)
- Park Commercial vehicle without permission.(Recreation Area & Municipal Lots)
- Use Municipal Lot except for parking vehicles unless permission granted.
- Impede snowplowing operations. (On Street)
- Fail to surrender expired accessible permit to By-law Enforcement or Police.
- Exemption to Police, Fire, Tillsonburg Hydro Inc., and vehicles owned by the Town will be exempted from all parking & stopping restrictions in this By-law, while actively executing the course of their duties.

Although most of the amendments are administrative in nature, staff have highlighted some amendments that are larger scale changes that have direct impact to residents and businesses.

Highlight 1- Glendale

Complaints were received regarding vehicles dropping off students in the no parking areas near Glendale High School. This causes safety concerns, congestion in the area and is a busy road as Glendale serves as a through way.

By-law staff conducted a complete review of the exiting parking regulations and is recommending no stopping instead of no parking to help mitigate the safety concerns at Glendale High School.

The proposed amendments would allow by-law staff the ability to address safety concerns with minimal impact to residents as the proposed no stopping area would only be during school hours. In addition, due to the high volumes of traffic during school hours this would help reduce the potential for accidents as Glendale serves as a through way.

This recommendation was brought forward at the Traffic Advisory Committee on February 15, 2024 with no additional comments. Public consultation was also completed via hand delivered notices to Glendale High School and the residents west of Poplar Street. The community had positive comments of the proposed changes with an additional request for no stopping on Poplar Street which was added to the map.

OPD 24-016 Traffic By-Law Housekeeping Amendments

Map of current restrictions:

No Parking Anytime

No Parking Sept 1 - June 30 Mon- Fri 7:30 am – 8:30 am & 2:30 p.m. to 3:30 a.m.



Map of proposed amendment:

No Parking Anytime

No Stopping Sept 1 - June 30 Mon – Fri between 7:30 a.m. –3:30 p.m.



OPD 24-016 Traffic By-Law Housekeeping Amendments

A list of changes to the by-law are included below.

That Schedule 2 to By-law 2022-029 “Prohibited Parking on Specified Street” be amended to include as follows:

Deleted:

HIGHWAY	SIDE	FROM	TO	TIME OF DAY
Glendale Drive	Both	Broadway St	Victoria St.	No Parking Anytime
Glendale Drive	North	Poplar St.	Victoria St.	No Parking Anytime
Glendale Drive	South	Hawthorne Crescent	Parkside Drive	No Parking Sept 1- June 30 Mon-Fri 7:30 am- 8:30 am 2:30pm – 3:30 pm
Glendale Drive	South	Poplar St.	Hawthorne Crescent	No Parking Anytime

Add:

HIGHWAY	SIDE	FROM	TO	TIME OF DAY
Glendale Drive	North	Broadway St	Craig St	No Parking Anytime
Glendale Drive	South	Parkside Drive	Broadway St	No Parking Anytime

That Schedule 1 to By-law 2022-029 “No Stopping” be amended to include as follows:

Add:

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Glendale Drive	South	Parkside Drive	Allen St	No Stopping Sept 1 - June 30 Mon – Fri 7:30 am –3:30 pm
Glendale Drive	North	Craig St	Allen St	No Stopping Sept 1 - June 30 Mon – Fri 7:30 am –3:30 pm

OPD 24-016 Traffic By-Law Housekeeping Amendments

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Poplar St	West	Glendale Drive	20 m North of Glendale Drive	No Stopping Sept 1 - June 30 Mon – Fri 7:30 am – 3:30 pm

Highlight 2 – Tillson Ave (Annandale School Crossing)

While reviewing the current By-law, staff identified that provisions specified in the Ontario Traffic Manual Book 15 regarding parking and stopping requirements require updating at this location.

The Ontario Traffic Manual Book 15 Table 15 (School Crossing Guard)***Required components***

- *Parking and other sight obstructions prohibited within 30 m of crossing.*
- *Stopping prohibition for a minimum of 15 m on each approach to the crossing and 10 m following the crossing.*

Desirable components

- *Stopping prohibition for a min of 30 m on each approach to the crossing and 15 m following the crossing.*

Option 1 – Extend no stopping with crosswalk in current location.

Keep the school crosswalk in the existing location, and that no stopping be extended from 26 m to 59 m north of Elgin St. This recommendation is taking into account for the 30 m desirable set back from the crosswalk.

Below, mapping has been included showing the proposed no stopping zone being extended.

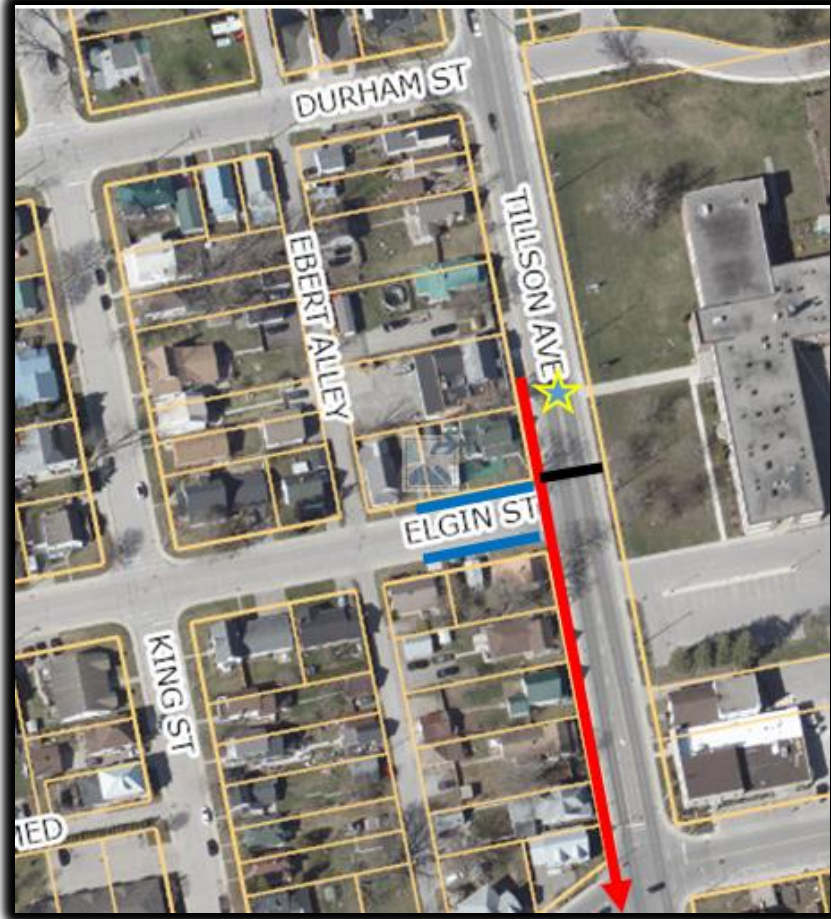
OPD 24-016 Traffic By-Law Housekeeping Amendments

**Option 2 - Relocate the school crossing**

Relocate the school crossing on the north side of the intersection of Elgin St & Tillson Ave. In addition, put no stopping on both sides of Elgin Street from to Tillson Ave to 34 m west.

Below, mapping has been included showing the proposed no stopping zone being relocated.

OPD 24-016 Traffic By-Law Housekeeping Amendments



Comments were received from Annandale Public School in support of the changes in Option 1, and Tillson Pizza was opposed to the changes. Tillson Pizza had concerns that the extended no stopping zone would impact their business, and suggested no stopping during school hours. The Ontario traffic manual, does not allow for timed stopping from crosswalks and school crossings. The Annandale Public School was opposed to Option 2, and Tillson Pizza was in support of the change.

By-law, Public Works, and Engineering recommend Option 1, as it is the safest option, does not require the school crosswalk to be relocated and option 2 may put additional pressure on the intersection of Tillson Ave & Brock Street East. Consideration of Option 2 would require Oxford County review and approval as Tillson Ave is a County road.

Option 1 would require the proposed amendment to the by-law and are included below.

That Schedule 1 to By-law 2022-029 “No Stopping” be amended to include as follows:

OPD 24-016 Traffic By-Law Housekeeping Amendments

Delete:

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Tillson Ave	West	26 metre North of Elgin St.	Oxford St	Anytime

Add:

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Tillson Ave	West	59 metre North of Elgin St.	Oxford St	Anytime

Highlight 3 – No Stopping for PXO

Updates are required to align with the Ontario Traffic Manual Book 15, regarding parking and stopping requirements for the following PXO locations.

- Quarter Town Line & South Ridge
- Quarter Town Line & Glendale Drive
- Quarter Town Line & Midblock for Veterans Walkway.
- Tillson Ave at Fourth Street

The Ontario Traffic Manual Book 15 Table 12 – Level C (Pedestrian Crossover)***Required components***

- *Stopping prohibition for a minimum of 15 m on each approach to the crossing and 10 m following the crossing.*

Desirable components

- *Stopping prohibition for a min of 30 m on each approach to the crossing and 15 m following the crossing.*

Staff recommend desirable setbacks 30 m on each approach to the crossing and 15 m following the crossing from all crosswalks with PXO currently in place. Some of the amendments exceed the desirable setbacks, as logistically it does not make sense to allow stopping or have little impact to community.

The identified changes to Quarter Town Line & Glendale Drive below illustrate typical updates applied for all PXO locations.

OPD 24-016 Traffic By-Law Housekeeping Amendments



The following recommended amendments to the By-law are listed below.

That Schedule 1 to By-law 2022-029 “No Stopping” be amended to include as follows:

Add:

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Quarter Town Line	West	Glendale Drive	30 metres North of Glendale	Anytime
Quarter Town Line	West	Glendale Drive	15 metres South of Glendale	Anytime
Quarter Town Line	East	Glendale Drive	30 metres South of Glendale	Anytime
Quarter Town Line	East	Glendale Drive	15 metres North of Glendale	Anytime
Quarter Town Line	West	Esselmead Drive	17 metres North of Derwent Drive	Anytime
Quarter Town Line	East	Sanderson Drive	19 metres North of Derwent Drive	Anytime

Site 1-Jun 30 Mon-Fri 8am-9am
Site 9-Jun 30 Mon-Fri 8am-9am

OPD 24-016 Traffic By-Law Housekeeping Amendments

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Quarter Town Line	West	At East Leg of Veteran's Walkway	30 metres North of East Leg of Veteran's Walkway	Anytime
Quarter Town Line	West	At East Leg of Veteran's Walkway	15 metres South of East Leg of Veteran's Walkway	Anytime
Quarter Town Line	East	At East Leg of Veteran's Walkway	30 metres South of East Leg of Veteran's Walkway	Anytime
Quarter Town Line	East	At East Leg of Veteran's Walkway	15 metres North of East Leg of Veteran's Walkway	Anytime
Tillson Ave	East	Joseph St	56 Metres North of Joseph St	Anytime
Lisgar Ave	North	Devonshire	30 Metres East of Crosswalk on Devonshire	Anytime
Lisgar Ave	North	Devonshire	15 Metres West of Crosswalk on Devonshire	Anytime
Lisgar Ave	South	Hardy Ave	110 Metres East of Hardy Ave	Anytime

Highlight – 4 Quarter Town Line PXO (Westfield Public School)

The PXO on Quarter Town Line near Westfield Public School has no stopping signage during limited school hours. As a PXO in this location, the timed no stopping should be replaced with no stopping at any time as the PXO could be used by anyone, not just students accessing the school.

Aerial view of the Westfield crossover:



Staff recommend replacing the existing timed no parking signs with no stopping at any time. See the below recommended changes.

That Schedule 1 to By-law 2022-029 “No Stopping” be amended to include as follows:

Delete:

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Quarter Town Line	West	Esseltine Drive	17 North of Derby Drive	Sept 14 June 30 Mon-Fri 8 am – 9 am 3 pm – 4 pm
Quarter Town Line	East	Sander Creek	19 North of Derby Drive	Sept 14 June 30 Mon-Fri 8 am – 9 am 3 pm – 4 pm

OPD 24-016 Traffic By-Law Housekeeping Amendments

Add:

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Quarter Town Line	West	Esseltine Drive	17 M North of Dereham Drive	Sept 1 - Jun 30 Mon-Fri 8am-9am
Quarter Town Line	East	Sanders Drive	19 M North of Dereham Drive	Sept 1 - Jun 30 Mon-Fri 8am-9am

Highlight 5 – Grandview Drive

While conducting a review of the By-law, it was identified that Westfield Public School erected no parking signs on a portion of Grandview Drive that is owned by the Town. Grandview Drive has not been designated as a one way street under the By-law and By-law Enforcement can only issue tickets on the fire route areas currently in red.

