

**The Corporation of the Town of Tillsonburg**  
**Council Meeting**  
**MINUTES**



Monday, June 24, 2024  
 5:30 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  
 Cephias Panschow, Development Commissioner  
 Renato Pullia, Interim Director of Finance/Treasurer

Regrets: Johnathon Graham, Director of Operations & Development  
 Andrea Greenway, Interim Director of Recreation, Culture and  
 Parks  
 Matt Johnson, Manager of Parks and Facilities  
 Julie Ellis, Deputy Clerk

**1. Call to Order**

The meeting was called to order at 5:30pm

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

**Resolution # 2024-294****Moved By:** Councillor Luciani**Seconded By:** Councillor Rosehart

THAT Council move into Closed Session to consider the following:

**2.1 CLD-EDM-24-008 Offer - Portion of Ground Lease Lands**

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

239 (2) (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**2.1 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-EDM-24-008 - Offer - Portion of Ground Lease Lands****2.5 Back to Open Session****Carried****3. Moment of Silence****4. Adoption of Agenda (6:00 p.m.)****Resolution # 2024-299****Moved By:** Councillor Parsons**Seconded By:** Councillor Luciani

THAT the agenda as prepared for the Council meeting of June 24, 2024, be approved.

**Carried**

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

None.

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

**Resolution # 2024-300**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parker

THAT the Council Meeting minutes dated June 12, 2024, be approved.

**Carried**

**7. Presentations**

**8. Public Meetings**

**8.1 CP 2024-157 Application for Zone Change ZN 7-24-05 (356 Tillson Avenue)**

Application has been withdrawn. Item was not heard.

**8.2 CP 2024-199 Application for Minor Variance A04-24 (56 Earle Street)**

Once sitting as the Committee of Adjustment, Laurel Davies-Snyder, Oxford County Planner, attended before Committee to provide an overview of the application.

Simona Rasanu, Agent for the applicant, attended before Committee to speak in favour of the application. Ms. Rasanu stated agreement with the staff report. No questions from members were posed.

No other individuals came forward to speak in favour or in opposition of the application.

**Resolution # 2024-301**

**Moved By:** Councillor Luciani

**Seconded By:** Deputy Mayor Beres

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

**Carried**

**Resolution # 2024-302****Moved By:** Councillor Parker**Seconded By:** Councillor Rosehart

That the Town of Tillsonburg Committee of Adjustment approve Application A04-24, submitted by Jacob and Margaretha Driedger for lands described as Lot 1365, Plan 500, Part 1 Plan 41R-4700, municipally known as 56 Earle Street in the Town of Tillsonburg, as it relates to:

1. Relief from Section 7.2 – Zone Provisions, to reduce the minimum required lot depth from 30 m (98.4 ft) to 19 m (62 ft), and;
2. Relief from Section 7.2 – Zone Provisions, to reduce the minimum required rear yard setback from 7.5 m (24.6 ft) to 2.4 m (7.8 ft) to facilitate the construction of a single detached dwelling on a lot that has been granted conditional consent from the Oxford County Land Division Committee.

As the requested variances are considered to be:

- i. minor variances from the provisions of the Town of Tillsonburg Zoning By- Law;
- ii. desirable for the appropriate development or use of the land;
- iii. in keeping with the general intent and purpose of the County's Official Plan, and;
- iv. in keeping with the general intent and purpose of the Town of Tillsonburg Zoning By-law.

**Carried****Resolution # 2024-303****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Spencer

THAT Council move out of Committee of Adjustment and move back into regular Council session at 6:09 p.m.

**Carried****9. Planning Reports**

## 10. Delegations

### 10.1 Lisa Marie Williams, CEO/Chief Librarian, Oxford County Library Re: Ox on the Run, Oxford County Library

Lisa Marie Williams, CEO/Chief Librarian, attended before Council with the outreach services team.

The team provided a presentation on the OX on the RUN pilot program that was operating for the past 18 months. The presentation included the following highlights:

1. Town of Tillsburg data (book-mobile);
2. Highlights from the previous year including Woodingford Lodge and Harvest Crossing Residence visits overview; and
3. Challenges and Opportunities the program faced.

#### **Resolution # 2024-304**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT the delegation from Lisa Marie Williams regarding Ox on the Run be received as information.

**Carried**

## 11. Deputation(s) on Committee Reports

## 12. Information Items

Councillor Spencer provided comments of congratulations to the Administrative team on the success of the initiative known as the Tillsburg App.

