

# The Corporation of the Town of Tillsonburg

## Council Meeting

### AGENDA



Monday, June 24, 2024

5:30 PM

LPRCA

4 Elm St

Tillsonburg

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

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

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**

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.

**2.5 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 June 24, 2024, be approved.

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

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

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

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

**7. Presentations**

**8. Public Meetings**

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

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council approve the zone change application submitted by Rene Byvank, whereby the 'Special Neighbourhood Commercial (NC-1)' zoning for the lands described as Pt Lt 3-4, 6 Plan 500 Pt 1, 41R- 1860, Town of Tillsonburg, known municipally as 356 Tillson Avenue is to be amended to permit 'veterinary clinic' as an additional permitted use.

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

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council move into the Committee of Adjustment to hear an application for Minor Variance at \_\_\_\_\_ p.m.

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

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 ByLaw;
- 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.

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council move out of Committee of Adjustment and move back into regular Council session at \_\_\_\_\_ p.m.

**9. Planning Reports**

**10. Delegations**

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

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

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

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

**12. Information Items**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

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**

**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**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

- 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.

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

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

- 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 increaseYear 7 - 80% rebateYear 8 - 60% rebateYear 9 - 40% rebateYear 10 - 20% rebatewith full property taxes being payable in year 11;
- C. 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.

## 13.4 Finance

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

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

- 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.

### 13.4.2 FIN-24-036 - Rates and Fees By-Law Update

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

- 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.

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

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

- 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.

**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**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

- 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.

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

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

- 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.

**13.7 Recreation, Culture and Parks**

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

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

- 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.

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

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

- 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.

**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:

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

**16. Motions/Notice of Motions****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 2024-071 A By-Law to amend Zoning By-Law 3295, as amended (ZN 7-24-05)**

**18.2 By-Law 2024-073 A By-Law for the use, protection and regulation of public parks and recreation areas in the Town of Tillsonburg**

**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**

**18.5 By-Law 2024-076 A BY-LAW to amend By-Law 2023-036, A By-Law to provide for the cleaning and clearing of land; clearing of commercial motor vehicles & recreational vehicles and yard sales. , CS-24-085**

**19. Confirm Proceedings By-law**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

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.

**20. Items of Public Interest**

**21. Adjournment**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT the Council meeting of June 24, 2024, be adjourned at \_\_\_\_\_ p.m.

# The Corporation of the Town of Tillsonburg Council Meeting MINUTES



Wednesday, June 12, 2024  
6:00 PM  
LPRCA  
4 Elm St  
Tillsonburg

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

Regrets: Deputy Mayor Beres  
Councillor Luciani

Staff: Kyle Pratt, Chief Administrative Officer  
Tanya Daniels, Director of Corporate Services/Clerk  
Renato Pullia, Interim Director of Finance/Treasurer  
Johnathon Graham, Director of Operations & Development  
Cephas Panschow, Development Commissioner  
Andrea Greenway, Interim Director of Recreation, Culture and Parks  
Julie Ellis, Deputy Clerk

## 1. Call to Order

The meeting called to order to 6:00pm.

Mayor Gilvesy indicated she will be leaving the Chair for the evening and Councillor Parker will be Chairing in accordance with the Procedure By-Law.

2. **Moment of Silence**
3. **Adoption of Agenda (6:00 p.m.)**

**Resolution # 2024-276**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parsons

THAT the agenda as prepared for the Council meeting of June 12, 2024, be approved with the following amendments:

- Item 12.4.1 - FIN-24-034 - 2024 Development Charges By-Law Adoption - has been added to the agenda
- Item 17.1 - By-Law 2024-067 A By-Law to Establish Town-Wide Development Charges for the Town of Tillsonburg was revised to:
  1. address the Council decision regarding Development Charges made at the May 27th Council Meeting; and
  2. incorporate the changes resulting from the passing of Bill 185 as Royal Assent occurred.

**Carried**

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

None.

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

**Resolution # 2024-277**

**Moved By:** Councillor Rosehart

**Seconded By:** Mayor Gilvesy

THAT the Council Meeting Minutes dated May 27, 2024, be approved.

**Carried**

6. **Presentations**

- 6.1 **Warden Marcus Ryan and Sarah Hamulecki, Safe and Well Oxford Steering Committee Re: Safe and Well Oxford Steering Committee Update**

Warden Marcus Ryan and Sarah Hamulecki, attended before Council regarding the Safe and Well Oxford Steering Committee. The presentation included the following highlights:

1. Brief History;
2. Metrics and Indicators;
3. Inclusion Charter; and
4. Upcoming in 2024.

**Resolution # 2024-278**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

- A. THAT the presentation from Warden Marcus Ryan and Sarah Hamulecki regarding Safe and Well Oxford Update be received as information; and
- B. THAT Council supports the updated community safety and well-being plan and continue to support for implementation of the plan.

**Carried**

**7. Public Meetings**

**7.1 CP 2024-157 Official Plan Amendment and Zone Change Application  
OP 23-14-7 and ZN 7-23-11**

Laurel Davies-Snyder, Oxford County Planner, attended before Council regarding Item 71 and provided a presentation to Council. The presentation included, at a high level, the following:

1. Map and overview of location;
2. Planning application overview including proposal, circulation criteria;
3. Planning review and explanation; and
4. Recommendations.

Laurel Davies-Snyder answered various questions from Members of Council on the applications. Jonathon Graham, Director of Operations and Development, further provided answers regarding traffic around the subject lands.

Casey Kulchycki, Agent for the Applicant, attended before Council to speak in favour of the application. Mr. Kulchycki provided comments on the application to clarify the intent of the applications and seek support from Council. Mr. Kulchycki advised a desire to work with staff in the site plan application process regarding location of the apartment building, garbage, parking, etc. while answering various questions from Members of Council.

No other individuals, either virtually or in-person, spoke in favour of the application.

Derek Vaughan attended before Council and spoke in opposition of the application. Mr. Vaughan submitted comments and petition details to the Deputy Clerk upon attending the podium. Mr. Vaughan provided comments on traffic and safety concerns, site lines interruption, visibility on road, shading of his property / area, and overall comments in opposition. Mr. Vaughan requested Council defer the decision in order to review an alternative site for the Apartment Building.

Bernard Chadillon attended before Council and spoke in opposition of the application. Mr. Chadillon provided a presentation outlining his reasons for opposing the application. Mr. Chadillon requested the applicant consider the home design (colour and structure) to be in line with the existing neighbourhood and waste plan for the site. Mr. Chadillon further outlined concerns of traffic, waste/water, hydro capacity, schools, and the planning process.

Rob Szwedo attended before Council and spoke in opposition of the application. Mr. Szwedo spoke to Council outlining his reasons for opposing the application. Mr. Szwedo expressed concerns regarding speeding vehicles, sound echoing and emergency vehicle safety.

Marlene Robillard attended before Council and spoke in opposition of the application. Ms. Robillard spoke to Council outlining her reasons for opposing the application. Ms. Robillard expressed concerns regarding traffic volumes, pedestrian safety, the proposed height of the development and property values,

Pat Gracie attended before Council and spoke in opposition of the application. Ms. Gracie spoke to Council outlining her reasons for opposing the application. Ms. Gracie noted that she agreed with the concerns of the previous speakers.

**Moved By:** Councillor Parsons

**Seconded By:** Mayor Gilvesy

THAT Council supports the application to amend the Official Plan (File No. OP 23-14-7) as submitted by Southside Construction Management for lands legally described as Block38, Plan 41M-392, Town of Tillsonburg, to redesignate the lands from Medium Density Residential to High Density Residential; and

THAT Council approves in-principle Zone Change Application (ZN 7-23-11), submitted by Southside Construction Management, whereby the lands legally described as Block 38, Plan 41M-392, Town of Tillsonburg are to be rezoned from 'Special Medium Density Residential Zone (RM-8)' to 'Special High Density Residential Zone (RH-sp), as described in Report CP 2024-157.

**Resolution # 2024-279**

**Moved By:** Councillor Parsons

**Seconded By:** Mayor Gilvesy

THAT Item 7.1 BE REFERED to Staff in order to review the setbacks within the application to potentially relocate the location of the Apartment Building on the subject lands.

**Carried**

**8. Planning Reports**

**9. Delegations**

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

**10.1 Downtown Tillsonburg Business Improvement Area**

**10.1.1 Decision Letter - 147 Broadway Unhoused Shelter + Drop In Centre**

**10.1.2 Decision Letter - DTBIA report and resolution regarding unhoused 147 Broadway**

**10.1.3 Decision Letter - Harvey Street Public Realm Improvements**

**Resolution # 2024-280**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Rosehart

- A. THAT the decision letters from the Downtown Tillsonburg Business Improvement Area be received as information; and
- B. THAT staff be directed to include in their 2024 comprehensive zoning By-law review consideration to exclude Day Shelters within the BIA district within the proposed new By-law.

**Carried**

## **11. Information Items**

### **Resolution # 2024-281**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Spencer

THAT the following item be received as information:

#### **11.1 Long Point Region Conservation Authority Board of Director Meeting Minutes - May 1, 2024**

**Carried**

## **12. Staff Reports**

### **12.1 Chief Administrative Officer**

### **12.2 Corporate Services**

### **12.3 Economic Development**

### **12.4 Finance**

#### **12.4.1 FIN-24-034 2024 Development Charges By-Law Adoption**

### **Resolution # 2024-282**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Spencer

- A. THAT report FIN 24-034 titled "2024 Development Charges By-law Adoption" be received as information; and
- B. THAT Council adopt the Development Charges (D.C.) approach to calculate the charges on a uniform Town-wide basis for all services within this background study; and

- C. THAT Council approve the capital project listing set out in Chapter 5 of the D.C. Background Study dated April 12, 2024, as amended, subject to further annual review during the capital budget process; and
- D. THAT Council approve the D.C.s Background Study dated April 12, 2024, as amended; and
- E. THAT Council determine that no further public meeting is required; and
- F. THAT the 2024 D.C. By-law be presented to Council for consideration.

**Carried**

**12.5 Fire and Emergency Services**

**12.6 Operations and Development**

**12.7 Recreation, Culture and Parks**

**12.7.1 RCP-24-025 Trans Canada Trail - Award of Grant**

**Resolution # 2024-283**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parsons

- A. THAT report RCP 24-025 titled “Trans Canada Trail – Award of Grant” be received as information; and
- B. THAT a By-law to authorize the Mayor and Clerk to execute all agreements and contracts associated with this project be presented to Council for consideration.

**Carried**

**13. New Business**

**14. Consideration of Minutes**

**14.1 Advisory Committee Minutes**

**Resolution # 2024-284**



**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

THAT the following minutes of advisory committees be received as information:

- Recreation and Sports Advisory Committee Meeting minutes dated March 7, 2024
- Parks, Beautification and Cemeteries Advisory Committee minutes dated April 2, 2024
- Parks, Beautification and Cemeteries Advisory Committee minutes dated April 30, 2024
- Recreation and Sports Advisory Committee minutes dated May 2, 2024

**Carried**

## 15. Motions/Notice of Motions

### 15.1 Councillor Rosehart - Property Tax Deadlines

#### Resolution # 2024-285

**Moved By:** Councillor Rosehart

**Seconded By:** Mayor Gilvesy

WHEREAS the Town of Tillsonburg tax installment deadlines are normally set for the second last Thursday of the months of February, May, August and October; and

WHEREAS those residents receiving payments from the Canada Pension Plan and Old Age Security don't receive their payments until the 26<sup>th</sup> to the 29<sup>th</sup> of each month;

BE IT THEREFORE RESOLVED

THAT going forward, tax due dates be set for Feb. 28<sup>th</sup>, May 30<sup>th</sup>, August 30<sup>th</sup> and October 30<sup>th</sup> of each year; and

THAT a By-law to effect the change to the tax due dates be presented to Council at the next meeting.

**Carried**

**16. Resolutions/Resolutions Resulting from Closed Session****17. By-Laws**

Councillor Parker was Chair of the meeting.

**Resolution # 2024-286**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

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

**17.1 By-Law 2024-067 A By-law to Establish Town-Wide Development Charges for the Town of Tillsonburg****17.2 By-Law 2024-068 - A BY-LAW to authorize an agreement with Trans Canada Trail for a grant for resurfacing and drainage improvements**

**Carried**

**18. Confirm Proceedings By-law**

Councillor Parker was Chair of the meeting.

**Resolution # 2024-287**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Spencer

THAT By-Law 2024-066, A By-Law to Confirm the proceedings of the Council Meeting held on June 12, 2024, be read for a first, second, third and final reading and that the Chair and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried**

**19. Items of Public Interest****20. Closed Session**

Once the motion was approved, Council moved in-camera to address the two items.

**Resolution # 2024-288**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parsons

THAT Council move into Closed Session to consider the following:

**2.5.1 CLD-EDM-24-006 Surplus Langrell Avenue Lands - Offer to Purchase**

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

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

**2.5.2 CLD-EDM-24-007 Offer to Purchase - 20 Cranberry Road Property**

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.

**Carried**

**20.1 Adoption of Agenda**

**20.2 Disclosure of Pecuniary Interest**

**20.3 Adoption of Closed Session Minutes**

**20.4 Reports**

**20.4.1 CLD-EDM-24-006 - Surplus Langrell Avenue Lands - Offer to Purchase**

**20.4.2 CLD-EDM-24-007 - Offer to Purchase - Cranberry Road Property**

**20.5 Back to Open Session**

**21. Adjournment**

**Resolution # 2024-293**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parsons

THAT the Council meeting June 12, 2024, be adjourned at 8:59 p.m.

**Carried**

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

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

## **Application for Zone Change**

### **ZN 7-24-05 – Byvank**

#### **REPORT HIGHLIGHTS**

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- The application for Zone Change proposes to add ‘Veterinary Clinic’ as an additional permitted use to the existing ‘Special Neighbourhood Commercial Zone (NC-1)’ that applies to the subject lands.
- A veterinary clinic is proposed to be located within the existing building. All required renovations will be internal to the existing building, and all required parking will be accommodated.
- Planning staff are recommending that the application be supported, as it is generally consistent with the policies of the Provincial Policy Statement and maintains the intent and purpose of the Official Plan with respect to the development of non-residential uses in residential areas.

#### **DISCUSSION**

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##### **Background**

OWNER: Rene Byvank  
356 Tillson Avenue, Tillsonburg, ON N4G 3C3

APPLICANT: Sharon Howard  
41 Dereham Drive, Tillsonburg, ON N4G 2B1

LOCATION:

The subject lands are described as Pt Lt 3-4, 6 Plan 500 Pt 1, 41R- 1860, Town of Tillsonburg. The lands are located on the south side of North Street, between Tillson Avenue and Wellington Street, and are and known municipally as 356 Tillson Avenue.

COUNTY OF OXFORD OFFICIAL PLAN:

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

TOWN OF TILLSONBURG ZONING BY-LAW NO. 3295:

Existing Zoning: Special Neighbourhood Commercial Zone (NC-1)

Requested Zoning: Amended Special Neighbourhood Commercial Zone (NC-1)

PROPOSAL:

The purpose of the application for Zone Change is to amend the NC-1 Zone that currently applies to the lands to permit 'Veterinary Clinic' as an additional permitted use.

The subject property is approximately 1,321.35 m<sup>2</sup> (14,222.9 ft<sup>2</sup>) in area and contains an existing one-storey building approximately 230 m<sup>2</sup> (2,477 ft<sup>2</sup>) in size being used for commercial purposes (upholstery shop). A portion of the property is also being rented by a mobile food vendor (chip truck).

The applicant is proposing to renovate the interior of the existing building for a veterinary clinic. Pet cremation services will not be provided on site. Upon approval of the zone change and establishment of a veterinary clinic on the subject property, the mobile food vendor would no longer operate from this site.

Parking for the current use is provided on both the subject lands and on abutting property (right-of-way) owned by the County of Oxford. County of Oxford Public Works staff and Town of Tillsonburg Engineering staff are satisfied that this parking arrangement can continue for both current and proposed uses.

The property is located on the southeast corner of two arterial roads, North Street East and Tillson Avenue. Surrounding land uses include residential to the north in the form of single detached dwellings, neighbourhood commercial and residential uses (single detached dwellings) to the northwest, service commercial and residential to the east (single detached dwellings), and residential development to the south and east (single detached dwellings).

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

Plate 2 – 2020 Aerial Map provides an aerial view of the subject lands.

Plate 3 – Applicant's Sketch provides the location of the existing building and parking spaces, as provided by the applicant.

## **Application Review**

### PROVINCIAL POLICY STATEMENT

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

The policies of Section 1.1.1 state 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;
- avoiding development and land use patterns which may cause environmental or public health and safety concerns;
- ensuring the necessary infrastructure and public service facilities are or will be available to meet current and projected needs;
- promoting development and land use patterns that conserve biodiversity; and
- preparing for the regional and local impacts of a changing climate.

The policies of Section 1.1.3.1 state that settlement areas shall be the focus of growth and development and that Settlement Areas will be the focus of growth and their vitality and regeneration shall be promoted.

Section 1.3.1 of the PPS states that planning authorities shall promote economic development and competitiveness by:

- providing an appropriate mix and range of employment to meet long-term needs;
- providing opportunities for a diversified economic base, including the maintenance of a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses and take into account the needs of existing and future businesses;
- planning for, protecting, and preserving employment areas for current and future uses; and,
- ensuring the necessary infrastructure is provided to support current and projected needs.

#### OFFICIAL PLAN

The subject lands are designated 'Residential', according to the Land Use Plan for the Town of Tillsonburg.

Section 8.2.3, Residential Areas, states that Residential Areas are those lands primarily designated for housing purposes which may also include other land uses which are integral to and supportive of a residential environment.

Section 8.2.3.1, Objectives for All Residential Designations, states that to enhance the quality of the residential environment in Residential Areas, the provision of conveniently and appropriately located neighbourhood serving uses and supportive amenities will be facilitated and that Neighbourhood Serving and Non Residential Uses will be established in accordance with the policies of Sections 8.2.3.3 and 8.2.3.4.

Section 8.2.3.4, Non-Residential Uses in Residential Areas, states that in addition to permitting neighbourhood serving uses as outlined in Section 8.2.3.3, Town Council may permit 'limited' non-residential uses, such as health care offices and clinics, small-scale nursing and rest homes with less than 20 beds, retirement homes and recreational uses which may serve the wider community, in the Residential Area designation provided that:

- those uses with the potential to generate significant amounts of traffic or parking originating from points external to the affected residential area will be located at the periphery of existing concentrations of residential development on a collector or arterial road;

**Report CP 2024-203**  
**COMMUNITY PLANNING**  
 Council Date: June 24, 2024

- the proposed use can be considered to be compatible with existing residential uses through appropriate screening, buffering, physical separation or other design measures to mitigate noise, lighting, fumes, parking and outdoor storage;
- the proposed use is compatible with any other existing or designated non-residential use in the area;
- the proposed use is of a small scale and will not adversely affect the availability of residential land supplies to meet anticipated housing demand;
- such uses are limited in number and density and will not form concentrations of non-residential development in the Residential Area.

Notwithstanding any other policy or provision contained in this subsection, Non-Residential Uses in Residential Areas shall not include a methadone clinic or methadone dispensary.

TOWN OF TILLSONBURG ZONING BY-LAW

The subject property is currently zoned 'Special Neighbourhood Commercial Zone (NC-1)', according to the Town of Tillsonburg Zoning By-law. The 'NC-1' zone permits the following uses:

- an accessory dwelling unit in the upper storey of a building containing a permitted non-residential use;
- an automated teller;
- a convenience store;
- a day care centre;
- a dry cleaning depot;
- an eating establishment, excluding a drive through facility;
- a fitness club;
- a personal service establishment;
- a postal outlet;
- a public library;
- a public use, in accordance with the provisions of Section 5.27 of this By-Law;
- a studio;
- a video rental establishment; and,
- an upholstery shop.

As per Table 5.24.2.1 in the Zoning By-law, parking requirements for a veterinary clinic are a minimum of 4 spaces or 6 per 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) gross floor area, whichever is greater. Based on the applicant's submission, the veterinary clinic will be approximately 230 m<sup>2</sup> (2,477 ft<sup>2</sup>) in size, which requires 14 parking spaces. Plate 3 illustrates the proposed parking spaces.

AGENCY COMMENTS

County of Oxford Public Works indicated that they have no comments regarding adding 'veterinary clinic' as an additional permitted use to the subject property. Public Works staff noted that the intersection at North Street and Tillson Avenue will be signalized within a 3 – 5 year horizon. Public Works staff also noted that during the Building Permit Application process, conformity with Backflow By-Law 6544-2023 and Sewer Use By-law 6270-2020 is required.

County of Oxford Public Works staff also commented that they are satisfied with allowing the current parking arrangement for both the current and proposed uses to continue.



Oxford County Backflow Prevention indicated that this property use is subject to Bylaw No. 6544-2023.

Town of Tillsonburg Engineering Services indicated that they have no concerns with adding 'veterinary clinic' as a permitted use on the subject property. Much of the existing parking is located in the Oxford County right-of-way and the Town agrees with Oxford County Public Works staff that the the current parking arrangement for both the current and proposed use are acceptable and can continue.

Town of Tillsonburg Building Services indicated that they have no comments or concerns with adding 'veterinary clinic' as a permitted use to the subject property.

Tillsonburg Hydro, Long Point Region Conservation Authority (LPRCA), Enbridge Gas, and Canada Post indicated that they have no comments or concerns regarding the application.

#### PUBLIC CONSULTATION

Notice of Complete Application and Notice of Public Meeting regarding the application Zone Change were provided to surrounding property owners in accordance with the requirements of the Planning Act on May 7, 2024 and June 10, 2024 respectively. As of the date of the writing of this report, no comments had been received.

### **Planning Analysis**

The application for Zone Change proposes to permit a veterinary clinic as an additional permitted use on the subject property.

Policy direction in the Official Plan provides for non-residential uses to be established in Residential areas subject to criteria set out in Section 8.2.3.4. Planning staff are of the opinion that incorporating 'veterinary clinic' as a permitted use on the subject lands satisfies these criteria, and the use can be considered a reasonable addition to the 'NC-1' zone.

More specifically, based on the applicant's submission, the proposed veterinary clinic use will not generate significant amounts of traffic or parking beyond the uses currently permitted in the 'NC-1' zone, and the location of the property at the intersection of two arterial roads provides for adequate access and egress. Staff are of the opinion that the potential impacts of a veterinary clinic can be considered compatible with existing residential uses in the surrounding area. As all required renovations to facilitate the proposed veterinary clinic use will be internal to the existing building, neither the scale of the proposed use nor the relative concentration of non-residential development in the Residential Area will be affected relative to the current situation.

In light of the foregoing, Planning staff are of the opinion that the zoning application is consistent with the policies of the Provincial Policy Statement and maintains the intent and purpose of the Official Plan and can therefore be supported from a planning perspective.

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

## **RECOMMENDATIONS**

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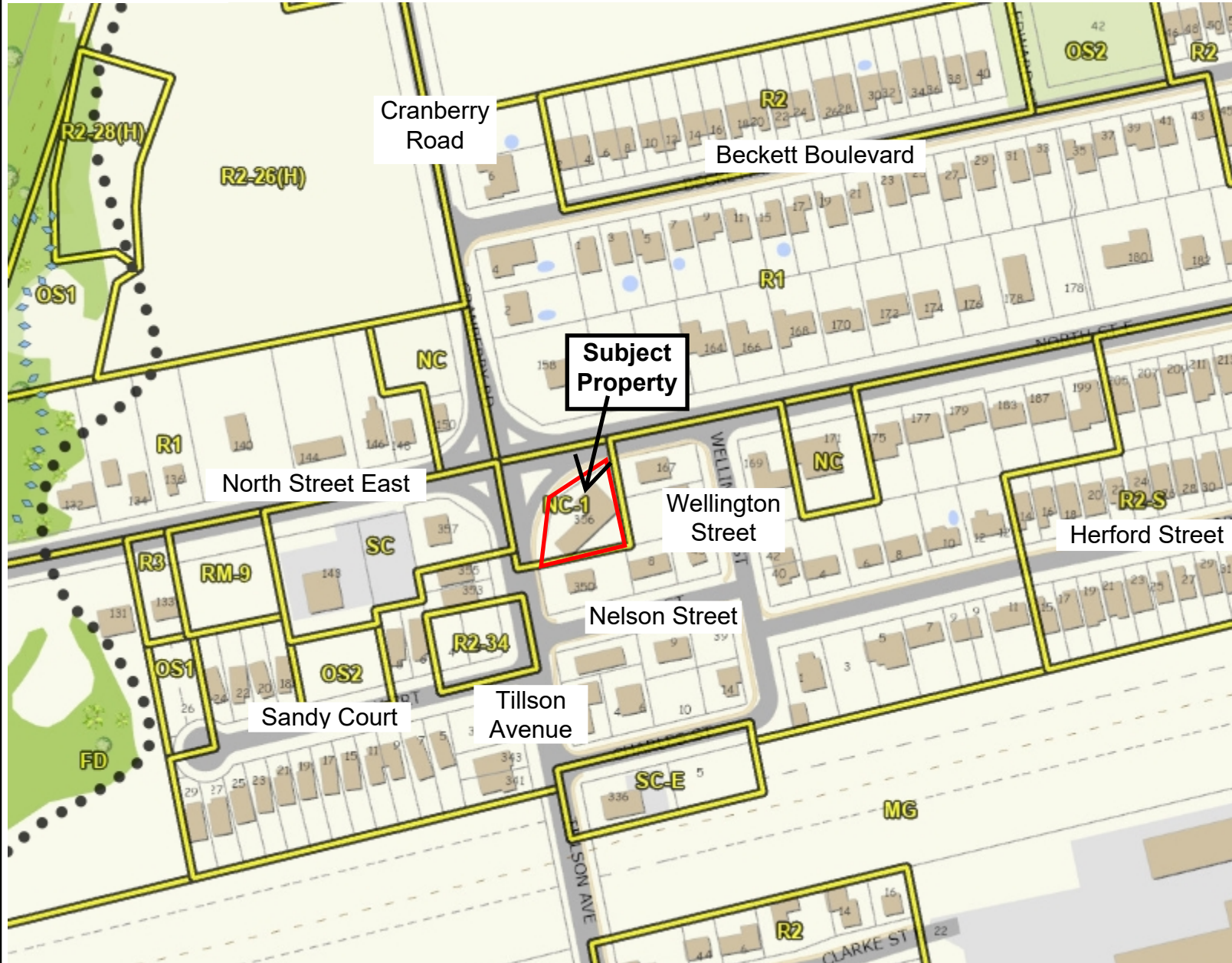
1. It is recommended that the Council of the Town of Tillsonburg approve the zone change application submitted by Rene Byvank, whereby the 'Special Neighbourhood Commercial (NC-1)' zoning for the lands described as Pt Lt 3-4, 6 Plan 500 Pt 1, 41R-1860, Town of Tillsonburg, known municipally as 356 Tillson Avenue is to be amended to permit 'veterinary clinic' as an additional permitted use.

## **SIGNATURES**

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**Authored by:**                                      *"Original Signed by"*                                      Laurel Davies Snyder, RPP, MCIP  
Development Planner

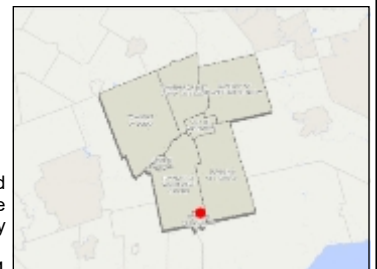
**Approved for submission:**                      *"Original Signed by"*                                      Gordon K. Hough, RPP  
Director



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



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

May 2, 2024



**Legend**

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

**Notes**



0 36 71 Meters

NAD\_1983\_UTM\_Zone\_17N



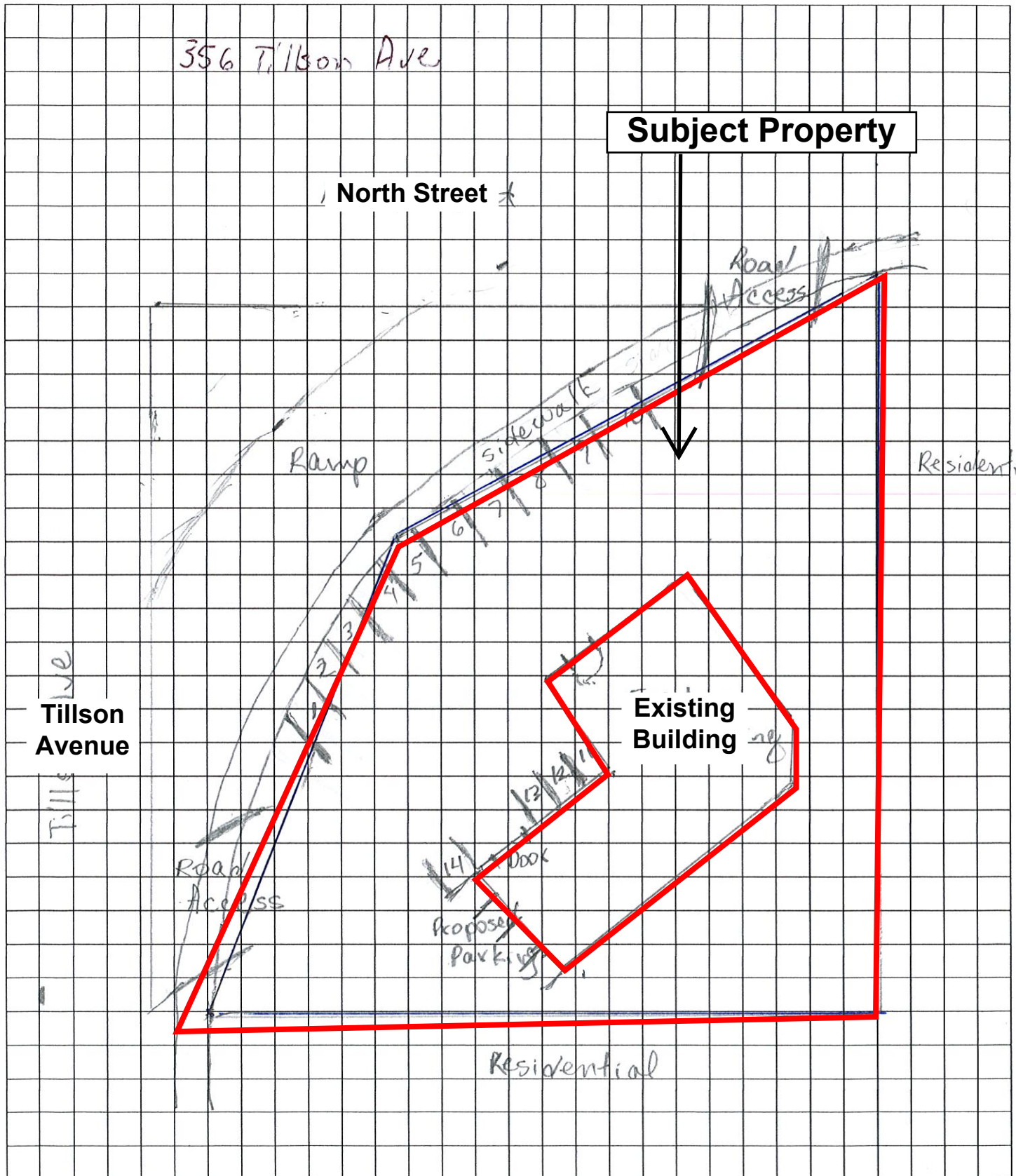
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May 2, 2024

**Plate 3: Applicant's Sketch**

**File No. ZN7-24-05 - Byvank**

**PT LT 3-4, 6 PL 500 PT 1 41R-1860, 356 Tillson Avenue, Tillsonburg**



SCALE: 1 box = 2 meters (approx)

See Notes →

THE CORPORATION OF THE  
TOWN OF TILLSONBURG  
BY-LAW NUMBER xxxx

A By-Law to amend Zoning By-Law Number 3295, as amended.

WHEREAS the Municipal Council of the Corporation of the Town of Tillsonburg deems it advisable to amend By-Law Number 3295, as amended.

THEREFORE, the Municipal Council of the Corporation of the Town of Tillsonburg, enacts as follows:

1. That Section 15.3 to By-Law Number 3295, as amended is hereby further amended by deleting Subsection 15.3.1 in its entirety and replacing it with the following:

“15.3.1           **LOCATION: NORTH STREET AND TILLSON AVENUE, NC-1**

15.3.1.1           Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any NC-1 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

                          all *uses permitted* in Table 15.1;  
                          an upholstery shop; and,  
                          a *veterinary clinic*.

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

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

READ a first and second time this 24th day of June 2024.

READ a third time and finally passed this 24th day of June 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

ZN 7-24-05

TOWN OF TILLSONBURG

BY-LAW NUMBER 2024-XX

EXPLANATORY NOTE

The purpose of By-Law Number 2024-XX is to amend the existing 'Special Neighbourhood Commercial Zone (NC-1)' to add 'veterinary centre' as an additional permitted use.

The public hearing was held at Tillsonburg Council on June 24, 2024. At the time of writing the report, staff had not received any public input regarding the application.

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

Tanya Daniels  
Director of Corporate Services / Clerk  
Town of Tillsonburg  
10 Lisgar Avenue  
Tillsonburg, ON N4G 5A5

Telephone: 519-688-3009 ext. 4040

File: ZN 7-24-05 (Byvank)  
Report No.: CP 2024-203



**Community Planning**

P. O. Box 1614, 21 Reeve Street  
Woodstock Ontario N4S 7Y3  
Phone: 519-539-9800 • Fax: 519-421-4712  
Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Our File: **A04-24**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Town of Tillsonburg Committee of Adjustment  
**MEETING:** June 24, 2024  
**REPORT NUMBER:** 2024-199

**OWNERS:** 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

**VARIANCES REQUESTED:**

1. Relief from **Section 7.2 – Zone Provisions**, to reduce the minimum required lot depth from 30 m (98.4 ft) to 19 m (62.3 ft), and;
2. Relief from **Section 7.2 – Zone Provisions**, to reduce the minimum required rear yard depth 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.

**LOCATION:**

The subject lands are described as Lot 1365, Plan 500, Part 1 of 41R-4700, in the Town of Tillsonburg. The lands are further described as the lot to be severed from Consent Application B24-08-7. The property is located on the northwest corner of Earle Street and Oak Street, south of Ball Alley and is municipally known as 56 Earle Street.

**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)'

**PLANNING REVIEW:**(a) Purpose of the Application

The application for minor variance has been requested to facilitate the creation of a residential lot and the construction of a new single detached dwelling. The subject lands were granted conditional consent by the Oxford County Land Division Committee on April 22, 2024 to create one new residential lot for a single detached dwelling. At that time, a variance was granted to the minimum lot depth requirement for the severed lot from 30 m (98.4 ft) to 26 m (85.3 ft) to facilitate the proposal, however this was based on an incorrect interpretation by staff of the lot depth, and instead a variance to 19 m (62.3 ft) will be required for the lot depth for the severed lot to facilitate the proposal. Further, given the configuration of the subject lands, which will have frontage on Oak Street, the applicants have also requested a variance to the required rear yard depth to facilitate the construction of the proposed dwelling.

The subject lands currently contain an existing residential accessory building, that will be removed, and it is proposed that a new single detached dwelling with frontage onto Oak Street will be constructed. Once severed, the subject lands will have an area of 509 m<sup>2</sup> (5,479 ft<sup>2</sup>), with 26.3 m (86.2 ft) of frontage on Oak Street and a depth of 19.2 m (62.9 ft). Surrounding land uses mainly consist of low density residential development in the form of single detached dwellings to the east and west, and single detached and semi-detached dwellings to the south. The subject lands abut Ball Alley to the north.

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

Plate 2, 2020 Aerial Map and Existing Zoning, provides an aerial view of the subject lands and existing zoning in the immediate vicinity.

Plate 3, Applicant's Sketch, identifies the configuration of the lots to be severed and retained, and illustrates the location of the proposed dwelling on the subject lands (shown as Lands to be Severed).

(b) Agency Comments

The application was circulated to a number of public agencies considered to have an interest in the proposal. No comments or concerns were received from any of the public agencies circulated.

The County Public Works Department, Town Engineering Department, Chief Building Official, Development Commissioner and Hydro Department have indicated they have no comments or concerns with respect to the application.

(c) Public Consultation

Public Notice was mailed to surrounding property owners on June 10, 2024, in accordance with the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan

The subject lands are designated as 'Low Density Residential' in the Official Plan, which is intended for the development of a range of low density residential uses including, single detached dwellings, semi-detached dwellings and street fronting townhouse dwellings.

Given that the requested variances will facilitate the construction of a single detached dwelling on lands intended for such use, staff are satisfied that the request is in-keeping with the intent of the Official Plan for lands designated for Low Density Residential purposes.

(e) Intent and Purpose of the Zoning By-law

The subject lands are zoned 'Low Density Residential Type 2 Zone (R2)' in the Town Zoning By-law, which permits such uses as a single detached dwelling, semi-detached dwelling and a duplex. The 'R2' zone requires a minimum lot depth of 30 m (98.4 ft) and a minimum rear yard depth of 7.5 m (24.6 ft).

As noted above, the Oxford County Land Division Committee granted a reduction from the lot depth requirement from 30 m (98.4 ft) to 23.9 m (78.4 ft) to facilitate the proposed severance. This was done at the direction of Planning staff who erroneously considered the lot to be a corner lot with frontage along Ball Alley. Given that Ball Alley is considered a lane rather than a public street, Oak Street will be the front lot line for the subject lands, resulting in a lot depth of 19 m (62.3 ft), and a revised variance is required to facilitate the severance to recognize this lot depth. Given the configuration of the lot, an additional variance will be required to the rear yard depth to accommodate the proposed dwelling.

It is the intent of the lot depth and rear yard depth provisions to ensure that sufficient space is available on private property to accommodate for an appropriate building envelope while providing for sufficient space for lot grading and drainage, private amenity space, and off-street parking.

In this instance, the rectangular configuration of the lot will provide for sufficient drainage and private amenity area within the technical interior side yard on the south side of the property, which is approximately 13.4 m (43.9 ft) wide, and, the proposed 2.4 m (7.8 ft) is sufficiently large enough to function as an interior side yard setback and will provide sufficient access between the proposed dwelling and the lot line for rear yard access and maintenance purposes. Given this, Planning staff are satisfied that the requested variances maintain the intent of the Zoning By-law.

(f) Desirable Development/Use

Planning staff have reviewed the applicant's request and are of the opinion that the requested reduction to lot depth and rear yard depth can be considered desirable development for the subject lands.

Approval of the requested variances will implement a decision of the Land Division Committee and correct a technical error to facilitate the creation of one new residential lot in the Town of Tillsonburg. Further, the proposed development will be in keeping with the character of the surrounding area and is not anticipated to have an adverse impact on neighbouring properties, and if approved, the proposed variance would not establish an undesirable precedent for similar development in the future.

In light of the foregoing, it is the opinion of this Office that the requested relief is minor and desirable for the development of the subject lands and maintains the general intent of the Official Plan and the Zoning By-law and can be given favourable consideration.

**RECOMMENDATION:**

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.

Authored by: *Original Signed by* Heather St. Clair, MCIP, RPP, Senior Planner

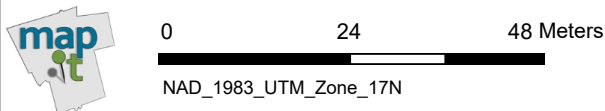
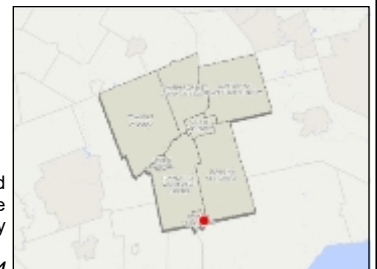
Approved by: *Original Signed by* Eric Gilbert, MCIP, RPP, Manager of Development Planning



**Legend**

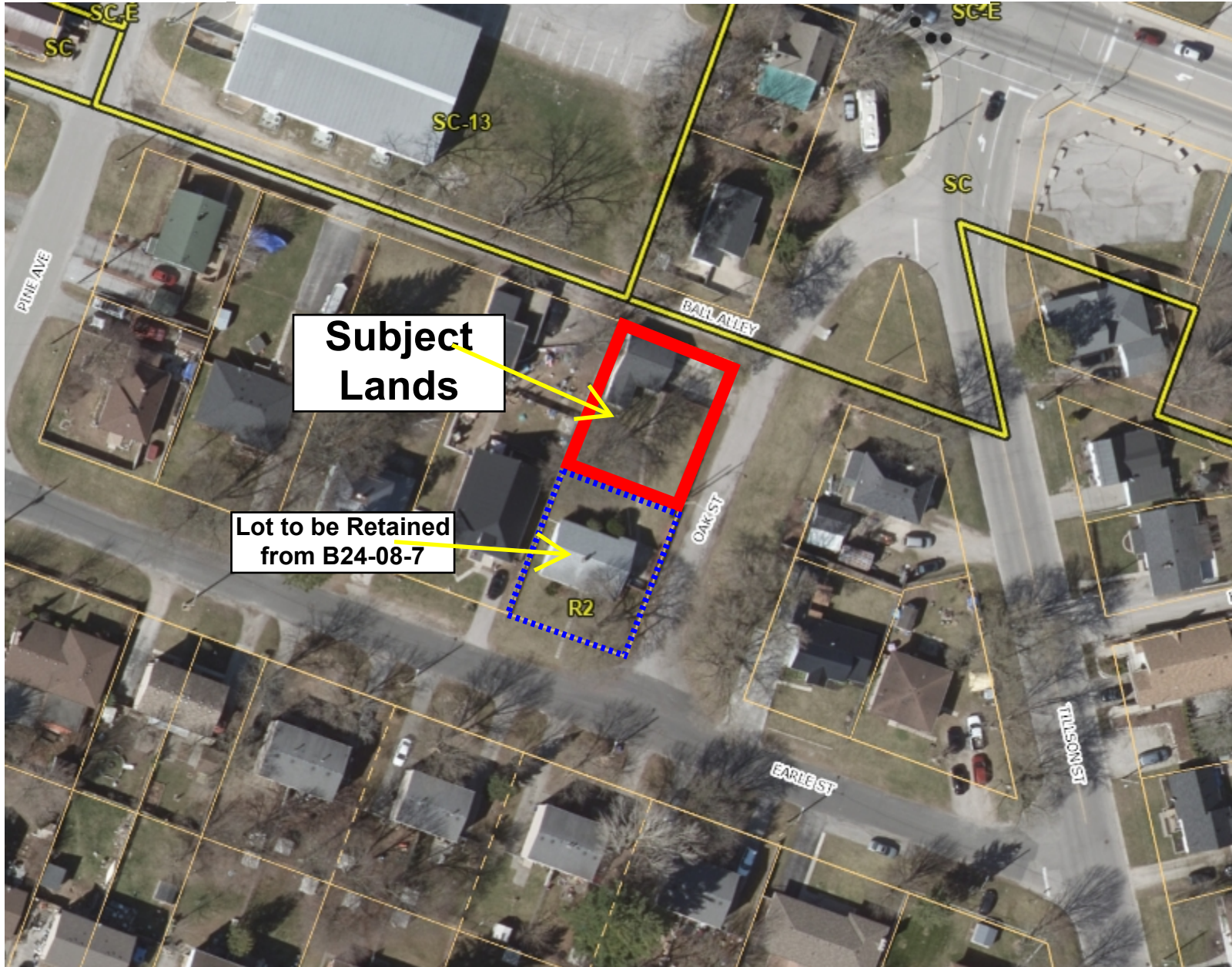
- Zoning Floodlines Regulation Limit
- ◆◆ 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- ◆◆ Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



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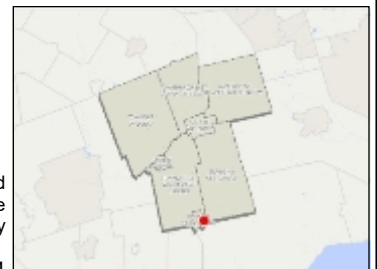
February 23, 2024



**Legend**

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**Notes**



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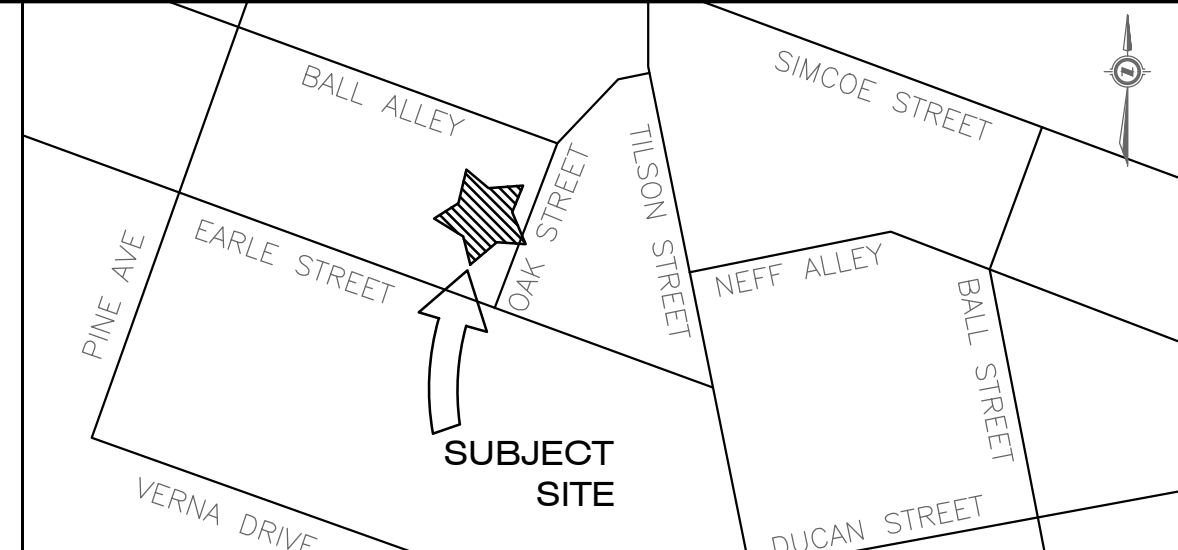
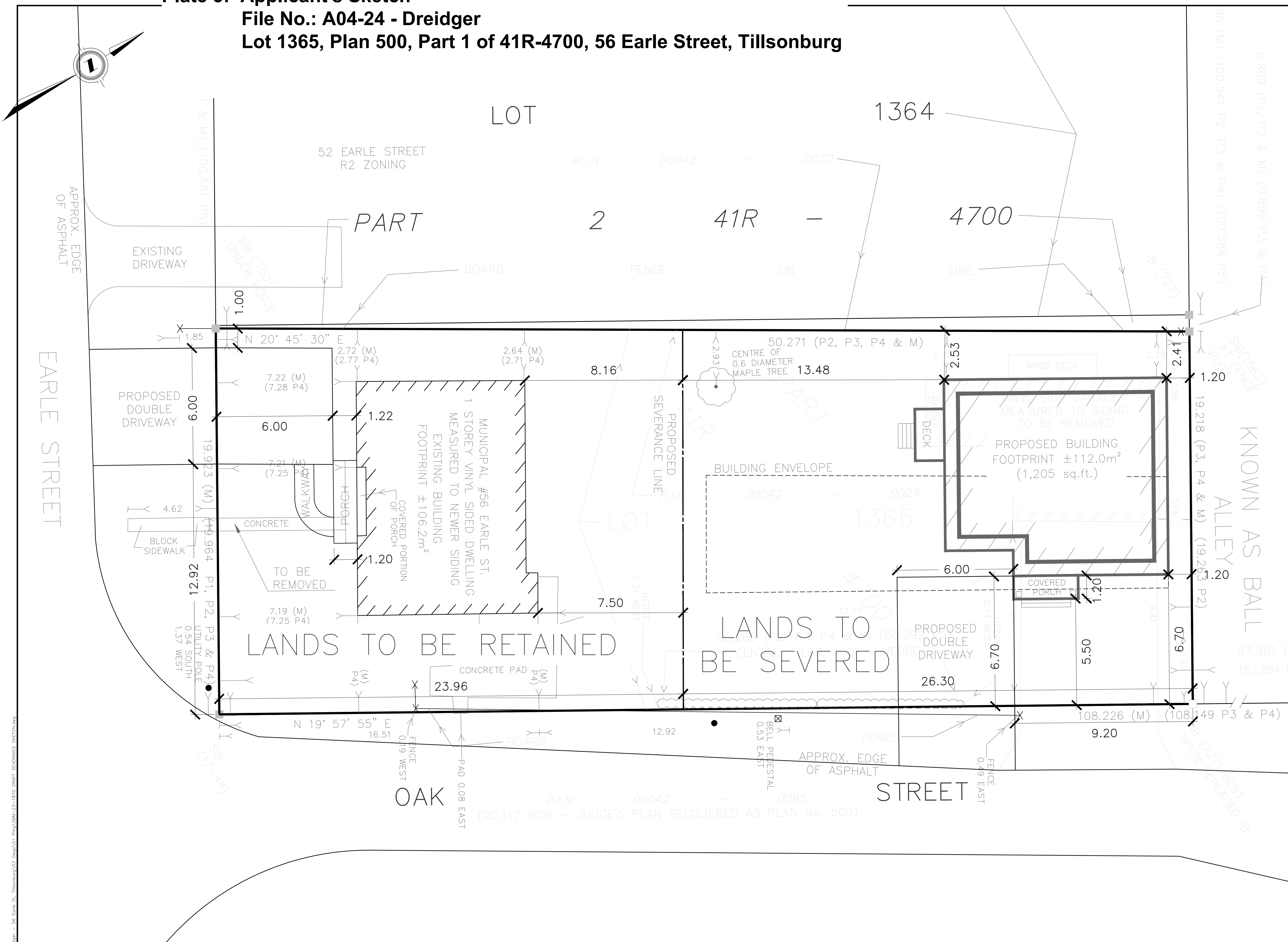
NAD\_1983\_UTM\_Zone\_17N



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February 23, 2024

**Plate 3: Applicant's Sketch**  
**File No.: A04-24 - Driedger**  
**Lot 1365, Plan 500, Part 1 of 41R-4700, 56 Earle Street, Tillsonburg**



**KEY PLAN**  
N.T.S.

**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 <sup>2</sup>		BUILDING AREA: 106.15 m <sup>2</sup>	
SEVERED LANDS: 474.75 m		LANDSCAPED AREA: 332.6 m <sup>2</sup>	
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 <sup>2</sup>		BUILDING AREA: 112 m <sup>2</sup>	
SEVERED LANDS: 509.35 m		LANDSCAPED AREA: 361.35 m <sup>2</sup>	
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.

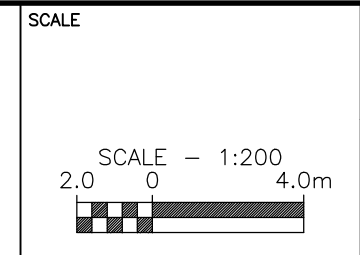
THE PLAN IS COMPILED AND SHOULD NOT BE CONSIDERED A PLAN OF SURVEY.

AS CONSTRUCTED SERVICES	COMPLETION	No.	REVISIONS	D/M/Y	BY	CONSULTANT
DESIGN	SC	1	CONCEPT SEVERANCE SKETCH FOR DISCUSSION	21/11/23	SC	
DRAWN	SC	2	REVISED FOR CLIENT REVIEW	29/11/23	SC	
CHECKED	SR	3	REVISED FOR CLIENT REVIEW	05/12/23	SC	
APPROVED	SR	4	FOR SUBMISSION	11/01/24	SC	
DATE				11/01/2024		
CAD				23-1870		

**STRIK BALDINELLI MONIZ**  
 sbm  
 PLANNING - CIVIL - STRUCTURAL - MECHANICAL - ELECTRICAL  
 1599 Adelaide St. N, Unit 301, London, Ontario, N5X 4E8  
 Tel: (519) 471-6667 Fax: (519) 471-0034  
 Email: sbm@sbmltd.ca

ENGINEER'S STAMP  
**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

CLIENT  
**JACOB DRIEDGER**  
 56 EARLE STREET  
 TILLSONBURG, ON  
 N4G 2M4



TITLE  
**CONCEPT SEVERANCE SKETCH  
 AND ZONING CHART**  
**SINGLE DETACHED RESIDENTIAL**  
 56 EARLE STREET  
 TILLSONBURG, ON.

PROJECT No.  
**SBM-23-1870**  
 SHEET No.  
**SP1**  
 PLAN FILE No.  
 -

# Delegation Request Form

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

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

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

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

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

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

**First Name \***

Lisa Marie

**Last Name \***

Williams

**Street Address \***

21 REEVE ST

**Town/City \***

WOODSTOCK

**Postal Code \***

N4S 3G1

**Phone Number \***

519-539-9800

**E-mail \***

kdeweerd@ocl.net

**Subject \***

Ox on the Run, Oxford County Library

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

Ox on the Run

**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: \***

Hi

We are hoping that Lisa Marie Williams, CEO/Chief Librarian/Oxford County Library and the staff of our mobile library service, Ox on the Run, would like to present at the Monday June 10th, 2024 meeting scheduled for 6 pm

Staff names are Nicole Lippay, Oxford County Library

Meagan Brennan, Oxford County Library

Jenna Fisher, Oxford County Library

Presentation would be on the work being done in your municipality and to the greater Oxford County Community

My name is Kathy Deweerd asking on behalf of Lisa Marie Williams

519-539-9800 ext 3009

kdeweerd@ocl.net

thanks

Kathy





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

Yes

No

Will there be a Power Point presentation? \*

Yes

No

Please attach a copy of your presentation. If you experience technical difficulties please submit your presentation materials via email to [clerks@tillsonburg.ca](mailto:clerks@tillsonburg.ca)

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

I accept

Upon receipt and approval of a Delegation, full details on the process will be sent to all presenters. If you have any questions please contact the Office of the Clerk at: [clerks@tillsonburg.ca](mailto:clerks@tillsonburg.ca) or 519-688-3009 ext. 4041

Personal information on this form is collected under the legal authority of the *Municipal Act*, as amended. The information is collected and maintained for the purpose of creating records that are available to the general public, pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about this collection should be directed to the Municipal Clerk, Town of Tillsonburg, 200 Broadway Street, 2nd Floor, Tillsonburg, Ontario, N4G 5A7, Telephone 519-688-3009 Ext. 4040.

# Ox on the Run Progress Update





# Town of Tillsonburg

These numbers reflect Ox on the Run operations from June 2023 – May 2024

Library Cards Registered



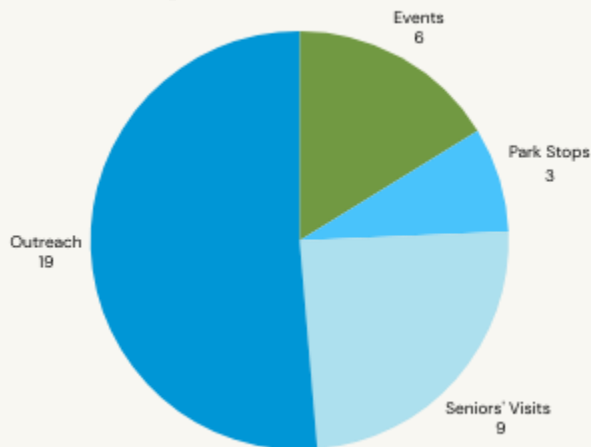
**44**

Total visitors: **1,311**



●	Adults	727
●	Kids	584

## Types of stops



## Popular stops:

Dereham Forge Housing Co-op  
Harvest Crossing Residence  
Wings & Wheels Car Show

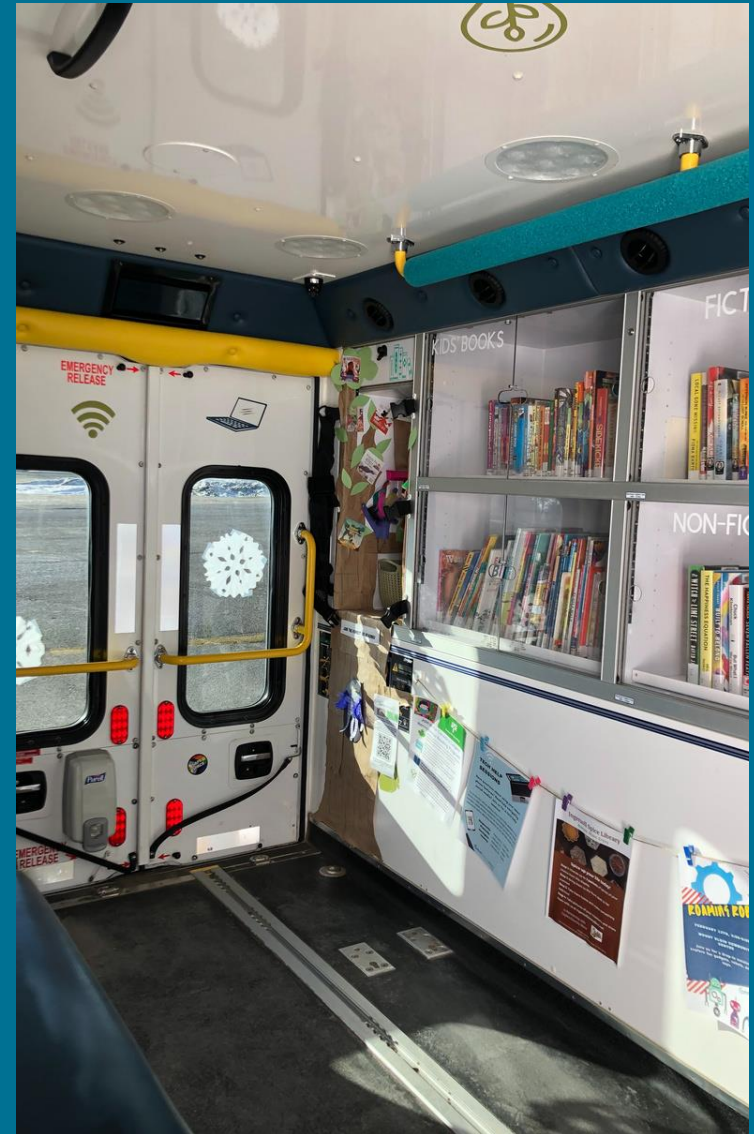
Number of Stops



**37**

# Highlights

- Monthly visits to Woodingford Lodge and Harvest Crossing Residence
- Joined CAS with Open Door after school program at Dereham Forge every three weeks
- Attended Turtle Fest and Wings & Wheels community events
- Set up at Annandale Public School for open house event
- Monthly visits at Helping Hands Foodbank



# Challenges

- Vehicle was not available for Santa Claus parade due to licensing issues
- Vehicle is not accessible
- Public assumes it is an ambulance, and can be reluctant to approach



# Opportunities

- Building relationships with adults in Dereham Forge Housing Complex
- Summer visits with Annandale NHS for campers
- Expanding on programming with Harvest Crossing Residence





June 13, 2024

Town of Tillsonburg Council  
10 Lisgar Ave,  
Tillsonburg ON N4G 5A5

Dear Mayor and Council,

On the evening of Tuesday, June 11, 2024, at AMCTO's Awards Gala Dinner, your municipality was deservedly recognized as the recipient of an E.A. Danby Certificate of Merit in the category of Municipal Administration for your "Citizen Portal" project.

The E.A. Danby Certificate of Merit is given out annually by AMCTO to acknowledge a municipality's dedication to public service excellence and for introducing innovative ways of delivering service to their community.

A certificate has been presented directly to your municipality and the project team. We hope that you will find an opportunity to formally recognize your project team staff for this great achievement.

On behalf of AMCTO and our Board of Directors, I want to congratulate you and your Council on this accomplishment and thank you for your continued commitment to your residents.

Sincerely,

A handwritten signature in black ink, appearing to read "David Arbuckle".

David Arbuckle, MPA  
Executive Director



**Subject: Community Improvement Plan Application – 77 Broadway****Report Number: EDM 24-021**

Department: Economic Development Department

Submitted by: Cephas Panschow, Development Commissioner

Meeting Type: Council Meeting

Meeting Date: Monday, June 24, 2024

**RECOMMENDATION**

- 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.

**BACKGROUND**

The tenant of the 77 Broadway property, Absolute Respiratory Services Inc, has submitted an application to the Town for commercial office renovation cost reimbursement in accordance with the Town's updated Community Improvement Plan. The purpose of this report is to seek Council's approval for the application, which will support the renovation of approximately 4,287 square feet of office space on the main floor plus additional space in the basement. If approved, the funding will help support the relocation of Absolute Respiratory to a new location as well as up to three subtenants and related employment in Downtown Tillsonburg.

**DISCUSSION**

In recognition of the fact that there is limited funding support available for interior renovations by tenants of commercial properties, the updated Community Improvement Plan (approved February 26, 2024) included a Commercial Building Interior Renovation Program to support the various leasehold and related improvements to the interior of commercial buildings. The goal was to support the ongoing viability and attractiveness of the interior space of businesses in the community.

## EDM 24-021 CIP Application

The 77 Broadway building has been vacant since Rogers (formerly Easy 101/CKOT Radio) relocated their operations. It has been listed since approximately April 2022, and hence, has taken over two years to secure tenants. The interior renovations being undertaken are largely cosmetic, but will support the relocation of an existing business within the Downtown while supporting the attraction of up to three other businesses as subtenants. It is also Absolute Respiratory's 10<sup>th</sup> anniversary, which they will be celebrating in their new location.

The application submitted by Absolute Respiratory Services Inc is the first application submitted for the Commercial Building Interior Renovation program.

The applicant has applied for support under the following Community Improvement Plan programs:

Program	Comment
Commercial Building Interior Renovation Program	50% rebate up to a maximum amount of \$10,000 is being recommended.

In reviewing this application, staff believe that it meets the primary intent of the Town's Community Improvement Plan, which is:

“...to promote and encourage renewal, redevelopment and rehabilitation within the key areas of the Town requiring investment”

Further, it meets the Commercial Building Interior Renovation Program goal of:

*“filling vacant storefronts, support a more vibrant street life, and create better first impressions of the community”*

## CONSULTATION

The Community Improvement Plan was recently updated with extensive consultation and input from the Affordable and Attainable Housing Committee, the Economic Development Advisory Committee and the community. The application has been submitted by an existing property owner in the community and circulated to the Building, Planning and Finance Departments.

EDM 24-021 CIP Application

## FINANCIAL IMPACT/FUNDING SOURCE

The 2024 Economic Development & Marketing budget contains \$60,000 in approved funding for the Community Improvement Plan. If approved, matching funds up to \$10,000 would be rebated from this amount.

It should be noted that the property owner has been approved for a Façade Improvement Loan under the Community Improvement Plan, but jointly funded through a different budget line item and the Business Improvement Association.

## CORPORATE GOALS

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

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

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

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

**Strategic Direction** – Continue to offer relevant, leading incentives for revitalization and diversification in the downtown and throughout Tillsonburg

**Priority Project** – *Not applicable*

## ATTACHMENTS

Appendix A – Community Improvement Plan Application



## Community Improvement Plan (CIP) Application Form

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The Town of Tillsonburg offers a comprehensive Community Improvement Plan (CIP) as a means of planning and financing development activities that assist in the redevelopment/development of lands, buildings, and infrastructure through various financial incentives.

To ensure your application for the CIP is complete, please refer to the checklist below.

### Mandatory Requirements

- Completed application with relevant signatures
- Applicant's and owner's full name and contact information
- One itemized cost estimate satisfactory to the Town (the Town reserves the right to request an additional cost estimate at their discretion)
- Municipal address and legal description (if applicable)
- Relevant drawings and/or photos of the property

### Additional Requirements (if necessary)

- Building plans
  - Building elevations and/or renderings
  - Site plans
- Company information
  - Description of the products and/or services provided by the company
- Articles of incorporation detailing shareholders or background on ownership and/or partners
- Engineering reports and related drawings
- Cultural, built, or natural heritage studies and reports
- Environmental Site Assessment
  - Reports and Record of Site Condition

The Town of Tillsonburg reserves the right to request additional information that may be necessary to substantiate the project.

## Community Improvement Plan (CIP) Application Form



Please forward the completed Community Improvement Plan (CIP) Application Form to the Development Commissioner, Town of Tillsonburg Economic Development & Marketing Department.

A separate application is required for the Façade Improvement Programs. Façade Improvement applications can be obtained from the Town of Tillsonburg Building, Planning and Bylaw Department by calling 519.688.3009.

Town of Tillsonburg  
 Economic Development and Marketing Dept  
 10 Lisgar Ave, Tillsonburg, Ontario N4G 5A5  
 Telephone: 519.688.5651  
 Fax: 519.842.9431  
 Email: invest@tillsonburg.ca

<p><b>Registered Owner:</b></p> <p>Name: <u>Curtis Wilcox</u></p> <p>Business Name: <u>Curtix Wilcox</u></p> <p>Address: <u>55 Denrich Ave Tillsonburg</u></p> <p>Postal Code: <u>N4G 4X8</u></p> <p>Home Phone: _____</p> <p>Work Phone: _____</p> <p>Email Address: <u>shane@curtiswilcox.com</u></p> <p>Fax Number: _____</p>	<p><b>Applicant:</b> <i>(If different from registered owner)</i></p> <p>Name: <u>Lyndsey Ross</u></p> <p>Business Name: <u>Absolute Respiratory Services Inc</u></p> <p>Address: <u>77 Broadway Street</u></p> <p>Postal Code: <u>N4G 3P5</u></p> <p>Home Phone: _____</p> <p>Work Phone: <u>519-427-3861</u></p> <p>Email Address: <u>lyndsey@absolute-respiratory.com</u></p> <p>Fax Number: _____</p>
<p><b>Property Description:</b></p> <p>Address: <u>77 Broadway Street Tillsonburg</u></p> <p>Building to be redeveloped: _____</p>	



<b>Current Use of the Property?</b>
currently empty, previously occupied by CKOT for 60+ years
<b>Proposed Use of the Property?</b>
relocation of Absolute Respiratory Services
<b>Description of the Proposed Development/Redevelopment</b>
<p>The current space has been vacant since Rogers purchased CKOT and relocated broadcasting services to London. I own Absolute Respiratory which is currently located at 169 Broadway Street Tillsonburg and am relocating it to 77 Broadway Street in June.</p> <p>The space needed internal upgrades such as new paint, new flooring, fixture upgrades, painting, wallpaper removal drywall repairs. Most of the internal changes are for appearances and efficiency</p>
<b>Cost of Proposed Repairs (Please provide one cost estimate. If it is not possible to provide an estimate, please explain why)</b>
<p>I have included the cost estimate for the professional painter to repair and pain from wallpaper damage.</p> <p>I have also included the cost to replace the flooring, for the actual flooring as the installation will be done by ourselves</p> <p>I have included the cost of a bathroom sink that required replacing</p>

**Type of Investment Support Requested:**

Please Choose	Program	Eligibility Criteria
<input type="checkbox"/>	Accessibility Renovation Grant	<p>The grant, of up to \$3,000 in 50/50 matching funds, is intended to assist owners or tenants, particularly older buildings in the central area, with accessibility improvements to improve the accessibility of the central area and commercial buildings throughout the Town.</p> <p>Grant can be used for the following types of projects:</p> <ul style="list-style-type: none"> <li>• Power assist door operators</li> <li>• Renovation of building entrances</li> <li>• Upgrading of doors</li> <li>• Installation of ramps</li> <li>• Installation of elevating devices</li> <li>• Renovations to create accessible washrooms</li> </ul>

<input type="checkbox"/>	Architectural Design Grant	<p>Grant to offset the cost of retaining professionals to provide acceptable design(s), in accordance with the Central Area Design Study for eligible properties in the central area.</p> <ul style="list-style-type: none"> <li>• 50/50 matching funds</li> <li>• Maximum of \$2,500 per project</li> <li>• Commercial properties in the central area are eligible</li> </ul>
<input type="checkbox"/>	Building Permit Fee Rebate Program	<p>Rebate of Building Permits fees for commercial, industrial and multi-residential properties in the CIP area. Commercial properties outside of the Central Area are not eligible for building permit grants.</p> <p><b>Industrial – Small (Project value of \$150,000 to \$1,000,000)</b></p> <ul style="list-style-type: none"> <li>• Minimum project value of \$150,000 and maximum project value of \$1,000,000</li> <li>• Grant of 100% of the applicable building permit fees offered as a rebate once completed.</li> </ul> <p><b>Industrial – Large (Project value of \$1,000,000 or more)</b></p> <ul style="list-style-type: none"> <li>• Grant of 50% of the applicable building permit fees up to a maximum of \$20,000, or other amount as may be approved by Council, offered as a rebate once the project is completed.</li> </ul> <p><b>Commercial - Central Area (Min. project value of \$150,000)</b>  Rebate of the applicable building permit fee offered once the project is complete, as follows:</p> <ul style="list-style-type: none"> <li>• General renovations/rehabilitations - 25% Rebate;</li> <li>• Projects that will improve the overall attractiveness of the streetscape and downtown - 50% Rebate;</li> <li>• Projects that meet above criteria and provide exemplary attention to detail and a high level of design – 75% Rebate.</li> </ul> <p><b>Social Housing Projects as defined herein may be eligible for 100% rebate of Building Permit Fees for the units meeting this definition.</b></p>
<input checked="" type="checkbox"/>	Commercial Building Interior Renovation Program	<p>Grant, of up to \$10,000, to assist with interior renovations of existing commercial buildings including:</p> <ul style="list-style-type: none"> <li>• Structural repairs;</li> <li>• Electrical upgrades;</li> <li>• Plumbing upgrades and fixtures (i.e. sinks, toilets, etc.) but not including backflow valve installation;</li> <li>• HVAC;</li> <li>• Flooring and/or doors, windows and ceilings;</li> <li>• Demising walls;</li> <li>• Drywall and/or painting;</li> <li>• Improved accessibility (i.e. ramps, handrails, accessible washrooms);</li> </ul>

## Community Improvement Plan (CIP) Application Form



		<ul style="list-style-type: none"> <li>• Fire safety compliance (i.e. sprinklers); and,</li> <li>• Improvements related to health and safety; including asbestos/other hazardous material abatement</li> </ul> <p>This grant is intended to provide supportive funding for renovations to commercial properties within the Town of Tillsonburg to fill vacant storefronts, support a more vibrant street life, and create better first impressions of the community.</p>
<input type="checkbox"/>	Contaminated Property or Substandard Building Incentive Program	<p>Grant to cover up to 50% of the cost of an environmental or building hazard study including a Phase II Environmental Site Assessment, designated substances and hazardous materials survey, remedial work plan, or site assessment.</p> <ul style="list-style-type: none"> <li>• 50/50 matching funds</li> <li>• Maximum of \$10,000 per project</li> <li>• Applicant must provide a copy of the final report to the Town</li> </ul>
<input type="checkbox"/>	Façade Improvement Grant: Alleyway	<p>Grant for alleyway building façade improvements for properties in the central area.</p> <ul style="list-style-type: none"> <li>• 50/50 Matching Funds</li> <li>• Maximum of \$10,000 per project.</li> <li>• Commercial properties in the central area are eligible</li> <li>• Projects that meet energy conservation and efficiency goals shall be given a higher score.</li> </ul> <p><b><i>A separate application from the Building department is needed.</i></b></p>
<input type="checkbox"/>	Façade Improvement Grant: Street Facing	<p>A grant for exterior renovations within the central area. Improvements may consist of repairs to facades, Including; signage, lighting, entrances and display windows. Interior renovations will not be eligible.</p> <ul style="list-style-type: none"> <li>• 50/50 Matching Funds</li> <li>• Maximum of \$10,000 per façade</li> <li>• Commercial properties in the central area are eligible</li> <li>• Other commercial properties outside of the central area may be eligible at prominent locations. These projects will not be eligible for the matching BIA funds.</li> <li>• The project shall conform to the design principles contained within the Town's central area design study.</li> </ul> <p><b><i>A separate application from the Building department is needed.</i></b></p>
<input type="checkbox"/>	Legal and Registration Grant	<p>Grant to reimburse legal costs and costs associated with the registration of agreements associated with the above programs.</p> <ul style="list-style-type: none"> <li>• This may take the form of Town staff registering applicable agreements on the title, or a grant to a maximum of \$200 to reimburse legal costs of having a solicitor register the applicable agreements on the title.</li> </ul>





<input type="checkbox"/>	Tax Increment Equivalent Grant Back Program	Grant to rebate increases of Town portion of property taxes resulting from improvements of lands and buildings, for properties in the central area. Projects must meet the following criteria: <ul style="list-style-type: none"> <li>• An increase in the assessed value of the property</li> <li>• Supporting Town objectives of increased density, retail, business services, and industrial diversity.</li> <li>• Conform to the principles of the Town’s Central Area Design Study (where applicable)</li> <li>• Additional criteria of having the front of the building comprised of 75% glass, brick, or stone. Preference will be given to projects that use the heritage yellow brick evidenced throughout the downtown.</li> <li>• Projects that meet energy conservation and efficiency goals shall be given a higher score.</li> <li>• Projects that meet water conservation and re-use goals shall also be given a higher score.</li> </ul>
--------------------------	---------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Please provide the following information:**

<b>How will the proposed development benefit the community?</b>
The building located at 77 Broadway Street has a long history for Tillsonburg, initially a hardware store then in 1953 converted to CKOT until 2022. By relocating our business (need to relocate due to need for increased space) we are helping to put a historic and loved space back into effective use. The goal with the space is to update it while still paying tribute to its long history in the community.

<b>If the proposed development is in the downtown, how will it fit in with, or improve, the existing streetscape?</b>
The landlords are already doing a restore and upgrade of the outside of this space to help the exterior fit with the existing streetscape. The goal inside was to update while keeping the space in use, keeping a long historic building full of life and activity

<b>What is the proposed timeline (start date and completion date)?</b>
immediately



The Town of Tillsonburg is subject to Ontario Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other privacy legislation.

Applicants should be aware that personal and other information contained in this application are subject to Municipal Freedom of Information and Protection of Privacy Act and may be deemed releasable under this legislation, and that the anonymity or confidentiality of the applicant and any information contained within the application cannot be guaranteed.

The Government of Ontario maintains a website with free access to Municipal Freedom of Information and Protection of Privacy Act and other legislation on their e-laws website.

The applicant also consents to the use of his or her name, business name and business address in connection with any program funding announcements.

Date: April 11/24 Signature of Registered Owner:   
 Date: April 11/24 Signature of Applicant: Lyndsey Ross, RRT, BSc

**For Office Use Only:**

Current Assessment: \_\_\_\_\_

Building Permit Calculation: \_\_\_\_\_

Development Charges Calculation: \_\_\_\_\_

## KRISTY MILMINE PAINTING

### ESTIMATE

Date: March 24, 2024

519-983-7267  
[dropsheet@outlook.com](mailto:dropsheet@outlook.com)

Name: Absolute Respiratory  
 Address: 92 Norfolk St S, Unit B  
 Simcoe, ON N3Y 2W2

Tillsonburg, Ontario

Phone: 519 426 1113

Email: [lyndsey@absolute-respiratory.com](mailto:lyndsey@absolute-respiratory.com)

Project Description: interior painting/new location/Tillsonburg

Description	Payment Terms	Due on receipt	Estimated cost
Labour and material to repair and paint interior walls as discussed. Price includes extensive sanding and drywall repair to walls where wallpaper has been removed. Price includes priming where required. Price includes painting new trim, doors and baseboards.			
Price does not include any stained walls, doors or trim.			
Price does not include ceilings.			
Prices includes Benjamin Moore paint for all areas listed.			\$5,579.05
		Subtotal	\$5,579.05
	Tax	13.00%	\$725.28
		Total	\$6,304.33

This estimate is for completing the project described above, based on my evaluation. It does not include unforeseen price increases or additional labour and materials which may be required should problems arise.

139 Shaver St.  
 Brantford, Ontario N3T 5L4  
 Phone: (519) 756-4242  
 Fax: (519) 756-1348  
 www.carrillocarpets.com



# INVOICE

Invoice No: 16837  
 Date: 03/27/2024

**Customer:**  
**Ross Construction**  
 C/O MIKE ROSS  
 877 IRELAND RD.  
 SIMCOE, ON

**Job Location:**  
 (LINDSEY)  
**ABSOLUTE RESPIRATORY**  
 77 BROADWAY  
 TILLSONBURG, ON

**Contact Info:**  
 Tel: (519) 429-0617  
 Cell:  
 Fax:  
 Email:

Quantity	Unit	Description	Unit Price	Amount
1,284	SF	***CASH & CARRY COMMERCIAL CARPET*** (BEAU) HONOR - 53189 HUCKLEBERRY - 12X107 NOTE: GRANT TINNEY TO PICK UP AND INSTALL NOTE: GRANTS CUTS: 40, 20, 20, 15, 12 Subtotal: H - HST @ 13% HST	2.87	3,685.08 3,685.08 479.06
P.O. No:		I herewith confirm the above order, and agree, upon receipt of these goods, that they shall remain at my risk, the property of the company until fully paid.	<b>Total Sale</b> 4,164.14	
Picked up by:			<b>Deposit</b>	
H.S.T. R861860682		Customer Signature:	<b>Due on Delivery</b>	
Warranties do not apply on hardwood & laminate flooring if heat is not maintained at room temperature (20°C) on jobsite before, during and after installation. Relative humidity levels must be maintained all year round as per manufacturer's guidelines at approximately 40 - 50% to maintain structural stability.			<b>Paid</b>	
		<b>Balance</b>		

POSTED

PAID

Payment due upon demand. 2% interest per month charged on amounts in arrears. All cancelled orders subject to 25% restocking charge.



PROPER FLOORS®

\$3,083.00

-----	
7.1" X 48" X 5mm SPC Vinyl Flooring x 58 (\$56.50 ea.)	\$2,728.32
7.1" SPC Luxury Vinyl Plank   23.64 sq.ft. / box   12mil Wear Layer   5mm Thickness   Attached Underlay   i4F Birchwood	
Reg Price	\$3,277.00
Discount: March 7" 5mm SALE 2024	-\$548.68
Warehouse Pick-Up	\$0.00
438 Burtch Rd, Mount Pleasant, ON (Lower Entrance)	
-----	
Purchase Subtotal	\$2,728.32
HST (13%)	\$354.68
-----	
<b>Total</b>	<b>\$3,083.00</b>

Proper Floors  
(226) 654-1111



MasterCard 5500 (Keyed)



2024-  
03-27-  
11:04  
#RW1V  
Auth  
code:  
00799J

-----  
GST/HST: 782453807RT0001

Return Policy: • No fees apply to orders cancelled within 24-hours of the order date and time. Any orders cancelled after this 24-hour window will incur a 20% administration fee.