Current parking restrictions that the school:

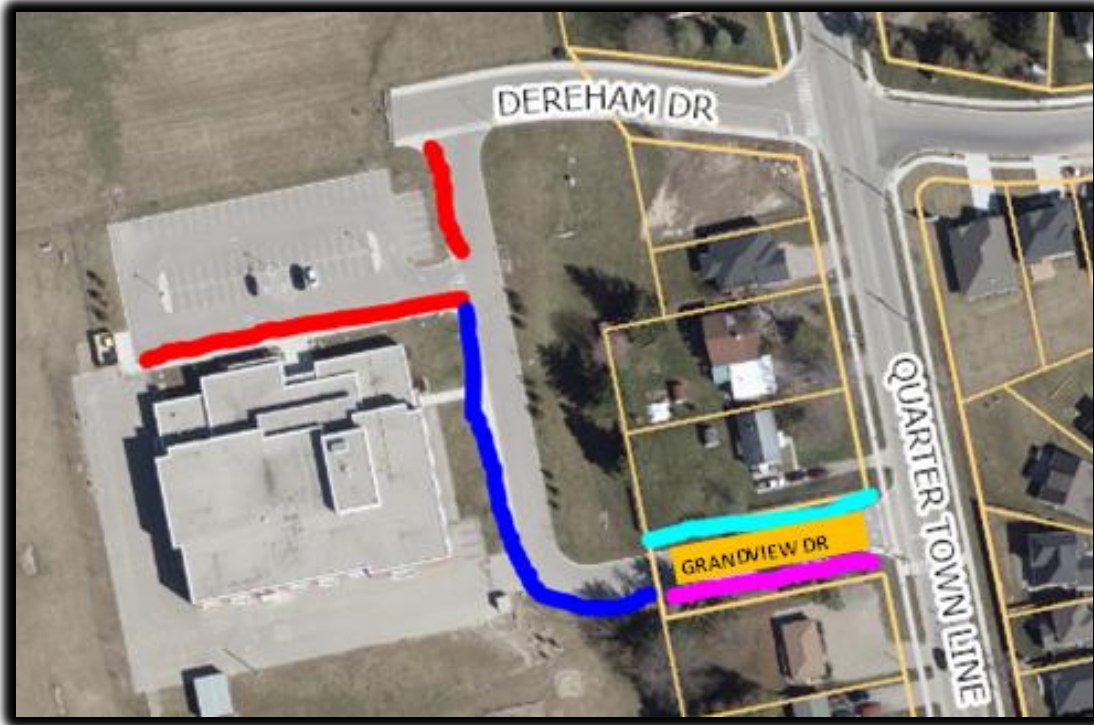


No parking Sept – June Mon- Fri 8:30 a.m. – 9 a.m. and 3 p.m. – 3:30 p.m. & (Bus Loading)

Fire Route

OPD 24-016 Traffic By-Law Housekeeping Amendments

Changes to Grandview Drive Concerns have been identified about stopping on both side of Grandview Drive during pick up and drop off time and the following proposed changes



Existing - Fire Route

Existing - No parking June – Sept Mon- Fri 8:30 a.m. – 9 a.m. and 3 p.m. – 3:30 p.m. & (Bus Loading)

No Stopping School Bus Loading Zone June – Sept Mon- Fri 8:30 a.m. – 9:15 a.m. and 2:45 p.m. – 3:45 p.m.

No Stopping June – Sept Mon- Fri 8:30 a.m. – 9:15 a.m. and 2:45 p.m. – 3:45 p.m.

The proposed amendments would allow by-law staff the ability to address safety concerns with minimal impact to residents as the proposed no stopping area would only be during school hours. In addition, due to the high volumes of traffic during school hours this would help reduce the potential for accidents, as this is a busy one way. This recommendation was brought forward to Westfield Public School.

Staff recommend the below recommended changes.

That Schedule 1 to By-law 2022-029 “No Stopping” be amended to include as follows:

OPD 24-016 Traffic By-Law Housekeeping Amendments

Add:

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Grandview Drive	West	Quarter Town Line	East Line Drive 57 m West of Quarter Town Line	Sept 1 – Jun 30 Mon-Fri 8:30 am – 9:15 am 2:45 pm – 3:45 pm

That Schedule 9 to By-law 2022-029 “Designated Stop Sign” be amended to include as follows:

INTERSECTION	FACING TRAFFIC
Grandview Drive	East

That Schedule 11 to By-law 2022-029 “One Way Street” be amended to include as follows:

HIGHWAY	FROM	TO	DIRECTION
Grandview Drive	Quarter Town Line	East Line Drive 57 m West of Quarter Town Line Dereham Drive	Sept 1-Jun 30 Mon-Fri 8am-9am

That Schedule 15 to By-law 2022-029 “School Bus Loading Zones” be amended to include as follows:

Add:

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Grandview Drive	South	Quarter Town Line	East Line Drive 57 m West of Quarter Town Line	Sept 1 – Jun 30 Mon-Fri 8:30 am – 9:15 am 2:45 pm – 3:45 pm

Highlight 6 - Pedestrian Crossovers

While conducting a review of the by-law, it was observed that the pedestrian crossovers on Tillson Ave and Frances Street were never added to Schedule 16 of the By-law.

Staff are recommending the following changes listed below:

OPD 24-016 Traffic By-Law Housekeeping Amendments

That Schedule 16 to By-law 2022-029 “Pedestrian Crossovers” be amended to include as follows:

Delete:

HIGHWAY	LOCATION
Broadway	25 m from South Side of Washington Grant to middle of crosswalk

Add:

HIGHWAY	LOCATION
Broadway	25 m from South Side of Washington Grand Ave to middle of crosswalk
Tillson Ave	26 m from Elgin St
Frances St	140 West of Kara Lane

Highlight 7 – Accessible Parking

While conducting a review of the by-law, it was observed that the several accessible spaces were created but never included in the by-law.

Example of existing accessible space that should be added to the by-law:



OPD 24-016 Traffic By-Law Housekeeping Amendments

Staff recommend the following changes to add the corresponding lot numbers and identify existing stalls:

That Schedule 19 to By-law 2022-029 “Accessible Parking Spaces” be amended to include as follows:

Delete:

PARKING LOT	LOCATION
Community Centre	First six spaces East of Senior Citizen’s Entrance – North side of One-Way access
Community Centre	Three Spaces West of swimming pool – East of Hardy Avenue
Community Centre	Three spaces East Entrance off Memorial Arena Parking Lot
Community Centre	Two spaces West of Hardy Ave – Skate Park parking lot
Community Centre	Three spaces North of Outdoor Recreational Pad
Community Centre	Three spaces East of Senior Citizen’s Entrance at the easterly limit of South Side of the One Way access

Add:

PARKING LOT	LOCATION
Community Centre (Lot 1C)	First six spaces East of Senior Citizen’s Entrance – North side of One-Way access
Community Centre (Lot 1C)	Three spaces East Entrance off Memorial Arena Parking Lot
Community Centre (Lot 6C)	Two spaces Southeastern corner at the Skate Park parking lot
Community Centre (Lot 1C)	Three spaces North of Outdoor Recreational Pad
Community Centre (Lot 1C)	Three spaces East of Senior Citizen’s Entrance at the easterly limit of South Side of the One Way access
Community Centre (Lot 2C)	Two spaces in the Northwest corner of the lot.
(Lot 7C)	Southwest corner of parking lot by entrance for splash pad.
20 Spruce St	One space in southwest parking lot at 20 Spruce St
Cemetery Office	One Space west of the Cemetery Office
Annandale NHS & Museum	One space on north side parking lot for Annandale NHS & Museum.
Customer Service Centre 10 Lisgar Ave	Two Spaces south side of Customer Service Centre at 10 Lisgar Ave.

OPD 24-016 Traffic By-Law Housekeeping Amendments

Highlight 8 – Tillsonburg Legion

While reviewing the By-law, it has come to the attention of staff that vehicles are often parking on both side of Durham Street between Lisgar Ave and Queen Street. It was observed that when the Legion has event's both sides of Durham Drive are blocked making the two-way road into a one-way road. This makes it hard for staff to enter or exit PUC Alley and increases the probability of an accident.



The Legion has a large parking lot and a large municipal parking lot across the road with ample parking, therefore staff are recommending that the following no parking be erected as follows.

That Schedule 2 to By-law 2022-029 “Prohibited Parking on Specified Street” be amended to include as follows:

Add:

HIGHWAY	SIDE	FROM	TO	TIME OF DAY
Durham St	North	Lisgar Ave	20 m East Lisgar Ave	Anytime
Durham St	South	Lisgar Ave	70 m East of Lisgar Ave	Anytime

OPD 24-016 Traffic By-Law Housekeeping Amendments

CONSULTATION

By-law Enforcement, Engineering, Public Works, Parks & Recreation and Oxford County were consulted. In addition, the Traffic Advisory Committee, Tillsonburg Legion, Glendale High School, Southridge Public School, Westfield Public School, Tillson Pizza and affected residents were hand delivered noticed for highlighted items 1, 2, 4, 5 with the feedback added to specific sections of this report.

FINANCIAL IMPACT/FUNDING SOURCE

New signage installation and modifications will be funded from the 2024 Public Works operational budget in the amount of \$5,900.

CORPORATE GOALS

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

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

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

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

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS

- Proposed By-Law 2024-038 amendments

Subject: Building Inspector Appointment

Report Number: OPD 24-019

Department: Operations and Development Department

Submitted by: Geno Vanhaelewyn, Chief Building Official

Meeting Type: Council Meeting

Meeting Date: Monday, April 22, 2024

RECOMMENDATION

- 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.

BACKGROUND

Building Services recently recruited Joshua Dewachter to fill the vacant Building Inspector position. This report is to request Council for the official appointment of Joshua Dewachter as a Building Inspector, Property Standards Officer and Provincial Offences Officer. This position requires enforcing and performing duties related to the Ontario Building Code Act and its regulation; enforcing Town of Tillsonburg By-laws, related Provincial Statutes and Regulations within the Town of Tillsonburg.

DISCUSSION

N/A

CONSULTATION

N/A

FINANCIAL IMPACT/FUNDING SOURCE

Existing position filled and funded from the 2024 approved Building Services operational budget.

OPD 24-019 Building Inspector Appointment

CORPORATE GOALS

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

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

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

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

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS

N/A



Subject: OPD-24-021 - Tender Results - Sidewalk Connectivity

Tanager and Bobolink

Report Number: OPD 24-005

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operation and Development

Meeting Type: Council Meeting

Meeting Date: Monday, April 22, 2024

RECOMMENDATION

- 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%.

BACKGROUND

Council approved the Sidewalk Connectivity Plan for the Town in 2018. As part of the engineering review for Rolling Meadows Phase 1 & 2 Town staff identified a missing section of sidewalk to be constructed in line with the Town's sidewalk connectivity plan. Furthermore and in a joint venture, a community mailbox is required as per the proposed subdivision Rolling Meadows.

The sidewalk connectivity plan embraces the following principles:

- To provide a continuous sidewalk network that is both safe and convenient to all pedestrian user types
- Connect locations where sidewalks are not effectively connected to one another
- Remove sections of sidewalk that serve no logical purpose

Location of future sidewalk to address current sidewalk network connectivity gaps are based on the following general guidelines:

- Pedestrian safety and surrounding environment
- Continuation of an existing sidewalk within the block

OPD 24-021 - Tender Results - Sidewalk Connectivity

- Connectivity to the existing sidewalk network
- Provides logical linkage within and for future expansion of the sidewalk network
- Location of existing Community Mail Boxes
- Preference to the north or west side of a roadway to maximize solar heating value
- Preference to boulevard sidewalk to provide adequate snow storage
- Etc...

On March 4th 2024, Town staff issued a Request for Tender (RFT2024-002) where six (6) contractors submitted tender packages closing on March 28th, 2024 to the effect of the following:

Contractor(s)	Tender Results (including HST)
Dufferin Construction Company	\$250,842.56 [∞]
Froese Excavating Ltd.	\$251,006.07
Ron Van Manen Trucking Inc	\$315,657.05
598424 Ontario Ltd. o/a R. Russell Construction	\$351,861.09
ERTH (Holdings) Inc.	\$358,829.36
Armstrong Paving and Materials Group Ltd.	\$456,951.62

[∞]**Note:** Including a \$20,000 contingency

Previously Town staff, in consultation with CJDLC and Tillsonburg Hydro Inc. (THI), estimated the total project cost at \$177,000 (excluding contingency and HST). Council may consider the following breakdown representing estimated costs and tender results with the addition of identified “proportionate cost shares” among contributing parties:

Project Partners	Estimated Cost	Original Cost Share	Tender Results/Cost (Dufferin Construction Company)	Tender Result(s) Cost Share
Town of Tillsonburg	\$55,000	31%	\$88,874.60	35%
THI	\$75,000	42%	\$84,928.10	34%
Performance Communities Realty Inc.	\$47,000	28%	\$77,039.70	31%
Total(s)	\$177,000*	100%	\$250,842.56[∞]	100%

^{*}**Note:** Excluding contingency and HST

[∞]**Note:** Including a \$20,000 contingency

OPD 24-021 - Tender Results - Sidewalk Connectivity

DISCUSSION

Town staff has successfully negotiated and (re) advised the private developer of the results of the Tender Closing where the proposed cost-sharing arrangement continues to be the most desirable arrangement where subject to Council's approval Town staff will enter into a formal agreement.

Generally the scope of the work will involve:

- Parking stalls on Bobolink Drive (approximately up to 50 m west from Tanager Drive);
- Hydro pole placement;
- Canada Post mailbox relocation; and
- Localized storm sewer repair.

Appropriate notice will be sent out to the residents explaining the details of the project & the phases of permanent restoration if approved by Council.

CONSULTATION

External: As part of proper communication process, letters will be sent to residents to advise them of this project.

External: THI Staff, CJDLE Engineering.

Internal: Former Manager of Engineering, Operations Technologist, Purchasing Coordinator.

FINANCIAL IMPACT/FUNDING SOURCE

Through Council's 2024 budget consideration \$55,000 was allocated through the Linear Infrastructure Reserve fund. But due to insufficient funds in that Reserve, staff is seeking to allocate the difference/overage of \$33,874.59 from the Tax Rate Stabilization Reserve.