Mayor Gilvesy provided further comment on the success of the deployment of the initiative.

#### **Resolution # 2024-305**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

That the following item be received as information:

**12.1 Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Re: EA Danby Certificate of Merit**

**Carried**

**13. Staff Reports**

**13.1 Chief Administrative Officer**

**13.2 Corporate Services**

**13.3 Economic Development**

**13.3.1 EDM-24-021 - Community Improvement Plan Application – 77 Broadway**

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

**Resolution # 2024-306**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Rosehart

- A. THAT Council receives report titled EDM 24-021 Community Improvement Plan Application – 77 Broadway; and,
- B. THAT the 77 Broadway property tenant, Absolute Respiratory Services Inc, be approved as the first recipient of funding under the Commercial Building Interior Renovation Program of the Community Improvement Plan, related to interior renovations and improvement renovation costs, up to a maximum of \$10,000.

**Carried**

**13.3.2 EDM-24-025 - Community Improvement Plan Application - Part of Lot 24, Simcoe Street**

Deputy Mayor Beres assumed the Chair.

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

**Resolution # 2024-307**

- A. THAT Council receives report titled EDM 24-022 Community Improvement Plan Application – Part of Lot 24, Simcoe Street; and,
- B. THAT the Simcoe Street property owned by Harvest Ave Inc be approved as the first recipient funds for a Multi-Residential property outside of the Central Area under the updated Community Improvement Plan, related to the construction of an approximately 132 unit building with a range of 14 to 29 lower than market rate units, at the Strategic Level of the Tax Increment Equivalent Grant Back Program, which offers the following growth related rebates:

Years 1 to 6 - 100% rebate of the incremental tax increase

Year 7 - 80% rebate

Year 8 - 60% rebate

Year 9 - 40% rebate

Year 10 - 20% rebate

with full property taxes being payable in year 11;

THAT the project be approved for the Permit Fee Grant Back Program with a 50% rebate of the building permit fees up to a maximum of \$20,000.

**Moved By:** Mayor Gilvesy

**Seconded By:** Councillor Parker

THAT the application be referred to staff to provide a report to the August Council meeting including alternative options within the Community Improvement Plan for this development.

**Carried**

## 13.4 Finance

### 13.4.1 FIN-24-033 - 2024 Asset Management Plan

Mayor Gilvesy reassumed the Chair.

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

**Resolution # 2024-308****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Spencer

- A. THAT report FIN 24-033 titled “2024 Asset Management Plan” be received as information; and
- B. THAT a By-Law to repeal and replace the Strategic Asset Management Policy 11-004, as attached to report FIN 24-033, be presented to Council for consideration; and
- C. THAT the Town of Tillsonburg’s 2024 Asset Management Plan be approved.

**Carried****13.4.2 FIN-24-036 - Rates and Fees By-Law Update****Resolution # 2024-309****Moved By:** Councillor Parsons**Seconded By:** Councillor Luciani

- A. THAT report FIN 24-036 titled “2024 Rates and Fees By-Law Update” be received as information; and
- B. THAT a By-Law to provide a schedule of fees for certain municipal applications, services and permits, and to repeal By-Laws 2022-087 and 2023-100, be presented to Council for consideration.

**Carried****13.4.3 FIN-24-037 2024 Council Expense Policy Review**

Renato Pullia, Interim Director of Finance/Treasurer, provided an overview of Item 13.4.3. and answered various questions from members of Council.

Mover and Seconder agreed to a friendly amendment to Clause D clarifying the support from the member providing the unutilized funds is required.



**Resolution # 2024-310****Moved By:** Councillor Spencer**Seconded By:** Councillor Rosehart

- A. THAT report titled “2024 Council Expense Policy Review” be received as information; and
- B. THAT the following items be considered for amendments to the Council Expense Policy, to be brought back at a future meeting for adoption:
  - a. each Council members’ individualized budgets be adjusted so that cell phone, clothing, Internet and supplies be all part of Internet/Supplies budget line for each member, separate from each member’s Conference/Training expense line; and
  - b. Council members’ individualized budget limits be determined through the annual budget deliberations; and
- C. THAT as the current Council Expense Policy limits for each individual Internet/Supplies line allow for greater expenditure than the 2024 budgeted amount, that members of Council be allowed to spend to the Policy limit; and
- D. THAT members of Council be allowed to utilize other members’ unused training budget for 2024, with a review of such budget limits for the 2025 budget **with confirmation from the member providing the unutilized funds.**

**Carried****13.5 Fire and Emergency Services****13.6 Operations and Development****13.6.1 OPD 24-038 Lot Maintenance By-Law Amendment - Garbage and Recycling Pick-Up**

Motion was amended prior to adoption.