- A maximum of 2 boxes can be returned to receive a full refund. For all boxes thereafter, a 20% re-stocking fee will be applied for all LVP/LVT products, and a 25% re-stocking fee for all PVC (Glue-down) products.
- No open or damaged boxes will be accepted.
- Proper Floors is not responsible for boxes or materials damaged due to transportation, mishandling, or installation.
- No return or exchange after 30 days of the product pick-up or delivery date.
- No return or exchange on stair nosings, accessories, or custom/discontinued colours.
- Refunds can only be processed through the original payment method.



**Subject: Community Improvement Plan Application – Part of Lot 24, Simcoe St**

**Report Number:** EDM 24-022

Department: Economic Development Department

Submitted by: Cephas Panschow, Development Commissioner

Meeting Type: Council Meeting

Meeting Date: Monday, June 24, 2024

**RECOMMENDATION**

- 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;
- C. 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.

**BACKGROUND**

The owner of this Simcoe Street property, Harvest Ave Inc, has submitted an application to the Town for property tax and building permit fee rebates in accordance with the Town's Community Improvement Plan (CIP), which was updated earlier this year to expand eligibility for program rebates to multi-residential projects outside of the Central Area. This was done in recognition of Canada's housing challenges and as recommended by the Town's Affordable and Attainable Housing Committee. The purpose of this report is to seek Council's approval for the application, which will support the construction of the first building on the Simcoe Street property, containing approximately 132 units of which approximately 10% (or minimum 14 units) will be

## EDM 24-022 CIP Application

affordable. The first phase will also include many of the amenities identified for the property.

**Figure 1 – Conceptual Building Designs and Amenities**



## DISCUSSION

In reviewing this application, staff believe that it meets the primary intent of the Town's Community Improvement Plan, which is:

“...to stimulate and assist new development, redevelopment and rehabilitation of vacant, underutilized or deteriorated properties in the designated areas of the Town”

Further, it meets the Housing Project Incentive Program goal of increasing the supply of non-market housing, i.e. affordable, attainable or community housing projects (e.g. non-profit owned, Habitat for Humanity) with a target of providing a minimum of 14 units that with a lease rate of 30% of the median renter income within Tillsonburg. The Harvest Ave Inc property owner has submitted an application to the Canada Mortgage and Housing Corporation in this regard.

Harvest Ave Inc has indicated that their plan is to offer the 14 bachelor apartments for affordable units. With the project's proximity to adjacent commercial and industrial

## EDM 24-022 CIP Application

employment areas, these affordable units could potentially help meet the demand for worker entry-level housing.

However, it is also important to offer a variety of different sized units including larger two and/or three bedroom ones. In that regard, the Development Commissioner has asked if larger units could be considered for the affordable ones as well. In response, the applicant has indicated that this is possible, but they are more likely to offer the larger units at an “attainable” level, i.e. below market rates, but above affordable unit market rates. Further, this is contingent on the level of support provided by the Town under this application. If they are approved at the Strategic Level, they will have more ability to offer more lower than market units.

As presented to Council, the applicant is proposing a high design standard for both the buildings but also the property, including the amenities. They are proposing that many of their amenities be part of the first building phase; including a Fitness Centre, Games Room, Lounges, Pet Wash, Pickle Ball Courts, Outdoor BBQ area, EV-chargers, etc.

The applicant has applied for support under the following Community Improvement Plan programs:

<b>Program</b>	<b>Analysis</b>
Permit Fee Grant Back	Recommended for approval up to program maximum of \$20,000
Tax Increment Equivalent Grant Back Program	Recommended for approval

If approved, this will be the first multi-residential project supported outside of the Town’s Central Area and the first multi-residential project approved since the 83 Rolph Street development was first approved in 2018.

The project will also support 50-75 temporary jobs during construction onsite plus third party consultants and other companies. After construction is completed, there will likely be one full time employee in the building; however, there will be a number of companies contracted to maintain the property on an on-going basis.

In terms of tracking the below market rental rates, the Town could prepare a CIP Agreement that includes provisions for the ability of the Town to audit the rental rates. While an agreement is not typically required for funding awarded under its CIP program, the Town has used this approach before for more complex projects (Otter Valley Foods) and certainly makes sense for this application. This could also be accomplished in



## EDM 24-022 CIP Application

conjunction with the County of Oxford should the applicant participant in any of their programs.

### **CONSULTATION**

The Community Improvement Plan was recently updated with extensive consultation and input from the Affordable and Attainable Housing Committee, the Economic Development Advisory Committee and the community. The application has been submitted by an existing property owner in the community and circulated to the Building, Planning and Finance Departments.

The Manager of Housing Development for the County of Oxford has also been involved in the review of this application. The applicant is also discussing participation in the County's housing programs.

### **FINANCIAL IMPACT/FUNDING SOURCE**

The 2024 Economic Development & Marketing budget contains \$60,000 in approved funding for the Community Improvement Plan. Funds awarded to date include the up to \$20,000 building permit rebate for 1417 Bell Mill Side Road (THK) and the other pending application for 77 Broadway also being considered at this meeting. If approved, matching funds up to \$20,000 for Building Permit fee rebates would be funded from this budget amount.

The Financial Impact of the Tax Increment Equivalent Grant Back Program will be based on the final assessment of the building once completed.

The proposed budget for the project submitted through this CIP application is \$37,000,000. If MPAC were to assess the improvements at 60% of this value, the assessment would be approximately \$22,000,000. The annual property tax rebate for years 1-6 would be approximately \$200,000 per year and the cumulative amount of property tax rebates would be approximately \$1,600,000.

### **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

## EDM 24-022 CIP Application

Not Applicable

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

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

**Strategic Direction** – Work with Oxford County and the development community to proactively plan for a variety of housing options that are affordable and attainable for current and prospective residents

**Priority Project** – *Immediate Term* – Enhanced development standards that benefit the community (including tree planting, affordable housing, walkability, livability, connectivity)

**ATTACHMENTS**

Appendix A – Community Improvement Plan Application



## Community Improvement Plan (CIP) Application Form

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The Town of Tillsonburg offers a comprehensive Community Improvement Plan (CIP) as a means of planning and financing development activities that assist in the redevelopment/development of lands, buildings, and infrastructure through various financial incentives.

To ensure your application for the CIP is complete, please refer to the checklist below.

### Mandatory Requirements

- Completed application with relevant signatures
- Applicant's and owner's full name and contact information
- One itemized cost estimate satisfactory to the Town (the Town reserves the right to request an additional cost estimate at their discretion)
- Municipal address and legal description (if applicable)
- Relevant drawings and/or photos of the property

### Additional Requirements (if necessary)

- Building plans
  - Building elevations and/or renderings
  - Site plans
- Company information <https://www.stubbes.org/about-us>
  - Description of the products and/or services provided by the company
  - Articles of incorporation detailing shareholders or background on ownership and/or partners
- Engineering reports and related drawings
  - Cultural, built, or natural heritage studies and reports
- Environmental Site Assessment
  - Reports and Record of Site Condition

The Town of Tillsonburg reserves the right to request additional information that may be necessary to substantiate the project.

## Community Improvement Plan (CIP) Application Form



Please forward the completed Community Improvement Plan (CIP) Application Form to the Development Commissioner, Town of Tillsonburg Economic Development & Marketing Department.

A separate application is required for the Façade Improvement Programs. Façade Improvement applications can be obtained from the Town of Tillsonburg Building, Planning and Bylaw Department by calling 519.688.3009.

Town of Tillsonburg  
 Economic Development and Marketing Dept  
 10 Lisgar Ave, Tillsonburg, Ontario N4G 5A5  
 Telephone: 519.688.5651  
 Fax: 519.842.9431  
 Email: invest@tillsonburg.ca

<p><b>Registered Owner:</b></p> <p>Name: <u>Mike Goor</u></p> <p>Business Name: <u>Harvest Ave. Inc.</u></p> <p>Address: <u>44 Muir Line, Harley ON</u></p> <p>Postal Code: <u>N0E1E0</u></p> <p>Home Phone: <u>519-532-3192</u></p> <p>Work Phone: <u>519-424-2183</u></p> <p>Email Address: <u>mikeg@stubbes.org</u></p> <p>Fax Number: <u>n/a</u></p>	<p><b>Applicant: SAME AS THE OWNER</b>  <i>(If different from registered owner)</i></p> <p>Name: _____</p> <p>Business Name: _____</p> <p>Address: _____</p> <p>Postal Code: _____</p> <p>Home Phone: _____</p> <p>Work Phone: _____</p> <p>Email Address: _____</p> <p>Fax Number: _____</p>
<p><b>Property Description:</b></p> <p>Address: <u>Plan 41R-8458, Part of Lot 24, Plan 1653</u></p> <p>Building to be redeveloped: <u>Vacant Land- Construction of 132 Unit Multi-res Rental Apartment</u></p>	



<b>Current Use of the Property?</b>
<h2>Vacant Land</h2>
<b>Proposed Use of the Property?</b>
<h2>132 unit Multi-res rental apartment</h2>
<b>Description of the Proposed Development/Redevelopment</b>
<p>We plan to construct an eight story, 132 unit rental apartment building on this site. This development is part of a 4 phase development that when completed is planned to include 4 buildings and over 500 units. The building along Simcoe street will also include over 8000sf of commercial space. We are proposing to provide an abundance of indoor and outdoor amenity space including BBQ area's, fire pits, a basketball and pickelball courts as well as a gym and lounge/private dinning area's. Lockers, bike storage and a pet wash area will also be provided for the tenants. See attached drawings and renderings for additional details.</p>
<b>Cost of Proposed Repairs (Please provide one cost estimate. If it is not possible to provide an estimate, please explain why)</b>
<p>Class B construction budget attached</p>

**Type of Investment Support Requested:**


Please Choose	Program	Eligibility Criteria
<input type="checkbox"/>	Accessibility Renovation Grant	<p>The grant, of up to \$3,000 in 50/50 matching funds, is intended to assist owners or tenants, particularly older buildings in the central area, with accessibility improvements to improve the accessibility of the central area and commercial buildings throughout the Town.</p> <p>Grant can be used for the following types of projects:</p> <ul style="list-style-type: none"> <li>Power assist door operators</li> <li>Renovation of building entrances</li> <li>Upgrading of doors</li> <li>Installation of ramps</li> <li>Installation of elevating devices</li> <li>Renovations to create accessible washrooms</li> </ul>

<input type="checkbox"/>	Architectural Design Grant	<p>Grant to offset the cost of retaining professionals to provide acceptable design(s), in accordance with the Central Area Design Study for eligible properties in the central area.</p> <ul style="list-style-type: none"> <li>• 50/50 matching funds</li> <li>• Maximum of \$2,500 per project</li> <li>• Commercial properties in the central area are eligible</li> </ul>
<input checked="" type="checkbox"/>	Building Permit Fee Rebate Program	<p>Rebate of Building Permits fees for commercial, industrial and multi-residential properties in the CIP area. Commercial properties outside of the Central Area are not eligible for building permit grants.</p> <p><b>Industrial – Small (Project value of \$150,000 to \$1,000,000)</b></p> <ul style="list-style-type: none"> <li>• Minimum project value of \$150,000 and maximum project value of \$1,000,000</li> <li>• Grant of 100% of the applicable building permit fees offered as a rebate once completed.</li> </ul> <p><b>Industrial – Large (Project value of \$1,000,000 or more)</b></p> <ul style="list-style-type: none"> <li>• Grant of 50% of the applicable building permit fees up to a maximum of \$20,000, or other amount as may be approved by Council, offered as a rebate once the project is completed.</li> </ul> <p><b>Commercial - Central Area (Min. project value of \$150,000)</b> Rebate of the applicable building permit fee offered once the project is complete, as follows:</p> <ul style="list-style-type: none"> <li>• General renovations/rehabilitations - 25% Rebate;</li> <li>• Projects that will improve the overall attractiveness of the streetscape and downtown - 50% Rebate;</li> <li>• Projects that meet above criteria and provide exemplary attention to detail and a high level of design – 75% Rebate.</li> </ul> <p><b>Social Housing Projects as defined herein may be eligible for 100% rebate of Building Permit Fees for the units meeting this definition.</b></p>
<input type="checkbox"/>	Commercial Building Interior Renovation Program	<p>Grant, of up to \$10,000, to assist with interior renovations of existing commercial buildings including:</p> <ul style="list-style-type: none"> <li>• Structural repairs;</li> <li>• Electrical upgrades;</li> <li>• Plumbing upgrades and fixtures (i.e. sinks, toilets, etc.) but not including backflow valve installation;</li> <li>• HVAC;</li> <li>• Flooring and/or doors, windows and ceilings;</li> <li>• Demising walls;</li> <li>• Drywall and/or painting;</li> <li>• Improved accessibility (i.e. ramps, handrails, accessible washrooms);</li> </ul>

## Community Improvement Plan (CIP) Application Form



		<ul style="list-style-type: none"> <li>• Fire safety compliance (i.e. sprinklers); and,</li> <li>• Improvements related to health and safety; including asbestos/other hazardous material abatement</li> </ul> <p>This grant is intended to provide supportive funding for renovations to commercial properties within the Town of Tillsonburg to fill vacant storefronts, support a more vibrant street life, and create better first impressions of the community.</p>
<input type="checkbox"/>	Contaminated Property or Substandard Building Incentive Program	<p>Grant to cover up to 50% of the cost of an environmental or building hazard study including a Phase II Environmental Site Assessment, designated substances and hazardous materials survey, remedial work plan, or site assessment.</p> <ul style="list-style-type: none"> <li>• 50/50 matching funds</li> <li>• Maximum of \$10,000 per project</li> <li>• Applicant must provide a copy of the final report to the Town</li> </ul>
<input type="checkbox"/>	Façade Improvement Grant: Alleyway	<p>Grant for alleyway building façade improvements for properties in the central area.</p> <ul style="list-style-type: none"> <li>• 50/50 Matching Funds</li> <li>• Maximum of \$10,000 per project.</li> <li>• Commercial properties in the central area are eligible</li> <li>• Projects that meet energy conservation and efficiency goals shall be given a higher score.</li> </ul> <p><b><i>A separate application from the Building department is needed.</i></b></p>
<input type="checkbox"/>	Façade Improvement Grant: Street Facing	<p>A grant for exterior renovations within the central area. Improvements may consist of repairs to facades, Including; signage, lighting, entrances and display windows. Interior renovations will not be eligible.</p> <ul style="list-style-type: none"> <li>• 50/50 Matching Funds</li> <li>• Maximum of \$10,000 per façade</li> <li>• Commercial properties in the central area are eligible</li> <li>• Other commercial properties outside of the central area may be eligible at prominent locations. These projects will not be eligible for the matching BIA funds.</li> <li>• The project shall conform to the design principles contained within the Town's central area design study.</li> </ul> <p><b><i>A separate application from the Building department is needed.</i></b></p>
<input type="checkbox"/>	Legal and Registration Grant	<p>Grant to reimburse legal costs and costs associated with the registration of agreements associated with the above programs.</p> <ul style="list-style-type: none"> <li>• This may take the form of Town staff registering applicable agreements on the title, or a grant to a maximum of \$200 to reimburse legal costs of having a solicitor register the applicable agreements on the title.</li> </ul>

	<p>Tax Increment Equivalent Grant Back Program</p>	<p>Grant to rebate increases of Town portion of property taxes resulting from improvements of lands and buildings, for properties in the central area. Projects must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• An increase in the assessed value of the property</li> <li>• Supporting Town objectives of increased density, retail, business services, and industrial diversity.</li> <li>• Conform to the principles of the Town's Central Area Design Study (where applicable)</li> <li>• Additional criteria of having the front of the building comprised of 75% glass, brick, or stone. Preference will be given to projects that use the heritage yellow brick evidenced throughout the downtown.</li> <li>• Projects that meet energy conservation and efficiency goals shall be given a higher score.</li> <li>• Projects that meet water conservation and re-use goals shall also be given a higher score.</li> </ul>
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**Please provide the following information:**

**How will the proposed development benefit the community?**

The proposed development will benefit the community by providing much needed homes for individuals, couples and families as well as space for businesses operate. These homes will provide the tenants with an abundance of green space as well a amenities. It is our vision that this development when fully built will function as a vibrant and lively community that attracts people to the area.

**If the proposed development is in the downtown, how will it fit in with, or improve, the existing streetscape?**

Proposed development is not downtown

**What is the proposed timeline (start date and completion date)?**

We plan to begin construction in September/October of 2024 and be complete by December of 2025 (Phase 1)



Community Improvement Plan (CIP) Application Form



*The Town of Tillsonburg is subject to Ontario Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other privacy legislation.*

*Applicants should be aware that personal and other information contained in this application are subject to Municipal Freedom of Information and Protection of Privacy Act and may be deemed releasable under this legislation, and that the anonymity or confidentiality of the applicant and any information contained within the application cannot be guaranteed.*

*The Government of Ontario maintains a website with free access to Municipal Freedom of Information and Protection of Privacy Act and other legislation on their e-laws website.*

*The applicant also consents to the use of his or her name, business name and business address in connection with any program funding announcements.*

Date: Apr 12,2024 Signature of Registered Owner: 

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

---

**For Office Use Only:**

Current Assessment: \_\_\_\_\_

Building Permit Calculation: \_\_\_\_\_

Development Charges Calculation: \_\_\_\_\_

**Subject: 2024 Asset Management Plan****Report Number:** FIN 24-033

Department: Finance Department

Submitted by: Renato Pullia, Interim Director of Finance/Treasurer

Meeting Type: Council Meeting

Meeting Date: Monday, June 24, 2024

**RECOMMENDATION**

- 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.

**BACKGROUND**

The *Infrastructure for Jobs and Prosperity Act, 2015* (the Act) was created to establish mechanisms to encourage principled, evidence-based and strategic long-term infrastructure planning. The Act sets out principles for asset management planning for the broader public sector, including municipalities.

Ontario Regulation (O. Reg.) 588/17: Asset Management Planning for Municipal Infrastructure, filed on December 27, 2017 under the Act, was passed to implement best practices throughout the municipal sector and provide a degree of consistency to support collaboration between municipalities and the Province. This regulation aims to help municipalities more clearly identify their asset management needs, thus, helping municipalities work toward a more sustainable position regarding the funding of their assets. In accordance with O. Reg. 588/17, an updated Asset Management Plan (AMP) for all assets is required on or before July 1, 2024.

In addition, O. Reg. 588/17 requires that the Strategic Asset Management Policy be reviewed and updated, if necessary, at least every five years. The Policy sets out the strategic principles that guide future investments to support economic growth and respond to changing needs in a fiscally responsible manner.

**DISCUSSION**

With the development of this AMP, the Town will have achieved compliance with O. Reg. 588/17 to the extent of the requirements that must be completed by July 1, 2024.

## FIN 24-033 2024 Asset Management Plan

There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2025. Even more than just information that goes into a document, a great deal of work must still be undertaken to integrate and utilize asset management for improved decision-making across the entire Corporation.

<p><b>2019</b></p> <p>Strategic Asset Management Policy</p>	<p><b>2024</b></p> <p>Asset Management Plan for Core and Non-Core Assets (same components as 2022) and Asset Management Policy Update</p>
<p><b>2022</b></p> <p>Asset Management Plan for Core Assets with the following components:</p> <ol style="list-style-type: none"> <li>1. Current levels of service</li> <li>2. Inventory analysis</li> <li>3. Lifecycle activities to sustain LOS</li> <li>4. Cost of lifecycle activities</li> <li>5. Population and employment forecasts</li> <li>6. Discussion of growth impacts</li> </ol>	<p><b>2025</b></p> <p>Asset Management Plan for All Assets with the following additional components:</p> <ol style="list-style-type: none"> <li>1. Proposed levels of service for next 10 years</li> <li>2. Updated inventory analysis</li> <li>3. Lifecycle management strategy</li> <li>4. Financial strategy and addressing shortfalls</li> <li>5. Discussion of how growth assumptions impacted lifecycle and financial strategies</li> </ol>

### Scope of this AMP

The 2022 AMP, which was based on 2020-2021 data values, encompassed only core/linear infrastructure assets. This 2024 AMP, based on 2022-2023 data, now also includes non-core assets, with the current replacement value differential as follows:

## FIN 24-033 2024 Asset Management Plan

Category	2022 AMP Current Replacement Value (CRV)	2024 AMP Current Replacement Value (CRV)
Road Network	\$160,046,326	\$157,763,035
Bridges & Culverts	\$20,700,000	\$30,933,500
Stormwater Network	\$51,643,070	\$57,420,013
Facilities	N/A	\$95,060,744
Fleet & Fleet Equipment	N/A	\$11,217,834
Machinery & Equipment	N/A	\$1,702,541
Land Improvements	N/A	\$6,393,350
Technology & Communication	N/A	\$1,939,593
<b>Total</b>	<b>\$232,389,396</b>	<b>\$362,430,610</b>

## Infrastructure Report Card

Infrastructure Report Card				
Asset Category	Replacement Cost (millions)	Asset Condition	Financial Capacity	
Road Network	\$157.8	Good	Annual Requirement:	\$3,345,000
			Funding Available:	\$1,446,000
			<b>Annual Deficit:</b>	<b>\$1,899,000</b>
Bridges & Culverts	\$31.0	Good	Annual Requirement:	\$732,000
			Funding Available:	\$592,000
			<b>Annual Deficit:</b>	<b>\$140,000</b>
Stormwater Network	\$57.4	Good	Annual Requirement:	\$806,000
			Funding Available:	\$222,000
			<b>Annual Deficit:</b>	<b>\$584,000</b>
Facilities	\$95.0	Very Good	Annual Requirement:	\$2,654,000
			Funding Available:	\$731,000
			<b>Annual Deficit:</b>	<b>\$1,923,000</b>
Fleet & Fleet Equipment	\$11.2	Fair	Annual Requirement:	\$911,000
			Funding Available:	\$251,000
			<b>Annual Deficit:</b>	<b>\$660,000</b>
Machinery & Equipment	\$1.7	Fair	Annual Requirement:	\$147,000
			Funding Available:	\$41,000
			<b>Annual Deficit:</b>	<b>\$106,000</b>
Land Improvements	\$6.4	Fair	Annual Requirement:	\$249,000
			Funding Available:	\$69,000
			<b>Annual Deficit:</b>	<b>\$180,000</b>
Technology & Communication	\$1.9	Fair	Annual Requirement:	\$262,000
			Funding Available:	\$72,000
			<b>Annual Deficit:</b>	<b>\$190,000</b>
<b>Overall</b>	<b>\$362.4</b>	Good	Annual Requirement:	\$9,106,000
			Funding Available:	\$3,424,000
			<b>Annual Deficit:</b>	<b>\$5,682,000</b>

## FIN 24-033 2024 Asset Management Plan

**Findings**

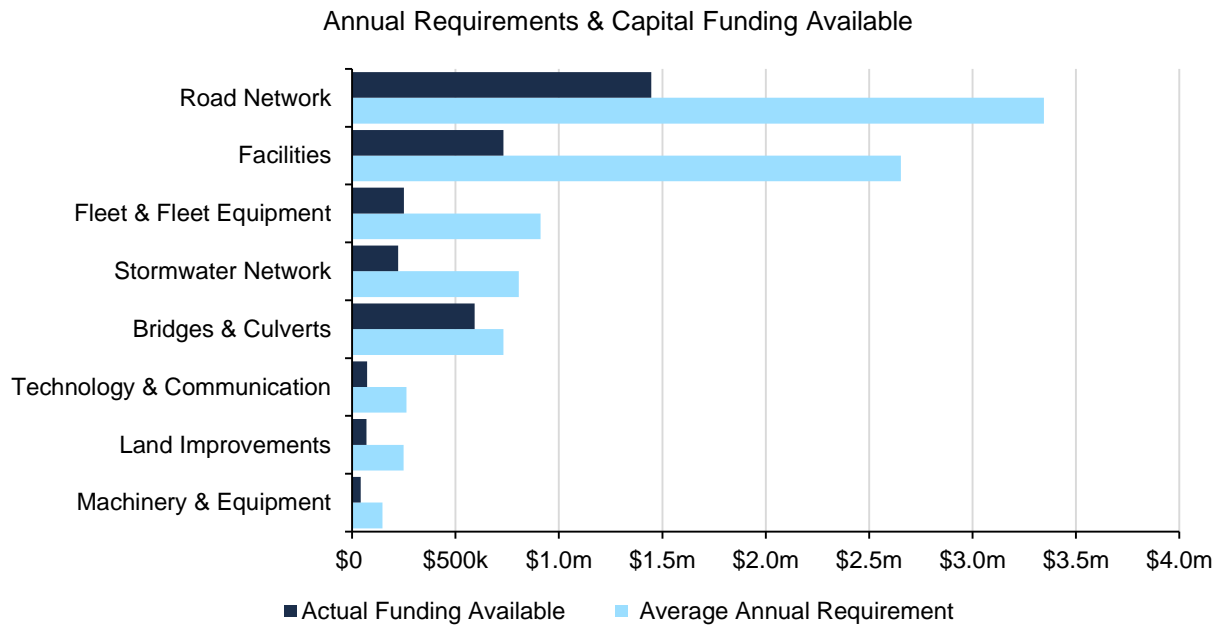
The summary findings of the 2024 AMP are that to meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Town's average annual capital requirement totals \$9.1 million. Based on a historical analysis of sustainable capital funding sources, as of 2023 the Town is committing approximately \$3.4 million towards its capital program per year. As a result, there is currently an annual funding gap of \$5.7 million.

The following tables show, by asset category, Tillsonburg's average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by taxes.

Put differently, these infrastructure categories are currently funded at 38% of their long-term requirements.

Asset Category	Avg. Annual Requirement	Annual Funding Available			Total Available	Annual Deficit
		Taxes	Gas Tax	OCIF		
Bridges & Culverts	\$732,000	\$202,000		\$390,000	\$592,000	\$140,000
Facilities	\$2,654,000	\$731,000			\$731,000	\$1,923,000
Land Improvements	\$249,000	\$69,000			\$69,000	\$180,000
Machinery & Equipment	\$147,000	\$41,000			\$41,000	\$106,000
Road Network	\$3,345,000	\$921,000	\$525,000		\$1,446,000	\$1,899,000
Stormwater Network	\$806,000	\$222,000			\$222,000	\$584,000
Fleet & Fleet Equipment	\$911,000	\$251,000			\$251,000	\$660,000
Technology & Communication	\$262,000	\$72,000			\$72,000	\$190,000
	<b>\$9,106,000</b>	<b>\$2,509,000</b>	<b>\$525,000</b>	<b>\$390,000</b>	<b>\$3,424,000</b>	<b>\$5,682,000</b>

FIN 24-033 2024 Asset Management Plan



In comparison, the 2022 AMP identified an annual investment requirement deficit of \$2.9 Million. With the inclusion of all assets in the 2024 AMP, a more fulsome picture is provided of the requirement necessary to provide sustainable service levels.

## FIN 24-033 2024 Asset Management Plan

**Improvement Plan**

It is important that the Town recognize areas of its AM Plan and planning process that require future improvements to ensure effective asset management and informed decision making. The confidence level in the AM data is low, thus continuous improvement is critical.

**Table: Improvement Plan**

Task	Task	Responsibility	Resources Required	Timeline
1	Increase the frequency of condition assessments to monitor expected deterioration of asset conditions due to deferred maintenance.	SLT, Asset Managers	\$, staff time, consulting firms	<3 yrs
2	Improve accuracy of a consolidated, integrated, up-to-date asset register with appropriate data structure components to ensure security and data integrity, and improve confidence in the data.	Asset Managers, AM Coordinator	Staff time, specialist consultant	<2 yrs
3	Define roles and expectations for Asset Managers, and embed AM responsibilities in job descriptions.	Human Resources Manager, AM Coordinator, Director of Finance	Staff time	<1 yr
4	Determine current and proposed levels of service and related costs.	Asset Managers, AM Coordinator	\$, staff time, consultant	1 yr
5	Define and document internal procedures for tracking all lifecycle events from the field, and recording of such event data in AM system.	AM Coordinator	Staff time	1 yr
6	Adopt policies to support an AM framework.	Director of Finance, Council	Staff time	1 yr
7	Measure resilience in service delivery, to understand capacity to 'withstand a given level of stress or demand', and to respond to possible disruptions and ensure continuity of service.	Asset Managers, AM Coordinator	\$, staff time, consulting engineer	2 yrs

## FIN 24-033 2024 Asset Management Plan

8	Align AM data structure, policies and processes with financial systems, LTFP and capital and operating budgets.	Director of Finance, Finance staff, AM Coordinator	Staff time	2 yrs
9	Develop a communications program to engage citizens on the state of infrastructure, risks, expected levels of service, and long-term sustainability requirements.	Communications Officer, AM Coordinator, Asset Managers, SLT	Staff time	1 year
10	Provide AM training for Asset Managers, Senior Management, Council members – enhance understanding of AM framework, and improve next iterations of AM Plans	Asset Managers, Directors, CAO, Council members	Staff/Council time	2-3 yrs

It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Town. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

### CONSULTATION

The development of the AMP involved the Director of Finance, Director of Operations and Development, Asset Management Coordinator, Manager of Public Works, Manager of Engineering, Manager of Parks and Facilities, IT Project Manager, Facilities Supervisor, Parks and Cemetery Supervisor, Fleet Technician, GIS Technician/Transit Coordinator, and supported through the assistance of PSD Citywide.

### FINANCIAL IMPACT/FUNDING SOURCE

The AMP identifies a current funding gap of \$5.7 million. That would require a levy increase of 30%. The AMP recommends increasing tax revenues dedicated to capital by 1.0% each year for the next 20 years to achieve a sustainable level of funding. Alternatively, by increasing tax revenues by 1.4% each year for the next 15 years, it forecasts Tillsonburg would achieve a sustainable level of funding.

The revenue options outlined in the AM Plan allow Tillsonburg to fully fund its long-term infrastructure requirements without further use of debt. But the Town does anticipate using debt, utilized more strategically, and thus could further reduce that timeframe to reach a sustainable funding level sooner.



## FIN 24-033 2024 Asset Management Plan

**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; The Town of Tillsonburg will accommodate and support sustainable growth; Tillsonburg residents and businesses will be connected to each other, regional networks, and the world through effective traditional and digital infrastructure.

**Strategic Direction** – Plan and develop a long-term financing strategy for new services and infrastructure to support growth.

**Priority Project** – *Short Term* – Financial Sustainability Plan; *Ongoing Projects* – Asset Management Plan.

**ATTACHMENTS**

1. Appendix A – Strategic Asset Management Policy
2. Appendix B – 2024 Asset Management Plan

	<b>STRATEGIC ASSET MANAGEMENT POLICY</b>			
	<b>Policy Number</b>	11-004		
	<b>Approval Date</b>	May 27, 2019	<b>Revision Date</b>	<u>June 24, 2024</u>
	<b>Schedules</b>			

## **A. POLICY STATEMENT**

The Town of Tillsonburg is committed to providing services to residents in a fiscally responsible manner that supports a community that is ***Connected, Enriched, and Inspired***. With this commitment in mind, assets must be managed in a way that allows the Town to achieve its goals, plans and policies.

This policy details the principles and general framework for a systematic and coordinated approach to asset management in order to achieve the municipality's asset management objectives.

This policy is intended to establish consistent standards and guidelines for the management of Town assets, applying sound technical, social and economic principles that consider present and future needs of users, and the service levels expected from those assets. This policy also ensures that legislative and regulatory requirements are met.

The Town will adopt the ISO 55000 series of standards, and its amendments, as the guiding standards for Asset Management.

The Town's Asset Management workflows will comply with all applicable laws and regulations, as well as account for provincial mandates such as *Infrastructure for Jobs and Prosperity Act* and Climate Change Action Plans.

This policy demonstrates an organization-wide commitment to the good stewardship of municipal infrastructure assets, and to improved accountability and transparency to the community through the adoption of best practices regarding asset management planning.

## **B. PURPOSE**

The purpose of this policy is to govern the practice of asset management within The Town of Tillsonburg. Effective control and governance of assets is essential to realize value through managing risk and opportunity, in order to achieve the desired balance of cost, risk and performance.<sup>1</sup>

This asset management policy expresses the commitment and intentions of the Town of Tillsonburg to plan, design, construct, acquire, operate, maintain, renew, replace and dispose of corporately owned assets in a way that ensures sound stewardship of public resources while delivering valued customer services.

It provides program principles and a framework for asset management practices that enables a coordinated, cost effective and organizationally sustainable approach for the Town of Tillsonburg. As outlined in the IAM's Asset Management – An Anatomy of an Asset Management System requires many components working cohesively together, as illustrated below.

<sup>1</sup> ISO/IEC. (2014). *ISO International Standard ISO/IEC 55000:2014(E) – Asset management – Overview, principles and terminology*. Geneva, Switzerland: International Organization for Standardization (ISO).

## TOWN OF TILLSONBURG

## Strategic Asset Management Policy

Policy Number	11-004
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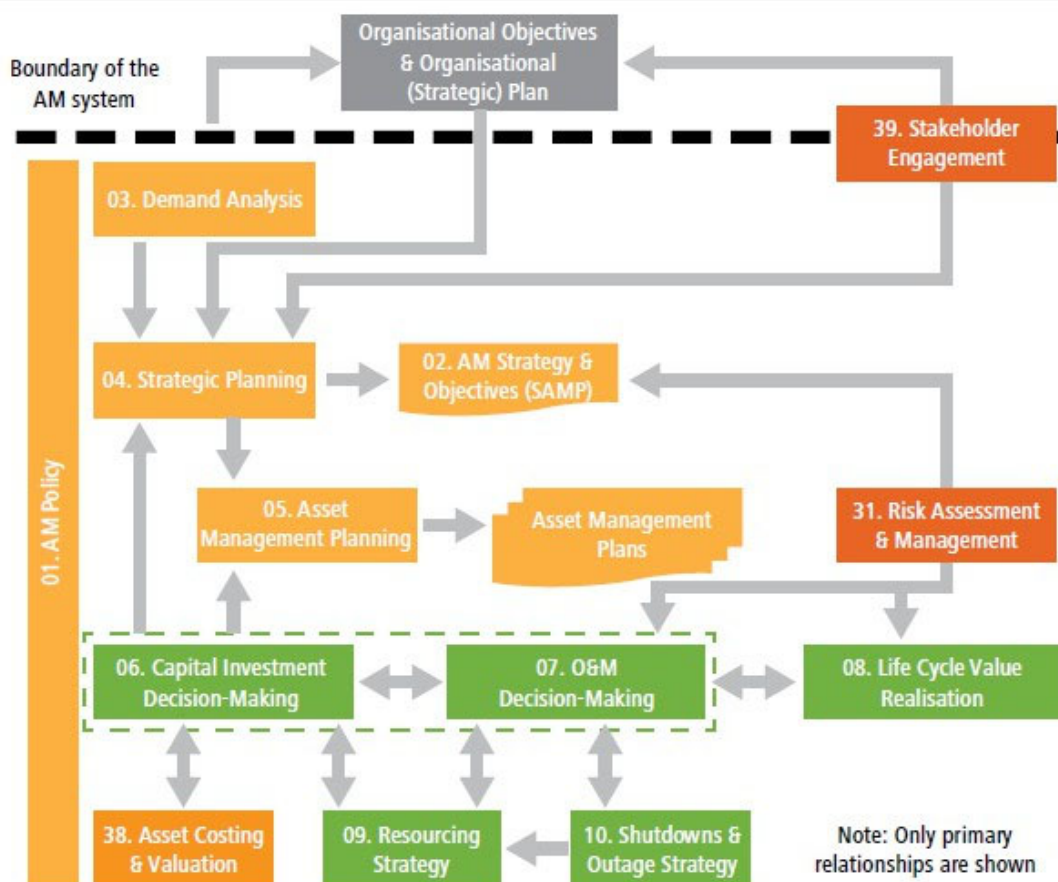


Figure 5: Key relationships for the Strategy & Planning subject group

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## C. SCOPE

This policy applies to all municipally owned physical assets. The Town is committed to maintaining and managing assets at defined levels of service to ensure that they meet customer expectations, compliance and legislative requirements by;

- Establishing asset management strategies through full lifecycle costing principles
- Adopting risk-based decision making processes to minimize the Town's risk exposure
- Developing and enhancing asset management knowledge and competencies to ensure the availability of skill sets required for implementation of asset management programs
- Planning for and resourcing the optimum level of maintenance to ensure asset reliability while maximizing asset lifecycle
- Financial planning for sustainable long term funding to rehabilitate, replace or dispose of infrastructure assets
- Monitoring and evaluating performance of assets and associated programs to track effectiveness

## TOWN OF TILLSONBURG

## Strategic Asset Management Policy

<b>Policy Number</b>	11-004
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**D. BACKGROUND**

Physical assets in the Town of Tillsonburg are essential to the core services provided and contribute to the quality of life enjoyed by residents of the Town. Assets are critical to ensuring that services are delivered to residents in a safe, reliable and efficient manner, while sustaining a growing community.

The Town of Tillsonburg is responsible for a variety of capital assets including:

- Linear infrastructure such as roads, bridges, culverts, retaining walls, sidewalks, streetlights, signalized intersections, storm water sewers and storm water management ponds.
- Buildings including the community center, fire hall, operations and customer service center, museum and administrative offices.
- Land improvements such as sports fields, cemeteries, parking lots, parks and playgrounds.
- Vehicles and equipment including fire trucks, snow plow trucks and other specialized equipment.
- Natural assets including the urban forest, open spaces and watercourses.

**E. DEFINITIONS**

**Asset** – Anything tangible or intangible that can be owned or controlled to produce value and that is held by the Corporation to produce positive economic value

**Asset Management (AM)** – A systematic process of developing, operating, maintaining, upgrading, and disposing of **assets** in a cost effective manner

**Asset Management System** – The people, processes, tools and other resources involved in the delivery of asset management

**Asset Management Plan (AMP)** – A tactical **plan** for managing an individual or groups of **assets** over their lifecycle, to deliver a desired level of service. It specifies the activities, resources and timescales required to achieve the organization's asset management objectives

**Corporate Asset Management** – The application of asset management principles at a corporate level to ensure consistency among diverse asset groups. It is a coordinated, cost effective and organizationally sustainable approach to maximizing asset service delivery potential, managing related risks and minimizing cost of ownership, while delivering the acceptable levels of service to the public in a sustainable manner and in accordance with regulatory requirements

**Lifecycle** – Stages involved in the life of an asset, from acquisition to disposal

**Level of Service (LOS)** – A commitment to carry out a given action or actions within a specified time frame in response to an event or asset condition. LOS reflects social, political, environmental and economic outcomes that the organization delivers

**Tangible Capital Asset** – Non-financial assets having physical substance that have useful economic lives extending beyond an accounting period, are to be used on a continuing basis, and are not for sale in the ordinary course of operations.

## TOWN OF TILLSONBURG

## Strategic Asset Management Policy

Policy Number	11-004
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**F. POLICY****PLANS AND POLICIES SUPPORTED****Oxford County Official Plan**

The Oxford County Official Plan provides the long term guide for growth and development for the entire County and is used to assess the appropriateness of various planning applications. It provides a land use strategy which balances growth and development in residential, industrial and commercial areas with the protection of natural and environmental resources. The land use policies of Official Plan pertaining to the Town of Tillsonburg (Section 8) provide general policy direction and a long-range planning framework for development in the Town of Tillsonburg. The objectives and policies together with the land use designations are intended to define not only the physical development of the Town but also to enhance the social, economic and environmental well-being of the municipality and its residents.

**Future Oxford Community Sustainability Plan**

The Future Oxford Community Sustainability Plan (CSP) creates a vision of a sustainable community that balances community, environmental and economic interests. Tillsonburg adopted the CSP in 2016. Tillsonburg's asset management planning will be informed by the Goals of the CSP

**Community Strategic Plan**

The Community Strategic Plan establishes a vision for the future that reflects community ideas and aspirations. The Community Strategic Plan guides priority setting, ensuring that programs and services address the changing needs of the community. The Tillsonburg Community Strategic Plan's goals and action items are organized according to four Strategic Objectives:

*Excellence in Local Government Lifestyle and Amenities*

- Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles.
- Demonstrate strong leadership in Town initiatives
- Streamline communication and effectively collaborate within local government.
- Demonstrate accountability

*Economic Sustainability Customer Service, Communication and Engagement*

- The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.
- Support new and existing businesses and provide a variety of employment opportunities.
- Provide diverse retail services in the downtown core.
- Provide appropriate education and training opportunities in line with Tillsonburg's economy.



## TOWN OF TILLSONBURG

## Strategic Asset Management Policy

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~~*Business Attraction, Retention and Expansion*~~~~*Demographic Balance*~~

- ~~• 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.~~
- ~~• Make Tillsonburg an attractive place to live for youth and young professionals.~~
- ~~• Provide opportunities for families to thrive.~~
- ~~• Support the aging population and an active senior citizenship~~

## TOWN OF TILLSONBURG

## Strategic Asset Management Policy

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~~Community Growth, Culture and Community~~

- ~~The Town of Tillsonburg will accommodate and support sustainable growth.~~

~~Promote Tillsonburg as a unique and welcoming community~~

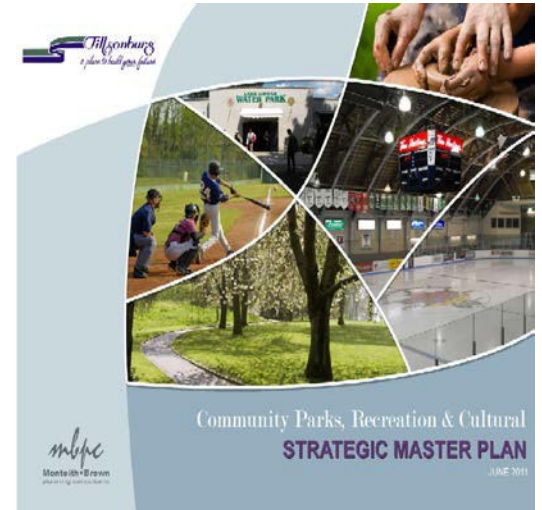
~~Provide a variety of leisure and cultural opportunities to suit all interests~~

~~Improve mobility and promote environmentally sustainable living~~

### Community Parks, Recreation & Cultural Strategic Master Plan

The Community Parks, Recreation & Cultural Strategic Master Plan provides a comprehensive framework articulating the needs and priorities for recreation programs, facilities, culture, parks, sports fields, trails and open space.

The recommendations contained within the Master Plan serve as a guide for stakeholders of the parks, recreation and culture system to consider as Tillsonburg grows and evolves over time.



### Energy Conservation and Demand Management Plan

In alignment with the vision and principles of the ECDMP, asset management decisions will be made with the intent to achieve energy conservation through use of technology, construction methods, and intentional operating protocols.

### Departmental Business Plans

The service level and budget set out in the asset management plan are incorporated into department business plans and budgets, goals and performance measures.

## INFRASTRUCTURE PLANNING PRINCIPLES

The key principles outlined in section 3 of the *Infrastructure for Jobs and Prosperity Act, 2015* have been summarized into the following four themes that the Town of Tillsonburg will consider when making decisions regarding asset management.

**Forward Thinking:** The Town will take a comprehensive approach to investment planning and decision making that looks at the long-term “big picture” and considers the combined impact of the entire asset lifecycle, while taking into account the needs of its customers, as well as local demographic and economic trends. It will also foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.

**Planning Investment in Infrastructure:** The Town is committed to informed infrastructure planning and investment with clearly identified priorities that will ensure the continued provision of core public services while promoting social and economic benefits arising from infrastructure projects that are intended to improve the well-being of the community, such as increasing accessibility for persons with disabilities, improvement of public spaces, economic competitiveness, productivity, local job creation and training opportunities. It will also ensure that

<b>TOWN OF TILLSONBURG</b>	
<b>Strategic Asset Management Policy</b>	
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the health and safety of workers involved in the construction and maintenance of infrastructure assets are protected.

**Transparency:** Subject to any restrictions or prohibitions under an Act or other-wise by law on the collection, use or disclosure of information the Town shall make evidence based and transparent infrastructure planning and investment decisions based on information that is either publicly available or is made available to the public. The Town will share information with implications for infrastructure planning with the Government and other broader public sector entities.

**Environmentally Conscious:** The Town recognizes the impact infrastructure may have on the environment and will endeavor to minimize these impacts to help maintain ecological and biological diversity. Infrastructure will be designed to be resilient to the effects of climate change and incorporate the use of acceptable recycled aggregates and LID techniques when appropriate.

## LAND USE PLANNING FRAMEWORK

The Town will align asset management planning with the Province of Ontario's land-use planning framework, including any relevant policy statements issued under section 3(1) of the *Planning Act*. Asset management planning will conform with Provincial Plans that are in effect as well as the Oxford County Official Plan as it relates to Tillsonburg. The objective will be to ensure that infrastructure and public service facilities are provide in a coordinated, efficient and cost-effective manner and that planning for infrastructure is integrated with land use planning so that they are financially viable over their lifecycle and available to meet current and projected needs.

To accomplish this objective the Town will consult with Oxford County when the Official Plan is being prepared and/or reviewed and the direction established through the Official Plan and any supporting studies, assumptions and data will be referenced in the development of the asset management plan.

## CLIMATE CHANGE

The Town will consider the risks and vulnerabilities of municipal infrastructure assets to climate change and the actions that may be required as part of the risk management approach within asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of reducing these vulnerabilities.

A balance will be struck between the levels of service delivered through operations, lifecycle management, maintenance schedules, disaster response plans, contingency funding and capital investments. Asset management planning will encompass a sustainable approach to climate change mitigation strategies and adaptation opportunities.

## BUDGET PLANNING

The Town is committed to the information sharing, planning and budget coordination of connected or interrelated municipal infrastructure assets of joint or separate ownership by pursuing collaborative opportunities with Oxford County and neighbouring municipalities whenever possible and including such opportunities within the Town's asset management plan and budgeting process.

The Town will consult with Oxford County during the preparation of water and wastewater financial plan updates for Tillsonburg by providing up-to-date asset information to help ensure the long-term financial sustainability of these systems.



## TOWN OF TILLSONBURG

### Strategic Asset Management Policy

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The Town's asset management plan will be considered annually during the development of the municipality's operating and capital budgets through the integration of asset management planning and practices with the municipality's long-term financial planning and budgeting strategies. This integration will allow each department and service area to generate short-term operating and maintenance needs as well as long-term capital needs to replace and/or renew municipal infrastructure assets based on full lifecycle costing to achieve desired levels of service.

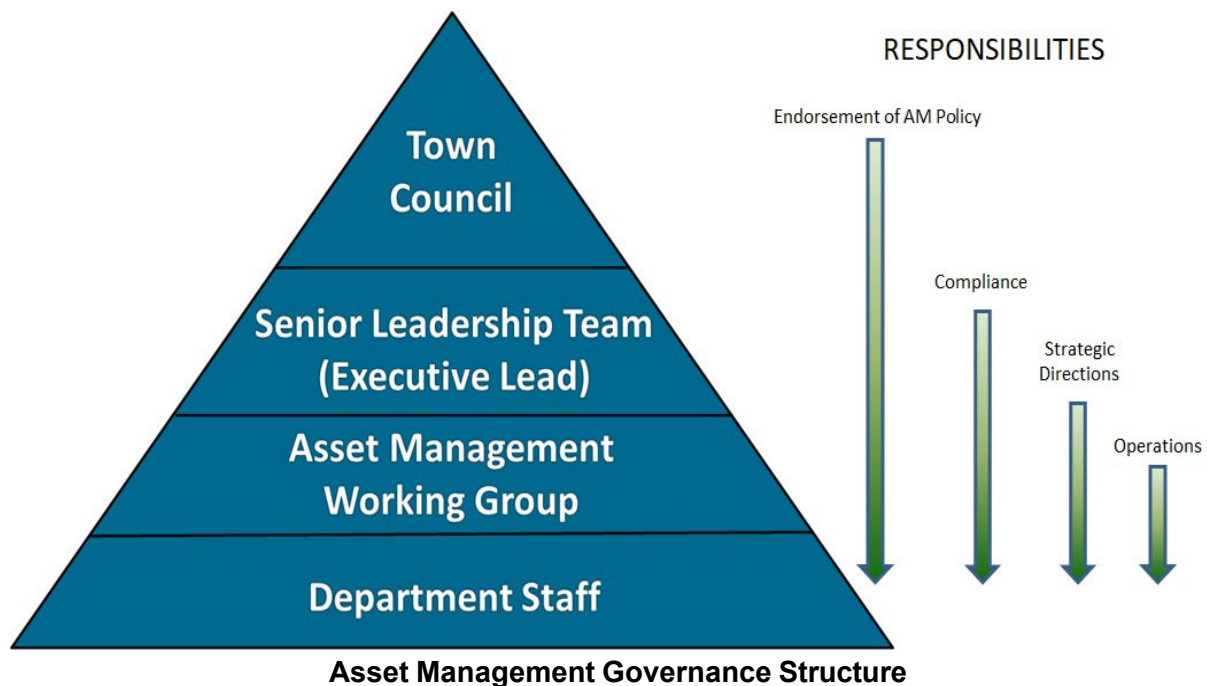
To make full use of all available infrastructure financing tools, the Town will incrementally increase the annual contribution from taxation towards asset management ~~by an amount equal to the additional tax revenue received each year through the phased in adjustments to the assessment base as determined by MPAC. This financing strategy will assist in achieving the guidelines set out in the Town's Reserve Policy and will continue~~ until the level of funding from taxation has reached the strategic threshold referred to as the annual capital requirement determined through asset management planning.

### CAPITALIZATION THRESHOLDS

The policy applies to all assets whose role in service delivery requires deliberate management by the Town. The service-focus intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds which are developed for the purposes of financial reporting. For this reason, assets in the asset management plan are not to be subject to a capitalization threshold, and are to be included based on judgement of whether the asset has value to the overall asset class. The capitalization threshold applied by asset class will be defined in the Tangible Capital Asset Policy.

### GOVERNANCE STRUCTURE

A Corporate Governance Strategy defines asset management roles and responsibilities and enables participants to manage assets in an informed manner using reliable and consistent practices. The figure below illustrates the Asset Management Governance Structure for the Town of Tillsonburg.



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The development and continuous support of the Town's asset management program requires organization-wide participation and collaboration from Council and staff over a wide range of duties and responsibilities.

#### **Council**

- Provide input into policy development and policy updates
- Approve AM policy and direction of the AM Program
- Maintain adequate organizational capacity to support the core practices of the AM program
- Prioritize effective stewardship of assets through adoption of ongoing policy review and budgets
- Provide input and establish appropriate levels of service and acceptable risk

#### **Senior Leadership Team**

- Review policy and policy updates
- Provide Corporate oversight to goals and directions and ensure the AM program aligns with the Municipality's strategic plan
- Ensure that adequate resources are available to implement and maintain core AM practices
- Develop and monitor levels of service
- Provide departmental staff coordination

#### **Asset Management Working Group**

- Develop policy and policy updates
- Provide input into establishing levels of service and monitor key performance indicators for reporting to Senior Leadership Team
- Provide support and direction for Corporate AM practices
- Track, analyze and report on AM program progress and results to Senior Leadership Team

#### **Department Staff**

- Use the business processes and technology tools developed as part of the AM program
- Participate in the implementation of team tasks to carry out AM activities
- Provide input into establishing levels of service and monitor key performance indicators
- Provide support and direction for AM practices within their department

### **COMMUNITY FOCUS AND ENGAGEMENT**

Public engagement is a critical component of a strong and healthy municipal government. The Town of Tillsonburg is committed to informing and engaging its citizens through the use of the Town's Public Engagement Policy. As a Town that is "connected, enriched, and inspired" this policy ensures that citizens and stakeholders have the opportunity to become engaged with the municipal decision-making process through an inclusive, collaborative, mutually meaningful and co-operative relationship.

<b>TOWN OF TILLSONBURG</b>	
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**CONTINUOUS IMPROVEMENT**

The Town will annually review and update, as required, its Strategic Asset Management Policy, and any related policies or strategies, and following any changes in regulatory requirements, or updates to the Strategic Plan.

Staff will report to Council on asset management progress on or before July 1 in each year. The annual review must address:

- The Town's progress in implementing its asset management plan;
- Any factors impeding the Town's ability to implement its asset management plan; and
- A strategy to address the identified factors.

The AMP is a living document. The Town is committed to monitoring the industry and implementing best practices as they evolve. An updated AMP is required at minimum every five years under Ontario Regulation 588/17. The Town intends to update its AMP every four years during the second year of every new term of Council.

The Town is committed to updating its asset management data on a continuous basis as new information is received. (i.e. Bridge Needs Study completed every 2 years providing updated conditions). This continuous improvement to data helps ensure that the right capital projects are targeted within each budget cycle.

# Asset Management Plan

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Town of Tillsonburg

2024

This Asset Management Plan was prepared in conjunction with Town of Tillsonburg staff:



Empowering your organization through advanced asset management, budgeting & GIS solutions

# Key Statistics

Replacement cost of  
asset portfolio

**\$362.4**million

Replacement cost of  
infrastructure per  
household

**\$42,669** (2021)

Percentage of assets in fair  
or better condition

**67%**

Percentage of assets with  
assessed condition data

**78%**

Annual capital  
infrastructure deficit

**\$5.7** million

Recommended timeframe  
for eliminating annual  
infrastructure deficit

**20** Years

Target reinvestment  
rate

**2.53%**

Actual reinvestment  
rate

**0.94%**

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# Executive Summary

Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

## Scope

This Asset Management Plan (AMP) identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Town can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

The 2022 AMP encompassed only core infrastructure. This AMP now also includes non-core assets, with the current replacement value differential as follows:

<b>Category</b>	<b>2022 AMP Current Replacement Value (CRV)</b>	<b>2024 AMP Current Replacement Value (CRV)</b>
Road Network	\$160,046,326	\$157,763,035
Bridges & Culverts	\$20,700,000	\$30,933,500
Stormwater Network	\$51,643,070	\$57,420,013
Facilities	N/A	\$95,060,744
Fleet & Fleet Equipment	N/A	\$11,217,834
Machinery & Equipment	N/A	\$1,702,541
Land Improvements	N/A	\$6,393,350
Technology & Communication	N/A	\$1,939,593
<b>Total</b>	<b>\$232,389,396</b>	<b>\$362,430,610</b>

The CRVs for this AMP are based on 2022 yearend data.

This AMP includes the following asset categories:

## Asset Categories

### Core Assets:



Road Network



Stormwater Network



Bridges & Culverts

### Non-Core Assets:



Facilities



Machinery & Equipment



Land Improvements



Fleet & Fleet Equipment

With the development of this AMP the Town has achieved compliance with O. Reg. 588/17 to the extent of the requirements that must be completed by July 1, 2024. There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2025 .

## Findings

The overall replacement cost of the asset categories included in this AMP totals \$362.4 million. Sixty-seven (67%) of all assets analysed in this AMP are in fair or better condition and assessed condition data was available for seventy-eight (78%) of assets. For the remaining twenty-two (22%) of assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP uses a combination of proactive lifecycle strategies (paved roads, bridges & culverts, and facilities) and replacement only strategies (all other assets) to determine the lowest cost option to maintain the current level of service.

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Town's average annual capital requirement totals \$9.1 million. Based on a historical analysis of sustainable capital funding sources, the Town is committing approximately \$3.4 million towards capital projects or reserves per year. As a result, there is currently an annual funding gap of \$5.7 million.

It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Town. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

## Recommendations

A financial strategy was developed to address the annual capital funding gap. The following graphics shows annual tax change required to eliminate the Town's infrastructure deficit based on a 20-year plan:



Recommendations to guide continuous refinement of the Town's asset management program. These include:

- Review data on a regular basis to update and maintain a complete and accurate asset register
- Where applicable, develop condition assessment strategies with a regular schedule
- Review and update lifecycle management strategies
- Develop and regularly review short- and long-term plans to meet capital requirements
- Measure current levels of service and identify sustainable proposed levels of service

# 1 Introduction & Context

## Key Insights

The Town of Tillsonburg is located within the County of Oxford which is in southwestern Ontario

The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio

The Town's asset management policy provides clear direction to staff on their roles and responsibilities regarding asset management

An asset management plan is a living document that should be updated regularly to inform long-term planning

Ontario Regulation 588/17 outlines several key milestones and requirements for asset management plans in Ontario due in July 2022, 2024, and 2025. This plan meets the 2024 requirements.

## 1.1 Tillsonburg Community Profile

Census Characteristic	Town of Tillsonburg	Ontario
Population 2021	18,615	14,223,942
Population Change 2016-2021	17.3	5.8
Total Private Dwellings	8,494	5,929,250
Population Density	838.6/km <sup>2</sup>	15.9/km <sup>2</sup>
Land Area	22.2 km <sup>2</sup>	892,411.76 km <sup>2</sup>

The Town of Tillsonburg is located 50 kilometres east of the City of London in Southwestern Ontario. The Town is surrounded by large amounts of farmland and Lake Erie to the south.

The region was settled in 1825 by newcomers from Massachusetts, and the village settlement was originally called Dereham Forge. In the mid-19<sup>th</sup> century, the municipality began to industrialize with a municipal water system developed that would provide power to a sawmill, planning mill, and tannery industries among others. By 1872, the Village was incorporated as the Town of Tillsonburg, and innovative developments continued with the first telephone established by 1885 and electric power available by 1912.

Today, the Town centre is active with a mall and several big box stores. Farming continues to be an important industry for the Town. Historically, the Town has experienced average population growth (i.e., 2011 to 2016, Town of Tillsonburg 3.6% vs Province of Ontario 4.6% growth) however between 2016 and 2021 the Town's population grew significantly (17.3%) especially in comparison to the Provincial growth rate (5.8%) over the same period.

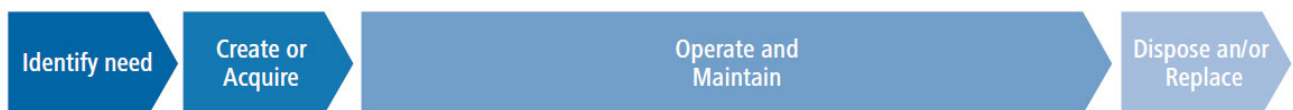
The Town of Tillsonburg owns and manages a robust asset portfolio including roads, bridges & culverts, storm network, facilities, vehicles, machinery & equipment, land improvements, and various information technology assets. Water and wastewater assets are managed by the Town of Tillsonburg, however, are owned by the County of Oxford. Consequently, these asset classes are not included in this AMP.

Risk-based project prioritization is essential for capital planning since major infrastructure projects are heavily reliant on the availability of grants. Staff intend to support continuous growth within the Town by investing in critical infrastructure and advancing their asset management program.

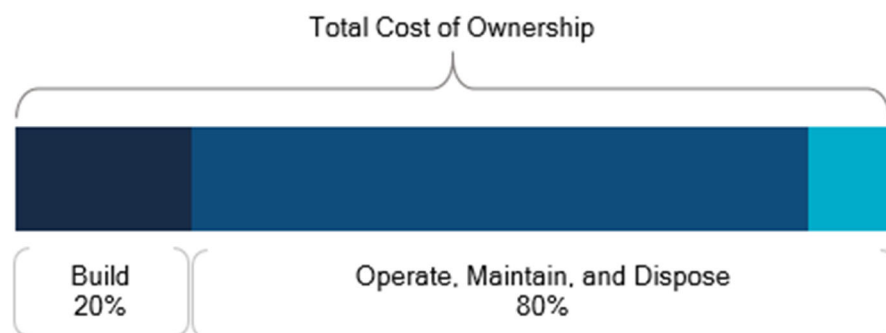
## 1.2 An Overview of Asset Management

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.

Managing assets involves various activities beginning with asset acquisition, transitioning to asset maintenance and rehabilitation decisions, and ending with disposal decisions.



Often, asset acquisition costs are a primary consideration to lifecycle decisions. However, when reviewing total cost of ownership, operation, maintenance, and rehabilitation activities account for most cost throughout an asset's lifecycle and can significantly impact its performance, risk, and total cost of ownership. Generally, the acquisition of capital assets accounts for only 10-20% of their total cost of ownership. The remaining 80-90% derives from operations, maintenance, and rehabilitation. This report focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.



Asset lifecycle cost costs can (and often do) span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. This report and the analysis completed is critical to this planning, and an essential element of broader asset management program.

The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan. This should be supplemented by a long-range financial plan and a multi-year budgeting framework.

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

### 1.2.1 Asset Management Policy

An asset management policy represents a statement of the principles guiding the Town's approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

The Town adopted their Asset Management Policy on May 27<sup>th</sup>, 2019, in accordance with Ontario Regulation 588/17. The Policy outlines the Town's commitment to managing their assets with improved accountability and transparency using consistent standards that reflect the Town's present and future needs.

The Policy outlines four key themes to be applied to their asset management decisions, these are:

- **Forward Thinking:** A comprehensive approach to investment planning that considered the assets entire lifecycle alongside local factors (i.e., demographics, economics) and where possible uses innovation in technology, services, and practises.
- **Planning Investment in Infrastructure:** Informed infrastructure planning with clear priorities that ensure the provision of core public service while, where possible, promoting other social and economic benefits.
- **Transparency:** Decisions supported by evidenced, with supportive information provided to the public where permitted.
- **Environmentally Conscious:** Infrastructure decisions will seek to minimize environmental impacts and be resilient to the effects of climate change.

### 1.2.2 Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the



policy on how the Town plans to achieve asset management objectives through planned activities and decision-making criteria.

Several of the recommendations throughout this report highlight specific actions and practices that are expected to improve the Town of Tillsonburg’s Asset management practices, internal capacity, cognizance, and asset decisions. Thus, these recommendations serve informally as an Asset Management Strategy and provide a framework of planned activities to operationalize and support the delivery of the asset management objectives.

### 1.2.3 Asset Management Plan

The asset management plan (AMP) presents the outcomes of the Town’s asset management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- State of Infrastructure
- Asset Management Strategies
- Levels of Service
- Financial Strategies

The AMP is a living document that should be updated regularly as additional asset and financial data becomes available. This will allow the Town to re-evaluate the state of infrastructure and identify how the organization’s asset management and financial strategies are progressing.

### 1.2.4 Strategic Plan Alignment

ISO 55000 defines asset management as the “*coordinated* activity of an organization to realize value from assets”. Understanding what interventions, the Town’s asset require, the timing and cost of those interventions, and the risks held are central to preserving assets so that they can be used to deliver value. Using infrastructure assets to deliver value requires an understanding of what is valued—commonly this is reflected by the asset owner’s goals and objectives. In the case of the Town of Tillsonburg, the 2021-2030 Community Strategic Plan outlines the Town’s vision, mission, goals, and progress measurements. Through the identification of strategic goals, asset management practices and decisions can be aligned to support strategic goal advancement.

The process of aligning an organization’s strategic plan and asset management activities delivered by staff is referred to by the Institute of Asset Management (IAM) as the “line of Sight”. Having a “line of sight” provides staff with an understanding of the purpose of their actions and why they are needed.

The Town of Tillsonburg’s most recent Community Strategic Plan provides a roadmap for municipal projects, priorities, and initiatives that seek to identify, advance, and champion the Town’s vision, mission, corporate values, and strategic goals. Key details from the Strategic Plan are as follows:

**Vision:** A Vibrant and engaged community built on partnerships and entrepreneurial spirit.

**Mission:** Excellence in local government by providing efficient and effective municipal services.

**Corporate Value:** Serving our Community and Working as one team.

The plan also identifies five strategic goals. These goals and their asset management applications are outlined below:

<b>Strategic Goal</b>	<b>Asset Management Applications</b>
Lifestyle and amenities for a balanced lifestyle	Asset management supports long-term strategic decisions based on the best available data and information. This supports sustainable management of infrastructure that performs reliably and provides foundational contributions to a good quality of life.
Excellence and accountability in government	Excellence in governance requires reliable information that can support prudent decision making. The development of an AMP enhances the quality, extent, and reliability of asset information and data which supports sound governance.
Attract and retain a diverse range of businesses	Just like residents, businesses rely on the Town’s infrastructure for smooth operations. Asset management supports reliable infrastructure delivery and thereby advances this strategic goal.
Accommodate and support sustainable community growth	Growth requires infrastructure, including the management of existing, and an understanding of the costs to sustainably fund the Town’s infrastructure. An AMP works to identify the long-term costs and assess the Town’s current investment levels, which can help determine changes required to support the Town’s existing and expected future population.
Effective infrastructure that supports connectivity	Traditional connectivity is heavily reliant on the road and bridge network. The AMP improves the access to data about these assets and this supports stronger analysis to identify interventions to support the network and their estimated cost.

The Community Strategic Plan also identified a series of metrics to evaluate the performance of the established goals. Many of these indicators are also reflected as Level of Service (LOS) metrics in this AMP under the respective asset categories.

## Asset Management Success Factors

It takes considerable time and resources to develop an AMP and associated Asset Management Program. Implementing an AMP requires resources to support ongoing implementation, review, update, and continuous improvement efforts. The International Infrastructure Management Manual (IIMM) identifies three (3) critical factors to success in asset management program implementation. These factors are detailed below alongside examples of how the Town of Tillsonburg is demonstrating the success factors and considerations for continuous improvement:

**1 Governance and Leadership:** To implement an AMP significant resources and cooperation across an organization are required; typically requiring leadership from the top.

### Current Success:

- The Town of Tillsonburg recognizes the importance of asset management and accordingly in early 2019 created a permanent position for an Asset Management Coordinator.
- In 2023, asset management was moved under Finance in the corporate structure.
- The Town of Tillsonburg’s project team for this AMP had considerable involvement from the Town’s Asset Management Coordinator with support from other leadership staff, including:
  - Director of Finance
  - Director of Operations and Development
  - Manager of Engineering
  - Manager of Public Works
  - Director of Recreation, Culture, and Parks
- The Town’s Strategic Plan directly identifies the importance of an AMP in the advancement of the Town’s goals. For example, the AMP is directly referenced in the Strategic Directions supporting the Lifestyle and Amenities, Connectivity and Transportation goal. Further, the AMP provides key information to support, evidence, and bolster the Town’s other goals.

### Continuous Improvement Considerations:

- Work towards embedding asset management into everyday practices and decisions so that it remains an integral part of decisions.

- Identify any training requirements to support staff in developing their asset management knowledge.

**2 Involving the Whole Organization:** asset management is a practice that many people within an organization affect, and that necessitates significant coordination. Asset requirements must be understood and directly considered when developing budgets, operational practices must support lifecycle maximization, capital projects require long-term cost considerations and coordination, and all decisions must seek to align with strategic objectives.

Current Success:

- In addition to the senior leadership involved in the AMP development, additional staff were directly consulted and involved. This includes:
  - Asset Management Coordinator
  - Manager of Public Works
  - Manager of Engineering
  - Manager of Parks and Facilities
  - IT Project Manager
  - Facilities Supervisor
  - Parks and Cemetery Supervisor
  - Fleet Technician
  - GIS Technician/Transit Coordinator

Continuous Improvement Considerations:

- Work with staff to disseminate asset management information across the organization, especially to operational staff who may not have been involved in the AMP's development.
- Work to help staff understand the asset management "line of sight", how their contributions relate to and affect asset management, and why they are needed.

**3 Resourcing the Asset Management System:** Sufficient and appropriately trained staff and system resources with the capacity to manage data, convey information, and align processes and systems is critical to the success of asset management.

Current Success:

- The Town recognizes the importance of investing in staff training and resourcing and accordingly has registered 7 staff members in various training programs including:
  - NAMS+ Professional Certificate in Asset Management Planning
  - Citywide Asset Training

- MFOA Levels of Service Workshops
- MFOA Asset Management Seminars

Continuous Improvement Considerations:

- Align asset management training investments with operational needs. For example, if the intention is to improve asset management data practices focus on training specific to data management.
- Ensure infrastructure focused staff have the skills and training needed to utilize the asset management program.
- Review existing asset and information management systems to ensure they provide appropriate and valuable outputs. If not, explore what adjustments may be feasible to deliver stronger data and information outputs.

## 1.3 Key Concepts in Asset Management

Effective asset management integrates several key components, including lifecycle management, risk management, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

### 1.3.1 Lifecycle Management Strategies

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation, and replacement. The following table provides a description of each type of activity and the general difference in cost.

<b>Lifecycle Activity</b>	<b>Description</b>	<b>Example (Roads)</b>	<b>Cost</b>
Maintenance	Activities that prevent defects or deteriorations from occurring	Crack Seal	\$
Rehabilitation/ Renewal	Activities that rectify defects or deficiencies that are already present and may be affecting asset performance	Mill & Re-surface	\$\$
Replacement/ Reconstruction	Asset end-of-life activities that often involve the complete replacement of assets	Full Reconstruction	\$\$\$

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have

on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

The Town's approach to lifecycle management is described within each asset category outlined in this AMP. Developing and implementing a proactive lifecycle strategy will help staff to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

### 1.3.2 Risk Management Strategies

Municipalities generally take a 'worst-first' approach to infrastructure spending. Rather than prioritizing assets based on their importance to service delivery, assets in the worst condition are fixed first, regardless of their criticality. However, not all assets are created equal. Some are more important than others, and their failure or disrepair poses more risk to the community than that of others. For example, a road with a high volume of traffic that provides access to critical services poses a higher risk than a low volume rural road. These high-value assets should receive funding before others.

By identifying the various impacts of asset failure and the likelihood that it will fail, risk management strategies can identify critical assets, and determine where maintenance efforts, and spending, should be focused.

This AMP includes a high-level evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation, and replacement strategies for critical assets.

### 1.3.3 Levels of Service

A level of service (LOS) is a measure of what the Town is providing to the community and the nature and quality of that service. Within each asset category in this AMP, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

These measures include a combination of those that have been outlined in O. Reg. 588/17 in addition to performance measures identified by the Town as worth measuring and evaluating. The Town measures the level of service provided at two levels: Community Levels of Service, and Technical Levels of Service.

## Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories (roads, bridges and culverts, water, wastewater, stormwater) the province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in this AMP. For non-core asset categories, the Town has determined the qualitative descriptions that will be used to determine the community level of service provided. These descriptions can be found in the Levels of Service subsection within each asset category.

## Technical Levels of Service

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Town's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For the Town's core asset categories (roads, bridges and culverts, and stormwater) the province, through O. Reg. 588/17, has provided technical metrics that are required to be included in this AMP. For non-core asset categories, the Town has determined the technical metrics that will be used to determine the technical level of service provided. These metrics can be found in the Levels of Service subsection within each asset category.

## Current and Proposed Levels of Service

This AMP focuses on measuring the current level of service provided to the community. Once current levels of service have been measured, the Town plans to establish proposed levels of service over a 10-year period, in accordance with O. Reg. 588/17.

Proposed levels of service should be realistic and achievable within the timeframe outlined by the Town. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals, and long-term sustainability. Once proposed levels of service have been established, and prior to July 2025, the Town must identify a lifecycle management and financial strategy which allows these targets to be achieved.



## 1.4 Ontario Regulation 588/17

As part of the *Infrastructure for Jobs and Prosperity Act, 2015*, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17). Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

The diagram below outlines key reporting requirements under O. Reg 588/17 and the associated timelines.

**2019**

Strategic Asset Management Policy

**2022**

Asset Management Plan for Core Assets with the following components:

1. Current levels of service
2. Inventory analysis
3. Lifecycle activities to sustain LOS
4. Cost of lifecycle activities
5. Population and employment forecasts
6. Discussion of growth impacts

**2024**

Asset Management Plan for Core and Non-Core Assets (same components as 2022) and Asset Management Policy Update

**2025**

Asset Management Plan for All Assets with the following additional components:

1. Proposed levels of service for next 10 years
2. Updated inventory analysis
3. Lifecycle management strategy
4. Financial strategy and addressing shortfalls
5. Discussion of how growth assumptions impacted lifecycle and financial strategies

## 1.4.1 O. Reg. 588/17 Compliance Review

The following table identifies the requirements outlined in Ontario Regulation 588/17 for municipalities to meet by July 1, 2024. Next to each requirement a page or section reference is included in addition to any necessary commentary.

<b>Requirement</b>	<b>O. Reg. Section</b>	<b>AMP Section Reference</b>	<b>Status</b>
Summary of assets in each category	S.5(2), 3(i)	4.1.1 - 5.2.1	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	4.1.1 - 5.2.1	Complete
Average age of assets in each category	S.5(2), 3(iii)	4.1.3 - 5.2.3	Complete
Condition of assets in each category	S.5(2), 3(iv)	4.1.2 - 5.2.2	Complete
Description of municipality's approach to assessing the condition of assets in each category	S.5(2), 3(v)	4.1.2 - 5.2.2	Complete
Current levels of service in each category	S.5(2), 1(i-ii)	4.1.6 - 5.2.6	Complete
Current performance measures in each category	S.5(2), 2	4.1.6 - 5.2.6	Complete
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	4.1.4 - 5.2.4	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	Appendix B	Complete
Growth assumptions	S.5(2), 5(i-ii) S.5(2), 6(i-vi)	6.1-6.2	Complete

# 2 Scope and Methodology

## Key Insights

This asset management plan includes eight (8) categories

The source and recency of replacement costs impacts the accuracy and reliability of the asset portfolio's valuation.

Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life

## 2.1 Asset Categories Included in this AMP

This asset management plan for the Town of Tillsonburg is produced in compliance with Ontario Regulation 588/17. The July 2024 deadline under the regulation—the second of three AMPs—requires analysis of all asset categories.

The AMP summarizes the state of the infrastructure for the Town’s asset portfolio, establishes current levels of service and the associated technical and customer-oriented key performance indicators (KPIs), outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.

<b>Asset Category</b>
Road Network
Bridges & Culverts
Stormwater Network
Facilities
Fleet & Fleet Equipment
Machinery & Equipment
Land Improvements
Technology & Communication

## 2.2 Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. This AMP relies on two methodologies:

- **User-Defined Cost and Cost/Unit:** Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience
- **Cost Inflation/CPI Tables:** Historical cost of the asset is inflated based on Consumer Price Index or Non-Residential Building Construction Price Index
- **Cost Inflated User Defined Costs:** Based on costs provided by municipal staff which are inflated or deflated to the data effective date.

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost Inflated User Defined Costs tends to be fairly accurate as well, provided that the cost being inflated is relatively recent. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs that the Town incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

## 2.3 Estimated Useful Life and Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Town expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset in this AMP was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset's in-service data and its EUL, the Town can determine the service life remaining (SLR) for each asset. Using condition data and the asset's SLR, the Town can more accurately forecast when it will require replacement. The SLR is calculated as follows:

$$\text{Service Life Remaining (SLR)} = \text{In Service Date} + \text{Estimated Useful Life (EUL)} - \text{Current Year}$$

## 2.4 Reinvestment Rate

As assets age and deteriorate, they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost.

By comparing the actual vs. target reinvestment rate the Town can determine the extent of any existing funding gap. The reinvestment rate is calculated as follows:

$$\text{Target Reinvestment Rate} = \frac{\text{Annual Capital Requirement}}{\text{Total Replacement Cost}}$$

$$\text{Actual Reinvestment Rate} = \frac{\text{Annual Capital Funding}}{\text{Total Replacement Cost}}$$

## 2.5 Deriving Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Town's asset portfolio. The table below outlines the condition rating system used in this AMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

Condition	Description	Criteria	Service Life Remaining (%)
Very Good	Fit for the future	Well maintained, good condition, new or recently rehabilitated	80-100
Good	Adequate for now	Acceptable, generally approaching mid-stage of expected service life	60-80
Fair	Requires attention	Signs of deterioration, some elements exhibit significant deficiencies	40-60
Poor	Increasing potential of affecting service	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration	20-40
Very Poor	Unfit for sustained service	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable	0-20

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition. Appendix D includes additional information on the role of asset condition data and provides basic guidelines for the development of a condition assessment program.

# 3 Portfolio Overview

## Key Insights

The total replacement cost of the Town's asset portfolio is \$362.4 million

The Town's target re-investment rate is 2.53%, and the actual re-investment rate is 0.94%, contributing to an expanding infrastructure deficit

67% of all assets are in fair or better condition

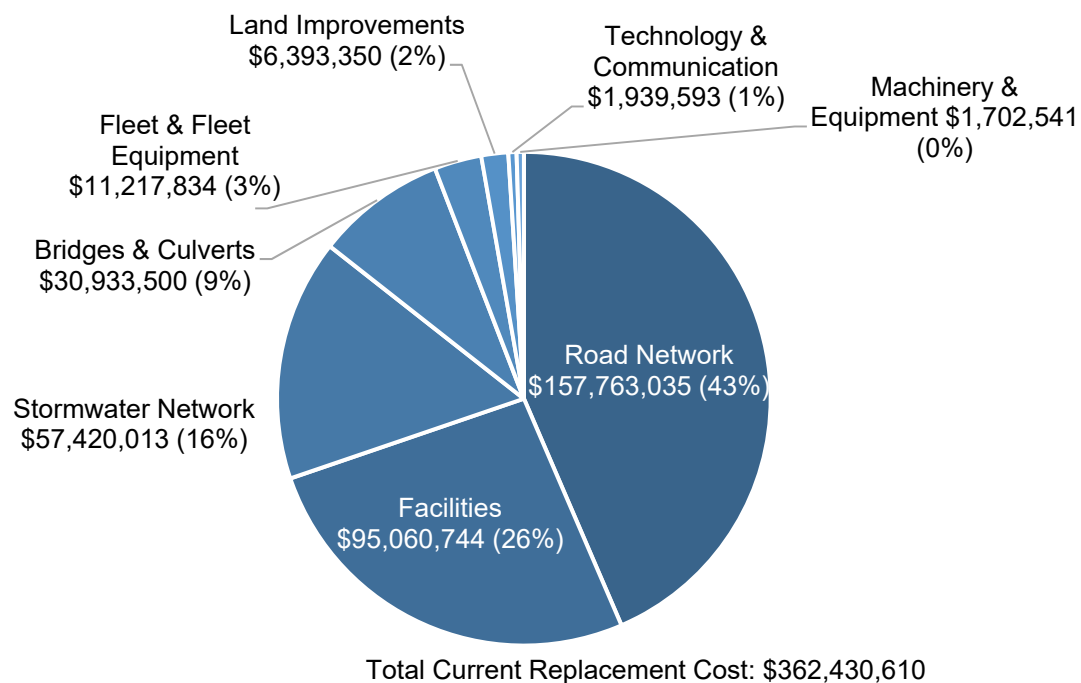
26% of assets are projected to require replacement in the next 10 years

Average annual capital requirements total \$9.1 million per year across all assets



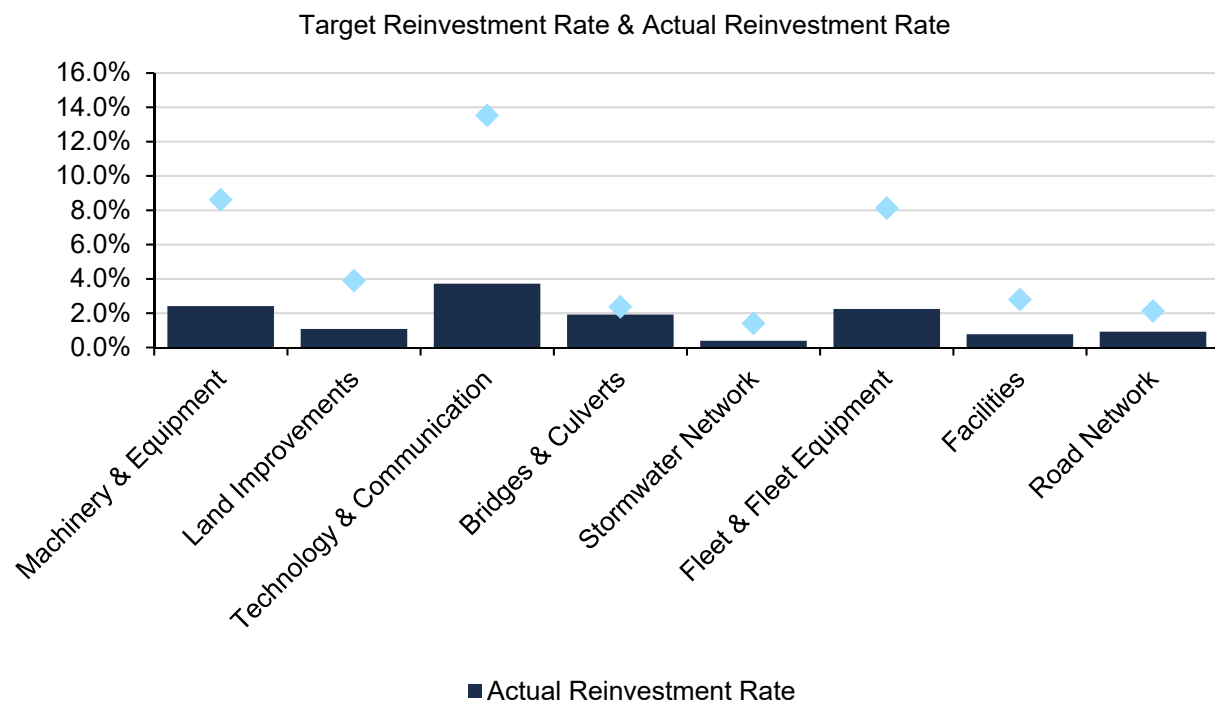
## 3.1 Total Replacement Cost of Asset Portfolio

The asset categories analyzed in this AMP have a total replacement cost of \$362 million based on inventory data from 2022. This total was determined based on a combination of user-defined costs and historical cost inflation. This estimate reflects replacement of historical assets with similar, not necessarily identical, assets available for procurement today.



