

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



Thursday, November 14, 2024  
6:00 PM  
LPRCA  
4 Elm St  
Tillsonburg

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

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

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**1. Call to Order**

Mayor called the meeting to order at 5:30 p.m.

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

**Resolution # 2024-511**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Luciani

THAT Council move into Closed Session to consider the following:

Item 2.4.1 Personnel Matter

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

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

**Carried**

**3. Moment of Silence**

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

**Resolution # 2024-512**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Luciani

THAT the Agenda as prepared for the Council meeting of Thursday, November 14, 2024, be adopted.

**Carried**

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

None.

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

**Resolution # 2024-513**

**Moved By:** Councillor Luciani

**Seconded By:** Deputy Mayor Beres

THAT the Council meeting minutes dated October 21, 2024 be approved.

**Carried**

**7. Presentations**

**8. Public Meetings**

## 8.1 Application for Minor Variance - A12-24 (165 John Pound Road)

### **Resolution # 2024-514**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT Council move into the Committee of Adjustment to hear an application for Minor Variance at 6:03 p.m.

**Carried**

Marc Davidson, Oxford County Planner, attended before Committee and provided an overview of Item 8.1.

Stephen Cornwell, Applicant, attended before Committee to speak in support of the application.

No questions were posed by Committee to either staff or the applicant.

### **Resolution # 2024-515**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parsons

THAT the Town of Tillsonburg Committee of Adjustment approve Application File A12-24t, submitted by Stephen Cornwell on behalf of Garlyn Holdings Inc., for lands described as Part of Lots 1594 and 1595, Plan 500, Town of Tillsonburg, as it relates to:

1. In accordance with Section 5.21.7.2 – Extensions to Non-Conforming Buildings, relief from Section 22.2 Zone Provisions – Table 22.2 Zone Provisions – Interior Side Yard, Minimum Width, to reduce the minimum required interior side yard depth from 7.5 m (24.6 ft) to 6.3 m (20.67 ft); and
2. Pursuant to Section 45(2)(a)(i) of the Planning Act relief from Section 22.2 – Zone Provisions – Table 22.2 Zone Provisions – Rear Yard, Minimum Depth, to extend a legal non-conforming rear yard setback of 4.0 metres (13.1 ft), whereas 10.0 metres (32.8 ft) is required.

The first requested variance meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as outlined within the report.

**Carried**

**9. Planning Reports**

**10. Delegations**

**10.1 Tyler Coghill Re: Library Lane Walkway**

Tyler Coghill attended before Council to express concerns regarding the Library Lane Walkway located at 1 Library Lane. Mr. Coghill provided an presentation of his concerns related to the accessibility, visibility / safety, condition of the walkway and structure.

Mr. Coghill requested Council improve the physical access, enhance safety, and repair structural damage within the area.

Council asked questions of the delegate. Mr. Coghill noted the ideal solution is to remove the covering versus repair along with repair the accessibility concerns.

Staff answered questions regarding the County relationship to the area.

**Resolution # 2024-516**

**Moved By:** Councillor Parker

**Seconded By:** Deputy Mayor Beres

- A. THAT the delegation from Tyler Coghill re: Library Lane Walkway be received as information; and
- B. THAT a report be brought to council during the 2025 budget process regarding safety concerns and improvements of Library Lane and any costs that may be associated with those improvements.

**Carried**

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

**11.1 Economic Development Advisory Committee Recommendation - Representation on Oxford County Council, Town Staff-24-007**

**Resolution # 2024-517**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Luciani

- A. THAT report titled “Economic Development Advisory Committee Recommendation – Representation on Oxford County Council ” be received as information; and
- B. THAT a letter be sent to Oxford County Council requesting to having equitable representation, for the amount of people the Town is representing, at the County governance level.

**Carried**

## **11.2 Grape Vine Removal - RCP-24-051**

### **Resolution # 2024-518**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Luciani

THAT Item 11.2 be referred as a new report to the Committee to review the process for securing a vendor or volunteer to conduct the work including any licence, insurance and any necessary contracts that may be required.