**Resolution # 2024-311****Moved By:** Councillor Rosehart**Seconded By:** Councillor Parsons

- A. THAT report OPD 24-038 titled Lot Maintenance By-Law Amendment – Garbage and Recycling Pick-Up be received as information; and
- B. THAT a By-Law to amend By-Law 2023-036, being a by-law to regulate yard maintenance standards within the Town of Tillsonburg, be presented to Council for consideration **to reflect that garbage can be placed at the curb after 8:00p.m the day preceding collection but before 7:00 am on the day of collection.**

**Carried**

### **13.6.2 OPD-24-039 - RTSF Agreement - T GO (In Town) Bus Shelters**

#### **Resolution # 2024-312**

**Moved By:** Councillor Luciani

**Seconded By:** Deputy Mayor Beres

- A. THAT report titled “RTSF Agreement - T:GO (In Town) Bus Shelters” be received as information; and
- B. THAT the Treasurer be directed to allocate \$13,360 from the Linear Infrastructure Reserve in fulfilling the Town’s obligation towards the Rural Transit Solutions Fund grant award; and
- C. THAT the Clerk and the Director of Operations and Development be authorized to sign the Rural Transit Solutions Funding contribution agreement.

**Carried**

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

### **13.7.1 RCP-24-026 - TCC Renovation Budget Update**

Andrea Greenway, Acting Director of Recreation, Culture and Parks, provided an overview of Item 13.7.1. answering various questions from Members of Council.

**Resolution # 2024-313****Moved By:** Councillor Parsons**Seconded By:** Councillor Parker

- A. THAT report RCP 24-026 titled “TCC Renovation Budget Update” be received as information; and
- B. THAT Council approves the additional estimated \$418,050.17 in expenses to complete the TCC renovations, to be funded by the following:
  - a. reallocating capital project #690 TCC Building Envelope Spot Repair in the amount of \$30,000; and
  - b. reallocating the RCP Reserve funds not utilized by the Parks and Recreation Master Plan project in the amount of \$31,625; and
  - c. reallocating capital project #621 Parking Lot in the amount of \$66,100; and
  - d. funding the additional \$290,325.17 through the Tax Rate Stabilization Reserve, funded from the 2023 year-end fiscal surplus.

**Carried****13.7.2 RCP-24-028 - Draft Parks By-Law**

Matt Johnson, Manager of Parks and Facilities, provided an overview of Item 13.7.2. answering various questions from Members of Council.

Within the hiking trail definition, the word 'bicycle' to be struck

**Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Spencer

- A. THAT report RCP 24-028 titled “Draft Parks and Recreation Areas By-law” be received as information; and
- B. THAT a By-Law to enact the Parks and Recreation Areas By-law, as attached to report RCP 24-028, be presented to Council for consideration.

**Resolution # 2024-314****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Spencer

THAT Item 13.7.2 be referred to staff to address the hiking trail definition and the prohibition of bicycles on hiking trails.

**Carried****14. New Business****15. Consideration of Minutes****15.1 Advisory Committee Minutes****Resolution # 2024-315****Moved By:** Councillor Spencer**Seconded By:** Councillor Parsons

THAT the following Advisory Committee minutes be received as information:

- Affordable and Attainable Housing Advisory Committee Meeting minutes dated May 22, 2024

**Carried****16. Motions/Notice of Motions****17. Resolutions/Resolutions Resulting from Closed Session****18. By-Laws**

18.1, 18.2 and 18.5 removed

**Resolution # 2024-316****Moved By:** Councillor Parsons**Seconded By:** Councillor Luciani

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.

**18.3 By-Law 2024-074 A BY-LAW to to provide a schedule of fees for certain municipal applications, services and permits**

**18.4 By-Law 2024-075 A BY-LAW to adopt a Strategic Asset Management Policy for the Town of Tillsonburg and to repeal By-Law 4311**

**Carried**

**19. Confirm Proceedings By-law**

**Resolution # 2024-317**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

THAT By-Law 2024-072, A By-Law to Confirm the Proceedings of of the Council Meeting held on June 24, 2024, be read for a first, second and third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried**

**20. Items of Public Interest**

**21. Adjournment**

**Resolution # 2024-318**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer

THAT the Council meeting of June 24, 2024, be adjourned at 8:19 p.m.

**Carried**