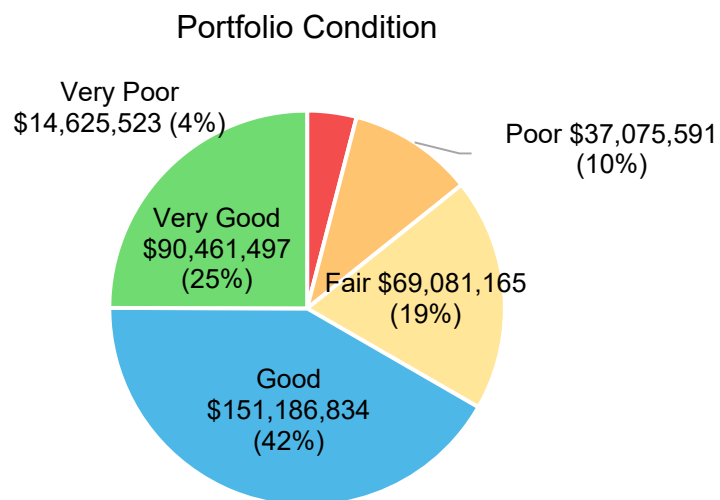
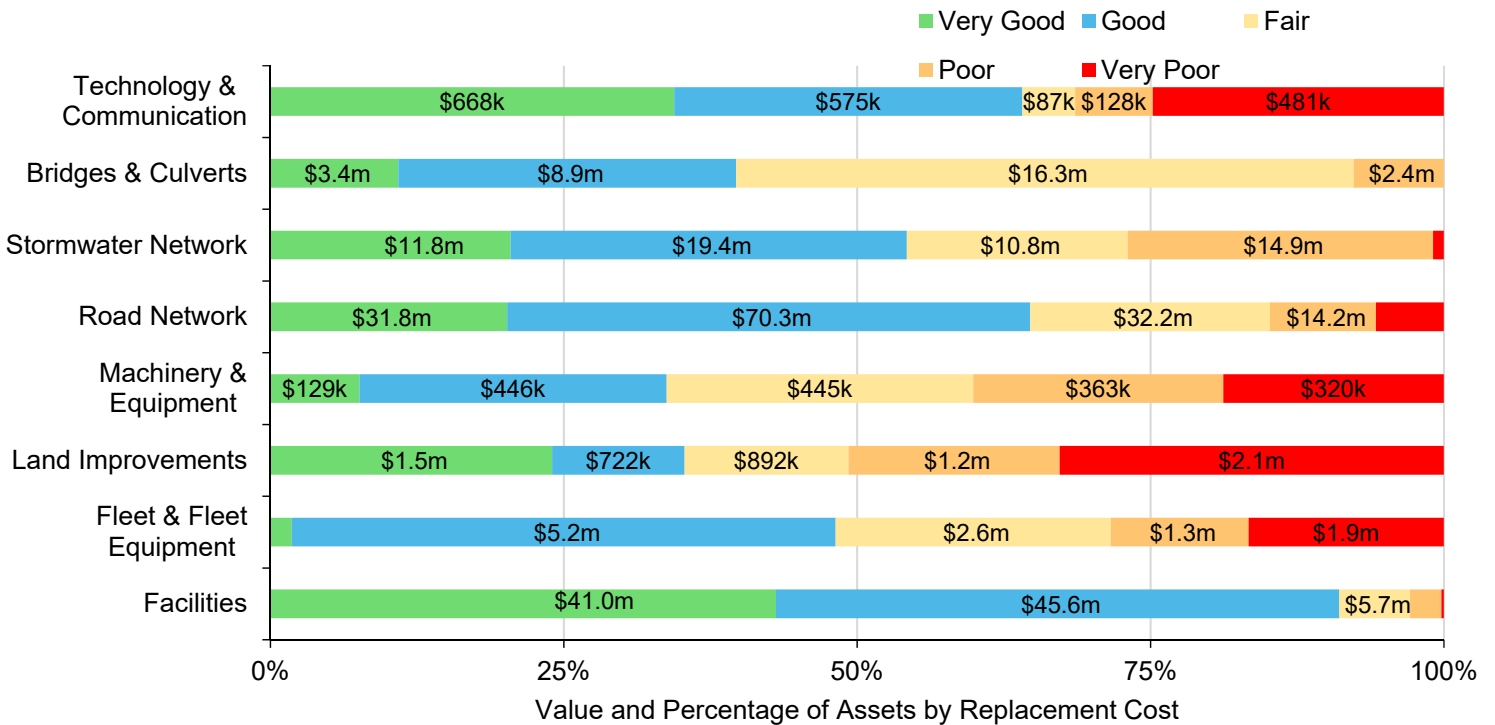
## 3.2 Target vs. Actual Reinvestment Rate

The graph below depicts funding gaps or surpluses by comparing target vs actual reinvestment rate. To meet the long-term replacement needs, the Town should be allocating approximately \$9.1 million annually, for a target reinvestment rate of 2.53%. Actual annual spending on infrastructure totals approximately \$3.4 million, for an actual reinvestment rate of 0.94%



### 3.3 Condition of Asset Portfolio

The current condition of the assets is central to all asset management planning. Collectively, 67% of assets in Tillsonburg are in fair or better condition. This estimate relies on both age-based and field condition data.

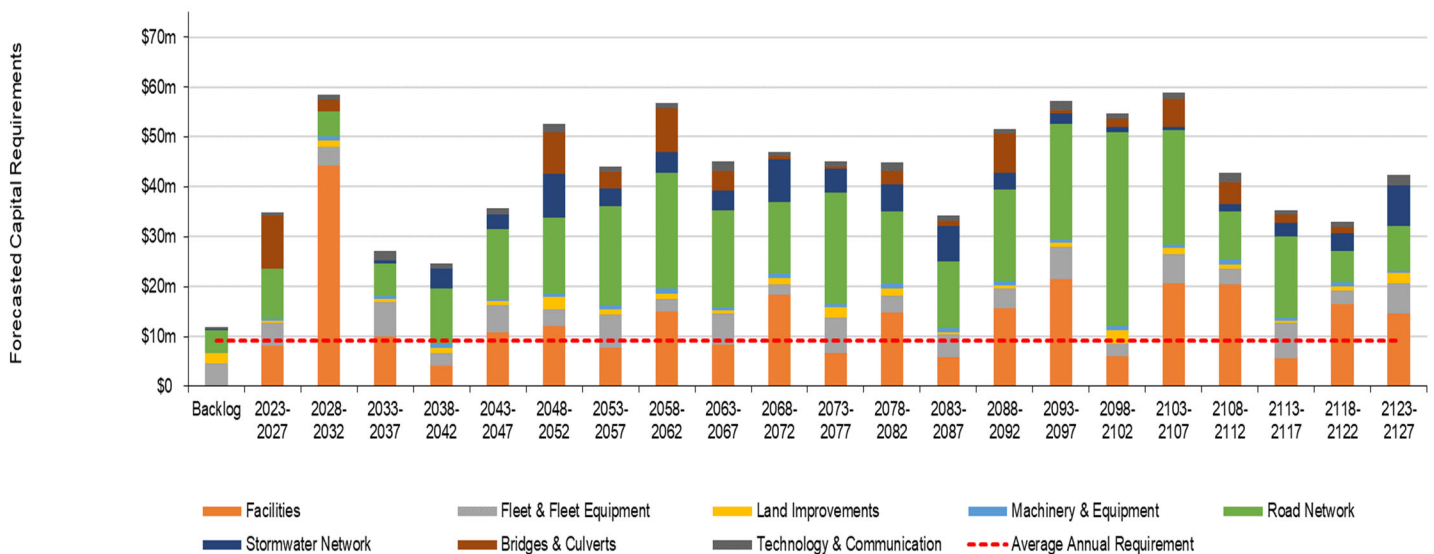


This AMP relies on assessed condition data for 78% of assets; for the remaining portfolio, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. The table below identifies the source of condition data used throughout this AMP.

<b>Asset Category</b>	<b>Asset Segment</b>	<b>% of Assets with Assessed Condition</b>	<b>Source of Condition Data</b>
Road Network	Paved Roads	100%	2021 PCI Assessments
Bridges & Culverts	Bridges	100%	2023 OSIM Report
	Culverts	100%	2023 OSIM Report
Storm Water Facilities	All	0%	N/A
Fleet & Fleet Equipment	All	96%	2021 BCA
Machinery & Equipment	All	100%	Staff Assessments
Land Improvements	All	36%	Staff Assessments
Technology & Communication	All	17%	Staff Assessments
	All	0%	N/A

### 3.4 Forecasted Capital Requirements

The development of a long-term capital forecast should include both asset rehabilitation and replacement requirements. With the development of asset-specific lifecycle strategies that include the timing and cost of future capital events, the Town can produce an accurate long-term capital forecast. The following graph identifies capital requirements over the next 100 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.



# 4 Assets Analysis

## Key Insights

The total replacement cost of the Town's asset portfolio is \$362.4 million

67% of assets are in fair or better condition

The average annual capital requirement to sustain the current level of service for the Town's asset portfolio is approximately \$9.1 million

Critical assets should be evaluated to determine appropriate risk mitigation activities and treatment options

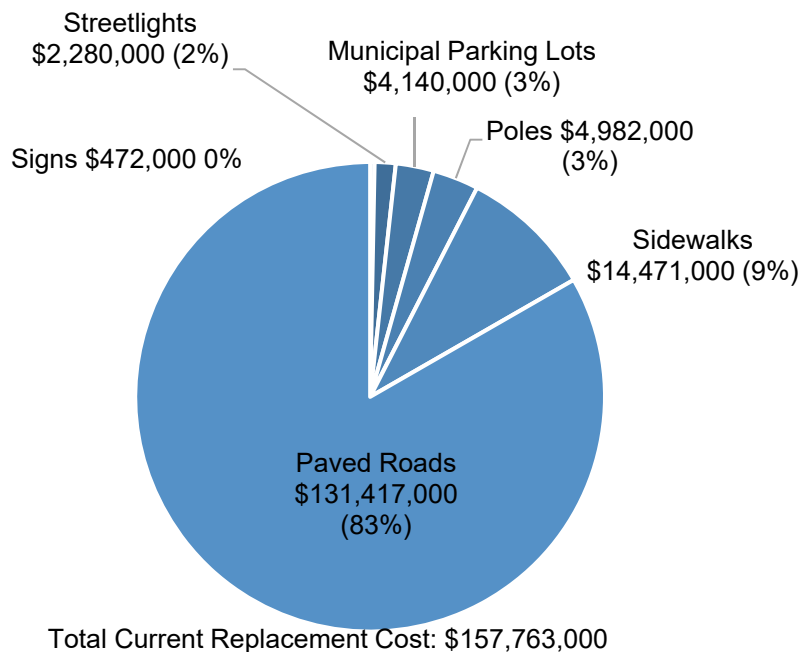
## 4.1 Road Network

The road network is a critical component of the provision of safe and efficient transportation services and represents the highest value asset category in the Town's asset portfolio. It includes all municipally owned and maintained roadways in addition to supporting roadside infrastructure including sidewalks, signs, streetlights, poles, and municipal parking lots.

### 4.1.1 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Town's road network inventory.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Municipal Parking Lots	23	Assets	\$4,140,279	CPI
Paved Roads	231,000 <sup>1</sup>	Meters	\$131,416,744	Cost per unit
Poles	1,529	Assets	\$4,982,399	CPI
Sidewalks	138,000	Meters	\$14,471,199	Cost per unit
Signs	21	Assets	\$471,999	CPI
Streetlights	2,503	Assets	\$2,280,415	CPI

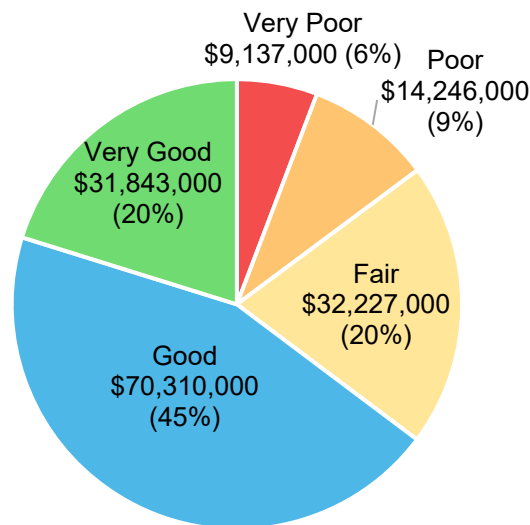
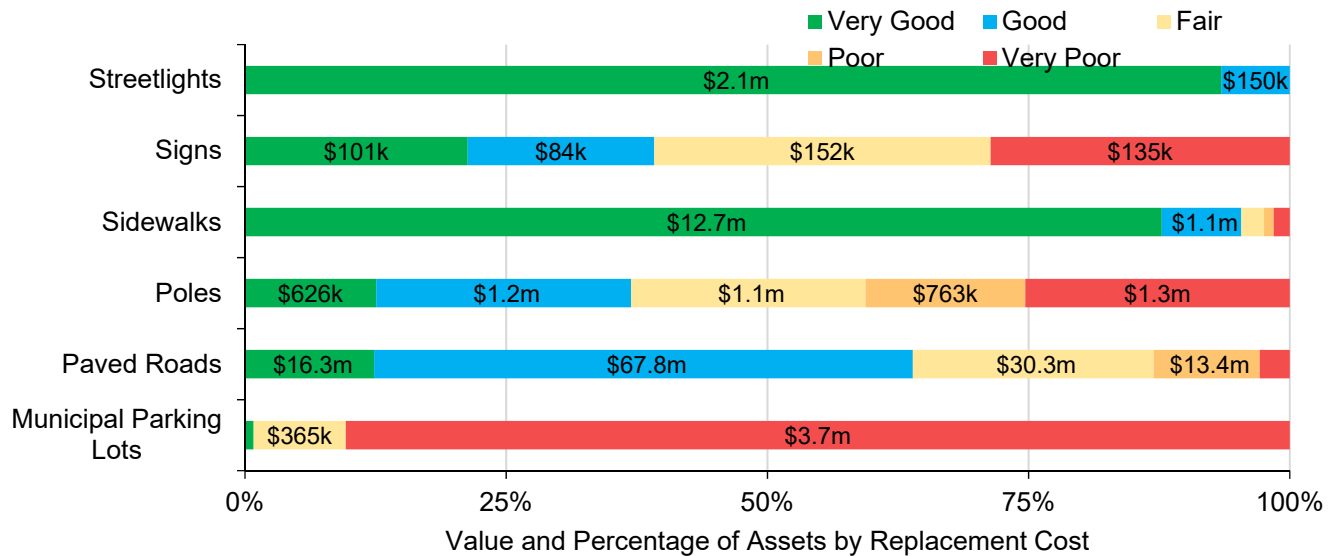


<sup>1</sup> The Town of Tillsonburg owns and manages 231 *lane kilometers* of paved surfaces

Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

### 4.1.2 Asset Condition

The graphs below visually illustrate the average condition for each asset segment on a very good to very poor scale.



To ensure that the Town’s continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine



what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the road network.

## Current Approach to Condition Assessment

Accurate and reliable condition data is important to estimating the remaining service life of assets and identifying the most cost-effective approach to managing assets. The following describes the Town's current approach:

- A Pavement Condition assessment was completed in 2021. The purpose of the study was to establish the surface condition of each paved road segment. In addition, the structural capacity was evaluated for a portion of the road network. Condition was surveyed using a multi-function data collection vehicle equipped with a series of cameras and profilers to measure cracking, rutting, and road profile data (i.e., potholes and raveling). This data informed the assessed condition rating. This information was updated in the Town's asset management software program and reflected in this report.
- The Town intends to procure third-party road condition assessments every three to four years.
- In 2022, the Town's sidewalks were assessed for condition by Streetscan. Like the roads assessment, sidewalks were reviewed for condition using a data collection vehicle. At the time of the study additional data on surface material, sidewalk direction, and sidewalk quantities was collected. This information was updated in the Town's asset management software program and reflected in this report.
- Other road network assets rely on age-based condition which is calculated based on the assets age relative to its estimated useful life.

The following table outlines the Town's current lifecycle management strategy for road network assets, excluding paved roads and sidewalks.

Activity Type	Description of Current Strategy
Maintenance	Roads are maintained to at least the Minimum Maintenance Standard (O. Reg. 239/02) for municipal roads. To meet this standard, the Town commonly completes sweeping, pot hole patching, vegetation management, and snow and ice removal.
Inspection	Roads are regularly patrolled by the public works department. These patrols, alongside public complaints are the primary trigger for maintenance activities.
Rehabilitation	The Town has a robust rehabilitation strategy, which takes into account various factors including road surface, road classification, AADT, etc. Refer to 4.1.4.

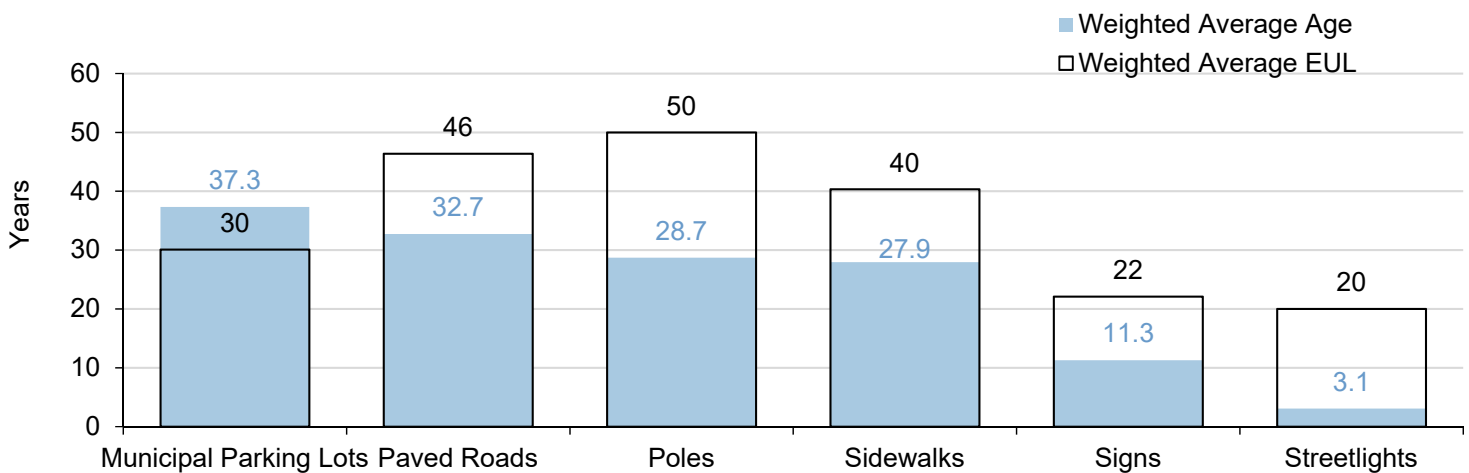
## Replacement

Replacement is considered when an asset's condition has deteriorated significantly, and rehabilitation is no longer cost-effective as well as assessing increased operational needs and resident complaints.

### 4.1.3 Estimated Useful Life & Average Age

The Estimated Useful Life for road network assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Assessed condition may increase or decrease the average service life remaining.

Each asset's Estimated Useful Life should be reviewed periodically to determine



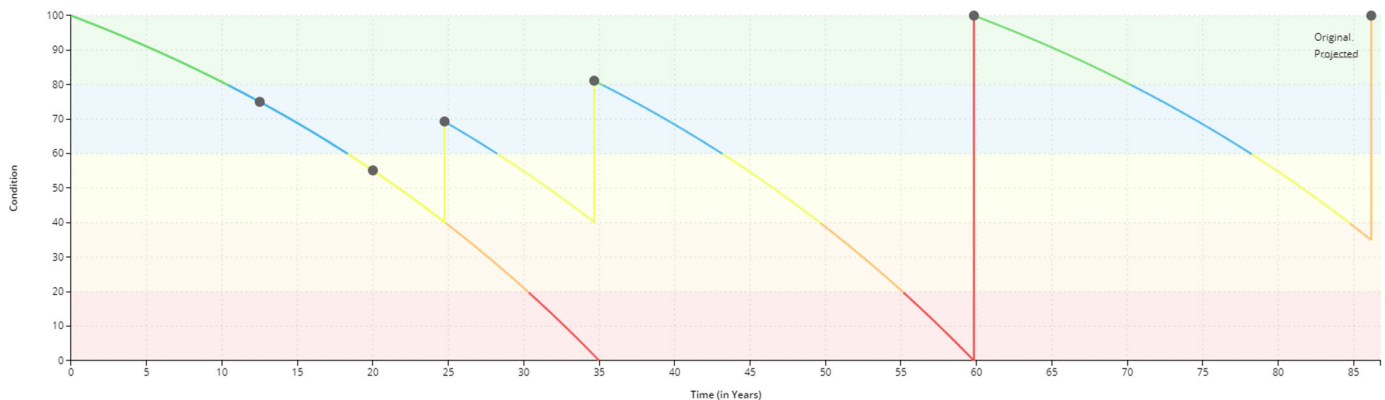
whether adjustments need to be made to better align with the observed length of service life for each asset type.

## 4.1.4 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment.

The following lifecycle strategies have been developed as a proactive approach to managing the lifecycle of the Town's roads. Instead of allowing the roads to deteriorate until replacement is required, strategic rehabilitation is expected to extend the service life of roads at a lower total cost.

Roads – Arterial		
Event Name	Event Class	Event Trigger
1 <sup>st</sup> Crack Seal	Maintenance	Condition: 75-90
2 <sup>nd</sup> Crack Seal	Maintenance	Condition: 55-75
Partial Depth Rehabilitation <sup>2</sup>	Rehabilitation	Condition: 40-55
Full Depth Rehabilitation <sup>3</sup>	Rehabilitation	Condition: 40-55
Asset Replacement/Reconstruction	Rehabilitation	Condition: 0-40

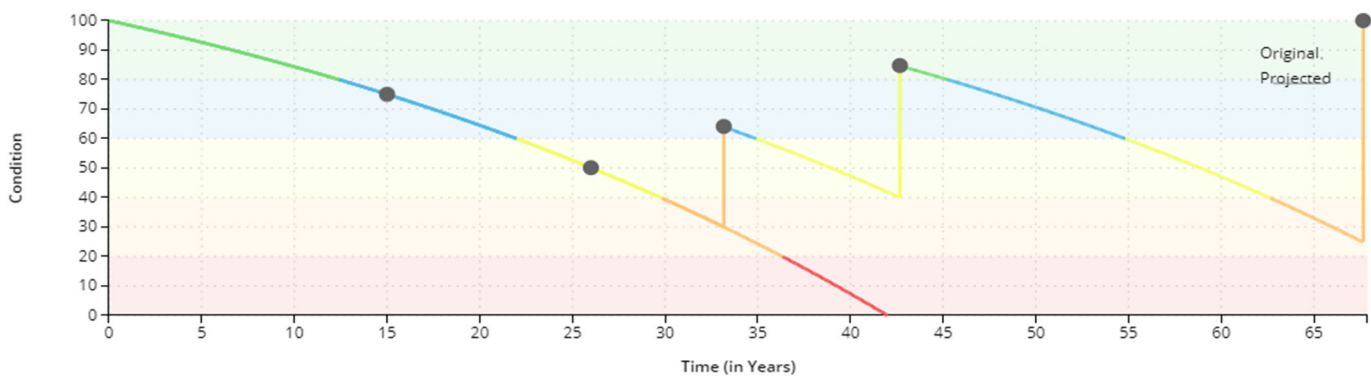


<sup>2</sup> Top Layer

<sup>3</sup> Top & Bottom Layers, with spot curb & gutter repairs

### Roads – Collector Commercial & Industrial

Event Name	Event Class	Event Trigger
1 <sup>st</sup> Crack Seal	Maintenance	Condition: 75-90
2 <sup>nd</sup> Crack Seal	Maintenance	Condition: 50-75
Partial Depth Rehabilitation <sup>4</sup>	Rehabilitation	Condition: 30-50
Full Depth Rehabilitation <sup>5</sup>	Rehabilitation	Condition: 40-55
Asset Replacement	Rehabilitation	Condition: 25-29



### Roads – Collector Residential

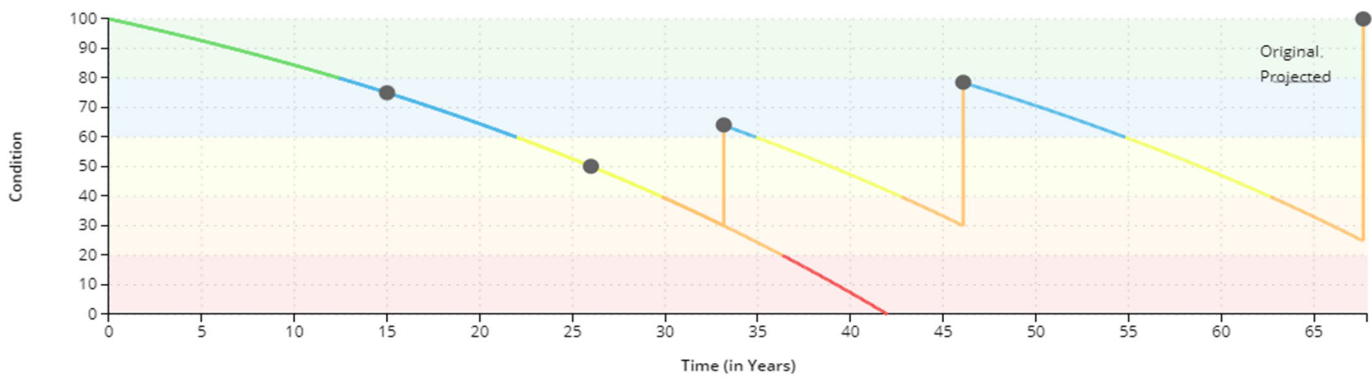
Event Name	Event Class	Event Trigger
1 <sup>st</sup> Crack Seal	Maintenance	Condition: 75-90
2 <sup>nd</sup> Crack Seal	Maintenance	Condition: 50-75
Partial Depth Rehabilitation <sup>6</sup>	Rehabilitation	Condition: 30-50
Full Depth Rehabilitation <sup>7</sup>	Rehabilitation	Condition: 30-50
Asset Replacement	Rehabilitation	Condition: 25-29

<sup>4</sup> Top Layer

<sup>5</sup> Top & Bottom Layers, with spot curb & gutter repairs

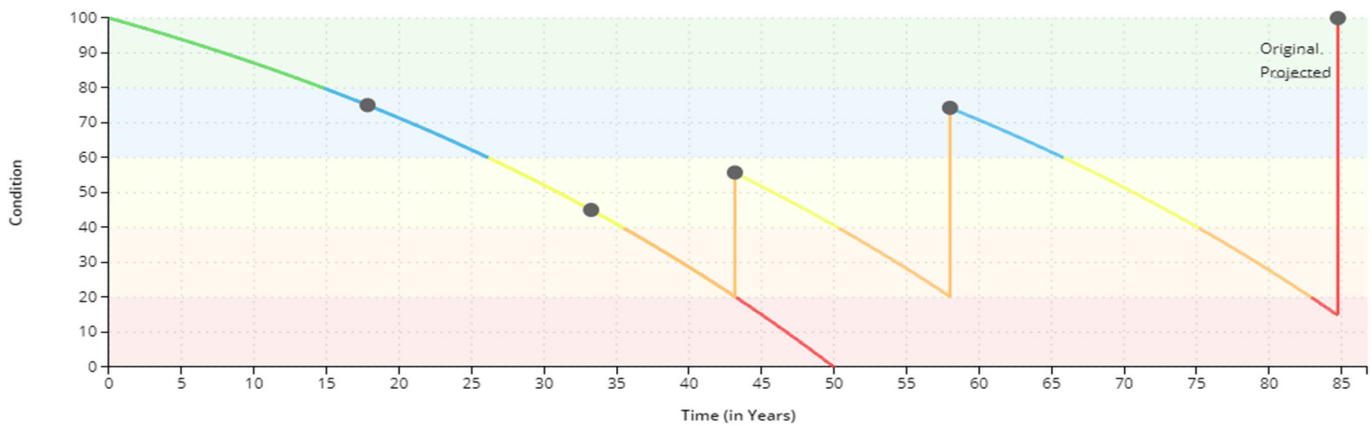
<sup>6</sup> Top Layer

<sup>7</sup> Top & Bottom Layers, with spot curb & gutter repairs



### Roads – Local Commercial & Industrial

Event Name	Event Class	Event Trigger
1 <sup>st</sup> Crack Seal	Maintenance	Condition: 75-90
2 <sup>nd</sup> Crack Seal	Maintenance	Condition: 45-75
Partial Depth Rehabilitation <sup>8</sup>	Rehabilitation	Condition: 20-45
Full Depth Rehabilitation <sup>9</sup>	Rehabilitation	Condition: 20-45
Asset Replacement	Rehabilitation	Condition: 15-19

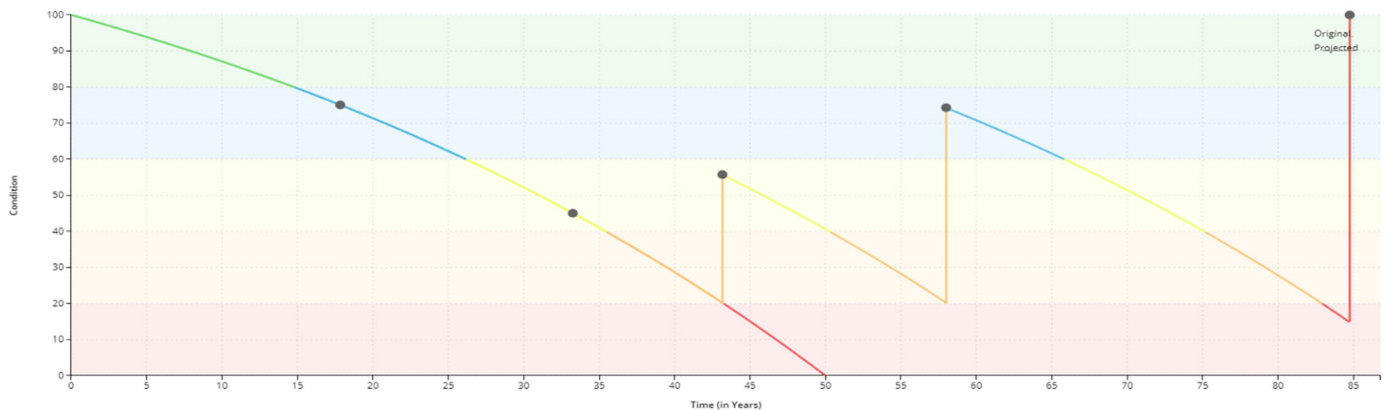


<sup>8</sup> Top Layer

<sup>9</sup> Top & Bottom Layers, with spot curb & gutter repairs

### Roads – Local Residential

Event Name	Event Class	Event Trigger
1 <sup>st</sup> Crack Seal	Maintenance	Condition: 75-90
2 <sup>nd</sup> Crack Seal	Maintenance	Condition: 45-75
Partial Depth Rehabilitation <sup>10</sup>	Rehabilitation	Condition: 20-45
Full Depth Rehabilitation <sup>11</sup>	Rehabilitation	Condition: 20-45
Asset Replacement	Rehabilitation	Condition: 15-19



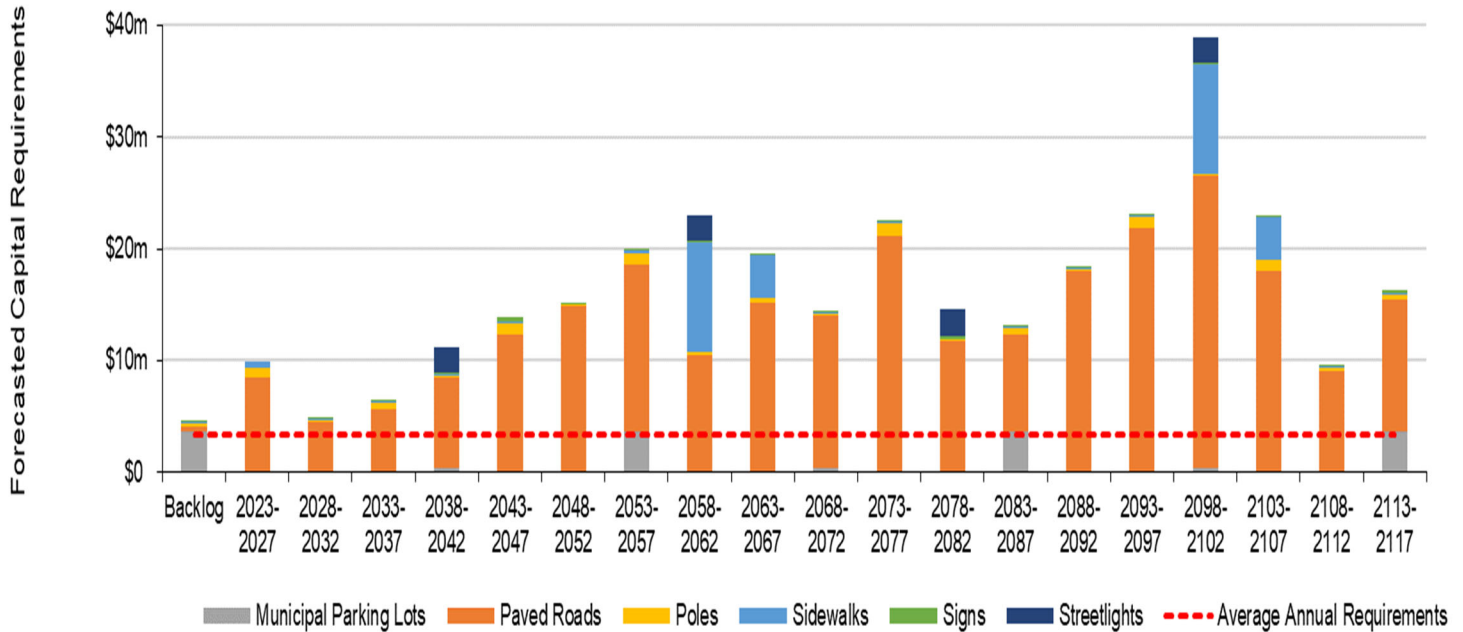
## Forecasted Capital Requirements

Based on the lifecycle strategies identified previously for the Town's various road profiles, and assuming the end-of-life replacement of all other assets in this category, the following graph forecasts capital requirements for the road network.

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 100 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

<sup>10</sup> Top Layer

<sup>11</sup> Top & Bottom Layers, with spot curb & gutter repairs

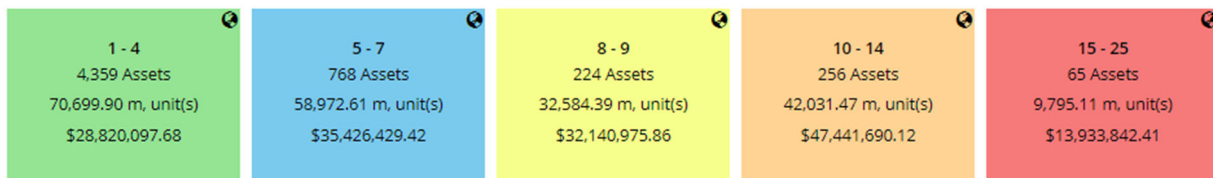


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

### 4.1.5 Risk & Criticality

#### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for paved road assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of the road network are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)
Service Life Remaining (%) (Economic)	Roadside Environment (Environmental)
	AADT (Service Delivery)
	Functional Class (Social)
	Maintenance Class (Legal & Regulatory)

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:

### Climate Change & Extreme Events



An increase in freeze/thaw cycles causes road pavement to heave and settle. This can cause the accelerated deterioration of road surface pavement which leads to an increased need for maintenance and rehabilitation. The uncertainty surrounding the impact of extreme weather events can make changing conditions difficult to plan for. Other significant climate change impacts may result from increasing temperatures. For example, higher temperatures can accelerate the deterioration of road surfaces and weaken the foundation.

### Infrastructure Re-Investment



Town staff have expressed concern that going into the future, larger road rehabilitation or replacement projects will be deferred depending on the availability of grant funding opportunities, which are not guaranteed. A long-term capital funding strategy can reduce dependency on grant funding and help prevent deferral of necessary capital works.

## 4.1.6 Levels of Service

The following tables identify the Town's current level of service for the road network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.



## Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the road network.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity	See Appendix C
Quality	Description or images that illustrate the different levels of road class pavement condition	<p>The Town completed a Pavement Condition assessment in 2021. Roads were assessed for overall condition on a 0-100 scale. Condition is classified and defined as follows:</p> <p>Very good (80-100):            Good (60-79):            Fair (40-59):            Poor (20-39):            Very Poor (0-19):</p> <p>See Appendix C for photos</p>

## Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the road network.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Scope	Lane-km of arterial roads (MMS classes 1 and 2) per land area (km/km <sup>2</sup> )	16
	Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km <sup>2</sup> )	92
	Lane-km of local roads (MMS classes 5 and 6) per land area (km/km <sup>2</sup> )	123
Quality	Average pavement condition index for paved roads in the municipality	PCI:66
	Average surface condition for unpaved roads in the municipality (e.g., excellent, good, fair, poor)	N/A

## 4.1.7 Recommendations

### Asset Inventory

- Regularly review and update the inventory for accuracy and comprehensiveness. Specifically, curbs, streetlights, street signs, and traffic signals.
- The sidewalk inventory includes several pooled assets that should be broken into discrete segments to allow for detailed planning and analysis.
- A thorough review of roadside appurtenances is recommended in the coming years. Specifically, poles and guiderails should be reviewed and updated (engineering estimates useful life, unit costing, condition, material type, etc.).

### Condition Assessment Strategies

- Complete prompt updates to the asset management system with report data and information so that the most recent, accurate, and comprehensive information on the Town's asset is available and considered in decisions.

## Lifecycle Management Strategies

- Review the identified lifecycle management strategies for the Town's roads, to realize potential cost avoidance and maintain a high quality of road pavement condition.
- Evaluate the efficacy of the Town's lifecycle management strategies at regular intervals to determine the impact cost, condition, and risk.

## Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

## Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Town believes to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

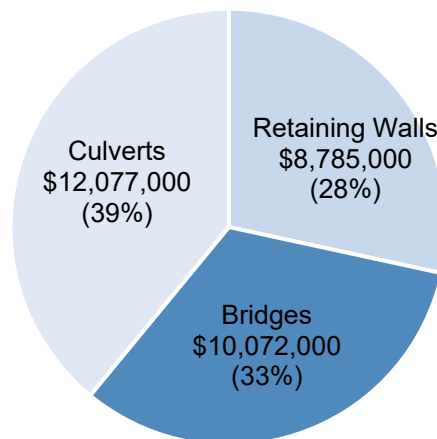
## 4.2 Bridges & Culverts

Bridges and culverts represent a critical portion of the transportation services provided to the community. The Town is responsible for the maintenance of all bridges and culverts located across municipal roads with the goal of keeping structures in an adequate state of repair and minimizing service disruptions.

### 4.2.1 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Town's bridges and culverts inventory.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Bridges	8	Assets	\$10,072,000	User-defined
Culverts	16 <sup>12</sup>	Assets	\$12,077,000	User-defined
Retaining Walls	8	Assets	\$8,785,000	User-defined



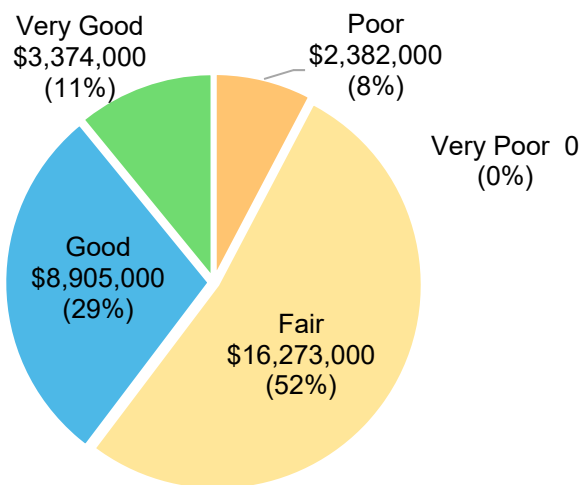
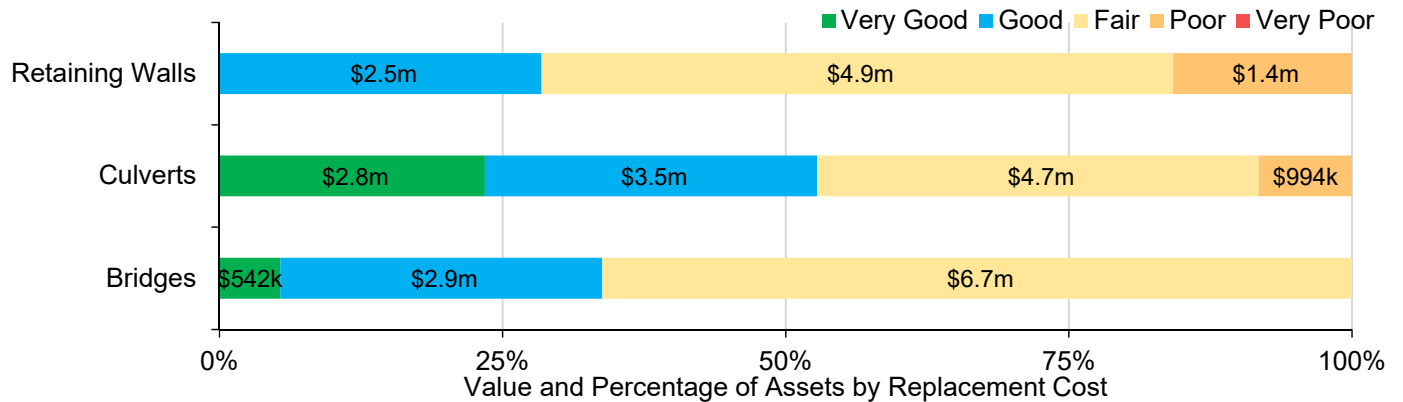
Total Current Replacement Cost: \$30,934,000

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

<sup>12</sup> Comprised of both structural (>3 meters) and non-structural (<3 meters) culverts that are assessed biennially. 9 of the 16 culvert structures are sub-three meters.

## 4.2.2 Asset Condition

The graphs below visually illustrate the average condition for each asset segment on a very good to very poor scale.



To ensure that the Town's continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the bridges and culverts.

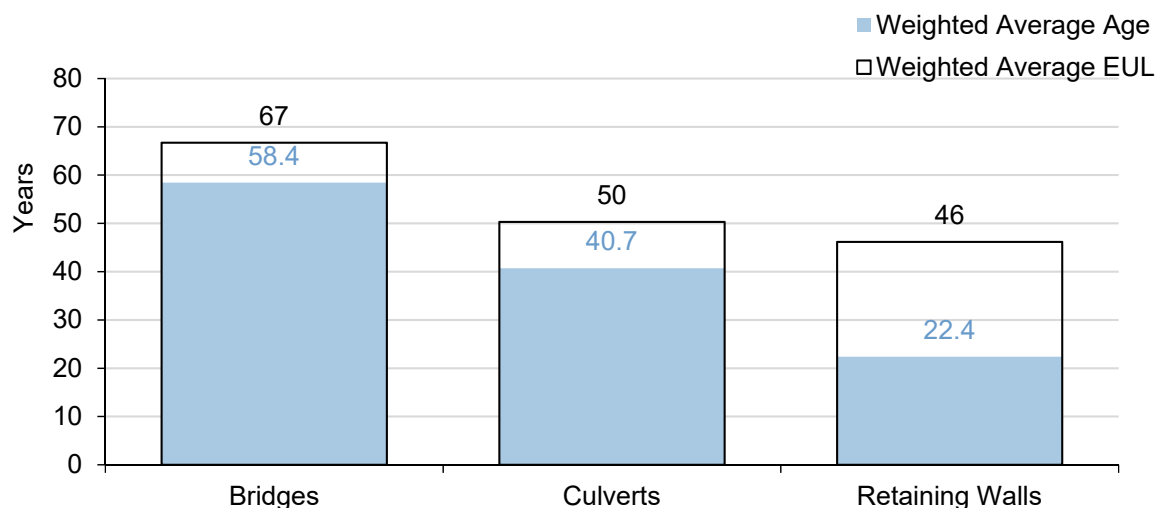
## Current Approach to Condition Assessment

Accurate and reliable condition data is important to estimating the remaining service life of assets and identifying the most cost-effective approach to managing assets. The following describes the Town's current approach:

- In August 2023 the Town's Bridges, structural culverts, and some retaining walls were assessed in accordance with the Ontario Structure Inspection Manual (OSIM).
- Assets were reviewed and assigned a bridge condition index (BCI) score which ranged from 0-100. In addition, bridge attribute information including the structure width, current load limits as applicable, recommended capital works including their estimated cost and recommended timing were detailed.
- This information has been updated in the asset management software system and is reflected in the AMP.

### 4.2.3 Estimated Useful Life & Average Age

The Estimated Useful Life for bridge and culvert assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Assessed condition may increase or decrease the average service life remaining.



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## 4.2.4 Lifecycle Management Strategy

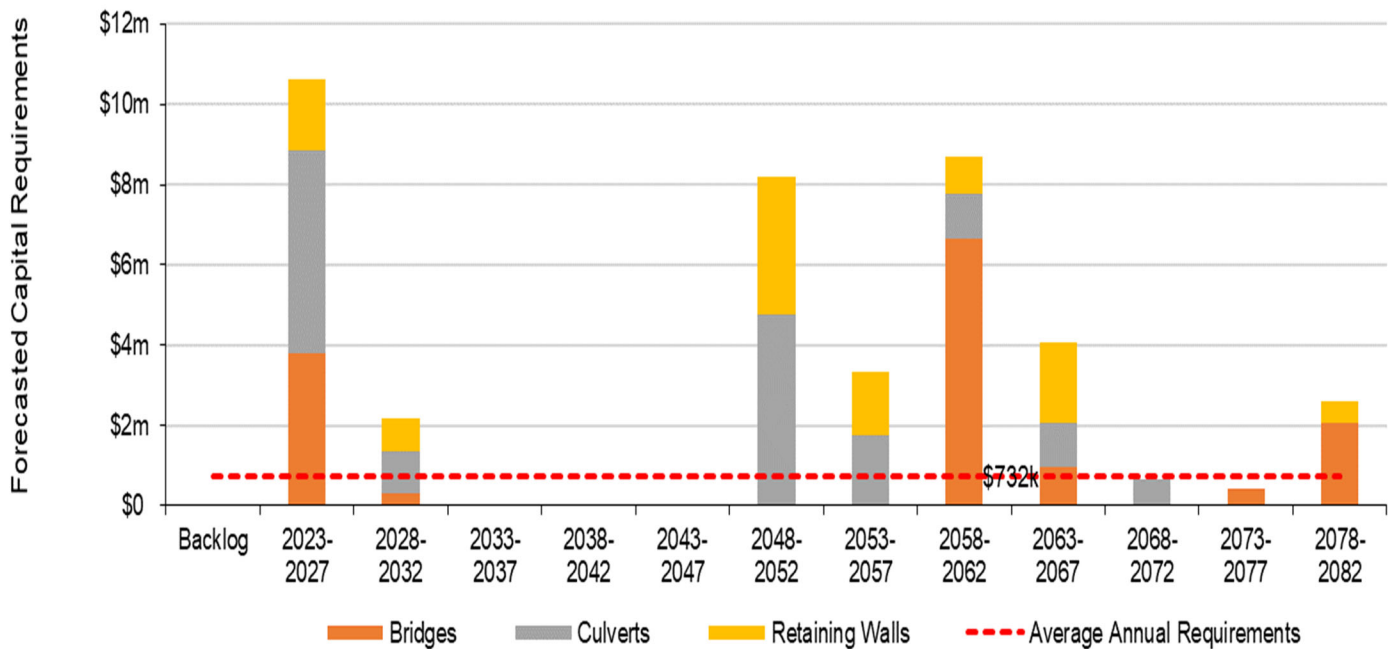
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town's current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	<p>Maintenance activities primarily include cleaning, deck/surface sweeping, vegetation management and anti-icing.</p> <p>Minor repairs may be included when the required maintenance falls under the skills and capabilities of the staff; otherwise, the maintenance will be consulted and contracted, where appropriate.</p>
Inspection	<p>Staff complete regular patrols of bridges and structural culverts which in some cases triggers routine maintenance activities. Public complaints may also trigger maintenance activities.</p> <p>The most recent inspection Ontario Structure Inspection Manual (OSIM) report was completed in 2023 by GM Blue Plan Engineering.</p>
Rehabilitation and Replacement	<p>All lifecycle activities are driven by the results of mandated structural inspections completed according to the OSIM report findings. Investment is prioritized based on the Bridge Condition Index (BCI) score and the critical needs.</p> <p>Replacement is generally conducted when the asset has deteriorated significantly and rehabilitation is no longer a viable option.</p>

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 60 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

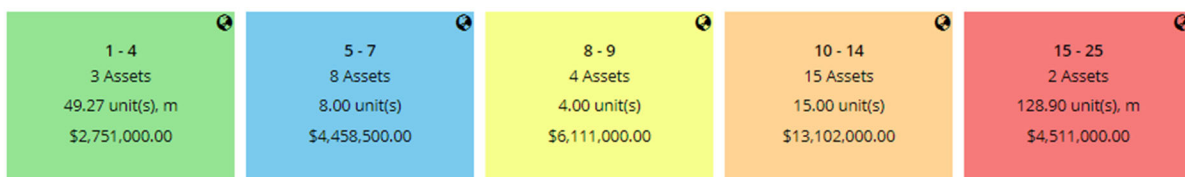


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

## 4.2.5 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the bridge and culvert assets within this asset category based on 2022 inventory data.





This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of bridges and culverts are documented below:

<b>Probability of Failure (POF)</b>	<b>Consequence of Failure (COF)</b>
Condition (Economic)	Replacement Cost (Economic)
Service Life Remaining (%) (Economic)	Roadside Environment (Environmental)
	Maintenance Class (Service Delivery)
	Number of Lanes (Service Delivery)
	Functional Class (Social)
	Asset Identifier (Legal & Regulatory)

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Climate Change & Extreme Events**

Flooding and extreme weather cause damage to multiple components of the Town's bridges including the deck, superstructure, substructure, and approaches. The rising levels of freshwater and the increased frequency and intensity of precipitation events are likely to increase the deterioration of bridge components. Staff should identify and monitor effected bridges and culverts. The Town also should prioritize infrastructure maintenance, rehabilitation, and replacement based on susceptibility to climate impacts.



### **Capital Funding Strategies**

Town staff have expressed concern that major capital rehabilitation projects for bridges and culverts may be dependant on the availability of grant funding opportunities, which are not guaranteed. When grants are not available, bridge rehabilitation projects may be deferred. An

annual capital funding strategy reduce dependency on grant funding and help prevent deferral of capital works.

## 4.2.6 Levels of Service

The following tables identify the Town's current level of service for bridges and culverts. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by Bridges and culverts.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists)	Bridges and structural culverts are a key component of the municipal transportation network. None of the Town's structures have loading or dimensional restrictions meaning that most types of vehicles, including heavy transport, motor vehicles, emergency vehicles and cyclists can cross them without restriction.
Quality	Description or images of the condition of bridges and culverts and how this would affect use of the bridges and culverts	See Appendix C

## Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by bridges and culverts.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Scope	% of bridges in the Town with loading or dimensional restrictions	0%
Quality	Average bridge condition index value for bridges in the Town	BCI:65
	Average bridge condition index value for structural culverts in the Town	BCI:58

## 4.2.7 Recommendations

### Data Review/Validation

- Continue to review and validate inventory data, assessed condition data and replacement costs for all bridges and structural culverts upon the completion of OSIM inspections every 2 years. Incorporate any repair and capital rehabilitation recommendations into the database so that forecasted costs are accurately reflected.

### Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Lifecycle Management Strategies

- The Town should work towards integrating projected capital rehabilitation and renewal costs for bridges and culverts for long-term planning purposes.

### Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Town believe to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

## 4.3 Stormwater Network

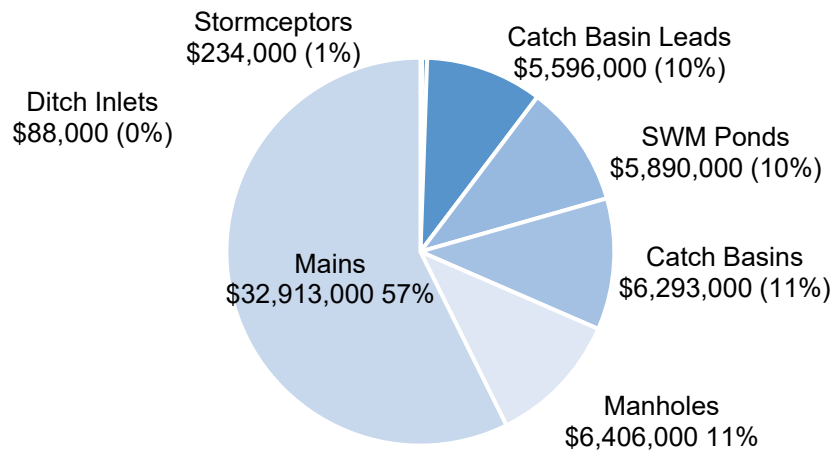
The Town owns and maintains a stormwater network which consists of storm mains, catch basins and other supporting infrastructure.

Staff are working towards improving the accuracy and reliability of their stormwater network inventory to assist with long-term asset management planning.

### 4.3.1 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Town's Stormwater inventory.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Catch Basin Leads	24,600	Meters	\$5,596,000	User-defined
Catch Basins	2,552	Assets	\$6,293,000	User-defined
Ditch Inlets	31	Assets	\$88,000	User-defined
Mains	79,156	Meters	\$32,913,000	User-defined
Manholes	1,143	Assets	\$6,406,000	User-defined
Stormceptors	6	Assets	\$234,000	User-defined
SWM Ponds	18	Assets	\$5,890,000	User-defined

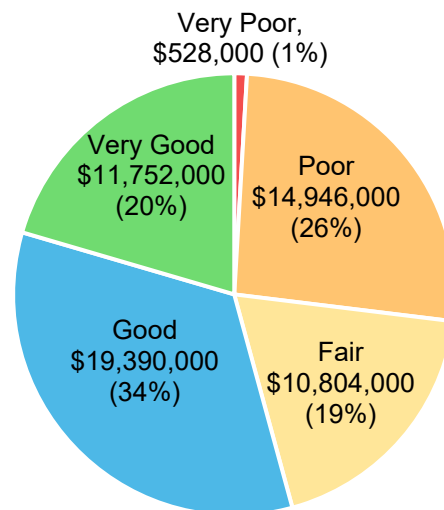
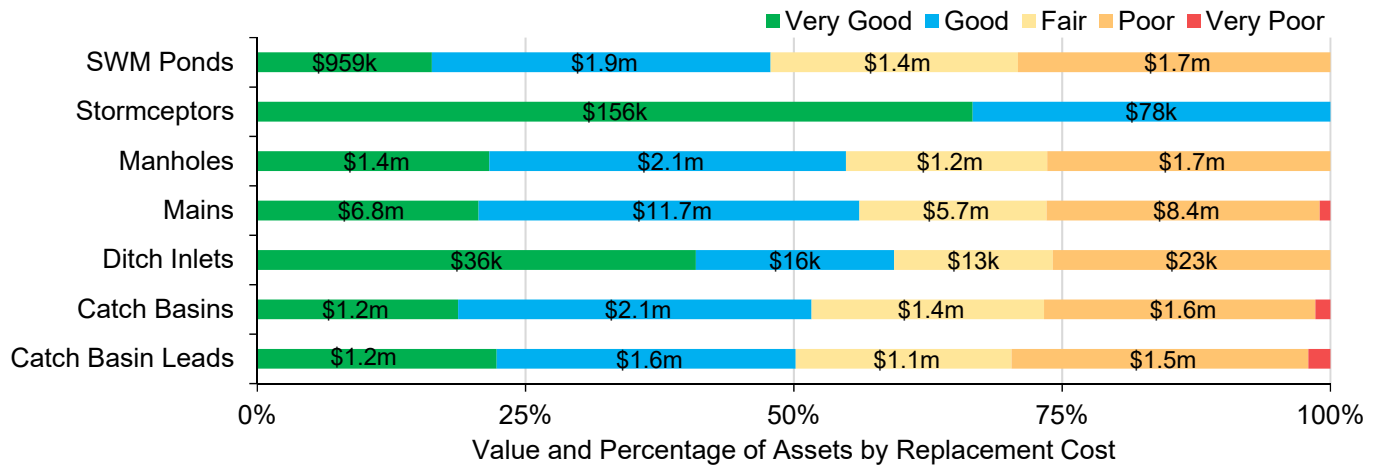


Total Current Replacement Cost: \$57,420,000

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.3.2 Asset Condition

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Town's stormwater network continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the stormwater network.

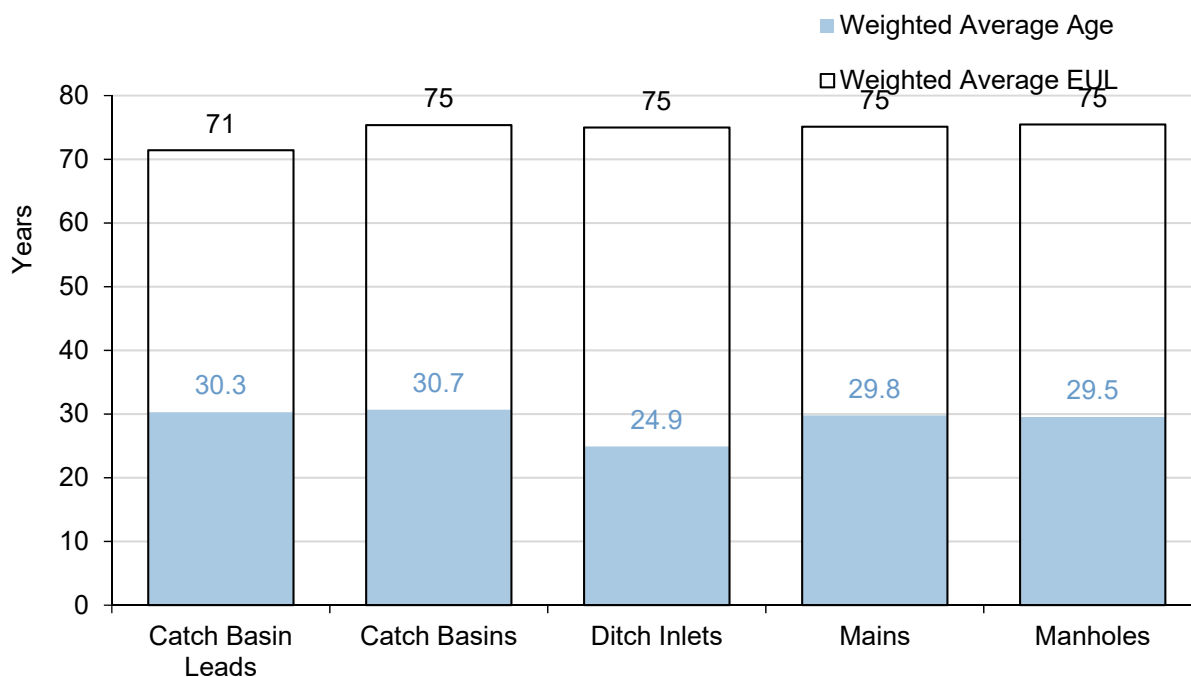
### Current Approach to Condition Assessment

Accurate and reliable condition data is important to estimating the remaining service life of assets and identifying the most cost-effective approach to managing assets. The following describes the Town's current approach:

- Currently, the town does not conduct condition assessments on storm mains or storm maintenance access holes. Assessments are only conducted when there is an upcoming construction project(s) or when a known concern through failure, is identified.
- Storm Management Ponds are internally inspected yearly through the Stormwater Management Operation and Maintenance Program.
- As the Town refines the available asset inventory for the stormwater network a regular assessment cycle should be established.

### 4.3.3 Estimated Useful Life & Average Age

The Estimated Useful Life for stormwater network assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Assessed condition may increase or decrease the average service life remaining.



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

### 4.3.4 Lifecycle Management Strategy

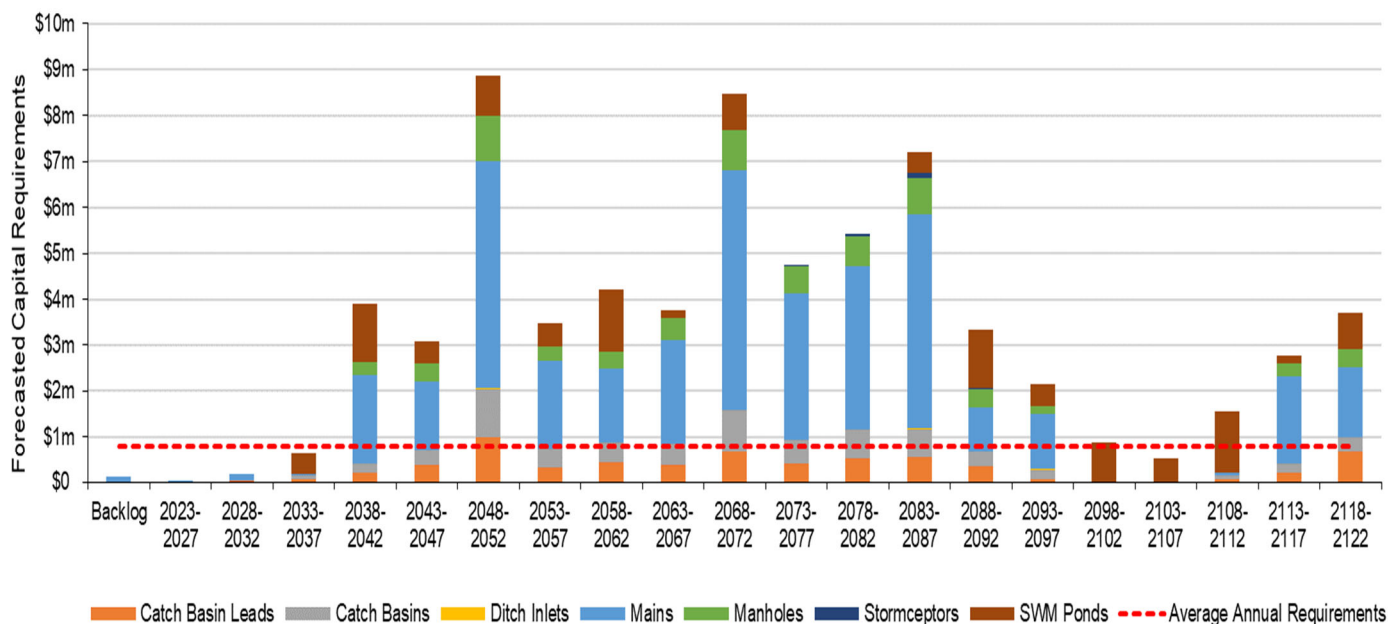
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town's current lifecycle management strategy.

<b>Activity Type</b>	<b>Description of Current Strategy</b>
Inspection	Stormwater mains and maintenance access holes are assessed for condition when there is an upcoming construction project(s) or when a known concern through failure is identified. The town does not currently fund an inspection program.
Maintenance	<p>Maintenance activities are completed to a lesser degree compared to other underground linear infrastructure</p> <p>Primary activities include catch basin cleaning and storm main flushing, but only a small percentage of the entire network is completed per year</p> <p>Maintenance activities may be triggered by staff inspection, functional issues, and resident concerns.</p> <p>CCTV inspections and cleaning is completed as budget becomes available and this information will be used to drive forward rehabilitation and replacement plans</p>
Rehabilitation	The Town currently conducts trenchless re-lining where viable. Other rehabilitation activities include structural repairs.
Replacement	The condition, history and cost of repairs, and critical need of an asset is the primary consideration for asset replacement. Additionally, the Town considers coordinated replacement with other assets.

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 100 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.



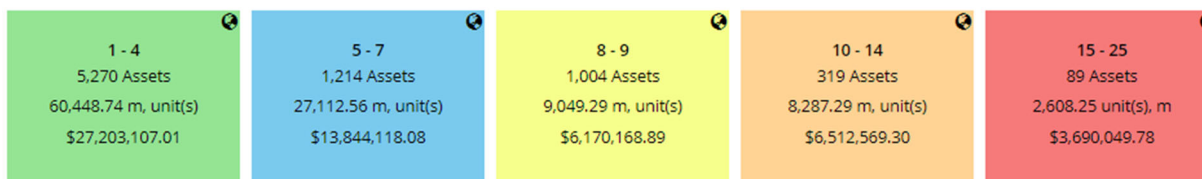
The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.



## 4.3.5 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the Town's linear assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of the stormwater network are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)
Service Life Remaining (Economic)	Surrounding Environment (Environmental)
Material (Economic)	Diameter (mm) (Social)

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

### Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



#### Climate Change & Extreme Events

Staff need a better sense of the impacts of climate change on the Stormwater Network to inform retrofitting and replacement planning. Additional data will help address concerns with system capacity and the ability of the stormwater network to handle any potential increase in the intensity, frequency, and duration of rainfall events. Incorporating a monitoring and maintenance program for all stormwater infrastructure

into the asset management plan can further support infrastructure resiliency and reduce risk.



### Capital Funding Strategies

Staff have expressed concern that major capital rehabilitation projects for the Stormwater Network may be dependant on the availability of grant funding opportunities, which are not guaranteed. When grants are not available, Storm Network rehabilitation projects may be deferred. An annual capital funding strategy can reduce dependency on grant funding and help prevent deferral of capital works.

## 4.3.6 Levels of Service

The following tables identify the Town's current level of service for the stormwater network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the stormwater network.

Service Attribute	Qualitative Description	Current LOS (2022)
Scope	Description, which may include map, of the user groups or areas of the municipality that are protected from flooding, including the extent of protection provided by the municipal stormwater system	See Appendix C

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the stormwater network.

Service Attribute	Technical Metric	Current LOS (2022)
Scope	% of the municipal stormwater management system resilient to a 2-year storm	50%

% of the municipal stormwater management system resilient to a 5-year storm	10%
% of properties in municipality resilient to a 100-year storm	1%

## 4.3.7 Recommendations

### Asset Inventory

- The Town's stormwater network inventory remains at a basic level of maturity and staff do not have a high level of confidence in its accuracy or reliability. The development of a comprehensive inventory of the stormwater network should be priority.
- The Town should continue refining its database by updating pertinent attribute details, including unit costing, quantities, material, diameter, etc.

### Condition Assessment Strategies

- The development of a comprehensive inventory should be accompanied by a system-wide assessment of the condition of all assets in the stormwater network through CCTV inspections.

### Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Lifecycle Management Strategies

- Document and review lifecycle management strategies for the stormwater network on a regular basis to achieve the lowest total cost of ownership while maintaining adequate service levels.

### Levels of Service

- Continue to measure current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

## 4.4 Facilities

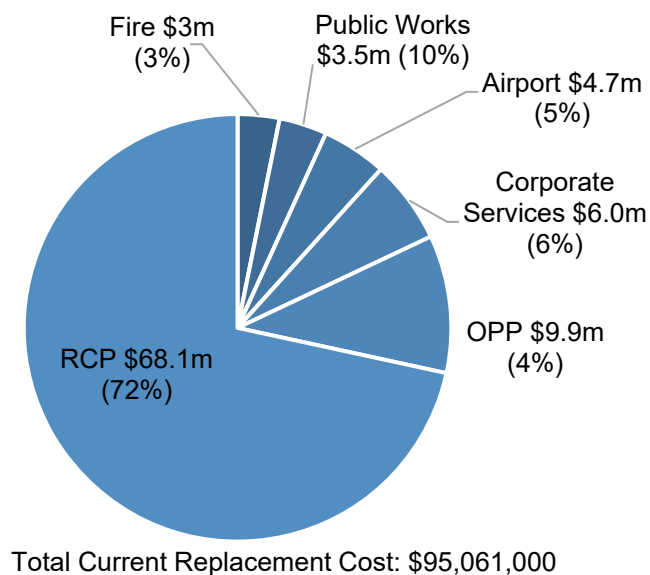
The Town of Tillsonburg owns and maintains several facilities and recreation centres that provide key services to the community. These include:

- administrative offices
- fire halls
- police station
- community centres
- museums
- fairgrounds and waterparks

### 4.4.1 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Town's buildings and facilities inventory.

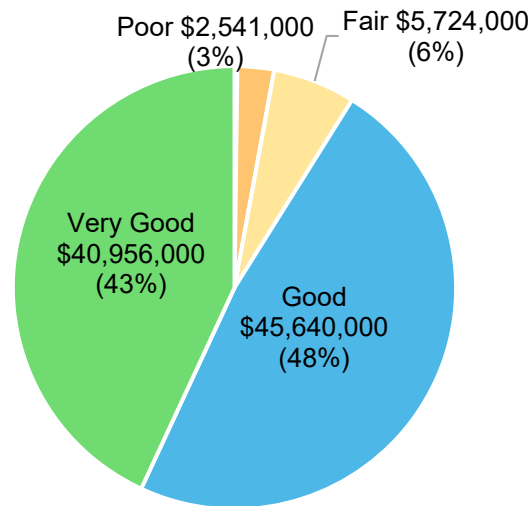
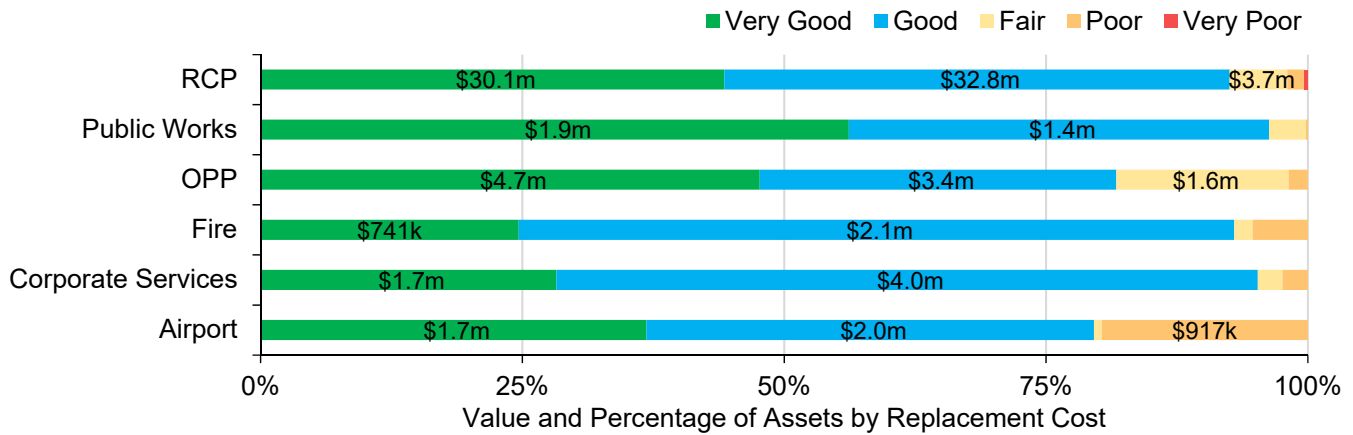
Segment	Components	Unit of Measure	Replacement Cost	Primary RC Method
Airport	58	Assets	\$4,662,000	CPI
Corporate Services	88	Assets	\$5,968,000	CPI
Fire	64	Assets	\$3,005,000	User-defined
OPP	169	Assets	\$9,909,000	User-defined
Public Works	58	Assets	\$3,454,000	User-defined
RCP	644	Assets	\$68,062,000	CPI



Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

### 4.4.2 Asset Condition

The graphs below visually illustrate the average condition for each asset segment on a very good to very poor scale.



To ensure that the Town’s buildings and facilities continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the buildings and facilities.

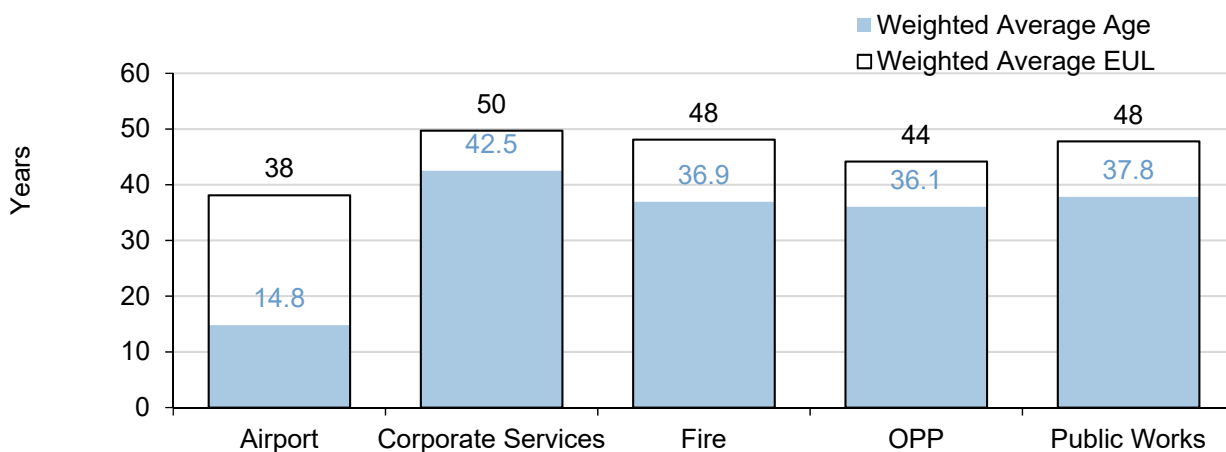
## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Town's current approach:

- In 2022, the Town procured portfolio-wide Building Condition Assessments (BCAs) which were completed by Roth IAMS. These assessments componentized each facility to a Uniformat Level III categorization and provided an opinion of assessed condition, replacement cost, recommended studies and rehabilitation events including their estimated costs, and additional site inspections details.
- Staff conduct scheduled, routine assessments to ensure that facility components are operating sufficiently.

### 4.4.3 Estimated Useful Life & Average Age

The Estimated Useful Life for buildings and facilities assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Assessed condition may increase or decrease the average service life remaining.



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

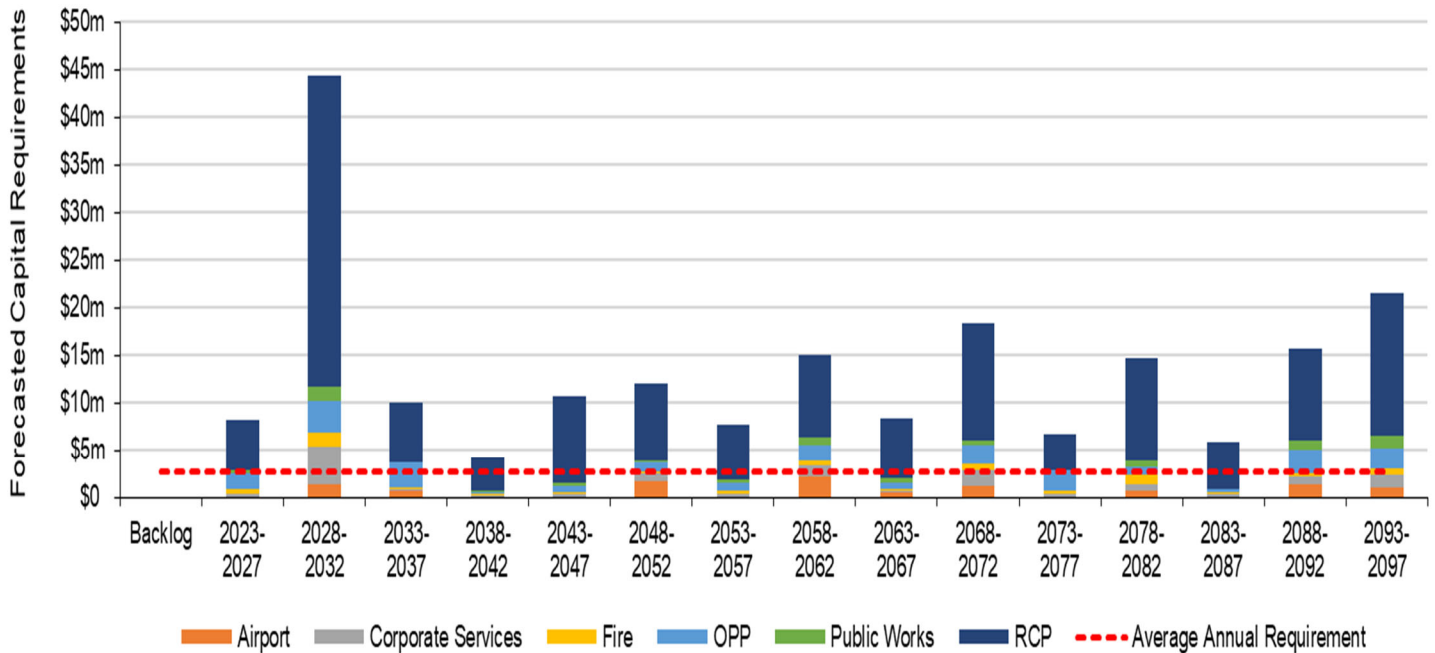
## 4.4.4 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Town's current lifecycle management strategy.