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

OPD 24-021 - Tender Results - Sidewalk Connectivity

- ☐ 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 – Connectivity & Transportation

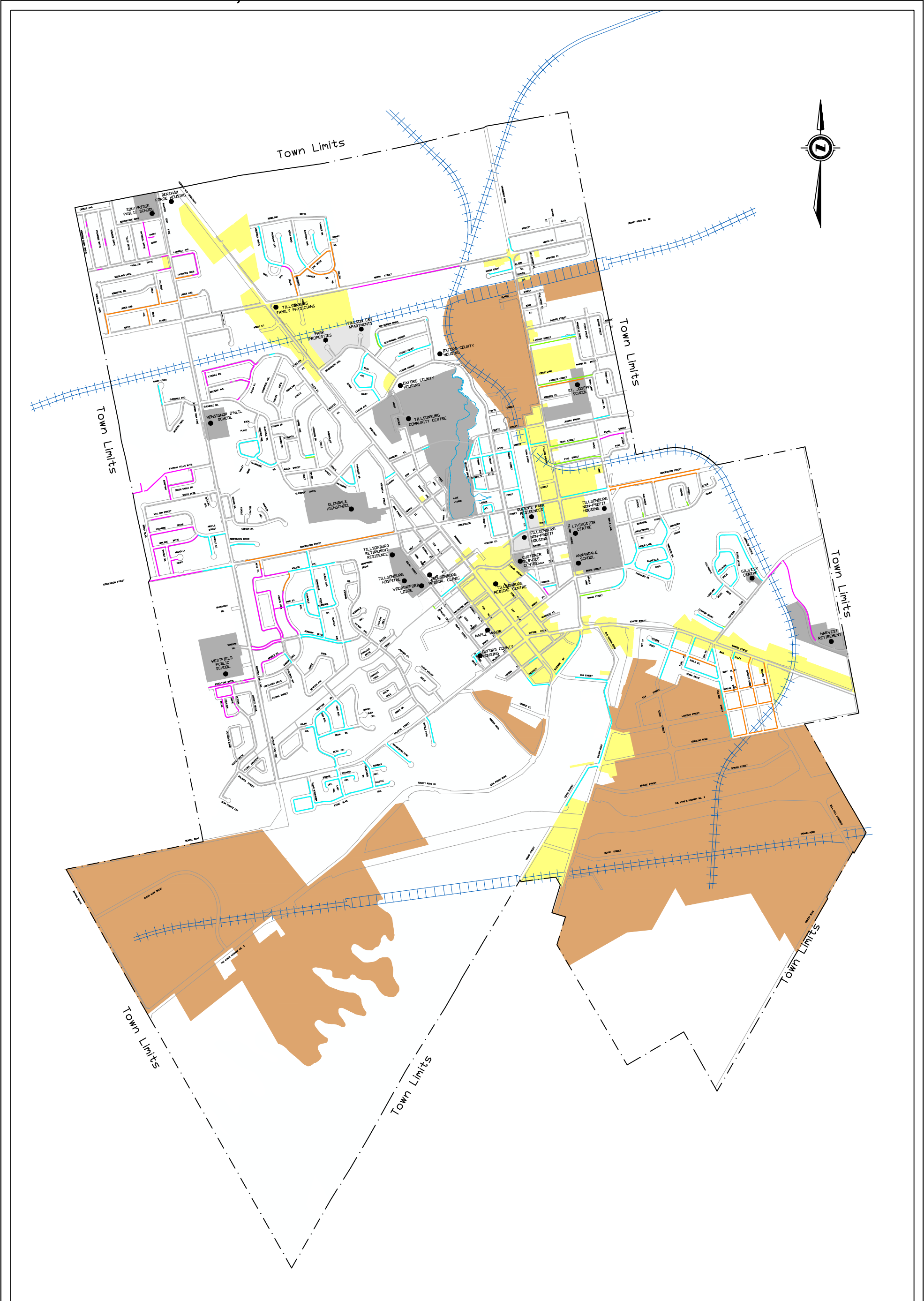
Strategic Direction – Develop a robust, long-term asset management plan to inform evidence-based decisions on the maintenance, rehabilitation and replacement of municipal infrastructure.

Priority Project – *Ongoing Projects* - Asset Management

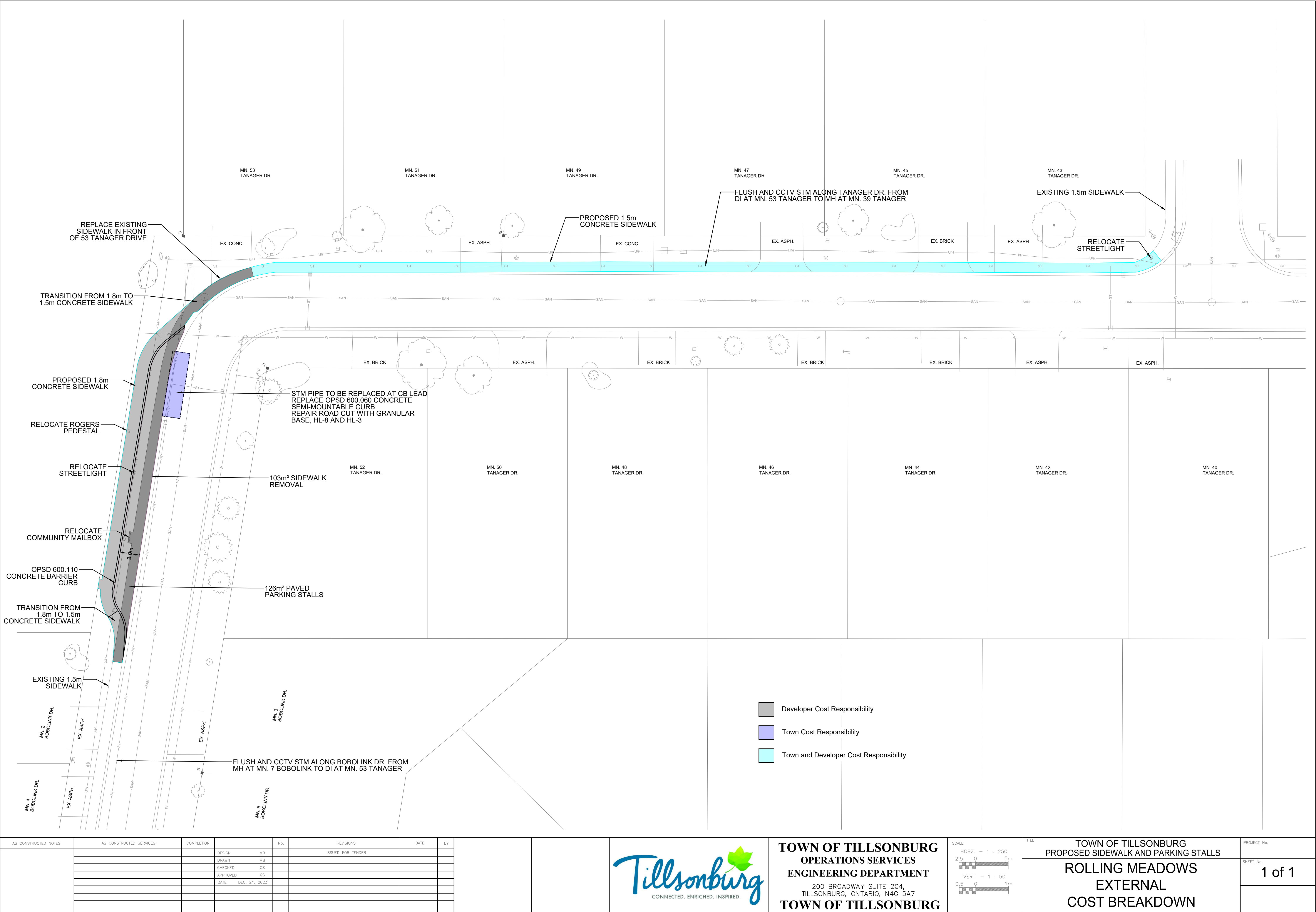
ATTACHMENTS

Attachment 1 – Map of Sidewalk Connectivity Plan

Attachment 2 – Bobolink_Tanager 2023 – Proposed SW – Breakdown



	TOWN OF TILLSONBURG ENGINEERING SERVICES CUSTOMER SERVICE CENTRE 10 LISGAR AVE, TILLSONBURG, ON, N46 5A5	SIDEWALK CONNECTIVITY PLAN	
	<div><div>COMMERCIAL</div><div>INDUSTRIAL</div><div>INSTITUTIONAL</div></div> <div><div>RESIDENTIAL</div><div>HIGH DENSITY RESIDENTIAL</div></div>	<div><div>EXISTING</div><div>INFILL</div><div>DEVELOPER</div></div> <div><div>RECONSTRUCTION</div><div>REMOVALS</div></div>	



**Subject: Tillsonburg Community Centre Sponsored Skates****Report Number:** RCP 24-018

Department: Recreation, Culture and Parks Department

Submitted by: Andrea Greenway, Recreation Programs and Services Manager

Meeting Type: Council Meeting

Meeting Date: Monday, April 22, 2024

RECOMMENDATION

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

BACKGROUND

In the fall of 2022, RCP began a sponsorship program in order to offer the community free recreation opportunities at the Tillsonburg Community Centre. Building on the success in the first year of the program, sponsored skates were offered for the 2023-24 season and supported by local businesses, organizations and individuals.

DISCUSSION

The skate sponsorship opportunity was advertised through various channels such as social media, Tillsonburg News, Town website and eblast through the Chamber of Commerce and Development Commissioner.

The sponsored skates were very well attended. There were a total of 37 sponsors that supported 44 free community skates for Tillsonburg families. The total number of participants in the free skates was 3943.

The opportunity to work with local businesses and organizations strengthens our community stakeholder relationships. Thank you to the generous sponsors who made these free skate opportunities possible:

- Arpan Khanna, Oxford MP
- Advanced Automotive Repair and Towing
- At My Playground
- Ana Jayne – RBC Wealth
- Autoneum
- Balan Engineering Corp.
- Blame it All on my Roots Beauty Bar

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

- Canadian Tire (x2)
- Cleveland Cliffs Fleetwood Metal Industries
- CUPE 7575
- Deb & Scott Gilvesy and Family
- Distinct Exteriors
- Equipment Centre 2.0
- Ernie Hardeman, Oxford MPP
- Future Transfer Co. Inc.
- GTK Spray & Wash
- Horizon Maintenance Inc.
- Impact EON
- Jet Blue Ice Melter
- Kelsey's Original Roadhouse
- Martinrea (x5)
- Maurice J Verhoeve Funeral Homes – Burial & Cremation Services Inc.
- Mymotors.ca
- NAPA Whyte Auto Parts Inc.
- Olympus Construction
- OPP – Tillsonburg Police Services Board
- Ostrander's Funeral Home
- Oxford County Paramedics Local 114
- Promar Homes
- RND Construction
- St Mary's Catholic Women's League
- Stubbe's Precast
- Thriver Co.
- Tillsonburg Tire
- Tim Hortons Tillsonburg – Oxford & Simcoe Street
- Titan Trailers (x2)
- VW Forestry & Landscaping

The success of the program is a testament to the dedicated community support for offering free recreation opportunities for families in Tillsonburg.

CONSULTATION

RCP Director, Programs & Facilities Registrar and Recreation Coordinator

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

FINANCIAL IMPACT/FUNDING SOURCE

Each sponsorship was \$200 generating a total revenue of \$8,800 in support of the free skates.

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 – Increase opportunities to enjoy culture, events and leisure activities in Tillsonburg; Expand community partnerships in the delivery of programs and amenities.

Priority Project – N/A

ATTACHMENTS

None



Subject: Request for 3 Additional Youth Leaders

Report Number: RCP 24-019

Department: Recreation, Culture and Parks Department

Submitted by: Andrea Greenway, Recreation Programs & Services Manager

Meeting Type: Council Meeting

Meeting Date: Monday, April 22, 2024

RECOMMENDATION

- 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.

BACKGROUND

RCP provides Summer Day Camp at the Tillsonburg Community Centre as part of programming services. The Recreation Department hires counsellors to facilitate programming throughout July and August for summer camp. The camp is offered to children ages 5-12; Junior Camp for children ages 4-8 and Senior Camp for children ages 9-12. The maximum capacity for campers is established by the ratio of campers to counsellors (usually 10:1 depending on the camper's age).

DISCUSSION

In 2023 the Tillsonburg Community Centre summer camp increased capacity from 60 campers each week to 100 each week with Council's support of hiring an additional 4 Youth Leaders to accommodate a significant waitlist. The following resolution was adopted at the April 11, 2023 Council meeting:

Resolution #2023-164

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parker

THAT Report RCP 23-18 Request for 4 Additional Youth Leaders be approved; and

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

THAT the 2023 RCP Operating Budget be updated to reflect the increase in part time wages and additional program revenue generated by Day Camp registration.

Carried

The increase of 4 Youth Leaders in 2023 was maintained in the 2024 budget in order to accommodate the growing interest in day camp and provide appropriate support to campers. The waitlist had been addressed in 2023 so the capacity for 2024 was bumped up to 100 campers to account for the growth and it was anticipated that maintaining the 40 additional camp spots would be sufficient to support the demand.

The summer recreation guide was released on March 25 and registration began on March 27. There was an overwhelming response to the summer camp program and all spots were filled in Junior camp within the first 45 minutes of registration opening; with many children on the waitlist. Senior camp has been slower to fill, however most weeks were either full with a small waitlist or had only a few spots available one week after registration opened. The camp waitlist currently varies by week between 10 to 30 campers with the majority of weeks around 20-25 people waiting. This number is anticipated to rise as summer nears and parents are making childcare plans.

Staff are recommending that three additional Youth Leaders be hired so that the camp capacity could increase to allow another 24-30 campers to register weekly. It is assumed that the increase in registration is due to the Town's continued population growth with new families in Tillsonburg as well as the positive reputation the program has received over the past couple of years.