**Carried**

## **11.3 Funding for Founder's Day Event - CS-24-111**

### **Resolution # 2024-519**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

- A. THAT report titled “CS 24-111 Funding for Founder’s Day Event” be received as information; and
- B. THAT Council approve the recommendation of the Museum, Culture, Heritage and Special Awards Advisory Committee as follows:

THAT any unused funds from the 2024 Cultural Grants budget line and the Twin City budget line items be transferred for use towards the 2025 Founders Day event.

**Carried**

## **12. Information Items**

Councillor Spencer requested item 12.4 be separated for individual vote.

**Resolution # 2024-520**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Spencer

THAT the following items be received as information: [only Items 12.1, 12.2, and 12.3 were voted on as an omnibus motion - item 12.4 was separated for individual vote]

**Carried**

**12.1 Letter from the Minister of Energy and Electrification**

**12.2 2025 Ontario Municipal Partnership Fund Update Letter**

**12.3 Long Point Region Conservation Authority Board Minutes - October 2, 2024**

**12.4 Safe and Well Inclusion Charter Letter**

**Resolution # 2024-521**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parsons

A. THAT the Safe and Well Oxford Committee June 12, 2024, delegation follow-up letter be received as information; and

B. THAT that the Council of the Town of Tillsonburg approve and endorse the Inclusion Charter for Oxford as a guiding framework for promoting diversity, equity and inclusion within our organization and community.

**Carried**

**13. Financial Results - Q3 of 2024**

**13.1 Finance Overview**

**13.1.1 2024 Q3 Department Results - Consolidated - FIN-24-053**

**Resolution # 2024-522**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Parker

THAT report titled FIN 24-053 - 2024 Consolidated Q3 Operating Results be received as information.

**Carried**

## **13.2 Departmental Results**

### **Resolution # 2024-523**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

THAT the following reports be received as information:

13.2.1 2024 Q3 Department Results - Corporate Services - CS-24-110;

13.2.2 2024 Q3 Department Results – Economic Development and Marketing - EDM-24-041;

13.2.3 2024 Q3 Departmental Results - Fire Rescue Services - FRS-24-005;

13.2.4 2024 Q3 Department Results - Building, Planning, By-Law Services OPD-24-059;

13.2.5 2024 Q3 Department Results - Operations and Development Services Update - OPD-24-060;

13.2.6 2024 Q3 Department Results – RCP - RCP-24-055;

13.2.7 2024 Q3 Department Results - Finance - FIN-24-054.

**Carried**

**13.2.1 2024 Q3 Department Results - Corporate Services - CS-24-110**

**13.2.2 2024 Q3 Department Results – Economic Development and Marketing - EDM-24-041**

**13.2.3 2024 Q3 Departmental Results - Fire Rescue Services - FRS-24-005**

**13.2.4 2024 Q3 Department Results - Building, Planning, By-Law Services OPD-24-059**

**13.2.5 2024 Q3 Department Results - Operations and Development Services Update - OPD-24-060**

**13.2.6 2024 Q3 Department Results – RCP - RCP-24-055**

**13.2.7 2024 Q3 Department Results - Finance - FIN-24-054**

## 14. Staff Reports

### 14.1 Chief Administrative Officer

#### 14.1.1 Equity, Diversity and Inclusion Internal Committee Update - CAO-24-024

##### **Resolution # 2024-524**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Luciani

- A. THAT report CAO 24-024 titled “Equity, Diversity and Inclusion Internal Committee” be received as information; and
- B. THAT Council endorses the Terms of Reference for the Equity, Diversity and Inclusion Internal Committee.

**Carried**

### 14.2 Corporate Services

### 14.3 Economic Development

#### 14.3.1 Request for Extension – Agreement of Purchase and Sale with peopleCare Inc - EDM-24-042

##### **Resolution # 2024-525**

**Moved By:** Councillor Parsons

**Seconded By:** Deputy Mayor Beres

- A. THAT report EDM 24-042 Titled “Request for Extension – Agreement of Purchase and Sale with peopleCare Inc” be received;
- B. THAT an extension in the closing date for the Agreement of Purchase and Sale between the Town of Tillsonburg and peopleCare Inc to a date at the end of December 2024 be granted; and
- C. THAT, should an execution By-law be needed, staff be directed to present to Council for consideration.