<b>Activity Type</b>	<b>Description of Current Strategy</b>
Inspection	Building Condition Assessments (BCA) to componentize facilities to a Uniformat Level III categorization, which in turn, provide details regarding condition, replacement cost, recommended studies, and rehabilitation events.
Maintenance	<p>Municipal staff generally complete most minor repairs to buildings; larger and more complex repairs are typically contracted out. Excluding routine maintenance, other maintenance activities are most often triggered by asset failure.</p> <p>Routine maintenance activities are generally conducted by municipal staff and external contractors at required intervals.</p>
Rehabilitation	<p>The initiation of the rehabilitation program occurs when assets begin to show signs of failure. This reactive approach involves identifying deteriorating or malfunctioning assets through regular inspections, maintenance records, or reports from the community. Once an asset is deemed in need of rehabilitation due to performance issues or safety concerns, the rehabilitation program is commenced.</p> <p>Historically, building assessments in Tillsonburg have not directly influenced budget allocations. Despite valuable insights gained from these assessments, there hasn't been a clear connection between the assessment findings and budgeting for infrastructure repairs. To enhance transparency with Council, there is a renewed effort to relay the critical importance of incorporating assessment data into the budgeting process. By establishing a more direct correlation, the town aims to underscore the significance of allocating sufficient funds to address identified issues, ensuring the longevity and safety of its infrastructure.</p>
Replacement	Replacement is considered when an asset's condition has deteriorated significantly, and maintenance and rehabilitation is no longer cost-effective

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 75 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

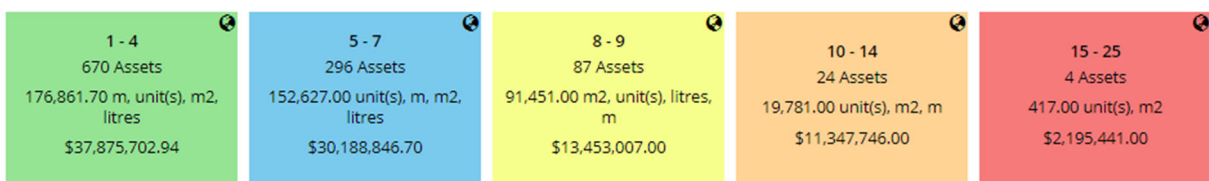


The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

## 4.4.5 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.





This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of buildings and facilities are documented below:

<b>Probability of Failure (POF)</b>	<b>Consequence of Failure (COF)</b>
Condition (Economic)	Replacement Cost (Economic)
Service Life Remaining (Economic)	Level 2 – Component Group (Economic)
	Difficulty Factor (Service Delivery)

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### **Lifecycle Management Strategies**

The current lifecycle management strategy for Facilities is considered more reactive than proactive. This is due to the aged state of the infrastructure in the Town. Staff find it challenging to keep on-track with a defined lifecycle management strategy when many asset components unexpectedly fail and need emergency replacement. With the recent Building Condition Assessments completed, staff hope to formally adopt better defined strategies that will minimize unexpected expenditures.



### **Aging Infrastructure and Materials**

A portion of the infrastructure is reaching its end of useful life, however; staff believe they have a mix of both old and new units. There have been concerns identified with the past materials used in Facilities, such as asbestos in older buildings. Identifying assets that are reaching their end of useful life is a priority for staff. Many of the facilities have undergone Building Condition Assessments, and staff will continue to

prioritize the proactive replacement of asset components to avoid unexpected costs and comply with safety standards.

### **Capital Funding Strategy**



Major capital rehabilitation projects for Facilities are very dependant on the availability of grant funding opportunities. When grants are not available, projects may be deferred. Moreover, Town staff have expressed that they are severely underfunded and don't have available funds to maintain a good state of repair or prepare for anticipated levels of growth. An annual capital funding strategy reduce dependency on grant funding and help prevent deferral or capital works.

## 4.4.6 Levels of Service

The following tables identify the Town's current level of service for the facility assets. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the stormwater network.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Scope	Description, which may include maps, of the types of facilities that the Town operates and maintains	Refer to section 4.4.1
Quality	Describe criteria for rehabilitation and replacement decisions and any related long-term forecasts	Refer to sections 4.4.4 & 4.4.5

## Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the stormwater network.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Quality	% of facilities in poor or worse condition	3%
	% of facilities in fair or better condition	97%

## 4.4.7 Recommendations

### Asset Inventory

- The Town’s asset inventory should be reviewed on a semi-annual to annual basis, to ensure that the database is kept up to date. With the completion of the building condition assessments in 2022, it is recommended that projected capital forecasts and completed events be reviewed/updated on a cyclical basis.

### Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections, for facilities which were not subject to the 2022 building condition assessments.

### Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

## 4.5 Fleet & Fleet Equipment

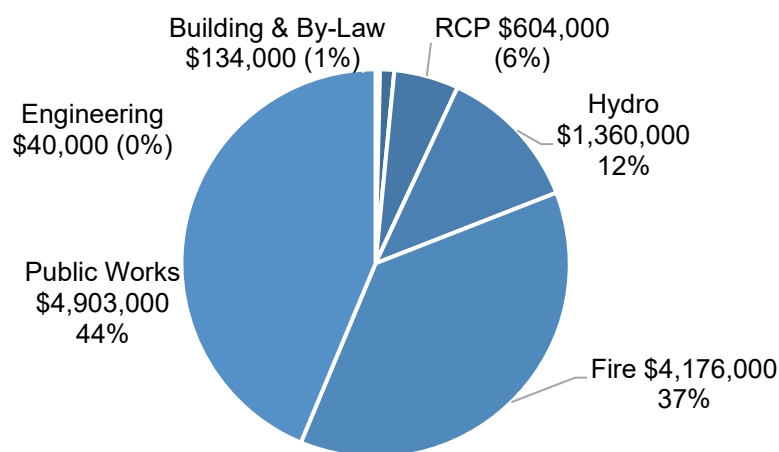
Vehicles allow staff to efficiently deliver municipal services and personnel. Municipal vehicles are used to support several service areas, including:

- public works vehicles for winter control activities
- fire rescue vehicles to provide emergency services
- various vehicles to support the maintenance of the transportation network and address service requests for Environmental Services and Parks & Recreation

### 4.5.1 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Town's vehicles.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Building & By-Law	3	Assets	\$134,000	User-defined
Engineering	1	Assets	\$40,000	User-defined
Fire	7	Assets	\$4,176,000	User-defined
Hydro	9	Assets	\$1,360,000	User-defined
Public Works	52	Assets	\$4,903,000	User-defined
RCP	12	Assets	\$604,000	User-defined

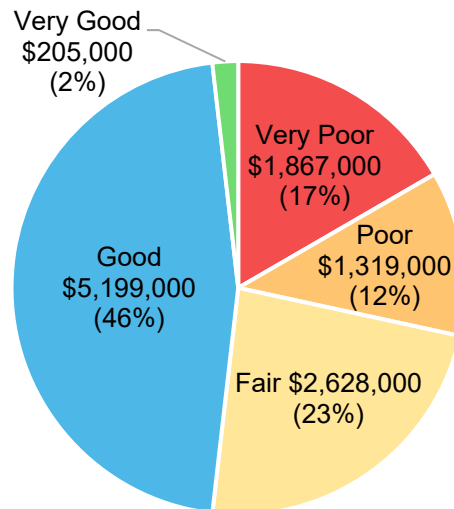
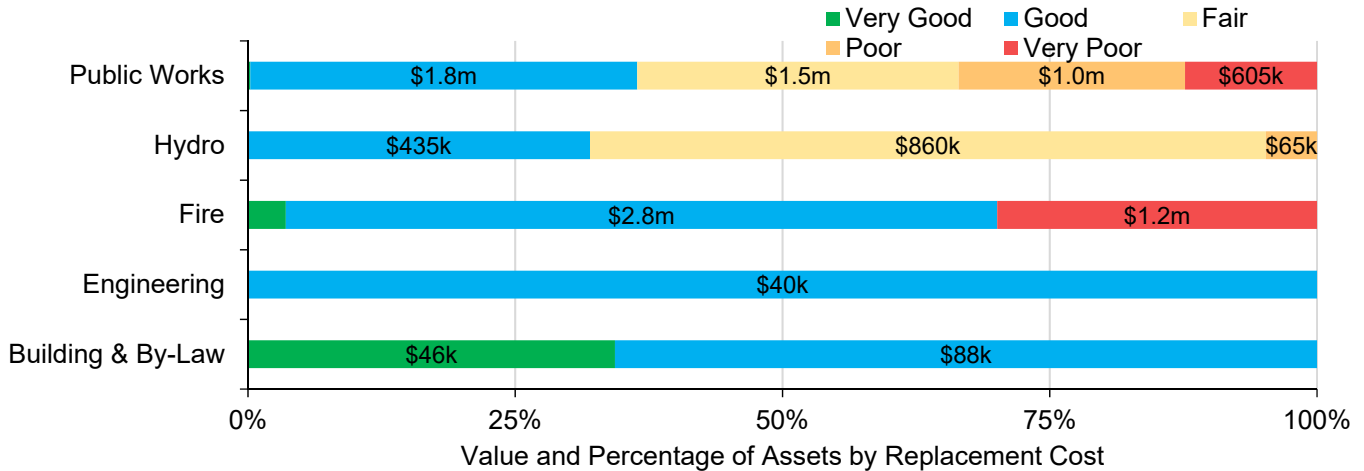


Total Current Replacement Cost: \$11,218,000

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.5.2 Asset Condition

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Town’s Vehicles continue to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the vehicles.

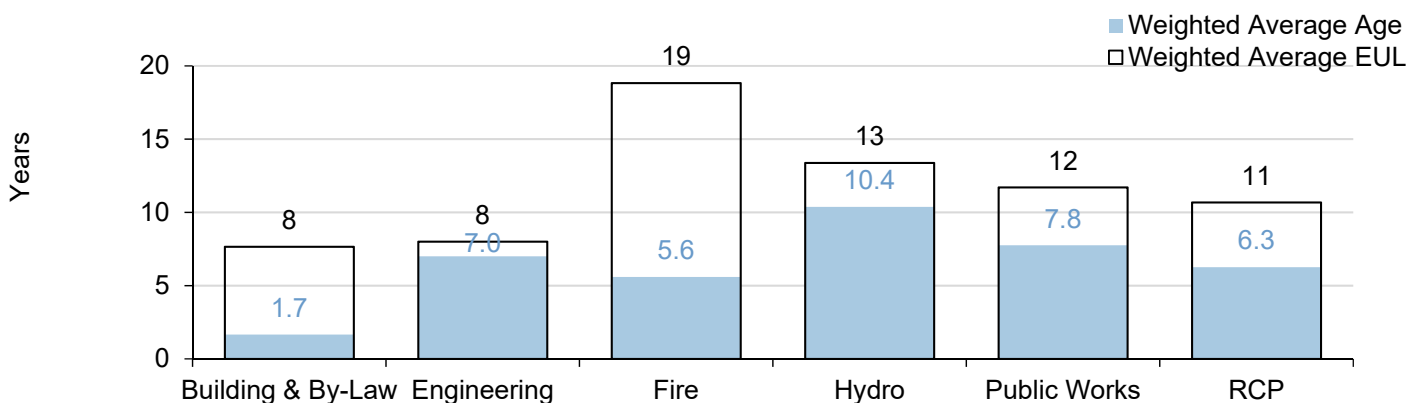
## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Town's current approach:

- As per the Vehicle Replacement Strategy – CVOR Fleet units have annual safety inspections which an assessment takes place at that time
- Fleet maintenance staff, through regular maintenance activities, assess the overall operating condition of units.
- Going forward, structured assessments will be used for all driveable fleet units
- Fleet units are not generally given condition ratings as it is typically a factor of age, operating condition, and anticipated repairs in determining the condition.
- Going forward, fleet maintenance staff will follow the replacement policy and assess the units using the rating method stated in Town's policy (ex. 1-rating scale)

### 4.5.3 Estimated Useful Life & Average Age

The Estimated Useful Life for vehicle assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Assessed condition may increase or decrease the average service life remaining.



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

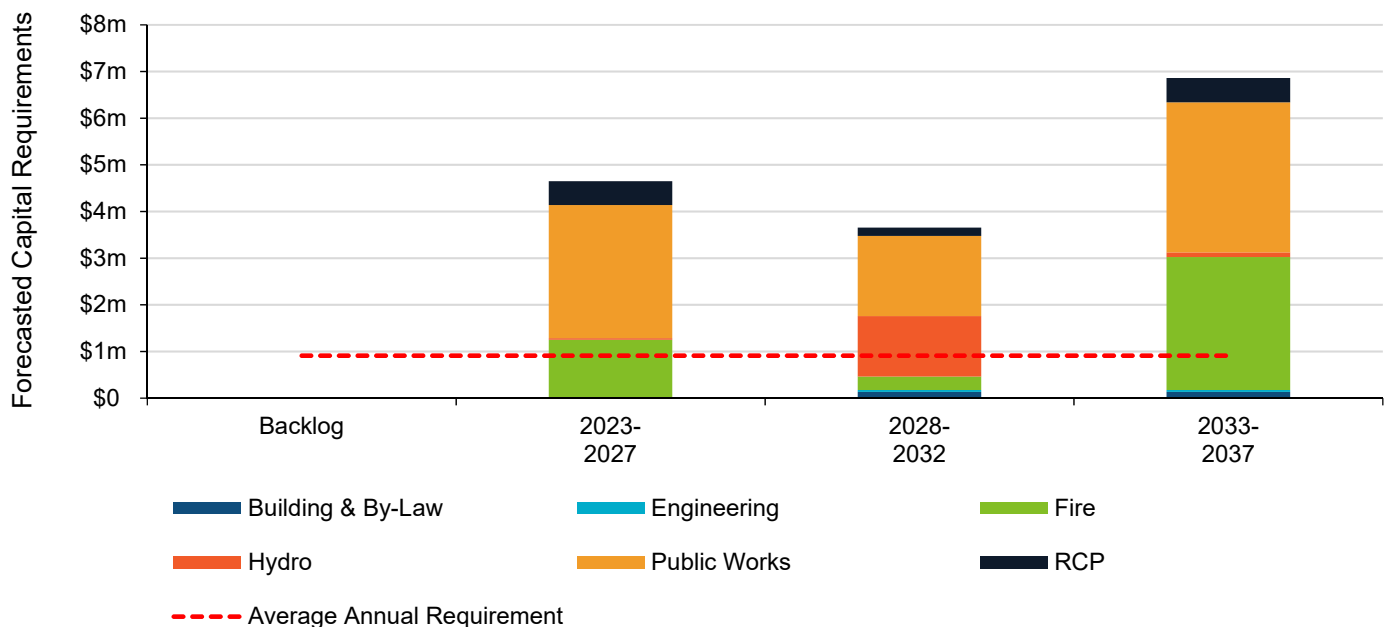
## 4.5.4 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Town's current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance / Rehabilitation	Tillonburg follows manufacturing and CVOR standards for routine maintenance. Routine maintenance activities include inspections, tire rotation, minor repairs, and oil changes.
	Operator daily inspections can play a major role in highlighting maintenance activities on a more proactive basis as opposed to reactive maintenance due to break-down and more immediate/emergency repairs, which helps in keeping the unit in good operational performance and reduces down-time.
	Inspections are conducted either annually or in accordance with the units operating manual/warranty guidelines, while minor repairs are performed as needed by mileage, daily inspections or specific break-downs occur.
Replacement	Replacement is considered when an asset's condition has deteriorated significantly, and maintenance is no longer cost-effective. However, significant repairs are considered when the delays to vehicle replacements are significant Higher risk assets relative to public safety is top priority. Also, assets with an expected service life nearing its end or those incurring frequent and costly repairs are prioritized for replacement as well as assets requiring longer lead times to facilitate replacement.

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 15 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.



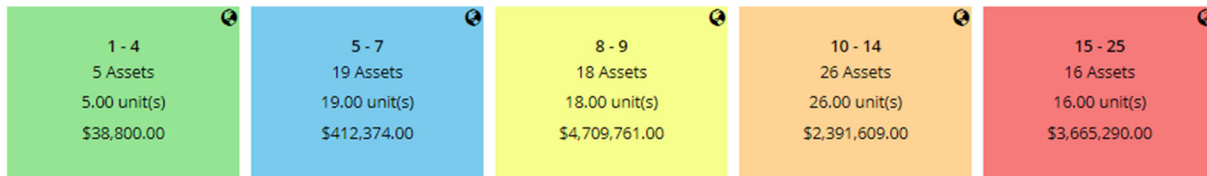
The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.



## 4.5.5 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of vehicles are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)
Service Life Remaining (Economic)	Type of Service Score (Service Delivery)
	Department (Service Delivery)

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

### Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



#### Climate Change & Extreme Events

Changing temperatures, more extreme weather events, increased freeze-thaw cycles, and high amounts of snow can cause the Town's fleet to break down or experience mechanical issues at an accelerated rate. Additionally, increased salt usage can cause damage to the fleet. Ensuring that the fleet is undergoing regular inspections and

appropriate maintenance activities can help proactively avoid performance issues due to climate change and extreme weather events.

### **Growth**



The Town's fleet currently does not have the capacity to support projected growth in the community. Municipal staff have expressed concern with achieving public expectations of fleet performance due to growth in the Town. Investing time and resources into the development of an enhanced renewal program, in consideration of the estimated useful lifespans of the vehicles, will ensure the Town is efficiently preparing for the anticipated growth.

## 4.5.6 Levels of Service

The following tables identify the Town's current level of service for fleet and fleet equipment assets. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the stormwater network.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Scope	Description or images of the types of vehicles (e.g. light, medium, and heavy-duty) that the Town operates and the services that they help to provide to the community	Refer to section 4.5.1
Quality	Describe criteria for rehabilitation and replacement decisions and any related long-term forecasts	Refer to sections 4.5.4 & 4.5.5

## Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by fleet and fleet equipment assets.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Quality	% of fleet assets in poor or worse condition	28%
	% of fleet assets in fair or better condition	72%

## 4.5.7 Recommendations

### Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections.

### Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk equipment.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

### Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

## 4.6 Machinery & Equipment

To maintain the high quality of public infrastructure and support the delivery of core services, Town staff own and employ various types of machinery and equipment. This includes:

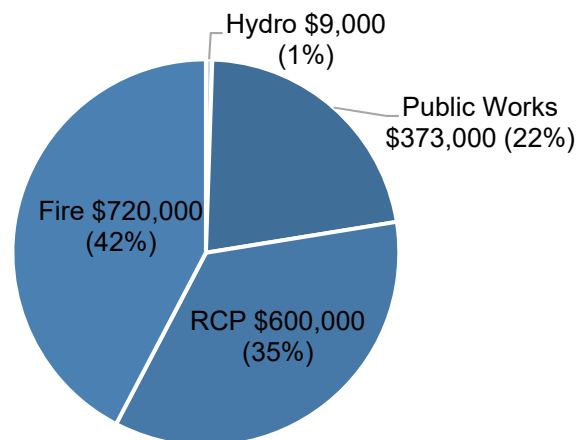
- Landscaping equipment to maintain public parks
- Fire equipment to support the delivery of emergency services
- Plows and sand hoppers to provide winter control activities

Keeping machinery and equipment in an adequate state of repair is important to maintain a high level of service.

### 4.6.1 Asset Inventory & Replacement Cost

The following table includes the quantity, replacement cost method and total replacement cost of each asset segment in the Town's machinery and equipment inventory.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Fire	32	Assets	\$720,000	CPI
Hydro	10	Assets	\$9,000	User-defined
Public Works	32	Assets	\$373,000	User-defined
RCP	166	Assets	\$600,000	CPI

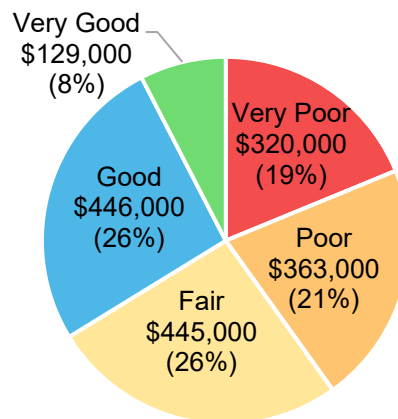
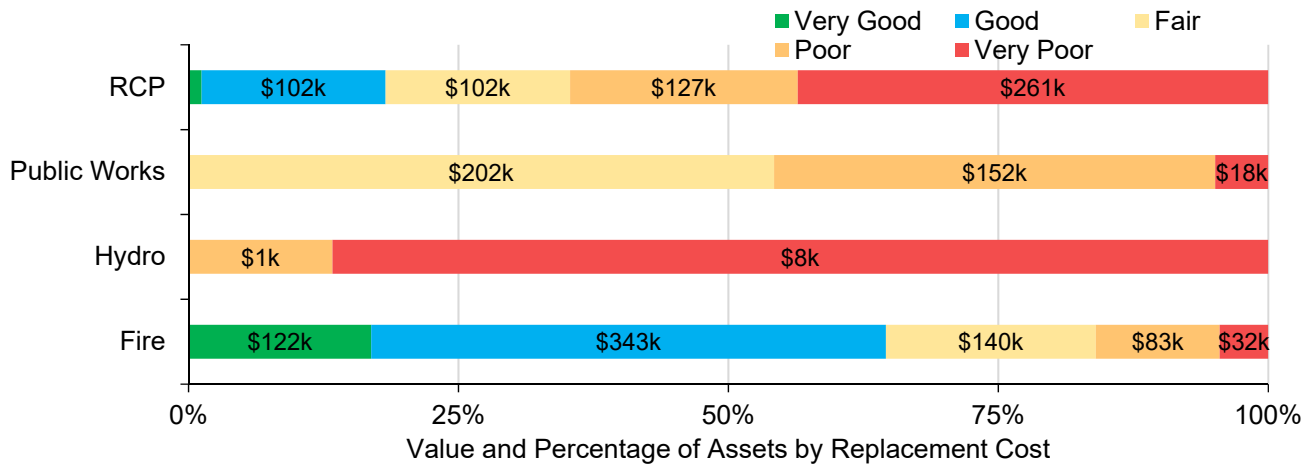


Total Current Replacement Cost: \$1,703,000

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.6.2 Asset Condition

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Town's machinery and equipment continues to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the machinery and equipment.

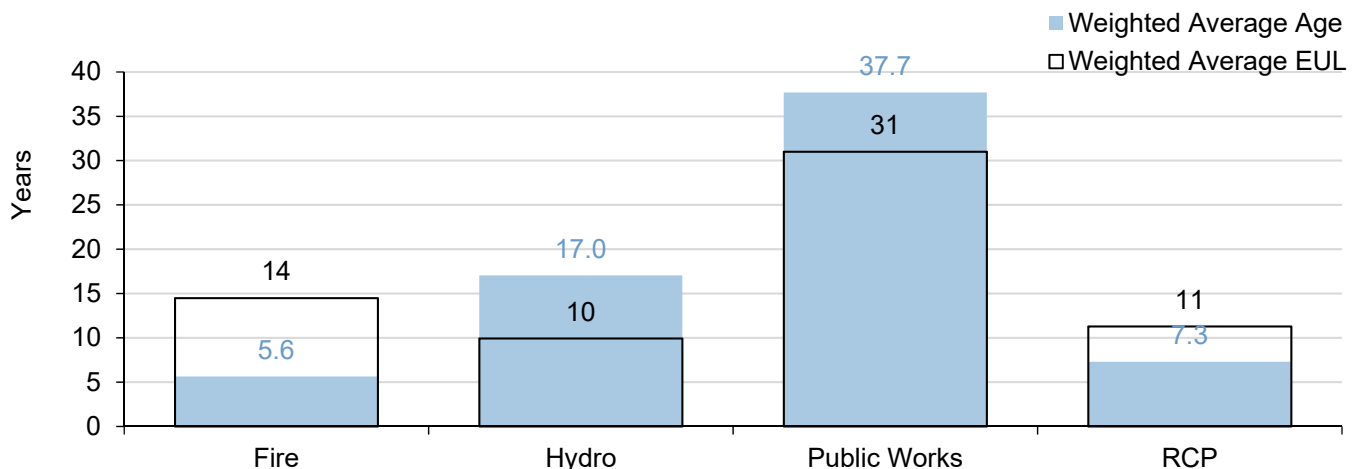
## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Town's current approach:

- Historically, there has not been formal condition assessment programs at the Town
- Going forward higher valued equipment will be internally assessed, on an annual basis
- A condition scale (1-5) will be utilized to document condition scores

### 4.6.3 Estimated Useful Life & Average Age

The Estimated Useful Life for machinery and equipment assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Assessed condition may increase or decrease the average service life remaining.



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

### 4.6.4 Lifecycle Management Strategy

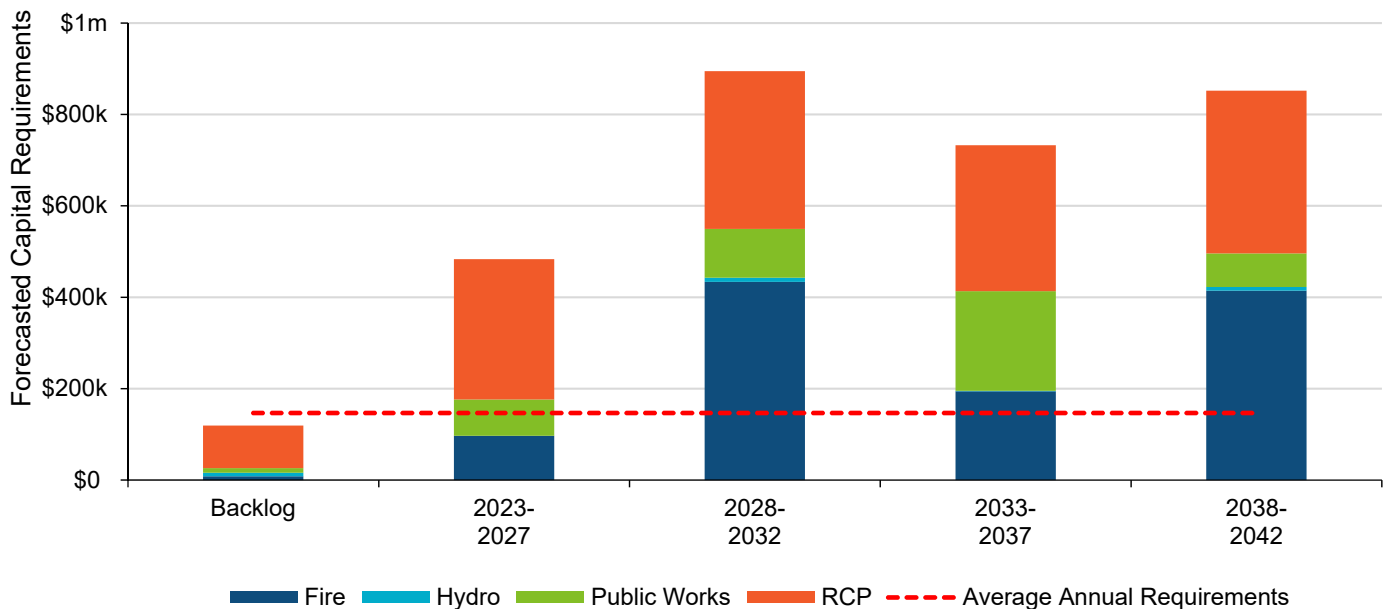
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Town's current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance/ Rehabilitation	<p>Routine maintenance including oil changes, minor repairs, inspections.</p> <p>Fire Protection Services equipment is subject to a much more rigorous inspection and maintenance program compared to most other departments</p> <p>Machinery and equipment is maintained according to manufacturer recommended actions and supplemented by the expertise of municipal staff</p>
Replacement	<p>Replacement is considered when an asset's condition has deteriorated significantly, and maintenance is no longer cost-effective.</p> <p>Assets with an expected service life nearing its end or those incurring frequent and costly repairs are prioritized for replacement. High risk equipment will be replaced before low-risk equipment.</p>

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 20 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The



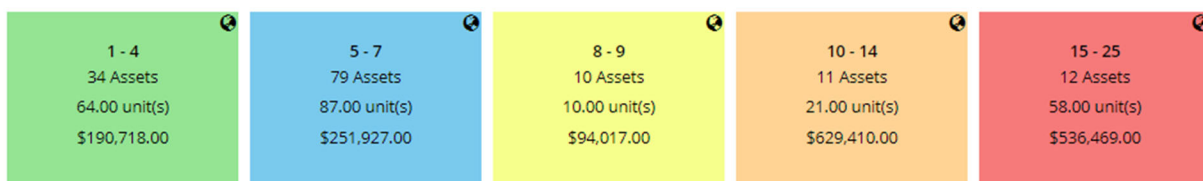
forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.

The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

## 4.6.5 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of machinery and equipment are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)
Service Life Remaining (Economic)	Type of Service Score (Service Delivery)
	Department (Service Delivery)

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

### Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### Asset Data Confidence



There is low confidence in the asset data available to support asset management planning. Machinery and Equipment at the Town of Tillsonburg are purchased through various departments, therefore recordkeeping is typically kept in silos. This can be challenging to manage, however creating a comprehensive and accurate asset register is an essential first step to asset management planning. Once completed there will be greater confidence in the development of data-driven strategies to address Machinery and Equipment needs.

### Climate Change and Extreme Weather Events



Increased frequency of extreme weather events can create increased use and strain on the available Machinery and Equipment. Ensuring that the Machinery and Equipment are undergoing regular inspections and appropriate maintenance activities can help extend their lifetimes and avoid premature replacement costs.

## 4.6.6 Levels of Service

The following tables identify the Town's current level of service for the stormwater network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by machinery and equipment assets.

Service Attribute	Qualitative Description	Current LOS (2022)
Scope	Description or images of the types of vehicles (e.g. light, medium, and heavy-duty) that the Town operates and the services that they help to provide to the community	Refer to section 4.6.1
Quality	Describe criteria for rehabilitation and replacement decisions and any related long-term forecasts	Refer to sections 4.6.4 & 4.6.5

## Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by fleet and fleet equipment assets.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Quality	% of machinery & equipment assets in poor or worse condition	40%
	% of machinery & equipment assets in fair or better condition	60%

### 4.6.7 Recommendations

#### Replacement Costs

- Town staff should continue refining its asset register by updating replacement costs. Replacement costs should be updated according to the best available information on the cost to replace the asset, using today's value.

#### Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk equipment.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

#### Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

#### Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.

- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

## 4.7 Land Improvements

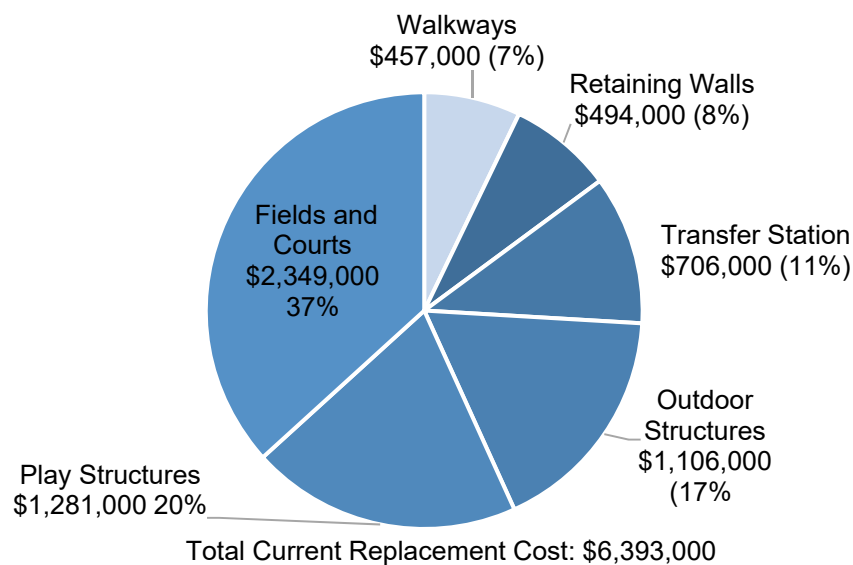
The Town of Tillsonburg owns various land improvement assets including:

- Fields and courts
- Outdoor structures
- Walkways
- Retaining walls
- Play structures

### 4.7.1 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Town's land improvements inventory.

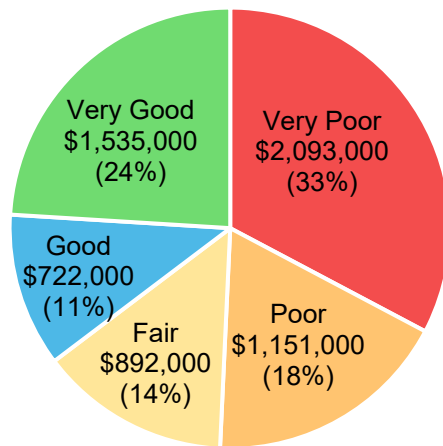
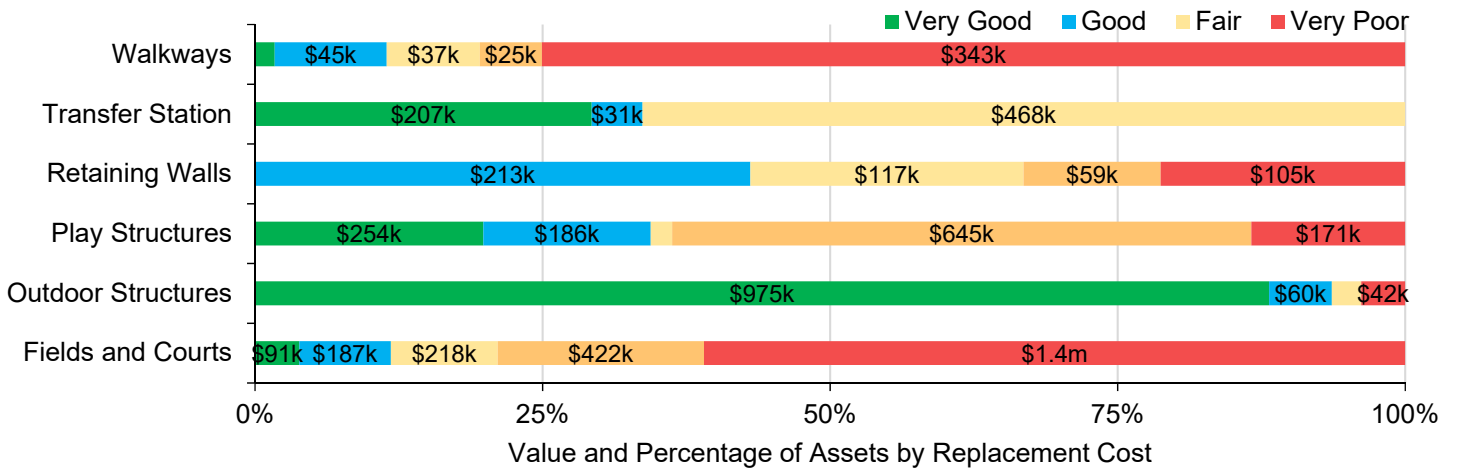
Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Fields and Courts	30	Assets	\$2,349,000	CPI
Outdoor Structures	27	Assets	\$1,106,000	CPI
Play Structures	24	Assets	\$1,281,000	CPI
Retaining Walls	27	Assets	\$494,000	CPI
Transfer Station	3	Assets	\$706,000	CPI
Walkways	2,963	Meters	\$457,000	Cost per unit



Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

### 4.7.2 Asset Condition

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Town’s land improvements continue to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the land improvements.

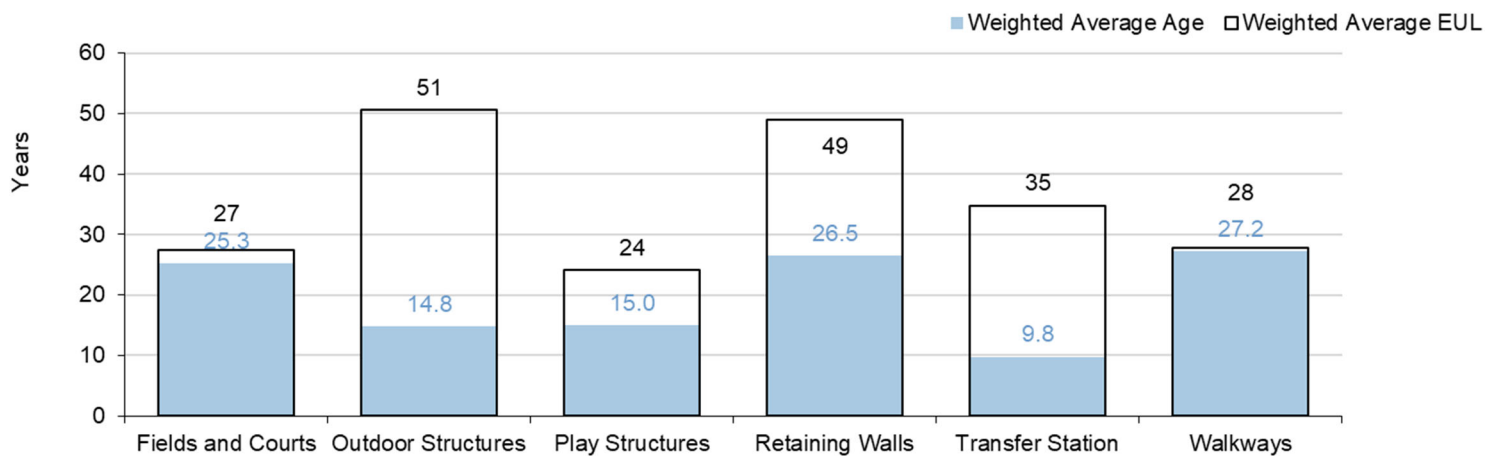
## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Town's current approach:

- Regular inspections are crucial for identifying potential hazards, wear and tear, or other issues, allowing for timely maintenance and ensuring the safety of those using the facilities.
- Routine condition assessments are completed by internal staff. Inspected assets include playgrounds, sport fields, and trails
- With recreational facilities, the Town is considering the engagement of external contractors for a more comprehensive inspection every three years

### 4.7.3 Estimated Useful Life & Average Age

The Estimated Useful Life for land improvements assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Assessed condition may increase or decrease the average service life remaining.



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

## 4.7.4 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

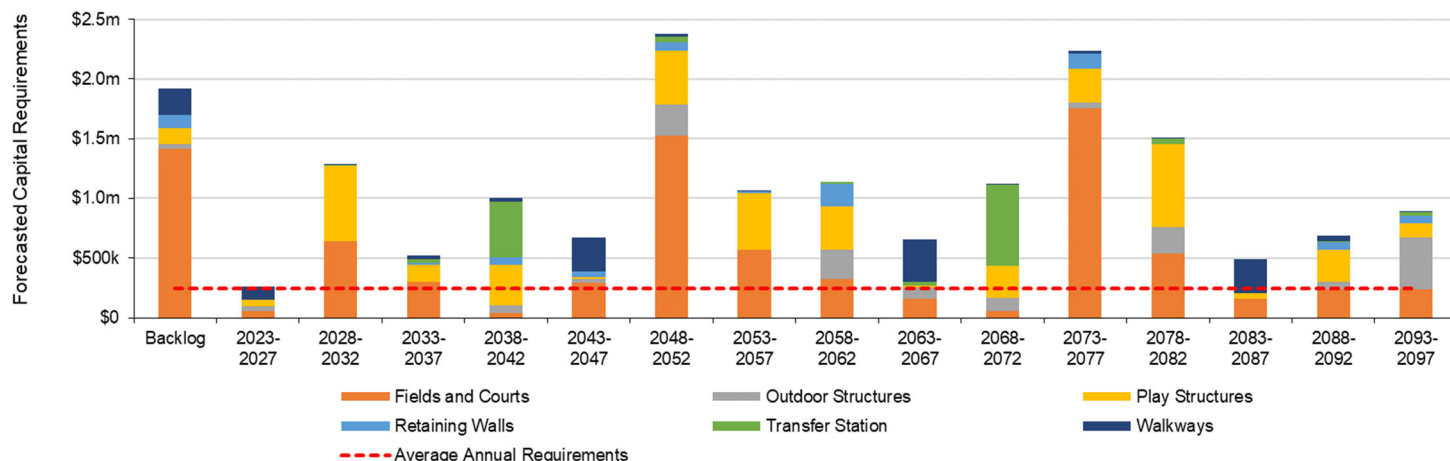
The following table outlines the Town's current lifecycle management strategy.

Activity Type	Description of Current Strategy
Inspection	During the spring, summer and fall playgrounds are inspected weekly by Town staff. Inspection checklists include a review of each applicable playground component (i.e. swings, structure) for its safety compliance (i.e. fastening points)
	To ensure that playgrounds are safe and in good condition for use during the winter months, comprehensive inspections are performed between March and October by Town staff with specialized playground safety standard and inspection training.
	Sports fields are inspected for safety and condition on a daily basis throughout the playing season.
	Walking trails are inspected monthly; any identified health and safety issues are addressed as quickly as possible.
Maintenance	Maintenance activities may be triggered through staff inspections or public complaints; most often these are due to asset failure or performance issues.
Rehabilitation Replacement	Rehabilitation activities vary based on the asset type. Some common rehabilitation activities include addition of playground protective surfacing, painting to preserve structures, systematic part replacements or upgrades to enhance equipment durability.
Replacement	Playground assets are planned for replacement in most cases based on a 15-year schedule. Replacement schedules consider the expected lifespan of the asset (i.e. age), routine inspection records including the frequency of reported issues (i.e. condition), and public input (i.e. customer satisfaction).

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 75 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The

forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

## 4.7.5 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of land improvements are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
------------------------------	------------------------------



Condition (Economic)	Replacement Cost (Economic)
Service Life Remaining (%) (Economic)	

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

## Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:



### Population Growth

Since 2016 the Town of Tillsonburg has experienced significant population growth (17.3% 2016 to 2021). This increase in population has also increased the demand on land-improvement assets, especially since the construction of new land improvement assets has not occurred at the same rate as growth. With additional use, the condition of the Town's existing land improvement assets may decline more rapidly and/or require earlier and more significant investment.



### Capital Funding Strategies

Major capital rehabilitation projects for Land Improvements are very dependant on the availability of grant funding opportunities. When grants are not available, projects may be deferred. Moreover, Town staff have expressed that they are severely underfunded and don't have available funds to maintain a good state of repair or prepare for anticipated levels of growth. An annual capital funding strategy reduce dependency on grant funding and help prevent deferral or capital works.



### Climate Change and Extreme Weather Events

Increased precipitation and runoff events have historically caused overflowing in the streams in Town, which affect Land Improvement assets such as parks and trails. More intense heat events, and prolonged exposure to dry and hot conditions have led to turf management problems and issues with the baseball fields of Tillsonburg. Climate change and extreme weather events make planning for the future difficult, however the Town should prioritize investing in more resilient and durable materials to withstand intense weather events, such as permeable pavement. Structures such as green culverts and swales can help prevent flooding in parks and trails.

## 4.7.6 Levels of Service

The following tables identify the Town's current level of service for land improvement assets. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by land improvement assets.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Scope	Description, which may include maps, of the types of land improvements that the Town operates and maintains	Refer to section 4.7.1
Quality	Describe criteria for rehabilitation and replacement decisions and any related long-term forecasts	Refer to sections 4.7.4 & 4.7.5

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by fleet and fleet equipment assets.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Quality	% of land improvement assets in poor or worse condition	51%
	% of land improvement assets in fair or better condition	49%

## 4.7.7 Recommendations

### Replacement Costs

- Town staff should continue refining its asset register by updating replacement costs. Replacement costs should be updated according to the best available information on the cost to replace the asset, using today's value.

## Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk assets.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

## Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

## Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service

## 4.8 Technology & Communication

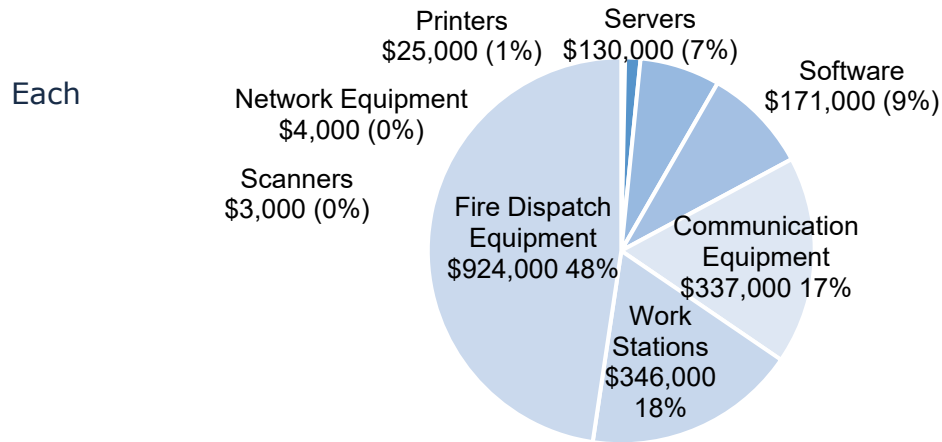
The Town of Tillsonburg owns several assets pertaining to technology and communication. Assets include:

- Communication equipment
- Fire dispatch equipment
- Computer hardware
- Servers
- Workstations

### 4.8.1 Asset Inventory & Replacement Cost

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Town's technology and communications assets.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Communication Equipment	146	Assets	\$337,000	CPI
Fire Dispatch Equipment	11	Assets	\$924,000	CPI
Network Equipment	1	Assets	\$4,000	CPI
Printers	2	Assets	\$25,000	CPI
Scanners	1	Assets	\$3,000	CPI
Servers	12	Assets	\$130,000	CPI
Software	5	Assets	\$171,000	CPI
Work Stations	132	Assets	\$346,000	CPI

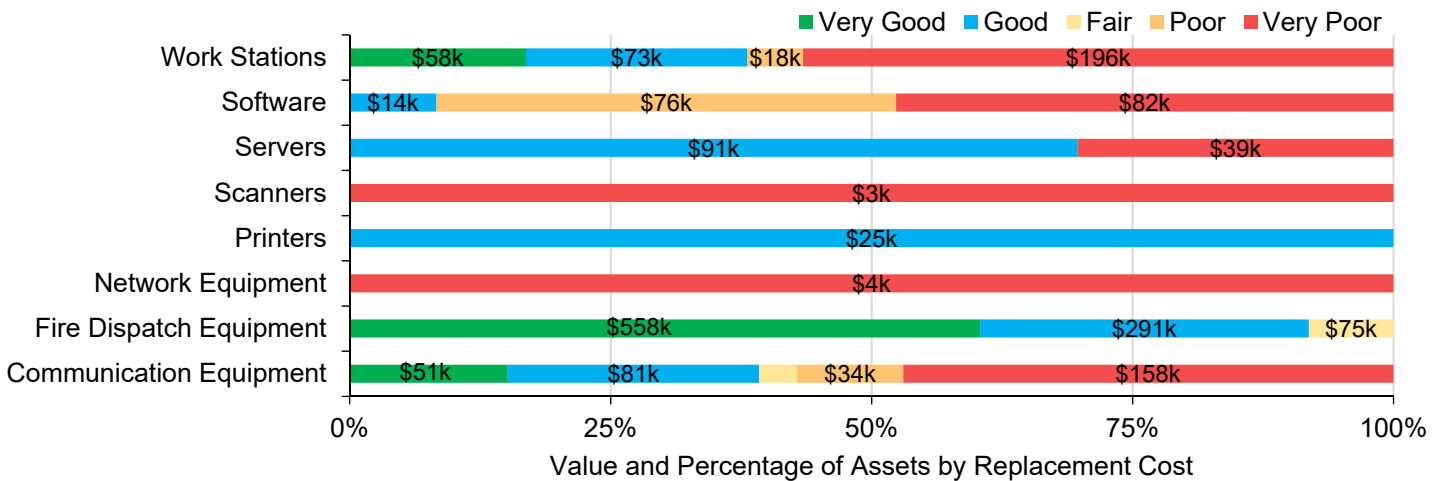


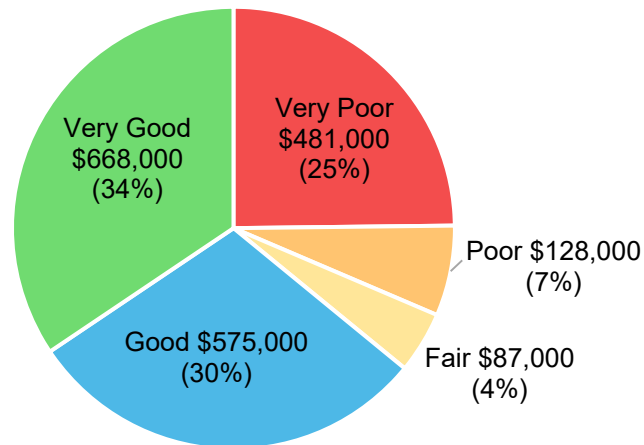
Total Current Replacement Cost: \$1,940,000

asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

## 4.8.2 Asset Condition

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.





To ensure that the Town's technology assets continue to provide an acceptable level of service, the Town should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the technology and communication assets.

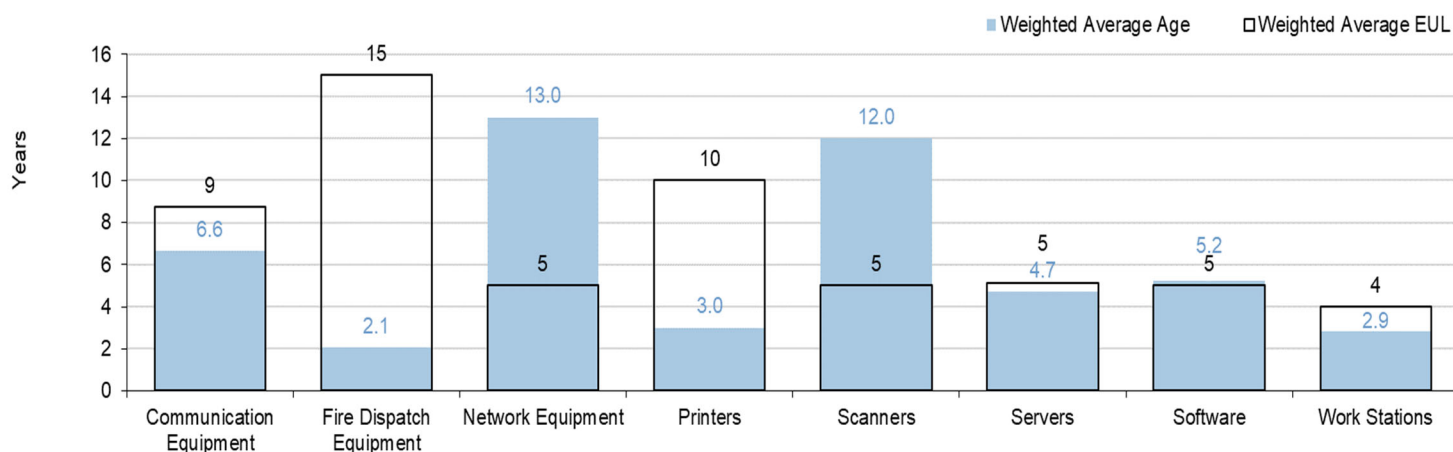
## Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets more confidently. The following describes the Town's current approach:

- There are currently no formal condition assessment programs in place; asset age is used as a proxy to determine asset condition

### 4.8.3 Estimated Useful Life & Average Age

The Estimated Useful Life for technology and communication assets has been assigned according to a combination of established industry standards and staff knowledge. The Average Age of each asset is based on the number of years each asset has been in-service. Assessed condition may increase or decrease the average service life remaining.



Each asset's Estimated Useful Life should be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

### 4.8.4 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

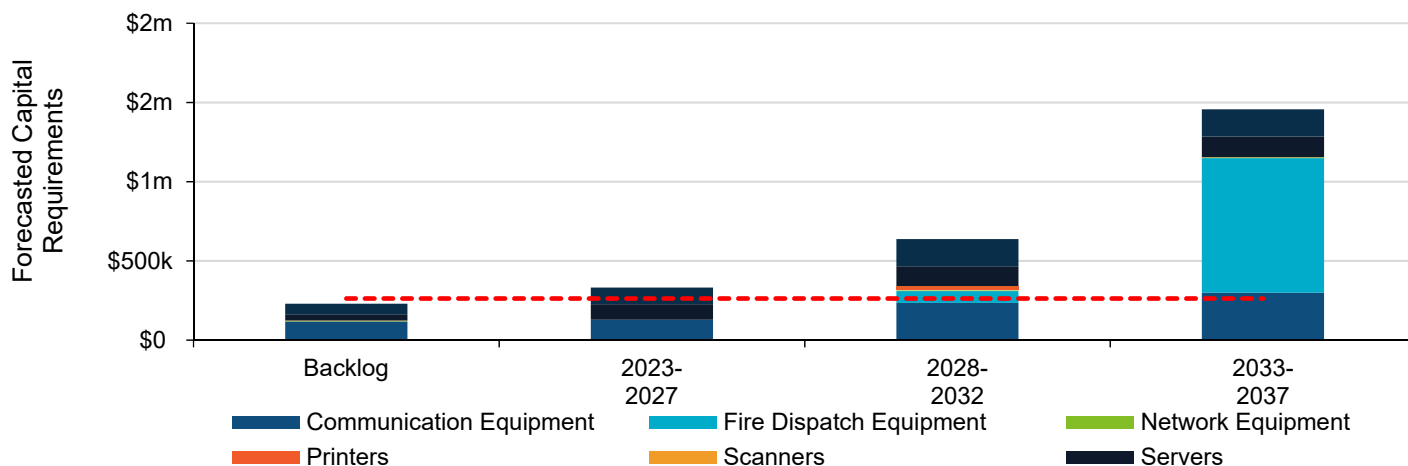
The following table outlines the Town's current lifecycle management strategy.

Activity Type	Description of Current Strategy
Inspection	At this time, assets are not assessed for condition
Maintenance	The Town conducts a variety of maintenance activities to ensure optimal asset performance, security, and reliability. The frequency of these activities varies based on the nature of the task and ranges from daily (i.e., Backup procedure; critical data) to bi-annually (i.e., user access reviews). Most maintenance activities are completed on a regular schedule. In some instances, maintenance activities may be triggered by

	emergent issues (e.g., security alerts, user-reported issues, performance degradation).
Rehabilitation	Rehabilitation activities are conducted on mission-critical assets (e.g. servers, network equipment); the focus is to extend the useful life of hardware.
	Replacement may be considered when performance can no longer meet the requirements, and/or when the frequency and cost of failures are greater than the cost of replacement.
Replacement	Additional considerations for replacement may include technological obsolescence or where assets are not regulatory compliant and upgrade is more costly than replacement. Asset replacement is prioritized where they have a critical impact on business operations or public safety. Often these include mission-critical servers, networking equipment, data storage systems, security appliances, and end-user devices.

## Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Town should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 15 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average 5-year capital requirements.



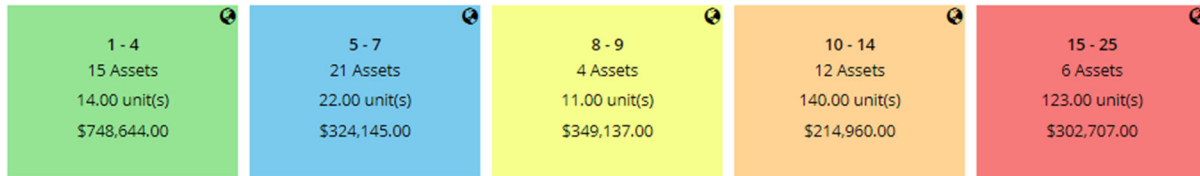
The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.



## 4.8.5 Risk & Criticality

### Risk Matrix

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on 2022 inventory data.



This is a high-level model developed for the purposes of this AMP and Town staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of technology and communication assets are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)
Service Life Remaining (%) (Economic)	

The identification of critical assets allows the Town to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

### Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Town is currently facing:

#### Asset Data and Information



Staff have limited confidence in the accuracy of data and information for technology and communication assets. This hinders the ability to make lifecycle management decisions confidently and accurately understand asset inventory and asset risks. The development of the AMP has provided some improvements to accuracy and extent of the Town's information, however there are still opportunities for enhancement. As the Town's asset information becomes more accurate,

the benefits to asset management planning and decisions are expected to further improve.



### **Public Expectations and Regulatory Compliance**

Regulatory compliance is at risk of not being met which could result in financial penalties and reputational damage. Further, public expectations especially related to technology are rapidly increasing and the Town does not necessarily have the resources, financial and staff, to meet these increased expectations.

## 4.8.6 Levels of Service

The following tables identify the Town's current level of service for technology and communication assets. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Town has selected for this AMP.

### Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by land improvement assets.

<b>Service Attribute</b>	<b>Qualitative Description</b>	<b>Current LOS (2022)</b>
Scope	Description or images of the types of technology & communication assets that the Town operates and the services that they help to provide to the community	Refer to section 4.8.1
Quality	Describe criteria for rehabilitation and replacement decisions and any related long-term forecasts	Refer to sections 4.8.4 & 4.8.5

### Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by fleet and fleet equipment assets.

<b>Service Attribute</b>	<b>Technical Metric</b>	<b>Current LOS (2022)</b>
Quality	% of technology & communication assets in poor or worse condition	31%

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% of technology & communication assets in fair or better condition	69%
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## 4.8.7 Recommendations

### Replacement Costs

- Town staff should continue refining its asset register by updating replacement costs. Replacement costs should be updated according to the best available information on the cost to replace the asset, using today's value.

### Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk assets.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in-service. Adjust the service life and/or condition ratings for these assets accordingly.

### Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

### Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Town has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service

# 5 Impacts of Growth

## Key Insights

Understanding the key drivers of growth and demand will allow the Town to plan for new infrastructure, and the upgrade or disposal of existing infrastructure more effectively.

Growth between 2016 and 2021 was substantially greater than forecasted. Moderate population and employment growth is forecasted beyond 2021.

The costs of growth should be considered in long-term funding strategies that are designed to maintain the current level of service.

## 5.1 Description of Growth Assumptions

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will aid the Town to effectively planning for new infrastructure, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

### 5.1.1 The Town of Tillsonburg Community Strategic Plan (Amended 2023)

The current Community Strategic Plan was approved on June 18, 2021, by Tillsonburg Town Council, and updated in April 2023. The purpose of the Community Strategic Plan is to provide a roadmap for municipal projects, priorities, and initiatives. The Strategic Plan has five Corporate Goals:

1. Lifestyle and Amenities
2. Customer Service, Communication, and Engagement
3. Business Attraction, Retention, and Expansion
4. Community Growth
5. Connectivity and Transportation

The Community Growth section of the Strategic Plan highlights the Town's strategic directions and ongoing projects contributing to the goal of accommodating and supporting sustainable growth. The strategic directions of the Town include promoting, preserving, and enhancing the downtown core as the retail centre and community hub of Tillsonburg, as well as pursuing the acquisition of additional municipal land to accommodate expected growth. The Town also plans to develop a long-term financing strategy for new services and infrastructure to support growth.

Ongoing projects to support community growth in the Town of Tillsonburg include the expansion of emergency services. In the immediate term (1–3-year implementation), the Town intends to implement Project Big Swing (an initiative to update municipal recreation facilities, among other assets), as well as implementing the boundary expansion initiative, and more. In the short term (3–5-year implementation), the Town intends to implement increased public engagement in planning policies and placemaking, as well as update the Recreation Master Plan. In the medium term (5–10-year implementation), the Town plans to implement a Downtown Parking Strategy and a resourcing review to service growth.

## 5.1.2 Development Charge Background Study (March 2024)

The Development Charge Background Study completed by Watson & Associates Economists Ltd. in 2024 which provided population and housing projections shown in the table below.

	<b>Population</b>	<b>Total Households</b>
Mid 2021	18,047	8,030
Mid 2024	19,521	8,776
Mid 2034	25,178	11,447
Projected Growth (2021-2034)	39.5%	42.6%

Over the next ten years, Tillsonburg is expected to experience significant growth. Population is projected to increase from approximately 19,521 in 2024 to 25,178 by 2034, which will require the Town to build about 2,671 new homes during this period.

Non-residential growth is also expected to be significant, with about 1,597,000 square feet of new building space by 2034. This additional building space will support services and infrastructure for the growing community and provide the required municipal services and amenities.

To manage this growth, investment in infrastructure including roads, fire services, and parks is recommended. The total cost for these projects is expected to be \$78.7 million over ten years, with \$26.4 million covered by development charges, after accounting for statutory and non-statutory exemptions and reduction policies. These investments are essential to ensure the Town can support the growing population and new businesses, creating a supportive environment for future residents and businesses.

## 5.1.3 Oxford County Official Plan (Amended 2023)

The Oxford County Official Plan was adopted by Oxford County Council on December 13, 1995. The Plan has been continuously updated and amended since then, with the latest amendments being adopted in July 2023. Section 8 of the Oxford County Official Plan, entitled Land Use Policies for the Town of Tillsonburg, provides general policy direction and a long-range planning framework for development in the Town of Tillsonburg.

## 5.2 Impact of Growth on Lifecycle Activities

By July 1, 2025, the Town's asset management plan must include a discussion of how the assumptions regarding future changes in population and economic activity informed the preparation of the lifecycle management and financial strategy.

Planning for forecasted population growth may require the expansion of existing infrastructure and services. As growth-related assets are constructed or acquired, they should be integrated into the Town's AMP. While the addition of residential units will add to the existing assessment base and offset some of the costs associated with growth, the Town will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

# 6 Financial Strategy

## Key Insights

The Town is committing approximately \$3.4 million towards capital projects per year from sustainable revenue sources

Given the annual capital requirement of \$9.1 million, there is currently a funding gap of \$5.7 million

Recommendation: increasing tax revenues by 1.0% each year for the next 20 years to achieve a sustainable level of funding. Alternatively, by increasing tax revenues by 1.4% each year for the next 15 years, Tillsonburg would achieve a sustainable level of funding



## 6.1 Financial Strategy Overview

For an asset management plan to be effective and meaningful, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow the Town of Tillsonburg to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

1. The financial requirements for:
  - a. Existing assets
  - b. Existing service levels
  - c. Requirements of contemplated changes in service levels (none identified for this plan)
  - d. Requirements of anticipated growth (none identified for this plan)
2. Use of traditional sources of municipal funds:
  - a. Tax levies
  - b. User fees
  - c. Reserves
  - d. Debt
  - e. Development charges
3. Use of non-traditional sources of municipal funds:
  - a. Reallocated budgets
  - b. Partnerships
  - c. Procurement methods
4. Use of Senior Government Funds:
  - a. Gas tax
  - b. Annual grants

Note: Periodic grants are normally not included due to Provincial requirements for firm commitments. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received.

If the financial plan component results in a funding shortfall, the province requires the inclusion of a specific plan as to how the impact of the shortfall will be managed. In determining the legitimacy of a funding shortfall, the province may evaluate a Town's approach to the following:

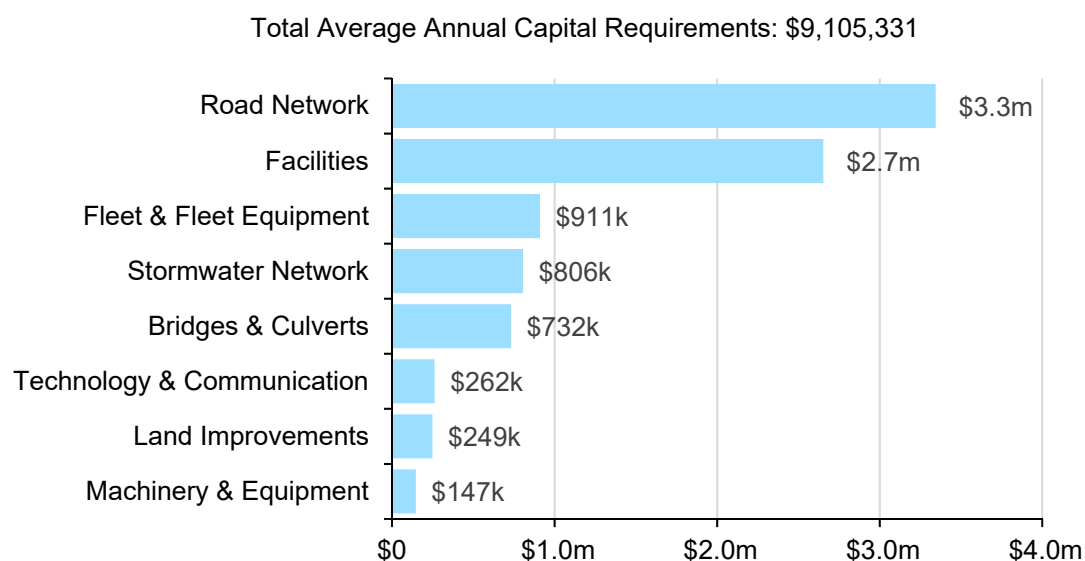
1. To reduce financial requirements, consideration has been given to revising service levels downward.
2. All asset management and financial strategies have been considered. For example:

- a. If a zero-debt policy is in place, is it warranted? If not the use of debt should be considered.
- b. Do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

## 6.1.1 Annual Requirements & Capital Funding

### Annual Requirements

The annual requirements represent the amount the Town should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs, and achieve long-term sustainability. In total, the Town must allocate approximately \$9.1 million annually to address capital requirements for the assets included in this AMP.



For most asset categories, the annual requirement has been calculated based on a “replacement only” scenario, in which capital costs are only incurred at the construction and replacement of each asset.

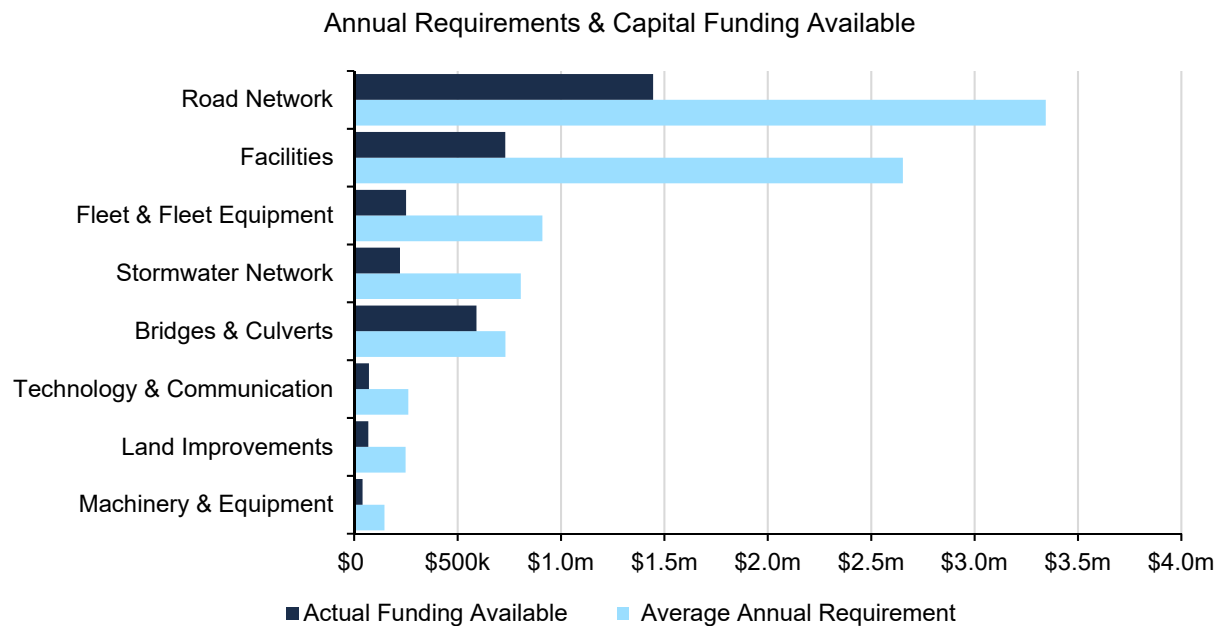
However, for the Road Network, Bridges & Culverts, and Facilities, lifecycle management strategies have been developed to identify capital costs that are realized through strategic rehabilitation and renewal of the Town’s assets. The development of these strategies allows for a comparison of potential cost avoidance if the strategies were to be implemented. The following compares two scenarios for the aforementioned categories:

1. **Replacement Only Scenario:** Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.
2. **Lifecycle Strategy Scenario:** Based on the assumption that lifecycle activities are performed at strategic intervals to extend the service life of assets until replacement is required.

The implementation of a proactive lifecycle strategies for various asset categories leads to a potential annual cost avoidance of \$117,182. As the lifecycle strategy scenario represents the lowest cost option available to the Town, we have used these annual requirements in the development of the financial strategy.

## Annual Funding Available

Based on a historical analysis of sustainable capital funding sources, the Town is committing approximately \$3,424,000 towards capital projects per year. Given the annual capital requirement of \$9,106,000, there is currently a funding gap of \$5,682,000 annually.



## 6.2 Funding Objective

We have developed a scenario that would enable Tillsonburg to achieve full funding within 1 to 20 years for the following assets:

1. **Tax Funded Assets:** Road Network, Bridges & Culverts, Stormwater Network, Facilities, Fleet & Fleet Equipment, Machinery & Equipment, Land Improvements, and Technology & Communication

For each scenario developed we have included strategies, where applicable, regarding the use of cost containment and funding opportunities.

## 6.3 Financial Profile: Tax Funded Assets

### 6.3.1 Current Funding Position

The following tables show, by asset category, Tillsonburg's average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by taxes.

Asset Category	Avg. Annual Requirement	Annual Funding Available			Annual Deficit
		Taxes	Gas Tax	OCIF	
Bridges & Culverts	\$732,000	\$202,000		\$390,000	\$140,000
Facilities	\$2,654,000	\$731,000			\$1,923,000
Land Improvements	\$249,000	\$69,000			\$180,000
Machinery & Equipment	\$147,000	\$41,000			\$106,000
Road Network	\$3,345,000	\$921,000	\$525,000		\$1,899,000
Stormwater Network	\$806,000	\$222,000			\$584,000
Fleet & Fleet Equipment	\$911,000	\$251,000			\$660,000
Technology & Communication	\$262,000	\$72,000			\$190,000
	<b>\$9,106,000</b>	<b>\$2,509,000</b>	<b>\$525,000</b>	<b>\$390,000</b>	<b>\$5,682,000</b>

The average annual investment requirement for the above categories is \$9.1 million. Annual revenue currently allocated to these assets for capital purposes is \$3.4 million leaving an annual deficit of \$5.7 million. Put differently, these infrastructure categories are currently funded at 38% of their long-term requirements.

### 6.3.2 Full Funding Requirements

In 2023, the Town of Tillsonburg has annual tax revenues of \$19,147,583. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, full funding would require the following tax change over time:

Asset Category	Tax Change Required for Full Funding
Bridges & Culverts	0.7%
Facilities	10.0%
Land Improvements	0.9%
Machinery & Equipment	0.6%
Road Network	9.9%
Stormwater Network	3.0%
Fleet & Fleet Equipment	3.4%
Technology & Communication	1.0%
	<b>29.5%</b>

The following changes in costs and/or revenues over the next number of years should also be considered in the financial strategy:

- a) Tillsonburg's debt payments for these asset categories will be decreasing by
  - a. \$747,900 over the next 5 years
  - b. \$1,118,400 over the next 10 years
  - c. 1,466,400 over the next 15 years
  - d. 1,576,800 over the next 20 years

Our recommendations include capturing the above changes and allocating them to the infrastructure deficit outlined above. The table below outlines this concept and presents several options:

	Without Capturing Changes				With Capturing Changes			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	\$5,682,000	\$5,682,000	\$5,682,000	\$5,682,000	\$5,682,000	\$5,682,000	\$5,682,000	\$5,682,000
Change in Debt Costs	N/A	N/A	N/A	N/A	-747,900	\$1,118,400	\$1,466,400	\$1,576,800
Change in OCIF Grants	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Resulting Infrastructure Deficit:</b>	\$5,682,000	\$5,682,000	\$5,682,000	\$5,682,000	\$4,934,100	\$4,563,600	\$4,215,600	4,105,200
Tax Increase Required	29.7%	29.7%	29.7%	29.7%	25.8%	23.8%	22.0%	21.4%
<b>Annually:</b>	<b>5.4%</b>	<b>2.7%</b>	<b>1.8%</b>	<b>1.4%</b>	<b>4.7%</b>	<b>2.2%</b>	<b>1.4%</b>	<b>1.0%</b>

### 6.3.3 Financial Strategy Recommendations

Considering all the above information, we recommend the 20-year option that includes capturing changes from reallocating debt costs to the infrastructure deficit. This involves full funding being achieved over 20 years by:

- a) maintaining tax revenues collected specifically for asset management at 1% each year for the next 20 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP. This is in line with the recent Council approved long-term annual capital levy increase of 1%. Tillsonburg may also opt to select the 15-year option which would see tax revenues increased by 0.4% each year for the next 15-years specifically for the purpose of phasing in full funding (this in addition to the 1% already collected by Tillsonburg).
- b) when realized, reallocating the debt cost reductions of \$1,466,400 (15-year) or \$1,576,800 (20-year) to the infrastructure deficit as outlined above.
- c) allocating the current gas tax and OCIF revenue as outlined previously.
- d) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.
- e) continue to enhance the quality and quantity of available data, including information on replacement costs, estimated useful lives, and asset conditions. This improvement will positively impact asset management and facilitate better decision-making.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula-based funding, if applicable, since this funding is a multi-year commitment<sup>13</sup>.
2. We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.
3. The Town is actively addressing the annual deficit by having approved an increase to the capital levy of 4.32% for 2023. This is part of an ongoing effort to address asset management as the budgeted capital levy in 2024 and 2025 will increase by 3% each year, followed by an 1% increase in 2026 and each following year. This resulted in the Town's capital levy increasing from \$1.7M in 2022 to \$3.9M in 2026 which represents a 124% increase over this period alone.

Although this option achieves full funding on an annual basis in 20 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a pent-up investment demand of \$4,445,614 for the Road Network, \$1,916,736 for Land Improvements, \$306,886 for Technology & Communication, \$198,923 for facilities, \$108,613 for Stormwater Network, \$94,237 for Machinery & Equipment, and \$8,000 for Fleet and Fleet Equipment.

Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

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<sup>13</sup> The Town should take advantage of all available grant funding programs and transfers from other levels of government. While OCIF has historically been considered a sustainable source of funding, the program is currently undergoing review by the provincial government. Depending on the outcome of this review, there may be changes that impact its availability.

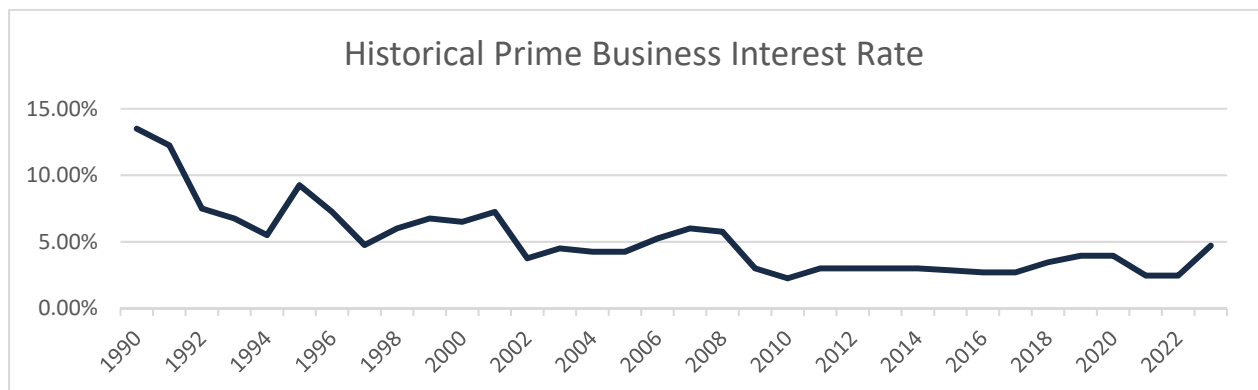


## 6.4 Use of Debt

Debt can be strategically utilized as a funding source with in the long-term financial plan. The benefits of leveraging debt for infrastructure planning include:

- a) the ability to stabilize tax & user rates when dealing with variable and sometimes uncontrollable factors
- b) equitable distribution of the cost/benefits of infrastructure over its useful life
- c) a secure source of funding
- d) flexibility in cash flow management

Debt management policies and procedures with limitations and monitoring practices should be considered when reviewing debt as a funding option. In efforts to mitigate increasing commodity prices and inflation, interest rates have been rising. Sustainable funding models that include debt need to incorporate the now current realized risk of rising interest rates. The following graph shows the historical changes to the lending rates:



A change in 15-year rates from 5% to 7% would change the premium from 45% to 65%. Such a change would have a significant impact on a financial plan.

For reference purposes, the following table outlines the premium paid on a project if financed by debt. For example, a \$1 million project financed at 3.0%<sup>14</sup> over 15 years would result in a 26% premium or \$260,000 of increased costs due to interest payments. For simplicity, the table does not consider the time value of money or the effect of inflation on delayed projects.

The Town of Tillsonburg employs a strategic policy of using debt as one component

<sup>14</sup> Current municipal Infrastructure Ontario rates for 15-year money is 3.2%.

of its comprehensive asset management funding approach. Effectively and sustainably leveraging debt can significantly contribute to reducing the infrastructure deficit, potentially accelerating the timeline compared to relying solely on tax or rate levies alone. Therefore, the Town should continue to incorporate debt in its asset management funding strategy.