CONSULTATION

RCP Director and Recreation Programs staff

FINANCIAL IMPACT/FUNDING SOURCE

An additional 3 Youth Leaders would be an approximate \$23,000 extra expense to the Recreation Programming Budget. This calculation is based on 10 weeks x 40 hrs/week x \$16.55/hour at student minimum wage plus 15% for overhead. Increasing the staff compliment by 3 would allow for an additional 24 – 30 campers weekly which would generate approximately \$38,000 in additional revenue. This calculation is based on 24 campers x 9 weeks x \$157.80/week. Camp is offered for 9 weeks this summer, however the Youth Leaders get paid for 10 weeks as they also are required to do a week of training. The additional expense of the recommended staff increase would be covered by the revenue generated from the extra registration fees.

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

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 – N/A

ATTACHMENTS

None

The Corporation of the Town of Tillsonburg

Community Health Care Advisory Committee Meeting

MINUTES



Tuesday, January 9, 2024
1:00 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Mayor Deb Gilvesy
Deputy Mayor Dave Beres
Councillor Kelly Spencer
Nadia Facca
Mike Bastow
Dr. Clay Inculet
Stephanie Nevins
Gerry Dearing

Regrets: Dr. John Andrew
Dr. Will Cheng
Dr. Mohammed Abdalla
Teresa Martins

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

-
- 1. Call to Order**
 - 2. Adoption of Agenda**

Moved By: Mayor Gilvesy
Seconded By: Nadia Facca

THAT the Agenda as prepared for the Health Care Advisory Committee meeting of Tuesday, January 9, 2024, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

4. Adoption of Minutes of Previous Meeting

5.1 there is a lot of active recruitment

Resolution # 2

Moved By: Councillor Spencer

Seconded By: Nadia Facca

THAT the minutes of the Health Care Advisory Committee of November 14, 2023, be approved.

Carried

5. General Business and Reports

5.1 Motion - Oxford County Council - Physician Recruiter - Mayor Gilvesy (verbal update)

Mayor Gilvesy provided an update on the Oxford County Council Physician Recruiter motion.

There was a discussion regarding other strategies and incentives that can be implemented in the case the recruiter is not approved. The Committee would like to have input into the expectations of the Recruiter position if approved.

Roulstons is creating clinic space in their new clinic that is proposed to be operational by June 2024.

Dr. Inculet joined the meeting at 1:08 p.m.

5.2 Terms of Reference Discussion

The Terms of Reference were briefly reviewed to ensure the Committee is continuing to meet their mandate.

5.3 Municipal World Article - Economic Benefits of a Recruiter

This item was shared for information.

5.4 Ministry of Health Delegation - ROMA Conference

Town representatives will be attending a delegation at the upcoming ROMA Conference with the Ministry of Health and members were asked to send any topics for discussion to Laura.

S. Nevins would like faster decision making and to remind the Provincial government that all they need to become operational locally is funding.

6. Next Meeting

A doodle poll will be sent out for the best time to meet on April 9th.

7. Adjournment

Resolution # 3

Moved By: Nadia Facca

Seconded By: Councillor Spencer

THAT the Health Care Advisory Committee meeting of Tuesday, January 9, 2024 be adjourned at 1:42 p.m.

Carried



tion of the Town of Tillsonburg pment Advisory Committee Meeting MINUTES

Tuesday, March 12, 2024

7:30 AM

Thompson Goossens Accountants Boardroom

21 Oxford Street, Tillsonburg

ATTENDANCE:	Suzanne Renken
	Councillor Bob Parsons
	Lisa Gilvesy
	Andrew Burns
	Randy Thornton
	Gurvir Hans
	Randi-Lee Bain
	Jesse Goossens
	Mark Renaud, Executive Director, Tillsonburg BIA
Regrets:	Dane Willson
	Deb Gilvesy, Mayor
	Steve Spanjers
	Kirby Heckford
Staff:	Cephas Panschow, Development Commissioner
	Julie Ellis, Deputy Clerk

1. Call to Order

The meeting was called to order at 12:06 p.m.

2. Adoption of Agenda

Resolution # 1

Moved By: Randy Thornton

Seconded By: Suzanne Renken

THAT the Agenda as prepared for the Economic Development Advisory Committee meeting of Tuesday, March 12, 2024, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Randy Thornton

Seconded By: Mark Renaud

THAT the minutes of the Economic Development Advisory Committee of February 13, 2024, be approved.

Carried

5. Presentations

5.1 Bridge Street Streetscape Update

David Duhan, SHIFT Landscape Architecture, provided an update on the design plans for the Reimagined Bridge Streetscape project.

The committee asked questions of the presenter regarding:

- The Clock Tower - nothing has been decided yet
- Timelines - still has not gone to council
- Location of the BMI Group Development
- Parking
- Seating options, including swings

Committee members shared concerns regarding:

- Existing infrastructure
- Cleaning, policing and maintenance
- Parking and traffic
- The impact of growth on infrastructure

The committee discussed adding the development of a work plan to keep track of ongoing projects to a future agenda.

6. General Business and Reports

6.1 Monthly Activity Update

C. Panschow, Development Commissioner, provided an overview of the monthly activity update.

6.2 1 Innovation Way

C. Panschow, Development Commissioner, provided an update on 1 Innovation Way.

7. Information Items

7.1 CN Rail Line Update Report

This item was brought forward for information.

7.2 BMA Municipal Survey

This item was brought forward for information.

7.3 Development Charge By-Law Review - Stakeholder Meeting

C. Panschow, Development Commissioner, shared information about the upcoming Development Charges Stakeholder Meeting and encouraged everyone to attend.

8. Planning Items Circulation

9. Community Strategic Plan

9.1 Town Hall Update

There was no updated provided.

9.2 Affordable and Attainable Housing Committee

There was no updated provided.

9.3 Health Care Committee

There was no updated provided.

10. Boundary Adjustment

10.1 Density Briefing Note

This item will be added to the next agenda.

11. Community Organization Updates**11.1 Downtown Business Improvement Association****11.1.1 Report from BIA Chair**

M. Renaud, Executive Director shared about the BIA's upcoming Downtown Pub Crawl, which has been getting a lot of attention on social media.

11.2 Tillsonburg District Chamber of Commerce

S. Renken provided an update on the Chamber of Commerce.

The annual Awards of Excellence nominations have gone out.

The Chamber Office will be moving to the 2nd floor of the Town Centre Mall at 200 Broadway on April 1st.

11.3 Woodstock, Ingersoll, Tillsonburg and Area Association of Realtors

There was no update on this item.

12. Round Table**13. Next Meeting**

Tuesday April 9, 2024 at 12:00p.m.

14. Adjournment**Resolution # 3**

Moved By: Randy Thornton

Seconded By: Randi-Lee Bain

THAT the Economic Development Advisory Committee meeting of Tuesday, March 12, 2024 be adjourned at 1:31 p.m.

Carried

The Corporation of the Town of Tillsonburg

Affordable and Attainable Housing Committee Meeting

MINUTES



Wednesday, March 27, 2024

4:15 PM

Boardroom CSC

10 Lisgar Ave.

ATTENDANCE: Cedric Tomico
Councillor Chris Parker
Deb Gilvesy, Mayor
Gary Green
Suzanne Renken
Jean Martin

Regrets: Dane Willson
Shelley Langley

Staff: Cephas Panschow, Development Commissioner
Rebecca Smith, Manager of Housing Development, Oxford
County
Kyle Pratt, Chief Administrative Officer
Laura Pickersgill, Executive Assistant

1. Call to Order

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

2. Adoption of Agenda

Resolution # 1

Moved By: Cedric Tomico

Seconded By: Jean Martin

THAT the Agenda as prepared for the Affordable and Attainable Housing Advisory Committee meeting of Wednesday, March 27, 2024, be adopted, as amended.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Jean Martin

Seconded By: Mayor Gilvesy

THAT the minutes of the Affordable and Attainable Housing Advisory Committee of February 28, 2024, be approved.

Carried

5. Presentations

There were no presentations.

6. Information Items

7. General Business & Reports

7.1 10-Year Housing and Homelessness Plan Update - Rebecca Smith

R. Smith provided an overview and status update on the updated 10-Year Housing and Homelessness Plan through Oxford County. The plan is to be similar to the current plan but with enhanced action-oriented and key performance indicators included throughout. R. Smith will bring a full update back to the Committee after the County Council workshop is done in May. It is anticipated the plan will be adopted in the summertime.

Opportunity was provided for members to ask questions.

There was a discussion regarding an approach the City of Houston used in being successful in their approach to reducing homelessness in the City.

7.2 Environmental Impact Study - 31 Earle Street

C. Panschow provided an overview on the Environmental Impact Study and consultant for the woodlot located on 31 Earle Street. The anticipated completion for this study is in July. The planning applications submitted are on hold until this study is completed.

7.3 Developer Meeting Update

C. Panschow provided a brief overview of a meeting recently held with a local developer.

There was a discussion regarding development of more social housing opportunities, such as through, Habitat for Humanity.

8. Next Meeting

April 24, 2024 4:15 p.m.

9. Adjournment

Resolution # 3

Moved By: Suzanne Renken

Seconded By: Jean Martin

THAT the Affordable and Attainable Housing Advisory Committee meeting of Wednesday, March 27, 2024 be adjourned at 4:48 p.m.

Carried



**tion of the Town of Tillsonburg
ication & Cemeteries Committee
Meeting
MINUTES**

Tuesday, April 2, 2024
5:00 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Mike Dean
Maurice Verhoeve
Kristine Vandenbussche
Martha Kirkpatrick
Isaac Card
Joan Weston
Karen Clipson
Paul DeCloet
Pete Luciani
Deb Gilvesy

Regrets: Ron Walder
Barbara Wareing
Susan Saelens

Staff: Julie Columbus
Margaret Puhr

Regrets: Matt Johnson

1. Call to Order

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

2. Adoption of Agenda**Resolution # 1****Moved By:** Joan Weston**Seconded By:** Mike Dean

THAT the April 2 agenda as prepared for the Parks, Beautification & Cemeteries Advisory Committee be adopted.

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

There were no pecuniary interests disclosed.

4. Adoption of Minutes of Previous Meeting**Resolution # 2****Moved By:** Mike Dean**Seconded By:** Pete Luciani

THAT the minutes from February 27 meeting of the Parks, Beautification & Cemeteries Advisory Committee be adopted.

Carried**5. Presentations****5.1 Tillsonburg Horticultural Society Presentation**

Christine Nagy spoke about Bert Newman park fencing, per email attached to agenda. Historical Society would like to remove three sides of fencing and put in new pathways to leave it open, to see if that alleviates the issues associated with the use.

Resolution # 3**Moved By:** Mike Dean**Seconded By:** Paul DeCloet

THAT the presentation by Christine Nagy, President of Tillsonburg Horticultural Society, be received by the committee.

AND THAT the committee supports removing three sides of the fencing around Newman Park on a trial basis after other remediation is completed.

Carried

6. Information Items

6.1 Parks by-law public consultation draft - link

The deadline for public consultation has been extended to April 5, 2024.

6.2 Cemetery update memo

Director spoke to the memo as attached to the agenda.

6.3 Pickleball update memo

Director provided update per memo attached to the agenda. Mayor added that the pickleball courts are being paid for by development charges rather than taxpayers money.

7. General Business & Reports

8. Next Meeting

9. Adjournment

Resolution # 4

Moved By: Joan Weston

Seconded By: Maurice Verhoeve

THAT the Parks, Beautification & Cemeteries Advisory Committee meeting be adjourned at 5:56 p.m.

Carried

The Corporation of the Town of Tillsonburg

Youth Advisory Council Meeting

MINUTES



Wednesday, April 3, 2024
4:30 PM
The Upper Deck Youth Centre
19 Queen Street

ATTENDANCE: Scott Gooding
Liam Spencer-Enright
Sorraya Buchanan-St.Gelais
Scarlet Robson
Sophie Hicks
Jaxon Gundry
Tyla Thiessen
Naima Sandoval

Regrets: Dakshneel Singh
Chris Parker
Kelly Spencer
Deb Gilvesy
Adam Thiessen
Mya Williams

Staff: Randi Crawford
Hillary Miller

1. Call to Order

The meeting was called to order at 4:36 PM.

2. Adoption of Agenda

Resolution # 1**Moved By:** Scarlet Robson**Seconded By:** Sorraya Buchanan-St.Gelais

THAT the agenda as prepared for the Youth Advisory Council Meeting of April 3, 2024 be approved.

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

None

4. Adoption of Minutes of Previous Meeting**Resolution # 2****Moved By:** Jaxon Gundry**Seconded By:** Naima Sandoval

THAT the minutes of the March 6, 2024 Youth Advisory Council be approved.

Carried**5. Presentation****5.1 Communities Building Youth Futures**

Tyla Thiessen arrived at 5:04 PM

Resolution # 3**Moved By:** Sorraya Buchanan-St.Gelais**Seconded By:** Naima Sandoval

THAT the Youth Advisory Council are in full support of the social space for the Communities Building Youth Futures - Oxford County in Tillsonburg.

AND THAT the Youth Advisory Council strongly recommends to Council to further support the Communities Building Youth Futures to provide space for youth in the Town.

Carried**6. General Business and Reports**

6.1 Youth Questionnaire, CS-24-042

The focus needs to be narrowed down and a target audience should be selected. Questions could include items on dances and shopping. A box at the end of the questionnaire could be used for further comments.

Youth are feeling the absence of dances at their schools and in the community. The sense of community is missing.