**Carried**



**14.4 Finance****14.5 Fire and Emergency Services****14.6 Operations and Development****14.6.1 TGO (In-Town) Bus Shelters Project Scope Change Funding Request - OPD-24-062****Resolution # 2024-526****Moved By:** Councillor Spencer**Seconded By:** Councillor Parker

- A. THAT report titled “RTSF Agreement - T:GO (In-Town) Bus Shelters Project” be received as information; and
- B. THAT the Treasurer be directed to allocate an additional \$32,564 from the Linear Infrastructure Reserve fund toward capital project 222 TGO Bus Shelters, in fulfilling the identified scope change for the construction of the recognized bus shelters in partnership with the Rural Transit Solutions Fund grant award.

**Carried****14.7 Recreation, Culture and Parks****14.7.1 Lake Lisgar Waterpark Summer 2024 - RCP-24-053****Resolution # 2024-527****Moved By:** Councillor Rosehart**Seconded By:** Deputy Mayor Beres

- A. THAT report RCP 24-053 titled Lake Lisgar Waterpark Summer 2024 be received as information.
- B. THAT Council approves the recommendation to adjust operational hours for Lake Lisgar Waterpark in 2025.

**Carried****14.7.2 Tillsonburg District Craft Guild 2025 to 2027 Memorandum of Understanding - RCP-24-054****Resolution # 2024-528**

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

THAT report RCP 24-054 titled Tillsonburg District Craft Guild Draft 2025-2027 Memorandum of Understanding be received as information.

**Carried**

**15. New Business**

**16. Consideration of Minutes**

**16.1 Advisory Committee Minutes**

**Resolution # 2024-529**

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

THAT Council receives as information:

- The Accessibility Advisory Committee minutes dated October 8, 2024; and
- The Museum, Culture, Heritage & Special Awards Advisory Committee minutes dated October 16, 2024.
- The Community Health Care Advisory Committee minutes dated October 30, 2024.
- The Economic Development Advisory Committee minutes dated October 8, 2024.

**Carried**

**17. Motions/Notice of Motions**

**17.1 Motion**

**17.1.1 Councillor Parsons - Establishment of Ontario Rural Road Safety Program**

**Resolution # 2024-530**

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

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Town of Tillsonburg requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and

FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

**Carried**

### **17.1.2 Councillor Spencer - Town App Promotion and Silver Alert**

Councillor Spencer presented a revised motion.

**Resolution # 2024-531**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

WHEREAS there is a history and risk of danger and fatality with wandering individuals with neurodegenerative disease; and

WHEREAS Tillsonburg has a high percentage of seniors in our community which by our 2021 populus and projection report states 29.3% of Tillsonburg citizens are 65 years of age and up; and

WHEREAS the increase of percentage of seniors in the Tillsonburg community from 2016 to 2021, saw an increase of 24.7% in citizens ages 65 years of age and up; and

WHEREAS the Alzheimer's Society reports Ontario will have a 202% dementia increase between 2020 and 2050; and

WHEREAS three in five people with dementia will wander, according to Alzheimer's Association; and

WHEREAS appropriate urgent notifications could be beneficially used to notify residents of a missing, wandering older adult who may be suffering from a documented cognitive disability or neurodegenerative memory disorder or dementia or other urgent messages; and

WHEREAS the town phone app is a means to access, for this type of urgent notification as well as other types of notifications, to disseminate information to as many people as possible.

BE THEREFORE IT RESOLVED

- A. THAT staff be directed to complete a promotion campaign on the Town's application and its positive usefulness for reviewing and receiving information from the Town; and
- B. THAT all notifications received from proper authorization or authority be disseminated.

**Carried**

- 18. **Resolutions/Resolutions Resulting from Closed Session**
- 19. **By-Laws**
- 20. **Confirm Proceedings By-law**

**Resolution # 2024-532****Moved By:** Councillor Parsons**Seconded By:** Councillor Luciani

THAT By-Law 2024-096, A By-Law to Confirm the proceedings of the Council Meeting held on November 14, 2024, be read for a first, second and third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried****21. Items of Public Interest****22. Adjournment****Resolution # 2024-533****Moved By:** Councillor Rosehart**Seconded By:** Councillor Spencer

THAT the Council meeting of November 14, 2024, be adjourned at 8:04 p.m.

**Carried**