Table 1: Premiums Paid

Interest Rate	Number of Years Financed					
	5	10	15	20	25	30
<b>7.0%</b>	22%	42%	65%	89%	115%	142%
<b>6.5%</b>	20%	39%	60%	82%	105%	130%
<b>6.0%</b>	19%	36%	54%	74%	96%	118%
<b>5.5%</b>	17%	33%	49%	67%	86%	106%
<b>5.0%</b>	15%	30%	45%	60%	77%	95%
<b>4.5%</b>	14%	26%	40%	54%	69%	84%
<b>4.0%</b>	12%	23%	35%	47%	60%	73%
<b>3.5%</b>	11%	20%	30%	41%	52%	63%
<b>3.0%</b>	9%	17%	26%	34%	44%	53%
<b>2.5%</b>	8%	14%	21%	28%	36%	43%
<b>2.0%</b>	6%	11%	17%	22%	28%	34%
<b>1.5%</b>	5%	8%	12%	16%	21%	25%
<b>1.0%</b>	3%	6%	8%	11%	14%	16%
<b>0.5%</b>	2%	3%	4%	5%	7%	8%
<b>0.0%</b>	0%	0%	0%	0%	0%	0%

The following tables outline how Tillsonburg has historically used debt for investing in the asset categories as listed. There is currently \$11,404,203 of debt outstanding for the assets covered by this AMP with corresponding principal and interest payments of \$1,662,500, well within its provincially prescribed maximum of \$3,875,535 (2023 ARL).

Asset Category	Principal & Interest Payments in the Next Ten Years						
	2024	2025	2026	2027	2028	2029	2034
Bridges & Culverts	\$11,200	\$11,000	\$10,500	\$10,200	\$9,900	\$9,600	\$7,900
Facilities	\$379,000	\$367,500	\$335,300	\$325,700	\$316,500	\$291,000	\$163,000
Land Improvements	\$92,400	\$89,400	\$86,500	\$83,500	\$69,000	\$66,600	\$34,900
Machinery & Equipment	\$31,500	\$31,200	\$25,400	\$19,600	\$15,600	\$15,400	
Road Network	\$581,000	\$565,300	\$528,200	\$492,900	\$555,100	\$300,500	\$257,600
Stormwater Network							
Fleet & Fleet Equipment	\$510,100	\$480,500	\$421,100	\$338,600	\$288,000	\$224,600	\$78,000
Technology & Communication	\$57,300	\$48,600	\$47,800	\$17,000	\$16,000	\$6,900	\$2,700
<b>Total Tax Funded:</b>	<b>\$1,662,500</b>	<b>\$1,593,500</b>	<b>\$1,454,800</b>	<b>\$1,287,500</b>	<b>\$1,270,100</b>	<b>\$914,600</b>	<b>\$544,100</b>

The revenue options outlined in this plan allow Tillsonburg to fully fund its long-term infrastructure requirements without further use of debt.

## 6.5 Use of Reserves

### 6.5.1 Available Reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

- the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
- financing one-time or short-term investments
- accumulating the funding for significant future infrastructure investments
- managing the use of debt
- normalizing infrastructure funding requirement

By asset category, the table below outlines the details of the reserves currently available to Tillsonburg.

Asset Category	Balance at December 31, 2022
Bridges & Culverts	\$129,874
Facilities	\$1,716,265
Land Improvements	\$555,910
Machinery & Equipment	\$279,255
Road Network	\$1,942,572
Stormwater Network	\$129,874
Fleet & Fleet Equipment	\$1,184,814
Technology & Communication	\$260,445
<b>Total</b>	<b>\$6,199,005</b>

There is considerable debate in the municipal sector as to the appropriate level of reserves that a Town should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should consider when determining their capital reserve requirements include:

- a) breadth of services provided
- b) age and condition of infrastructure
- c) use and level of debt
- d) economic conditions and outlook
- e) internal reserve and debt policies

These reserves are available for use by applicable asset categories during the phase-in period to full funding. This coupled with Tillsonburg's judicious use of debt in the past, allows the scenarios to assume that, if required, available reserves and

debt capacity can be used for high priority and emergency infrastructure investments in the short-to-medium term.

## 6.5.2 Recommendation

In 2025, Ontario Regulation 588/17 will require Tillsonburg to integrate proposed levels of service for all asset categories in its asset management plan update. We recommend that future planning should reflect adjustments to service levels and their impacts on reserve balances.

# 7 Appendices

## Key Insights

Appendix A includes a one-page report card with an overview of key data from each asset category

Appendix B identifies projected 10-year capital requirements for each asset category

Appendix C includes several maps that have been used to visualize the current level of service

Appendix D provides additional guidance on the development of a condition assessment program

# Appendix A:

## Infrastructure Report Card

Asset Category	Replacement Cost (millions)	Asset Condition	Financial Capacity	
Road Network	\$157.8	Good	Annual Requirement:	\$3,345,000
			Funding Available:	\$1,446,000
			<b>Annual Deficit:</b>	<b>\$1,899,000</b>
Bridges & Culverts	\$31.0	Good	Annual Requirement:	\$732,000
			Funding Available:	\$592,000
			<b>Annual Deficit:</b>	<b>\$140,000</b>
Stormwater Network	\$57.4	Good	Annual Requirement:	\$806,000
			Funding Available:	\$222,000
			<b>Annual Deficit:</b>	<b>\$584,000</b>
Facilities	\$95.0	Very Good	Annual Requirement:	\$2,654,000
			Funding Available:	\$731,000
			<b>Annual Deficit:</b>	<b>\$1,923,000</b>
Fleet & Fleet Equipment	\$11.2	Fair	Annual Requirement:	\$911,000
			Funding Available:	\$251,000
			<b>Annual Deficit:</b>	<b>\$660,000</b>
Machinery & Equipment	\$1.7	Fair	Annual Requirement:	\$147,000
			Funding Available:	\$41,000
			<b>Annual Deficit:</b>	<b>\$106,000</b>
Land Improvements	\$6.4	Fair	Annual Requirement:	\$249,000
			Funding Available:	\$69,000
			<b>Annual Deficit:</b>	<b>\$180,000</b>
Technology & Communication	\$1.9	Fair	Annual Requirement:	\$262,000
			Funding Available:	\$72,000
			<b>Annual Deficit:</b>	<b>\$190,000</b>
<b>Overall</b>	<b>\$362.4</b>	Good	Annual Requirement:	\$9,106,000
			Funding Available:	\$3,424,000
			<b>Annual Deficit:</b>	<b>\$5,682,000</b>

## Appendix B: 10-Year Capital Requirements

The following tables identify the capital cost requirements for each of the next 10 years to meet projected capital requirements and maintain the current level of service.

Category	Segment	Total	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Road Network	Municipal Parking Lots	\$3.7m	\$3.7m	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Paved Roads	\$13.4m	\$331k	\$5.7m	\$1.5m	\$316k	\$465k	\$505k	\$792k	\$1.0m	\$1.0m	\$739k	\$924k
	Poles	\$1.3m	\$283k	\$85k	\$42k	\$746k	\$0	\$3k	\$55k	\$7k	\$0	\$0	\$39k
	Sidewalks	\$879k	\$132k	\$130k	\$168k	\$190k	\$133k	\$0	\$19k	\$0	\$49k	\$0	\$59k
	Signs	\$236k	\$135k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$101k
	Streetlights	\$0											

Category	Segment	Total	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Bridges & Culverts	Bridges	\$4.1m	\$0	\$0	\$21k	\$4.5m	\$188k	\$44k	\$0	\$182k	\$0	\$110k	\$0
	Culverts	\$6.1m	\$0	\$0	\$2.5m	\$0	\$623k	\$1.9m	\$577k	\$467k	\$0	\$0	\$0
	Retaining Walls	\$2.7m	\$0	\$0	\$406k	\$0	\$0	\$1.4m	\$548k	\$0	\$312k	\$0	\$0

Category	Segment	Total	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Stormwater Network	Catch Basin Leads	\$46k	\$8k	\$0	\$12k	\$0	\$0	\$0	\$0	\$0	\$26k	\$0	\$0
	Catch Basins	\$7k	\$2k	\$0	\$0	\$0	\$0	\$5k	\$0	\$0	\$0	\$0	\$0
	Ditch Inlets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Mains	\$287k	\$98k	\$0	\$0	\$29k	\$0	\$0	\$0	\$0	\$159k	\$0	\$0
	Manholes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Stormceptors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	SWM Ponds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Category	Segment	Total	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Facilities	Airport	\$1.4m	\$0	\$0	\$0	\$0	\$0	\$0	\$362k	\$0	\$966k	\$36k	\$0
	Corporate Services	\$4.4m	\$0	\$164k	\$117k	\$95k	\$60k	\$7k	\$3.4m	\$0	\$178k	\$29k	\$381k
	Fire	\$2.1m	\$0	\$220k	\$213k	\$53k	\$0	\$0	\$1.1m	\$145k	\$251k	\$0	\$106k
	OPP	\$5.0m	\$0	\$184k	\$174k	\$1.0m	\$210k	\$91k	\$2.8m	\$0	\$61k	\$206k	\$289k
	Public Works	\$1.6m	\$0	\$100k	\$23k	\$46k	\$59k	\$0	\$1.2m	\$0	\$61k	\$0	\$84k
	RCP	\$37.9m	\$0	\$946k	\$1.7m	\$1.9m	\$739k	\$0	\$19.0m	\$4.5m	\$3.4m	\$619k	\$5.1m

Category	Segment	Total	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Fleet & Fleet Equipment	Building & By-Law	\$134k	\$0	\$0	\$0	\$0	\$0	\$0	\$88k	\$46k	\$0	\$0	\$0
	Engineering	\$40k	\$0	\$0	\$0	\$0	\$0	\$0	\$40k	\$0	\$0	\$0	\$0
	Fire	\$1.5m	\$0	\$140k	\$1.1m	\$0	\$0	\$0	\$0	\$70k	\$78k	\$140k	\$0
	Hydro	\$1.3m	\$0	\$0	\$0	\$35k	\$0	\$0	\$382k	\$0	\$436k	\$479k	\$0
	Public Works	\$4.6m	\$8k	\$586k	\$0	\$734k	\$72k	\$1.5m	\$317k	\$1.1m	\$40k	\$210k	\$11k
	RCP	\$685k	\$0	\$0	\$13k	\$308k	\$122k	\$66k	\$0	\$82k	\$93k	\$0	\$0

Category	Segment	Total	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Machinery & Equipment	Fire	\$538k	\$8k	\$1k	\$23k	\$12k	\$31k	\$29k	\$40k	\$16k	\$281k	\$1k	\$96k
	Hydro	\$17k	\$8k	\$0	\$0	\$0	\$0	\$0	\$1k	\$0	\$1k	\$7k	\$0
	Public Works	\$196k	\$10k	\$0	\$5k	\$5k	\$15k	\$55k	\$9k	\$3k	\$81k	\$6k	\$8k
	RCP	\$745k	\$93k	\$118k	\$70k	\$84k	\$23k	\$12k	\$93k	\$74k	\$111k	\$26k	\$41k

Category	Segment	Total	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Land Improvements	Fields and Courts	\$2.1m	\$1.4m	\$21k	\$0	\$0	\$38k	\$0	\$38k	\$0	\$21k	\$371k	\$212k
	Outdoor Structures	\$81k	\$42k	\$38k	\$0	\$0	\$0	\$0	\$0	\$0	\$717	\$0	\$0
	Play Structures	\$816k	\$137k	\$0	\$34k	\$18k	\$0	\$0	\$0	\$273k	\$0	\$17k	\$337k
	Retaining Walls	\$105k	\$105k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Transfer Station	\$14k	\$0	\$0	\$0	\$0	\$0	\$0	\$14k	\$0	\$0	\$0	\$0
	Walkways	\$343k	\$221k	\$115k	\$0	\$0	\$0	\$0	\$0	\$0	\$7k	\$0	\$0

Category	Segment	Total	Backlog	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Technology & Communication	Communication Equipment	\$480k	\$117k	\$42k	\$34k	\$29k	\$17k	\$7k	\$67k	\$59k	\$76k	\$15k	\$17k
	Fire Dispatch Equipment	\$75k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75k	\$0
	Network Equipment	\$7k	\$4k	\$0	\$0	\$0	\$0	\$0	\$4k	\$0	\$0	\$0	\$0
	Printers	\$25k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25k	\$0	\$0	\$0
	Scanners	\$5k	\$3k	\$0	\$0	\$0	\$0	\$0	\$3k	\$0	\$0	\$0	\$0
	Servers	\$262k	\$39k	\$0	\$0	\$0	\$91k	\$7k	\$27k	\$0	\$0	\$98k	\$0
	Software	\$343k	\$66k	\$15k	\$76k	\$0	\$14k	\$0	\$82k	\$76k	\$0	\$14k	\$0
	Work Stations	\$906k	\$164k	\$32k	\$18k	\$73k	\$58k	\$196k	\$18k	\$73k	\$58k	\$196k	\$18k

# Appendix C: Level of Service Maps

## Paved Roads: Illustration of Asset Condition

Very Good: 80-100



Good: 60-79



Fair: 40-59



**Poor: 20-39**



**Very Poor: 0-19**



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**Images of Bridges in Various Condition**

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**Very Good:**

Concession Street Bridge

Inspected: August 4<sup>th</sup>, 2023



**Good:**

Van Street Pedestrian Bridge

Inspected: August 9<sup>th</sup>, 2023



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**Images of Culverts in Various Condition**

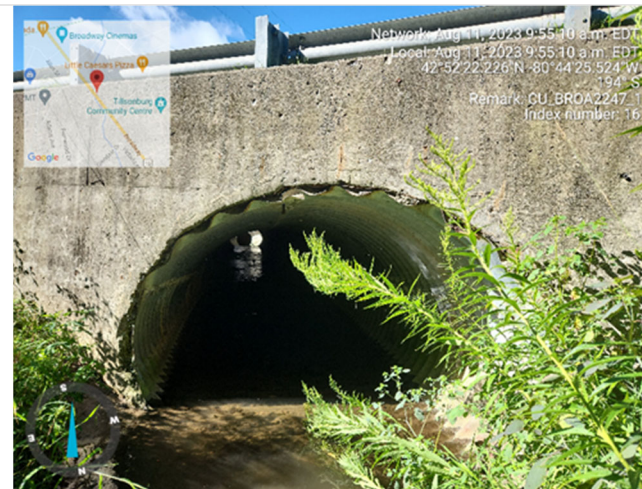

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**Good:**

Baldwin Street Culvert at Golf Course

Inspected August 9<sup>th</sup>, 2023**Fair:**

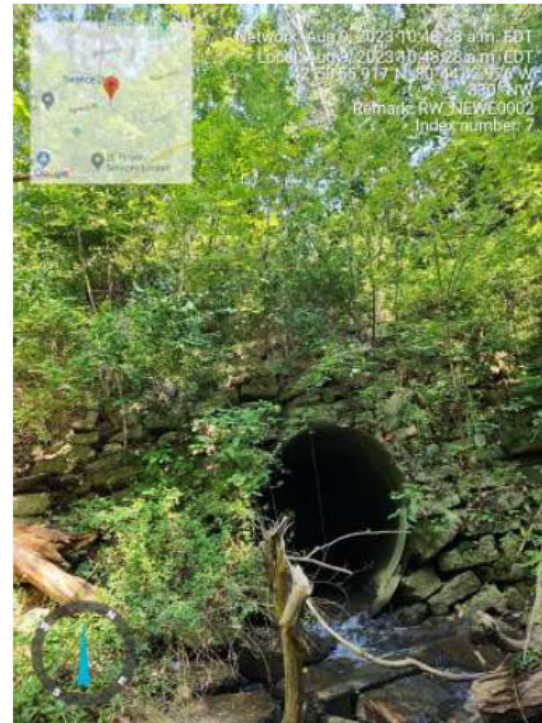
Broadway St. Culvert at Christie St.

Inspected August 11<sup>th</sup>, 2023

**Poor:**

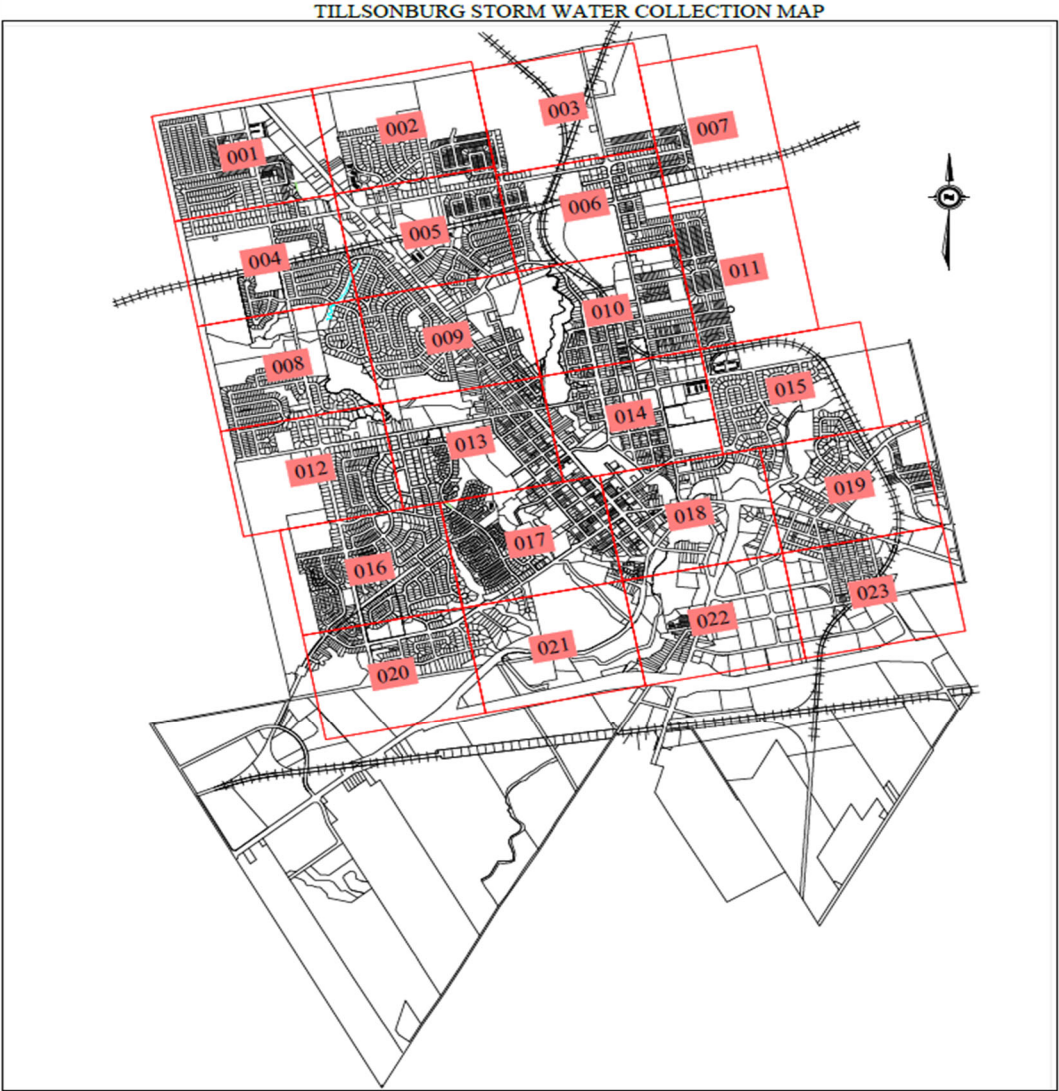
Newell Road and Quarter Town Line

Inspected: August 9<sup>th</sup>, 2023





# Stormwater Network Map



# Appendix D: Condition Assessment Guidelines

The foundation of good asset management practice is accurate and reliable data on the current condition of infrastructure. Assessing the condition of an asset at a single point in time allows staff to have a better understanding of the probability of asset failure due to deteriorating condition.

Condition data is vital to the development of data-driven asset management strategies. Without accurate and reliable asset data, there may be little confidence in asset management decision-making which can lead to premature asset failure, service disruption and suboptimal investment strategies. To prevent these outcomes, the Town's condition assessment strategy should outline several key considerations, including:

- The role of asset condition data in decision-making
- Guidelines for the collection of asset condition data
- A schedule for how regularly asset condition data should be collected

## Role of Asset Condition Data

The goal of collecting asset condition data is to ensure that data is available to inform maintenance and renewal programs required to meet the desired level of service. Accurate and reliable condition data allows municipal staff to determine the remaining service life of assets, and identify the most cost-effective approach to deterioration, whether it involves extending the life of the asset through remedial efforts or determining that replacement is required to avoid asset failure.

In addition to the optimization of lifecycle management strategies, asset condition data also impacts the Town's risk management and financial strategies. Assessed condition is a key variable in the determination of an asset's probability of failure. With a strong understanding of the probability of failure across the entire asset portfolio, the Town can develop strategies to mitigate both the probability and consequences of asset failure and service disruption. Furthermore, with condition-based determinations of future capital expenditures, the Town can develop long-term financial strategies with higher accuracy and reliability.

## Guidelines for Condition Assessment

Whether completed by external consultants or internal staff, condition assessments should be completed in a structured and repeatable fashion, according to consistent and objective assessment criteria. Without proper guidelines for the completion of condition assessments there can be little confidence in the validity of condition data and asset management strategies based on this data.

Condition assessments must include a quantitative or qualitative assessment of the current condition of the asset, collected according to specified condition rating criteria, in a format that can be used for asset management decision-making. As a result, it is important that staff adequately define the condition rating criteria that should be used and the assets that require a discrete condition rating. When engaging with external consultants to complete condition assessments, it is critical that these details are communicated as part of the contractual terms of the project. There are many options available to the Town to complete condition assessments. In some cases, external consultants may need to be engaged to complete detailed technical assessments of infrastructure. In other cases, internal staff may have sufficient expertise or training to complete condition assessments.

## Developing a Condition Assessment Schedule

Condition assessments and general data collection can be both time-consuming and resource intensive. It is not necessarily an effective strategy to collect assessed condition data across the entire asset inventory. Instead, the Town should prioritize the collection of assessed condition data based on the anticipated value of this data in decision-making. The International Infrastructure Management Manual (IIMM) identifies four key criteria to consider when making this determination:

1. **Relevance:** every data item must have a direct influence on the output that is required
2. **Appropriateness:** the volume of data and the frequency of updating should align with the stage in the assets life and the service being provided
3. **Reliability:** the data should be sufficiently accurate, have sufficient spatial coverage and be appropriately complete and current
4. **Affordability:** the data should be affordable to collect and maintain

**Subject: 2024 Rates and Fees By-Law Update****Report Number:** FIN 24-036

Department: Finance Department

Submitted by: Ted Lyons, Revenue Manager

Meeting Type: Council Meeting

Meeting Date: Monday, June 24, 2024

**RECOMMENDATION**

- 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.

**BACKGROUND**

At its regular meeting of May 13, 2024, Council passed the following resolution:

**Resolution # 2024-224****Moved By:** Councillor Luciani**Seconded By:** Councillor Rosehart

- A. THAT report CAO 24-008 titled “Updates to Rzone Policy – Ombudsman Feedback” be received as information; and
- B. THAT a by-law to amend By-law 4340, being a By-law to adopt an Rzone Policy be presented to Council for consideration; and
- C. THAT a by-law to amend By-Law 2023-100, being a By-law to provide a schedule of fees for certain municipal applications, services and permits, be presented to Council for consideration.

**DISCUSSION**

In addition to adding the Rzone Appeal Fee of \$50 arising from the adoption of the Rzone Policy, staff have consulted with all departments and have determined one additional new fee needs to be brought forward through this By-Law update.

This new fee for 2024 was negotiated by the Tillsonburg Airport Manager and the Ministry of Natural Resources (MNR) earlier this year:

## FIN 24-036 – 2024 Rates and Fees By-Law Update

- MNR Landing Fee at the Tillsonburg Airport - **\$275.00**

As well, this by-law update includes a formatting update of starting to consolidate Town-wide applicable fees under one section, and includes the authorization of the Treasurer to amend the Schedule to the by-law as required to reflect adjustments to any rate from a related legislative change that governs that rate.

**CONSULTATION**

Director of Finance/Treasurer; all departments.

**FINANCIAL IMPACT/FUNDING SOURCE**

The addition of these new fees will provide additional revenue, subject to the frequency of the occurrence of such charges.

**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** – *Short Term* - Financial Sustainability Plan

**ATTACHMENTS**

Appendix A – “Schedule A” 2024 Rates and Fees, July 1, 2024

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 2024-XXX**

**A BY-LAW to provide a schedule of fees for certain municipal applications, services and permits.**

**WHEREAS** Section 391(1) of the Municipal Act, 2001, c.25, (the Act) authorizes a municipality to impose fees or charges on persons, for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control; and

**WHEREAS** Section 391(2) of the Act allows that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time; and

**WHEREAS** Section 391(3) of the Act also allows that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets; and

**WHEREAS** it is necessary and expedient to establish a schedule of fees for certain municipal applications, services and permits;

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

1. THAT Schedule "A" to this By-Law is adopted as the schedule of fees for certain municipal applications services and permits listed therein.
2. THAT should the provisions of any other By-Law of the Town of Tillsonburg or other document purporting to set the fees listed in Schedule "A" be in conflict with the provisions of this By-Law, the provisions of this By-Law shall prevail, other than the provisions under By-law 4013, as amended, being a By-law that allows for reductions to be applied to user fees for Recreation, Culture and Parks programs and services.
3. THAT the Treasurer is authorized to amend Schedule "A" as required to reflect adjustments to any rate from a related legislative change.
4. THAT Schedule "A" to this By-Law forms part of this By-Law as if written herein.
5. THAT this By-Law shall come into full force and effect on the **1<sup>st</sup> day of July, 2024**.
6. THAT By-Law 2022-087 and 2023-100 shall be hereby repealed.

**READ A FIRST AND SECOND TIME THIS 24<sup>th</sup> day of JUNE, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24<sup>th</sup> day of JUNE, 2024.**

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MAYOR

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CLERK

**Town of Tillsonburg**  
**Rates and Fees**  
 By-law 2024-xxx, Schedule A  
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**Corporate**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Notes
<b>Corporate</b>					
Photocopying/ Printing double sided	0.65	0.65	0.00%	HST	
Photocopying/ Printing single sided	0.55	0.55	0.00%	HST	
Interest on overdue accounts (per month)	1.25%	1.25%	0.00%	HST	per month
NSF Fee	48.00	48.00	0.00%	HST	each
Rzone Policy Appeal	-	50.00	New	Exempt	



**Building-Bylaw-Planning**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Notes
<b>Animal Control</b>					
Boarding Fee Cat	25.00	25.00	0.00%	HST	As per Animal Control Contract
Boarding Fee Dog	25.00	25.00	0.00%	HST	As per Animal Control Contract
Call out fee for service	115.00	115.00	0.00%	HST	As per Animal Control Contract
Euthanasia and Disposal - Cat	60.00	60.00	0.00%	HST	As per Animal Control Contract
Euthanasia and Disposal - Dog	80.00	80.00	0.00%	HST	As per Animal Control Contract
Live Trap Placement	115.00	115.00	0.00%	HST	As per Animal Control Contract
Muzzle Order Appeal	264.00	264.00	0.00%	Exempt	
Dangerous Dog Licence	106.00	106.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>By-law Enforcement</b>					
Invoice admin processing fee	317.00	317.00	0.00%	HST	
Issue Order	211.00	211.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Title Corporate Search	50.00	50.00	0.00%	HST	
Registration or Discharge Order on Title (per registration/discharge)	300.00	300.00	0.00%	HST	
Registered Mail	Actual Cost	Actual Cost		Exempt	
By-law Enforcement Officer hourly rate (one hour min)	49.00	49.00	0.00%	Exempt	
By-Law Enforcement Supervisor hourly rate (one hour minimum)	58.00	58.00	0.00%	Exempt	
Execute Search Warrant	528.00	528.00	0.00%	Exempt	
Locksmith Service	Cost + 15%	Cost + 15%		HST	
Re-issuance of Permit/License/Document	58.00	58.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Fortification By-Law Exemption Application - single family dwelling or not-for-profit organization	164.00	164.00	0.00%	Exempt	
Fortification By-Law Exemption Application - Multi-Residential, Commercial, Industrial	433.00	433.00	0.00%	Exempt	
Property Standards - Issuance of Certificate of Compliance ( Residential - per unit )	111.00	111.00	0.00%	HST	
Property Standards - Issuance of Certificate of Compliance (Commercial - per unit )	120.00	120.00	0.00%	HST	
Property Standards - Issuance of Certificate of Compliance (Industrial/Institutional - per unit )	\$27 per 92.9 sq.metre(1000 ft2) of building area - \$200 minimum	\$27 per 92.9 sq.metre(1000 ft2) of building area - \$200 minimum	0.00%	HST	
Property Standards - Issuance of Certificate of Compliance (vacant and/or derelict property	111.00	111.00	0.00%	HST	
Property Standards Appeal	450.00	450.00	0.00%	Exempt	
Superior Court Judge - Appeal Property Standards Decision	450.00	450.00	0.00%	Exempt	
Noise By-Law Exemption Permit - Minor	400.00	400.00	0.00%	Exempt	
Noise By-law Exemption Permit - Major	425.00	425.00	0.00%	Exempt	
<b>Building - Fees</b>					
Building - photocopies - larger than ledger	3.25	3.25	0.00%	HST	
Building Certificate	60.00	60.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Building Certificate - urgent request - 5 business days or less	80.00	80.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - amend existing permit	64.00	64.00	0.00%	Exempt	
Permit Review Fee (per hour) - major amendment to existing permit	64.00	64.00	0.00%	HST	Per hour fee to review major changes to existing permit(s) in accordance with By-Law 3198
Chief Building Official hourly rate (one half hour minimum)	85.00	85.00	0.00%	Exempt	
Deputy Chief Building Official hourly rate (one half hour minimum)	66.00	66.00	0.00%	Exempt	
Building Inspector (one hour minimum)	60.00	60.00	0.00%	Exempt	
Building Enforcement Supervisor (one hour minimum)	60.00	60.00	0.00%	Exempt	
<b>Building - Permit Fees</b>					
Residential – New Low Density - Single Detached & Townhouses	Minimum permit fee \$2,500.00, Maximum permit fee \$5,000.00 OR \$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	Minimum permit fee \$2,500.00, Maximum permit fee \$5,000.00 OR \$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt.

**Building-Bylaw-Planning**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Notes
Residential – Mobile Homes, Low Density, Medium Density, Additions, Alterations, etc.	\$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential – New	\$140.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Major Alterations/Renovations/Additions (> 100,000)	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Minor Alteration/Renovations/Additions (\$100,000 or less)	\$275.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$275.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Decks, Sheds, Accessory Buildings, Pools, etc.	\$140.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	\$140.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Part 9 Residential Demolition	140.00	140.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Demolition – all others	550.00	550.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Water Connection, Sewer Connection or repair	140.00	140.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Change of Use Permit (no construction)	270.00	270.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Conditional Permit Agreement	270.00	270.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Alternative Solution Review (Fee + Cost of Peer Review)	540.00	540.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Occupant Load Inspection Analysis & Report (per hr, one hr minimum)	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
AGCO Agency Approval	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Re-inspection	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Issue Order	200.00	200.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Transfer Permit	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Construction w/o Permit	Double the initial permit rate	Double the initial permit rate		Exempt	Schedule V Part VI (ETA)- Exempt
<b>Signs</b>					
Permit fees - signs - permanent	a) \$106.00 first \$1,000.00 of estimated value of construction plus b) \$7.50 per each additional \$1,000.00 or part there of	a) \$106.00 first \$1,000.00 of estimated value of construction plus b) \$7.50 per each additional \$1,000.00 or part there of	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - signs - mobile	40.00	40.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - sign - construction/placement without a permit	double initial permit	double initial permit		Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Minor Variance - Director Approval	350.00	350.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Major Variance - Council Approval	500.00	500.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Appeal Application	350.00	350.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - after the fact	1.5 the initial application rate	1.5 the initial application rate		Exempt	
Sign Removal - General	132.00	132.00	0.00%	HST	per sign
Sign Removal - Mobile Sign	375.00	375.00	0.00%	HST	
Sign Removal - Posters	27.00/ea + cost to repair any damage to public property	27.00/ea + cost to repair any damage to public property	0.00%	HST	
Sign Removal - Temporary Signs	27.00	27.00	0.00%	HST	each sign
Sign Removal - A-Frame/Sandwich Board/Sidewalk Signs	106.00	106.00	0.00%	HST	each sign

**Building-Bylaw-Planning**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Notes
Sign Removal - Banner Sign	275.00	275.00	0.00%	HST	each sign
Permit fees - temporary buildings	2,110.00	2,110.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - transfer of permit	69.00	69.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>Building Licences</b>					
Taxi Cab Driver's Licence	35.00	35.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Taxi Cab Owner Stand	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Taxi Cab Owner Licence	50.00	50.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Taxi Cab Vehicle Licence	65.00	65.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Owner Licence	53.00	53.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Drivers Licence	37.00	37.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Vehicle Licence	80.00	80.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Vehicle Licence Renewal	53.00	53.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Driver's Licence	69.00	69.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Owner Licence	74.00	74.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Vehicle Licence	76.00	76.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Kennel - new	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Kennel - renewal	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>Planning &amp; Development</b>					
Cash-in-lieu of parkland (low density residential consents)	8,000.00	8,000.00	0.00%	Exempt	Per Section 42.1 of the Planning Act - Up to 5% of lot value for residential & 2.5% for commercial - based on 160k residential lot
Planning Application - Minor Variance	1,318.00	1,318.00	0.00%	Exempt	
Planning Application - Minor Variance - after the fact	2,636.00	2,636.00	0.00%	Exempt	
Planning Application - Site Plan - Minor	686.00	686.00	0.00%	Exempt	
Planning Application - Site Plan - Minor - after construction	1,371.00	1,371.00	0.00%	Exempt	
Planning Application - Site Plan - Major	1,687.00	1,687.00	0.00%	Exempt	
Planning Application - Site Plan - Major - after construction	3,374.00	3,374.00	0.00%	Exempt	
Planning Application - Site Plan - Amendment Application	712.00	712.00	0.00%	Exempt	
Planning Application - Site Plan - Amendment Application after-the-fact	1,424.00	1,424.00	0.00%	Exempt	
Site Plan Application - 3rd & subsequent submissions	712.00	712.00	0.00%	Exempt	
Site Plan Agreement Administration Fee (includes registration on title)	712.00	712.00	0.00%	Exempt	
Planning Application - Zone Change- prior to use	1,793.00	1,793.00	0.00%	Exempt	
Planning Application - Zone Change- after use has occupied	3,585.00	3,585.00	0.00%	Exempt	
Planning Application - Zoning - Removal of (H)	317.00	317.00	0.00%	Exempt	
Subdivision Certificate	100.00	100.00	0.00%	Exempt	Quite often, it involves including conditions in the certificates which are time consuming
Zoning Certificate	58.00	58.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Zoning Certificate - urgent request - less than 5 business days	80.00	80.00	0.00%	Exempt	
Civic Addressing - Readdressing	143.00	143.00	0.00%	Exempt	
Land Division (severance) Clearance Letter	80.00	80.00	0.00%	Exempt	
Severance Agreement	1,477.00	1,477.00	0.00%	Exempt	
Planning - Preserving Agreement Administration fee	2,109.00	2,109.00	0.00%	HST	
Subdivision Agreement Administration Fee	2,320.00	2,320.00	0.00%	HST	
Subdivision Drawing Review Fee (per lot) - 1st and 2nd submission	132.00	132.00	0.00%	Exempt	
Subdivision Drawing Review Fee (per lot) - 3rd submission & thereafter	70.00	70.00	0.00%	Exempt	
Engineering Inspection Fee	225.00	225.00	0.00%	Exempt	To cover staff & vehicle time (roughly 2.5 hours)
Storm Water Management Pond Review	686.00	686.00	0.00%	HST	
Storm Water System Development Review	600.00	600.00	0.00%	HST	Part of Consolidated Linear Infrastructure – Environmental Compliance Approval
Encroachment Agreement Fee	1,690.00	1,690.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Encroachment Permit Fee	50.00	50.00	0.00%	Exempt	a more realistic estimate of staff time
Easement Research Request	153.00	153.00	0.00%	Exempt	
Utility Authorization Permit Review	100.00	100.00	0.00%	Exempt	This involves review of the utilities/'proponents' proposal, site visit etc.
Engineering Certificate Request	153.00	153.00	0.00%	Exempt	

**Clerks**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Notes
<b>Clerk Issued Documents -Licences</b>					Refer to Town Business Licence Bylaw for definitions and requirements for Clerk Issued Licences.
<b>Business Licence</b>					
New Business	153.00	153.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Home occupation Business	153.00	153.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>Business Licence per year</b>					
Auctioneer Licence	222.00	222.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Licence - renewal	74.00	74.00	0.00%	Exempt	
Pawnbroker Licence - new	222.00	222.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Security Deposit - refundable	2,000.00	2,000.00	0.00%	Exempt	Fee prescribed by Pawnbrokers Act, s. 6 at \$2,000
Vending/Salesperson Licence	222.00	222.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Food Vending Licence	222.00	222.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Event Organizer Licence	222.00	222.00	0.00%	Exempt	Charge does not apply to not for profit organizations
<b>Marriages</b>					
Marriage Licence	148.00	148.00	0.00%	Exempt	Schedule V Part VI (Excise Tax Act (ETA))- Exempt
Marriage Ceremony - Council Chambers	285.00	285.00	0.00%	HST	In Council Chambers during business hours.
Marriage Ceremony - Other Location (plus applicable mileage)	343.00	343.00	0.00%	HST	Within Town limits - outside Town limits subject to mileage.
Witness if required	32.00	32.00	0.00%	HST	Two witnesses are required for each ceremony.
<b>Other</b>					
Burial Permits	27.00	27.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Commissioner of Oaths (Pension applications and bankruptcy forms exempt)	32.00	32.00	0.00%	Exempt	Pension applications and bankruptcy forms Exempt.
Register Document on Title	317.00	317.00	0.00%	Exempt	
Remove/Release Document from Title	317.00	317.00	0.00%	Exempt	
Title Search	85.00	85.00	0.00%	Exempt	
Freedom of Information Request (FOI) - Application Fee	5.00	5.00	0.00%	Exempt	Initial fee; Costs to fulfill request may apply, per S. 45(1) of MFIPPA.

**Finance**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
<b>Tax Department</b>						
Addition to the Tax Roll - Cost Recovery + 25%	25%	25%	0.00%	Exempt	each	
Mortgage Billing Fee (per roll number/per billing)	11.00	11.00	0.00%	Exempt	each	
New Account Fee	32.00	32.00	0.00%	Exempt	each	
Past Due Notice Fee	6.00	6.00	0.00%	Exempt	each	
Payment Redistribution	16.00	16.00	0.00%	Exempt	each	
Payment Refund Administration Fee	27.00	27.00	0.00%	Exempt	each	
Tax Bill reprint	11.00	11.00	0.00%	Exempt	each	
Tax certificate	58.00	58.00	0.00%	Exempt	each	
Tax receipt	11.00	11.00	0.00%	Exempt	each	
Tax Sale Procedure service costs	As per direct RealTax costs + 25%	As per direct RealTax costs + 25%	0.00%	Exempt	each	Tax Sale Registrations are handled by Realtax Recovery Specialists.
Tax Statement (Paper Copy Only)	11.00	11.00	0.00%	Exempt	each	Charge only for paper copy
Water/Sewer Admin Charge	0.00	0.00	0.00%	Exempt	each	Discontinued. Covered under 'Addition to the Tax Roll' fee.

**Fire**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
<b>Fire</b>						
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 1st Offence	1/2 Current MTO Rates	1/2 Current MTO Rates		Exempt	Per Incident	First Offence 50% of Regular MTO Rates
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 2nd and any additional Offence	Current MTO Rates	Current MTO Rates		Exempt	Per Incident	2 Apparatus response
False Alarm Response Fee - Work is being performed on a fire alarm system and the owner fails to notify Fire Department or alarm company and the alarm company reports the alarm to fire department.	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	Each incident based on 2 Apparatus response
Motor Vehicle Accident / Vehicle Fire Response Fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee is charged to the registered owner of the vehicle and divided equally between all parties involved in the incident. The owners are encouraged to submit invoice to their insurer for
Motor Vehicle Accident or Vehicle Fire Response fee on a Provincial Highway	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee will be charged to the Ministry of Transportation for all vehicle accident or vehicle fire related services that occur on provincial highways.
Natural Gas Leak Response Fee - Caused by an individual or company	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour + materials	This fee is chargeable to the property owner or contractor where the fire department responds to a gas line strike and determines the incident is caused directly by a person or company.
Hazardous Materials Response fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee is charged to the person or company in control of a Hazardous Materials that release resulting in a response by the Fire Services.
Fire Watch or Stand By Authorized by the Fire Chief	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour	This fee is charged to the property owner or insurer for fire services to provide watch or stand by at a fire event or to maintain scene security after a fire or where in the opinion of the fire chief a fire may occur or where fire protection systems are
Violation of Conditions of Burn Permit - 1st and any additional Offence	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	This fee is charged when complaint is received and property owner is in violation of burn permit conditions.
Open Air Burning -Illegal/Unauthorized Fire	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	This fee is charged to property owner when complaint is received and open air burn is in violation of Town By-law regulations.
Fee for expenses Incurred by Fire Services for equipment, expertise, or materials required to mitigate an incident including but not limited to heavy equipment, specialized equipment, tow trucks, foam, engineers, absorbant etc. 15% Administrative Fee Applies	Actual Cost	Actual Cost		Exempt	Per Incident	This fee is charged to the insurance company of the registered owner of a property, otherwise the registered owner of the property where in the opinion of the fire chief or his designate it is necessary to employ heavy equipment to extinguish a fire or protect adjacent properties from the spread of fire.
Administrative fee for MTO - ARIS Owner / Contact Information Search	\$53 + hourly time	\$53 + hourly time	0.00%	HST	Per Incident	Fee added to the hourly fire department response charge any time that the fire department is required to access the MTO ARIS database.
Fee for Fire Department Incident Report	150.00	150.00	0.00%	HST	each	Fee for copy of Incident Report
Fee for Fire Department Investigation Report	259.00	259.00	0.00%	HST	each	Fee to provide Fire Investigation reports
Fee for Fire Department File Search for Outstanding Orders / Inspection Reports / Incident Reports	135.00	135.00	0.00%	HST	each request	
Fee Fire Department Request Fire Code Inspection - Commercial, Industrial, or Institutional building less than 930m2 (10,000 sq.ft.)	280.00	280.00	0.00%	HST	each	OBC Classification A, B, D, E & F. Residential (OBC C) listed separately.
Fee for Fire Department Request Fire Code Inspection Each additional 185m2 (2000 sq.ft.) in a Commercial, Industrial or Institutional building	40.00	40.00	0.00%	HST	each	New fee for additional area over base fee
Fee Fire Department Request Fire Code Inspection a Residential building up to and including 4 suites or apartments	280.00	280.00	0.00%	HST	each	OBC Classification C. Separated from other occupancies.
Fee Fire Department Request Fire Code Inspection each additional suite or apartment over base fee	40.00	40.00	0.00%	HST	each	New fee for additional unit(s). Fee per apartment over base fee.

**Fire**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Fee Fire Department Request Fire Code Inspection of a licensed Occupancy excluding a daycare	280.00	280.00	0.00%	HST	each	Inspection fee
Fee Fire Department Request Fire Code Inspection of a Daycare Facility	106.00	106.00	0.00%	HST	each	Inspection fee
Fee for Fire Department Request to Conduct Verification of Vulnerable Occupancy Fire Drill Scenario	280.00	280.00	0.00%	HST	each	Fee for Vulnerable Occupancy fire drills
Fee to Conduct Business License Inspection	106.00	106.00	0.00%	Exempt	each	Inspection fee
Fee for Re-Inspections if Violations not Remedied	280.00	280.00	0.00%	HST	each	Fee for subsequent follow-up inspection required when fire code violations are not corrected.
Residential Smoke or Carbon Monoxide Alarm provided to a resident per alarm	65.00	65.00	0.00%	HST	each	Fee for response to residential alarms and providing Smoke or CO alarms to ensure Fire Code Compliance
Fire Department approval of a Demolition Permit issued by the Building Department.	143.00	143.00	0.00%	HST	each	Fee for Fire Service to review and approve Demolition Permits through Building Department.
Fee to review an application for a licence to sell Consumer Fireworks (F.1) including a site inspection and review of Fire Safety Plan	227.00	227.00	0.00%	HST	each	Fee to review and inspect Fireworks Safety plan and site
Fee to Review Fireworks Display Application (F.2) Event	160.00	160.00	0.00%	HST	each	Town of Tillsonburg sponsored event are Exempt from this fee.
Fee to Review Licence to Conduct a Pyrotechnics (F.3) Display Application, Safety Plan Review, Site Plan Inspection	232.00	232.00	0.00%	HST	each	Town of Tillsonburg sponsored event are Exempt from this fee.
Fee for Open Air Burn Permit	80.00	80.00	0.00%	HST	each	Fee to issue burn permits
Fee to Review Fire Safety Plan	132.00	132.00	0.00%	HST	each	Fee to review Fire Safety Plans
Fee to Review, Approve a Level 1 Risk Management Plan for TSSA Licence for Propane Storage	370.00	370.00	0.00%	HST	each	Fee to review Level 1 TSSA Risk Management Plans
Fee to Review, Approve Level 2 Risk Management Plan for TAAS Licence for Propane Storage, plus actual costs to retain a 3rd part engineer or other firm if required.	844.00	844.00	0.00%	HST	each	Plus actual costs to retain a 3rd party engineer or other firm if required.
Fee for Fire Safety Training, plus cost of materials	127.00	127.00	0.00%	HST	per hour	Plus cost of materials
Fee for Fire Extinguisher Training (Theory)	127.00	127.00	0.00%	HST		Max 20 students
Fee for Fire Extinguisher Training (Practical with Burn Prop)	227.00	227.00	0.00%	HST		
Fee to Recharge SCBA Breathing Cylinder	37.00	37.00	0.00%	HST	per cylinder	Excludes customers with special agreement
Rental of Training Room (excluding town of emergency services)	248.00	248.00	0.00%	HST	per day	

Tillsonburg Community Centre (TCC)

Programs	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
<b>Community Centre - Aquatics</b>						
Water Fitness - 10 passes	65.40	65.40	0.00%	HST	10 passes	UFS applicable
Land Fitness - 10 passes	65.40	65.40	0.00%	HST	10 passes	UFS applicable
Land Fitness (1/2 hour class) - 10 passes	32.70	32.70	0.00%	HST	10 passes	
Water Fitness - 20 passes	105.60	105.60	0.00%	HST	20 passes	UFS applicable
Land Fitness - 20 passes	105.60	105.60	0.00%	HST	20 passes	UFS applicable
Land Fitness (1/2 hour class) - 20 passes	52.90	52.90	0.00%	HST	20 passes	
30 minute Swimming Lesson	7.80	7.80	0.00%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
45 minute Swimming Lesson	8.30	8.30	0.00%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
60 minute Swimming Lesson	8.70	8.70	0.00%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
Bronze Star	71.20	71.20	0.00%	HST	course	UFS applicable
Bronze Medallion	88.50	88.50	0.00%	HST	per course	UFS applicable
Bronze Cross	88.50	88.50	0.00%	HST	per course	UFS applicable
First Aid	112.00	112.00	0.00%	HST	per course	UFS applicable
First Aid Recert	78.40	78.40	0.00%	HST	per course	UFS applicable
National Lifeguard	244.60	244.60	0.00%	HST	per course	UFS applicable
National Lifeguard Recert	58.20	58.20	0.00%	HST	per course	UFS applicable
Assistant Swimming Instructors School	75.40	75.40	0.00%	HST	per course	UFS applicable
Additional Fee	31.20	31.20	0.00%	HST	per course	UFS applicable
Swim for Life Instructors School	118.90	118.90	0.00%	HST	per course	UFS applicable
Lifesaving Instructors	118.90	118.90	0.00%	HST	per course	UFS applicable
Swim/Lifesaving Instructors	244.60	244.60	0.00%	HST	per course	UFS applicable
Private Lessons (14+ years)	22.00	22.00	0.00%	HST	per lesson	UFS applicable
Private Lessons	22.00	22.00	0.00%	Exempt	per lesson	Youth, UFS applicable
Semi-Private Lessons	15.20	15.20	0.00%	Exempt	per lesson	
Lifesaving Sport Fundamentals	8.30	8.30	0.00%	Exempt	per lesson	Youth
Swim Synchro Swimming Lessons	8.30	8.30	0.00%	Exempt	per lesson	Youth
Synchronized Swimming Team	565.20	565.20	0.00%	Exempt	9 Months	Youth, UFS applicable
First Aid Instructor	120.00	120.00	0.00%	HST	per course	
National Lifeguard Instructor	172.30	172.30	0.00%	HST	per course	UFS applicable
Examiner Standards/Advanced Instructors	43.30	43.30	0.00%	HST	per course	UFS applicable
<b>Community Centre - classes, courses, and camps</b>						
Babysitting Course	61.80	61.80	0.00%	Exempt	8hr course	Schedule V, Part VI
Youth Program 30 min class	7.10	7.10	0.00%	Exempt	per lesson	Schedule V, Part VI
Youth Program 45 min class	8.10	8.10	0.00%	Exempt	per lesson	
Youth Program 60 min class	9.20	9.20	0.00%	Exempt	per lesson	Schedule V, Part VI
Youth Program - Specialty Course	12.90	12.90	0.00%	Exempt	per lesson	
Teen Program 30 min	7.10	7.10	0.00%	HST	per lesson	
Teen Program 45 min	8.10	8.10	0.00%	HST	per lesson	
Teen Program 60 min	9.20	9.20	0.00%	HST	per lesson	
Workshops - 1/2 day	30.80	30.80	0.00%	HST		
Workshops - Specialty Course	93.10	93.10	0.00%	HST		
Workshops - 8 hours	123.50	123.50	0.00%	HST		
Youth Camp - week	157.80	157.80	0.00%	Exempt	week	Schedule V, Part VI
Youth Camp day	39.20	39.20	0.00%	Exempt	daily	Schedule V, Part VI
Youth Camp Lunch	8.50	8.50	0.00%	Exempt	each	Schedule V, Part VI
Youth Camp Special	217.60	217.60	0.00%	Exempt	week	Schedule V, Part VI
Youth Camp - short week	127.10	127.10	0.00%	Exempt		Schedule V, Part VI
<b>Community Centre - Events</b>						
<b>Community Centre - Facility Rentals</b>						
Arena - Internet Access Fee	105.50	105.50	0.00%	HST	per year	
Arena - Weekdays before 5pm & after 11pm	107.40	107.40	0.00%	HST	hour	Effective April through March
Arena - Weekdays after 5pm & weekends	199.50	199.50	0.00%	HST	hour	Effective April through March
Arena - Minor	140.20	140.20	0.00%	HST	hour	Effective April through March
Arena - Shinnv	6.50	6.50	0.00%	HST	per person	
Arena - Ice Flat Rate	484.50	484.50	0.00%	HST	per day	



Tillsonburg Community Centre (TCC)

Programs	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Arena Floor - Commercial	2,552.90	2,552.90	0.00%	HST	per day	
Arena Floor - Full Use	1,923.40	1,923.40	0.00%	HST	per day	
Arena Floor - Flat Fee (no set up)	629.30	629.30	0.00%	HST	per day	
Arena Floor - Chilled Floor (additional fee)	2,422.10	2,422.10	0.00%	HST	per day	
Arena Floor - Hourly League Fee	77.70	77.70	0.00%	HST	per hour	
Arena Floor - Set up Day/Tear Down Day	961.80	961.80	0.00%	HST	per day	
Arena Storage Room A	30.30	30.30	0.00%	HST	per month	
Arena Storage Room B	18.30	18.30	0.00%	HST	per month	
Arena Storage Room C	6.30	6.30	0.00%	HST	per month	
Arena - Mini Practice Rink	51.70	51.70	0.00%	HST	hour	
Auditorium - Friday or Saturday	605.50	605.50	0.00%	HST	per day	
Auditorium - Sunday - Thursday	338.40	338.40	0.00%	HST	per evening	
Auditorium - Hourly	68.40	68.40	0.00%	HST		
Room Set up/tear down & Decorating Fee (Day before/after)	127.00	127.00	0.00%	HST		
Statutory Holiday rental fee	50% surcharge on applicable rental fee		0.00%	HST	per rental	
Ball Diamond - Occasional Use	90.90	90.90	0.00%	HST	per day	
Ball Diamond - Seasonal Youth Team	90.90	90.90	0.00%	HST		
Ball Diamond - Seasonal Team Practice	320.60	320.60	0.00%	HST	per team	
Ball Diamond - Seasonal Adult Team	528.50	528.50	0.00%	HST	per team	
Ball Diamond - 2-day Tournament (Annandale Diamonds)	623.40	623.40	0.00%	HST	2 days	
Ball Diamond - Tournament per diamond per day	90.90	90.90	0.00%	HST	per diamond/day	
Ball Diamond - portable washrooms - 1 day tournament	253.10	253.10	0.00%	HST	2 units	
Ball Diamond - portable washrooms - 2 day tournament	316.30	316.30	0.00%	HST	2 units	
Tractor with Groomer - Prep Friday	90.40	90.40	0.00%	HST	per event	
Tractor with Groomer - Prep Saturday	47.50	47.50	0.00%	HST	per event	
Tractor with Groomer - Prep Sunday	47.50	47.50	0.00%	HST	per event	
Tractor with Groomer - Repair Monday	88.50	88.50	0.00%	HST	per event	
Administrative Fees	118.70	118.70	0.00%	HST	per event	
Site clean up - 1 or 2 day event	193.30	193.30	0.00%	HST	3 staff	
Ball Diamond - Key Deposit	15.90	15.90	0.00%	HST	each	per key
Ball Diamonds - Lights left on/equipment not stored properly	58.20	58.20	0.00%	HST	per occurrence	
Damage Deposit	593.50	593.50	0.00%	Exempt		
Den - Fri or Sat	207.00	207.00	0.00%	HST	per day	
Den - Sun - Thursday	150.80	150.80	0.00%	HST	per day	
Den - Hourly	36.20	36.20	0.00%	HST		
Entire TCC Building - 1 arena 9am-4pm	2,410.30	2,410.30	0.00%	HST		
Entire TCC Building - 2 arenas 9am-4pm	3,027.60	3,027.60	0.00%	HST		
Gibson House	80.30	80.30	0.00%	HST	per day	
Gibson House - Hourly	31.40	31.40	0.00%	HST	per hour	
Kinsmen Canteen	30.90	30.90	0.00%	HST	per day	
Kitchen Rental - Daily	79.10	79.10	0.00%	HST	per event	
Kitchen Rental - 3 Day Weekend	210.90	210.90	0.00%	HST	per event	
Lobby Area	37.20	37.20	0.00%	HST		
Marwood B or C	80.30	80.30	0.00%	HST	per day	
Marwood BC	156.70	156.70	0.00%	HST	per day	
Marwood B or C - Hourly	30.30	30.30	0.00%	HST		
Marwood BC - Hourly	36.20	36.20	0.00%	HST		
Memorial Pavilion (full) or Kinsmen Bandshell	104.70	104.70	0.00%	HST	per day	
Memorial Pavilion (half) or Kinsmen Bandshell	0.00	0.00				Discontinued for 2024
Memorial Pavilion hourly	20.00	20.00	0.00%	HST	per hour	
set up/tear down for parks events	122.86	122.86	0.00%	HST	per day	
Memorial Park for Major Concert (includes bandshell &	741.80	741.80	0.00%	HST	per event up to 4	
Newman Park Gazebo	63.50	63.50	0.00%	HST	per day	
Parking Lot	127.00	127.00	0.00%	HST	per day	
Rotary Room	0.00	0.00				Discontinued for 2024
Rotary Room - Hourly	0.00	0.00				Discontinued for 2024
Rowing Club per month	0.00	0.00				Discontinued for 2024
School Lessons	4.50	4.50	0.00%	Exempt	per person	Youth, UFS applicable
Soccer Field Rental - Adults (Gyulveszi Park)	5.30	5.30	0.00%	HST	per hour	
Soccer Field Rental - Under age 14 (Gyulveszi Park)	5.30	5.30	0.00%	Exempt	per hour	

Tillsonburg Community Centre (TCC)

Programs	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Outdoor Recreation Pad Rental	25.00	25.00	0.00%	HST	per hour	
Swim to Survive Rentals	104.10	104.10	0.00%	Exempt	per hour	Youth, UFS applicable
Swim to Survive Instructor Fee	26.40	26.40	0.00%	HST	per hour	
Swim Meet	357.50	357.50	0.00%	HST	per day	UFS applicable
Swim Meet Evening	175.40	175.40	0.00%	HST	per day	UFS applicable
Swim Team Practice	79.80	79.80	0.00%	HST	per hour	
Storage Pool Deck	31.40	31.40	0.00%	HST	per month	
Swim Lane	17.80	17.80	0.00%	HST	per hour	
Storage Rooms	0.00	0.00				Discontinued for 2024
Storage Office A	30.80	30.80	0.00%	HST	per month	
Storage Office B	18.70	18.70	0.00%	HST	per month	
Storage Office C	6.40	6.40	0.00%	HST	per month	
Pool - 0-50 swimmers	105.00	105.00	0.00%	HST	per hour	UFS applicable
Pool - 101+swimmers	266.00	266.00	0.00%	HST	per hour	UFS applicable
Pool - 51-100 swimmers	143.00	143.00	0.00%	HST	per hour	UFS applicable
WaterPark - 0-100 swimmers	363.40	363.40	0.00%	HST	hour	UFS applicable
WaterPark- 0-100 swimmers - extra hour	242.20	242.20	0.00%	HST	add. Hr.	UFS applicable
Waterpark 101-300 swimmers	495.30	495.30	0.00%	HST	hour	UFS applicable
Waterpark 101-300 swimmers - extra hour	363.40	363.40	0.00%	HST	add. Hr.	UFS applicable
Waterpark 300+ swimmers	666.20	666.20	0.00%	HST	hour	UFS applicable
Waterpark 300+ swimmers - extra hour	526.80	526.80	0.00%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100 swimmers	322.30	322.30	0.00%	HST	hour	UFS applicable
Waterpark Board of Ed 100 swimmers add. Hr.	179.10	179.10	0.00%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100+ swimmers	573.00	573.00	0.00%	HST	hour	UFS applicable
Waterpark Board of Ed 100+ swimmers add. Hr.	286.70	286.70	0.00%	HST	add. Hr.	UFS applicable
COVID Cleaning Fee	0.00	0.00				Discontinued for 2024
COVID Cleaning Fee	0.00	0.00				Discontinued for 2024
COVID Cleaning Fee	0.00	0.00				Discontinued for 2024
<b>Community Centre - Leagues and Memberships</b>						
Adult League - Individual	67.70	67.70	0.00%	HST	each	
Adult League - Team	437.10	437.10	0.00%	HST	per team	
Adult League - OVA Refs Volleyball	634.50	634.50	0.00%	HST	per team	
Court Membership - Adult	60.60	60.60	0.00%	HST	Seasonal	
Court Membership - Youth	21.80	21.80	0.00%	HST	Seasonal	
Tennis Lessons - 1 hour	12.10	12.10	0.00%	HST	per lesson	
Tennis Lessons - 1/2 hour	5.40	5.40	0.00%	HST	per lesson	Youth
Tennis Advanced Lessons - 1 hour	12.70	12.70	0.00%	HST	per lesson	
Tennis Lessons - 1 hour	96.80	96.80	0.00%	HST	8 lessons	UFS applicable
Tennis Lessons - 1/2 hour	42.50	42.50	0.00%	HST	8 lessons	
Tennis Advanced Lessons - 1 hour	101.00	101.00	0.00%	HST	8 lessons	
Adult Pickleball Program (11 weeks)	46.40	46.40	0.00%	HST	11 weeks	
Membership - Land Fitness - 12 mo	357.40	357.40	0.00%	HST	12 month	
Membership - Water Fitness - 12 mo	357.40	357.40	0.00%	HST	12 month	
Membership - Personal Training - 20	225.90	225.90	0.00%	HST	20 sessions 1/2 hr	UFS applicable
Membership - Personal Training - 10	128.40	128.40	0.00%	HST	10 sessions 1/2 hr	UFS applicable
Membership - Pool - 12 month	226.80	226.80	0.00%	HST	each	
Membership - Pool - 6 month	159.10	159.10	0.00%	HST	each	
Membership - Pool 20 Pass	75.40	75.40	0.00%	HST	each	
Membership - Skate 20 Pass	75.40	75.40	0.00%	HST	each	

Tillsonburg Community Centre (TCC)

Programs	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Membership - Weight Training	64.70	64.70	0.00%	HST	up to 6 hours	
Membership - HC Plus - 12 Month	674.80	674.80	0.00%	HST	12 month	
Membership - HC Adult - 01 month	83.70	83.70	0.00%	HST	1 month	
Membership - HC Adult - 03 month	184.60	184.60	0.00%	HST	3 month	
Membership - HC Adult - 12 month	491.60	491.60	0.00%	HST	12 month	
Membership - HC Adult - 5 pass	52.00	52.00	0.00%	HST	5 visits	
Membership - HC Adult - 10 pass	101.70	101.70	0.00%	HST	10 visits	
Membership - HC Adult - 20 Pass	194.70	194.70	0.00%	HST	20 Visits	
Membership - HC Family - 01 month	188.80	188.80	0.00%	HST	1 month	
Membership - HC Family - 03 month	416.40	416.40	0.00%	HST	3 month	
Membership - HC Family - 12 month	985.50	985.50	0.00%	HST	12 month	
Membership - HC Student/Senior - 01 month	67.70	67.70	0.00%	HST	1 month	
Membership - HC Student/Senior - 03 month	154.40	154.40	0.00%	HST	3 month	add back in
Membership - HC Student/Senior - 12 month	363.30	363.30	0.00%	HST	12 month	
Membership - Student - 5 Passes	29.70	29.70	0.00%	HST	5 visits	
Membership - Student - 10 Passes	53.70	53.70	0.00%	HST	10 visits	
Membership- Student - 20 Passes	96.30	96.30	0.00%	HST	20 Visits	
Membership - HC Glendale Student	111.70	111.70	0.00%	HST	5 Month	
Membership - Replacement Card	6.00	6.00	0.00%	HST	each	
Membership - Squash Adult - 10 pass	101.00	101.00	0.00%	HST	per court (1hr)	
<b>Pay as you go - Admission</b>						
Aquatfit/Fitness/Yoga Class	9.00	9.00	0.00%	HST included	each	
Fitness / Yoga (1/2 hr class)	4.40	4.40	0.00%	HST included	each	
Board of Education - Squash/HC	3.10	3.10	0.00%	HST included		UFS applicable
Board of Education - Arena/Pool	3.40	3.40	0.00%	HST included		UFS applicable
Drop In Swimming Lessons	9.70	9.70	0.00%	HST included	per lesson	Min Age of 12
Drop In Swimming Lessons - ea. Additional child	6.00	6.00	0.00%	HST included	per lesson	
Drop-in Pickleball	7.20	7.20	0.00%	HST included	each	
Health Club Adult	11.80	11.80	0.00%	HST included	each	
Health Club Youth	0.00	0.00				Discontinued in 2024
Squash	12.10	12.10	0.00%	HST included	per court (1 hr)	UFS applicable
Roller Skate - Admission No skate rental	3.20	3.20	0.00%	HST included		UFS applicable
Swim Child	2.70	2.70	0.00%	HST included	each	
Swim Family	12.70	12.70	0.00%	HST included	each	
Swim - Over 14	5.20	5.20	0.00%	HST included	each	
Skate Child	2.70	2.70	0.00%	HST included	each	
Skate Family	12.70	12.70	0.00%	HST included	each	
Skate - Over 14	5.20	5.20	0.00%	HST included	each	UFS applicable
Wallyball	12.60	12.60	0.00%	HST included	per court (1 hr)	UFS applicable
Waterpark 60 years & over	6.80	6.80	0.00%	HST included	each	UFS applicable
Waterpark 60 years & Over Half Price	3.40	3.40	0.00%	HST included	each	UFS applicable
Waterpark 6-14 yrs	6.20	6.20	0.00%	HST included	each	UFS applicable
Waterpark 6-14 yrs Half Price	3.20	3.20	0.00%	HST included	each	UFS applicable
Waterpark Additional Family Member	2.70	2.70	0.00%	HST included	each	UFS applicable
Waterpark Adult	9.00	9.00	0.00%	HST included	each	UFS applicable
Waterpark Adult Half Price	4.50	4.50	0.00%	HST included	each	UFS applicable
Waterpark Family	31.30	31.30	0.00%	HST included	per family of 5	UFS applicable
Waterpark Family Half Price	15.70	15.70	0.00%	HST included	per family of 5	UFS applicable
Waterpark Tillsonburg Resident Pass (6 +)	43.10	43.10	0.00%	HST	per person	
Waterpark Non-resident Pass (Youth & Srs 60+)	59.20	59.20	0.00%	HST	per person	
Waterpark Non-resident Pass (Adult under 60)	80.70	80.70	0.00%	HST	per person	
<b>Community Centre - Other fees</b>						

Tillsonburg Community Centre (TCC)

Programs	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
LLWP Sponsorship	1,266.00	1,266.00	0.00%	Exempt	each	
Community Swim/Skate Sponsorship	211.00	211.00	0.00%	Exempt	each	Effective April through March
Special Events: Expenses + 5% Administrative Fee				Hst		
Capital Re-Investment Fee - Ice Rentals	3.00	3.00	0.00%		per hour	Effective April through March
Capital Re-Investment Fee - Hall/Meeting room Rentals	5.00	5.00	0.00%		per booking	
Capital Re-Investment Fee - Ball Diamonds	25.00	25.00	0.00%		per team	
Capital Re-Investment Fee - Ball Diamonds occasional use	5.00	5.00	0.00%		per booking	
Aquatic User Fee Surcharge - pay as you go admission	1.50	1.50	0.00%	Exempt	per booking	
Aquatic User Fee Surcharge -	5.00	5.00	0.00%		per booking	
League and Membership User Fee Surcharge (Health Club, Adult sports and fitness)	5.00	5.00	0.00%		per booking	
Non-resident Fee	10% additional on program/membership fees		0%			Effective May 1
Admin - Refund Admin Fee	17.40	17.40	0.00%	Exempt	each	
Admin - Reprint receipt	5.80	5.80	0.00%	Exempt	each	
Admin - Consolidated Receipts (Child Tax Credit)	11.60	11.60	0.00%	HST		Operational requirements
Admin - Copies - Single sided	0.55	0.55	0.00%	HST		
Admin - Copies - Double sided	0.62	0.62	0.00%	HST		
Rentals - 8' wooden tables	6.30	6.30	0.00%	HST		
Rentals - Black plastic chairs	2.40	2.40	0.00%	HST	each	
Delivery of Table & Chairs( per round trip)	30.30	30.30	0.00%	HST		
Rentals - Black curtains/hardware rental per foot	3.10	3.10	0.00%	HST		
<b>ADVERTISING</b>						
10% - 30% Reductions may apply to multiple advertising	A 2nd advertisement gets 10% off both, a 3rd ad gets 20% off all 3 and a 4th ad gets 30% off the total for all 4.					
Advertising - Memorial Arena Board Back Lit	1,234.80	1,234.80	0.00%	HST	each	
Advertising - Community Arena Backlit	617.40	617.40	0.00%	HST	each	
Advertising - Memorial Arena Board	801.50	801.50	0.00%	HST	each	
Advertising - Community Arena Board	492.80	492.80	0.00%	HST	each	
Advertising - Ice Re-Surfacer - Side	617.40	617.40	0.00%	HST	each	
Advertising - Ice Re-Surfacer - Top	1,234.80	1,234.80	0.00%	HST	each	
Advertising - Ice Re-Surfacer - 3 sides	2,730.80	2,730.80	0.00%	HST	each	
Advertising - Skate Aid	11.40	11.40	0.00%	HST	per month	
Advertising - Inside Front/Back Page Glossy	1,810.70	1,810.70	0.00%	HST	each	
Advertising - Back Page Glossy	2,422.10	2,422.10	0.00%	HST	each	
Advertising - Brochure 1/8 page	123.50	123.50	0.00%	HST	each	
Advertising - Brochure 1/4 page	216.10	216.10	0.00%	HST	each	
Advertising - Brochure 1/2 page	369.20	369.20	0.00%	HST	each	
Advertising - Brochure 1/2 page Inside/Back Page Glossy	726.60	726.60	0.00%	HST	each	
Advertising - Brochure Full page	738.50	738.50	0.00%	HST	each	
Advertising - Brochure Full page (internal corporate)	242.30	242.30	0.00%	HST	each	
Advertising - Miscellaneous	123.50	123.50	0.00%	HST	each	
Advertising - Digital Ad Set up	24.10	24.10	0.00%	HST	each	
Advertising - Digital Ad - Monthly(min. 3 mos term)	60.60	60.60	0.00%	HST	each	
Advertising - Digital Ad - Tournament/Special Events	60.60	60.60	0.00%	HST	each	
Advertising - Fence - Per Season	135.40	135.40	0.00%	HST	per season	
Advertising - Fence - Per Year	270.90	270.90	0.00%	HST	annually	
Advertising - Infocaster Set Up	56.00	56.00	0.00%	HST	each	
Advertising - Infocaster - Small Ad	28.00	28.00	0.00%	HST	per month	
Advertising - Infocaster - Large Ad	56.00	56.00	0.00%	HST	per month	
Advertising - Infocaster - Tournament/Special Event	56.00	56.00	0.00%	HST	each	

**Museum**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
<b>Museum</b>					
Museum-Admission-Adult	6.86	6.86	0.00%	HST	daily
Museum-Admission-Annual-Family Rate	51.11	51.11	0.00%	HST	yearly
Museum-Admission-Annual-Individual	22.57	22.57	0.00%	HST	yearly
Museum-Admission-Child	2.43	2.43	0.00%	HST	daily
Museum-Admission-Family Rate	13.72	13.72	0.00%	HST	daily
Museum-Admission-Group Rate	5.53	5.53	0.00%	HST	daily
Museum-Admission-Senior	5.75	5.75	0.00%	HST	daily
Museum-Admission-Student	3.54	3.54	0.00%	HST	daily
Museum Volunteer-Admission-Free	FREE	-			daily
Museum - Research (Genealogy)	31.64	31.64	0.00%	HST	per hour
Museum-Permission Fees-Personal Use	15.50	15.50	0.00%	HST	each
Museum-Permission Fees-Publication Use	17.50	17.50	0.00%	HST	each
Museum-Rentals-Audio Visual Equipment-Corporate	FREE				each
Museum-Rentals-Program Room or Grounds & Gardens- Non-Profit	42.26	42.26	0.00%	HST	each
Museum-Rentals-Program Room or Grounds & Gardens- 25-50	-	-			discontinued
Museum-Rentals-Grounds & Gardens-Corporate	200.00	200.00	0.00%	HST	each
Museum-Rentals-Kitchen	-	-			discontinued
Museum-Rentals-Kitchen - Corporate	-	-			discontinued
Museum-Rentals-Program Room - half day -non profit	57.96	57.96	0.00%	HST	half day
Museum-Rentals-Program Room -full day - non profit	105.53	105.53	0.00%	HST	full day
Museum-Rentals-Program Room-Corporate - half day	105.53	105.53	0.00%	HST	half day
Museum-Rentals-Program Room-Corporate - full day	126.55	126.55	0.00%	HST	full day
Museum-Rentals-Tour Surcharge-Groups 100-150	126.55	126.55	0.00%	HST	each
Museum-Rentals-Tour Surcharge-Groups 25-50	73.89	73.89	0.00%	HST	each
Museum-Rentals-Tour Surcharge-Groups 51-100	89.82	89.82	0.00%	HST	each
Museum- School Program- per student (1 hour)	3.25	3.25	0.00%	Exempt	each
Museum - School Program - per student (2 hours)	4.25	4.25	0.00%	Exempt	each
Museum - School Program - In Class	37.00	37.00	0.00%	Exempt	each
Museum - School Program - per student (1.5 hours)	3.50	3.50	0.00%	Exempt	each
Museum - Youth Camp	157.80	157.80	0.00%	Exempt	weekly
Museum- Programs & Workshops	100%	100%		HST	each
Museum- Programs & Workshops	recovery of	recovery of		HST	each
Museum- Programs & Workshops	program	program		HST	each
Museum- Programs & Workshops	costs	costs		HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each

**Museum**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
Museum- Programs & Workshops	100% recovery of program costs	100% recovery of program costs		HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum-Admission - Pratt Gallery only	3.32	3.32	0.00%	HST	each
Museum- Special Event- Lunch & Learn Series Pass	105.53	105.53	0.00%	HST	
Museum- Special Event - Lunch & Learn- Single ticket	31.64	31.64	0.00%	HST	
Museum - Special Event - Luncheon	36.95	36.95	0.00%	HST	
Museum - Special Event - Dinner	65.93	65.93	0.00%	HST	per event
Museum - Special Event - Performance	43.14	43.14	0.00%	HST	
Special Events Admin: Expenses + 5% admin fee	5%	5%	0.00%	HST	

**Cemetery**

Item	2024 Town Fee	2024 Perpetual Care Fee	2024 Total Fee	Proposed 2024 Town Fee	Proposed 2024 Perpetual Care Fee	Proposed 2024 Total Fee	% Change	Tax	Unit	Notes
<b>Perpetual care fees regulated by the Province</b>										
<b>Interment Rights</b>										
Grave 10 x 4	506.00	338.00	844.00	506.00	338.00	844.00	0.00%	HST	grave	Perpetual Care Fee is set by the Bereavement Authority of Ontario (BAO) as a % of the total selling price.
Infant Grave 3X3	50.00	175.00	225.00	50.00	175.00	225.00	0.00%	HST	grave	Perpetual Care Fee is set by the BAO as a % of the total selling price.
Cremation Grave 3x3	379.00	254.00	633.00	379.00	254.00	633.00	0.00%	HST	grave	Perpetual Care Fee is set by the BAO as a % of the total selling price.
Columbarium Niche - Level 1	1,433.00	254.00	1,687.00	1,433.00	254.00	1,687.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 2	1,479.00	261.00	1,740.00	1,479.00	261.00	1,740.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 3	1,524.00	269.00	1,793.00	1,524.00	269.00	1,793.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 4	1,569.00	277.00	1,846.00	1,569.00	277.00	1,846.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 5	1,613.00	285.00	1,898.00	1,613.00	285.00	1,898.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 6	1,658.00	293.00	1,951.00	1,658.00	293.00	1,951.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 7	1,703.00	301.00	2,004.00	1,703.00	301.00	2,004.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 8	1,747.00	309.00	2,056.00	1,747.00	309.00	2,056.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Family Columbarium	9,320.00	1,645.00	10,965.00	9,320.00	1,645.00	10,965.00	0.00%	HST	columbarium (4 niches)	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
<b>Cemetery Services</b>										
Burial and cremation license recovery fee	30.00		30.00	30.00		30.00	0.00%	Exempt	interment	Fee is set by the BAO
Columbarium Niche Open/Close	211.00		211.00	211.00		211.00	0.00%	HST	each	
Adult Interment	881.00		881.00	881.00		881.00	0.00%	HST	each	
Lead in fee, per 1/2 hour minimum	32.00		32.00	32.00		32.00	0.00%	HST	per 1/2 hour	Charged if lead in requested by Funeral Home
Child/ Infant Interment	317.00		317.00	317.00		317.00	0.00%	HST	each	Length is 5' or less
Cremated Remains Interment Infant	211.00		211.00	211.00		211.00	0.00%	HST	each	
Cremated Remains Interment Adult	370.00		370.00	370.00		370.00	0.00%	HST	each	
Statutory Holidays - Funeral Fee	50% surcharge on applicable interment fee			50% surcharge on applicable interment fee				HST	each	
Weekend - Funeral Fee 10:00am - 3:00pm	25% surcharge on applicable interment fee			25% surcharge on applicable interment fee				HST	each	
Weekend - Funeral Fee - before 10:00am or after 3:00pm	50% surcharge on applicable interment fee			50% surcharge on applicable interment fee				HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery	2,201.00		2,201.00	2,201.00		2,201.00	0.00%	HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery- Adult Casket in Vault	1,981.00		1,981.00	1,981.00		1,981.00	0.00%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,651.00		1,651.00	1,651.00		1,651.00	0.00%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,486.00		1,486.00	1,486.00		1,486.00	0.00%	HST	each	
Disinterment/Exhumation-Child Casket	791.00		791.00	791.00		791.00	0.00%	HST	each	Length is 5' or less
Disinterment/Exhumation-Adult Cremains (Ground)	501.00		501.00	501.00		501.00	0.00%	HST	each	
Disinterment/Exhumation-Child/Infant Cremains	317.00		317.00	317.00		317.00	0.00%	HST	each	
<b>Marker/Foundation Services</b>										
Upright Monument Foundation (5' depth)	29.00		29.00	29.00		29.00	0.00%	HST	per cubic foot	
Veteran Standing Monument Setting	211.00		211.00	211.00		211.00	0.00%	HST	each	
Flat Marker with Granite Border & no concrete	53.00		53.00	53.00		53.00	0.00%	HST	each	
Flat Marker with 4" concrete border	132.00		132.00	132.00		132.00	0.00%	HST	each	
<b>Monument Care &amp; Maintenance</b>										
Flat Markers	-	100.00	100.00	-	100.00	100.00	0.00%	HST	each	Perpetual Care fees are set by the Bereavement Authority of Ontario (BAO)
Upright Markers Up to 48"	-	200.00	200.00	-	200.00	200.00	0.00%	HST	each	
Upright Markers Over 48"	-	400.00	400.00	-	400.00	400.00	0.00%	HST	each	
<b>Other Fees &amp; Services</b>										
Transfer Fee/Replacement - Interment Rights Certificate	48.00		48.00	48.00		48.00	0.00%	HST	each	
Memorial (Park) Benches	3,042.00	338.00	3,380.00	3,042.00	338.00	3,380.00	0.00%	HST	each	Perpetual Care fee established by Town @ 10%, per Cemetery Reserve Policy
Brass Plaque			750.00			750.00	0.00%	HST	each	
Geneology Requests (per 1/2 hr) by appointment	32.00		32.00	32.00		32.00	0.00%	HST	per 1/2 hour	