Scott can contact his colleagues at Glendale to spread the word about youth events.

Resolution # 3

Moved By: Sophie Hicks

Seconded By: Jaxon Gundry

- A. THAT report CS 24-042 titled Youth Questionnaire be received as information; and
- B. THAT the Youth Advisory Council create additional questions for their next meeting.

Carried

7. Next Meeting

The next meeting is May 1, 2024

8. Adjournment**Resolution # 5**

Moved By: Jaxon Gundry

Seconded By: Scarlet Robson

THAT the Youth Advisory Council meeting be adjourned at 5:44 PM.

Carried



tion of the Town of Tillsonburg / Advisory Committee Meeting MINUTES

Thursday, April 4, 2024

5:30 PM

Boardroom CSC

10 Lisgar Ave.

ATTENDANCE: Scott Gooding
Chris Parker
Deb Gilvesy
Scott Vitias
Taylor Campbell
Stephen Gradish
Andrew Gradish
Susie Wray
Kristy Milmine
Christian Devlin

Regrets: Joe Sym
Carrie Lewis

Staff: Andrea Greenway
Margaret Puhr

Regrets: Julie Ellis
Julie Columbus

1. Call to Order

The meeting was called to order at 5:31 p.m.

2. Adoption of Agenda

Resolution # 1**Moved By:** Stephen Gradish**Seconded By:** Christian Devlin

THAT the agenda, as prepared for the April 4, 2024 meeting of the Recreation & Sports Advisory Committee, be adopted

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

There were no pecuniary interests disclosed.

4. Adoption of Minutes of Previous Meeting**Resolution # 2****Moved By:** Scott Gooding**Seconded By:** Taylor Campbell

THAT the minutes of the March 7, 2024 meeting be adopted.

Carried**5. Presentations****6. Information Items****6.1 Hall of Fame update memo**

Andrea provided update per memo, the Hall of Fame pin was circulated.

6.2 Parks By-law - public review

Public engagement until April 5th.

6.3 Pickleball update memo

Andrea provided update as included in agenda.

7. General Business & Reports**8. Next Meeting****9. Adjournment****Moved By:** Stephen Gradish**Seconded By:** Scott Vitias

The meeting was adjourned at 5:55 p.m.

Carried

THE CORPORATION OF THE TOWN OF TILLSONBURG

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.

WHEREAS it is deemed necessary and expedient to amend By-law 2022-029;

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

1. That Section 1 to By-law 2022-029 “Definitions” be amended to include as follows:

Delete:

“Municipality” mean the municipality of the Town of Tillsonburg.

Add:

“Contractors” means an outside company that has been hired and appointed by the Municipality for the purpose of enforcing the parking provision of this by-law.

“Director of Recreation” means the Director of Recreation, Culture and Parks or any employee acting under their direction, which may include Contractors.

“Director of Operations” means the Director of Operations or any employee acting under their direction, which may include contract staff.

“Municipality” means the same as the Town of Tillsonburg.

“Municipal Law Enforcement Officer” shall have the same meaning as By-law Enforcement Officer in this by-law.

“Municipal Property” means property that is owned, leased, or under the control of the Town of Tillsonburg but does not included a Street.

“Recreation Area” means an area under the control of the Municipality for the purpose of offering recreation to the public, and is owned, leased or used by Municipality.

“Town” means the same as Town of Tillsonburg.

“Town of Tillsonburg” means the Town of Tillsonburg.

By-Law 2023-034

2. That Section 2 to By-law 2002-029 “Reserved” be amended to include as follows:

Remove:

Section 2: Reserved

Add:

Section 2: Short Title

Traffic & Parking By-law

3. That Section 3 to By-law 2022-029 “ Enforcement of By-law” be amended to include as follows:

Delete:

Enforcement of By-law

This by-law may be enforced by a Police Officer or Municipal Law Enforcement Officer appointed by the council.

Add:

Enforcement of By-law & Obstruction

1. This by-law may be enforced by a Police Officer, Municipal Law Enforcement Officer or Contractors appointed by the Town Council.
 2. No person shall hinder or obstruct a Municipal Law Enforcement Officer or Contractor during the course of their duties.
4. That Section 9 to By-law 2022-029 “ No Parking in Unposted Locations” be amended to include as follows:

1. Unless otherwise permitted in this bylaw, no person shall at any time park a vehicle in any of the following places:

Add:

- p) on municipal property without consent;
- q) within 15 m of a pedestrian crossover;
- r) in place other than authorized parking area;

By-Law 2023-034

- s) blocking gate or entrance;
- t) outside pavement markings;

2. No person shall park a vehicle in a Recreation Area contrary to the following:

- a) in place other than authorized parking area;
- b) outside pavement markings;
- c) in a manner blocking driveway;
- d) in a manner blocking gate;
- e) between 11 pm and 6 am without written permission from the Director or Recreation;
- f) for overnight accommodation without written permission from the Director or Recreation;
- g) in a manner that causes damage to the property;
- h) Commercial Motor Vehicle overnight without written permission from the Director of Recreation;

5. That Section 15 to By-law 2022-029 “ No Parking in Horse Drawn Vehicles Stand” be amended to include as follows:

Delete:

Section 15: No Parking in Horse Drawn Vehicles Stand

That motor vehicles be prohibited from parking in spaces posted for the use of horse drawn vehicles in municipal parking lots.

Add:

Section 15: Horse Drawn Vehicles

- 1. That motor vehicles be prohibited from parking in spaces posted for the use of horse drawn vehicles in Municipal Parking Lots.
- 2. Park a horse drawn vehicle on any angle parking.

6. That Section 33 to By-law 2022-029 “ Pedestrian Crossovers” be amended to include as follows:

Add:

- 2. No person shall park within 15 m of a pedestrian crossover unless permitted by way of sign.

7. That Section 48 to By-law 2022-029 “ Prohibitions Regarding Permits” be amended to include as follows:

1. No person shall:

Add:

- e) fail to surrender an accessible permit to a By-law Enforcement Officer;
- f) fail to surrender an accessible permit to a Police Officer.

8. That Section 52 to By-law 2022-029 “Municipal Parking Lots ” be amended to include as follows:

Delete:

1. Parking is permitted in the municipal parking lots set out in Figure 7, 8 with the exception of:

a) Figure 8 will be used to indicate a “2 Hour Limit”;

Add:

1. Parking is permitted in the municipal parking lots set out in Figure 7.1 & 7.2 with the exception of:

- a) Figure 8.1 will be used to indicate a “2 hour Limit”
- g) No person shall park a vehicle with damaged plates in Municipal Parking Lots;
- h) No person shall park a vehicle overnight for accommodation;
- i) No person shall park a Commercial Motor Vehicle overnight without written permission from the Director of Operations.
- j) No person shall use a Municipal Parking Lots except for the purposes of parking vehicles unless written permission is granted from the Director of Operations.
- (k) No person shall park between 11 p.m. and 6 a.m. in any municipal parking lot in Figure 7.2.
- (l) Figure 8.2 will be used to indicate a “30 Minute Limit”
- m) No person shall park a vehicle exceeding 30 minutes where posted by sign.

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9. That Section 57 to By-law 2022-029 “On Street Parking” be amended to include as follows:

Add:

5. No person shall park in a manner that impedes snowplowing operations.
6. No person shall park a vehicle with damaged plates.
7. No person shall park a vehicle for overnight accommodations.

10. That Section 59 to By-law 2022-029 “Illegally Parked Vehicles” be amended to include as follows:

Add:

2. Police, Fire, Tillsonburg Hydro, and vehicles owned by the Town will be exempted from all parking & stopping restrictions in this By-law, while actively executing the course of their duties. This exemption does not apply to moving violations, which is enforced by Police.
11. That Schedule 1 to By-law 2022-029 “No Stopping” be amended to include as follows:

Delete:

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Tillson Ave	West	26 metre North of Elgin St.	Oxford St	Anytime
Quarter Town Line	West	Esselwood Drive	17 M North of Derwent Drive	Sept 14 - June 30 Mon-Fri 8 am – 9 am 3 pm – 4 pm
Quarter Town Line	East	Sanderson Drive	19 M North of Derwent Drive	Sept 14 - June 30 Mon-Fri 8 am – 9 am 3 pm – 4 pm

By-Law 2023-034

Add:

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Glendale Drive	South	Parkside Drive	Allen St	Sept 1 - June 30 Mon – Fri 7:30 am – 3:30 pm
Glendale Drive	North	Craig St	Allen St	Sept 1 - June 30 Mon – Fri 7:30 am – 3:30 pm
Tillson Ave	West	59 metre North of Elgin St.	Oxford St	Anytime
Quarter Town Line	West	Glendale Drive	30 metres North of Glendale	Anytime
Quarter Town Line	West	Glendale Drive	15 metres South of Glendale	Anytime
Quarter Town Line	East	Glendale Drive	30 metres South of Glendale	Anytime
Quarter Town Line	East	Glendale Drive	15 metres North of Glendale	Anytime
Quarter Town Line	West	Esselstun Drive	17 metres North of Dereham Drive	Anytime Sept 1-Jun 30 Mon-Fri
Quarter Town Line	East	Sanders Drive	10 metres North of Dereham Drive	8am-9am Sept 1-Jun 30 Mon-Fri
Quarter Town Line	West	At East Leg of Veteran's Walkway	30 metres North of East Leg of Veteran's Walkway	Anytime
Quarter Town Line	West	At East Leg of Veteran's Walkway	15 metres South of East Leg of Veteran's Walkway	Anytime
Quarter Town Line	East	At East Leg of Veteran's Walkway	30 metres South of East Leg of Veteran's Walkway	Anytime
Quarter Town Line	East	At East Leg of Veteran's Walkway	15 metres North of East Leg of Veteran's Walkway	Anytime

By-Law 2023-034

Tillson Ave	East	Joseph St	56 Metres North of Joseph St	Anytime
Lisgar Ave	North	Devonshire	30 Metres East of Crosswalk on Devonshire	Anytime
Lisgar Ave	North	Devonshire	15 Metres West of Crosswalk on Devonshire	Anytime
Lisgar Ave	South	Hardy Ave	110 Metres East of Hardy Ave	Anytime
Spruce St	North & South	Vienna Rd	310 metres East of Vienna Road	Anytime
Poplar St	West	Glendale Drive	20 m North of Glendale Drive	Sept 1 - June 30 Mon – Fri 7:30 am – 3:30 pm
Grandview Drive	North & South	Quarter Town Line	17 m North of Quarter Town Line	Sept 1 - June 30 Mon – Fri 8:30 am – 9:15 am 2:45 pm – 3:45 pm

12. That Schedule 2 to By-law 2022-029 “Prohibited Parking on Specified Street” be amended to include as follows:

Deleted:

HIGHWAY	SIDE	FROM	TO	TIME OF DAY
Southridge Road	North	140 m West of Quarter Town Line	224 m West of Quarter Town Line	No Parking 8:30 am – 9:15 am 3:00 pm – 3:45 pm Sept – June Mon – Fri
Glendale Drive	Both	Broadway St	Victoria St.	No Parking Anytime
Glendale Drive	North	Poplar St.	Victoria St.	No Parking Anytime
Glendale Drive	South	Hawthorne Crescent	Parkside Drive	No Parking Sept 1- June 30 Mon-Fri 7:30 am - 8:30 am 2:30 pm – 3:30 pm
Glendale Drive	South	Poplar St.	Hawthorne Crescent	No Parking Anytime

By-Law 2023-034

Lisgar Ave	North	Devonshire Ave	Broadway	No Parking Anytime
Lisgar Ave	West/South	Concession	Hardy Ave	No Parking Anytime

Add:

HIGHWAY	SIDE	FROM	TO	TIME OF DAY
Durham St	North	Lisgar Ave	20 m East Lisgar Ave	Anytime
Durham St	South	Lisgar Ave	70 m East of Lisgar Ave	Anytime
Woodcock Drive	East	Owl Drive	127 m North of Pheasant Court	Anytime
Glendale Drive	North	Broadway St	Craig St	Anytime
Glendale Drive	South	Parkside Drive	Broadway St	Anytime
Lisgar Ave	North	15 m West Devonshire Ave	Broadway St	Anytime
Lisgar Ave	West/South	Concession	25 m from crosswalk on Lisgar Ave & Devonshire Ave	Anytime

13. That Schedule 9 to By-law 2022-029 “Designated Stop Sign” be amended to include as follows:

Delete:

INTERSECTION	FACING TRAFFIC
Quarter Town Line at Baldwin Street	Northbound and Southbound on Quarter Town Line

Add:

INTERSECTION	FACING TRAFFIC
Chestnut Drive at Walnut Drive	Westbound on Chestnut Drive
Hemlock Drive at Beech Boulevard	Westbound on Hemlock Drive
Hemlock Drive at William St	Eastbound on Hemlock Drive
Sycamore Drive at William St	Eastbound on Sycamore Drive
Sycamore Drive at Beech Boulevard	Westbound on Sycamore Drive
Walnut Drive at Concession Street West	Southbound on Walnut Drive
Walnut Drive at Hemlock Drive	Northbound on Walnut Drive
Newell Rd at Baldwin St	Northbound on Newell Rd
Quarter Town Line at Baldwin Street	Southbound on Quarter Town Line
Beretta Street at Westtown Line	Eastbound on Beretta Street
Darrow Drive at North Street West	Northbound on Darrow Drive
Westwinds Gate at Darrow Drive	Westbound on Westwinds Gate
Westwinds Gate at Quarter Town Line	Eastbound on Westwinds Gate
Thompson Court at Westwinds Gate	Northbound on Thompson Court
Clubhouse Way at John Pound Road	Southbound on Clubhouse Way
Clubhouse Way at Eagles Court	Northbound & Southbound on Clubhouse Way
Eagles Court at Clubhouse Way	Westbound on Clubhouse Way
Greenhill Drive at Baldwin Street	Northbound on Greenhill Drive
Innovation Way & Highway 3	Northbound on Innovation Way
Innovation Way & Progress Drive	Southbound on Innovation Way
Progress Drive & Innovation Way	Eastbound on Progress Drive
Railway Street & Gowrie Street East	Northbound on Railway Street
Jacko Street & West Town Line	Eastbound on Jacko Street
Jacko Street & Harvest Ave	Westbound on Jacko Street
Burgess Cres & Jacko Street	Northbound & Southbound on Burgess Cres
Waterhouse Cres & Jacko St	Northbound & Southbound on Waterhouse Cres
Grandview Drive	East