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
<b>Airport</b>					
Airport - Aircraft Parking Fees - Daily	11.00	11.00	0.00%	HST	per day
Airport - Aircraft Parking Fees - Monthly	64.00	64.00	0.00%	HST	per month
Airport - Aircraft Parking Fees - Yearly	633.00	633.00	0.00%	HST	per year
Airport - Basement Boardroom rental (15'x29') half day	48.00	48.00	0.00%	HST	per half day
Airport - Basement Boardroom rental (15'x29') full day	85.00	85.00	0.00%	HST	per full day
Airport - Basement Rental per hour	16.00	16.00	0.00%	HST	per hour
Airport - Boardroom Long term rental	306.00	306.00	0.00%	HST	per week
Airport - Hangar Land Lease per Sq. Ft. Fee Annually	0.35	0.37	5.43%	HST	per Sq. Ft.
Airport - Infrastructure fee < 5,000 SF hangar	580.00	580.00	0.00%	HST	upon signing
Airport - Infrastructure fee > 5,000 SF hangar	1,160.00	1,160.00	0.00%	HST	upon signing
Airport - Maintenance fee	150.00	150.00	0.00%	HST	per year
Airport Toque	17.00	17.00	0.00%	HST	per unit
Airport Fuel Call Out Fee - After Hours	200.00	200.00	0.00%	HST	per call out
Airport Administration Fee	50.00	50.00	0.00%	HST	per unit
Airport Hangar Application Fee	327.00	327.00	0.00%	HST	per application
Airport Hangar Transfer Fee	169.00	169.00	0.00%	HST	per application
Airport Development Permit Fee	654.00	654.00	0.00%	HST	per application
Airport MNR Landing Fee	-	275.00	New	HST	per landing
Airport Medavac (EMS) Landing Fee	350.00	350.00	0.00%	HST	per landing
Airport Hangar Sublet Fee			New in '25	HST	per unit
Airport Jet Fuel Surcharge Fee	0.01	0.0125	0.00%	Exempt	per liter
Airport Standard Fuel Surcharge	0.01	0.01	0.00%	Exempt	per liter
Airport Corporate Parking Fee (waived with fuel purchase)	27.00	27.00	0.00%	HST	up to 4 hrs
Airport Corporate Parking Fee (waived with fuel purchase)	53.00	53.00	0.00%	HST	per day
Airport Corporate Landing Fee (waived with fuel purchase)	43.00	43.00	0.00%	HST	per landing
<b>Roads</b>					
Public Works Administration Fee	55.00	55.00	0.00%	HST	flat rate
Roads-Labourer/Operator (per hour)	44.00	44.00	0.00%	HST	per hour
Roads-Labourer/Operator Overtime (per hour)	65.00	65.00	0.00%	HST	per hour
Roads-Labour Double Time	85.00	85.00	0.00%	HST	per hour
1/2 Ton Pickup Truck	16.00	16.00	0.00%	HST	per hour
1-Ton Truck	37.00	37.00	0.00%	HST	per hour
Single Axle Dump Truck	85.00	85.00	0.00%	HST	per hour
With Plow & Wing	16.00	16.00	0.00%	HST	per hour
With Sander/Salter	22.00	22.00	0.00%	HST	per hour
With Plow, Wing & Sander/Salter	37.00	37.00	0.00%	HST	per hour
With Anti-Icing System	6.00	6.00	0.00%	HST	per hour
Front End Loader	75.00	75.00	0.00%	HST	per hour



## Public Works

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
With Plow Blade	8.50	8.50	0.00%	HST	per hour
With Snowblower	190.00	190.00	0.00%	HST	per hour
Backhoe	53.00	53.00	0.00%	HST	per hour
Grader	80.00	80.00	0.00%	HST	per hour
Street Sweeper	85.00	85.00	0.00%	HST	per hour
Sidewalk Machine	50.00	50.00	0.00%	HST	per hour
With Plow	7.50	7.50	0.00%	HST	per hour
With Sander	6.50	6.50	0.00%	HST	per hour
With Snowblower	22.00	22.00	0.00%	HST	per hour
With Plow & Sander	14.00	14.00	0.00%	HST	per hour
With Snowblower & Sander	26.50	26.50	0.00%	HST	per hour
With Angle Broom	9.50	9.50	0.00%	HST	per hour
With Flail Mower	12.75	12.75	0.00%	HST	per hour
With Cold Planer	37.50	37.50	0.00%	HST	per hour
Leaf Vacuum	100.00	100.00	0.00%	HST	per hour
Line Striper	13.00	13.00	0.00%	HST	per hour
Sewer Rodder	101.00	101.00	0.00%	HST	per hour
Wood Chipper	27.00	27.00	0.00%	HST	per hour
Zero Radius Mower	32.00	32.00	0.00%	HST	per hour
Portable Pump	37.00	37.00	0.00%	HST	per hour
Walk Behind Snowblower	3.25	3.25	0.00%	HST	per hour
Walk Behind Push Mower	3.25	3.25	0.00%	HST	per hour
Chainsaw	3.25	3.25	0.00%	HST	per hour
Trimmer	3.25	3.25	0.00%	HST	per hour
Small Generator	10.75	10.75	0.00%	HST	per hour
Utility Trailer	10.75	10.75	0.00%	HST	per hour
Construction & Demolition Disposal Cost Recovery Fee	40.00	40.00	0.00%	HST	per load

**Transit**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
<b>T-GO IN-TOWN</b>					
Ticket - Adult - Single Ride	2.75	2.75	0.00%	Exempt	Single Ride
Ticket - Adult - 10 Ride Pass	21.25	21.25	0.00%	Exempt	10 Ride Pass
Ticket - Adult - Day Pass	8.50	8.50	0.00%	Exempt	Day Pass
Ticket - Adult - Monthly Pass	63.25	63.25	0.00%	Exempt	Monthly Pass
Ticket - Seniors (60+) - Single Ride	2.25	2.25	0.00%	Exempt	Single Ride
Ticket - Seniors (60+) - 10 Pass Ride	17.00	17.00	0.00%	Exempt	10 Ride Pass
Ticket - Seniors (60+) - Day Pass	6.50	6.50	0.00%	Exempt	Day Pass
Ticket - Seniors (60+) - Monthly Pass	50.75	50.75	0.00%	Exempt	Monthly Pass
Ticket - Students - Single Ride	2.25	2.25	0.00%	Exempt	Single Ride
Ticket - Students - 10 Ride Pass	17.00	17.00	0.00%	Exempt	10 Ride Pass
Ticket - Students - Day Pass	6.50	6.50	0.00%	Exempt	Day Pass
Ticket - Students - Monthly Pass	50.75	50.75	0.00%	Exempt	Monthly Pass
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass
Advertising – T:GO In-Town Vehicle (1 Month)	462.00	462.00	0.00%	HST	
Advertising – T:GO In-Town Vehicle (3 Months)	1,063.00	1,063.00	0.00%	HST	
Advertising – T:GO In-Town Vehicle (6 Months)	1,917.00	1,917.00	0.00%	HST	
<b>T:GO INTER-COMMUNITY</b>					
Ticket - Adult - Single Ride	10.75	10.75	0.00%	Exempt	Single Ride
Ticket - Adult - 10 Ride Pass	84.50	84.50	0.00%	Exempt	10 Ride Pass
Ticket - Adult - Day Pass	21.25	21.25	0.00%	Exempt	Day Pass
Ticket - Adult - Monthly Pass	211.00	211.00	0.00%	Exempt	Monthly Pass
Ticket - Seniors (60+) - Single Ride	8.50	8.50	0.00%	Exempt	Single Ride
Ticket - Seniors (60+) - 10 Pass Ride	68.75	68.75	0.00%	Exempt	10 Ride Pass
Ticket - Seniors (60+) - Day Pass	17.00	17.00	0.00%	Exempt	Day Pass
Ticket - Seniors (60+) - Monthly Pass	168.75	168.75	0.00%	Exempt	Monthly Pass

**Transit**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
Ticket - Students - Single Ride	8.50	8.50	0.00%	Exempt	Single Ride
Ticket - Students - 10 Ride Pass	68.75	68.75	0.00%	Exempt	10 Ride Pass
Ticket - Students - Day Pass	17.00	17.00	0.00%	Exempt	Day Pass
Ticket - Students - Monthly Pass	168.75	168.75	0.00%	Exempt	Monthly Pass
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass
Advertising – T:GO Inter-Community Vehicle (1 Month)	535.00	535.00	0.00%	HST	
Advertising – T:GO Inter-Community Vehicle (3 Months)	1,136.00	1,136.00	0.00%	HST	
Advertising – T:GO Inter-Community Vehicle (6 Months)	1,990.00	1,990.00	0.00%	HST	

## Utility

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Utility-Returned Cheque Fee (plus bank charges)	15.00	15.00	0.00%	HST	each	as per OEB rate schedule
Utility-Account Set Up / Change of Occupancy Fee	30.00	30.00	0.00%	HST	each	as per OEB rate schedule
Utility-Late Payment (per annum)	19.56%	19.56%	0.00%	HST	%	as per OEB rate schedule
Utility-After Hour Reconnect (at meter)	185.00	185.00	0.00%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at meter)	65.00	65.00	0.00%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at mpole)	185.00	185.00	0.00%	HST	each	as per OEB rate schedule
Utility-Special Meter Reading	30.00	30.00	0.00%	HST	each	Changes to rates must be approved by the OEB
Utility-Service Call (after hours)	165.00	165.00	0.00%	HST	each	as per OEB rate schedule
Utility-Access to Utility Poles	44.50	44.50	0.00%	HST	each	as per OEB rate schedule
Utility-Miscellaneous Materials Mark Up	0.25	0.25	0.00%	HST	%	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Pole Rental - 30 ft	1.50	1.50	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Pole Rental - 35 ft	2.25	2.25	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 150 W	3.75	3.75	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 175 W	3.75	3.75	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 250 W	4.00	4.00	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 400 W	4.00	4.00	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 70 W	3.50	3.50	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Labour	69.00	69.00	0.00%	HST	hour	
Utility-Truck Charges - #26	18.00	18.00	0.00%	HST	hour	
Utility-Truck Charges - #30	18.00	18.00	0.00%	HST	hour	
Utility-Truck Charges - #41	24.00	24.00	0.00%	HST	hour	
Utility-Truck Charges - #65	74.00	74.00	0.00%	HST	hour	
Utility-Truck Charges - #66	74.00	74.00	0.00%	HST	hour	
Utility-Truck Charges - #68	82.00	82.00	0.00%	HST	hour	
Utility-Truck Charges - #74	72.00	72.00	0.00%	HST	hour	
Utility-Truck Charges - #22	18.00	18.00	0.00%	HST	hour	
Utility-Truck Charges - #28	18.00	18.00	0.00%	HST	hour	
Utility-Truck Charges - #44	35.00	35.00	0.00%	HST	hour	
Utility-Truck Charges - #45	18.00	18.00	0.00%	HST	hour	
Utility-Sewer Camera Job - 1 hour minimum	62.00	62.00	0.00%	HST	hour	1 hour minimum

**Non-Controlled Town Fees**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Bag Tags	2.00	2.00	0%	incl HST	per tag	County approved
Blue Box (apartment )	3.60	3.60	0%	incl HST		County approved
Blue Box (83 Litre)	6.50	6.50	0%	incl HST		County approved
Blue Box Lid (83 Litre)	2.80	2.80	0%	incl HST		County approved
Composter	20.00	20.00	0%	incl HST		County approved
Rain barrels	65.00	65.00	0%	incl HST		County approved
Green Cones	51.50	51.50	0%	incl HST		County approved
Fine - Failure to comply with conditions of muzzle order	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
<b>AGCO Required Licences</b>						
Raffle	3% of prize value	3% of prize value	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar	\$10 per wheel, 3 wheels max	\$10 per wheel, 3 wheels max	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar/Bingo	2 percent	2 percent	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar/Raffle	3% up to \$5000	3% up to \$5000	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bingo Only	2% up to \$5500	2% up to \$5500	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Break Open @ other location	3% x # of units X total prize/unit	3% x # of units X total prize/unit	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Break Open @ own location	2% x # of units X total prize/unit	2% x # of units X total prize/unit	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
<b>Police</b>						
Criminal Record, Police Record & Vulnerable Sector Check (Employment)	25.00	25.00	0%	Exempt	each	
Duplicate Copy of Criminal and Police Record Check	5.00	5.00	0%	incl HST	each	
Criminal Record, Police Record & Vulnerable Sector Check (Volunteer)	FREE	FREE	0%	Exempt	each	
Fingerprints (OPP charge)	26.50	26.50	0%	incl HST	each	Fee Payable to Minister of Finance
Fingerprints (LIVESCAN - on behalf of RCMP)	25.00	25.00	0%	incl HST	each	Fee Payable to Minister of Finance
Occurrence Confirmation Reports/Incident Reports	42.25	42.25	0%	incl HST	each	
Statements	42.25	42.25	0%	incl HST	each	
Technical Traffic Collision Reports	565.00	565.00	0%	incl HST	each	
Reconstructionist Report	1,130.00	1,130.00	0%	incl HST	each	
False Alarm	200.00	200.00	0%		per incident	
False Alarm - appeal fee	45.00	45.00	0%		Non refundable	
<b>PAID DUTY RELATED FEES</b>						
Payable to Minister of Finance (Provincial in Nature)						
Administrative Fee (note 1)	68.50	68.50	0%	incl HST		
Hourly Vehicle Usage Fee (note 1)	28.25	28.25	0%	incl HST		
2014 Hourly Officer Rate - PDO (note 1)	73.60	73.60	0%	incl HST		
2014 Hourly Supervisor Rate - PDS (note 1)	83.17	83.17	0%	incl HST		
Owner dumping debris on own lands	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Owner failing to tag garbage	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - double parking	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - for longer period than provided	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - in loading zone	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

## Non-Controlled Town Fees

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Parking - near fire hydrant	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - no parking (2am-7am)	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Obstructing Traffic	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - parking in handicapped parking space without permit	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Parking/standing in fire route	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - prohibited area	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - too close to corner	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - too close to curb	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Wrong side of road	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person assisting dumping debris on private lands	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person dumping debris on private/public lands	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person fail to immediate remove debris	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Owner - fail to tag garbage	Per Provincial legislation	Per Provincial legislation		exempt	Schedule V Part VI (ETA)- Exempt	Schedule V Part VI (ETA)- Exempt
Fail to enclose swimming pool during construction	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to properly enclose swimming pool with temporary enclosure	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Permit construction of swimming pool not completely enclosed with swimming pool enclosure	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip hydro massage pool with secure cover	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with self-closing device	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with self-latching device	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with operable lock	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to maintain swimming pool fence to a safe condition and good repair	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Construct or permit swimming pool enclosure not in compliance with height requirement	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or alter a sign in the Town of Tillsonburg before obtaining a permit from the Chief Building Official	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or permit community bulletin sign on town property, without town approval	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a temporary community sign, without town approval	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a mobile sign – closer than 30.0 meters or (98.44 ft) from any other mobile sign	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or display a mobile sign that is not located on the same property as the business which it is advertising.	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

## Non-Controlled Town Fees

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Did erect a prohibited sign on land owned by the Town	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a sidewalk sign on a public street and did not position as to provide a minimum of 1.5 meters of unobstructed sidewalk space	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a sign located on a premise which does not specifically identify or advertise a business, service, or occupant of the premises where it is located	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a vehicle/trailer sign on a non-motorized vehicle, where the purpose of the sign meets the definition of a sign under the By-law	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Operate a vehicle for hire without a licence.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Operate vehicle not licenced as a vehicle for hire.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to display taxicab plate.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to submit vehicle for inspection.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to produce licence upon demand.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Permit smoking in taxicab.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to display tariff card.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Charge fare not prescribed in fare schedule.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to accept service animal into taxicab.	400.00	400.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke on town walkway	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 m of any town facility entrance or exit	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 metres of Library Lane entrance	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 metres of Town Centre Mall	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.



**Subject: 2024 Council Expense Policy Review**

**Report Number:** FIN 24-037

Department: Finance Department

Submitted by: Renato Pullia, Interim Director of Finance

Meeting Type: Council Meeting

Meeting Date: Monday, June 24, 2024

**RECOMMENDATION**

- 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.

**BACKGROUND**

At its September 15, 2023 meeting, Council passed the following resolution:

**Resolution # 2023-411**

Moved By: Councillor Parsons

Seconded By: Councillor Rosehart

- A. THAT report FIN 23-23 Council Expense Policy Amendments be received as information; and
- B. THAT the red lined amendments to the Council Expense Policy 2-008 be approved, effective September 15, 2023; and
- C. THAT the change to itemize individual Council Member budgets for supplies, training & workshops be integrated commencing with the 2024 Operating Budget



## FIN 24-037 2024 Council Expense Policy Review

containing an allocation of 20% to the Mayor and Deputy Mayor, respectively, and 12% to each of the five Councillors.

At its January 23, 2024 meeting, Council received a follow-up report FIN-24-006 - 2024 Council Expense Policy and Budget, as part of a review of the changes from the 2023 Council Expense Policy amendments and the relative impacts to the 2024 budget. Some of the impacts were not realized until after budget submission. Council was provided with the report as an opportunity to review the amounts in the budget and provide direction for any possible changes. At that meeting, the following resolution was passed:

**Resolution # 2024-053**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer

THAT report titled “2024 Budget and Council Expenses” be received as information.

Then, at its meeting of March 25, 2024, Council received report FIN-24-009 – 2023 Council Remuneration and Expense Report, being the legislative annual reporting of the remuneration and expenses paid to members of Council and Local Board members appointed by Council. At that meeting, Council passed the following resolution:

**Resolution # 2024-143**

**Moved By:** Dave Beres

**Seconded by:** Chris Parker

- A. THAT report FIN 24-009 titled “2023 Council Remuneration & Expenses Report” be received as information; and
- B. THAT staff review Policy 2-008, Council Expense Policy, with respect to eligible expenses and allocation amounts, and bring back a report within Q3 2024 meeting with recommended revisions.

**DISCUSSION**

Understanding the variations that exist in municipalities in what may be included in base remuneration vs other allowances and the total support for members of Council, it is important to evaluate remuneration as well as expenses covered, to capture as much information for a comparison as possible.

Appendix A provides a summary of the coverage of 15 municipalities for remuneration and expenses, with Appendix B being a comparison of other municipalities’ per diems and meals that the Town of Petawawa shared.

## FIN 24-037 2024 Council Expense Policy Review

Tillsonburg seems to be on par with the findings from Appendix B. Observations for Tillsonburg per Appendix A are as follows:

1. base remuneration seems in range of those with similar sized Operating budgets;
2. annual training amounts seem in line with those that also have individualized amounts, but most have an aggregate total for all of Council;
3. no one indicated the ability to transfer unused training allowance to another member, rather drawing from the collective pool for those that have an aggregate total budget;
4. No carry-forward of funds not spent;
5. expense amounts vary, but are higher than Tillsonburg's, with reimbursements based on actuals;
6. some indicate one conference per member per year.
7. South Stormont in particular, with a population of 13,570, have a \$4,000 annual training allowance for each member of Council, allowing each member to a maximum of 2 conferences per year.

With the amendments adopted through Resolution 2023-411, Tillsonburg's Council Expense Policy itemized individual Council member budgets. The table below shows the relative policy sections with the specific individual amounts allowed. If each member of Council spends the full amounts of the policy benefit, the total will exceed the amounts in the current 2024 budget:

## FIN 24-037 2024 Council Expense Policy Review

A summary of the amendments is as follows:	Possible Expenditure	Current Budget
1. The definition for "Local Board" has been updated to include the Police Services Board.		
2. In Sec. 5.2, the amendment that Members may attend conferences, conventions, meetings and other events using <i>individually</i> allocated funds in the current budget for registration fees and eligible expenses. - (\$3,400/yr/Mayor & Deputy, plus \$2,040/yr/Councillor, x 5 councillors)	\$ 17,000	
3. In Sec. 5.8, the addition of reimbursement of cell phone data for Council Members for one cellular device using individually annually allocated funds in the current budget. - (\$100/month/member x 7)	\$ 8,400	\$ 21,040
4. In Sec. 5.8, the addition of <i>one</i> Town of Tillsonburg branded clothing purchase once per Council Member per Council term, as ordered through the Town's Communications team, using individually annually allocated funds in the current budget. - (per term, minimal)		
5. In Sec. 5.8, clarity is provided on the list of eligible expenses to include specificity on internet service reimbursement for one home for the members to perform the responsibilities and duties of their office. - (\$100/month/member for Internet, plus \$50/yr/member for supplies, x 7)	\$ 8,750	\$ 1,500
	\$ 34,150	\$ 22,540
6. Insertion of Sec. 5.11 that <b>cumulative</b> unused discretionary Council expenses at December 31 annually will be transferred to the Council Reserve to be used in a future period in accordance with the Town's Reserve Policy.		

Council may thus wish to consider making adjustments to the 2025 budget, based on the amounts spent in 2024. As noted as item 6 in the Summary of Amendments table above, Section 5.11 of the Policy notes that unused Council budgets related to PD & Cell reimbursement DO NOT carry forward on an individual basis, but the cumulative amount is to be transferred to the Council Reserve. The Reserve policy says that the Council Reserve is spent on special projects as determined by Council from time to time.

## FIN 24-037 2024 Council Expense Policy Review

The revised Expense policy grouped the individualized budgets for each member of Council per the chart to the right – Internet and supplies costs in one line, and training, cell phone and clothing expense in another.

Council may wish to consider moving cell phone and clothing costs as part of individualized General Expenses, and have training/professional development on its own.

### Other Considerations

Variations may exist between municipalities in the amount spent on training/professional development as possibly due to whether a municipality views such expenditures as merely training, or is it an investment in engaging in intergovernmental affairs. Taking an online course say for Asset Management for Councillors would no doubt be considered training, but conferences such as AMO (Association of Municipalities of Ontario), ROMA (Rural Ontario Municipal Association), and OGRA (Ontario Good Roads Association), provide opportunities to not only attend educational workshops on current topics impacting the sector, but also engaging with Provincial Ministers and staff on issues impacting the municipality directly, and develop relationships that foster intergovernmental cooperation, often benefitting through related government funding received.

It could be that some Lower Tier governments leave most of the intergovernmental affairs activities to their respective Upper Tier, who could speak on behalf of all of its Lower Tiers. Some could see the mutual partnering on various issues and doing joint delegations to Ministers to be beneficial. Single Tiers might take on a more forward approach devoting more resources to these activities. Thus, variations abound in the

	2024
	Budget
<b>7761 Mayor Expenses</b>	
5345 Internet/Supplies Exp	479
5415 Conf, Training, Cell, Clothing	5,040
<b>Total 7761 Mayor Expenses</b>	<b>5,519</b>
<b>7762 Deputy Mayor Expenses</b>	
5345 Internet/Supplies Exp	331
5415 Conf, Training, Cell, Clothing	3,500
<b>Total 7762 Deputy Mayor Expenses</b>	<b>3,831</b>
<b>7763 Councillor # 1 - Parker</b>	
5345 Internet/Supplies Exp	238
5415 Conf, Training, Cell, Clothing	2,500
<b>Total 7763 Councillor # 1 Expenses</b>	<b>2,738</b>
<b>7764 Councillor # 2 - Parsons</b>	
5345 Internet/Supplies Exp	238
5415 Conf, Training, Cell, Clothing	2,500
<b>Total 7764 Councillor # 2 Expenses</b>	<b>2,738</b>
<b>7765 Councillor # 3 - Spencer</b>	
5345 Internet/Supplies Exp	238
5415 Conf, Training, Cell, Clothing	2,500
<b>Total 7765 Councillor # 3 Expenses</b>	<b>2,738</b>
<b>7766 Councillor # 4 - Rosehart</b>	
5345 Internet/Supplies Exp	238
5415 Conf, Training, Cell, Clothing	2,500
<b>Total 7766 Councillor # 4 Expenses</b>	<b>2,738</b>
<b>7767 Councillor # 5 - Luciani</b>	
5345 Internet/Supplies Exp	238
5415 Conf, Training, Cell, Clothing	2,500
<b>Total 7767 Councillor # 5 Expenses</b>	<b>2,738</b>

## FIN 24-037 2024 Council Expense Policy Review

sector, and Tillsonburg may need to determine its own position on this, and fund the activities accordingly.

Another factor is the cost of training and conferences in the current economy. When factoring in conference registration, hotel, transportation/mileage, meals, and per diems, the cost of one conference could be over \$2,000.

As well, today's role of Council and the Councillor is intricate and involved. Councillors are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. Accountability and transparency, governance and law-making in the municipal setting, the fiscal context, land use planning and housing, could all be items dealing with complex and sometimes contentious issues. Training on these matters, particularly for new members of Council, help each member meet their responsibilities and the municipality's goals and objectives.

Council may wish to consider allowing newer members of Council to utilize unused portions of other members' training allowance for 2024, and review the budget limits for the 2025 budget.

### **CONSULTATION**

A survey was distributed to 241 municipal Treasurers, representing 54% of Ontario municipalities. Fifteen respondents provided their municipal info, for a 6% response rate. Certainly not a representative sample, but provides some data for insight.

### **FINANCIAL IMPACT/FUNDING SOURCE**

Having individualized budgets for members of Council will create variances in each respective line item. Under the previous process with aggregate budget lines, variations in the amount each member spent was not visible. 2024 budget was not created for such variation, as say each of the 5 Councillors were given the same allocation, but not all will have historically spent equal amounts. Thus, the net Council budget may end up the same at year end, but the individualized budgets will be either over or under budget.

### **CORPORATE GOALS**

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

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

FIN 24-037 2024 Council Expense Policy Review

Not Applicable

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

**Goal** – N/A

**Strategic Direction** – N/A

**Priority Project** – N/A

**ATTACHMENTS**

Appendix A – Council Remuneration & Expenses Support Review

Appendix B – Council Per Diems & Meals, Town of Petawawa Review

**Council Remuneration & Expenses Support Review  
2024**

																		Averages	
	Tillsonburg	Limerick TWP	Norwich	Killarney	Brock	East Gwillimbury	St. Marys	Front of Yonge	Stirling-Rawdon	Stone Mills	Central Frontenac	North Frontenac	Tay Valley	Stratford	Brooke-Alvinston	Elliot Lake	South Stormont	All	Similar OP Budget
2021 Population (Census) *	18,615	436	11,151	397	12,567	39,000	7,386	2,595	5,015	7,826	4,004	2,285	5,925	33,232	2,359	11,372	13,570	10,455	17,989
Total Members of Council	7	5	5	6	6	7	7	5	5	7	9	7	8	11	5	7	5	7	7
2024 Operating Budget	\$ 28,800,258	\$ 2,039,875	\$ 3,683,000	\$ 4,096,125	\$ 15,179,712	\$ 33,024,205	\$ 28,752,510	\$ 2,718,997	\$ 8,252,369	\$ 11,002,823	\$ 8,677,873	\$ 9,461,687	\$ 8,921,580	\$ 175,000,000	\$ 5,662,366	\$ 15,377,305		22,540,668	\$ 26,488,570
2024 Capital Budget	\$ 22,972,600	\$ 1,797,371	\$ 7,378,300	\$ 1,313,975	\$ 13,845,000	\$ 39,059,169	\$ 7,458,000	\$ 547,188	\$ 1,123,000	\$ 4,590,803	\$ 1,501,154	\$ 3,538,100	\$ 4,147,784	\$ 43,844,000	\$ 2,208,361	\$ 19,242,577		10,910,461	\$ 22,183,087
<b>Mayor</b>																			
2024 Remuneration	\$ 44,971	\$ 11,762	\$ 30,306	\$ 19,040	\$ 40,647	\$ 75,469	\$ 34,830	\$ 13,810	\$ 16,761	\$ 28,850	\$ 28,003	\$ 29,948	\$ 29,880	\$ 85,318	\$ 11,600	\$ 35,652	\$ 42,371	34,072	46,659
Annual Expense Allowance	\$ 480		\$ 1,041	\$ -	\$ 4,000	\$ 5,000		\$ -		\$ 1,000	\$ 1,200	\$ 600	\$ -	n/a	\$ -			1,211	2,740
Annual Training Allowance (if separate than Expense Allowance)	\$ 5,040	\$ 1,000	\$ -	\$ -	\$ -			\$ -	\$ 2,500				\$ -	\$ 3,000	\$ 2,500	\$ 4,000		1,804	4,520
					5% of salary for RRSP per year and 1 month severance for each year of service	Car allowance \$12,000		\$ 600	\$ 780	\$ -		\$600 per year/per council member for office & internet expense. There is a training /conference budget but not per Council Member just as a collective		The \$3,000 is conference specifically. Budget lines are prepared for the Mayor's office for advertising, cell phone etc special projects or special events- in total aside from remuneration and conferences is \$54,020	\$30 per month for phone				Per diems for conference, training, seminars; Meeting Allowance, Event allowance as well as cell phone provided or \$30 monthly allowance
Other -		\$ 1,000	\$ -	\$ -															
<b>Deputy Mayor</b>																			
2024 Remuneration	\$ 22,466	\$ 7,643	\$ 22,126	\$ 12,480	\$ 27,673		\$ 16,442	\$ -	\$ 14,233	\$ 20,816	\$ 19,788	\$ 25,004	\$ 21,447	\$ 24,000	\$ 7,000	\$ 11,962	\$ 24,365	17,340	18,809
Annual Expense Allowance	\$ 330		\$ -	\$ -	\$ 2,500			\$ -		\$ 1,000	\$ 1,200	\$ 600	\$ -	included with council below	\$ -			563	330
Annual Training Allowance (if separate than Expense Allowance)	\$ 3,500	\$ 1,000	\$ -	\$ -	\$ -			\$ -	\$ 2,500					included with council below	\$ 2,500	\$ 4,000		1,688	3,750
					5% of salary for RRSP per year and 1 month severance for each year of service		Alternates annually	\$ -	\$ -			\$600 per year/percouncil member for office & internet expense. There is a training /conference budget but not per Council Member just as a collective		included with council below	N/A				Per diems for conference, training, seminars; Meeting Allowance, Event allowance as well as cell phone provided or \$30 monthly allowance
Other -		\$ 1,000	\$ -	\$ -															
<b>Councillors</b>																			
2024 Remuneration	\$ 20,942	\$ 7,643	\$ 18,840	\$ 11,515	\$ 25,781	\$ 47,244	\$ 16,442	\$ 40,572	\$ 13,669	\$ 16,802	\$ 17,345	\$ 19,523	\$ 16,273	\$ 22,050	\$ 6,000	\$ 10,962	\$ 20,678	19,546	23,254
Annual Expense Allowance	\$ 238		\$ 478	\$ -	\$ 2,500	\$ 5,000		\$ -		\$ 1,000	\$ 1,200	\$ 600	\$ -	n/a	\$ -			1,001	2,619
														\$2,200 roughly per Councillor - basically can attend one conference of their choosing. Though it is one big pot of money but that is how we budget for that line item. Plus that line items would include any other "group" training or sessions or webinars.					Confereces \$18k, Training \$12k- not explicitly per Councillors rather an aggregate total with the intention that it is divided by all 10 members, but it doesnt always work out evenly.
Annual Training Allowance (if separate than Expense Allowance)	\$ 2,500	\$ 1,000	\$ -	\$ -	\$ -			\$ -	\$ 2,500						\$ 2,500	\$ 4,000		1,563	3,250
					5% of salary for RRSP per year and 1 month severance for each year of service	Car allowance: \$4,719		\$ 2,700	\$ -			\$600 per year/percouncil member for office & internet expense. There is a training /conference budget but not per Council Member just as a collective		Similar to Mayors includes IT costs, cellphones etc. Excluding remuneration and conferences/traini ng is \$74,674					Per diems for conference, training, seminars; Meeting Allowance, Event allowance as well as cell phone provided or \$30 monthly allowance
Other -		\$ 1,000	\$ -	\$ -															
Do unused Expense and/or Training Allowances Carry-forward	No, transferred to a general Council Reserve	Reimburse based on Actual's submitted	we do not have allowances. We reimburse based on actuals	We do not have allowances. We reimburse based on actuals.	We do not have allowances. We reimburse based on actuals.	We do not have allowances. We reimburse based on actuals.	No	No	No	No	No	No	No	No	No	No	No	No	No
What does the Expense Allowance Cover?	Home Office Internet and Supplies	n/a		Covers the mileage for meetings and seminars, meals, hotel expenses, lost wages, misc and airfare	Covers mileage for meetings, seminars, special meetings, special events, with the exception of conference and we pay separate mileage for conference attendance.	Covers discretionary spending, including professional development and other expenses (i.e. internet, special events, meeting expenses, community engagement)	n/a	n/a	n/a	Discretionary - materials, supplies, etc.	Materials & Supplies	Office Supplies & internet	n/a	see above.. not really for discretionary personally..more for Corporate costs to support them. Also includes memberships like AMO, meeting costs	N/A	Out of pocket municipal business expenses	n/a		

	Tillsonburg	Limerick TWP	Norwich	Killarney	Brock	East Gwillimbury	St. Marys	Front of Yonge	Stirling-Rawdon	Stone Mills	Central Frontenac	North Frontenac	Tay Valley	Stratford	Brooke-Alvinston	Elliot Lake	South Stormont	All	Similar OP Budget	
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2024 Capital Budget	\$ 22,972,600	\$ 1,797,371	\$ 7,378,300	\$ 1,313,975	\$ 13,845,000	\$ 39,059,169	\$ 7,458,000	\$ 547,188	\$ 1,123,000	\$ 4,590,803	\$ 1,501,154	\$ 3,538,100	\$ 4,147,784	\$ 43,844,000	\$ 2,208,361	\$ 19,242,577		10,910,461	\$ 22,183,087	
What does the Training Allowance Cover?	Conferences (Registration/Hotel/transportation/per-diem), meetings, events	Any Council training that is requested - Planning Training, AMO Councillor Training, Etc.	n/a	n/a	n/a	N/A	\$5,000 total budget for all Council, covers conferences, seminars, etc.	n/a	n/a	Conferences, training, webinars, seminars, etc.	n/a	n/a	conferences, training, webinars, etc.	New in 2023 as we had several new members intended for new councillor training, planning, or other they wanted to take..	Conferences and Training	Conferences and Training			Includes Training, Seminars and Conferences - for each member it is \$4,000 per year to a maximum of 2 conferences. Expenses include: transportation, accomodation and meal allowance	
What does 'Other' Cover?	Cell phone data plans (their devices)(Mayor/Deputy can get Town device), + one branded clothing item (per Term)	One conference per councillor, per year. Includes hotel room, travel, and \$50/day for meal allowance	n/a	n/a	Cell phones and data plan, laptop, and conference attendance (conference fee, hotel, parking (sometimes taxi or uber) and \$50 per day meal allowance)	Car allowance	n/a - cell phone and laptop provided	Cell Phone	Cell phone	0	n/a	n/a		See above	N/A	N/A			Per Diems - \$175 per day and \$100 per half day; Meeting allowance \$125 (beyond regular council meetings); event allowance \$75	
Can a member transfer their unused Training Allowance to another member in a year?	N	n/a	n/a	n/a	n/a	N/A	no	n/a	n/a	No	No	No	No	See above-it is not dedicated to individuals	No	No	No	No	No	
Do members receive benefits? (Life, AD&D, Health & Dental)	Y	no	no	no	Life and Health and Dental but NO LTD	Yes to all	AD&D	No	Yes (health/dental)	No	Life, AD & D	Group accidental death and dismemberment while engaged in activities of the Township and group emergency out of province medical	No - but looking into this	No. They get \$4,000 annually above their salary for in lieu of benefits	No	Yes			Health Care Spending - \$2,000 annually as well as AD&D	
Per Diem Rates	Full Day (24-hr basis)	\$ 185	\$ 160	\$175 or \$23.33/hour	-	N/A	n/a	n/a	\$100 per day to maximum of 3 days while attending conferences	\$ 100	3hrs=\$75, 6hrs = \$75 for meetings	\$100/day per diem for conferences plus \$100 per day for expenses	\$ 150	\$ 180	\$ 155			\$ 175	158	180
	Half Day (12-hr basis, not working day)	\$ 90	\$150.00 (Special Meetings)	n/a	\$ -	-	N/A	n/a	n/a	\$ 100		N/A	\$ 75	\$ 60	N/A			\$ 100	71	95
Meal Allowance Daily Reimbursment	\$ 100	\$ 50	n/a	\$ 125		Actual expense	actual expense	n/a	Receipts must be provided and up to \$75.00 per day	\$ 75	\$10 breakfast, \$15, Lunch, \$25 Dinner	submit receipts no thresholds set	Actual expense but max \$75	Submit receipts. Actual reasonable expenses	\$ 50	\$ 109	\$ 175	98	128	
Mileage Reimbursement Rate	Per CRA **	Per CRA **\$.70 per KM	Per previous year's CRA	0.63 per km	Only for conference attendance at CRA Rate of \$0.70 per KM	N/A for mileage claims within GTA as they have car allownace	\$0.70/km	\$0.61/km	\$0.58/km	As per CRA annual rate	As per CRA annual rate	As per CRA annual rate	As per CRA annual rate - currently 0.70	CRA rate > 5,000 kms...	\$0.60 per km	\$0.70 per km;	\$0.64 > 5,000 kms	follows CRA rate		
Other Comments	Remuneration includes attendance at all Regular and Special Council, Advisory Committee, Ad Hoc Committee and Local Board meetings, except where an additional stipend is provided for such attendance.	Councillors/Mayor do not receive additional pay for attending conferences, but they do get \$150 per day for special meetings above and beyond the regular scheduled meetings. Meal allowances are paid out based on receipts provided, up to \$50.00. If less, we only pay the receipt amount, if the receipt is over \$50, we only cover \$50, and that cannot include alcohol.	Council has historically never claimed mileage. They have never claimed meals either. Only a few claim per diems. We encourage one conference a year per elected memeber however we average only two a year. The only other remuneration we do is for the Police Services Board.		Remuneration includes all meetings, special meetings, committee meetings and attendance at special events, conferences, training, etc.		Remuneration includes all meetings and committees. Provided with cell phone and laptop.		Conferences and training are paid for by the Municipality		Conferences and training are paid for by the Municipality	Dont get mileage to attend regular or special Council Meetings	Mileage for all COW and Council and Special meetings, including sub committees (i.e. fire board, library board, etc.). Each memeber of Council gets an ipad and the Township pays for a basic plan on each (included on our cell phone bills). Reeve gets a cell phone also paid for by the Township.	See published report..might find some other useful breakdowns https://www.stratford.ca/en/inside-city-hall/resources/Finance/Finance_Reports/2023-Statement-of-Remuneration---final.pdf				see By-law 2023-048 Council Compensation and Expense Policy on our website: https://www.southstormont.ca/Modules/Bylaws/Bylaw/Details/ec01b204-b433-4766-83fd-338de1b4111b		

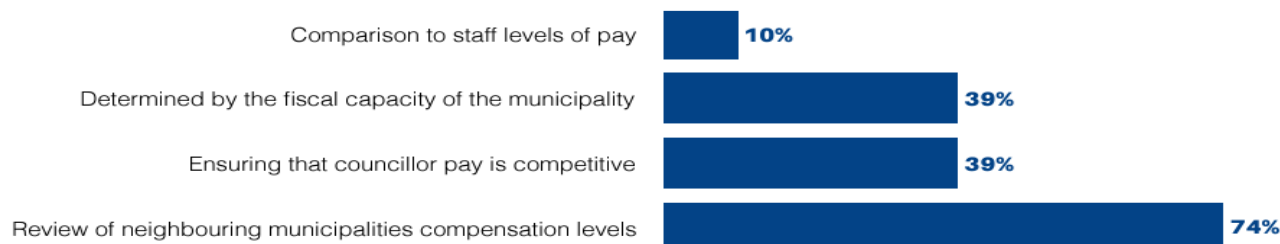
\* <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/index.cfm?Lang=E>  
 \*\* <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>



<b>Council Per Diems and Meals</b>				
<b>Municipality</b>	<b>Full Day</b>	<b>Half Day</b>	<b>Year of Policy</b>	<b>Meals</b>
Mississippi Mills	\$ 150.00	\$ 75.00	2022	\$75 (\$15 breakfast, \$20 lunch, Dinner \$40)
Township of Malahide	\$ 180.00	\$ 90.00	2020	not addressed
Whitewater	\$ 100.00	\$ 50.00	2022-2026	
Deep River	\$ 150.00	\$ 75.00	2024	
Lake of Bays	\$ -	\$ -	2022	Actuals - receipts required
Counties of Leeds & Greenville	\$ 173.14	\$ 86.56	2015	\$100/day
Township of Southgate	\$ 200.00	\$ 120.00	2022-2023	\$75/day with receipts
CRA Federal employees				\$109.45 (\$24.35 breakfast; \$24.65 Lunch; \$60.45 Dinner
Prince Edward County			2023	\$100/day
Township of Tiny	\$ 120.00	\$ 60.00	2022	not addressed
South Algonquin	\$ 103.75	\$ 78.00	2022	\$125/day - receipts must be provided
Oro Medonte	\$ 160.00	\$ 80.00	2023	No limit - receipts must be provided
Barrie	\$ 120.00	\$ 60.00		\$120 full day, \$60 half day
Lanark Highlands	\$ -	\$ -	2020	could not find HR plicy
<b>Average</b>	<b>\$ 121.41</b>	<b>\$ 64.55</b>		

Municipalities in Central Ontario consistently pay their councils at rates that are above the provincial average. Municipalities in Northern and Southwestern Ontario tend to pay their councils at rates that fall below the provincial average. Municipalities in Eastern Ontario fall into no clearly discernible pattern, sometimes paying above the provincial average, with others paying below.


**Chart 18.**  
**Factors considered in council compensation reviews**



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**Subject: Lot Maintenance By-Law Amendment – Garbage and Recycling Pick-Up**

**Report Number:** OPD 24-038

Department: Operations and Development Department

Submitted by: Geno Vanhaelewyn, Chief Building Official

Meeting Type: Council Meeting

Meeting Date: Monday, June 24, 2024

**RECOMMENDATION**

- 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.

**BACKGROUND**

The Town's current Lot Maintenance By-Law 2023-036 regulates yard maintenance standards within Town limits and was last reviewed and adopted by Town of Tillsonburg Council on March 27, 2023.

The following resolution was passed at the May 13, 2024 Town of Tillsonburg Council Meeting:

*Resolution # 2024-239*

*Moved By: Councillor Rosehart*

*Seconded By: Councillor Spencer*

*WHEREAS, Oxford County is responsible for the collection of garbage and recycling in the Town of Tillsonburg; and*

*WHEREAS, Oxford County requires garbage and recycling to be set out by 7:00 a.m. on the morning of collection; and*

*WHEREAS, Section 2.9.1 of Town of Tillsonburg By-Law 2023-036, the Lot Maintenance By-Law, requires property owners to put their garbage out no earlier than 7:00 a.m.;*

*BE IT THEREFORE RESOLVED*

## OPD 24-038 Lot Maintenance By-Law Amendment – Garbage and Recycling Pick-Up

*THAT Council directs staff to bring back a staff report that reviews Section 2.9.1 of By-Law 2023-036 in regards to the garbage and recycling collection pick-up; and*

*THAT Staff amend By-Law 2023-036 to allow a garbage collection pick-up time that creates a longer window for residents to put out their garbage and recycling.*

*Carried*

## DISCUSSION

Staff reviewed the Lot Maintenance By-Law and confirmed that there is conflict with Oxford County garbage collection operations. As a result staff propose to amend the following section as follows:

2.9.1 Refuse –Collection Every Owner shall ensure that all Refuse is placed in a plastic bag or recycling bin for collection at the curb in accordance with the following provisions;

- (a) ~~Must be placed on the curbside no earlier than 7:00 am on collection day;~~  
 (a) **Must be place on the curbside on the day of collection before 7 am.**

The amended wording will coincide with Oxford County garbage collection operations and will also allow By-Law staff to deal with complaints of garbage that are set out days before collection that tend to cause litter, etc.

In review of this section staff also recommend the amendment of Section 2.9.1 (e) as follows:

2.9.1 Refuse –Collection Every Owner shall ensure that all Refuse is placed in a plastic bag or recycling bin for collection at the curb in accordance with the following provisions;

- (e) ~~Torn garbage bags is the responsibility of the Owner to remove; and~~  
 (e) **Uncollected garbage or items not picked up is the responsibility of the Owner to remove by the end of collection day; and**

In addition, the *Police Services Act* was repealed on April 1, 2024 and replaced with the *Community Safety and Policing Act*. As a result the following amendment is required as we are completing amendments to this By-law:

DELETE:

~~**AND WHEREAS** the Police Services Act, R.S.O. 1990, Section 15 authorizes the Municipality to appoint persons to enforce the by-laws of a Municipality and that~~

## OPD 24-038 Lot Maintenance By-Law Amendment – Garbage and Recycling Pick-Up

~~Municipal Law Enforcement Officers are Peace Officers for the purpose of enforcing municipal by-laws;~~

ADD:

**AND WHEREAS** Section 55 of the Community Safety and Policing Act, S.O. 2019, c 1, Sch 1, as amended, municipalities may appoint persons to enforce the by-laws of the municipality, and municipal by-law enforcement officer appointed under this section are peace officers for the purpose of enforcing municipal by-laws.

### CONSULTATION

By-Law staff were consulted.

### FINANCIAL IMPACT/FUNDING SOURCE

N/A

### CORPORATE GOALS

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

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

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

**Goal** – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles.

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

**Priority Project** – *Short Term* - Property standards review & enforcement plan

### ATTACHMENTS

N/A

**Subject: RTSF Agreement - T:GO (In Town) Bus Shelters****Report Number:** OPD 24-039

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operations and Development

Meeting Type: Council Meeting

Meeting Date: Monday, June 24, 2024

**RECOMMENDATION**

- 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.

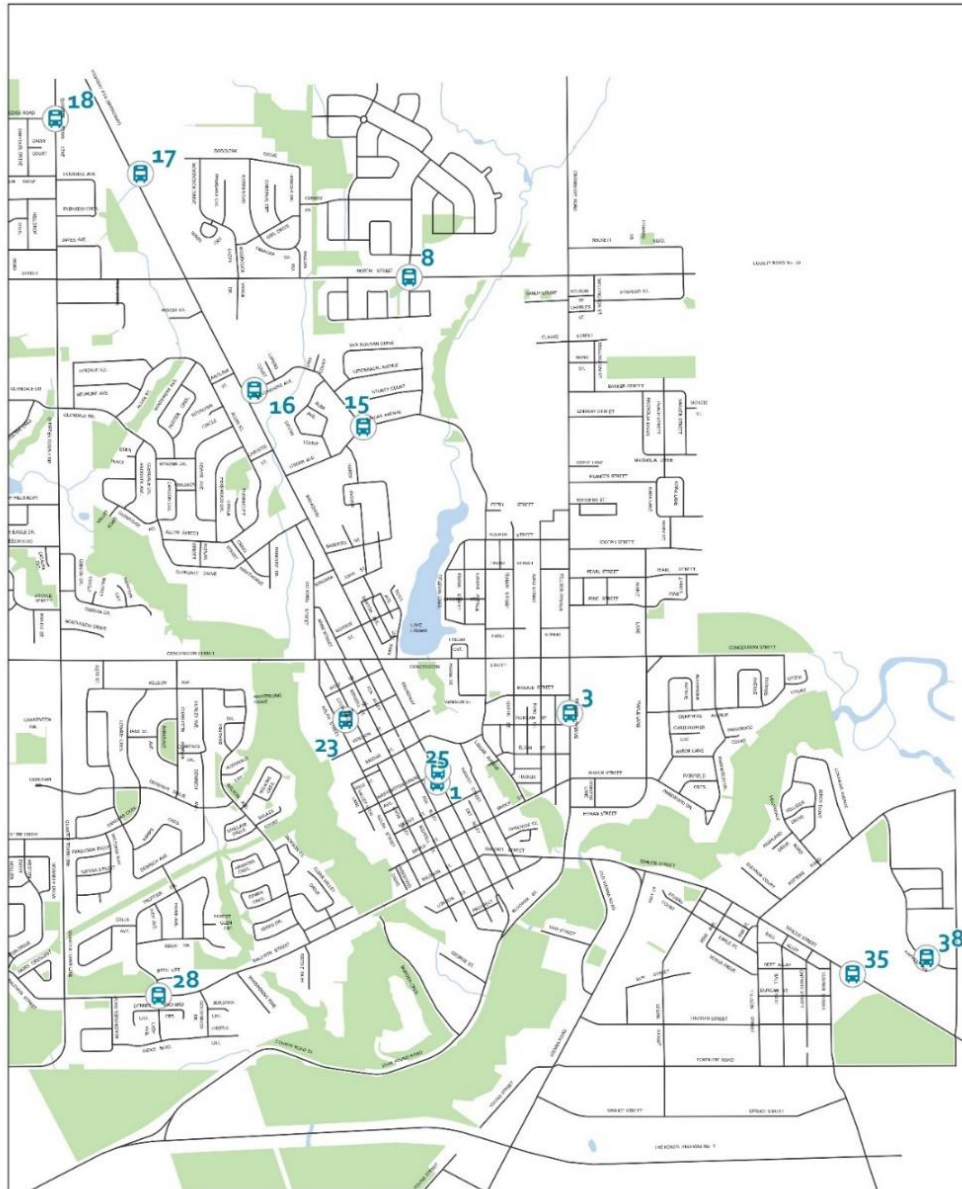
**BACKGROUND**

In April 2022 Town staff had identified and applied to the Rural Transit Solutions Fund. This fund is the first federal fund targeting the development of transit solutions in rural communities. Through said application Town staff proposed the installation of twelve (12) bus shelters and ultimately was successful in the grant award.

Generally, bus shelters provide an accessible safe place out of the wind, snow and rain for passengers to wait. This will ensure a better rider experience and will also promote a more proactive transit system that has enhanced amenities bolstering better year-round usage of the transit system overall.

Through the analysis of ridership, consideration toward operational limitations (i.e. snow removal, etc...) and targeted community engagement, the twelve (12) locations have been identified per the following:

OPD 24-039 - RTSF Agreement - T:GO (In Town) Bus Shelters



	<b>TOWN OF TILLSONBURG</b> <b>ENGINEERING DEPARTMENT</b> 55 BROCK ST, TILLSONBURG, ON, N4G 1Z7			<b>Bus Shelter Locates Map</b> 

<b>STOP</b>			
<b>1</b> Town Centre Mall	<b>15</b> Lisgar Ave. @ Devonshire Ave.	<b>18</b> South Ridge Public School	<b>28</b> Baldwin St. @ Trotter Dr.
<b>3</b> Tillson Ave. @ Livingston Centre	<b>16</b> Devonshire Ave. @ Broadway	<b>23</b> Bear St @ Rolph St (Hospital)	<b>35</b> Simcoe St. @ E of Goshen St.
<b>8</b> North St. E. @ Coulthard St.	<b>17</b> Sobeyes Parking Lot	<b>25</b> Tillsonburg Public Library	<b>38</b> Harvest Crossing Retirement

**DISCUSSION**

Through the execution of the federal Rural Transit Solutions Funding contribution agreement the Town must identify “Proof of Funding” has been secured prior to signing

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

the contribution agreement. To this effect, Town staff are requesting an additional \$13,360 be allocated through the Linear Infrastructure Reserve in order to meet/demonstrate funding sources as a condition of said contribution agreement.

Furthermore and upon the execution of the Rural Transit Solutions Funding contribution agreement, Town staff have prepared the necessary Request for Proposal, where should cost escalate since the grant submission (April 2022) staff will have to return to Council for the allocation of additional funds and/or seek a federal scope change as approved by the Minister of Intergovernmental Affairs, Infrastructure and Communities.

### CONSULTATION

Interim Director of Finance/Treasurer, Purchasing Coordinator, GIS Technician/Transit Coordinator, Manager of Engineering, Manager of Public Works, Roads Supervisor.

### FINANCIAL IMPACT/FUNDING SOURCE

Through the 2024 budget, \$25,000 was committed to the installation of identified T:Go Bus Shelters through Capital Project 222, in review of the agreement and subject to the grant award, an additional \$13,360 is required to fulfill the obligation of the Rural Transit Solutions Fund contribution agreement. To this effect total contribution/cost sharing arrangements may be considered:

<b>T:GO Bus Shelters though Rural Transit Solutions Fund</b>	
Federal contribution	\$153,436
Town of Tillsonburg contribution	\$38,360
<b>Total</b>	<b>\$191,796</b>

### 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.

OPD 24-039 - RTSF Agreement - T:GO (In Town) Bus Shelters

**Goal** – Tillsonburg residents and businesses will be connected to each other, regional networks, and the world through effective traditional and digital infrastructure.

**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* - Town participation in regional transit initiative

## **ATTACHMENTS**

ON - 63926 - Town of Tillsonburg - CA (002)



**Subject: TCC Renovation Budget Update****Report Number:** RCP 24-026

Department: Recreation, Culture and Parks Department

Submitted by: Andrea Greenway, Acting Director of Recreation, Culture &amp; Parks

Meeting Type: Council Meeting

Meeting Date: Monday, June 24, 2024

**RECOMMENDATION**

- 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.

**BACKGROUND**

An information report on the Tillsonburg Community Centre (TCC) renovations was provided to council at the February 26, 2024 meeting (*attached*). At that time it was noted that the timeline had been changed and project completion was scheduled for end of July, 2024. It was also noted that the contingency fund had been used for unforeseen expenses and that there might be a need for additional funds in the future.

Since then, there have been additional delays including weather and season related delays for roofing, additional watermain replacement, existing change room ceiling, HVAC revisions, increased brick façade degradation and revisions to canopy structural steel at building connections. These are all typical situations resulting from renovating and constructing new additions on an older structure.

The project is now realistically slated for completion for the end of September, 2024. At this time the contingency fund has been depleted and this report seeks council approval for the additional funds required to bring the project to successful completion.

## RCP RCP 24-026 TCC Renovation Budget Update

As the project approaches the final third, the majority of unknowns have been successfully mitigated and financial risks can be better managed in the final months of the project

**DISCUSSION**

Staff have been in discussions with the architect and construction administrator A+Link to identify any and all cost savings and reductions wherever applicable. There will be however a need for additional funds to successfully complete the TCC renovation project.

The following is a brief summary of the anticipated amendments:

<b>Summary</b>	<b>Costs identified by A+ Link and Town Staff</b>
Approved Construction & Contingency to April 2024	\$162,598.08
Estimated Contingency to complete construction	\$100,000.00
Consultant fees to April to Sept 30, 2024	\$134,989.69
Additional consultant fees contingency (if schedule is extended to Dec 31, 2024)	\$20,462.40
<b>Total</b>	<b>\$418,050.17</b>

The above costs are directly associated with the extended timeline and the unforeseen issues as noted above and as well identified in the approved February 26, 2024 Report RCP 24-015. The original approved contingency amount in the contract was \$180,000. It was fully utilized to address various unknown site condition items that were found; i.e. existing structural steel, underground watermain and sanitary, surplus of concrete while excavating, etc., which are not generally known or expected to be known at the time of bidding.

A+ Link estimated the additional contingency required to be approximately \$100,000. This is a conservative estimate for the remainder of the project.

The additional construction and contingency costs of \$162,598.08 are known costs for change orders awaiting formal approval and include items such as rainwater relocation, meeting room revisions to coordinate with existing structure, and HVAC shaft and HVAC modification.

Based on contract obligations, the change in timeline resulted in additional administration fees for a total of \$134,989.69. If the project requires additional time for

## RCP RCP 24-026 TCC Renovation Budget Update

completion, A+Link recommends a contingency amount of \$20,462.40 up to December 31, 2024.

Staff will continue to communicate frequently and manage the project team from A+ Link and Elgin Contracting to see a successful completion of the project within these revised budgetary figures.

**CONSULTATION**

A+ Link, Director of Finance, Acting Director of Innovation and Strategic Initiatives

**FINANCIAL IMPACT/FUNDING SOURCE**

The estimated overage for the completion of the TCC renovation project is \$418,050.17

Staff are proposing that Council amend the approved Capital Budget lines to help offset the impact of the project overages as follows:

\$31,625.00	RCP Reserve, not utilized by the Master Plan
\$30,000.00	Project #690, TCC Building Envelope Spot Repairs
\$66,100.00	Project #621, Parking Lot (Re-budget in 2025)
\$290,325.17	Tax Rate Stabilization Reserve - 2023 Surplus
<b>\$418,050.17</b>	<b>Total</b>

Staff have looked at the 2024 capital budget carefully to determine where funding might be able to be assigned to offset or re-budget to a future year. Staff will continue to look for additional savings and funding sources within the 2024 capital budget as projects are completed throughout 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

RCP RCP 24-026 TCC Renovation Budget Update

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** – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles.

**Priority Project** – *Intermediate Term* – Community Centre rehabilitation.

**ATTACHMENTS**

TCC Renovation Update - RCP 24-15

**Subject: TCC Renovation Update****Report Number:** RCP 24-015

Department: Recreation, Culture and Parks Department

Submitted by: Julie Columbus, Director of RCP

Meeting Type: Council Meeting

Meeting Date: Monday, February 26, 2024

**RECOMMENDATION**

THAT report RCP 24-015 titled TCC Renovation Update be received as information.

**BACKGROUND**

At the April 11, 2023, meeting of Tillsonburg Town Council, the following resolution was passed:

**RCP 23-19 Tillsonburg Community Centre Renovation – Award of Tender****Resolution # 2023-150****Moved By:** Councillor Parsons**Seconded By:** Councillor Spencer

A. THAT Report RCP 23-19 Tillsonburg Community Centre Renovation – Award of Tender be received as information; and

B. THAT Council awards the tender to Elgin Contracting and Restoration Ltd., in the amount of \$5,120,000 +HST; and

C. THAT the incremental project funding shortfall net of identified DC funding of \$788,533 be covered by \$220,622 of unspent funds from the Splash Pad portion of the project and that funding sources to include annual surplus funds, DC funding, and/or debenture for the residual \$567,911 shortfall be deferred until project completion and a final report brought back to Council.

**DISCUSSION**

After 10 months of construction the TCC renovation project has seen significant work completed. The original project timeline aimed to have an end date of March, 2024. However, delays due to the shortage of steel, issues with the watermain connection and shoring of the addition area have the project now being finalized July 30, 2024. Timelines are updated continually as the project progresses and shared with staff. The completion date impacts operations, programming and the relocation of the customer

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service area. Staff meet with the project team from Elgin Contracting and A+ Link Architects every two weeks to review the overall progress and challenges of the project.

The most recent Architectural Site Visit from A+ Link provides the following project update:

1. Family and Barrier Free Change Room Area Addition
  - 1.1. Masonry block walls are being erected.
  - 1.2. Above ground plumbing work is continuing.
  - 1.3. Mechanical HVAC installation has commenced.
  - 1.4. Electrical wall rough-ins have commenced.
2. Structural steel erection for the mid and high roof structures and second floor level has commenced.
3. Kinsmen Pool
  - 3.1. Construction of the pool ramp is continuing; rigid insulation and rebar is in place.
  - 3.2. Forming and pouring of the pool deck slab along the side of the ramp has been complete and gutter drains are set in-place.

During renovations in the existing change rooms, it was noted that the water lines above the ceilings were untraceable and there was no isolation valves for local shut-off which would be required to perform future maintenance. Prior to working on the install of the new shut-off valve, a Designated Substances Survey was prepared by OH Solutions indicating the ceiling material contained asbestos requiring abatement protocols.

The original project tender did include full renovation of these Women's and Men's Change Room. However, bids received were over budget and project scope was reviewed amongst the Town of Tillsonburg, a+LiNK and Elgin Contracting. Through the cost savings exercise, the Women's and Men's Change Rooms renovation saw a reduction in scope; only allowing for new finishes, new fixtures, and repainting of existing ceilings.

The conditions of the ceilings were reviewed on site including discussion of a suitable replacement for the existing material which was over 50 years old. A robust drywall was chosen and plans arranged for the scope of work including abatement, demolition, installation of new material, and mechanical/electrical adjustments.

## **CONSULTATION**

Staff worked with the project architect from A+ Link to coordinate the information noted in the report.

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

## FINANCIAL IMPACT/FUNDING SOURCE

The cost for the new change room ceilings will be approximately \$61,955 + HST with breakdown noted below:

- abatement/removal (\$27,983)
- supply and install of abuse-resistant drywall and furring channel (\$33,972.00)
- plus any minor mechanical or electrical rework and contractor markups

This unforeseen expense will be covered by the contingency fund included in the overall project budget. This will reduce the contingency to approximately \$50,000. With a significant amount of the renovation and addition still to be completed, staff wanted to note the minimal contingency remaining to address unforeseen issues or change orders moving forward. Staff will continue to provide updates to Council as the project progresses and budget concerns arise.

## CORPORATE GOALS

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

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

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

**Goal** – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles.

**Strategic Direction** – Update municipal sports facilities consistent with modern standards; Maintain and enhance programs and facilities to support an active, engaged senior population; Maintain and enhance programs and facilities to support an active, engaged youth population.

**Priority Project** – *Intermediate Term* – Community Centre rehabilitation.

## ATTACHMENTS

n/a

**Subject: Parks and Recreation Areas By-law****Report Number:** RCP 24-028

Department: Recreation, Culture and Parks Department

Submitted by: Matt Johnson, Manager of Parks &amp; Facilities

Meeting Type: Council Meeting

Meeting Date: Monday, June 24, 2024

**RECOMMENDATION**

- 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.

**BACKGROUND**

The Town of Tillsonburg has not had a By-law related to regulating use of its parks and/or recreation areas to date. In 2023, the Council directed the Recreation, Culture & Parks staff to develop this document as a tool to manage use of these outdoor facilities in town and to apply the legislated process required to pass a by-law.

Enforcing and remediating complaints of behavioural and use of facilities issues at parks, trails and outdoor facilities has been an increasing problem in Tillsonburg, reflecting similar issues across the Province and Country. Thus far the RCP and By-law staff have minimal ability to correct or remove offenders or apply penalties for vandalism, garbage dumping, nighttime use and general anti-social behavior. This document aims to inform the public of permitted use and activities on town outdoor areas and to provide staff with tools to remedy contraventions.

**DISCUSSION**

The RCP staff has researched and compiled similar municipalities’ parks use by-laws, sought input from the By-law department as well as the Parks, Beautification & Cemeteries Committee and created a draft document in early 2024. The draft was then made available for public consultation, through posting on the town website.

The public consultation process took place in March 2024. Feedback from residents was quite strong with 21 written responses received. The majority of feedback



RCP 24-028 Choose an item. Click or tap here to enter text. Parks and Recreation Areas By-law

addressed proposed regulations related to the use of Lake Lisgar for recreational purposes, parks hours and animal issues. The comments and feedback were compiled and reviewed by RCP and the By-law Department staff and by the Parks, Beautification & Cemeteries Advisory Committee and changes were made to the first draft.

Additionally, input was sought and received from Long Point Region Conservation Authority, OPP and the Recreation & Sports Advisory Committee.

Staff recommend that Council approve this final draft of the by-law. Once the By-law has been passed, the responsibility for enforcement powers will be given to the Town's By-law department and designated staff.

### **CONSULTATION**

This document has been prepared in consultation with RCP Staff, By-law Department Staff, OPP, Long Point Region Conservation Authority and Parks, Beautification & Cemeteries Committee.

### **FINANCIAL IMPACT/FUNDING SOURCE**

This report does not have a financial impact.

### **CORPORATE GOALS**

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

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

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

**Goal** – N/A

**Strategic Direction** – N/A

**Priority Project** – N/A

### **ATTACHMENTS**

RCP 24-028 Choose an item. Click or tap here to enter text. Parks and Recreation  
Areas By-law

Appendix A – Draft Parks and Recreation Areas Bylaw

Appendix B – Draft Set Fines Part 1

**THE COPORATION OF THE TOWN OF TILLSONBURG  
PARKS & FACILITIES BY-LAW 2024 -XX**

**A BY-LAW for the use, protection and regulation of public parks and recreation areas in the Town of Tillsonburg.**

**WHEREAS** Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (“Municipal Act”) provides that a municipality may pass by-laws respecting matters within the sphere of jurisdiction of culture, parks, recreation and heritage;

**AND WHEREAS** Sections 23.1, 23.2, 23.3 and 23.5 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorize a municipality to delegate certain powers and duties;

**AND WHEREAS** Section 128 of the *Municipal Act, 2001* provides that a Municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances, and it is the opinion of Council that smoking, loitering, causing graffiti, being under the influence of alcohol/ Illicit drugs, and depositing Refuse are a nuisance;

**AND WHEREAS** Section 391 of the *Municipal Act, 2001* provides that a Municipality may impose fees or charges on any class of Persons for services or activities provided or done by or on behalf of it, and which by-law may provide for interest charges and other penalties, including the payment of collection costs, for fees and charges that are due and unpaid;

**AND WHEREAS** Section 425 of the *Municipal Act*, provides that a municipality may pass by-laws providing that a Person who contravenes a by-law of the municipality passed under this Act is guilty of an offence;

**AND WHEREAS** Section 426 of the *Municipal Act*, provides that no Person shall hinder or obstruct, or attempt to hinder or obstruct, any Person who is exercising a power or performing a duty under the *Municipal Act* or under a by-law passed under the *Municipal Act*;

**AND WHEREAS** the Municipality may enact by-law provisions that (without limitation) impose fines, allow powers of entry, authorize orders to achieve compliance or discontinue contraventions, authorize inspections, authorize remedial work and provide for the collection of remediation costs, pursuant to Part XIV of the *Municipal Act*, including Sections 429,435 - 438, 441.1 and 444 - 446;

**AND WHEREAS** Section 35 of the *Liquor Licence Act*, R.S.O. 1990 c. L-19, as amended, provides that the Council of a municipality may by by-law designate a recreational area within the municipality that is owned or Controlled by the municipality as a place where the possession of Liquor is prohibited;

**AND WHEREAS** Section 55 of the *Community Safety and Policing Act*, S.O. 2019, c 1, Sch 1, as amended, municipalities may appoint persons to enforce the by-laws of the municipality, and municipal by-law enforcement officer appointed under this section are peace officers for the purpose of enforcing municipal by-laws;

**AND WHEREAS** Section 61 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, provides that except where otherwise provided by law, every Person who is convicted of an offence under a municipal by-law is liable to a fine of not more than \$5,000;

**AND WHEREAS** Section 2 of the *Trespass to Property Act*, R.S.O. 1990, c. T.21, provides that every Person who engages in an activity on a premise when the activity is prohibited or does not leave the premise immediately after he or she is directed to do so by the occupier of the premise or a Person authorized by the occupier may be found guilty of an offence and liable to a fine of not more than \$10,000;

**AND WHEREAS** the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, Section 7(1)1(a)(b), as amended, provides that a Council of a municipality may pass by-laws regulating fire prevention, including the prevention of the spreading of fires, and regulating the setting of open air fires, including the establishment of times during which open air fires may or may not be set;

**AND WHEREAS** all Parks and Recreation Areas under the authority of the Town of Tillsonburg are for the use, benefit, and enjoyment of the public;

**AND WHEREAS** the Council of the Town of Tillsonburg deems it desirable to pass a by-law to provide for the use, protection and regulation of public *Parks and Recreation Areas* in the Town of Tillsonburg;

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

**SHORT TITLE  
PARKS AND RECREATION AREA BY-LAW**

**PART 1  
INTERPRETATION**

**1 Definitions**

In this by-law:

**“Aircraft”** shall mean any fixed-wing Aircraft, helicopter, hot air balloon, hang glider, ultralight Aircraft or similar conveyance.

**“Authorized Sign”** means any signage, notice, or other device which has been placed or erected in or upon a Park under the authority of this or other by-laws for the purpose of the general management, identification, control and regulation of activities within a Park.

**“Authorized Parking Area”** means an area of a Park or *Recreation Area* that has been *Designated*, set aside, or established by the Town for the parking of *Motor Vehicles*, and may have Posted regulations with respect to the use of the Designated Authorized Parking Area.

**“Barbeque”** means a portable or fixed device, whether powered by coal, wood, propane or other fuel, or electricity, including a hibachi, a permanent structure designed and intended solely for the cooking of food in the open air.

**“Bicycle”** includes a unicycle and a tricycle but does not include a *Power-Assisted Bicycle* or motor assisted cycle of any type.

**“Bulk Feed”** means the depositing of a quantity of food greater than 250 ml for the purpose or intention of feeding wildlife, including, but not limited to, deer, geese, ducks, squirrels and/or groundhogs.

**“Change Room”** means any permanent or temporary structure or portion of a structure designed by the Town to accommodate Persons for the purpose of changing their clothing. A *Change Room* may or may not include *Washroom* facilities.

**“Control”** includes and refers to care and custody.

**“Commercial Motor Vehicle”** means a Motor Vehicle having attached thereto a truck or delivery body and includes ambulances, hearses, tow-trucks, motor buses, fire trucks and apparatus, motorized construction equipment, motorized farm Vehicles or equipment (including farm tractors), tractor trailers or any part thereof that are used for hauling purposes. For the purposes of this by-law shall also include transport trailers.

**“Council”** means the elected Council of the Corporation of the Town of Tillsonburg.

**“Dangerous Dog”** mean a dog that in the absence of any mitigating factor has bitten or attacked a Person or domestic animal, or has behaved in a manner that poses a menace to the safety of a Person or other domestic animals. Dangerous Dog also means a dog, previously Designated as a potentially Dangerous Dog, that is kept or permitted to be kept by its owner in violation of the requirements for such dog. For the purposes of this by-law include a Pit Bull.

**“Designated”** means an area defined or constructed for a specific use by the Town and may include Posted conditions.

**“Director”** means the Director of Recreation, Culture and Parks or any employee acting under their direction, which may include contracted staff.

**“Dock”** means structures located on lands owned or under the Control of the Town used as a Dock, wharf, pier or boat launching or recovery area together with all adjacent and underlying lands related thereto.

**“Dog Toys”** include but are not limited to balls, squeeze toys, plastic Dog Toys, Frisbees, ropes, rawhide chews, bones etc.

**“Domesticated Animal”** includes but is not limited to dog, cat, pony, horse, goat, or any other animal which is owned as a pet.

**“Electronic Cigarette”** means a vaporizer or inhalant-type device, whether called an Electronic Cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine;

**“Environmental Protected Area”** means those areas delineated as an *Environment Protection Area* on a Map Schedule of the Official Plan for the *Town* as may be amended from time-to-time, and which are under the Control or management or joint management of the Town.

**“Firearm”** means any barreled Weapon from which any shot, bullet or other missile can be discharged and that is capable of causing serious bodily injury or death to a Person or animal, and includes any frame or receiver of such a barreled Weapon and anything that can be adapted for use as a Firearm. It includes a device that propels a projectile by means of any explosion, compressed gas or spring and includes, without limitation, a rifle, handgun or spring gun, crossbow, longbow, air or pellet rifle.

**“Fireworks”** means devices containing combustible chemicals that cause explosions or spectacular effects.

**“Hiking Trail”** means that part of a *Park* that has been marked, posted or blazed for the purpose of hiking, cross-country skiing or running by the public and is not pavement or concrete and on which the use of Inline skates, skateboards, *Bicycles*, *Power-Assisted Bicycles*, *Motor Vehicles*, *Motorized Snow Vehicles* or *Off-Road Vehicles* are prohibited. Note that *Hiking Trails* may or may not be accessible to motorized wheelchairs depending on topographic restrictions.

**“Illicit Drugs”** shall mean Controlled substances as specified in the Controlled Drug and Substances Act. S.C. 1996, c. 19.

**“Inline Skating”** shall mean a shoe with a line of rollers fixed to the sole.

**“Liquor”** shall have the same meaning as defined in the *Liquor Licence Act*, R.S.O. 1990, c. L-19, as amended.

**“Lived Gender Identity”** means the gender a person feels internally (“gender identity” along the gender spectrum) and expresses publicly (“gender expression”) in their daily

life including at work, while shopping or accessing other services, in their housing environment or in the broader community.

**“Motorized Snow Vehicle”** means a self-propelled Vehicle designed to be driven primarily on snow, including but not limited to snowmobiles.

**“Motor Vehicle”** has the meaning attributed to it in the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended.

**“Municipality”** shall have the same meaning as Town.

**“Multi-use Pathway”** means that part of a *Park* on Town property that has been improved with a hard surface and includes any bridge or structure with which it is contiguous and is intended for a variety of uses, including: pedestrians, Inline Skating, Bicycling, Power-Assisted Bicycle and Vehicles, and may exclude some Vehicles, including but not limited to *Motor Vehicles*, *Off-Road Vehicles*, horses and horse-drawn carriages or other conveyances of any sort and *Motorized Snow Vehicles*.

**“Open Space”** means an area which may be an entire *Park* or part of a *Park*, preserved in its natural or near natural state or an area created to remain thereafter in a natural state as Open Space and available for use by the public. Open Space is delineated on a Map and/or Schedule of the Official Plan for the Town as may be amended from time-to-time, and which is under the Control or management or joint management of the Town.

**“Officer”** means a Police Officer, Conservation Officer, Peace Officer, Animal Control Officer or By-law Enforcement Officer appointed by the Council of the *Town*.

**“Off-Road Vehicle”** has the meaning attributed to it in the *Off-Road Vehicle Act*, R.S.O. 1990, c. O.4, as amended. In addition, for the purposes of this by-law, shall include motorbikes, four-wheelers, ATVs, trikes, and Argos.

**“Park”** means land and land covered by water and all portions thereof under the *Control* or management or joint management of the *Town*, that is or may be established, dedicated, set apart, or made available for public use, including but not limited to *Open Space* and an *Environmental Protected Area* as defined in this by-law, including but not limited to any buildings, structures, facilities, storm water management ponds, erections and improvements located in or on such land.

**“Parks Permit”** shall mean a document issued by the Town to a sports group, organization, or individual and spectators associated with an event to use a Recreation Area on a specific day commencing and ending at a certain time and shall include a license or rental agreement.

**“Person”** includes an individual, a sole proprietorship, a partnership, an unincorporated association, a trust, a body corporate and a natural Person.

**“Pit Bull”** means the breed of dog, which includes:

- (a) a Pit Bull Terrier,
- (b) a Staffordshire Bull Terrier,
- (c) an American Staffordshire Terrier,
- (d) an American Pit Bull Terrier, or
- (e) a member of a class of dogs that have the appearance and physical characteristics that are substantially similar to dogs referred to in (a) through (d) above. In determining whether a dog is a Pit Bull regard may be had to the breed standards established, for dogs referred to in (a) through (d) above, by the Canadian Kennel Club, the United Kennel Club, the American Kennel Club or the American Dog Breeders Association.

**“Pleasure Craft”** shall mean kayaks, canoes, inflatable boats, rowboats, cibles, and paddle boats.

**“Post, Posting or Posted”** refers to the erection or presence of Authorized Signs and “Posted Area” means an area where Authorized Signs are erected or displayed.

**“Power-Assisted Bicycle”** has the meaning attributed to it in the *Highway Traffic Act*, R.S.O. 1990, c. H.8, *as amended*, and is commonly referred to as an electric *Bicycle* or e-bike, and for greater certainty, has affixed to it pedals that are operable, and for greater certainty an e-bike and an e-scooter are defined as follows:

“e-bike” shall mean a “Power-Assisted Bicycle” that has the appearance of a *Bicycle*;

“e-scooter” shall mean a “Power-Assisted Bicycle” that has the appearance of a scooter;

**“Public Meeting or Gathering”** means a picnic, organized gathering or organized event of more than twenty-five (25) Persons.

**“Refuse”** means any article, or thing that appears to be waste material and is discarded as waste including but not limited to the following classes of waste material:

- (a) grass clippings, tree cuttings, brush, leaves and garden *Refuse*;
- (b) paper, cardboard, clothing;
- (c) all kitchen and table waste, of animal or vegetable origin resulting from the preparation or consumption of food, except any acceptable material placed in a container;
- (d) cans, glass, plastic containers, dishes;
- (e) new or used material resulting from or for the purpose of construction, alteration, repair or demolition of any building or structure;
- (f) refrigerators, freezers, stoves or other appliances and furniture;
- (g) furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks;
- (h) unlicensed Motor Vehicle, inoperative Motor Vehicle, Vehicle parts and accessories, Vehicle tires mounted on rims or unmounted, mechanical equipment;
- (i) rubble, inert fill, fencing materials; and
- (j) other miscellaneous scrap metal, and shopping carts;
- (k) anything that appears to be worthless, abandoned, worn-out, of no practical value or unsightly.

**“Recreation Area”** means an area, building or combination of both, under the Control of the Town for the purpose of offering recreation to the public, and that is maintained and/or supervised by employees of the Town, including but not limited to: tennis courts, arena, outdoor ice rink, skating rink, ice surface, swimming pool, wading pool/spray pad, play area, community centre, skateboard facility, Sports Fields, dog park, squash court, pickle ball court, Lake Lisgar Waterpark, Senior Centre, health club, J.L Scott McLean Recreation Pad, Lake Lisgar, Community Gardens, park, a building or portion of a building that is owned, leased or used by the Town, for the purpose of offering recreation to the public.

**“Roadway”** means that part of a *Park* or *Recreation Area* that is improved, designed or ordinarily used by Vehicles and Motor Vehicles.

**“Run at Large”** means a Domesticated Animal found in any place other than the premises of the owner of the Domesticated Animal and that is not under the physical *Control* of any Person by means of a leash held by a Person in Control of the Domesticated Animal.

**“RZone”** means the RZone Policy.

**“Sexual Activity”** means any physical contact or exposure of a sexual nature involving genitalia, buttocks, or female breasts by one or more individuals.

**“Slurry”** is a mixture of denser solids suspended in liquid and not limited to the following:

- (a) slurry or other material from vacuum excavation (i.e., “vac trucks”);
- (b) slurry from directional boring, drilling or other activities;
- (c) concrete slurry or related products and by-products;

- (d) excavated material from the cleanout of storm water management ponds;
- (e) fill that affects the Control of flooding, erosion, dynamic beaches, pollution or the conservation of land;

**“Smoke or Smoking”** includes the carrying of a lit cigar, cigarette, Electronic Cigarette, pipe, waterpipe or any other lighted smoking equipment or smoking product, but does not include smoke or smoking where smoke or smoking is used in a stage production of a theatrical performance;

**“Smoking Product”** means a tobacco or tobacco-like product whose primary purpose is to be burned or heated to produce vapours, gases or Smoke, which are inhaled, and shall include but is not limited to non-tobacco herbal shisha, and other plant material or oils intended for inhalation;

**“Sports Field”** means a special area, made of natural or artificial turf, within a Park within which a game is Designated to be played, including, but not limited to, soccer, or baseball;

**“Town”** means the Town of Tillsonburg.

**“Trail”** shall have the same meaning as Hiking Trail but not include a trail pass from the OFSC (Ontario Federation of Snowmobile Clubs);

**“Trained Service Animal”** includes a guide dog or other certified service animal often identifiable by a harness or vest and includes but is not limited to those trained service animals used to assist Persons with vision impairments or provide physical assistance, warning of seizures or other disabilities. A service dog is not a therapy dog or an emotional support dog. The person must provide documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:

- (i) A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
- (ii) A member of the College of Chiropractors of Ontario.
- (iii) A member of the College of Nurses of Ontario.
- (iv) A member of the College of Occupational Therapists of Ontario.
- (v) A member of the College of Optometrists of Ontario.
- (vi) A member of the College of Physicians and Surgeons of Ontario.
- (vii) A member of the College of Physiotherapists of Ontario.
- (viii) A member of the College of Psychologists of Ontario.
- (ix) A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario. O. Reg. 165/16, s. 16.

**“Therapy Dog or Emotional Support Animal”** means a dog that has not had specialized training.

**“Vehicle”** includes a *Motor Vehicle, Motorized Snow Vehicle, Bicycle, Power-Assisted Bicycle, e-bike, e-scooter, Off-Road Vehicle*, and any Vehicle drawn, propelled or driven by any kind of power including muscular power, but excludes a child's wagon, a baby carriage, a child's stroller, a wheelchair or similar device (motorized or otherwise) used by an individual due to a disability.

**“Washroom”** means any permanent or temporary structure or portion of a structure that contains toilets, or urinals and wash basins and which is owned, leased or operated by the Municipality.

**“Watercraft”** means any device for the conveyance in or on water and includes, but is not limited to: boats, pontoon, fishing boats, speed boats, row boats, sail boats, jet ski, sea-doo, or any *Vehicle* propelled or driven by any kind of power including muscular power.



**“Weapon”** means any device or contrivance designed for use in causing injury or death to any Person or animal, or any device designed for threatening or intimidating any Person or animal. For the purposes of this by-law, Weapon includes any Firearm.

**“Wheeled Conveyance”** means every manner of conveyance which has one or more wheels, including, but not limited to: roller skates, Inline Skates, roller skis, skateboards, scooters, peddle assisted Bicycles, carriages, wagons or sleighs; but excludes a wheelchair or similar device (powered or otherwise) used by an individual due to a disability, a Motor Vehicle, baby carriage or cart, child's wagon, child's stroller, child's sleigh, or other conveyance of like nature.

## **PART 2**

### **BY-LAW APPLICATION AND ADMINISTRATION**

#### **2.1 By-law applicability - defined**

This by-law applies to all *Recreation Areas, Parks* and any premises that are under the *Control* or management or joint management of the *Town* and includes the avenues, boulevards, drives, streets and approaches to these areas and any connections or systems of *Recreation Areas* and/or *Parks*.

#### **2.2 Emergency - maintenance Vehicles - exception**

Notwithstanding any provision of this by-law, *Vehicles* operated on behalf of an ambulance service, fire department, police department, Hydro and the *Town* shall have full, unrestricted access to all parts of a *Park* and/or a *Recreation Area* at all times.

#### **2.3 By-law administration & enforcement**

The Director shall administer this by-law and an Officer shall carry out the enforcement of the by-law.

#### **2.4 Inline Skating and Skateboarding**

The *Director* may prohibit Inline Skating or skateboarding in any *Park* or *Recreation Area*, and shall direct that signs be Posted prohibiting such activity.

## **PART 3**

### **GENERAL PROHIBITED ACTIVITIES**

#### **3.1. Activities - prohibited**

In any *Park* or *Recreation Area* within the *Town*, no Person shall:

- (1) drive, ride or operate any *Vehicle* or carry on Inline Skating upon a *Roadway* in any direction other than the direction indicated on signs Posted by the *Director*;
- (2) drive, ride or operate a *Vehicle* including Wheeled Conveyance in violation of Posted signs or in any building;
- (3) operate any *Vehicle* including Wheeled Conveyance at a rate of speed in excess of 20 kilometres per hour in Posted areas;
- (4) drive, ride or operate a Motorized Snow Vehicle;
- (5) drive, ride or operate an Off-Road Vehicle;
- (6) operate a *Motor Vehicle* except on a *Roadway* or in an *Authorized Parking Area*;
- (7) leave a *Motor Vehicle*:
  - i) in a place other than an *Authorized Parking Area*;
  - ii) *outside* the pavement markings or outside the Designated space;
  - iii) in a manner or place blocking a driveway or gate; and
  - iv) for purposes other than accessing the *Park* or *Recreation Area*

- (8) drive, operate, or leave unattended a *Motor Vehicle* in any part of a *Park* or *Recreation Area* between 11:00 p.m. and 6 a.m. of the following day except at times where the *Director* has authorized use of the *Park* or *Recreation Area* beyond 11:00 p.m.;
- (9) engage in unbecoming behaviour, including but not limited to: riotous, boisterous, violent, threatening, or illegal conduct or use profane or abusive language, including making any verbal comments or physical gestures, about or toward anyone that could reasonably be considered to be unwarranted, offensive, derogatory or abusive;
- (10) engage in conduct that endangers the health and safety of themselves or others;
- (11) cause graffiti;
- (12) engage in any *Sexual Activity*;
- (13) remain in a *Recreation Area* or *Park* for the purpose of loitering;
- (14) consume, serve, sell or possess *Liquor* without proper approval and Parks Permit of the Town and/or the Alcohol and Gaming Commission of Ontario;
- (15) hold or take part in an unauthorized Public Meeting or Gathering;
- (16) play or practice golf or strike any golf ball by any means whatsoever in an area not *Designated* for such activities;
- (17) remain in a *Recreation Area* or *Park* between 11:00 p.m. and 6:00 a.m. of the following day, except that a Person may enter or remain in a *Park* during the times the *Director* has authorized use of the *Recreation Area* or *Park* beyond 11:00 p.m.;
- (18) operate, drive or ride a Vehicle on any Roadway within the Park if the entrances to the Park are closed by means of a barrier and or signs;
- (19) climb, break, peel bark from, cut, remove, burn, deface or otherwise damage any tree, shrub or bush, or pick, destroy or remove any flower, plant, roots, grass or rock;
- (20) cause or permit any animal under their *Control* or ownership to damage any tree, shrub, bush, flower, plant or roots;
- (21) erect any sign or poster on any tree, bush, shrub, pole, structure or building;
- (22) remove, break, deface, or otherwise damage any Municipal equipment or property.
- (23) fail to remove *Refuse*;
- (24) fail to remove any utensils, equipment or articles taken into an area *Designated* for picnics;
- (25) permit any Domesticated Animal under their *Control* or ownership to enter in any swimming, wading pool, spray pad or storm water pond.
- (26) remove or injure the nest or egg of any bird;
- (27) fish in an area Posted;
- (28) drive, ride or operate Watercraft in a storm water pond;
- (29) drive, ride or operate Pleasure Craft in a storm water pond.

- (30) let off or discharge any water so that it runs out of any building, reservoir, pond, river, or lake located in a *Park* or *Recreation Area*;
- (31) lay or cause to be laid any pipe, or conduit to communicate with any pipe or main belonging to the waterworks connected with any *Park* or *Recreation Area* or in any way obtain water without the consent of the *Director*;
- (32) discharge or permit the discharge of any water from private properties, including pool water and water from a roof drainage system, onto, into or over any *Park* or *Recreation Area*;
- (33) enter or use gender-segregated facilities that do not correspond to their lived gender identity, in any *Park* or facility, set apart for the opposite gender. This shall not apply to children who are 12 years of age or younger and who are, at the time, accompanied by a parent, guardian, caregiver or caretaker;
- (34) loiter in any *Washroom* or *Change Room*, or engage in conduct that could reasonably be considered to be offensive;
- (35) encroach on Town-owned lands or erect fences, buildings or structures on Town-owned lands without the written consent of the *Town* and any such object encroaching shall be removed by the abutting land owner forthwith at their expense;
- (36) permit a Domesticated Animal under their Control to Run at Large;
- (37) fail to remove and dispose of excrement forthwith of a Domesticated Animal under their Control;
- (38) allow a Domesticated Animal on a leash longer than 2 meters in length;
- (39) enter a Sports Field with a domesticated animal, including, but not limited to: baseball infields/outfields, soccer fields, football fields, basketball courts, horseshoe pits, tennis courts, pickle ball courts, or skate park;
- (40) smoke inside or within 9 metres of any building, structure or fenced-in Designated dog park;
- (41) smoke within 20 metres of any Sports Field, tennis court, outdoor ice rink, pool, splash pad, playground, Lake Lisgar Water Park or basketball court.
- (42) ride or use a sled, where Authorized Signs are in place prohibiting this activity;
- (43) ignite, start, or possess a charcoal, wood or brisket Barbeque;
- (44) *Bulk Feeding* of wildlife;
- (45) be in possession of glass containers in areas where glass containers are prohibited, including in and around splash pads, swimming pools, skateboard facilities, tennis courts, pickle ball courts or as Posted;
- (46) be in possession of or use any Firearm, rocket, any type of air gun, bow and arrow, axe or offensive Weapon of any kind;
- (47) use any building, structure or equipment for a purpose other than that for which it is originally intended;
- (48) climb any building, structure or equipment, unless the equipment is designed for climbing;

- (49) swim, bathe, wade, snorkel or use any other underwater breathing device in the water in a *Recreation Area or storm water pond*;
- (50) light, ignite, or release a Chinese lantern or similar device;
- (51) remove safety equipment, fire extinguishers, or defibrillator without an emergency;
- (52) pull fire alarm or open emergency doors without an emergency;
- (53) use any device for the purposes of recording images in Change Rooms or washrooms;
- (54) conduct unsafe behaviour;
- (55) throw or propel stones, javelins, lawn darts, or lawn bowling;
- (56) tamper with any lighting or electrical component(s);
- (57) release balloons;
- (58) move furniture;
- (59) interfere with an organized sports event, picnic, organized gathering or special event authorized by a Town-issued permit;
- (60) enter into an area where it is Posted to prohibit or restrict admission to the public;
- (61) urinate or defecate except in a permanent or portable Washroom facility;
- (62) engage in selling, using, soliciting, or being under the influence of Illicit Drugs;
- (63) dispose of or bury a dead animal;
- (64) cause a noise likely to disturb any inhabitant or interfere with the enjoyment of others;
- (65) remain on playing surface while repairs or maintenance are being performed;
- (66) walk on grass in an area where an Authorized Sign is Posted prohibiting such activity;
- (67) enter onto the ice on a storm water pond;
- (68) fish in any storm water pond;

### **3.2 Wheel Chair Exemption**

Despite any regulation in this by-law restricting the use of Motor Vehicles in *parks*, and for greater certainty only, a wheelchair or similar device (motorized or otherwise) used by an individual due to a disability may be used in all areas of *parks* including but not limited to all *Multi-use Pathways* and the accessible portions of *Hiking Trails*.

### **3.3 Exemption Officer ( Discharge Firearm or Kill Animal)**

An Officer is exempt from Section 3.1 (46) and 4.1 (17) of this by-law if they discharge a firearm or kill an animal during the course of executing their duties.

### **3.4 Exemption - Lake Lisgar Waterpark & Indoor Swimming Pool**

A Person using the Lake Lisgar Water Park and Indoor Swimming Pool at the Complex are exempt from section 3.1 (49) of this by-law.

### 3.5 Exemption – Community Gardens

A Person or group with permission from the Director may plant vegetation for the purposes of using the Community Garden, and may remove any plant, rock, tree or tree limb impeding gardening.

### 3.6 Exemption – Parents & Care Workers

Despite regulation 3.1 (33) in this by-law, a parent, guardian, caregiver or caretaker is permitted to use gender-segregated facilities while caring for a child under 12 or person with mental or physical disabilities.

## PART 4

### ACTIVITIES - SUBJECT TO APPROVAL

#### 4.1 Activities prohibited - subject to approval

Unless authorized by the *Director* or permitted by a Parks Permit, no Person shall engage in any of the following activities in a *Park* or *Recreation Area*:

- (1) ignite, start or maintain a fire;
- (2) use a Sports Field for any game or practice by an organized group;
- (3) erect a tent or shelter, or leave a camping trailer;
- (4) conduct commercial worm picking;
- (5) hold or take part in a Public Meeting or Gathering without a Parks Permit;
- (6) hold or take part in a meeting or gathering that obstructs the free passage of vehicular traffic;
- (7) have exclusive use of any portion or all of a *Park* or *Recreation Area*;
- (8) ride or lead a horse, pony, donkey, mule or other animal in an area not *Designated* for such activity;
- (9) drive, lead or use a horse-drawn wagon or sleigh;
- (10) erect any sign or poster on any pole, planter, building, fence, bench, picnic table, electrical transmission unit, lamp standard, or Town property or Hydro equipment of any kind;
- (11) sell refreshments or other merchandise to the public;
- (12) operate any business, game, show or amusement for admission by the public;
- (13) operate or use a metal detector;
- (14) solicit funds for any charities, organizations or individuals of any kind;
- (15) use a trained dog as a means of controlling waterfowl;
- (16) allow any Domesticated Animal to enter a Recreation Area building, facility or *Change Room*, unless the Domesticated Animal is a *Trained Service Animal*;
- (17) disturb, wound, kill, or injure any animal, whether domesticated or wild, including but not limited to, birds, fish, snakes;
- (18) ignite, discharge or set off any Fireworks or firecrackers;
- (19) cause to take place or participate in a marriage ceremony except in a *Designated* area;

- (20) operate powered models of Aircraft, rockets or drones;
- (21) enter, move, or remove an item from a waste receptacle;
- (22) skate, walk or be present on any frozen body of water in a *park*;
- (23) use a tennis court for any purpose other than tennis;
- (24) Use pickle ball court for any purpose other than pickle ball;
- (25) excavate or bury any object;
- (26) create, cause or maintain an open fire, except propane barbecues or propane stoves, in picnic areas set aside by the Town;
- (27) conduct repairs on or maintain any Sports Field, ice surface, playing surfaces, scoreboards, dugout, fences, electrical, plumbing, warming huts, water station, surrounding gardens, trash receptacles, or lighting;
- (28) operate a kite on or within 20 meters of any Town-owned or leased building, Roadway, parking lot, playground, structure, bridge, tennis court, skate park, dog park, light or hydro or any other utility pole;
- (29) wash, clean, service, or maintain any Vehicle;
- (30) leave any Commercial Vehicle except, a Commercial Vehicle that is being used for the purpose of making a delivery;
- (31) operate a remote control machine;

## **PART 5 SPECIAL PROHIBITIONS**

### **5.1 Special prohibitions - applicability**

The special prohibitions in this Part are in addition to any applicable general prohibitions in Part 3 & 4 of this by-law.

### **5.2 Environmental Protected Area (EPA) - prohibitions**

The following special prohibitions shall apply to all Persons entering into and using a *Park Designated as an Environmental Protected Area and Open Space*:

- (1) No Person shall deposit, dump or leave waste and/or *Refuse* of any kind;
- (2) No Person shall operate a Vehicle, Bicycle, *Power-Assisted Bicycle*, or *Motorized Snow Vehicle* within the boundaries of an *EPA* or *Open Space* unless Authorized\ Signs are Posted specifically allowing such activity;
- (3) No Person shall ride, or lead any animal within the boundaries of an *EPA* or an *Open Space*, except for a dog that is leashed;
- (4) No Person shall walk, run, jog, or ski other than on a *Hiking Trail*.
- (5) No Person shall drive, ride or operate a Bicycle, Power-Assisted Bicycle, e-bike, e-scooter, Motor Vehicle, Motorized Snow Vehicle, Off-Road Vehicle or skateboard or carry on Inline Skating on a Hiking Trail;
- (6) Park Designated as an Environmental Protected Area and Open Space is shown in schedule A”.

### 5.3 Multi- Use Pathway

No Person shall on a Multi-use Pathway conduct the following;

- (1) drive, ride or operate a Motor Vehicle unless authorized by the Director;
- (2) drive, ride or operate a Motorized Snow Vehicle unless from Tillson Ave to Hawtrey between November 1<sup>st</sup> to March 1 with a trail pass from the OFSC (Ontario Federation of Snowmobile Clubs);
- (3) drive, ride or operate an Off-Road Vehicle,
- (4) fail to yield the right of way;
- (5) operate Vehicle exceeding 20 km/hour; where Posted;
- (6) fail to use the crosswalk at an uncontrolled intersection;
- (7) use the crosswalk on an uncontrolled intersection in an unsafe manner;
- (8) fail to exercise reasonable consideration for any other user;
- (9) fail to give an audible signal by voice, bell or other signalling device before overtaking another user;
- (10) ride a horse when posted;

### 5.4 Outdoor Ice Rink – prohibitions

No Person shall on an outdoor ice rink conduct the following:

- (1) speed skate unless authorized by Parks Permit;
- (2) consume, distribute, or sell Liquor or Illicit Drugs;
- (3) act in such manner as to interfere with, endanger or disrupt any other Person;
- (4) enter the ice surface without skates;
- (5) interfere with the Town staff conducting maintenance;
- (6) play hockey/ringette when not permitted;
- (7) skate or figure skate when not permitted;
- (8) enter the ice surface when the “Red Flag” warning is erected;
- (9) pile snow in front of gate entrances;
- (10) operate, ride, or push a snow blower, lawn tractor, or leaf blower over the ice surface or surrounding areas;
- (11) remove Town-provided shovels or brooms from the property;
- (12) allow a Domesticated Animal on the ice surface or in a warming hut;
- (13) interfere with an approved organized activity at the outdoor rink or surrounding area;
- (14) use the outdoor rink when temporarily or permanently closed.

**5.5 Lake Lisgar (Docks Ramps) – prohibitions**

No Person shall on Lake Lisgar conduct the following:

- (1) place, operate, drive, or ride any fuel operated Watercraft, except by Parks Permit or written Permission from the Director;
- (2) fish unless following the Ontario Fishing Regulations;
- (3) import any crayfish, salamanders, live fish or leeches for use as bait, or transport any live or dead baitfish or leeches into or out of Lake Lisgar;
- (4) sell or buy any fish, crayfish, leech, frog or fish eggs from Lake Lisgar;
- (5) fish by any means other than angling;
- (6) abandon fish if the fish is suitable for human consumption;
- (7) fish from Hawkins Bridge;
- (8) dive, jump, or rappel from Hawkins Bridge or the Lake Lisgar gazebo.
- (9) mow, trim, prune, remove vegetation, bushes, trees, aquatic vegetation, or wildflowers from the shoreline or in the water, without written approval by the Director.
- (10) remove water for irrigation, commercial or industrial use, dust control, drinking or other use without a written approval from the Director;
- (11) dig, level, site grade, alter shorelines and inlets of the lake for the purpose of controlling flooding, erosion, implementation of beach(s), Docks, lookouts, or yard expansion .
- (12) change, alter or interfere with the wetland;
- (13) erect or alter a building or structure of any kind on the shoreline without written permission from the Town of Tillsonburg Building Department, Long Point Region Conservation Authority and the Director;
- (14) alter the shoreline without permission from Long Point Region Conservation Authority and the Director;
- (15) temporarily or permanently place on shoreline Slurry;
- (16) store Watercraft or Pleasure Craft for more than 2 hours at a Town Dock;
- (17) store a boat at any Town Dock between the hours of 11:00 p.m. and 6:00 a.m.;
- (18) impede or interfere with the use of a launching ramp or Dock;
- (19) wash animals or equipment on Town Docks and boat ramps.
- (20) dive, or jump off Town Docks or boat ramps;
- (21) tamper or remove fountain;
- (22) come within 10 metres of the fountain;
- (23) come within 10 metres of the overflow under the gazebo;
- (24) discard refuse or fishing line;



## 5.6 Lake Lisgar – Exemptions

- (1) Tillsonburg Rowing Club is allowed to use approved Watercraft for the purposes of maintenance and practices with the approval of the Director;
- (2) Town employees, Long Point Region Conservation Authority and Town-approved contractors and volunteers are exempt from all provisions of section 5.5 while performing their duties.

## 5.7 Dog Park– Prohibitions

No Person shall at the Dog Park conduct the following:

- (1) fail to carry a leash for their dog;
- (2) allow a “Small Dog” in the “Large Dog” area;
- (3) allow a “Large Dog” in the “Small Dog” area, unless a dog is injured;
- (4) fail to have a collar and proof of the Town license;
- (5) fail to take immediate physical Control of their dog at the request of an Officer or Town employee;
- (6) leave the Designated Area while their dog is off leash;
- (7) allow their dog out of visual sight;
- (8) fail to remove excrement forthwith left by a dog;
- (9) endanger or frighten any person or dog;
- (10) allow a puppy under 6 months old to enter;
- (11) allow a female dog in heat to enter;
- (12) possess Dog Toys;
- (13) remain or attend at the Dog Park if they have previously been requested to leave by an Officer or Town employee;
- (14) allow more than two (2) dogs under their control at once;
- (15) allow children under the age of 15 years old to be unsupervised;
- (16) allow a Domesticated Animal into the Dog Park, excluding a dog;
- (17) use a pinch, prong, or spiked collar;
- (18) allow a Pit Bull to enter;

## PART 6

### PARKS PERMITS, LICENCES & FEES

#### 6.1 Use without payment - prohibited

No Person shall use a *Park* or *Recreation Area* for the activities listed in Part 4 of this by-law without first having received a *Parks Permit* from the Town and paid the applicable fee, if any, established in the Rates and Fees by-law, or having made the appropriate

arrangements for the scheduled payment of fees according to the practices established by the *Director*.

## 6.2 Parks Permits

- (1) *Parks Permits* issued for activities contemplated by this by-law may include conditions as to time, location, area, equipment, number of participants, type of activities, release, indemnity, and insurance coverage;
- (2) The issuance of a Parks Permit pursuant to the by-law shall not relieve any Person from the necessity of acquiring any other license required for such activity by any governmental or public authority;
- (3) The authority to issue Parks Permits referred to in this by-law is delegated to the *Director* or his/her delegate.

## 6.3 Permit Holders

Holders of Park Permits for the use of Parks and/or Recreation Areas shall be responsible to ensure that all applicable provisions of this by-law are upheld and failure to comply will result in the Park Permit being voided with no refund.

## PART 7

### ENFORCEMENT (TRESPASS, ORDER TO DISCONTINUE ACTIVITY, FAIL TO COMPLY)

#### 7.1 Enforcement – trespass

- (1) Where any Person contravenes any provisions of this by-law, such Person is subject to the provisions of the *Trespass to Property Act*, R.S.O. 1990, c. T.21;
- (2) Any *Officer* or Person under contract with the *Town* to enforce this by-law may enforce the provisions of this by-law;
- (3) An *Officer* or Person under contract with the *Town* to enforce this by-law, or the *Director* may order a Person believed to be in contravention of this by-law to:
  - (a) cease the activity that is in contravention of the by-law; and/or
  - (b) leave the Park or facility;
- (4) The Director or Manager of Human Resources may create a letter under RZone that trespasses a person from Town-owned property if a contravention of the by-law has occurred.;
- (5) Park and Recreation Area users are subject to all applicable Town by-laws and all provincial and federal laws and regulations. All Persons violating any by-law or law may be required to leave any Park or Recreation Area;

#### 7.2 Enforcement – Order to Discontinue Activity

- (1) If an *Officer* or Person under contract with the *Town* to enforce this by-law is satisfied that this by-law has been contravened, the *Officer* may make an order, known as an Order to Discontinue Activity, requiring the Person who contravened the by-law, or who caused or permitted the contravention to discontinue the contravention or resolve the matter as specified;
- (2) An Order to Discontinue Activity shall set out:
  - (a) the address of the property or name on which the contravention occurred;
  - (b) the date of the contravention;
  - (c) the reasonable particulars of the contravention of the by-law;
  - (d) the required remedial action and
  - (e) the date by which there must be compliance with the order.

- (3) The Order to Discontinue Activity may be served personally on the Person to whom it is directed; by e-mail or registered mail to the last known address of that Person, in which case it shall be deemed to have been given on the 5<sup>th</sup> day after it is mailed. Service on a corporation can be effected by registered mail to the corporate mailing address;

- (1) No Person shall contravene an Order to Discontinue Activity.

### **7.3 Enforcement - Fail To Comply**

- (1) Where a Person defaults in complying with a direction, requirement or Order under this By-law to do a matter or thing, the Officer may, with such assistance from others as may be required, enter the land on which the contravention occurred at any reasonable time, and carry out such direction, requirement or Order and all expenses will be the responsibility of the Person;
- (2) In accordance with section 446 of the Municipal Act, the Town may recover the costs from the Person directed, required or ordered to do a matter or thing under this By-law, by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes, and such expenses shall include interest at a monthly rate of 1.25 percent and or annual rate of 15 percent;
- (3) For the purposes of subsection 7.3, interest shall be calculated for the period commencing the day the Town incurs the expenses and ending on the day the expenses including the interest are paid in full.

### **7.4 Obstruction**

- (1) No Person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer;
- (2) No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Person exercising or performing a duty under this by-law.

## **PART 8**

### **LAND REGISTRY- REGISTER & DISCHARGE LIEN**

- (1) The amount of the expenses, including interest, constitutes a lien on the land upon the registration in the proper Land Registry Office of a notice of lien;
- (2) Upon receiving payment of all expenses payable plus interest accrued to the date of payment, the Town shall register a discharge of the lien in the proper Land Registry;
- (3) The Person will be responsible to pay the fee under the Rates & Fees By-law for the registration and discharge from the Land Registry Office;
- (4) Where any of the matters or things are removed in accordance with this by-law, the matters or things may be immediately disposed of by an Officer, Director or Person assisting with the clean-up.

## **PART 9**

### **FEES AND CHARGES**

#### **9.1 Authority**

All expenses will be recovered with interest in relation to the administration and Enforcement of this By-law under The Municipal Act 2001, S.O. 2001, c. 25, as amended Section 446 (3) & (5).

### **9.2 Recovery – Contractor & Staff Time**

Where action is required on the behalf of the Town, the Person responsible will pay for all contractor costs and the rates calculated under the Rates & Fees By-law for each staff member's time accumulated.

### **9.3 Cost of Orders & Administrative Fees**

The Person will be responsible to pay rates calculated under the Rates & Fees By-law for the cost of Orders and administrative fees.

## **PART 10 PENALTY**

### **10.1 Contravention of By-Law**

Every Person who contravenes any provision of this By-law is guilty of an offence under the provisions of the *Provincial Offences Act, R.S.O 1990, c P.33*, as amended, and is liable on conviction to a penalty not exceeding \$5,000, exclusive of costs, subject to the provisions of the Act.

### **10.2 Set Fines**

Every Person who contravenes any of the provisions of this By-law is guilty of an offence and liable upon conviction to a penalty as prescribed under the Provincial Offences Act.

### **10.3 Continuing Offences**

Every Person who contravenes any of the provisions of this By-law is guilty of an offence and, pursuant to Section 429 of the *Municipal Act, 2001, c. 25*, as amended, all contraventions of this by-law are continuing offences.

### **10.4 Fines Transferred to Taxes**

Pursuant to section 441.1 of the Municipal Act, upon the request of a Municipality that has entered into a transfer agreement under Part X of the Provincial Offences Act, the treasurer of a local Municipality may add any part of a fine for a commission of a provincial offence that is in default under section 69 of the Provincial Offences Act to the tax roll for any property in the local Municipality for which all of the Owners are responsible for paying the fine and collect it in the same manner as municipal taxes.

### **10.5 Continuation – repetition of offence – prohibited**

The court in which a conviction has been entered and any court of competent jurisdiction thereafter may make an Order prohibiting the continuation or repetition of the offence by the Person convicted.

## **PART 11 MISCELLANEOUS**

### **11.1 By-law reference on signs - deemed to conform**

On a sign Posted by the *Town* in a *Park* or Recreation Area, references to By-law \_\_\_\_\_ shall be deemed to be references to this by-law.

### **11.2 Short Title**

This by-law may be referred to as The *Parks and Recreation* By-Law.

### **11.3 SEVERABILITY**

In the event that any provision or part of this By-Law is found to be invalid or unenforceable for any reason whatsoever, then the particular provision or part thereof shall be deemed to be severed from the remainder of the By-Law and all other provisions or parts thereof shall remain in full force and shall be valid and enforceable to the fullest extent permitted by law.

**11.4 REPEAL AND EFFECTIVE DATE**

That By-law [redacted] take effect immediately and the By-law No. 1044, By-law No. 1060, By-law No. 1350, By-law No 1755, By-law No. 2619, and By-law 2636 and all associated amendments passed by the Council of the Town of Tillsonburg be hereby repealed.

**READ A FIRST AND SECOND TIME THIS \_\_\_\_ day of \_\_\_\_\_, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS \_\_\_\_ day of \_\_\_\_\_, 2024**

\_\_\_\_\_  
MAYOR - Deb Gilvesy

\_\_\_\_\_  
CLERK - Tanya Daniels

DRAFT

SCHEDULE "A"  
TO BY-LAW NO. \_\_\_\_\_

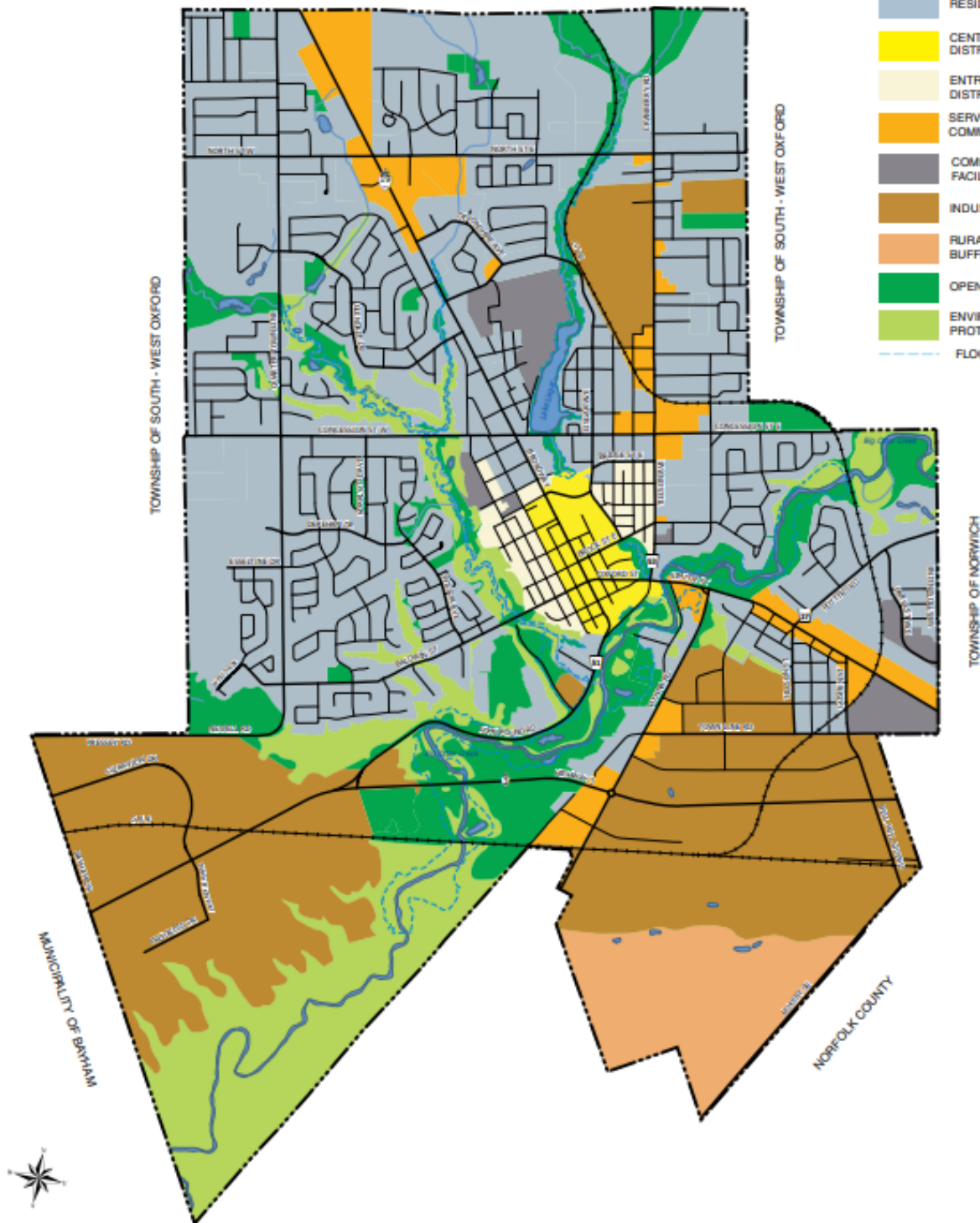
MAP OF OPEN SPACE & ENVIRONMENTAL ZONES

TOWN OF TILLSONBURG  
LAND USE PLAN

COUNTY OF OXFORD  
OFFICIAL PLAN

LAND USE PLAN  
LEGEND

-  RESIDENTIAL
-  CENTRAL BUSINESS DISTRICT
-  ENTREPRENEURIAL DISTRICT
-  SERVICE COMMERCIAL
-  COMMUNITY FACILITY
-  INDUSTRIAL
-  RURAL BUFFER
-  OPEN SPACE
-  ENVIRONMENTAL PROTECTION
-  FLOODLINE



# The Corporation of the Town of Tillsonburg

## Affordable and Attainable Housing Committee Meeting

### MINUTES



Wednesday, May 22, 2024  
4:15 PM  
Boardroom CSC  
10 Lisgar Ave.

ATTENDANCE: Councillor Chris Parker  
Deb Gilvesy, Mayor  
Suzanne Renken  
Jean Martin

Regrets: Dane Willson  
Gary Green  
Shelley Langley

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

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#### 1. Call to Order

The meeting was called to order at 4:16 p.m.

#### 2. Adoption of Agenda

##### Resolution # 1

**Moved By:** Jean Martin

**Seconded By:** Suzanne Renken

THAT the Agenda as prepared for the Affordable and Attainable Housing Advisory Committee meeting of Wednesday, May 22, 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**

**Resolution # 2**

**Moved By:** Jean Martin

**Seconded By:** Mayor Gilvesy

THAT the minutes of the Affordable and Attainable Housing Advisory Committee of March 27, 2024, be approved.

**Carried**

**5. Presentations**

There were no presentations.

**6. Information Items**

**6.1 Target Practice Article - Are Canadian Provinces Hitting Their Targets**

The Committee reviewed the information provided in this attachment.

**7. General Business & Reports**

**7.1 Election of Vice-Chair**

This item will be brought to the next meeting.

**7.2 Rebecca Smith - Bill 23 - Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin**

R. Smith provided an overview of the implications of Bill 23 in regards to development charges for affordable residential units.

Opportunity was provided for members to ask questions.

**7.3 Public Consultation Strategy - 31 Earle Street Project**

Cephas provided an overview of the public consultation session scheduled for June 19th for the 31 Earle Street property development. R. Smith will review the public notice prior to circulation. The Chamber will circulate the



public notice. Reference can be added to the Committee in the public notice. The message through the consultation will be that the development is for attainable employment housing and ensuring that all who live and work in Tillsonburg can retain a place to live.

The environmental impact study status was discussed.

#### **7.4 Community Improvement Plan Application - Harvest Ave**

C. Panschow provided an overview of the Community Improvement Plan application received from Harvest Avenue.

#### **8. Next Meeting**

June 26, 2024 4:15 pm

#### **9. Adjournment**

##### **Resolution # 3**

**Moved By:** Jean Martin

**Seconded By:** Suzanne Renken

THAT the Affordable and Attainable Housing Advisory Committee meeting of Wednesday, May 22, 2024 be adjourned at 4:57 p.m.

**Carried**

**THE CORPORATION OF THE  
TOWN OF TILLSONBURG  
BY-LAW NUMBER 2024-071**

**A By-Law to amend Zoning By-Law Number 3295, as amended.**

WHEREAS the Municipal Council of the Corporation of the Town of Tillsonburg deems it advisable to amend By-Law Number 3295, as amended.

THEREFORE, the Municipal Council of the Corporation of the Town of Tillsonburg, enacts as follows:

1. That Section 15.3 to By-Law Number 3295, as amended is hereby further amended by deleting Subsection 15.3.1 in its entirety and replacing it with the following:

“15.3.1           **LOCATION: NORTH STREET AND TILLSON AVENUE, NC-1**

15.3.1.1           Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any NC-1 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

all *uses permitted* in Table 15.1;  
an upholstery shop; and,  
a *veterinary clinic*.

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

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

READ a first and second time this 24th day of June 2024.

READ a third time and finally passed this 24th day of June 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

ZN 7-24-05

**TOWN OF TILLSONBURG**

**BY-LAW NUMBER 2024-071**

**EXPLANATORY NOTE**

The purpose of By-Law Number 2024-071 is to amend the existing 'Special Neighbourhood Commercial Zone (NC-1)' to add 'veterinary centre' as an additional permitted use.

The public hearing was held at Tillsonburg Council on June 24, 2024. At the time of writing the report, staff had not received any public input regarding the application.

Any person wishing further information relative to Zoning By-Law Number 2024-071 may contact the undersigned:

Tanya Daniels  
Director of Corporate Services / Clerk  
Town of Tillsonburg  
10 Lisgar Avenue  
Tillsonburg, ON N4G 5A5

Telephone: 519-688-3009 ext. 4040

File: ZN 7-24-05 (Byvank)

Report No.: CP 2024-203

**THE COPORATION OF THE TOWN OF TILLSONBURG  
PARKS & FACILITIES BY-LAW 2024-073**

**A BY-LAW for the use, protection and regulation of public parks and recreation areas in the Town of Tillsonburg.**

**WHEREAS** Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (“Municipal Act”) provides that a municipality may pass by-laws respecting matters within the sphere of jurisdiction of culture, parks, recreation and heritage;

**AND WHEREAS** Sections 23.1, 23.2, 23.3 and 23.5 of the *Municipal Act, 2001*, S.O. 2001, c.25 authorize a municipality to delegate certain powers and duties;

**AND WHEREAS** Section 128 of the *Municipal Act, 2001* provides that a Municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances, and it is the opinion of Council that smoking, loitering, causing graffiti, being under the influence of alcohol/ Illicit drugs, and depositing Refuse are a nuisance;

**AND WHEREAS** Section 391 of the *Municipal Act, 2001* provides that a Municipality may impose fees or charges on any class of Persons for services or activities provided or done by or on behalf of it, and which by-law may provide for interest charges and other penalties, including the payment of collection costs, for fees and charges that are due and unpaid;

**AND WHEREAS** Section 425 of the *Municipal Act*, provides that a municipality may pass by-laws providing that a Person who contravenes a by-law of the municipality passed under this Act is guilty of an offence;

**AND WHEREAS** Section 426 of the *Municipal Act*, provides that no Person shall hinder or obstruct, or attempt to hinder or obstruct, any Person who is exercising a power or performing a duty under the *Municipal Act* or under a by-law passed under the *Municipal Act*;

**AND WHEREAS** the Municipality may enact by-law provisions that (without limitation) impose fines, allow powers of entry, authorize orders to achieve compliance or discontinue contraventions, authorize inspections, authorize remedial work and provide for the collection of remediation costs, pursuant to Part XIV of the *Municipal Act*, including Sections 429,435 - 438, 441.1 and 444 - 446;

**AND WHEREAS** Section 35 of the *Liquor Licence Act*, R.S.O. 1990 c. L-19, as amended, provides that the Council of a municipality may by by-law designate a recreational area within the municipality that is owned or Controlled by the municipality as a place where the possession of Liquor is prohibited;

**AND WHEREAS** Section 55 of the *Community Safety and Policing Act*, S.O. 2019, c 1, Sch 1, as amended, municipalities may appoint persons to enforce the by-laws of the municipality, and municipal by-law enforcement officer appointed under this section are peace officers for the purpose of enforcing municipal by-laws;

**AND WHEREAS** Section 61 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, provides that except where otherwise provided by law, every Person who is convicted of an offence under a municipal by-law is liable to a fine of not more than \$5,000;

**AND WHEREAS** Section 2 of the *Trespass to Property Act*, R.S.O. 1990, c. T.21, provides that every Person who engages in an activity on a premise when the activity is prohibited or does not leave the premise immediately after he or she is directed to do so by the occupier of the premise or a Person authorized by the occupier may be found guilty of an offence and liable to a fine of not more than \$10,000;

**AND WHEREAS** the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, Section 7(1)1(a)(b), as amended, provides that a Council of a municipality may pass by-laws regulating fire prevention, including the prevention of the spreading of fires, and regulating the setting of open air fires, including the establishment of times during which open air fires may or may not be set;

**AND WHEREAS** all Parks and Recreation Areas under the authority of the Town of Tillsonburg are for the use, benefit, and enjoyment of the public;

**AND WHEREAS** the Council of the Town of Tillsonburg deems it desirable to pass a by-law to provide for the use, protection and regulation of public *Parks and Recreation Areas* in the Town of Tillsonburg;

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

## SHORT TITLE PARKS AND RECREATION AREA BY-LAW

### PART 1 INTERPRETATION

#### 1 Definitions

In this by-law:

**“Aircraft”** shall mean any fixed-wing Aircraft, helicopter, hot air balloon, hang glider, ultralight Aircraft or similar conveyance.

**“Authorized Sign”** means any signage, notice, or other device which has been placed or erected in or upon a Park under the authority of this or other by-laws for the purpose of the general management, identification, control and regulation of activities within a Park.

**“Authorized Parking Area”** means an area of a Park or *Recreation Area* that has been *Designated*, set aside, or established by the Town for the parking of *Motor Vehicles*, and may have Posted regulations with respect to the use of the Designated Authorized Parking Area.

**“Barbeque”** means a portable or fixed device, whether powered by coal, wood, propane or other fuel, or electricity, including a hibachi, a permanent structure designed and intended solely for the cooking of food in the open air.

**“Bicycle”** includes a unicycle and a tricycle but does not include a *Power-Assisted Bicycle* or motor assisted cycle of any type.

**“Bulk Feed”** means the depositing of a quantity of food greater than 250 ml for the purpose or intention of feeding wildlife, including, but not limited to, deer, geese, ducks, squirrels and/or groundhogs.

**“Change Room”** means any permanent or temporary structure or portion of a structure designed by the Town to accommodate Persons for the purpose of changing their clothing. A *Change Room* may or may not include *Washroom* facilities.

**“Control”** includes and refers to care and custody.

**“Commercial Motor Vehicle”** means a Motor Vehicle having attached thereto a truck or delivery body and includes ambulances, hearses, tow-trucks, motor buses, fire trucks and apparatus, motorized construction equipment, motorized farm Vehicles or equipment (including farm tractors), tractor trailers or any part thereof that are used for hauling purposes. For the purposes of this by-law shall also include transport trailers.

**“Council”** means the elected Council of the Corporation of the Town of Tillsonburg.

**“Dangerous Dog”** mean a dog that in the absence of any mitigating factor has bitten or attacked a Person or domestic animal, or has behaved in a manner that poses a menace to the safety of a Person or other domestic animals. Dangerous Dog also means a dog, previously Designated as a potentially Dangerous Dog, that is kept or permitted to be kept by its owner in violation of the requirements for such dog. For the purposes of this by-law include a Pit Bull.

**“Designated”** means an area defined or constructed for a specific use by the Town and may include Posted conditions.

**“Director”** means the Director of Recreation, Culture and Parks or any employee acting under their direction, which may include contracted staff.

**“Dock”** means structures located on lands owned or under the Control of the Town used as a Dock, wharf, pier or boat launching or recovery area together with all adjacent and underlying lands related thereto.

**“Dog Toys”** include but are not limited to balls, squeeze toys, plastic Dog Toys, Frisbees, ropes, rawhide chews, bones etc.

**“Domesticated Animal”** includes but is not limited to dog, cat, pony, horse, goat, or any other animal which is owned as a pet.

**“Electronic Cigarette”** means a vaporizer or inhalant-type device, whether called an Electronic Cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine;

**“Environmental Protected Area”** means those areas delineated as an *Environment Protection Area* on a Map Schedule of the Official Plan for the *Town* as may be amended from time-to-time, and which are under the Control or management or joint management of the Town.

**“Firearm”** means any barreled Weapon from which any shot, bullet or other missile can be discharged and that is capable of causing serious bodily injury or death to a Person or animal, and includes any frame or receiver of such a barreled Weapon and anything that can be adapted for use as a Firearm. It includes a device that propels a projectile by means of any explosion, compressed gas or spring and includes, without limitation, a rifle, handgun or spring gun, crossbow, longbow, air or pellet rifle.

**“Fireworks”** means devices containing combustible chemicals that cause explosions or spectacular effects.

**“Hiking Trail”** means that part of a *Park* that has been marked, posted or blazed for the purpose of hiking, cross-country skiing or running by the public and is not pavement or concrete and on which the use of Inline skates, skateboards, *Bicycles*, *Power-Assisted Bicycles*, *Motor Vehicles*, *Motorized Snow Vehicles* or *Off-Road Vehicles* are prohibited. Note that *Hiking Trails* may or may not be accessible to motorized wheelchairs depending on topographic restrictions.

**“Illicit Drugs”** shall mean Controlled substances as specified in the Controlled Drug and Substances Act. S.C. 1996, c. 19.

**“Inline Skating”** shall mean a shoe with a line of rollers fixed to the sole.

**“Liquor”** shall have the same meaning as defined in the *Liquor Licence Act*, R.S.O. 1990, c. L-19, as amended.

**“Lived Gender Identity”** means the gender a person feels internally (“gender identity” along the gender spectrum) and expresses publicly (“gender expression”) in their daily

life including at work, while shopping or accessing other services, in their housing environment or in the broader community.

**“Motorized Snow Vehicle”** means a self-propelled Vehicle designed to be driven primarily on snow, including but not limited to snowmobiles.

**"Motor Vehicle"** has the meaning attributed to it in the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended.

**“Municipality”** shall have the same meaning as Town.

**"Multi-use Pathway"** means that part of a *Park* on Town property that has been improved with a hard surface and includes any bridge or structure with which it is contiguous and is intended for a variety of uses, including: pedestrians, Inline Skating, Bicycling, Power-Assisted Bicycle and Vehicles, and may exclude some Vehicles, including but not limited to *Motor Vehicles*, *Off-Road Vehicles*, horses and horse-drawn carriages or other conveyances of any sort and *Motorized Snow Vehicles*.

**"Open Space"** means an area which may be an entire *Park* or part of a *Park*, preserved in its natural or near natural state or an area created to remain thereafter in a natural state as Open Space and available for use by the public. Open Space is delineated on a Map and/or Schedule of the Official Plan for the Town as may be amended from time-to-time, and which is under the Control or management or joint management of the Town.

**“Officer”** means a Police Officer, Conservation Officer, Peace Officer, Animal Control Officer or By-law Enforcement Officer appointed by the Council of the *Town*.

**“Off-Road Vehicle”** has the meaning attributed to it in the *Off-Road Vehicle Act*, R.S.O. 1990, c. O.4, as amended. In addition, for the purposes of this by-law, shall include motorbikes, four-wheelers, ATVs, trikes, and Argos.

**"Park"** means land and land covered by water and all portions thereof under the *Control* or management or joint management of the *Town*, that is or may be established, dedicated, set apart, or made available for public use, including but not limited to *Open Space* and an *Environmental Protected Area* as defined in this by-law, including but not limited to any buildings, structures, facilities, storm water management ponds, erections and improvements located in or on such land.

**"Parks Permit"** shall mean a document issued by the Town to a sports group, organization, or individual and spectators associated with an event to use a Recreation Area on a specific day commencing and ending at a certain time and shall include a license or rental agreement.

**“Person”** includes an individual, a sole proprietorship, a partnership, an unincorporated association, a trust, a body corporate and a natural Person.

**“Pit Bull”** means the breed of dog, which includes:

- (a) a Pit Bull Terrier,
- (b) a Staffordshire Bull Terrier,
- (c) an American Staffordshire Terrier,
- (d) an American Pit Bull Terrier, or
- (e) a member of a class of dogs that have the appearance and physical characteristics that are substantially similar to dogs referred to in (a) through (d) above. In determining whether a dog is a Pit Bull regard may be had to the breed standards established, for dogs referred to in (a) through (d) above, by the Canadian Kennel Club, the United Kennel Club, the American Kennel Club or the American Dog Breeders Association.

**“Pleasure Craft”** shall mean kayaks, canoes, inflatable boats, rowboats, cibles, and paddle boats.

**“Post, Posting or Posted”** refers to the erection or presence of Authorized Signs and “Posted Area” means an area where Authorized Signs are erected or displayed.

**“Power-Assisted Bicycle”** has the meaning attributed to it in the *Highway Traffic Act*, R.S.O. 1990, c. H.8, *as amended*, and is commonly referred to as an electric *Bicycle* or e-bike, and for greater certainty, has affixed to it pedals that are operable, and for greater certainty an e-bike and an e-scooter are defined as follows:

“e-bike” shall mean a “Power-Assisted Bicycle” that has the appearance of a *Bicycle*;

“e-scooter” shall mean a “Power-Assisted Bicycle” that has the appearance of a scooter;

**“Public Meeting or Gathering”** means a picnic, organized gathering or organized event of more than twenty-five (25) Persons.

**“Refuse”** means any article, or thing that appears to be waste material and is discarded as waste including but not limited to the following classes of waste material:

- (a) grass clippings, tree cuttings, brush, leaves and garden *Refuse*;
- (b) paper, cardboard, clothing;
- (c) all kitchen and table waste, of animal or vegetable origin resulting from the preparation or consumption of food, except any acceptable material placed in a container;
- (d) cans, glass, plastic containers, dishes;
- (e) new or used material resulting from or for the purpose of construction, alteration, repair or demolition of any building or structure;
- (f) refrigerators, freezers, stoves or other appliances and furniture;
- (g) furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks;
- (h) unlicensed Motor Vehicle, inoperative Motor Vehicle, Vehicle parts and accessories, Vehicle tires mounted on rims or unmounted, mechanical equipment;
- (i) rubble, inert fill, fencing materials; and
- (j) other miscellaneous scrap metal, and shopping carts;
- (k) anything that appears to be worthless, abandoned, worn-out, of no practical value or unsightly.

**“Recreation Area”** means an area, building or combination of both, under the Control of the Town for the purpose of offering recreation to the public, and that is maintained and/or supervised by employees of the Town, including but not limited to: tennis courts, arena, outdoor ice rink, skating rink, ice surface, swimming pool, wading pool/spray pad, play area, community centre, skateboard facility, Sports Fields, dog park, squash court, pickle ball court, Lake Lisgar Waterpark, Senior Centre, health club, J.L Scott McLean Recreation Pad, Lake Lisgar, Community Gardens, park, a building or portion of a building that is owned, leased or used by the Town, for the purpose of offering recreation to the public.

**“Roadway”** means that part of a *Park* or *Recreation Area* that is improved, designed or ordinarily used by Vehicles and Motor Vehicles.

**“Run at Large”** means a Domesticated Animal found in any place other than the premises of the owner of the Domesticated Animal and that is not under the physical Control of any Person by means of a leash held by a Person in Control of the Domesticated Animal.

**“RZone”** means the RZone Policy.

**“Sexual Activity”** means any physical contact or exposure of a sexual nature involving genitalia, buttocks, or female breasts by one or more individuals.

**“Slurry”** is a mixture of denser solids suspended in liquid and not limited to the following:

- (a) slurry or other material from vacuum excavation (i.e., “vac trucks”);
- (b) slurry from directional boring, drilling or other activities;
- (c) concrete slurry or related products and by-products;



- (d) excavated material from the cleanout of storm water management ponds;
- (e) fill that affects the Control of flooding, erosion, dynamic beaches, pollution or the conservation of land;

**“Smoke or Smoking”** includes the carrying of a lit cigar, cigarette, Electronic Cigarette, pipe, waterpipe or any other lighted smoking equipment or smoking product, but does not include smoke or smoking where smoke or smoking is used in a stage production of a theatrical performance;

**“Smoking Product”** means a tobacco or tobacco-like product whose primary purpose is to be burned or heated to produce vapours, gases or Smoke, which are inhaled, and shall include but is not limited to non-tobacco herbal shisha, and other plant material or oils intended for inhalation;

**“Sports Field”** means a special area, made of natural or artificial turf, within a Park within which a game is Designated to be played, including, but not limited to, soccer, or baseball;

**“Town”** means the Town of Tillsonburg.

**“Trail”** shall have the same meaning as Hiking Trail but not include a trail pass from the OFSC (Ontario Federation of Snowmobile Clubs);

**“Trained Service Animal”** includes a guide dog or other certified service animal often identifiable by a harness or vest and includes but is not limited to those trained service animals used to assist Persons with vision impairments or provide physical assistance, warning of seizures or other disabilities. A service dog is not a therapy dog or an emotional support dog. The person must provide documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:

- (i) A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
- (ii) A member of the College of Chiropractors of Ontario.
- (iii) A member of the College of Nurses of Ontario.
- (iv) A member of the College of Occupational Therapists of Ontario.
- (v) A member of the College of Optometrists of Ontario.
- (vi) A member of the College of Physicians and Surgeons of Ontario.
- (vii) A member of the College of Physiotherapists of Ontario.
- (viii) A member of the College of Psychologists of Ontario.
- (ix) A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario. O. Reg. 165/16, s. 16.

**“Therapy Dog or Emotional Support Animal”** means a dog that has not had specialized training.

**“Vehicle”** includes a *Motor Vehicle, Motorized Snow Vehicle, Bicycle, Power-Assisted Bicycle, e-bike, e-scooter, Off-Road Vehicle*, and any Vehicle drawn, propelled or driven by any kind of power including muscular power, but excludes a child's wagon, a baby carriage, a child's stroller, a wheelchair or similar device (motorized or otherwise) used by an individual due to a disability.

**“Washroom”** means any permanent or temporary structure or portion of a structure that contains toilets, or urinals and wash basins and which is owned, leased or operated by the Municipality.

**“Watercraft”** means any device for the conveyance in or on water and includes, but is not limited to: boats, pontoon, fishing boats, speed boats, row boats, sail boats, jet ski, sea-doo, or any *Vehicle* propelled or driven by any kind of power including muscular power.

**“Weapon”** means any device or contrivance designed for use in causing injury or death to any Person or animal, or any device designed for threatening or intimidating any Person or animal. For the purposes of this by-law, Weapon includes any Firearm.

**“Wheeled Conveyance”** means every manner of conveyance which has one or more wheels, including, but not limited to: roller skates, Inline Skates, roller skis, skateboards, scooters, peddle assisted Bicycles, carriages, wagons or sleighs; but excludes a wheelchair or similar device (powered or otherwise) used by an individual due to a disability, a Motor Vehicle, baby carriage or cart, child's wagon, child's stroller, child's sleigh, or other conveyance of like nature.

## **PART 2**

### **BY-LAW APPLICATION AND ADMINISTRATION**

#### **2.1 By-law applicability - defined**

This by-law applies to all *Recreation Areas*, *Parks* and any premises that are under the *Control* or management or joint management of the *Town* and includes the avenues, boulevards, drives, streets and approaches to these areas and any connections or systems of *Recreation Areas* and/or *Parks*.

#### **2.2 Emergency - maintenance Vehicles - exception**

Notwithstanding any provision of this by-law, *Vehicles* operated on behalf of an ambulance service, fire department, police department, Hydro and the *Town* shall have full, unrestricted access to all parts of a *Park* and/or a *Recreation Area* at all times.

#### **2.3 By-law administration & enforcement**

The Director shall administer this by-law and an Officer shall carry out the enforcement of the by-law.

#### **2.4 Inline Skating and Skateboarding**

The *Director* may prohibit Inline Skating or skateboarding in any *Park* or *Recreation Area*, and shall direct that signs be Posted prohibiting such activity.

## **PART 3**

### **GENERAL PROHIBITED ACTIVITIES**

#### **3.1. Activities - prohibited**

In any *Park* or *Recreation Area* within the *Town*, no Person shall:

- (1) drive, ride or operate any *Vehicle* or carry on Inline Skating upon a *Roadway* in any direction other than the direction indicated on signs Posted by the *Director*;
- (2) drive, ride or operate a *Vehicle* including Wheeled Conveyance in violation of Posted signs or in any building;
- (3) operate any *Vehicle* including Wheeled Conveyance at a rate of speed in excess of 20 kilometres per hour in Posted areas;
- (4) drive, ride or operate a Motorized Snow Vehicle;
- (5) drive, ride or operate an Off-Road Vehicle;
- (6) operate a *Motor Vehicle* except on a *Roadway* or in an *Authorized Parking Area*;
- (7) leave a *Motor Vehicle*:
  - i) in a place other than an *Authorized Parking Area*;
  - ii) *outside* the pavement markings or outside the Designated space;
  - iii) in a manner or place blocking a driveway or gate; and
  - iv) for purposes other than accessing the *Park* or *Recreation Area*

- (8) drive, operate, or leave unattended a *Motor Vehicle* in any part of a *Park* or *Recreation Area* between 11:00 p.m. and 6 a.m. of the following day except at times where the *Director* has authorized use of the *Park* or *Recreation Area* beyond 11:00 p.m.;
- (9) engage in unbecoming behaviour, including but not limited to: riotous, boisterous, violent, threatening, or illegal conduct or use profane or abusive language, including making any verbal comments or physical gestures, about or toward anyone that could reasonably be considered to be unwarranted, offensive, derogatory or abusive;
- (10) engage in conduct that endangers the health and safety of themselves or others;
- (11) cause graffiti;
- (12) engage in any *Sexual Activity*;
- (13) remain in a *Recreation Area* or *Park* for the purpose of loitering;
- (14) consume, serve, sell or possess *Liquor* without proper approval and Parks Permit of the Town and/or the Alcohol and Gaming Commission of Ontario;
- (15) hold or take part in an unauthorized Public Meeting or Gathering;
- (16) play or practice golf or strike any golf ball by any means whatsoever in an area not *Designated* for such activities;
- (17) remain in a *Recreation Area* or *Park* between 11:00 p.m. and 6:00 a.m. of the following day, except that a Person may enter or remain in a *Park* during the times the *Director* has authorized use of the *Recreation Area* or *Park* beyond 11:00 p.m.;
- (18) operate, drive or ride a Vehicle on any Roadway within the Park if the entrances to the Park are closed by means of a barrier and or signs;
- (19) climb, break, peel bark from, cut, remove, burn, deface or otherwise damage any tree, shrub or bush, or pick, destroy or remove any flower, plant, roots, grass or rock;
- (20) cause or permit any animal under their *Control* or ownership to damage any tree, shrub, bush, flower, plant or roots;
- (21) erect any sign or poster on any tree, bush, shrub, pole, structure or building;
- (22) remove, break, deface, or otherwise damage any Municipal equipment or property.
- (23) fail to remove *Refuse*;
- (24) fail to remove any utensils, equipment or articles taken into an area *Designated* for picnics;
- (25) permit any Domesticated Animal under their *Control* or ownership to enter in any swimming, wading pool, spray pad or storm water pond.
- (26) remove or injure the nest or egg of any bird;
- (27) fish in an area Posted;
- (28) drive, ride or operate Watercraft in a storm water pond;
- (29) drive, ride or operate Pleasure Craft in a storm water pond.

- (30) let off or discharge any water so that it runs out of any building, reservoir, pond, river, or lake located in a *Park* or *Recreation Area*;
- (31) lay or cause to be laid any pipe, or conduit to communicate with any pipe or main belonging to the waterworks connected with any *Park* or *Recreation Area* or in any way obtain water without the consent of the *Director*;
- (32) discharge or permit the discharge of any water from private properties, including pool water and water from a roof drainage system, onto, into or over any *Park* or *Recreation Area*;
- (33) enter or use gender-segregated facilities that do not correspond to their lived gender identity, in any *Park* or facility, set apart for the opposite gender. This shall not apply to children who are 12 years of age or younger and who are, at the time, accompanied by a parent, guardian, caregiver or caretaker;
- (34) loiter in any *Washroom* or *Change Room*, or engage in conduct that could reasonably be considered to be offensive;
- (35) encroach on Town-owned lands or erect fences, buildings or structures on Town-owned lands without the written consent of the *Town* and any such object encroaching shall be removed by the abutting land owner forthwith at their expense;
- (36) permit a Domesticated Animal under their Control to Run at Large;
- (37) fail to remove and dispose of excrement forthwith of a Domesticated Animal under their Control;
- (38) allow a Domesticated Animal on a leash longer than 2 meters in length;
- (39) enter a Sports Field with a domesticated animal, including, but not limited to: baseball infields/outfields, soccer fields, football fields, basketball courts, horseshoe pits, tennis courts, pickle ball courts, or skate park;
- (40) smoke inside or within 9 metres of any building, structure or fenced-in Designated dog park;
- (41) smoke within 20 metres of any Sports Field, tennis court, outdoor ice rink, pool, splash pad, playground, Lake Lisgar Water Park or basketball court.
- (42) ride or use a sled, where Authorized Signs are in place prohibiting this activity;
- (43) ignite, start, or possess a charcoal, wood or brisket Barbeque;
- (44) *Bulk Feeding* of wildlife;
- (45) be in possession of glass containers in areas where glass containers are prohibited, including in and around splash pads, swimming pools, skateboard facilities, tennis courts, pickle ball courts or as Posted;
- (46) be in possession of or use any Firearm, rocket, any type of air gun, bow and arrow, axe or offensive Weapon of any kind;
- (47) use any building, structure or equipment for a purpose other than that for which it is originally intended;
- (48) climb any building, structure or equipment, unless the equipment is designed for climbing;

- (49) swim, bathe, wade, snorkel or use any other underwater breathing device in the water in a *Recreation Area or storm water pond*;
- (50) light, ignite, or release a Chinese lantern or similar device;
- (51) remove safety equipment, fire extinguishers, or defibrillator without an emergency;
- (52) pull fire alarm or open emergency doors without an emergency;
- (53) use any device for the purposes of recording images in Change Rooms or washrooms;
- (54) conduct unsafe behaviour;
- (55) throw or propel stones, javelins, lawn darts, or lawn bowling;
- (56) tamper with any lighting or electrical component(s);
- (57) release balloons;
- (58) move furniture;
- (59) interfere with an organized sports event, picnic, organized gathering or special event authorized by a Town-issued permit;
- (60) enter into an area where it is Posted to prohibit or restrict admission to the public;
- (61) urinate or defecate except in a permanent or portable Washroom facility;
- (62) engage in selling, using, soliciting, or being under the influence of Illicit Drugs;
- (63) dispose of or bury a dead animal;
- (64) cause a noise likely to disturb any inhabitant or interfere with the enjoyment of others;
- (65) remain on playing surface while repairs or maintenance are being performed;
- (66) walk on grass in an area where an Authorized Sign is Posted prohibiting such activity;
- (67) enter onto the ice on a storm water pond;
- (68) fish in any storm water pond;

### **3.2 Wheel Chair Exemption**

Despite any regulation in this by-law restricting the use of Motor Vehicles in *parks*, and for greater certainty only, a wheelchair or similar device (motorized or otherwise) used by an individual due to a disability may be used in all areas of *parks* including but not limited to all *Multi-use Pathways* and the accessible portions of *Hiking Trails*.

### **3.3 Exemption Officer ( Discharge Firearm or Kill Animal)**

An Officer is exempt from Section 3.1 (46) and 4.1 (17) of this by-law if they discharge a firearm or kill an animal during the course of executing their duties.

### **3.4 Exemption - Lake Lisgar Waterpark & Indoor Swimming Pool**

A Person using the Lake Lisgar Water Park and Indoor Swimming Pool at the Complex are exempt from section 3.1 (49) of this by-law.

### **3.5 Exemption – Community Gardens**

A Person or group with permission from the Director may plant vegetation for the purposes of using the Community Garden, and may remove any plant, rock, tree or tree limb impeding gardening.

### **3.6 Exemption – Parents & Care Workers**

Despite regulation 3.1 (33) in this by-law, a parent, guardian, caregiver or caretaker is permitted to use gender-segregated facilities while caring for a child under 12 or person with mental or physical disabilities.

## **PART 4**

### **ACTIVITIES - SUBJECT TO APPROVAL**

#### **4.1 Activities prohibited - subject to approval**

Unless authorized by the *Director* or permitted by a Parks Permit, no Person shall engage in any of the following activities in a *Park* or *Recreation Area*:

- (1) ignite, start or maintain a fire;
- (2) use a Sports Field for any game or practice by an organized group;
- (3) erect a tent or shelter, or leave a camping trailer;
- (4) conduct commercial worm picking;
- (5) hold or take part in a Public Meeting or Gathering without a Parks Permit;
- (6) hold or take part in a meeting or gathering that obstructs the free passage of vehicular traffic;
- (7) have exclusive use of any portion or all of a *Park* or *Recreation Area*;
- (8) ride or lead a horse, pony, donkey, mule or other animal in an area not *Designated* for such activity;
- (9) drive, lead or use a horse-drawn wagon or sleigh;
- (10) erect any sign or poster on any pole, planter, building, fence, bench, picnic table, electrical transmission unit, lamp standard, or Town property or Hydro equipment of any kind;
- (11) sell refreshments or other merchandise to the public;
- (12) operate any business, game, show or amusement for admission by the public;
- (13) operate or use a metal detector;
- (14) solicit funds for any charities, organizations or individuals of any kind;
- (15) use a trained dog as a means of controlling waterfowl;
- (16) allow any Domesticated Animal to enter a Recreation Area building, facility or *Change Room*, unless the Domesticated Animal is a *Trained Service Animal*;
- (17) disturb, wound, kill, or injure any animal, whether domesticated or wild, including but not limited to, birds, fish, snakes;
- (18) ignite, discharge or set off any Fireworks or firecrackers;
- (19) cause to take place or participate in a marriage ceremony except in a *Designated* area;

- (20) operate powered models of Aircraft, rockets or drones;
- (21) enter, move, or remove an item from a waste receptacle;
- (22) skate, walk or be present on any frozen body of water in a *park*;
- (23) use a tennis court for any purpose other than tennis;
- (24) Use pickle ball court for any purpose other than pickle ball;
- (25) excavate or bury any object;
- (26) create, cause or maintain an open fire, except propane barbecues or propane stoves, in picnic areas set aside by the Town;
- (27) conduct repairs on or maintain any Sports Field, ice surface, playing surfaces, scoreboards, dugout, fences, electrical, plumbing, warming huts, water station, surrounding gardens, trash receptacles, or lighting;
- (28) operate a kite on or within 20 meters of any Town-owned or leased building, Roadway, parking lot, playground, structure, bridge, tennis court, skate park, dog park, light or hydro or any other utility pole;
- (29) wash, clean, service, or maintain any Vehicle;
- (30) leave any Commercial Vehicle except, a Commercial Vehicle that is being used for the purpose of making a delivery;
- (31) operate a remote control machine;

## **PART 5 SPECIAL PROHIBITIONS**

### **5.1 Special prohibitions - applicability**

The special prohibitions in this Part are in addition to any applicable general prohibitions in Part 3 & 4 of this by-law.

### **5.2 Environmental Protected Area (EPA) - prohibitions**

The following special prohibitions shall apply to all Persons entering into and using a *Park Designated as an Environmental Protected Area and Open Space*:

- (1) No Person shall deposit, dump or leave waste and/or *Refuse* of any kind;
- (2) No Person shall operate a Vehicle, Bicycle, *Power-Assisted Bicycle*, or *Motorized Snow Vehicle* within the boundaries of an *EPA* or *Open Space* unless Authorized\ Signs are Posted specifically allowing such activity;
- (3) No Person shall ride, or lead any animal within the boundaries of an *EPA* or an *Open Space*, except for a dog that is leashed;
- (4) No Person shall walk, run, jog, or ski other than on a *Hiking Trail*.
- (5) No Person shall drive, ride or operate a Bicycle, Power-Assisted Bicycle, e-bike, e-scooter, Motor Vehicle, Motorized Snow Vehicle, Off-Road Vehicle or skateboard or carry on Inline Skating on a Hiking Trail;
- (6) Park Designated as an Environmental Protected Area and Open Space is shown in schedule A”.

### 5.3 Multi- Use Pathway

No Person shall on a Multi-use Pathway conduct the following;

- (1) drive, ride or operate a Motor Vehicle unless authorized by the Director;
- (2) drive, ride or operate a Motorized Snow Vehicle unless from Tillson Ave to Hawtrey between November 1<sup>st</sup> to March 1 with a trail pass from the OFSC (Ontario Federation of Snowmobile Clubs);
- (3) drive, ride or operate an Off-Road Vehicle,
- (4) fail to yield the right of way;
- (5) operate Vehicle exceeding 20 km/hour; where Posted;
- (6) fail to use the crosswalk at an uncontrolled intersection;
- (7) use the crosswalk on an uncontrolled intersection in an unsafe manner;
- (8) fail to exercise reasonable consideration for any other user;
- (9) fail to give an audible signal by voice, bell or other signalling device before overtaking another user;
- (10) ride a horse when posted;

### 5.4 Outdoor Ice Rink – prohibitions

No Person shall on an outdoor ice rink conduct the following:

- (1) speed skate unless authorized by Parks Permit;
- (2) consume, distribute, or sell Liquor or Illicit Drugs;
- (3) act in such manner as to interfere with, endanger or disrupt any other Person;
- (4) enter the ice surface without skates;
- (5) interfere with the Town staff conducting maintenance;
- (6) play hockey/ringette when not permitted;
- (7) skate or figure skate when not permitted;
- (8) enter the ice surface when the “Red Flag” warning is erected;
- (9) pile snow in front of gate entrances;
- (10) operate, ride, or push a snow blower, lawn tractor, or leaf blower over the ice surface or surrounding areas;
- (11) remove Town-provided shovels or brooms from the property;
- (12) allow a Domesticated Animal on the ice surface or in a warming hut;
- (13) interfere with an approved organized activity at the outdoor rink or surrounding area;
- (14) use the outdoor rink when temporarily or permanently closed.



**5.5 Lake Lisgar (Docks Ramps) – prohibitions**

No Person shall on Lake Lisgar conduct the following:

- (1) place, operate, drive, or ride any fuel operated Watercraft, except by Parks Permit or written Permission from the Director;
- (2) fish unless following the Ontario Fishing Regulations;
- (3) import any crayfish, salamanders, live fish or leeches for use as bait, or transport any live or dead baitfish or leeches into or out of Lake Lisgar;
- (4) sell or buy any fish, crayfish, leech, frog or fish eggs from Lake Lisgar;
- (5) fish by any means other than angling;
- (6) abandon fish if the fish is suitable for human consumption;
- (7) fish from Hawkins Bridge;
- (8) dive, jump, or rappel from Hawkins Bridge or the Lake Lisgar gazebo.
- (9) mow, trim, prune, remove vegetation, bushes, trees, aquatic vegetation, or wildflowers from the shoreline or in the water, without written approval by the Director.
- (10) remove water for irrigation, commercial or industrial use, dust control, drinking or other use without a written approval from the Director;
- (11) dig, level, site grade, alter shorelines and inlets of the lake for the purpose of controlling flooding, erosion, implementation of beach(s), Docks, lookouts, or yard expansion .
- (12) change, alter or interfere with the wetland;
- (13) erect or alter a building or structure of any kind on the shoreline without written permission from the Town of Tillsonburg Building Department, Long Point Region Conservation Authority and the Director;
- (14) alter the shoreline without permission from Long Point Region Conservation Authority and the Director;
- (15) temporarily or permanently place on shoreline Slurry;
- (16) store Watercraft or Pleasure Craft for more than 2 hours at a Town Dock;
- (17) store a boat at any Town Dock between the hours of 11:00 p.m. and 6:00 a.m.;
- (18) impede or interfere with the use of a launching ramp or Dock;
- (19) wash animals or equipment on Town Docks and boat ramps.
- (20) dive, or jump off Town Docks or boat ramps;
- (21) tamper or remove fountain;
- (22) come within 10 metres of the fountain;
- (23) come within 10 metres of the overflow under the gazebo;
- (24) discard refuse or fishing line;

## 5.6 Lake Lisgar – Exemptions

- (1) Tillsonburg Rowing Club is allowed to use approved Watercraft for the purposes of maintenance and practices with the approval of the Director;
- (2) Town employees, Long Point Region Conservation Authority and Town-approved contractors and volunteers are exempt from all provisions of section 5.5 while performing their duties.

## 5.7 Dog Park– Prohibitions

No Person shall at the Dog Park conduct the following:

- (1) fail to carry a leash for their dog;
- (2) allow a “Small Dog” in the “Large Dog” area;
- (3) allow a “Large Dog” in the “Small Dog” area, unless a dog is injured;
- (4) fail to have a collar and proof of the Town license;
- (5) fail to take immediate physical Control of their dog at the request of an Officer or Town employee;
- (6) leave the Designated Area while their dog is off leash;
- (7) allow their dog out of visual sight;
- (8) fail to remove excrement forthwith left by a dog;
- (9) endanger or frighten any person or dog;
- (10) allow a puppy under 6 months old to enter;
- (11) allow a female dog in heat to enter;
- (12) possess Dog Toys;
- (13) remain or attend at the Dog Park if they have previously been requested to leave by an Officer or Town employee;
- (14) allow more than two (2) dogs under their control at once;
- (15) allow children under the age of 15 years old to be unsupervised;
- (16) allow a Domesticated Animal into the Dog Park, excluding a dog;
- (17) use a pinch, prong, or spiked collar;
- (18) allow a Pit Bull to enter;

## PART 6

### PARKS PERMITS, LICENCES & FEES

#### 6.1 Use without payment - prohibited

No Person shall use a *Park* or *Recreation Area* for the activities listed in Part 4 of this by-law without first having received a *Parks Permit* from the Town and paid the applicable fee, if any, established in the Rates and Fees by-law, or having made the appropriate

arrangements for the scheduled payment of fees according to the practices established by the *Director*.

## 6.2 Parks Permits

- (1) *Parks Permits* issued for activities contemplated by this by-law may include conditions as to time, location, area, equipment, number of participants, type of activities, release, indemnity, and insurance coverage;
- (2) The issuance of a Parks Permit pursuant to the by-law shall not relieve any Person from the necessity of acquiring any other license required for such activity by any governmental or public authority;
- (3) The authority to issue Parks Permits referred to in this by-law is delegated to the *Director* or his/her delegate.

## 6.3 Permit Holders

Holders of Park Permits for the use of Parks and/or Recreation Areas shall be responsible to ensure that all applicable provisions of this by-law are upheld and failure to comply will result in the Park Permit being voided with no refund.

## PART 7

### ENFORCEMENT (TRESPASS, ORDER TO DISCONTINUE ACTIVITY, FAIL TO COMPLY)

#### 7.1 Enforcement – trespass

- (1) Where any Person contravenes any provisions of this by-law, such Person is subject to the provisions of the *Trespass to Property Act*, R.S.O. 1990, c. T.21;
- (2) Any *Officer* or Person under contract with the *Town* to enforce this by-law may enforce the provisions of this by-law;
- (3) An *Officer* or Person under contract with the *Town* to enforce this by-law, or the *Director* may order a Person believed to be in contravention of this by-law to:
  - (a) cease the activity that is in contravention of the by-law; and/or
  - (b) leave the Park or facility;
- (4) The *Director* or *Manager* of Human Resources may create a letter under RZone that trespasses a person from *Town*-owned property if a contravention of the by-law has occurred.;
- (5) Park and Recreation Area users are subject to all applicable *Town* by-laws and all provincial and federal laws and regulations. All Persons violating any by-law or law may be required to leave any Park or Recreation Area;

#### 7.2 Enforcement – Order to Discontinue Activity

- (1) If an *Officer* or Person under contract with the *Town* to enforce this by-law is satisfied that this by-law has been contravened, the *Officer* may make an order, known as an Order to Discontinue Activity, requiring the Person who contravened the by-law, or who caused or permitted the contravention to discontinue the contravention or resolve the matter as specified;
- (2) An Order to Discontinue Activity shall set out:
  - (a) the address of the property or name on which the contravention occurred;
  - (b) the date of the contravention;
  - (c) the reasonable particulars of the contravention of the by-law;
  - (d) the required remedial action and
  - (e) the date by which there must be compliance with the order.

- (3) The Order to Discontinue Activity may be served personally on the Person to whom it is directed; by e-mail or registered mail to the last known address of that Person, in which case it shall be deemed to have been given on the 5<sup>th</sup> day after it is mailed. Service on a corporation can be effected by registered mail to the corporate mailing address;

- (1) No Person shall contravene an Order to Discontinue Activity.

### **7.3 Enforcement - Fail To Comply**

- (1) Where a Person defaults in complying with a direction, requirement or Order under this By-law to do a matter or thing, the Officer may, with such assistance from others as may be required, enter the land on which the contravention occurred at any reasonable time, and carry out such direction, requirement or Order and all expenses will be the responsibility of the Person;
- (2) In accordance with section 446 of the Municipal Act, the Town may recover the costs from the Person directed, required or ordered to do a matter or thing under this By-law, by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes, and such expenses shall include interest at a monthly rate of 1.25 percent and or annual rate of 15 percent;
- (3) For the purposes of subsection 7.3, interest shall be calculated for the period commencing the day the Town incurs the expenses and ending on the day the expenses including the interest are paid in full.

### **7.4 Obstruction**

- (1) No Person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer;
- (2) No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Person exercising or performing a duty under this by-law.

## **PART 8**

### **LAND REGISTRY- REGISTER & DISCHARGE LIEN**

- (1) The amount of the expenses, including interest, constitutes a lien on the land upon the registration in the proper Land Registry Office of a notice of lien;
- (2) Upon receiving payment of all expenses payable plus interest accrued to the date of payment, the Town shall register a discharge of the lien in the proper Land Registry;
- (3) The Person will be responsible to pay the fee under the Rates & Fees By-law for the registration and discharge from the Land Registry Office;
- (4) Where any of the matters or things are removed in accordance with this by-law, the matters or things may be immediately disposed of by an Officer, Director or Person assisting with the clean-up.

## **PART 9**

### **FEES AND CHARGES**

#### **9.1 Authority**

All expenses will be recovered with interest in relation to the administration and Enforcement of this By-law under The Municipal Act 2001, S.O. 2001, c. 25, as amended Section 446 (3) & (5).

**9.2 Recovery – Contractor & Staff Time**

Where action is required on the behalf of the Town, the Person responsible will pay for all contractor costs and the rates calculated under the Rates & Fees By-law for each staff member's time accumulated.

**9.3 Cost of Orders & Administrative Fees**

The Person will be responsible to pay rates calculated under the Rates & Fees By-law for the cost of Orders and administrative fees.

**PART 10  
PENALTY****10.1 Contravention of By-Law**

Every Person who contravenes any provision of this By-law is guilty of an offence under the provisions of the *Provincial Offences Act, R.S.O 1990, c P.33*, as amended, and is liable on conviction to a penalty not exceeding \$5,000, exclusive of costs, subject to the provisions of the Act.

**10.2 Set Fines**

Every Person who contravenes any of the provisions of this By-law is guilty of an offence and liable upon conviction to a penalty as prescribed under the Provincial Offences Act.