14. That Schedule 15 to By-law 2022-029 “Bus Loading Zones” be amended to include as follows:

By-Law 2023-034

Delete:

HIGHWAY	SIDE	PLACE	TIME OR DAY
Southridge Road	North	Southridge School	Anytime

Add:

HIGHWAY	SIDE	FROM	TO	TIME OR DAY
Grandview Drive	West	Quarter Line	Quarter Line	Sept 30 - June 30 Mon-Fri 8:30 am – 9:15 am 2:45 pm – 3:45 pm

15. That Schedule 16 to By-law 2022-029 “Pedestrian Crossovers” be amended to include as follows:

Delete:

HIGHWAY	LOCATION
Broadway	25 m from South Side of Washington Grant to middle of crosswalk

Add:

HIGHWAY	LOCATION
Broadway	25 m from South Side of Washington Grand Ave to middle of crosswalk
Tillson Ave	26 m from Elgin St
Frances St	140 m West of Kara Lane

16. That Schedule 19 to By-law 2022-029 “Accessible Parking Spaces” be amended to include as follows:

Delete:

PARKING LOT	LOCATION
Community Centre	First six spaces East of Senior Citizen's Entrance – North side of One-Way access
Community Centre	Three spaces East Entrance off Memorial Arena Parking Lot
Community Centre	Two spaces West of Hardy Ave – Skate Park parking lot
Community Centre	Three spaces North of Outdoor Recreational Pad
Community Centre	Three spaces East of Senior Citizen's Entrance at the easterly limit of South Side of the One Way access

Add:

PARKING LOT	LOCATION
Community Centre (Lot 1C)	First six spaces East of Senior Citizen's Entrance – North side of One-Way access
Community Centre (Lot 1C)	Three spaces East Entrance off Memorial Arena Parking Lot
Community Centre (Lot 6C)	Two spaces Southeastern corner at the Skate Park parking lot
Community Centre (Lot 1C)	Three spaces North of Outdoor Recreational Pad
Community Centre (Lot 1C)	Three spaces East of Senior Citizen's Entrance at the easterly limit of South Side of the One Way access
Community Centre (Lot 2C)	Two spaces in the Northwest corner of the lot.
(Lot 7C)	Southwest corner of parking lot by entrance for splash pad.
20 Spruce St	One space in southwest parking lot at 20 Spruce St
Cemetery Office	One Space west of the Cemetery Office
Annandale NHS & Museum	One space on north side parking lot for Annandale NHS & Museum.
Customer Service Centre 10 Lisgar Ave	Two Spaces south side of Customer Service Centre at 10 Lisgar Ave.

17. That Figure 7 to By-law 2022-029 "Official Map Municipal Parking Lot" be amended to include as follows:

Delete:

Figure 7: Official Map Municipal Parking Lot

Add:

By-Law 2023-034

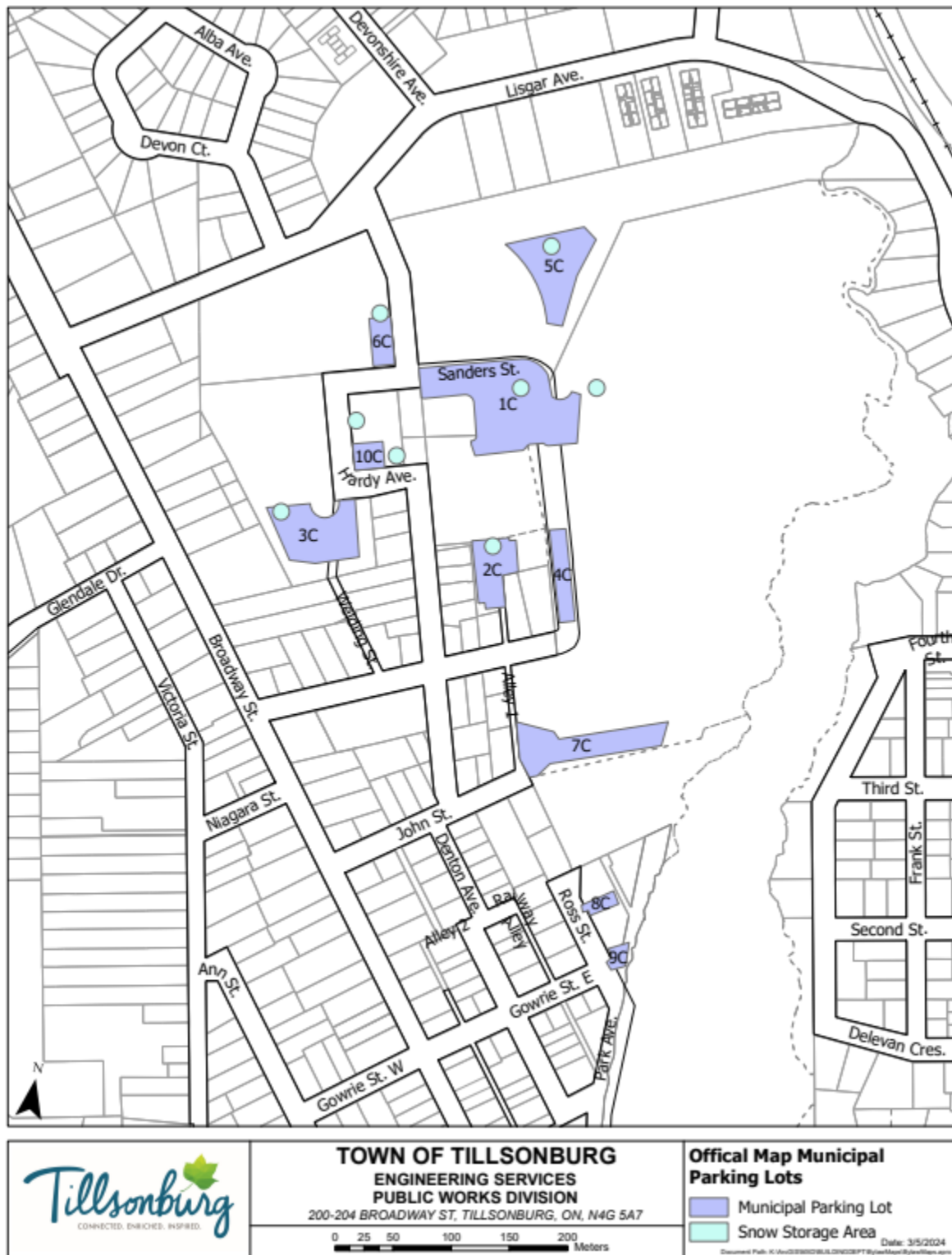
Figure 7.1: Municipal Parking Lot (Downtown)



By-Law 2023-034

Add:

Figure 7.2: Municipal Parking Lots (Recreation)



18. That Figure 8 to By-law 2022-029 “Official Sign 2 Hours Parking” be amended to include as follows:

Delete:

Figure 8: Official 2 Hour Parking

Add:

Figure 8.1: Official 2 Hour Parking

Add:

Figure 8.2: Official Sign 30 Minute Parking



19. That this by-law shall come into force and take effect on the date it is passed.

By-Law 2023-034

READ A FIRST AND SECOND TIME THIS ____th day of _____, _____.

**READ A THIRD AND FINAL TIME AND PASSED THIS ____th day of _____,
_____.**

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

**THE CORPORATION OF THE TOWN OF TILLSONBURG
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.

WHEREAS the Town of Tillsonburg is desirous of entering into an agreement with Sonbeam Christian Day Care for the purposes of leasing a portion of the Hale Street Right-of-Way;

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 Lease 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 22nd day of APRIL, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 22nd day of APRIL, 2024.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

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 \$1348.00 Plus H.S.T. 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;

Lessor's Initials _____

Lessee's Initials SC

- 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 be 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 Lessor 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

Lessor's Initials _____

Lessee's Initials _____



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

Lessor's Initials _____

Lessee's Initials _____

APPENDIX A – SUBJECT PROPERTY



Lessor's Initials _____

Lessee's Initials *BR*

THE CORPORATION OF THE TOWN OF TILLSONBURG**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.**

WHEREAS pursuant to the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Council of a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act, to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS pursuant to the Building Code Act, S.O. 1992, c.23, as amended, Section 3 (2) provides for the Council of each municipality to appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction;

AND WHEREAS pursuant to the Building Code Act, S.O. 1992, c.23, as amended, defines “officer” as a property standards officer who has been assigned the responsibility of administering and enforcing by-laws passed under Section 15.1 of the Act;

AND WHEREAS pursuant to the Police Services Act, R.S.O. 1990, cP. 15, as amended, a municipal Council may appoint one more Municipal Law Enforcement Officers to enforce the By-Laws of the Municipality;

AND WHEREAS pursuant to the Fire Protection and Prevention Act, 1997, c.4, as amended, provides that a municipality may appoint officers to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with the Act are being complied with;

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg considers it desirable to appoint a Building Inspector, Property Standards Officer and Municipal Law Enforcement Officer;

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

By-Law 2024-042

1. That Joshua Dewachter be and is hereby appointed as Building Inspector, Property Standards Officer and Municipal Law Enforcement Officer for the Town of Tillsonburg.
2. That this by-law shall come into force and take effect on the date it is passed.

READ A FIRST AND SECOND TIME THIS 22nd day of APRIL, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 22nd day of APRIL, 2024.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

**THE CORPORATION OF THE TOWN OF TILLSONBURG
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.

WHEREAS The Town of Tillsonburg deems it necessary and execute an Acknowledgement and Direction Agreement to enable the registration of an application to amend the register to delete Notice of a Sublease registered on July 12, 2013, as C0106811.

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

1. THAT the Town of Tillsonburg authorize the registration of an application to amend the register to delete Notice of a Sublease registered on July 12, 2013, as CO106811.
2. THAT the Acknowledgement and Direction attached hereto forms part of this by-law;
3. THAT the Mayor and Clerk be hereby authorized to execute the Acknowledgement and Direction Agreement; and
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 18th day of APRIL, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 18th day of APRIL, 2024.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

ACKNOWLEDGEMENT AND DIRECTION

TO: All Lawyers within the firm of Gardiner Roberts LLP and any and all of their designees

RE: Partial Surrender of Leases registered as Instrument Nos. CO105255 and 269918 as against that part of PIN 00039-0305 described as PART OF LOT 994, PLAN 500, BEING PART 2, PLAN 41R7347; TILLSONBURG; and as against that part of PIN 00039-0310 described as PT LT 980, PART OF MARKET SQUARE, BEING PT 2, 41R2345PT LT 136-1138, 1188, 1191 PL 500, AND PARTS 1 AND 2 PLAN 41R3952; TILLSONBURG

AND RE: Partial Surrender of Sublease registered as CO106811, in favour of Canadian Tire Real Estate Limited as against that part of PIN 00039-0305 described as PART OF LOT 994, PLAN 500, BEING PART 2, PLAN 41R7347; TILLSONBURG;

This will confirm that:

- I/We have reviewed the information set out in this Acknowledgement and Direction and in the document(s) described below (the “**Document(s)**”), and that this information is accurate;
- You, your agent or employee are authorized and directed to sign, deliver and/or register electronically on behalf of the undersigned the Document(s) in the form(s) attached, as well as any other document(s) required to complete the transaction described above;
- I/We hereby authorize you to insert the name(s) of the undersigned in the Document(s) as the officer(s) having the authority to bind the undersigned, which officer(s) has/have been duly authorized in that regard;
- You are hereby authorized to amend the Document(s) to the extent necessary to complete the transaction described above;
- The effect of the Document(s) has been fully explained to me/us and I/we understand that the undersigned is a party to and bound by the terms and provisions of the Document(s) to the same extent as if I/we had signed it/them;
- The undersigned is in fact a party named in the electronic document(s) described in this Acknowledgement and Direction and the undersigned has not misrepresented the identity of the undersigned to you;
- The undersigned consents that Gardiner Roberts LLP may release a copy of this Acknowledgement and Direction to The Director of Land Registration as designated under the *Land Registration Reform Act* (Ontario), in the event of an investigation into a fraudulent registration; and
- The execution of this Acknowledgement and Direction may be communicated by way of facsimile, email or electronic transmission, and receipt of such transmission by the addressees herein shall be deemed to be good, sufficient and fully effectual as if an original executed copy of this Acknowledgement and Direction had been delivered.

DESCRIPTION OF ELECTRONIC DOCUMENT(S)

The Document(s) described in the Acknowledgement and Direction are the Document(s) which are attached hereto as "In Preparation" and are:

- ✓ Partial Surrender of Lease registered as CO105255; and
- ✓ Partial Surrender of Lease registered as 269918
- ✓ Partial Surrender of Sublease registered as CO106811

DATED this _____ day of February, 2024.