**10.3 Continuing Offences**

Every Person who contravenes any of the provisions of this By-law is guilty of an offence and, pursuant to Section 429 of the *Municipal Act, 2001, c. 25*, as amended, all contraventions of this by-law are continuing offences.

**10.4 Fines Transferred to Taxes**

Pursuant to section 441.1 of the Municipal Act, upon the request of a Municipality that has entered into a transfer agreement under Part X of the Provincial Offences Act, the treasurer of a local Municipality may add any part of a fine for a commission of a provincial offence that is in default under section 69 of the Provincial Offences Act to the tax roll for any property in the local Municipality for which all of the Owners are responsible for paying the fine and collect it in the same manner as municipal taxes.

**10.5 Continuation – repetition of offence – prohibited**

The court in which a conviction has been entered and any court of competent jurisdiction thereafter may make an Order prohibiting the continuation or repetition of the offence by the Person convicted.

**PART 11  
MISCELLANEOUS****11.1 By-law reference on signs - deemed to conform**

On a sign Posted by the *Town* in a *Park* or Recreation Area, references to By-law \_\_\_\_\_ shall be deemed to be references to this by-law.

**11.2 Short Title**

This by-law may be referred to as The *Parks and Recreation* By-Law.

**11.3 SEVERABILITY**

In the event that any provision or part of this By-Law is found to be invalid or unenforceable for any reason whatsoever, then the particular provision or part thereof shall be deemed to be severed from the remainder of the By-Law and all other provisions or parts thereof shall remain in full force and shall be valid and enforceable to the fullest extent permitted by law.

**11.4 REPEAL AND EFFECTIVE DATE**

That By-law 2024-073 take effect immediately and the By-law No. 1044, By-law No. 1060, By-law No. 1350, By-law No 1755, By-law No. 2619, and By-law 2636 and all associated amendments passed by the Council of the Town of Tillsonburg be hereby repealed.

**READ A FIRST AND SECOND TIME THIS 24<sup>th</sup> day of June, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24<sup>th</sup> day of June, 2024**

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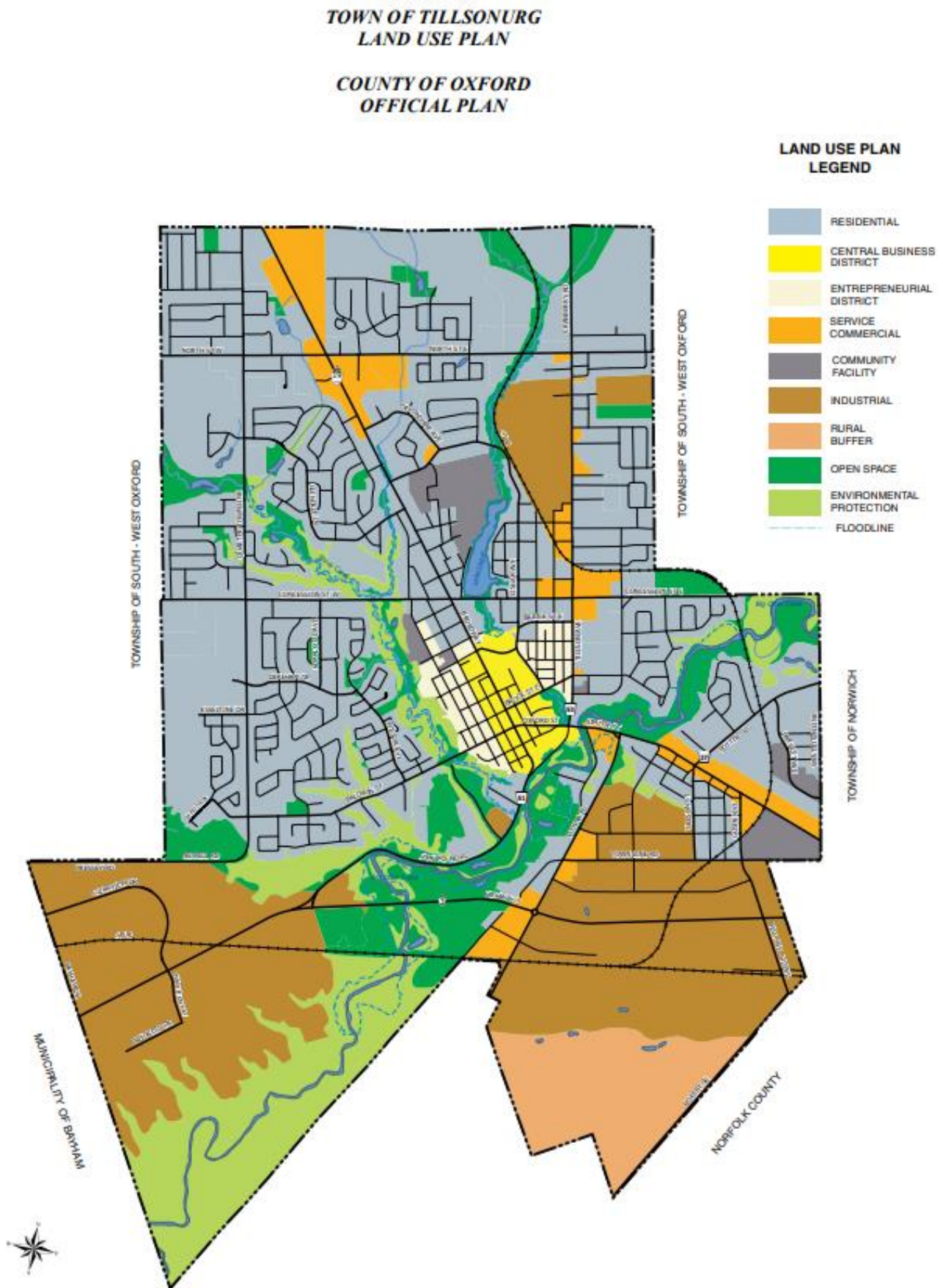
MAYOR - Deb Gilvesy

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CLERK - Tanya Daniels

**SCHEDULE "A"**  
**TO BY-LAW 2024-073**

**MAP OF OPEN SPACE & ENVIRONMENTAL ZONES**



**THE CORPORATION OF THE TOWN OF TILLSONBURG**  
**BY-LAW 2024-074**

**A BY-LAW to to provide a schedule of fees for certain municipal applications, services and permits.**

**WHEREAS** Section 391(1) of the Municipal Act, 2001, c.25, (the Act) authorizes a municipality to impose fees or charges on persons, for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control; and

**WHEREAS** Section 391(2) of the Act allows that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time; and

**WHEREAS** Section 391(3) of the Act also allows that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets; and

**WHEREAS** it is necessary and expedient to establish a schedule of fees for certain municipal applications, services and permits;

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

1. THAT Schedule "A" to this By-Law is adopted as the schedule of fees for certain municipal applications services and permits listed therein.
2. THAT should the provisions of any other By-Law of the Town of Tillsonburg or other document purporting to set the fees listed in Schedule "A" be in conflict with the provisions of this By-Law, the provisions of this By-Law shall prevail, other than the provisions under By-law 4013, as amended, being a By-law that allows for reductions to be applied to user fees for Recreation, Culture and Parks programs and services.
3. THAT the Treasurer is authorized to amend Schedule "A" as required to reflect adjustments to any rate from a related legislative change.
4. THAT Schedule "A" to this By-Law forms part of this By-Law as if written herein.
5. THAT this By-Law shall come into full force and effect on the **1<sup>st</sup> day of July, 2024.**



By-Law 2024-074

6. THAT By-Law 2022-087 and 2023-100 shall be hereby repealed.

**READ A FIRST AND SECOND TIME THIS 24th day of JUNE, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24th day of JUNE, 2024.**

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MAYOR – Deb Gilvesy

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CLERK – Tanya Daniels

**Town of Tillsonburg**  
**Rates and Fees**  
**By-law 2024-074, Schedule**  
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**Corporate**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Notes
<b>Corporate</b>					
Photocopying/ Printing double sided	0.65	0.65	0.00%	HST	
Photocopying/ Printing single sided	0.55	0.55	0.00%	HST	
Interest on overdue accounts (per month)	1.25%	1.25%	0.00%	HST	per month
NSF Fee	48.00	48.00	0.00%	HST	each
Rzone Policy Appeal	-	50.00	New	Exempt	

**Building-Bylaw-Planning**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Notes
<b>Animal Control</b>					
Boarding Fee Cat	25.00	25.00	0.00%	HST	As per Animal Control Contract
Boarding Fee Dog	25.00	25.00	0.00%	HST	As per Animal Control Contract
Call out fee for service	115.00	115.00	0.00%	HST	As per Animal Control Contract
Euthanasia and Disposal - Cat	60.00	60.00	0.00%	HST	As per Animal Control Contract
Euthanasia and Disposal - Dog	80.00	80.00	0.00%	HST	As per Animal Control Contract
Live Trap Placement	115.00	115.00	0.00%	HST	As per Animal Control Contract
Muzzle Order Appeal	264.00	264.00	0.00%	Exempt	
Dangerous Dog Licence	106.00	106.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>By-law Enforcement</b>					
Invoice admin processing fee	317.00	317.00	0.00%	HST	
Issue Order	211.00	211.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Title Corporate Search	50.00	50.00	0.00%	HST	
Registration or Discharge Order on Title (per registration/discharge)	300.00	300.00	0.00%	HST	
Registered Mail	Actual Cost	Actual Cost		Exempt	
By-law Enforcement Officer hourly rate (one hour min)	49.00	49.00	0.00%	Exempt	
By-Law Enforcement Supervisor hourly rate (one hour minimum)	58.00	58.00	0.00%	Exempt	
Execute Search Warrant	528.00	528.00	0.00%	Exempt	
Locksmith Service	Cost + 15%	Cost + 15%		HST	
Re-issuance of Permit/License/Document	58.00	58.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Fortification By-Law Exemption Application - single family dwelling or not-for-profit organization	164.00	164.00	0.00%	Exempt	
Fortification By-Law Exemption Application - Multi-Residential, Commercial, Industrial	433.00	433.00	0.00%	Exempt	
Property Standards - Issuance of Certificate of Compliance ( Residential - per unit )	111.00	111.00	0.00%	HST	
Property Standards - Issuance of Certificate of Compliance (Commercial - per unit )	120.00	120.00	0.00%	HST	
Property Standards - Issuance of Certificate of Compliance (Industrial/Institutional - per unit )	\$27 per 92.9 sq.metre(1000 ft2) of building area - \$200 minimum	\$27 per 92.9 sq.metre(1000 ft2) of building area - \$200 minimum	0.00%	HST	
Property Standards - Issuance of Certificate of Compliance (vacant and/or derelict property	111.00	111.00	0.00%	HST	
Property Standards Appeal	450.00	450.00	0.00%	Exempt	
Superior Court Judge - Appeal Property Standards Decision	450.00	450.00	0.00%	Exempt	
Noise By-Law Exemption Permit - Minor	400.00	400.00	0.00%	Exempt	
Noise By-law Exemption Permit - Major	425.00	425.00	0.00%	Exempt	
<b>Building - Fees</b>					
Building - photocopies - larger than ledger	3.25	3.25	0.00%	HST	
Building Certificate	60.00	60.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Building Certificate - urgent request - 5 business days or less	80.00	80.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - amend existing permit	64.00	64.00	0.00%	Exempt	
Permit Review Fee (per hour) - major amendment to existing permit	64.00	64.00	0.00%	HST	Per hour fee to review major changes to existing permit(s) in accordance with By-Law 3198
Chief Building Official hourly rate (one half hour minimum)	85.00	85.00	0.00%	Exempt	
Deputy Chief Building Official hourly rate (one half hour minimum)	66.00	66.00	0.00%	Exempt	
Building Inspector (one hour minimum)	60.00	60.00	0.00%	Exempt	
Building Enforcement Supervisor (one hour minimum)	60.00	60.00	0.00%	Exempt	
<b>Building - Permit Fees</b>					
Residential – New Low Density - Single Detached & Townhouses	Minimum permit fee \$2,500.00, Maximum permit fee \$5,000.00 OR \$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	Minimum permit fee \$2,500.00, Maximum permit fee \$5,000.00 OR \$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt.

**Building-Bylaw-Planning**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Notes
Residential – Mobile Homes, Low Density, Medium Density, Additions, Alterations, etc.	\$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential – New	\$140.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Major Alterations/Renovations/Additions (> 100,000)	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Minor Alteration/Renovations/Additions (\$100,000 or less)	\$275.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$275.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Decks, Sheds, Accessory Buildings, Pools, etc.	\$140.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	\$140.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Part 9 Residential Demolition	140.00	140.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Demolition – all others	550.00	550.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Water Connection, Sewer Connection or repair	140.00	140.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Change of Use Permit (no construction)	270.00	270.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Conditional Permit Agreement	270.00	270.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Alternative Solution Review (Fee + Cost of Peer Review)	540.00	540.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Occupant Load Inspection Analysis & Report (per hr, one hr minimum)	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
AGCO Agency Approval	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Re-inspection	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Issue Order	200.00	200.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Transfer Permit	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Construction w/o Permit	Double the initial permit rate	Double the initial permit rate		Exempt	Schedule V Part VI (ETA)- Exempt
<b>Signs</b>					
Permit fees - signs - permanent	a) \$106.00 first \$1,000.00 of estimated value of construction plus b) \$7.50 per each additional \$1,000.00 or part there of	a) \$106.00 first \$1,000.00 of estimated value of construction plus b) \$7.50 per each additional \$1,000.00 or part there of	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - signs - mobile	40.00	40.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - sign - construction/placement without a permit	double initial permit	double initial permit		Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Minor Variance - Director Approval	350.00	350.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Major Variance - Council Approval	500.00	500.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Appeal Application	350.00	350.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - after the fact	1.5 the initial application rate	1.5 the initial application rate		Exempt	
Sign Removal - General	132.00	132.00	0.00%	HST	per sign
Sign Removal - Mobile Sign	375.00	375.00	0.00%	HST	
Sign Removal - Posters	27.00/ea + cost to repair any damage to public property	27.00/ea + cost to repair any damage to public property	0.00%	HST	
Sign Removal - Temporary Signs	27.00	27.00	0.00%	HST	each sign
Sign Removal - A-Frame/Sandwich Board/Sidewalk Signs	106.00	106.00	0.00%	HST	each sign

**Building-Bylaw-Planning**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Notes
Sign Removal - Banner Sign	275.00	275.00	0.00%	HST	each sign
Permit fees - temporary buildings	2,110.00	2,110.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - transfer of permit	69.00	69.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>Building Licences</b>					
Taxi Cab Driver's Licence	35.00	35.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Taxi Cab Owner Stand	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Taxi Cab Owner Licence	50.00	50.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Taxi Cab Vehicle Licence	65.00	65.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Owner Licence	53.00	53.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Drivers Licence	37.00	37.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Vehicle Licence	80.00	80.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Vehicle Licence Renewal	53.00	53.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Driver's Licence	69.00	69.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Owner Licence	74.00	74.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Vehicle Licence	76.00	76.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Kennel - new	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Kennel - renewal	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>Planning &amp; Development</b>					
Cash-in-lieu of parkland (low density residential consents)	8,000.00	8,000.00	0.00%	Exempt	Per Section 42.1 of the Planning Act - Up to 5% of lot value for residential & 2.5% for commercial - based on 160k residential lot
Planning Application - Minor Variance	1,318.00	1,318.00	0.00%	Exempt	
Planning Application - Minor Variance - after the fact	2,636.00	2,636.00	0.00%	Exempt	
Planning Application - Site Plan - Minor	686.00	686.00	0.00%	Exempt	
Planning Application - Site Plan - Minor - after construction	1,371.00	1,371.00	0.00%	Exempt	
Planning Application - Site Plan - Major	1,687.00	1,687.00	0.00%	Exempt	
Planning Application - Site Plan - Major - after construction	3,374.00	3,374.00	0.00%	Exempt	
Planning Application - Site Plan - Amendment Application	712.00	712.00	0.00%	Exempt	
Planning Application - Site Plan - Amendment Application after-the-fact	1,424.00	1,424.00	0.00%	Exempt	
Site Plan Application - 3rd & subsequent submissions	712.00	712.00	0.00%	Exempt	
Site Plan Agreement Administration Fee (includes registration on title)	712.00	712.00	0.00%	Exempt	
Planning Application - Zone Change- prior to use	1,793.00	1,793.00	0.00%	Exempt	
Planning Application - Zone Change- after use has occupied	3,585.00	3,585.00	0.00%	Exempt	
Planning Application - Zoning - Removal of (H)	317.00	317.00	0.00%	Exempt	
Subdivision Certificate	100.00	100.00	0.00%	Exempt	Quite often, it involves including conditions in the certificates which are time consuming
Zoning Certificate	58.00	58.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Zoning Certificate - urgent request - less than 5 business days	80.00	80.00	0.00%	Exempt	
Civic Addressing - Readdressing	143.00	143.00	0.00%	Exempt	
Land Division (severance) Clearance Letter	80.00	80.00	0.00%	Exempt	
Severance Agreement	1,477.00	1,477.00	0.00%	Exempt	
Planning - Preserving Agreement Administration fee	2,109.00	2,109.00	0.00%	HST	
Subdivision Agreement Administration Fee	2,320.00	2,320.00	0.00%	HST	
Subdivision Drawing Review Fee (per lot) - 1st and 2nd submission	132.00	132.00	0.00%	Exempt	
Subdivision Drawing Review Fee (per lot) - 3rd submission & thereafter	70.00	70.00	0.00%	Exempt	
Engineering Inspection Fee	225.00	225.00	0.00%	Exempt	To cover staff & vehicle time (roughly 2.5 hours)
Storm Water Management Pond Review	686.00	686.00	0.00%	HST	
Storm Water System Development Review	600.00	600.00	0.00%	HST	Part of Consolidated Linear Infrastructure – Environmental Compliance Approval
Encroachment Agreement Fee	1,690.00	1,690.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Encroachment Permit Fee	50.00	50.00	0.00%	Exempt	a more realistic estimate of staff time
Easement Research Request	153.00	153.00	0.00%	Exempt	
Utility Authorization Permit Review	100.00	100.00	0.00%	Exempt	This involves review of the utilities'/proponents' proposal, site visit etc.
Engineering Certificate Request	153.00	153.00	0.00%	Exempt	

**Clerks**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Notes
<b>Clerk Issued Documents -Licences</b>					Refer to Town Business Licence Bylaw for definitions and requirements for Clerk Issued Licences.
<b>Business Licence</b>					
New Business	153.00	153.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Home occupation Business	153.00	153.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>Business Licence per year</b>					
Auctioneer Licence	222.00	222.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Licence - renewal	74.00	74.00	0.00%	Exempt	
Pawnbroker Licence - new	222.00	222.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Security Deposit - refundable	2,000.00	2,000.00	0.00%	Exempt	Fee prescribed by Pawnbrokers Act, s. 6 at \$2,000
Vending/Salesperson Licence	222.00	222.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Food Vending Licence	222.00	222.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Event Organizer Licence	222.00	222.00	0.00%	Exempt	Charge does not apply to not for profit organizations
<b>Marriages</b>					
Marriage Licence	148.00	148.00	0.00%	Exempt	Schedule V Part VI (Excise Tax Act (ETA))- Exempt
Marriage Ceremony - Council Chambers	285.00	285.00	0.00%	HST	In Council Chambers during business hours.
Marriage Ceremony - Other Location (plus applicable mileage)	343.00	343.00	0.00%	HST	Within Town limits - outside Town limits subject to mileage.
Witness if required	32.00	32.00	0.00%	HST	Two witnesses are required for each ceremony.
<b>Other</b>					
Burial Permits	27.00	27.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Commissioner of Oaths (Pension applications and bankruptcy forms exempt)	32.00	32.00	0.00%	Exempt	Pension applications and bankruptcy forms Exempt.
Register Document on Title	317.00	317.00	0.00%	Exempt	
Remove/Release Document from Title	317.00	317.00	0.00%	Exempt	
Title Search	85.00	85.00	0.00%	Exempt	
Freedom of Information Request (FOI) - Application Fee	5.00	5.00	0.00%	Exempt	Initial fee; Costs to fulfill request may apply, per S. 45(1) of MFIPPA.

**Finance**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
<b>Tax Department</b>						
Addition to the Tax Roll - Cost Recovery + 25%	25%	25%	0.00%	Exempt	each	
Mortgage Billing Fee (per roll number/per billing)	11.00	11.00	0.00%	Exempt	each	
New Account Fee	32.00	32.00	0.00%	Exempt	each	
Past Due Notice Fee	6.00	6.00	0.00%	Exempt	each	
Payment Redistribution	16.00	16.00	0.00%	Exempt	each	
Payment Refund Administration Fee	27.00	27.00	0.00%	Exempt	each	
Tax Bill reprint	11.00	11.00	0.00%	Exempt	each	
Tax certificate	58.00	58.00	0.00%	Exempt	each	
Tax receipt	11.00	11.00	0.00%	Exempt	each	
Tax Sale Procedure service costs	As per direct RealTax costs + 25%	As per direct RealTax costs + 25%	0.00%	Exempt	each	Tax Sale Registrations are handled by Realtax Recovery Specialists.
Tax Statement (Paper Copy Only)	11.00	11.00	0.00%	Exempt	each	Charge only for paper copy
Water/Sewer Admin Charge	0.00	0.00	0.00%	Exempt	each	Discontinued. Covered under 'Addition to the Tax Roll' fee.



## Fire

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
<b>Fire</b>						
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 1st Offence	1/2 Current MTO Rates	1/2 Current MTO Rates		Exempt	Per Incident	First Offence 50% of Regular MTO Rates
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 2nd and any additional Offence	Current MTO Rates	Current MTO Rates		Exempt	Per Incident	2 Apparatus response
False Alarm Response Fee - Work is being performed on a fire alarm system and the owner fails to notify Fire Department or alarm company and the alarm company reports the alarm to fire department.	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	Each incident based on 2 Apparatus response
Motor Vehicle Accident / Vehicle Fire Response Fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee is charged to the registered owner of the vehicle and divided equally between all parties involved in the incident. The owners are encouraged to submit invoice to their insurer for
Motor Vehicle Accident or Vehicle Fire Response fee on a Provincial Highway	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee will be charged to the Ministry of Transportation for all vehicle accident or vehicle fire related services that occur on provincial highways.
Natural Gas Leak Response Fee - Caused by an individual or company	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour + materials	This fee is chargeable to the property owner or contractor where the fire department responds to a gas line strike and determines the incident is caused directly by a person or company.
Hazardous Materials Response fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee is charged to the person or company in control of a Hazardous Materials that release resulting in a response by the Fire Services.
Fire Watch or Stand By Authorized by the Fire Chief	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour	This fee is charged to the property owner or insurer for fire services to provide watch or stand by at a fire event or to maintain scene security after a fire or where in the opinion of the fire chief a fire may occur or where fire protection systems are
Violation of Conditions of Burn Permit - 1st and any additional Offence	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	This fee is charged when complaint is received and property owner is in violation of burn permit conditions.
Open Air Burning -Illegal/Unauthorized Fire	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	This fee is charged to property owner when complaint is received and open air burn is in violation of Town By-law regulations.
Fee for expenses Incurred by Fire Services for equipment, expertise, or materials required to mitigate an incident including but not limited to heavy equipment, specialized equipment, tow trucks, foam, engineers, absorbant etc. 15% Administrative Fee Applies	Actual Cost	Actual Cost		Exempt	Per Incident	This fee is charged to the insurance company of the registered owner of a property, otherwise the registered owner of the property where in the opinion of the fire chief or his designate it is necessary to employ heavy equipment to extinguish a fire or protect adjacent properties from the spread of fire.
Administrative fee for MTO - ARIS Owner / Contact Information Search	\$53 + hourly time	\$53 + hourly time	0.00%	HST	Per Incident	Fee added to the hourly fire department response charge any time that the fire department is required to access the MTO ARIS database.
Fee for Fire Department Incident Report	150.00	150.00	0.00%	HST	each	Fee for copy of Incident Report
Fee for Fire Department Investigation Report	259.00	259.00	0.00%	HST	each	Fee to provide Fire Investigation reports
Fee for Fire Department File Search for Outstanding Orders / Inspection Reports / Incident Reports	135.00	135.00	0.00%	HST	each request	
Fee Fire Department Request Fire Code Inspection - Commercial, Industrial, or Institutional building less than 930m2 (10,000 sq.ft.)	280.00	280.00	0.00%	HST	each	OBC Classification A, B, D, E & F. Residential (OBC C) listed separately.
Fee for Fire Department Request Fire Code Inspection Each additional 185m2 (2000 sq.ft.) in a Commercial, Industrial or Institutional building	40.00	40.00	0.00%	HST	each	New fee for additional area over base fee
Fee Fire Department Request Fire Code Inspection a Residential building up to and including 4 suites or apartments	280.00	280.00	0.00%	HST	each	OBC Classification C. Separated from other occupancies.
Fee Fire Department Request Fire Code Inspection each additional suite or apartment over base fee	40.00	40.00	0.00%	HST	each	New fee for additional unit(s). Fee per apartment over base fee.

## Fire

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Fee Fire Department Request Fire Code Inspection of a licensed Occupancy excluding a daycare	280.00	280.00	0.00%	HST	each	Inspection fee
Fee Fire Department Request Fire Code Inspection of a Daycare Facility	106.00	106.00	0.00%	HST	each	Inspection fee
Fee for Fire Department Request to Conduct Verification of Vulnerable Occupancy Fire Drill Scenario	280.00	280.00	0.00%	HST	each	Fee for Vulnerable Occupancy fire drills
Fee to Conduct Business License Inspection	106.00	106.00	0.00%	Exempt	each	Inspection fee
Fee for Re-Inspections if Violations not Remedied	280.00	280.00	0.00%	HST	each	Fee for subsequent follow-up inspection required when fire code violations are not corrected.
Residential Smoke or Carbon Monoxide Alarm provided to a resident per alarm	65.00	65.00	0.00%	HST	each	Fee for response to residential alarms and providing Smoke or CO alarms to ensure Fire Code Compliance
Fire Department approval of a Demolition Permit issued by the Building Department.	143.00	143.00	0.00%	HST	each	Fee for Fire Service to review and approve Demolition Permits through Building Department.
Fee to review an application for a licence to sell Consumer Fireworks (F.1) including a site inspection and review of Fire Safety Plan	227.00	227.00	0.00%	HST	each	Fee to review and inspect Fireworks Safety plan and site
Fee to Review Fireworks Display Application (F.2) Event	160.00	160.00	0.00%	HST	each	Town of Tillsonburg sponsored event are Exempt from this fee.
Fee to Review Licence to Conduct a Pyrotechnics (F.3) Display Application, Safety Plan Review, Site Plan Inspection	232.00	232.00	0.00%	HST	each	Town of Tillsonburg sponsored event are Exempt from this fee.
Fee for Open Air Burn Permit	80.00	80.00	0.00%	HST	each	Fee to issue burn permits
Fee to Review Fire Safety Plan	132.00	132.00	0.00%	HST	each	Fee to review Fire Safety Plans
Fee to Review, Approve a Level 1 Risk Management Plan for TSSA Licence for Propane Storage	370.00	370.00	0.00%	HST	each	Fee to review Level 1 TSSA Risk Management Plans
Fee to Review, Approve Level 2 Risk Management Plan for TAAS Licence for Propane Storage, plus actual costs to retain a 3rd part engineer or other firm if required.	844.00	844.00	0.00%	HST	each	Plus actual costs to retain a 3rd party engineer or other firm if required.
Fee for Fire Safety Training, plus cost of materials	127.00	127.00	0.00%	HST	per hour	Plus cost of materials
Fee for Fire Extinguisher Training (Theory)	127.00	127.00	0.00%	HST		Max 20 students
Fee for Fire Extinguisher Training (Practical with Burn Prop)	227.00	227.00	0.00%	HST		
Fee to Recharge SCBA Breathing Cylinder	37.00	37.00	0.00%	HST	per cylinder	Excludes customers with special agreement
Rental of Training Room (excluding town of emergency services)	248.00	248.00	0.00%	HST	per day	

Tillsonburg Community Centre (TCC)

Programs	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
<b>Community Centre - Aquatics</b>						
Water Fitness - 10 passes	65.40	65.40	0.00%	HST	10 passes	UFS applicable
Land Fitness - 10 passes	65.40	65.40	0.00%	HST	10 passes	UFS applicable
Land Fitness (1/2 hour class) - 10 passes	32.70	32.70	0.00%	HST	10 passes	
Water Fitness - 20 passes	105.60	105.60	0.00%	HST	20 passes	UFS applicable
Land Fitness - 20 passes	105.60	105.60	0.00%	HST	20 passes	UFS applicable
Land Fitness (1/2 hour class) - 20 passes	52.90	52.90	0.00%	HST	20 passes	
30 minute Swimming Lesson	7.80	7.80	0.00%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
45 minute Swimming Lesson	8.30	8.30	0.00%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
60 minute Swimming Lesson	8.70	8.70	0.00%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
Bronze Star	71.20	71.20	0.00%	HST	course	UFS applicable
Bronze Medallion	88.50	88.50	0.00%	HST	per course	UFS applicable
Bronze Cross	88.50	88.50	0.00%	HST	per course	UFS applicable
First Aid	112.00	112.00	0.00%	HST	per course	UFS applicable
First Aid Recert	78.40	78.40	0.00%	HST	per course	UFS applicable
National Lifeguard	244.60	244.60	0.00%	HST	per course	UFS applicable
National Lifeguard Recert	58.20	58.20	0.00%	HST	per course	UFS applicable
Assistant Swimming Instructors School	75.40	75.40	0.00%	HST	per course	UFS applicable
Additional Fee	31.20	31.20	0.00%	HST	per course	UFS applicable
Swim for Life Instructors School	118.90	118.90	0.00%	HST	per course	UFS applicable
Lifesaving Instructors	118.90	118.90	0.00%	HST	per course	UFS applicable
Swim/Lifesaving Instructors	244.60	244.60	0.00%	HST	per course	UFS applicable
Private Lessons (14+ years)	22.00	22.00	0.00%	HST	per lesson	UFS applicable
Private Lessons	22.00	22.00	0.00%	Exempt	per lesson	Youth, UFS applicable
Semi-Private Lessons	15.20	15.20	0.00%	Exempt	per lesson	
Lifesaving Sport Fundamentals	8.30	8.30	0.00%	Exempt	per lesson	Youth
Swim Synchro Swimming Lessons	8.30	8.30	0.00%	Exempt	per lesson	Youth
Synchronized Swimming Team	565.20	565.20	0.00%	Exempt	9 Months	Youth, UFS applicable
First Aid Instructor	120.00	120.00	0.00%	HST	per course	
National Lifeguard Instructor	172.30	172.30	0.00%	HST	per course	UFS applicable
Examiner Standards/Advanced Instructors	43.30	43.30	0.00%	HST	per course	UFS applicable
<b>Community Centre - classes, courses, and camps</b>						
Babysitting Course	61.80	61.80	0.00%	Exempt	8hr course	Schedule V, Part VI
Youth Program 30 min class	7.10	7.10	0.00%	Exempt	per lesson	Schedule V, Part VI
Youth Program 45 min class	8.10	8.10	0.00%	Exempt	per lesson	
Youth Program 60 min class	9.20	9.20	0.00%	Exempt	per lesson	Schedule V, Part VI
Youth Program - Specialty Course	12.90	12.90	0.00%	Exempt	per lesson	
Teen Program 30 min	7.10	7.10	0.00%	HST	per lesson	
Teen Program 45 min	8.10	8.10	0.00%	HST	per lesson	
Teen Program 60 min	9.20	9.20	0.00%	HST	per lesson	
Workshops - 1/2 day	30.80	30.80	0.00%	HST		
Workshops - Specialty Course	93.10	93.10	0.00%	HST		
Workshops - 8 hours	123.50	123.50	0.00%	HST		
Youth Camp - week	157.80	157.80	0.00%	Exempt	week	Schedule V, Part VI
Youth Camp day	39.20	39.20	0.00%	Exempt	daily	Schedule V, Part VI
Youth Camp Lunch	8.50	8.50	0.00%	Exempt	each	Schedule V, Part VI
Youth Camp Special	217.60	217.60	0.00%	Exempt	week	Schedule V, Part VI
Youth Camp - short week	127.10	127.10	0.00%	Exempt		Schedule V, Part VI
<b>Community Centre - Events</b>						
<b>Community Centre - Facility Rentals</b>						
Arena - Internet Access Fee	105.50	105.50	0.00%	HST	per year	
Arena - Weekdays before 5pm & after 11pm	107.40	107.40	0.00%	HST	hour	Effective April through March
Arena - Weekdays after 5pm & weekends	199.50	199.50	0.00%	HST	hour	Effective April through March
Arena - Minor	140.20	140.20	0.00%	HST	hour	Effective April through March
Arena - Shinnv	6.50	6.50	0.00%	HST	per person	
Arena - Ice Flat Rate	484.50	484.50	0.00%	HST	per day	

Tillsonburg Community Centre (TCC)

Programs	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Arena Floor - Commercial	2,552.90	2,552.90	0.00%	HST	per day	
Arena Floor - Full Use	1,923.40	1,923.40	0.00%	HST	per day	
Arena Floor - Flat Fee (no set up)	629.30	629.30	0.00%	HST	per day	
Arena Floor - Chilled Floor (additional fee)	2,422.10	2,422.10	0.00%	HST	per day	
Arena Floor - Hourly League Fee	77.70	77.70	0.00%	HST	per hour	
Arena Floor - Set up Day/Tear Down Day	961.80	961.80	0.00%	HST	per day	
Arena Storage Room A	30.30	30.30	0.00%	HST	per month	
Arena Storage Room B	18.30	18.30	0.00%	HST	per month	
Arena Storage Room C	6.30	6.30	0.00%	HST	per month	
Arena - Mini Practice Rink	51.70	51.70	0.00%	HST	hour	
Auditorium - Friday or Saturday	605.50	605.50	0.00%	HST	per day	
Auditorium - Sunday - Thursday	338.40	338.40	0.00%	HST	per evening	
Auditorium - Hourly	68.40	68.40	0.00%	HST		
Room Set up/tear down & Decorating Fee (Day before/after)	127.00	127.00	0.00%	HST		
Statutory Holiday rental fee	50% surcharge on applicable rental fee		0.00%	HST	per rental	
Ball Diamond - Occasional Use	90.90	90.90	0.00%	HST	per day	
Ball Diamond - Seasonal Youth Team	90.90	90.90	0.00%	HST		
Ball Diamond - Seasonal Team Practice	320.60	320.60	0.00%	HST	per team	
Ball Diamond - Seasonal Adult Team	528.50	528.50	0.00%	HST	per team	
Ball Diamond - 2-day Tournament (Annandale Diamonds)	623.40	623.40	0.00%	HST	2 days	
Ball Diamond - Tournament per diamond per day	90.90	90.90	0.00%	HST	per diamond/day	
Ball Diamond - portable washrooms - 1 day tournament	253.10	253.10	0.00%	HST	2 units	
Ball Diamond - portable washrooms - 2 day tournament	316.30	316.30	0.00%	HST	2 units	
Tractor with Groomer - Prep Friday	90.40	90.40	0.00%	HST	per event	
Tractor with Groomer - Prep Saturday	47.50	47.50	0.00%	HST	per event	
Tractor with Groomer - Prep Sunday	47.50	47.50	0.00%	HST	per event	
Tractor with Groomer - Repair Monday	88.50	88.50	0.00%	HST	per event	
Administrative Fees	118.70	118.70	0.00%	HST	per event	
Site clean up - 1 or 2 day event	193.30	193.30	0.00%	HST	3 staff	
Ball Diamond - Key Deposit	15.90	15.90	0.00%	HST	each	per key
Ball Diamonds - Lights left on/equipment not stored properly	58.20	58.20	0.00%	HST	per occurrence	
Damage Deposit	593.50	593.50	0.00%	Exempt		
Den - Fri or Sat	207.00	207.00	0.00%	HST	per day	
Den - Sun - Thursday	150.80	150.80	0.00%	HST	per day	
Den - Hourly	36.20	36.20	0.00%	HST		
Entire TCC Building - 1 arena 9am-4pm	2,410.30	2,410.30	0.00%	HST		
Entire TCC Building - 2 arenas 9am-4pm	3,027.60	3,027.60	0.00%	HST		
Gibson House	80.30	80.30	0.00%	HST	per day	
Gibson House - Hourly	31.40	31.40	0.00%	HST	per hour	
Kinsmen Canteen	30.90	30.90	0.00%	HST	per day	
Kitchen Rental - Daily	79.10	79.10	0.00%	HST	per event	
Kitchen Rental - 3 Day Weekend	210.90	210.90	0.00%	HST	per event	
Lobby Area	37.20	37.20	0.00%	HST		
Marwood B or C	80.30	80.30	0.00%	HST	per day	
Marwood BC	156.70	156.70	0.00%	HST	per day	
Marwood B or C - Hourly	30.30	30.30	0.00%	HST		
Marwood BC - Hourly	36.20	36.20	0.00%	HST		
Memorial Pavilion (full) or Kinsmen Bandshell	104.70	104.70	0.00%	HST	per day	
Memorial Pavilion (half) or Kinsmen Bandshell	0.00	0.00				Discontinued for 2024
Memorial Pavilion hourly	20.00	20.00	0.00%	HST	per hour	
set up/tear down for parks events	122.86	122.86	0.00%	HST	per day	
Memorial Park for Major Concert (includes bandshell &	741.80	741.80	0.00%	HST	per event up to 4	
Newman Park Gazebo	63.50	63.50	0.00%	HST	per day	
Parking Lot	127.00	127.00	0.00%	HST	per day	
Rotary Room	0.00	0.00				Discontinued for 2024
Rotary Room - Hourly	0.00	0.00				Discontinued for 2024
Rowing Club per month	0.00	0.00				Discontinued for 2024
School Lessons	4.50	4.50	0.00%	Exempt	per person	Youth, UFS applicable
Soccer Field Rental - Adults (Gyulveszi Park)	5.30	5.30	0.00%	HST	per hour	
Soccer Field Rental - Under age 14 (Gyulveszi Park)	5.30	5.30	0.00%	Exempt	per hour	

Tillsonburg Community Centre (TCC)

Programs	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Outdoor Recreation Pad Rental	25.00	25.00	0.00%	HST	per hour	
Swim to Survive Rentals	104.10	104.10	0.00%	Exempt	per hour	Youth, UFS applicable
Swim to Survive Instructor Fee	26.40	26.40	0.00%	HST	per hour	
Swim Meet	357.50	357.50	0.00%	HST	per day	UFS applicable
Swim Meet Evening	175.40	175.40	0.00%	HST	per day	UFS applicable
Swim Team Practice	79.80	79.80	0.00%	HST	per hour	
Storage Pool Deck	31.40	31.40	0.00%	HST	per month	
Swim Lane	17.80	17.80	0.00%	HST	per hour	
Storage Rooms	0.00	0.00				Discontinued for 2024
Storage Office A	30.80	30.80	0.00%	HST	per month	
Storage Office B	18.70	18.70	0.00%	HST	per month	
Storage Office C	6.40	6.40	0.00%	HST	per month	
Pool - 0-50 swimmers	105.00	105.00	0.00%	HST	per hour	UFS applicable
Pool - 101+swimmers	266.00	266.00	0.00%	HST	per hour	UFS applicable
Pool - 51-100 swimmers	143.00	143.00	0.00%	HST	per hour	UFS applicable
WaterPark - 0-100 swimmers	363.40	363.40	0.00%	HST	hour	UFS applicable
WaterPark- 0-100 swimmers - extra hour	242.20	242.20	0.00%	HST	add. Hr.	UFS applicable
Waterpark 101-300 swimmers	495.30	495.30	0.00%	HST	hour	UFS applicable
Waterpark 101-300 swimmers - extra hour	363.40	363.40	0.00%	HST	add. Hr.	UFS applicable
Waterpark 300+ swimmers	666.20	666.20	0.00%	HST	hour	UFS applicable
Waterpark 300+ swimmers - extra hour	526.80	526.80	0.00%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100 swimmers	322.30	322.30	0.00%	HST	hour	UFS applicable
Waterpark Board of Ed 100 swimmers add. Hr.	179.10	179.10	0.00%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100+ swimmers	573.00	573.00	0.00%	HST	hour	UFS applicable
Waterpark Board of Ed 100+ swimmers add. Hr.	286.70	286.70	0.00%	HST	add. Hr.	UFS applicable
COVID Cleaning Fee	0.00	0.00				Discontinued for 2024
COVID Cleaning Fee	0.00	0.00				Discontinued for 2024
COVID Cleaning Fee	0.00	0.00				Discontinued for 2024
<b>Community Centre - Leagues and Memberships</b>						
Adult League - Individual	67.70	67.70	0.00%	HST	each	
Adult League - Team	437.10	437.10	0.00%	HST	per team	
Adult League - OVA Refs Volleyball	634.50	634.50	0.00%	HST	per team	
Court Membership - Adult	60.60	60.60	0.00%	HST	Seasonal	
Court Membership - Youth	21.80	21.80	0.00%	HST	Seasonal	
Tennis Lessons - 1 hour	12.10	12.10	0.00%	HST	per lesson	
Tennis Lessons - 1/2 hour	5.40	5.40	0.00%	HST	per lesson	Youth
Tennis Advanced Lessons - 1 hour	12.70	12.70	0.00%	HST	per lesson	
Tennis Lessons - 1 hour	96.80	96.80	0.00%	HST	8 lessons	UFS applicable
Tennis Lessons - 1/2 hour	42.50	42.50	0.00%	HST	8 lessons	
Tennis Advanced Lessons - 1 hour	101.00	101.00	0.00%	HST	8 lessons	
Adult Pickleball Program (11 weeks)	46.40	46.40	0.00%	HST	11 weeks	
Membership - Land Fitness - 12 mo	357.40	357.40	0.00%	HST	12 month	
Membership - Water Fitness - 12 mo	357.40	357.40	0.00%	HST	12 month	
Membership - Personal Training - 20	225.90	225.90	0.00%	HST	20 sessions 1/2 hr	UFS applicable
Membership - Personal Training - 10	128.40	128.40	0.00%	HST	10 sessions 1/2 hr	UFS applicable
Membership - Pool - 12 month	226.80	226.80	0.00%	HST	each	
Membership - Pool - 6 month	159.10	159.10	0.00%	HST	each	
Membership - Pool 20 Pass	75.40	75.40	0.00%	HST	each	
Membership - Skate 20 Pass	75.40	75.40	0.00%	HST	each	

Tillsonburg Community Centre (TCC)

Programs	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Membership - Weight Training	64.70	64.70	0.00%	HST	up to 6 hours	
Membership - HC Plus - 12 Month	674.80	674.80	0.00%	HST	12 month	
Membership - HC Adult - 01 month	83.70	83.70	0.00%	HST	1 month	
Membership - HC Adult - 03 month	184.60	184.60	0.00%	HST	3 month	
Membership - HC Adult - 12 month	491.60	491.60	0.00%	HST	12 month	
Membership - HC Adult - 5 pass	52.00	52.00	0.00%	HST	5 visits	
Membership - HC Adult - 10 pass	101.70	101.70	0.00%	HST	10 visits	
Membership - HC Adult - 20 Pass	194.70	194.70	0.00%	HST	20 Visits	
Membership - HC Family - 01 month	188.80	188.80	0.00%	HST	1 month	
Membership - HC Family - 03 month	416.40	416.40	0.00%	HST	3 month	
Membership - HC Family - 12 month	985.50	985.50	0.00%	HST	12 month	
Membership - HC Student/Senior - 01 month	67.70	67.70	0.00%	HST	1 month	
Membership - HC Student/Senior - 03 month	154.40	154.40	0.00%	HST	3 month	add back in
Membership - HC Student/Senior - 12 month	363.30	363.30	0.00%	HST	12 month	
Membership - Student - 5 Passes	29.70	29.70	0.00%	HST	5 visits	
Membership - Student - 10 Passes	53.70	53.70	0.00%	HST	10 visits	
Membership- Student - 20 Passes	96.30	96.30	0.00%	HST	20 Visits	
Membership - HC Glendale Student	111.70	111.70	0.00%	HST	5 Month	
Membership - Replacement Card	6.00	6.00	0.00%	HST	each	
Membership - Squash Adult - 10 pass	101.00	101.00	0.00%	HST	per court (1hr)	
<b>Pay as you go - Admission</b>						
Aquatfit/Fitness/Yoga Class	9.00	9.00	0.00%	HST included	each	
Fitness / Yoga (1/2 hr class)	4.40	4.40	0.00%	HST included	each	
Board of Education - Squash/HC	3.10	3.10	0.00%	HST included		UFS applicable
Board of Education - Arena/Pool	3.40	3.40	0.00%	HST included		UFS applicable
Drop In Swimming Lessons	9.70	9.70	0.00%	HST included	per lesson	Min Age of 12
Drop In Swimming Lessons - ea. Additional child	6.00	6.00	0.00%	HST included	per lesson	
Drop-in Pickleball	7.20	7.20	0.00%	HST included	each	
Health Club Adult	11.80	11.80	0.00%	HST included	each	
Health Club Youth	0.00	0.00				Discontinued in 2024
Squash	12.10	12.10	0.00%	HST included	per court (1 hr)	UFS applicable
Roller Skate - Admission No skate rental	3.20	3.20	0.00%	HST included		UFS applicable
Swim Child	2.70	2.70	0.00%	HST included	each	
Swim Family	12.70	12.70	0.00%	HST included	each	
Swim - Over 14	5.20	5.20	0.00%	HST included	each	
Skate Child	2.70	2.70	0.00%	HST included	each	
Skate Family	12.70	12.70	0.00%	HST included	each	
Skate - Over 14	5.20	5.20	0.00%	HST included	each	UFS applicable
Wallyball	12.60	12.60	0.00%	HST included	per court (1 hr)	UFS applicable
Waterpark 60 years & over	6.80	6.80	0.00%	HST included	each	UFS applicable
Waterpark 60 years & Over Half Price	3.40	3.40	0.00%	HST included	each	UFS applicable
Waterpark 6-14 yrs	6.20	6.20	0.00%	HST included	each	UFS applicable
Waterpark 6-14 yrs Half Price	3.20	3.20	0.00%	HST included	each	UFS applicable
Waterpark Additional Family Member	2.70	2.70	0.00%	HST included	each	UFS applicable
Waterpark Adult	9.00	9.00	0.00%	HST included	each	UFS applicable
Waterpark Adult Half Price	4.50	4.50	0.00%	HST included	each	UFS applicable
Waterpark Family	31.30	31.30	0.00%	HST included	per family of 5	UFS applicable
Waterpark Family Half Price	15.70	15.70	0.00%	HST included	per family of 5	UFS applicable
Waterpark Tillsonburg Resident Pass (6 +)	43.10	43.10	0.00%	HST	per person	
Waterpark Non-resident Pass (Youth & Srs 60+)	59.20	59.20	0.00%	HST	per person	
Waterpark Non-resident Pass (Adult under 60)	80.70	80.70	0.00%	HST	per person	
<b>Community Centre - Other fees</b>						

Tillsonburg Community Centre (TCC)

Programs	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
LLWP Sponsorship	1,266.00	1,266.00	0.00%	Exempt	each	
Community Swim/Skate Sponsorship	211.00	211.00	0.00%	Exempt	each	Effective April through March
Special Events: Expenses + 5% Administrative Fee				Hst		
Capital Re-Investment Fee - Ice Rentals	3.00	3.00	0.00%		per hour	Effective April through March
Capital Re-Investment Fee - Hall/Meeting room Rentals	5.00	5.00	0.00%		per booking	
Capital Re-Investment Fee - Ball Diamonds	25.00	25.00	0.00%		per team	
Capital Re-Investment Fee - Ball Diamonds occasional use	5.00	5.00	0.00%		per booking	
Aquatic User Fee Surcharge - pay as you go admission	1.50	1.50	0.00%	Exempt	per booking	
Aquatic User Fee Surcharge -	5.00	5.00	0.00%		per booking	
League and Membership User Fee Surcharge (Health Club, Adult sports and fitness)	5.00	5.00	0.00%		per booking	
Non-resident Fee	10% additional on program/membership fees		0%			Effective May 1
Admin - Refund Admin Fee	17.40	17.40	0.00%	Exempt	each	
Admin - Reprint receipt	5.80	5.80	0.00%	Exempt	each	
Admin - Consolidated Receipts (Child Tax Credit)	11.60	11.60	0.00%	HST		Operational requirements
Admin - Copies - Single sided	0.55	0.55	0.00%	HST		
Admin - Copies - Double sided	0.62	0.62	0.00%	HST		
Rentals - 8' wooden tables	6.30	6.30	0.00%	HST		
Rentals - Black plastic chairs	2.40	2.40	0.00%	HST	each	
Delivery of Table & Chairs( per round trip)	30.30	30.30	0.00%	HST		
Rentals - Black curtains/hardware rental per foot	3.10	3.10	0.00%	HST		
<b>ADVERTISING</b>						
10% - 30% Reductions may apply to multiple advertising	A 2nd advertisement gets 10% off both, a 3rd ad gets 20% off all 3 and a 4th ad gets 30% off the total for all 4.					
Advertising - Memorial Arena Board Back Lit	1,234.80	1,234.80	0.00%	HST	each	
Advertising - Community Arena Backlit	617.40	617.40	0.00%	HST	each	
Advertising - Memorial Arena Board	801.50	801.50	0.00%	HST	each	
Advertising - Community Arena Board	492.80	492.80	0.00%	HST	each	
Advertising - Ice Re-Surfacer - Side	617.40	617.40	0.00%	HST	each	
Advertising - Ice Re-Surfacer - Top	1,234.80	1,234.80	0.00%	HST	each	
Advertising - Ice Re-Surfacer - 3 sides	2,730.80	2,730.80	0.00%	HST	each	
Advertising - Skate Aid	11.40	11.40	0.00%	HST	per month	
Advertising - Inside Front/Back Page Glossy	1,810.70	1,810.70	0.00%	HST	each	
Advertising - Back Page Glossy	2,422.10	2,422.10	0.00%	HST	each	
Advertising - Brochure 1/8 page	123.50	123.50	0.00%	HST	each	
Advertising - Brochure 1/4 page	216.10	216.10	0.00%	HST	each	
Advertising - Brochure 1/2 page	369.20	369.20	0.00%	HST	each	
Advertising - Brochure 1/2 page Inside/Back Page Glossy	726.60	726.60	0.00%	HST	each	
Advertising - Brochure Full page	738.50	738.50	0.00%	HST	each	
Advertising - Brochure Full page (internal corporate)	242.30	242.30	0.00%	HST	each	
Advertising - Miscellaneous	123.50	123.50	0.00%	HST	each	
Advertising - Digital Ad Set up	24.10	24.10	0.00%	HST	each	
Advertising - Digital Ad - Monthly(min. 3 mos term)	60.60	60.60	0.00%	HST	each	
Advertising - Digital Ad - Tournament/Special Events	60.60	60.60	0.00%	HST	each	
Advertising - Fence - Per Season	135.40	135.40	0.00%	HST	per season	
Advertising - Fence - Per Year	270.90	270.90	0.00%	HST	annually	
Advertising - Infocaster Set Up	56.00	56.00	0.00%	HST	each	
Advertising - Infocaster - Small Ad	28.00	28.00	0.00%	HST	per month	
Advertising - Infocaster - Large Ad	56.00	56.00	0.00%	HST	per month	
Advertising - Infocaster - Tournament/Special Event	56.00	56.00	0.00%	HST	each	

**Museum**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
<b>Museum</b>					
Museum-Admission-Adult	6.86	6.86	0.00%	HST	daily
Museum-Admission-Annual-Family Rate	51.11	51.11	0.00%	HST	yearly
Museum-Admission-Annual-Individual	22.57	22.57	0.00%	HST	yearly
Museum-Admission-Child	2.43	2.43	0.00%	HST	daily
Museum-Admission-Family Rate	13.72	13.72	0.00%	HST	daily
Museum-Admission-Group Rate	5.53	5.53	0.00%	HST	daily
Museum-Admission-Senior	5.75	5.75	0.00%	HST	daily
Museum-Admission-Student	3.54	3.54	0.00%	HST	daily
Museum Volunteer-Admission-Free	FREE	-			daily
Museum - Research (Genealogy)	31.64	31.64	0.00%	HST	per hour
Museum-Permission Fees-Personal Use	15.50	15.50	0.00%	HST	each
Museum-Permission Fees-Publication Use	17.50	17.50	0.00%	HST	each
Museum-Rentals-Audio Visual Equipment-Corporate	FREE				each
Museum-Rentals-Program Room or Grounds & Gardens- Non-Profit	42.26	42.26	0.00%	HST	each
Museum-Rentals-Program Room or Grounds & Gardens- 25-50	-	-			discontinued
Museum-Rentals-Grounds & Gardens-Corporate	200.00	200.00	0.00%	HST	each
Museum-Rentals-Kitchen	-	-			discontinued
Museum-Rentals-Kitchen - Corporate	-	-			discontinued
Museum-Rentals-Program Room - half day -non profit	57.96	57.96	0.00%	HST	half day
Museum-Rentals-Program Room -full day - non profit	105.53	105.53	0.00%	HST	full day
Museum-Rentals-Program Room-Corporate - half day	105.53	105.53	0.00%	HST	half day
Museum-Rentals-Program Room-Corporate - full day	126.55	126.55	0.00%	HST	full day
Museum-Rentals-Tour Surcharge-Groups 100-150	126.55	126.55	0.00%	HST	each
Museum-Rentals-Tour Surcharge-Groups 25-50	73.89	73.89	0.00%	HST	each
Museum-Rentals-Tour Surcharge-Groups 51-100	89.82	89.82	0.00%	HST	each
Museum- School Program- per student (1 hour)	3.25	3.25	0.00%	Exempt	each
Museum - School Program - per student (2 hours)	4.25	4.25	0.00%	Exempt	each
Museum - School Program - In Class	37.00	37.00	0.00%	Exempt	each
Museum - School Program - per student (1.5 hours)	3.50	3.50	0.00%	Exempt	each
Museum - Youth Camp	157.80	157.80	0.00%	Exempt	weekly
Museum- Programs & Workshops	100%	100%		HST	each
Museum- Programs & Workshops	recovery of	recovery of		HST	each
Museum- Programs & Workshops	program	program		HST	each
Museum- Programs & Workshops	costs	costs		HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each



**Museum**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum- Programs & Workshops				HST	each
Museum-Admission - Pratt Gallery only	3.32	3.32	0.00%	HST	each
Museum- Special Event- Lunch & Learn Series Pass	105.53	105.53	0.00%	HST	
Museum- Special Event - Lunch & Learn- Single ticket	31.64	31.64	0.00%	HST	
Museum - Special Event - Luncheon	36.95	36.95	0.00%	HST	
Museum - Special Event - Dinner	65.93	65.93	0.00%	HST	per event
Museum - Special Event - Performance	43.14	43.14	0.00%	HST	
Special Events Admin: Expenses + 5% admin fee	5%	5%	0.00%	HST	

**Cemetery**

Item	2024 Town Fee	2024 Perpetual Care Fee	2024 Total Fee	Proposed 2024 Town Fee	Proposed 2024 Perpetual Care Fee	Proposed 2024 Total Fee	% Change	Tax	Unit	Notes
<b>Perpetual care fees regulated by the Province</b>										
<b>Interment Rights</b>										
Grave 10 x 4	506.00	338.00	844.00	506.00	338.00	844.00	0.00%	HST	grave	Perpetual Care Fee is set by the Bereavement Authority of Ontario (BAO) as a % of the total selling price.
Infant Grave 3X3	50.00	175.00	225.00	50.00	175.00	225.00	0.00%	HST	grave	Perpetual Care Fee is set by the BAO as a % of the total selling price.
Cremation Grave 3x3	379.00	254.00	633.00	379.00	254.00	633.00	0.00%	HST	grave	Perpetual Care Fee is set by the BAO as a % of the total selling price.
Columbarium Niche - Level 1	1,433.00	254.00	1,687.00	1,433.00	254.00	1,687.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 2	1,479.00	261.00	1,740.00	1,479.00	261.00	1,740.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 3	1,524.00	269.00	1,793.00	1,524.00	269.00	1,793.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 4	1,569.00	277.00	1,846.00	1,569.00	277.00	1,846.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 5	1,613.00	285.00	1,898.00	1,613.00	285.00	1,898.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 6	1,658.00	293.00	1,951.00	1,658.00	293.00	1,951.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 7	1,703.00	301.00	2,004.00	1,703.00	301.00	2,004.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 8	1,747.00	309.00	2,056.00	1,747.00	309.00	2,056.00	0.00%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Family Columbarium	9,320.00	1,645.00	10,965.00	9,320.00	1,645.00	10,965.00	0.00%	HST	columbarium (4 niches)	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
<b>Cemetery Services</b>										
Burial and cremation license recovery fee	30.00		30.00	30.00		30.00	0.00%	Exempt	interment	Fee is set by the BAO
Columbarium Niche Open/Close	211.00		211.00	211.00		211.00	0.00%	HST	each	
Adult Interment	881.00		881.00	881.00		881.00	0.00%	HST	each	
Lead in fee, per 1/2 hour minimum	32.00		32.00	32.00		32.00	0.00%	HST	per 1/2 hour	Charged if lead in requested by Funeral Home
Child/ Infant Interment	317.00		317.00	317.00		317.00	0.00%	HST	each	Length is 5' or less
Cremated Remains Interment Infant	211.00		211.00	211.00		211.00	0.00%	HST	each	
Cremated Remains Interment Adult	370.00		370.00	370.00		370.00	0.00%	HST	each	
Statutory Holidays - Funeral Fee	50% surcharge on applicable interment fee			50% surcharge on applicable interment fee				HST	each	
Weekend - Funeral Fee 10:00am - 3:00pm	25% surcharge on applicable interment fee			25% surcharge on applicable interment fee				HST	each	
Weekend - Funeral Fee - before 10:00am or after 3:00pm	50% surcharge on applicable interment fee			50% surcharge on applicable interment fee				HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery-	2,201.00		2,201.00	2,201.00		2,201.00	0.00%	HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery- Adult Casket in Vault	1,981.00		1,981.00	1,981.00		1,981.00	0.00%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,651.00		1,651.00	1,651.00		1,651.00	0.00%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,486.00		1,486.00	1,486.00		1,486.00	0.00%	HST	each	
Disinterment/Exhumation-Child Casket	791.00		791.00	791.00		791.00	0.00%	HST	each	Length is 5' or less
Disinterment/Exhumation-Adult Cremains (Ground)	501.00		501.00	501.00		501.00	0.00%	HST	each	
Disinterment/Exhumation-Child/Infant Cremains	317.00		317.00	317.00		317.00	0.00%	HST	each	
<b>Marker/Foundation Services</b>										
Upright Monument Foundation (5' depth)	29.00		29.00	29.00		29.00	0.00%	HST	per cubic foot	
Veteran Standing Monument Setting	211.00		211.00	211.00		211.00	0.00%	HST	each	
Flat Marker with Granite Border & no concrete	53.00		53.00	53.00		53.00	0.00%	HST	each	
Flat Marker with 4" concrete border	132.00		132.00	132.00		132.00	0.00%	HST	each	
<b>Monument Care &amp; Maintenance</b>										
Flat Markers	-	100.00	100.00	-	100.00	100.00	0.00%	HST	each	Perpetual Care fees are set by the Bereavement Authority of Ontario (BAO)
Upright Markers Up to 48"	-	200.00	200.00	-	200.00	200.00	0.00%	HST	each	
Upright Markers Over 48"	-	400.00	400.00	-	400.00	400.00	0.00%	HST	each	
<b>Other Fees &amp; Services</b>										
Transfer Fee/Replacement - Interment Rights Certificate	48.00		48.00	48.00		48.00	0.00%	HST	each	
Memorial (Park) Benches	3,042.00	338.00	3,380.00	3,042.00	338.00	3,380.00	0.00%	HST	each	Perpetual Care fee established by Town @ 10%, per Cemetery Reserve Policy
Brass Plaque			750.00			750.00	0.00%	HST	each	
Geneology Requests (per 1/2 hr) by appointment	32.00		32.00	32.00		32.00	0.00%	HST	per 1/2 hour	

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
<b>Airport</b>					
Airport - Aircraft Parking Fees - Daily	11.00	11.00	0.00%	HST	per day
Airport - Aircraft Parking Fees - Monthly	64.00	64.00	0.00%	HST	per month
Airport - Aircraft Parking Fees - Yearly	633.00	633.00	0.00%	HST	per year
Airport - Basement Boardroom rental (15'x29') half day	48.00	48.00	0.00%	HST	per half day
Airport - Basement Boardroom rental (15'x29') full day	85.00	85.00	0.00%	HST	per full day
Airport - Basement Rental per hour	16.00	16.00	0.00%	HST	per hour
Airport - Boardroom Long term rental	306.00	306.00	0.00%	HST	per week
Airport - Hangar Land Lease per Sq. Ft. Fee Annually	0.35	0.37	5.43%	HST	per Sq. Ft.
Airport - Infrastructure fee < 5,000 SF hangar	580.00	580.00	0.00%	HST	upon signing
Airport - Infrastructure fee > 5,000 SF hangar	1,160.00	1,160.00	0.00%	HST	upon signing
Airport - Maintenance fee	150.00	150.00	0.00%	HST	per year
Airport Toque	17.00	17.00	0.00%	HST	per unit
Airport Fuel Call Out Fee - After Hours	200.00	200.00	0.00%	HST	per call out
Airport Administration Fee	50.00	50.00	0.00%	HST	per unit
Airport Hangar Application Fee	327.00	327.00	0.00%	HST	per application
Airport Hangar Transfer Fee	169.00	169.00	0.00%	HST	per application
Airport Development Permit Fee	654.00	654.00	0.00%	HST	per application
Airport MNR Landing Fee	-	275.00	New	HST	per landing
Airport Medavac (EMS) Landing Fee	350.00	350.00	0.00%	HST	per landing
Airport Hangar Sublet Fee			New in '25	HST	per unit
Airport Jet Fuel Surcharge Fee	0.01	0.0125	0.00%	Exempt	per liter
Airport Standard Fuel Surcharge	0.01	0.01	0.00%	Exempt	per liter
Airport Corporate Parking Fee (waived with fuel purchase)	27.00	27.00	0.00%	HST	up to 4 hrs
Airport Corporate Parking Fee (waived with fuel purchase)	53.00	53.00	0.00%	HST	per day
Airport Corporate Landing Fee (waived with fuel purchase)	43.00	43.00	0.00%	HST	per landing
<b>Roads</b>					
Public Works Administration Fee	55.00	55.00	0.00%	HST	flat rate
Roads-Labourer/Operator (per hour)	44.00	44.00	0.00%	HST	per hour
Roads-Labourer/Operator Overtime (per hour)	65.00	65.00	0.00%	HST	per hour
Roads-Labour Double Time	85.00	85.00	0.00%	HST	per hour
1/2 Ton Pickup Truck	16.00	16.00	0.00%	HST	per hour
1-Ton Truck	37.00	37.00	0.00%	HST	per hour
Single Axle Dump Truck	85.00	85.00	0.00%	HST	per hour
With Plow & Wing	16.00	16.00	0.00%	HST	per hour
With Sander/Salter	22.00	22.00	0.00%	HST	per hour
With Plow, Wing & Sander/Salter	37.00	37.00	0.00%	HST	per hour
With Anti-Icing System	6.00	6.00	0.00%	HST	per hour
Front End Loader	75.00	75.00	0.00%	HST	per hour

## Public Works

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
With Plow Blade	8.50	8.50	0.00%	HST	per hour
With Snowblower	190.00	190.00	0.00%	HST	per hour
Backhoe	53.00	53.00	0.00%	HST	per hour
Grader	80.00	80.00	0.00%	HST	per hour
Street Sweeper	85.00	85.00	0.00%	HST	per hour
Sidewalk Machine	50.00	50.00	0.00%	HST	per hour
With Plow	7.50	7.50	0.00%	HST	per hour
With Sander	6.50	6.50	0.00%	HST	per hour
With Snowblower	22.00	22.00	0.00%	HST	per hour
With Plow & Sander	14.00	14.00	0.00%	HST	per hour
With Snowblower & Sander	26.50	26.50	0.00%	HST	per hour
With Angle Broom	9.50	9.50	0.00%	HST	per hour
With Flail Mower	12.75	12.75	0.00%	HST	per hour
With Cold Planer	37.50	37.50	0.00%	HST	per hour
Leaf Vacuum	100.00	100.00	0.00%	HST	per hour
Line Striper	13.00	13.00	0.00%	HST	per hour
Sewer Rodder	101.00	101.00	0.00%	HST	per hour
Wood Chipper	27.00	27.00	0.00%	HST	per hour
Zero Radius Mower	32.00	32.00	0.00%	HST	per hour
Portable Pump	37.00	37.00	0.00%	HST	per hour
Walk Behind Snowblower	3.25	3.25	0.00%	HST	per hour
Walk Behind Push Mower	3.25	3.25	0.00%	HST	per hour
Chainsaw	3.25	3.25	0.00%	HST	per hour
Trimmer	3.25	3.25	0.00%	HST	per hour
Small Generator	10.75	10.75	0.00%	HST	per hour
Utility Trailer	10.75	10.75	0.00%	HST	per hour
Construction & Demolition Disposal Cost Recovery Fee	40.00	40.00	0.00%	HST	per load

**Transit**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
<b>T-GO IN-TOWN</b>					
Ticket - Adult - Single Ride	2.75	2.75	0.00%	Exempt	Single Ride
Ticket - Adult - 10 Ride Pass	21.25	21.25	0.00%	Exempt	10 Ride Pass
Ticket - Adult - Day Pass	8.50	8.50	0.00%	Exempt	Day Pass
Ticket - Adult - Monthly Pass	63.25	63.25	0.00%	Exempt	Monthly Pass
Ticket - Seniors (60+) - Single Ride	2.25	2.25	0.00%	Exempt	Single Ride
Ticket - Seniors (60+) - 10 Pass Ride	17.00	17.00	0.00%	Exempt	10 Ride Pass
Ticket - Seniors (60+) - Day Pass	6.50	6.50	0.00%	Exempt	Day Pass
Ticket - Seniors (60+) - Monthly Pass	50.75	50.75	0.00%	Exempt	Monthly Pass
Ticket - Students - Single Ride	2.25	2.25	0.00%	Exempt	Single Ride
Ticket - Students - 10 Ride Pass	17.00	17.00	0.00%	Exempt	10 Ride Pass
Ticket - Students - Day Pass	6.50	6.50	0.00%	Exempt	Day Pass
Ticket - Students - Monthly Pass	50.75	50.75	0.00%	Exempt	Monthly Pass
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass
Advertising – T:GO In-Town Vehicle (1 Month)	462.00	462.00	0.00%	HST	
Advertising – T:GO In-Town Vehicle (3 Months)	1,063.00	1,063.00	0.00%	HST	
Advertising – T:GO In-Town Vehicle (6 Months)	1,917.00	1,917.00	0.00%	HST	
<b>T:GO INTER-COMMUNITY</b>					
Ticket - Adult - Single Ride	10.75	10.75	0.00%	Exempt	Single Ride
Ticket - Adult - 10 Ride Pass	84.50	84.50	0.00%	Exempt	10 Ride Pass
Ticket - Adult - Day Pass	21.25	21.25	0.00%	Exempt	Day Pass
Ticket - Adult - Monthly Pass	211.00	211.00	0.00%	Exempt	Monthly Pass
Ticket - Seniors (60+) - Single Ride	8.50	8.50	0.00%	Exempt	Single Ride
Ticket - Seniors (60+) - 10 Pass Ride	68.75	68.75	0.00%	Exempt	10 Ride Pass
Ticket - Seniors (60+) - Day Pass	17.00	17.00	0.00%	Exempt	Day Pass
Ticket - Seniors (60+) - Monthly Pass	168.75	168.75	0.00%	Exempt	Monthly Pass

**Transit**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit
Ticket - Students - Single Ride	8.50	8.50	0.00%	Exempt	Single Ride
Ticket - Students - 10 Ride Pass	68.75	68.75	0.00%	Exempt	10 Ride Pass
Ticket - Students - Day Pass	17.00	17.00	0.00%	Exempt	Day Pass
Ticket - Students - Monthly Pass	168.75	168.75	0.00%	Exempt	Monthly Pass
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass
Advertising – T:GO Inter-Community Vehicle (1 Month)	535.00	535.00	0.00%	HST	
Advertising – T:GO Inter-Community Vehicle (3 Months)	1,136.00	1,136.00	0.00%	HST	
Advertising – T:GO Inter-Community Vehicle (6 Months)	1,990.00	1,990.00	0.00%	HST	

Utility

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Utility-Returned Cheque Fee (plus bank charges)	15.00	15.00	0.00%	HST	each	as per OEB rate schedule
Utility-Account Set Up / Change of Occupancy Fee	30.00	30.00	0.00%	HST	each	as per OEB rate schedule
Utility-Late Payment (per annum)	19.56%	19.56%	0.00%	HST	%	as per OEB rate schedule
Utility-After Hour Reconnect (at meter)	185.00	185.00	0.00%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at meter)	65.00	65.00	0.00%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at mpole)	185.00	185.00	0.00%	HST	each	as per OEB rate schedule
Utility-Special Meter Reading	30.00	30.00	0.00%	HST	each	Changes to rates must be approved by the OEB
Utility-Service Call (after hours)	165.00	165.00	0.00%	HST	each	as per OEB rate schedule
Utility-Access to Utility Poles	44.50	44.50	0.00%	HST	each	as per OEB rate schedule
Utility-Miscellaneous Materials Mark Up	0.25	0.25	0.00%	HST	%	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Pole Rental - 30 ft	1.50	1.50	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Pole Rental - 35 ft	2.25	2.25	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 150 W	3.75	3.75	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 175 W	3.75	3.75	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 250 W	4.00	4.00	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 400 W	4.00	4.00	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 70 W	3.50	3.50	0.00%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Labour	69.00	69.00	0.00%	HST	hour	
Utility-Truck Charges - #26	18.00	18.00	0.00%	HST	hour	
Utility-Truck Charges - #30	18.00	18.00	0.00%	HST	hour	
Utility-Truck Charges - #41	24.00	24.00	0.00%	HST	hour	
Utility-Truck Charges - #65	74.00	74.00	0.00%	HST	hour	
Utility-Truck Charges - #66	74.00	74.00	0.00%	HST	hour	
Utility-Truck Charges - #68	82.00	82.00	0.00%	HST	hour	
Utility-Truck Charges - #74	72.00	72.00	0.00%	HST	hour	
Utility-Truck Charges - #22	18.00	18.00	0.00%	HST	hour	
Utility-Truck Charges - #28	18.00	18.00	0.00%	HST	hour	
Utility-Truck Charges - #44	35.00	35.00	0.00%	HST	hour	
Utility-Truck Charges - #45	18.00	18.00	0.00%	HST	hour	
Utility-Sewer Camera Job - 1 hour minimum	62.00	62.00	0.00%	HST	hour	1 hour minimum

**Non-Controlled Town Fees**

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Bag Tags	2.00	2.00	0%	incl HST	per tag	County approved
Blue Box (apartment )	3.60	3.60	0%	incl HST		County approved
Blue Box (83 Litre)	6.50	6.50	0%	incl HST		County approved
Blue Box Lid (83 Litre)	2.80	2.80	0%	incl HST		County approved
Composter	20.00	20.00	0%	incl HST		County approved
Rain barrels	65.00	65.00	0%	incl HST		County approved
Green Cones	51.50	51.50	0%	incl HST		County approved
Fine - Failure to comply with conditions of muzzle order	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
<b>AGCO Required Licences</b>						
Raffle	3% of prize value	3% of prize value	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar	\$10 per wheel, 3 wheels max	\$10 per wheel, 3 wheels max	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar/Bingo	2 percent	2 percent	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar/Raffle	3% up to \$5000	3% up to \$5000	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bingo Only	2% up to \$5500	2% up to \$5500	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Break Open @ other location	3% x # of units X total prize/unit	3% x # of units X total prize/unit	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Break Open @ own location	2% x # of units X total prize/unit	2% x # of units X total prize/unit	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
<b>Police</b>						
Criminal Record, Police Record & Vulnerable Sector Check (Employment)	25.00	25.00	0%	Exempt	each	
Duplicate Copy of Criminal and Police Record Check	5.00	5.00	0%	incl HST	each	
Criminal Record, Police Record & Vulnerable Sector Check (Volunteer)	FREE	FREE	0%	Exempt	each	
Fingerprints (OPP charge)	26.50	26.50	0%	incl HST	each	Fee Payable to Minister of Finance
Fingerprints (LIVESCAN - on behalf of RCMP)	25.00	25.00	0%	incl HST	each	Fee Payable to Minister of Finance
Occurrence Confirmation Reports/Incident Reports	42.25	42.25	0%	incl HST	each	
Statements	42.25	42.25	0%	incl HST	each	
Technical Traffic Collision Reports	565.00	565.00	0%	incl HST	each	
Reconstructionist Report	1,130.00	1,130.00	0%	incl HST	each	
False Alarm	200.00	200.00	0%		per incident	
False Alarm - appeal fee	45.00	45.00	0%		Non refundable	
<b>PAID DUTY RELATED FEES</b>						
Payable to Minister of Finance (Provincial in Nature)						
Administrative Fee (note 1)	68.50	68.50	0%	incl HST		
Hourly Vehicle Usage Fee (note 1)	28.25	28.25	0%	incl HST		
2014 Hourly Officer Rate - PDO (note 1)	73.60	73.60	0%	incl HST		
2014 Hourly Supervisor Rate - PDS (note 1)	83.17	83.17	0%	incl HST		
Owner dumping debris on own lands	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Owner failing to tag garbage	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - double parking	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - for longer period than provided	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - in loading zone	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.



## Non-Controlled Town Fees

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Parking - near fire hydrant	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - no parking (2am-7am)	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Obstructing Traffic	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - parking in handicapped parking space without permit	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Parking/standing in fire route	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - prohibited area	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - too close to corner	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - too close to curb	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Wrong side of road	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person assisting dumping debris on private lands	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person dumping debris on private/public lands	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person fail to immediate remove debris	Per Provincial legislation	Per Provincial legislation		Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Owner - fail to tag garbage	Per Provincial legislation	Per Provincial legislation		exempt	Schedule V Part VI (ETA)- Exempt	Schedule V Part VI (ETA)- Exempt
Fail to enclose swimming pool during construction	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to properly enclose swimming pool with temporary enclosure	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Permit construction of swimming pool not completely enclosed with swimming pool enclosure	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip hydro massage pool with secure cover	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with self-closing device	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with self-latching device	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with operable lock	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to maintain swimming pool fence to a safe condition and good repair	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Construct or permit swimming pool enclosure not in compliance with height requirement	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or alter a sign in the Town of Tillsonburg before obtaining a permit from the Chief Building Official	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or permit community bulletin sign on town property, without town approval	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a temporary community sign, without town approval	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a mobile sign – closer than 30.0 meters or (98.44 ft) from any other mobile sign	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or display a mobile sign that is not located on the same property as the business which it is advertising.	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

## Non-Controlled Town Fees

Item	2024 Fee	Proposed 2024 Change	% Change	Tax	Unit	Notes
Did erect a prohibited sign on land owned by the Town	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a sidewalk sign on a public street and did not position as to provide a minimum of 1.5 meters of unobstructed sidewalk space	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a sign located on a premise which does not specifically identify or advertise a business, service, or occupant of the premises where it is located	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a vehicle/trailer sign on a non-motorized vehicle, where the purpose of the sign meets the definition of a sign under the By-law	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Operate a vehicle for hire without a licence.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Operate vehicle not licenced as a vehicle for hire.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to display taxicab plate.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to submit vehicle for inspection.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to produce licence upon demand.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Permit smoking in taxicab.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to display tariff card.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Charge fare not prescribed in fare schedule.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to accept service animal into taxicab.	400.00	400.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke on town walkway	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 m of any town facility entrance or exit	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 metres of Library Lane entrance	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 metres of Town Centre Mall	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

**THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 2024-075**

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

**WHEREAS** Section 270( 1) of the Municipal Act, 2001 states that a municipality shall adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

**AND WHEREAS** Section 6 of the Infrastructure for Jobs and Prosperity Act, 2015 as amended, requires municipalities to prepare infrastructure asset management plans that are required by the regulations;

**AND WHEREAS** Ontario Regulation 588/17 Section 3 requires that every municipality shall prepare a strategic asset management policy;

**AND WHEREAS** the Council of the Corporation of the Town of Tillsonburg is desirous of adopting a new Strategic Asset Management Policy.

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

1. That the Strategic Asset Management Policy attached hereto as “Schedule A” is hereby adopted and forms part of this by-law; and
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 24<sup>th</sup> day of JUNE, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24<sup>th</sup> day of JUNE, 2024.**

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MAYOR – Deb Gilvesy

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CLERK – Tanya Daniels

**THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 2024-076**

**A BY-LAW to amend By-Law 2023-036, A By-Law to provide for the cleaning and clearing of land; clearing of commercial motor vehicles & recreational vehicles and yard sales.**

**WHEREAS** it is deemed necessary and expedient to amend By-Law 2023-036;

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

1. That Section 2.9.1 (a) of By-Law 2023-036 be amended to read:
  - 2.9.1. (a) Must be placed on the curbside on the day of collection before 7:00 a.m.
2. That Section 2.9.1 (e) of By-Law 2023-036 be amended to read:
  - 2.9.1 (e) Uncollected garbage or items not picked up is the responsibility of the Owner to remove by the end of collection day
3. That the following be removed from the By-Law:
  - AND WHEREAS the Police Services Act, R.S.O. 1990, Section 15 authorizes the Municipality to appoint persons to enforce the by-laws of a Municipality and that Municipal Law Enforcement Officers are Peace Officers for the purpose of enforcing municipal by-laws
4. That the following be added to the By-Law:
  - AND WHEREAS Section 55 of the Community Safety and Policing Act, S.O. 2019, c 1, Sch 1, as amended, municipalities may appoint persons to enforce the by-laws of the municipality, and municipal by-law enforcement officer appointed under this section are peace officers for the purpose of enforcing municipal by-laws
5. That these amendments to By-Law 2023-036 are hereby declared to be part of that By-Law as if written therein.
6. That this by-law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 24th day of JUNE, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24th day of JUNE, 2024.**

By-Law 2024-076

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MAYOR – Deb Gilvesy

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CLERK – Tanya Daniels

By-Law 2024-076

**THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 2024-072**

**A BY-LAW to confirm the proceedings of Council at its meeting held on JUNE 24, 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 June 24, 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 24<sup>th</sup> day of JUNE, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24<sup>th</sup> day of JUNE, 2024.**

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MAYOR – Deb Gilvesy

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CLERK – Tanya Daniels