**THE CORPORATION OF THE TOWN OF
TILLSONBURG**

Per: _____
Name:
Title:

Per: _____
Name:
Title:

We have authority to bind the Corporation

Properties

PIN	00039 - 0305 LT	<input checked="" type="checkbox"/> Affects Part of Prop
Description	PART OF LOT 994, PLAN 500, BEING PART 2, PLAN 41R7347; TILLSONBURG	
Address	TILLSONBURG	

Applicant(s)

Name	THE CORPORATION OF THE TOWN OF TILLSONBURG	
	Acting as a company	
Address for Service	10 Lisgar Avenue	
	Tillsonburg, ON N4G 5A5	

A person or persons with authority to bind the corporation has/have consented to the registration of this document.

This document is not authorized under Power of Attorney by this party.

Statements

I registered owner(s) of the lands hereby apply under section 75 of the Land Titles Act to have the register for the said PIN amended by: deleting Instrument Number CO106811 registered July 12, 2013, being a notice of sublease in favour of Canadian Tire Real Estate Limited. The lease has been determined and there is no occupation under it.

This document relates to registration number(s)CO106811

File Number

Applicant Client File Number : 118859

Properties

PIN	00039 - 0305 LT	<input checked="" type="checkbox"/> Affects Part of Prop
Description	PART OF LOT 994, PLAN 500, BEING PART 2, PLAN 41R7347; TILLSONBURG	
Address	TILLSONBURG	
PIN	00039 - 0310 LT	<input checked="" type="checkbox"/> Affects Part of Prop
Description	PT LT 980, PART OF MARKET SQUARE, BEING PT 2, 41R2345PT LT 136-1138, 1188, 1191 PL 500, AND PARTS 1 AND 2 PLAN 41R3952; TILLSONBURG	
Address	TILLSONBURG	

Source Instruments

Registration No.	Date	Type of Instrument
CO105255	2013 06 06	Notice Of Lease

Consideration

Consideration	\$2.00
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Party From(s)

Name	SBLP TILLSONBURG TOWN CENTRE INC.
	Acting as a company
Address for Service	Suite 300
	130 Bloor Street West
	Toronto, ON M5S 1N5

I have the authority to determine the lease against the identified lands

The conditions that are required to determine the lease have occurred.

A person or persons with authority to bind the corporation has/have consented to the registration of this document.

This document is not authorized under Power of Attorney by this party.

Party To(s)	<i>Capacity</i>	<i>Share</i>
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Name	THE CORPORATION OF THE TOWN OF TILLSONBURG
	Acting as a company
Address for Service	10 Lisgar Avenue
	Tillsonburg, ON N4G 5A5

Statements

This document relates to registration number(s)CO105255, CO105257 and CO173072

Calculated Taxes

Provincial Land Transfer Tax	\$0.00
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File Number

Party From Client File Number :	118859
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In the matter of the conveyance of:

00039 - 0305	PART OF LOT 994, PLAN 500, BEING PART 2, PLAN 41R7347; TILLSONBURG
00039 - 0310	PT LT 980, PART OF MARKET SQUARE, BEING PT 2, 41R2345PT LT 136-1138, 1188, 1191 PL 500, AND PARTS 1 AND 2 PLAN 41R3952; TILLSONBURG

BY: SBLP TILLSONBURG TOWN CENTRE INC.
TO: THE CORPORATION OF THE TOWN OF TILLSONBURG

1. I am
- ☐ (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
- ☐ (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
- ☐ (c) A transferee named in the above-described conveyance;
- ☐ (d) The authorized agent or solicitor acting in this transaction for _____ described in paragraph(s) () above.
- ☒ (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for THE CORPORATION OF THE TOWN OF TILLSONBURG described in paragraph(s) (C) above.
- ☐ (f) A transferee described in paragraph () and am making these statements on my own behalf and on behalf of _____ who is my spouse described in paragraph () and as such, I have personal knowledge of the facts herein deposed to.

3. The total consideration for this transaction is allocated as follows:

(a) Monies paid or to be paid in cash	\$2.00
(b) Mortgages (i) assumed (show principal and interest to be credited against purchase price)	\$0.00
(ii) Given Back to Vendor	\$0.00
(c) Property transferred in exchange (detail below)	\$0.00
(d) Fair market value of the land(s)	\$0.00
(e) Liens, legacies, annuities and maintenance charges to which transfer is subject	\$0.00
(f) Other valuable consideration subject to land transfer tax (detail below)	\$0.00
(g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f))	\$2.00
(h) VALUE OF ALL CHATTELS -items of tangible personal property	\$0.00
(i) Other considerations for transaction not included in (g) or (h) above	\$0.00
(j) Total consideration	\$2.00

4. Explanation for nominal considerations:
p) Determination of lease which has expired.
The land is subject to an encumbrance which has been paid in full, but for which a discharge has not yet been registered.

6. Other remarks and explanations, if necessary.

1. The information prescribed for purposes of section 5.0.1 of the Land Transfer Tax Act is not required to be provided for this conveyance.
2. The transferee(s) has read and considered the definitions of "designated land", "foreign corporation", "foreign entity", "foreign national", "Greater Golden Horseshoe Region", "specified region", "spouse" and "taxable trustee" as set out in subsection 1(1) of the Land Transfer Tax Act and O. Reg 182/17. The transferee(s) declare that this conveyance is not subject to additional tax as set out in subsection 2(2.1) of the Act because:
3. (b) This is not a conveyance of "designated land".
4. The transferee(s) declare that they will keep at their place of residence in Ontario (or at their principal place of business in Ontario) such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act for a period of at least seven years.
5. The transferee(s) agree that they or the designated custodian will provide such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act, to the Ministry of Finance upon request.

PROPERTY Information Record

A. Nature of Instrument:	Notice Of Determination/Surrender Of Lease		
	LRO 41	Registration No.	Date:
B. Property(s):	PIN 00039 - 0305	Address TILLSONBURG	Assessment - Roll No
	PIN 00039 - 0310	Address TILLSONBURG	Assessment - Roll No
C. Address for Service:	10 Lisgar Avenue Tillsonburg, ON N4G 5A5		
D. (i) Last Conveyance(s):	PIN 00039 - 0305	Registration No.	
	PIN 00039 - 0310	Registration No.	
(ii) Legal Description for Property Conveyed: Same as in last conveyance?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not known <input type="checkbox"/>

Properties

PIN

00039 - 0310 LT

☒ Affects Part of Prop

Description

PT LT 980, PART OF MARKET SQUARE, BEING PT 2, 41R2345 PT LT 1136-1138 & 1188, PL 500, BEING PARTS 1 AND 2 PLAN 41R3952; TILLSONBURG

Address

TILLSONBURG

Source Instruments

Registration No.	Date	Type of Instrument
269918	1980 09 11	Notice Of Lease

Consideration

Consideration

\$2.00

Party From(s)

Name

SBLP TILLSONBURG TOWN CENTRE INC.

Acting as a company

Address for Service

Suite 300

130 Bloor Street West

Toronto, ON M5S 1N5

I have the authority to determine the lease against the identified lands

The conditions that are required to determine the lease have occurred.

A person or persons with authority to bind the corporation has/have consented to the registration of this document.

This document is not authorized under Power of Attorney by this party.

Party To(s)

Capacity

Share

Name

THE CORPORATION OF THE TOWN OF TILLSONBURG

Acting as a company

Address for Service

10 Lisgar Avenue

Tillsonburg, ON N4G 5A5

Statements

This document relates to registration number(s)269918, 394697, 394746, 394752, 402928, CO3780, CO105256 and CO173071

Calculated Taxes

Provincial Land Transfer Tax

\$0.00

File Number

Party From Client File Number :

118859

LAND TRANSFER TAX STATEMENTS

In the matter of the conveyance of: 00039 - 0310 PT LT 980, PART OF MARKET SQUARE, BEING PT 2, 41R2345 PT LT 1136-1138 & 1188, PL 500, BEING PARTS 1 AND 2 PLAN 41R3952; TILLSONBURG

BY: SBLP TILLSONBURG TOWN CENTRE INC.
TO: THE CORPORATION OF THE TOWN OF TILLSONBURG

1. I am
- ☐ (a) A person in trust for whom the land conveyed in the above-described conveyance is being conveyed;
 - ☐ (b) A trustee named in the above-described conveyance to whom the land is being conveyed;
 - ☐ (c) A transferee named in the above-described conveyance;
 - ☐ (d) The authorized agent or solicitor acting in this transaction for _____ described in paragraph(s) () above.
 - ☒ (e) The President, Vice-President, Manager, Secretary, Director, or Treasurer authorized to act for THE CORPORATION OF THE TOWN OF TILLSONBURG described in paragraph(s) (C) above.
 - ☐ (f) A transferee described in paragraph () and am making these statements on my own behalf and on behalf of _____ who is my spouse described in paragraph () and as such, I have personal knowledge of the facts herein deposed to.

3. The total consideration for this transaction is allocated as follows:		
(a) Monies paid or to be paid in cash		\$2.00
(b) Mortgages (i) assumed (show principal and interest to be credited against purchase price)		\$0.00
(ii) Given Back to Vendor		\$0.00
(c) Property transferred in exchange (detail below)		\$0.00
(d) Fair market value of the land(s)		\$0.00
(e) Liens, legacies, annuities and maintenance charges to which transfer is subject		\$0.00
(f) Other valuable consideration subject to land transfer tax (detail below)		\$0.00
(g) Value of land, building, fixtures and goodwill subject to land transfer tax (total of (a) to (f))		\$2.00
(h) VALUE OF ALL CHATTELS -items of tangible personal property		\$0.00
(i) Other considerations for transaction not included in (g) or (h) above		\$0.00
(j) Total consideration		\$2.00

- 4.
- Explanation for nominal considerations:
- p) Determination of lease which has expired.
- The land is subject to an encumbrance which has been paid in full, but for which a discharge has not yet been registered.

6. Other remarks and explanations, if necessary.
1. The information prescribed for purposes of section 5.0.1 of the Land Transfer Tax Act is not required to be provided for this conveyance.
2. The transferee(s) has read and considered the definitions of "designated land", "foreign corporation", "foreign entity", "foreign national", "Greater Golden Horseshoe Region", "specified region", "spouse" and "taxable trustee" as set out in subsection 1(1) of the Land Transfer Tax Act and O. Reg 182/17. The transferee(s) declare that this conveyance is not subject to additional tax as set out in subsection 2(2.1) of the Act because:
3. (b) This is not a conveyance of "designated land".
4. The transferee(s) declare that they will keep at their place of residence in Ontario (or at their principal place of business in Ontario) such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act for a period of at least seven years.
5. The transferee(s) agree that they or the designated custodian will provide such documents, records and accounts in such form and containing such information as will enable an accurate determination of the taxes payable under the Land Transfer Tax Act, to the Ministry of Finance upon request.

PROPERTY Information Record

- A. Nature of Instrument: Notice Of Determination/Surrender Of Lease
- LRO 41 Registration No. Date:
- B. Property(s): PIN 00039 - 0310 Address TILLSONBURG Assessment - Roll No
- C. Address for Service: 10 Lisgar Avenue
Tillsonburg, ON N4G 5A5
- D. (i) Last Conveyance(s): PIN 00039 - 0310 Registration No.
- (ii) Legal Description for Property Conveyed: Same as in last conveyance? Yes ☐ No ☒ Not known ☐

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2024-046

A BY-LAW to authorize the issuance of debt.

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

AND WHEREAS the Municipal Act, 2001 Section 401 (3) states that a lower-tier municipality in a regional municipality does not have the power to issue debentures;

AND WHEREAS the Municipal Act, 2001 Section 1 (1) defines “regional municipality” as an upper-tier municipality that was a regional or district municipality or the County of Oxford on December 31, 2002;

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg has authorized the capital works Projects as set out in Schedule "A" attached hereto and forming part of this By-law and desires to incur debt through borrowing or issuance of a debenture through the County of Oxford for the Projects in the respective amount specified in Schedule "A";

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

AND WHEREAS it is expected that the approved financing through a financial institution or County of Oxford will occur in Q2 2024;

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

1. **THAT** certain Projects as set out in Schedule "A" hereto attached are hereby authorized up to a maximum cost of \$13,344,000.00.
2. **THAT** Schedule "A" attached hereto is hereby declared to be a part of this By-Law as if written and incorporated herein.
3. **THAT** there shall be raised in each year in which an installment comes due by a rate on all applicable rateable property in the Town of Tillsonburg a specific amount sufficient to pay the said installment when and as it becomes due, but no greater rate shall be levied in any year for such purposes, than is required to

By-Law 2024-046

pay the installment. Such amount may be reduced by receipts from other sources in respect to the said Projects.

4.

5. That this by-law shall come into force and take effect on the date it is passed.

READ A FIRST AND SECOND TIME THIS 22nd day of APRIL, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 22nd day of APRIL, 2024.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

**THE CORPORATION OF THE TOWN OF
TILLSONBURG BY-LAW NO. 2024-046**

SCHEDULE A

Project Name		Debt Amount
1.	Big Swing Land Acquisition	\$ 4,344,000
2.	VIP Phase 2 Land Acquisition and Servicing Costs	\$ 9,000,000
	Total	\$ 13,344,000

**THE CORPORATION OF THE TOWN OF TILLSONBURG
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.

WHEREAS the Town of Tillsonburg is desirous of entering into an agreement with County of Oxford for the provision of Solid Waste Disposal for the Town of Tillsonburg;

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

1. THAT "Schedule A" attached hereto forms part of this by-law; and
2. THAT the CAO and Director of Operations be hereby authorized to execute the attached agreement marked as "Schedule A" 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 22nd day of APRIL, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 22nd day of APRIL, 2024.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

This Agreement entered into as of this ____ day of _____, 2024 by and between

The Corporation of the Town of Tillsonburg

(hereinafter called "Town")

-and-

County of Oxford

(hereinafter called "County")

WASTE MANAGEMENT AGREEMENT

Whereas Section 75 (1) of the Municipal Act, 2001 chap. 25, provides that the County may designate any of its waste management services or facilities for the management of waste or any class of waste to the Town, for which it has the power to provide the service or facility;

And whereas the Town and the County wish to enter into an agreement where the Town operates the Waste Transfer Station located at 50 Newell Road, in the Town of Tillsonburg on behalf of the County for the transfer of solid non-hazardous waste as defined in the Environmental Compliance Approval (ECA) 5638-76BR2S as amended for the Tillsonburg Waste Transfer Station at 50 Newell Road and generally includes large articles (furniture, white goods, appliances, etc.), yard waste, construction and demolition (C&D) and other non-blue box recyclable material (scrap steel, film plastic, cardboard, bulky Styrofoam, glass, porcelain, etc.)

And whereas, the Tillsonburg Waste Transfer Station shall be open to all residents of Oxford County.

And whereas the parties agree that the intent of this agreement is to provide high quality waste management in a sustainable and cost effective manner serviced by the Town on behalf of the County;

And whereas the parties intend to consult with each other about policy changes and to the degree appropriate, consider the implications, financial and other, for the communities;

And whereas the parties agree that this agreement supersedes the Waste Management Agreement between the Town and the County dated January 25, 2021;

And whereas the Town will be included in the County-wide annual curbside large article collection program.

Now therefore this Agreement witnesses that in consideration of the mutual contents contained herein, the Parties hereto covenant and agree as follows:

1.0 GENERAL CONDITIONS

1.1 Term

The term of the contract shall, commence January 1, 2023 and shall be revised upon final termination of the County's contract with an external waste management service provider serving all area municipalities with the exception of the Township of South-West Oxford and the City of Woodstock.

1.2 Changes to the Agreement

The parties agree that any changes to the terms of this agreement must be made in writing and approved by each municipality's Chief Administrative Officer or Designate.

2.0 AGREEMENT

2.1 Payment

In accordance with paragraph 2.5, the Town shall submit quarterly invoices to the County for services based on actual costs.

Invoicing shall include supporting documentation to substantiate costs including, but not limited to, a detailed summary of user fees collected at the Tillsonburg Transfer Station based on vehicle/load type, material and fixed rate tipping as applicable for service on a semi-annual basis as determined in section 2.5 of this agreement.

For the purposes of this section, semi-annual shall mean April 1 and October 1. The Town will complete a final reconciliation, and where fees for services set out in this agreement are less than calculated in paragraph 2.5, refund of fees shall be paid by February 28th of the following year.

2.2 Grants

Town and County staff will work together to maximize grants and subsidies from Industry Funding Organizations that may from time to time support waste and recycling collection, transfer or diversion programs. Both parties will track appropriate metrics and costs required to maximize funding and report in the required format to meet reporting deadlines.

2.3 Meetings

Town and County staff will meet at least annually to ensure quality and a consistent level of service is provided to the waste management users and on any interim basis if deemed necessary by either party.

2.4 Annual Budget Submission

Town and County staff shall collaborate to prepare annual operating costs, year-end forecast, and one-time capital improvement requirements as part of the County's annual budget preparation and submission to County Council. Budget preparation will typically take place from June to August of each year.

2.5 Services Covered Under the Agreement

Fees for waste management services provided by the Town on behalf of the County set out in this Agreement shall be based on actual labour, equipment and material costs incurred by the Town, less revenue from tipping fees and the sale of recycled material. The Town agrees to manage operational costs within the County's approved annual budget and collaborate with the County to find operational efficiencies for continuous improvement.

A customer service charge of \$2.50 per household, or as approved by Oxford County Council, shall be paid by the County to cover expenses related to record keeping, customer service, general overhead and other such administrative costs for services referred to in this agreement. For the purposes of determining the annual customer service charge, household figures as set out in paragraph 2.4 will apply.

Fixed rate tipping fees shall be applied for use of the Tillsonburg Waste Transfer Station as applicable and in accordance with Schedule A of the County's Fees and Charges Bylaw No. 4889-2007

2.5.1 Waste Transfer Station

The Town shall supply all labour, materials, and equipment to operate the Waste Transfer Station in accordance with County guidelines and the terms and conditions of the ECA as amended.

Large articles (furniture, white goods, appliances, etc.), yard waste, construction and demolition (C&D) items and other non-blue box recyclable material (scrap steel, film plastic, cardboard, bulky Styrofoam, etc.) shall be consistent with those guidelines set out by the County.

Waste material received at the Waste Transfer Station shall be transported to the Oxford County Waste Management Facility for disposal or recycling. Transportation of yard waste material to the OCWMF will be coordinated through the County's contracted service provider.

2.5.2 Hours of Operation

The Town's Waste Transfer Station and Yard Waste Depot shall only accept waste from 8:00 A.M. to 8:00 P.M. Monday through Saturday and leaf and yard waste can be accepted at the site on Sunday from 9:00 A.M. to 8:00 P.M. (April to September) and 9:00 A.M. to 5:00 P.M. (October to March). Transfer Station and Yard Waste Depot operating hours will be posted by the Town and on the Town's website as well as on the County's website. The Town will notify the County of any changes in operating hours.

2.6 New Initiatives

Permit the inclusion of the cost in the County's overall waste management budget funding of new programs that will significantly advance reduction, diversion and recycling

goals of the County. Approval of such new initiatives are subject to the approval of County Council and developed in collaboration with the area municipalities.

2.7 County Bag Tags

2.7.1 The Town shall require that all waste collected has affixed County Bag(s) as per County policy.

2.7.2 The Town shall act as a sales outlet for County Bag Tags.

3.0 INDEMNITY AND INSURANCE

3.1 The Town shall, at all times, indemnify and save harmless the County and its officers, directors, agents and employees from and against all claims, damages, losses and expenses, including, but not limited to attorneys' fees, court and arbitration costs, or other proceedings made, sustained, brought or prosecuted that are based upon, or attributable in any way to the negligent acts, errors or omissions of the Town in connection with Services performed, purportedly performed or required to be performed by the County under this Agreement.

4.0 DISPUTE RESOLUTION

4.1 The County and the Town will attempt in good faith to resolve any dispute arising in connection with this Agreement informally according to the following procedure:

4.1.1 Upon written request of a party identifying a dispute to be resolved, the representatives, or their designate(s) as listed in paragraph 6.0 below, will meet within fifteen days after the request is received from the requesting party. At this meeting, the designated representatives will identify the scope of the dispute and the information needed to discuss and attempt to resolve the dispute. These management representatives will then gather relevant information regarding the dispute and will meet again to discuss the issues and negotiate in good faith to resolve the dispute. Such second meeting will occur within fifteen (15) days of the first meeting.

4.1.2 If a dispute is not resolved by the methods indicated above, the parties may, upon mutual agreement, appoint a committee designed to assist the municipalities in reaching an agreement on the issue in dispute. Failing resolution, the parties may seek involvement of senior representatives (Chief Administrative Officer's) for both municipalities and at which time the senior representatives will determine if involvement of respective municipal councils is required.

5.0 GENERAL

- 5.1 The Town will comply with all federal, provincial and municipal laws while performing the Services hereunder, including but not limited to the Human Rights Code, R.S.O. 1990, Chapter H. 19, as amended.
- 5.2 This Agreement constitutes the entire agreement between the County and the Town. There are no other agreements, understandings, representations of warranties, either collateral, oral or otherwise.
- 5.3 The County and the Town acknowledge that, in the event that Federal and/or Provincial legislation or regulation is enacted that imposes change to the County's waste management program, including recycling services, as set out herein, the terms and conditions of this Agreement shall be amended to ensure compliance with such legislation.

5.4 Force Majeure

In the event that either Party shall be unable to fulfil, or shall be delayed, or shall be prevented from the fulfilment of, its obligations under this Agreement by reason of an Event of Force Majeure or other reasons of like nature beyond the reasonable control of the Party delayed or prevented from fulfilling any obligation, hereunder, save and except for any delay or prevention from such fulfilment caused by a lack of funds or other financial reasons, strikes or other concerted acts by workers, delay or other failure arising out of the nature of the work to be done, or from the normal action of the elements or from any normal difficulties that may be encountered in the performance of the work, having regard to the nature thereof shall in no event be deemed to be a cause beyond a Party's control.

An "Event of Force Majeure" means an event beyond the control of a Party hereto that prevents the Party from complying with its obligations under this Agreement, including but not limited to:

- a. acts of God such as, but not limited to, explosions, drought, pandemics, and tidal waves that are not considered a normal action of the elements;
- b. war, hostilities (whether declared or not), invasion, acts of foreign enemies, mobilization or embargo;
- c. mobilization, insurrection or military use of power, or civil war;
- d. riot, commotion, or other unexpected and unforeseen disorder resulting in a substantial impact in the Party's ability to perform its obligations under this Agreement; or
- e. acts or threats of terrorism.

In the event that the performance of the terms and conditions of this Agreement, in the reasonable opinion of either Party, is made impossible by an Event of Force Majeure, then either Party shall notify the other in writing and the County shall either; terminate

the Agreement forthwith and without any further payments being made; or authorize the Town/Township to continue the performance of the Contract with such adjustments as required by the existence of the Event of Force Majeure and as agreed upon by both Parties.

In the event of a strike or lockout which shall not constitute an Event of Force Majeure, the Town/Township is responsible for maintaining all services provided under this Agreement, to whatever reasonable degree possible and, if necessary, in co-operation with the County.

Within thirty (30) days of the award of any Agreement, the Town/Township shall submit for review and approval to the County, acting reasonably, a "Business Continuity Contingency Plan" explaining in detail how performance of the service during any strikes and/or lockouts, fire, an Event of Force Majeure or other major interruptions in the performance of its obligations under this Agreement shall be maintained at the Town's/Township's sole cost. Such Business Continuity and Contingency Plan shall become a part of the Agreement and shall be subject to all the terms of the Agreement. Failure to submit a sufficient Business Continuity Contingency Plan, in the sole discretion of the County, may result in termination of the Agreement.

A Party shall not be considered to be in breach of this Agreement to the extent the performance of their obligations is modified in accordance with the Business Continuity Contingency Plan as a result of an Event of Force Majeure. The Party (hereinafter in this Section the "**Affected Party**") implementing the Business Continuity Contingency Plan shall forthwith give written notice to the other Party of becoming aware of an Event of Force Majeure to the Affected Party.

The Affected Party shall be entitled to a reasonable extension for the time of completion of its obligations set forth in this Agreement and in accordance with the Business Continuity Contingency Plan that may be reasonably required by the Affected Party and agreed to by the other Party to mobilize to continue with the fulfillment of its obligations pursuant to this Agreement. The Parties acknowledge and agree that in the event of conflict between the terms and provisions of this section and any other section contained in the Agreement, the terms and provisions of this section shall govern and apply.

5.5 Termination

Either party may terminate this Agreement at any time, without fault and without liability, upon six (6) months' written notice to the other.

Either party may terminate this Agreement at any time if the other does not comply with any of its terms, provided notice is provided and the party failing to meet its obligations is given a reasonable time to comply.

Upon termination, the County shall pay the Town/Township for all services satisfactorily performed up to and including the date of termination.

6.0 NOTICE

6.1 Any notice as provided for under this Agreement may be served or given

- (a) by the County to the Town by mailing (by prepaid registered mail), emailing, or faxing the same addressed to:

The Corporation of the Town of Tillsonburg
 10 Lisgar Ave
 Tillsonburg, Ontario N4G 5A5
 Fax No. 519-688-0759
 E-mail clerks@tillsonburg.ca
 Attention: Clerk

and

- (b) by the Town to the County by mailing (by prepaid registered mail), emailing, or faxing the same addressed to:

County of Oxford,
 P. O. Box 1614, 21 Reeve Street
 Woodstock, Ontario. N4S 7Y3
 Fax No. (519) 421-4713
 E-mail: clerks@oxfordcounty.ca
 Attention: Clerk

7.0 INUREMENT

- 7.1 This Agreement and everything herein contained, unless the context otherwise requires, shall inure to the benefit of and be binding upon the parties hereto, their successors and assigns respectively.

The parties hereto have hereunder set their hands and seals the day and year first above written, and the parties hereto have hereunto affixed their Corporate Seals by the hands of their proper officers duly authorized in that behalf.

Dated at Woodstock, Ontario this ____ day of _____, 2024.

The Corporation of the Town of Tillsonburg

Jonathon Graham, Director of
 Operations and Development

Kyle Pratt, CAO

County of Oxford

Ben Addley, CAO

David Simpson, Director of Public Works

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 2024-049**

A BY-LAW to appoint members to the Tillsonburg Police Services Board.

WHEREAS the *Community Safety and Policing Act, 2019* requires a municipality to appoint two council members and two municipal appointees to the Tillsonburg Police Services Board which will be established by the province on April 1, 2024;

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

1. THAT, the following be appointed to the Tillsonburg Police Services Board:
 - a. Art Baumunk, Municipal Appointee
2. That this by-law shall come into force and take effect on the date it is passed.

READ A FIRST AND SECOND TIME THIS 22nd day APRIL, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 22nd day APRIL, 2024.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 2024-048

A BY-LAW to confirm the proceedings of Council at its meeting held on APRIL 22, 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 22, 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 22nd day of APRIL, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 22nd day of APRIL, 2024.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels