

# The Corporation of the Town of Tillsonburg

## Council Meeting

### AGENDA



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

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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:

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;

2.1 **Adoption of Agenda**

2.2 **Disclosures of Pecuniary Interest**

2.3 **Adoption of Closed Council Minutes**

2.4 **Reports**

2.4.1 **Personnel Matter**

2.5 **Adoption of Closed Committee Meeting Minutes**

**2.6 Back to Open Session**

**3. Moment of Silence**

**4. Adoption of Agenda**

Proposed Resolution #

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

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

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

**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 October 21, 2024 be approved.

**7. Presentations**

**8. Public Meetings**

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

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 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 follows:

1. The proposed relief represents minor variances from the provisions of the Town's Zoning Bylaw in that the reduced zone provisions are from the interior side yard setback of the OS2 Zone, are compatible with surrounding land uses, are minor and desirable for the development of the lands.
2. The proposed relief maintains the general intent and purpose of the Town's Zoning By-law, and no negative impacts are anticipated associated the reduced zone provisions.
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law, the use is compatible with planned development and is complimentary to proposed development in the area.
4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Open Space designation.

Proposed Resolution #

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

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

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

## 9. Planning Reports

## 10. Delegations

### 10.1 Tyler Coghill Re: Library Lane Walkway

Proposed Resolution #

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

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

THAT the delegation from Tyler Coghill re: Library Lane Walkway be received as information.

## 11. Deputation(s) on Committee Reports

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

Proposed Resolution #

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

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

- A. THAT report titled "Economic Development Advisory Committee Recommendation – Representation on Oxford County Council" be received as information; and
- B. THAT Council approve the recommendation of the Economic Development Advisory Committee as follows: *THAT the Economic Development Advisory Committee recommends to Council that a letter be sent to MPP Hardeman, the Ministry of Municipal Affairs and Housing and the Premier in regards to having equitable representation, for the amount of people the Town is representing, at the County governance level.*

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

Proposed Resolution #

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

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

- A. THAT report titled "Grape Vine Removal" be received as information; and
- B. THAT Council reject the recommendation of the Parks, Beautification & Cemeteries Advisory Committee as follows: *THAT the Parks, Beautification & Cemeteries Committee recommend that Staff explore the option of cutting the stump and Roundup application to remove the invasive grapevine species.*

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

Proposed Resolution #

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

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

- 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.*

## 12. Information Items

Proposed Resolution #



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

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

THAT the following items be received as information:

- 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

### 13. Financial Results - Q3 of 2024

#### 13.1 Finance Overview

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

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

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

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

#### 13.2 Departmental Results

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

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

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

## 14. Staff Reports

### 14.1 Chief Administrative Officer

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

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

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

- 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.

### 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

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

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

- 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.

### 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

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

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

- 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.

## 14.7 Recreation, Culture and Parks

### 14.7.1 Lake Lisgar Waterpark Summer 2024 - RCP-24-053

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

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

- 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.

### 14.7.2 Tillsonburg District Craft Guild 2025 to 2027 Memorandum of Understanding - RCP-24-054

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

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

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

## 15. New Business

## 16. Consideration of Minutes

### 16.1 Advisory Committee Minutes

Proposed Resolution #

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

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

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.

## 17. Motions/Notice of Motions

### 17.1 Motion

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

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.

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

Moved By: Councillor Spencer

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

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 'Silver Alerts' are urgent notifications 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.

**BE THEREFORE IT RESOLVED**

1. 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
2. THAT staff be requested to review and provide a report to Council on the use of the Town app as a means to push notification for a “silver alert” for senior citizens in our community that have Alzheimer’s, dementia, or similar neurodegenerative disease.

**18. Resolutions/Resolutions Resulting from Closed Session**

**19. By-Laws**

**20. Confirm Proceedings By-law**

Proposed Resolution #

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

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

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.

**21. Items of Public Interest**

**22. Adjournment**

Proposed Resolution #

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

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

THAT the Council meeting of November 14, 2024, be adjourned at \_\_\_\_\_ p.m.

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



Monday, October 21, 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, Interim Director of Finance/Treasurer  
Jonathon Graham, Director of Operations & Development  
Cephas Panschow, Development Commissioner  
Laura Pickersgill, Executive Assistant  
Andrea Greenway, Interim Director of Recreation, Culture and Parks

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**1. Call to Order**

Called to order at 4:00p.m.

**2. Closed Session (4:00 p.m.)**

**Resolution # 2024-482**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT Council move into Closed Session to consider the following:

**2.4.1 Request for Assignment of VIP Lot 1 - 2776807 Ontario Inc. - CLD-EDM-24-015**

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

(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;

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

**2.4.2 ERTH Negotiations Update - CLD-CAO-24-004**

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

(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;

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

**2.4.3 New Town Hall Alternative Location Options - CLD-OPD-24-002**

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

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or



(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**

**2.1 Adoption of Agenda**

**2.2 Disclosures of Pecuniary Interest**

**2.3 Adoption of Closed Council Minutes**

**2.4 Reports**

**2.4.1 Request for Assignment of VIP Lot 1 - 2776807 Ontario Inc - CLD-EDM-24-015**

**2.4.2 EARTH Negotiations Update - CLD-CAO-24-004**

**2.4.3 New Town Hall Alternative Location Options - CLD-OPD-24-002**

**2.5 Back to Open Session**

**3. Moment of Silence**

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

**Resolution # 2024-489**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT the Agenda as prepared for the Council meeting of Monday, October 21, 2024, be adopted.

**Carried**

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

None.

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

**Resolution # 2024-490**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT the Council meeting minutes dated October 7, 2024 be approved.

**Carried**

**7. Presentations**

**7.1 Don Burton, Chair, Royal Canada Legion Branch 153 - Presentation of the First Poppy**

Don Burton, Chair, Royal Canada Legion Branch 153 - Presentation of the First Poppy attended before Council to kick off the 2024 Poppy Season. The campaign runs from Friday October 25 to November 10 at the following locations: Sobeys, Metro, Town Center and Zehrs. Don Burton overviewed aspects of the program and the support that is provided to Veteran's based on the campaigns fundraising.

**8. Public Meetings**

**8.1 Application for Minor Variance - A07-24 (73 Concession St W)**

Marc Davidson, County Planner, attended before Committee to provide an overview of the application.

No questions were posed to the Planner.

Rob and Carrie Hutchinson, applicants, were in attendance but did not speak to Committee.

No other persons came forward either in support or opposition.

**Resolution # 2024-491**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parker

THAT Council move into the Committee of Adjustment to hear applications for Minor Variances at 6:08 p.m.

**Carried**

**Resolution # 2024-492**

**Moved By:** Councillor Parker

**Seconded By:** Deputy Mayor Beres

THAT the Town of Tillsonburg Committee of Adjustment **approve** Application A07-24, submitted by Rob and Carrie Hutchison for lands

described as Lot 2, Plan 1646, in the Town of Tillsonburg, municipally known as 73 Concession Street West as it relates to:

1. Relief from **Table 6.2 – R1 Zone – Setback, Minimum Distance from the Centreline of Arterial Road**, to reduce the minimum distance required from the centreline of an arterial road from 20.5 metres (67.3 feet) to 19 metres (62.3 feet).

The requested variance meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief represents a minor variance from the provisions of the Town's Zoning By-law in that the reduced zone provision is from the minimum distance from the centreline of an arterial road in the R1 Zone, is compatible with surrounding land uses, is minor and is desirable for the development of the lands.
2. The proposed relief maintains the general intent and purpose of the Town's Zoning By-law, and no negative impacts are anticipated as a result of the reduced zone provision.
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law, the use is compatible with planned development and is complimentary to proposed development in the area.
4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Low Density Residential designation.

**Carried**

## **8.2 Application for Minor Variance - A10-24 (55 Broadway)**

Marc Davidson, County Planner, attended before Committee to provide an overview of the application.

No questions were posed to the Planner.

Jason Meyer, applicant, attended before Committee to speak in favour of the application.

No questions were posed to the applicant.

No other persons came forward either in support or opposition.

**Resolution # 2024-493****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Parsons

THAT the Town of Tillsonburg Committee of Adjustment **approve** Application File A10-24t, submitted by Ella Agranov on behalf of Perovich Holdings Inc. and M & J Property Holdings Inc, for lands described as Lots 1475 and 1476, Plan 500, 55 Broadway, Town of Tillsonburg, as it relates to:

1. Relief from **Section 5.24.2.1 – Off-Street Parking Required – Table 5.24.2.1: Parking Standards and Section 5.24.5(b) – Exceptions – Parking Space Requirements**, to reduce the minimum required vehicle parking spaces from two (2) parking spaces to zero (0) parking spaces;
2. Relief from **Section 13.2 – Zone Provisions – Table 13.2 Zone Provisions – Rear Yard, Minimum Depth**, to reduce the minimum required rear yard depth from 6.0 metres (19.7 feet) to 0.1 metres (0.4 feet); and
3. Relief from **Section 13.2.6 – Location of Public Garages**, to allow for the enlargement of a non-permitted use on the subject property.

The requested variances meet the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief represents minor variances from the provisions of the Town's Zoning By-law in that the reduced provisions permit the expansion of a legal non-conforming setback and recognize a deficiency in parking spaces, is compatible with surrounding land uses, is minor and is desirable for the development of the lands.
2. The proposed relief maintains the general intent and purpose of the Town's Zoning By-law, and no negative impacts are anticipated associated the reduced zone provisions.
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law, the use is compatible with planned development and is complimentary to proposed development in the area.

4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Central Business District designation.

### **Carried**

### **8.3 Application for Minor Variance - A11-24 (9 Delevan Cres)**

Marc Davidson, County Planner, attended before Committee to provide an overview of the application.

No questions were posed to the Planner.

No persons came forward either in support or opposition of the application.

### **Resolution # 2024-494**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Luciani

THAT the Town of Tillsonburg Committee of Adjustment **approve** Application A11-24, submitted by Kim Husted on behalf of Simon Wagler Homes Inc. for lands described as Part of Lot 543, Plan 500, in the Town of Tillsonburg, municipally known as 9 Delevan Crescent as it relates to:

1. Section 6.2 – Zone Provisions – Table 6.2: Zone Provisions – Low Density Residential (R1) Zone – Front Yard, Minimum Depth, to reduce the minimum front yard depth from 7.5 m (24.6 ft) to 6 m (19.75 ft); and
2. Section 6.2 – Zone Provisions – Table 6.2: Zone Provisions – Low Density Residential (R1) Zone – Rear Yard, Minimum Depth, to reduce the minimum rear yard depth from 12 m (39.3 ft) to 10.5 m (34.4 ft).

The requested variances meet the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief represents minor variances from the provisions of the Town's Zoning By-law in that the reduced zone provisions are from the front and rear yard setbacks of the R1 Zone, are compatible with surrounding land uses, are minor and desirable for the development of the lands.

2. The proposed relief maintains the general intent and purpose of the Town's Zoning By-law, and no negative impacts are anticipated associated the reduced zone provisions.
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law, the use is compatible with planned development and is complimentary to proposed development in the area.
4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Low Density Residential designation.

**Carried**

**Resolution # 2024-495**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parsons

THAT Council move out of the Committee of Adjustment and move back into regular Council session at 6:24 p.m.

**Carried**

**9. Planning Reports**

**10. Delegations**

**10.1 Stephen Owen, Community Engagement Coordinator Re: Parkinson Society Southwestern Ontario**

Stephen Owen, Community Engagement Coordinator of the Parkinson Society Southwestern Ontario (PSSO) attended before Council to overview the Parkinson's Disease and Support Availability. The presentation included the following highlights:

- Parkinson's Disease information;
- Symptoms of Parkinson's and Treatments;
- PSSO Mission, Values, and objectives;
- Support, Counselling, Programs, Awareness, Education and Research information.

Stephen clarified a volunteer position is needed within Tillsonburg for a facilitator for a Parkinson's support group operating at the Tillsonburg Community Center. Individuals interested may contact Stephen via the PSSO website.

**Resolution # 2024-496**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT the delegation from Stephen Owen, Community Engagement Coordinator, Parkinson's Society Southwestern Ontario, be received as information.

**Carried**

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

**11.1 Scattering Garden - RCP-24-049**

An alternative motion was put on the floor from what was included in the report.

**Resolution # 2024-497**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Spencer

A. THAT report titled "Scattering Garden" be received as information; and  
B. THAT Council endorses postponement of the scattering gardens project until the current cemetery infrastructure has been updated and improved, in alignment with the recommendation of the Parks, Beautification & Cemeteries Advisory Committee.

**Carried**

**11.2 Addition to Trails Subcommittee - RCP-24-050**

**Resolution # 2024-498**

**Moved By:** Councillor Parker

**Seconded By:** Deputy Mayor Beres

A. THAT report titled "Addition to Trails Subcommittee" be received as information; and

- B. THAT Council approve the recommendation of the Parks, Beautification & Cemeteries Advisory Committee as follows:

*THAT Council approve adding a representative of Oxford County to the subcommittee to assist with expediting actionable items related to Trans Canada Trail use and maintenance.*

**Carried**

### **11.3 Founder's Day Event - Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation - CS-24-109**

#### **Resolution # 2024-499**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

- A. THAT report titled "Founder's Day Event – Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation" be received as information; and
- B. THAT staff continue working with the Museum, Culture, Heritage and Special Awards Advisory Committee on their plans for this event and include funding in the 2025 budget for consideration.

**Carried**

## **12. Information Items**

### **Resolution # 2024-500**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parsons

THAT the following items be received as information:

- Long Point Region Conservation Authority Board Minutes - September 4, 2024
- Long Point Region Conservation Authority Hearing Board Minutes - September 4, 2024
- Oxford OPP Detachment 3 - Town of Tillsonburg - September 2024 Board Report



**Carried**

- 12.1 Long Point Region Conservation Authority Board Minutes - September 4, 2024
  - 12.2 Long Point Region Conservation Authority Hearing Board Minutes - September 4, 2024
  - 12.3 September 2024 Tillsonburg Detachment Board Report
13. Staff Reports
- 13.1 Chief Administrative Officer
    - 13.1.1 Roulstons Pharmacy Advertising Clinic Space Request - CAO-24-022
      - Resolution # 2024-501**
      - Moved By:** Councillor Parsons
      - Seconded By:** Councillor Spencer
      - A. THAT report titled “Roulston’s Pharmacy Advertising Clinic Space Request” be received as information; and
      - B. THAT Council approve the recommendation of the Community Health Care Committee to use Town resources and channels to advertise and promote the Roulston’s Pharmacy clinical space.

**Carried**

- 13.2 Corporate Services
  - 13.2.1 Committee Vacancies Update - CS-24-107
    - Resolution # 2024-502**
    - Moved By:** Councillor Spencer
    - Seconded By:** Councillor Parker
    - A. THAT report CS 24-107 titled “Committee Vacancies Update” be received as information; and
    - B. THAT the Terms of Reference of the Community Health Care Committee be amended with removal of item G, under Section 3.0; and

- C. THAT a By-Law be brought forward for Council's consideration to remove members from committee membership that are no longer serving on their respective committee.

**Carried**

### **13.3 Economic Development**

#### **13.3.1 Film Industry Opportunities - Update and Next Steps - EDM-24-036**

An adjusted motion was presented by the mover and seconder to note the engagement in Clause B and adjust the fee waive for one year.

Motion was withdrawn by the Mover and Seconder who then moved a referral motion.

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

- A. THAT report EDM 24-036 titled "Film Industry Opportunities – Update and Next Steps" be received; and,
- B. THAT the Film Policy be approved in principle, **subject to public consultation and the final** 2025 Budget and Business Plan approval, as a three year pilot program commencing January 1, 2025 or thereafter and expiring December 31, 2027 with staff support being included in the 2025 Budget and Business Plans for consideration; and
- C. THAT film application fees be waived **for the initial year of the pilot program** with productions only required to offset any direct municipal staffing costs; and,
- D. THAT a bylaw authorizing the Film Policy be brought forward for Council's consideration upon completion of public consultation and engagement.

**Resolution # 2024-503**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

THAT Report EDM-24-036 be referred to staff for the completion of public consultation.

**Carried**

## **13.4 Finance**

### **13.4.1 2025 Rates and Fees By-law Update - FIN-24-051**

#### **Resolution # 2024-504**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer

- A. THAT Council receives report FIN-24-051 2025 Fees By-law Update; and
- B. THAT a By-Law to provide a schedule of fees for certain municipal applications, services, and permits for 2025 be brought forward for Council consideration.

**Carried**

## **13.5 Fire and Emergency Services**

## **13.6 Operations and Development**

### **13.6.1 New Town Hall 2024 Alternative Design and Location Options - OPD-24-057**

Jonathon Graham, Director of Operations and Development, provided an overview of report OPD-24-057.

First motion withdrawn.

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parsons

- A. THAT report OPD 24-057 titled “New Town Hall 2024 Alternative Design and Location Options” be received; and
- B. THAT staff refine location options including investigating any necessary preliminary negotiations options through to the appropriate due diligence and feasibility of the following alternative locations for a New Town Hall:

- a. a. Option 2: Greyfield Site (Northeast corner of Brock and Harvey Streets);
- b. Option 4b: 4 Elm Street (East Elgin Concrete/Long Point Region Conversation AUthority Building Sounth) and
- C. THAT Staff provide a report, including any potential agreements, to Council for review and consideration; and

**Resolution # 2024-505**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

THAT staff provide a report to Council on the possible Capital funding available for the New Town Hall project.

**Carried**

**13.7 Recreation, Culture and Parks**

**14. New Business**

**15. Consideration of Minutes**

**15.1 Advisory Committee Minutes**

**Resolution # 2024-506**

**Moved By:** Councillor Parsons

**Seconded By:** Deputy Mayor Beres

THAT Council receives as information:

- The Recreation and Sports Advisory Committee minutes dated September 5, 2024;
- The Economic Development Advisory Committee minutes dated September 10, 2024;
- The Parks, Beautification and Cemeteries Advisory Committee minutes dated September 24, 2024; and
- The Affordable and Attainable Housing Advisory Committee minutes dated September 25, 2024.

**Carried**

**16. Motions/Notice of Motions****16.1 Motions****16.1.1 Local Government Week in Ontario - Deputy Mayor Beres****Resolution # 2024-507****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Spencer

WHEREAS October 20 to 26, 2024 is Local Government Week in Ontario, an opportunity to reflect on the vital services delivered by municipal governments; and

AND WHEREAS municipal governments play a vital role in helping to define the character, priorities, physical make up, and quality of life of communities across Ontario;

AND WHEREAS the Town supports expanding awareness of the local governments role in day to day living;

THEREFORE BE IT RESOLVED THAT Tillsonburg Town Council, do hereby join with partners such as the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) in acknowledging and celebrating the work of local municipalities by proclaiming October 20 to 26, 2024 as 'Local Government Week' in the Town of Tillsonburg.

**Carried****17. Resolutions/Resolutions Resulting from Closed Session****18. By-Laws**

Revised listing read to add in 18.5 from Closed Session direction to the Clerk on October 21, 2024.

**Resolution # 2024-508****Moved By:** Councillor Parsons**Seconded By:** Councillor Luciani

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

**Carried**

**18.1 By-Law 2024-105 - A By-Law to Amend By-Law 2024-099 and Repeal By-Law 2024-051**

**18.2 By-Law 2024-118 - A By-Law to Amend By-Law 2023-009 a by-law to appoint members to Tillsonburg advisory committees**

**18.3 By-Law 2024-119 A By-Law to provide a schedule of fees for certain municipal applications, services and permits**

**18.4 By-Law 2024-120 - A By-Law to Authorize the Submission of an Application to OILC**

**18.5 By-Law 2024-121 – A By-Law to authorize the Town's consent to the sale of Lot 1 in the Van Norman Innovation Park from 2776807 Ontario Inc. to Triumph Trailer Sales Inc.**

**19. Confirm Proceedings By-law**

**Resolution # 2024-509**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT By-Law 2024-095, A By-Law to Confirm the proceedings of the Council Meeting held on October 21, 2024, be read for a first, second and third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried**

**20. Items of Public Interest**

This portion of the meeting is not recorded.

**21. Adjournment**

**Resolution # 2024-510**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT the Council meeting of October 21, 2024, be adjourned at 7:48 p.m.

**Carried**

**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock, Ontario, N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Website: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)Our File: **A12-24t****APPLICATION FOR MINOR VARIANCE**

**TO:** Town of Tillsonburg Committee of Adjustment  
**MEETING:** November 14, 2024  
**REPORT NUMBER:** 2024-324

**OWNER:** Garlyn Holdings Inc.  
 165 John Pound Road, Tillsonburg, ON, N4G 4G9

**APPLICANT:** Stephen Cornwell, CJDLE Engineering  
 261 Broadway, Tillsonburg, ON, N4G 4J1

**REQUESTED VARIANCES:**

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.

**LOCATION:**

The subject lands are described as Part of Lots 1594 and 1595, Plan 500, Town of Tillsonburg. The property is located on the north side of John Pound Road, south of Baldwin Street and north of Highway #3 and known municipally as 165 John Pound Road.

**COUNTY OF OXFORD OFFICIAL PLAN:**

Schedule 'T-1'- Town of Tillsonburg Land Use Plan

Open Space

**TOWN OF TILLSONBURG ZONING BY-LAW NO. 3295:**

Existing Zoning:

Active Use Open Space (OS2)

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

The subject property is approximately 6,884 m<sup>2</sup> (174,100 ft<sup>2</sup>) in area and contains an existing disaster restoration operation. The applicant is proposing relief from the above-noted provisions of the Town's Zoning By-law to facilitate the construction of two (2) additions. The westerly addition is approximately 259 m<sup>2</sup> (2790 ft<sup>2</sup>) to expand the existing shop/storage area. The easterly addition is approximately 165 m<sup>2</sup> (1776 ft<sup>2</sup>) and will facilitate an expansion of the existing office area. The existing building on the subject property is entirely located within the regulated flood plain area and is presently zoned Active Use Open Space (OS2) and is deemed to be a legal non-conforming structure.

The applicants are requesting relief from Section 45(2) of the *Planning Act* to permit an extension of a legal non-conforming use. The easterly addition is requesting an extension of the existing legal non-conforming setback of 4.0 m (13.1 ft).

On the westerly side, the applicants are applying for an expansion to the existing structure. However, this setback would be subject to Section 5.21.7.2 (Extensions to Non-Conforming Buildings) of Zoning By-law No.3295. The proposed addition would encroach closer to the westerly setback than the existing building and requires relief from the Interior Side Yard width of 6.3 m (20.67 ft) whereas 7.5 m (24.6 ft) is required.

The proponents are presently proceeding through the Site Plan approval process for the proposed additions.

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

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

Plate 3, Applicant's Sketch, shows the location, size and setbacks of the existing structure, as submitted by the applicant.

(b) Agency Comments:

The application was circulated to a number of public agencies considered to have an interest in the proposal. All of the comments received through the circulation process are summarized below.

Town of Tillsonburg Building Services Department, Long Point Regional Conservation Authority, and Oxford County Public Works, indicated that they do not have any comments or concerns.

(c) Public Consultation

Notice was provided to surrounding property owners on November 4, 2024, in accordance with the requirements of the Planning Act. As of the writing of this report, no comments or concerns had been received from the public.



(d) Planning Review:

Section 45(2) of the Planning Act provides that the Committee of Adjustment may, where any land, building or structure, on the day the by-law was passed, was lawfully used for a purpose prohibited by the by-law, may permit the enlargement or extension of the building or structure, if the use that was made of the building or structure on the day the by-law was passed, continued until the date of the application to the committee, but no permission may be given to enlarge or extend the building or structure beyond the limits of the land owned and used in connection therewith on the day the by-law was passed.

Section 10.3.5 (Zoning By-law and Non-Conforming Uses) of the Official Plan states that the Committee of Adjustment may permit the extension, enlargement or change of use of a legally established land use that does not conform to the Official Plan and the local area municipal Zoning By-law. In evaluating such applications, the Committee shall consider the following criteria:

- the use has been continuous from the day the Zoning By-law came into effect;
- there will be no extension of the site or building beyond the limits of land owned and used from the effective date of the By-law;
- permission for the extension, enlargement or change in the non-conforming use is in keeping with the general intent of the Official Plan and will not aggravate those aspects of the use that do not conform to the Official Plan or Zoning By-law;
- that existing municipal services such as water, sewers, stormwater management facilities and roads will be adequate;
- that there are adequate parking and loading facilities to accommodate the proposed use;
- that the proposed extension, enlargement or change in use would include measures to reduce nuisances, protect adjacent properties and improve the compatibility of the use with surrounding areas; and,
- that the extension, enlargement or change in use is necessary to avoid undue hardship on the applicant, provided that all other criteria have been met, there are no negative effects on environmental resources and the proposed use is more compatible than the existing use relative to the relevant Official Plan policies.

In considering such applications for permission, the policies also state that the Committee of Adjustment may attach such conditions as it deems appropriate to the approval of an application within its jurisdiction to extend, enlarge or change a legal non-conforming use.

The subject lands are designated as Open Space, which applies to regulated flood plan areas, floodways where two zone flood plain policies apply, Conservation Authority lands and other public lands, as well as Earth Science Areas of Natural and Scientific Interest and parks, pathways, recreation areas and stormwater management facilities. Permitted uses in the Open Space designation are generally limited to active and passive recreational uses, and structures necessary to the Open Space use, such as golf course “pro shops”, clubhouses, refreshment stands, bleachers and change houses. The Official Plan provides that existing uses are permitted within the designation and such uses may expand or undergo a change in use, subject to the provisions of the existing zoning.

The applicants are proposing two (2) additions to an existing employment use (Service Master).

It is the opinion of the Planning office that this application complies with the criteria outlined in Section 10.3.5 of the Official Plan. Property information on file and information provided by the

applicant indicate the existing use has been located on the subject for a substantial amount of time and have continued to be used for industrial purposes since its inception, which is in keeping with the above-noted criteria outlined in the Official Plan. Further, it is noted that the proposed development will be wholly located within the confines of the subject lands and will be adequately serviced by existing municipal water and wastewater.

Further, staff are satisfied that approval of the applicant's request will have minimal impact on the quality of the surrounding environmental features and the development, particularly elements related to flood-proofing, will be reviewed by the LPRCA through their permit process.

In light of the foregoing, Planning staff recommend the application be given favourable consideration.

#### **RECOMMENDATION:**

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 follows:

1. The proposed relief represents minor variances from the provisions of the Town's Zoning By-law in that the reduced zone provisions are from the interior side yard setback of the OS2 Zone, are compatible with surrounding land uses, are minor and desirable for the development of the lands.
2. The proposed relief maintains the general intent and purpose of the Town's Zoning By-law, and no negative impacts are anticipated associated the reduced zone provisions.
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law, the use is compatible with planned development and is complimentary to proposed development in the area.
4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Open Space designation.

File Number: A12-24t

Report Number 2024-324

Page 5

Authored by:

Marc Davidson  
Senior Development Planner

Reviewed by:

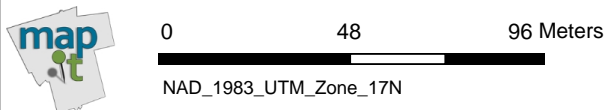
Eric Gilbert, RPP, MCIP  
Manager of Development Planning



**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**



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

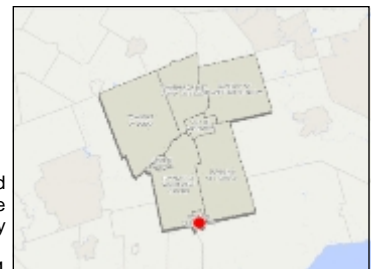
October 30, 2024





Legend

Notes



0 96 192 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

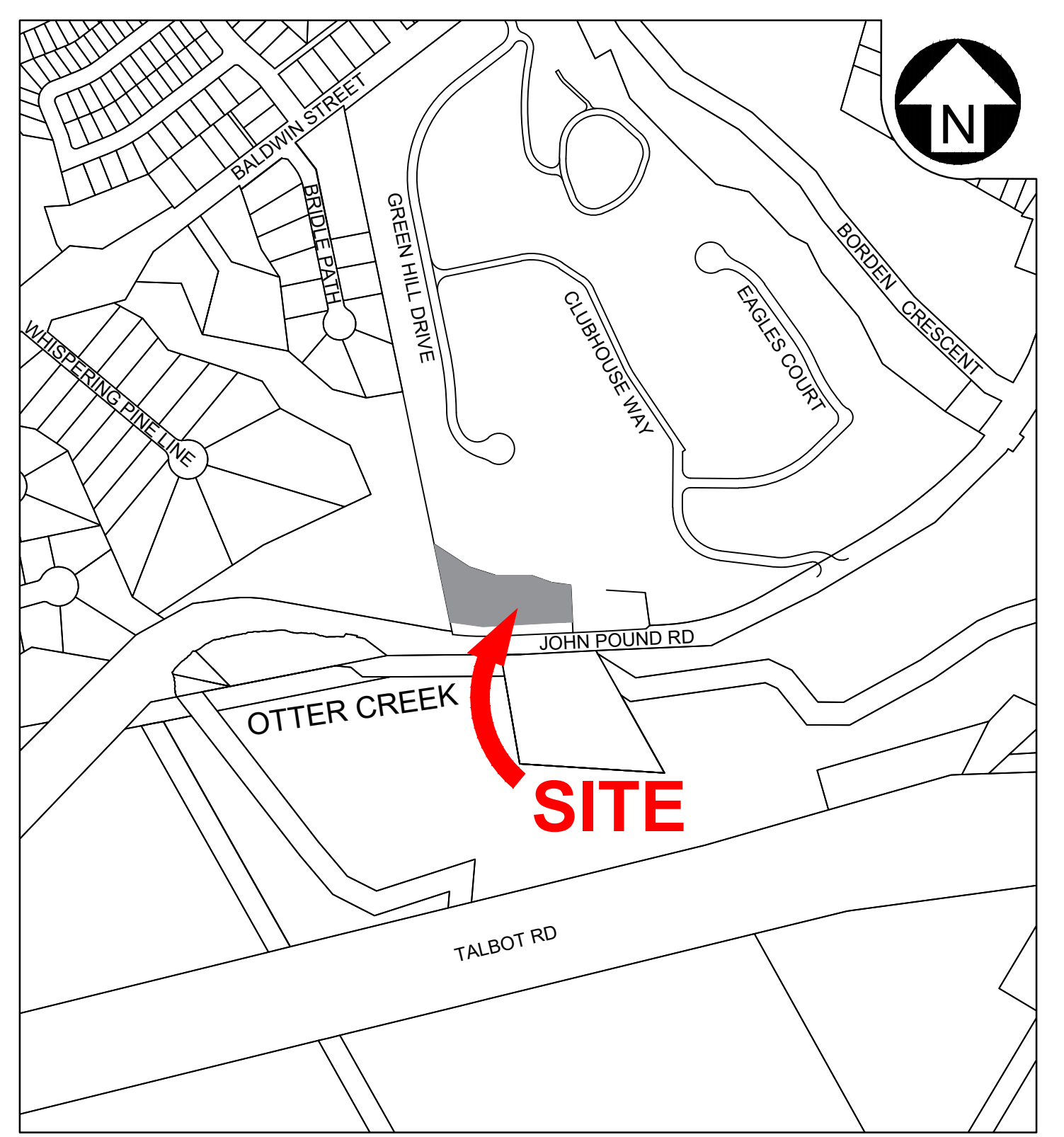
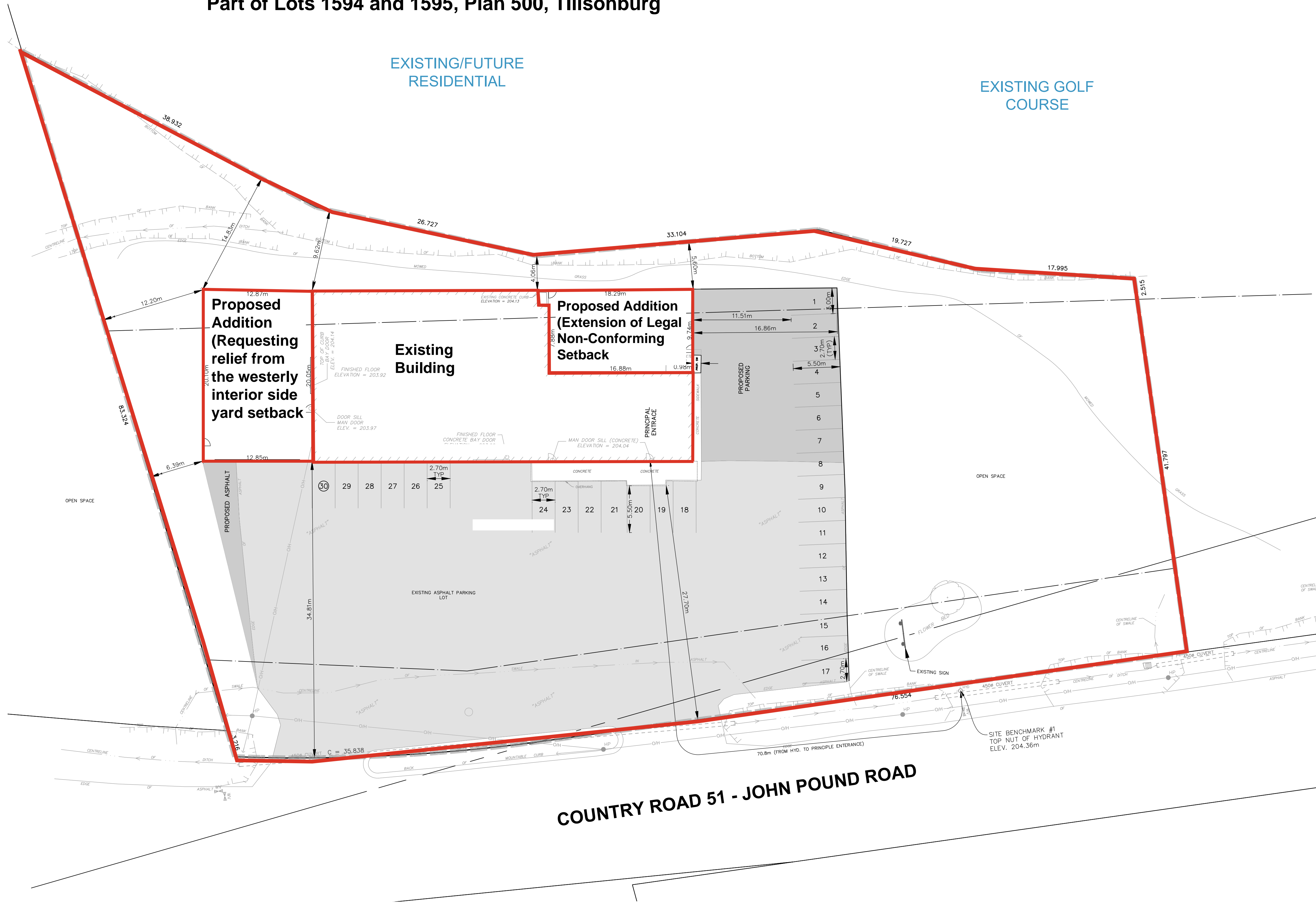
November 1, 2024



**Plate 3: Applicant's Sketch**  
**File No. A12-24t - Garlyn Holdings Inc.**  
**Part of Lots 1594 and 1595, Plan 500, Tillsonburg**

EXISTING/FUTURE  
RESIDENTIAL

EXISTING GOLF  
COURSE

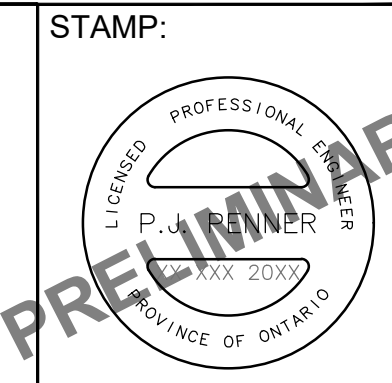


**KEY PLAN**  
SCALE 1:5000

**COUNTRY ROAD 51 - JOHN POUND ROAD**

**LEGEND**

PROPOSED SANITARY SEWER	PROPOSED WATERMAIN	MAINTENANCE HOLE	PROPOSED ASPHALT 300mm GRAN 'B'
EXISTING SANITARY SEWER	EXISTING WATERMAIN	CATCH BASIN	150mm GRAN 'A'
FUTURE SANITARY SEWER	FUTURE WATERMAIN	WATER VALVE	50mm HL8
PROPOSED STORM SEWER	SITE LIMITS	WATER SERVICE CURB STOP	40mm HL3
EXISTING STORM SEWER	PROPOSED CURB CUT	HYDRANT	EXISTING ASPHALT
FUTURE STORM SEWER	BARRIER FREE SIGN	STREETLIGHTS	
	(A),(R) ADJUST, REMOVE		



STAMP: METRIC H. SCALE 1:250

No.	REVISION	DATE	BY

**TOWN OF TILLSONBURG**

**CJDL**  
Consulting Engineers

Cyril J. Demeyere Limited  
P.O. Box 460, 261 Broadway  
Tillsonburg, Ontario, N4G 4H8  
Tel: 519-688-1000  
866-302-9886  
cjdl@cjdlteng.com

DESIGN BY: ZDR    DRAWN BY: AM    CHECKED BY: PJP  
PROJECT NO. 24019    SURVEY BY: TPM    DATE: 26 JUNE 2024

PROPOSED BUILDING ADDITION  
165 JOHN POUND ROAD  
TILLSONBURG

**SITE PLAN**

DRAWING No. 01

# Library Lane Covered Walkway

# Discussion

- Review the current condition of the covered walkway, identifying aspects that may require repair
- Discuss accessibility issues
- Highlight the public safety issues related to the limited sightlines through the walkway, as noted by the OPP.



# Accessibility Concerns

- The walkway leading to and from 1 Library Lane presents several barriers that impact pedestrian accessibility. These include uneven surfaces, inadequate signage, and limited space for individuals with mobility challenges.
- These issues create difficulties for people with disabilities, seniors, and others who may have difficulty navigating the area. As a result, this may deter visitors, customers, and employees from accessing the businesses located at 1 Library Lane or using the walkway safely to access the Public Library or businesses on Broadway.



# **Public Safety Risks: Low Line of Sight**

- A significant safety concern raised by the OPP is the poor line of sight through the walkway. This issue is particularly troubling as it can create a sense of vulnerability for pedestrians. Low visibility makes it difficult for people to see potential hazards or other individuals using the walkway, increasing the risk of accidents, criminal activity, or other safety incidents. The lack of clear sightlines also reduces the ability for law enforcement or emergency responders to quickly assess and address any safety concerns in the area.







# **Condition of the Walkway and Repair Needs**

- The current state of the walkway requires attention due to wear and tear from weather exposure and general use. Several areas may require significant repairs either in the immediate future or shortly thereafter. These issues include damaged or uneven flooring, rust or corrosion on structural supports, and deteriorating lighting that could further compromise both safety and accessibility. Addressing these issues promptly is essential to ensure the walkway remains functional and safe for all users. Larger scale capital investments to the overhead structure are likely needed in the near future.
- Current grading is causing flooding onto 1 Library Lane sidewalk; and front door.

















# Goals of the Delegation:

- The delegation seeks to ensure awareness of these various issues in the hopes we can begin the process of reviewing opportunities to address the key goals:
- **Improving physical access:** Implementing necessary upgrades to level the walkway, install ramps where needed, or remove obstacles that impede pedestrian movement.
- **Enhancing safety:** Addressing the low line of sight, clearing any visual obstructions as per OPP report.
- **Repairing structural damage:** Ensuring that the walkway's infrastructure is maintained to prevent further deterioration and that the roofing and path are either repaired or replaced as soon as possible to ensure safe usage for the public.



## Lighting (Page 5)

2. Is adequate exterior lighting installed and operational at every entry point?  Yes  No

## Doors, Frames and Locks (Pages 8-12)

...ing and sleeping.  
 The bricked posts provide  
 hiding opportunities for  
 potential situations and  
 only seem to be a decorative  
 piece. To gain more of  
 a clear sightline whilst  
 using the walkway, we suggest  
 removing the brick on the end  
 with, to match others, and

KS

this would also prevent  
 shadowed areas in the  
 dark.





Town Council & To Whom it May Concern,

My name is Brittany Brooks and I am the Owner & Director of Brooks Academy of Dance. My studio is located in the heart of downtown Tillsonburg, between Library Lane and Cowards. Each week I have between 150-175 students congregating into the downtown hub for dance classes. Library Lane is a popular walkway to use for not only my students, but also their family members to visit other local businesses as they wait for their dancers to finish up classes. Not only do I continue to hear complaints over Library Lane from my patrons, but I myself as a business owner have my own concerns in regards to this pathway.

Our town continues to grow, and as a whole we push to promote "downtown shopping" at businesses in the core. I am certainly in agreement with this, however places like Library Lane need to receive some updates/safety modifications to continue to serve the community positively and be a more appealing area to visit.

Concerns:

1. Lighting- While I am sincerely grateful the building owner of 1 Library Lane has put up motion sensor lighting on his own accord, it would be extremely beneficial to all community members that the town invest in better lighting for Library Lane. In the colder months, it gets darker much quicker and my students and families are nervous to use the walkway with the ominous lighting it provides.
2. Structural & Aesthetic Improvements- In the 15 seasons we have been open, I don't believe Library Lane has seen any structural and aesthetic improvements. It looks run down, dated and has become a less favorable environment for the community to walk through (including myself).
3. Customer Acquisition- We have new businesses opening in the downtown area. However, places like Library Lane make it more difficult to promote new clientele to walk through their doors. When the shoe is on the other foot, established businesses continue to fight the battle to draw in new clientele and appeal to the community in areas that are known to be uninviting. This very much inhibits and hinders growth of your local businesses in the area- a place where the town pushes/promotes the community to shop and visit.

I hope my voice is heard today although I cannot be there in person. I have families who have told their children they are not allowed to use Library Lane in the day even and some in the evening. These improvements would very much have a positive impact on not only the surrounding businesses but also the community that they service.

Regards,  
Brittany Brooks  
Director

# 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 \***

Tyler

**Last Name \***

Coghill

**Street Address \***

[REDACTED]

**Town/City \***

Tillsonburg

**Postal Code \***

[REDACTED]

**Phone Number \***

[REDACTED]

**E-mail \***

tylercoghill@hotmail.com

**Subject \***

Library Lane Walkway

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

[REDACTED]

**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: \***

We are a group of business owners, staff and property owners in and around the Library Lane walkway.

We are looking to open discussion around several key points:

Walkway structure appears to be failing; metal posts are rusted at bottom, wood trim in dried out, gravel and tar spilling over roofs edge, walkways ceiling stained yellow, to name a few concerns.

Bricked inclined areas have become unsafe. Trip and fall hazard/liability.

Brick inclines are creating flooding at the main door of 1 Library Lane affecting the business located inside (reported through portal to request repair)

Post at both ends incased in bricks block line of sight down the walkway and provide a place for people to hide behind as noted in OPP report.

The sheltered walkway provides cover for people to smoke and loiter. This is a major walkway in town not a place to be blocked by groups standing under it.

Our hope is to open the discussion about removing the covered portion of the walkway.

To improve accessibility in the area along with eliminating the trip hazards; we would like to discuss have the walkway repaved and lowered to be inline with the walkway at Library Lane.

The walkways area needs structural repair; if that is even possible. We think a removal would cut down on future costs in maintaining or repairing it as well improve community safety.

**Please indicate the preferred meeting date which you would like to appear as a delegation:**

10/28/2024



**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.



**Subject: Economic Development Advisory Committee Recommendation – Representation on Oxford County Council**

**Report Number:** EDM 24-007

Committee Name: Economic Development Advisory Committee

Submitted by: Laura Pickersgill, Executive Assistant

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

- A. THAT report titled “Economic Development Advisory Committee Recommendation – Representation on Oxford County Council ” be received as information; and
- B. THAT Council approve the recommendation of the Economic Development Advisory Committee as follows:

*THAT the Economic Development Advisory Committee recommends to Council that a letter be sent to MPP Hardeman, the Ministry of Municipal Affairs and Housing and the Premier in regards to having equitable representation, for the amount of people the Town is representing, at the County governance level.*

**BACKGROUND**

At the October 8, 2024 Economic Development Advisory Committee meeting the following resolution was passed:

**Moved By:** Mark Renaud

**Seconded By:** Randy Thornton

THAT the Economic Development Advisory Committee recommends to Council that a letter be sent to MPP Hardeman, the Ministry of Municipal Affairs and Housing and the Premier in regards to having equitable representation, for the amount of people the Town is representing, at the County governance level.

**Carried**

**DISCUSSION**

Oxford County Council is the upper-tier municipality that consists of elected officials from Oxford County’s eight lower-tier municipalities: Blandford-Blenheim, East Zorra-Tavistock, Ingersoll, Norwich, South-West Oxford, Tillsonburg, Woodstock and Zorra.

EDM 24-007

Each lower-tier municipality elects a representative to serve on Oxford County Council. The head of County Council is the Warden who is elected every four years by a vote of Council.

The current structure includes the following:

<b>Municipality</b>	<b>Number of Representatives on County Council</b>
Blandford-Blenheim	1 (Mayor)
South-West Oxford	1 (Mayor)
East-Zorra Tavistock	1 (Mayor)
Township of Zorra	1 (Mayor)
Township of Norwich	1 (Mayor)
Ingersoll	1 (Mayor)
Tillsonburg	1 (Mayor)
Woodstock	3 (Mayor + 2 Councillors)

According to the 2021 Stats Canada Census the population of the Oxford County Municipalities were as follows:

<b>Municipality</b>	<b>2021 Population</b>
Blandford-Blenheim	7,565
South-West Oxford	7,583
East-Zorra Tavistock	7,841
Township of Zorra	8,628
Township of Norwich	11,151
Ingersoll	13,693
Tillsonburg	18,615
Woodstock	46,705

As you can see the Town of Tillsonburg is the second most populated municipality in Oxford County. The population in the Town of Tillsonburg has continued to grow rapidly in recent years. The Municipal Act also states that a key principle of fair representation is ensuring that local representation at the regional level keeps up with changing demographics over time. Given that, it is suggested that the Town be permitted to appoint an additional representative on Oxford County Council to allow for more equitable representation at the County governance level.

In a 2020, report to County Council the following table presented the population in each Area Municipality that was represented by council using the population from the year of the current term's election compared to the population representation for councillor complement using the 2022 forecasted population figures.

EDM 24-007

Municipality	No. of Council Reprs	County Councillor Representation per Resident (2018)	County Councillor Representation per Resident (2022) <sup>1</sup>	% Change
Township of Blandford-Blenheim	1	7,750	8,060	4.0%
Township of East Zorra-Tavistock	1	7,570	8,060	6.5%
Township of Norwich	1	11,530	11,960	3.7%
Township of South-West Oxford	1	7,980	8,190	2.6%
Township of Zorra	1	8,510	8,820	3.6%
Town of Ingersoll	1	13,560	14,470	6.7%
Town of Tillsonburg	1	16,740	17,590	5.1%
City of Woodstock	3	14,623	15,847	8.4%
<b>Total Oxford County</b>	<b>10</b>			

Note 1 – based on status quo council composition for next election year

The Town of Tillsonburg has far surpassed projections and continues to grow.

Location	Population <sup>1</sup>			
	2016	2018 <sup>2</sup>	2021	2022 <sup>2</sup>
<b>Oxford County</b>	<b>113,940</b>	<b>117,520</b>	<b>122,890</b>	<b>124,680</b>
Woodstock	42,040	43,870	46,620	47,540
Ingersoll	13,110	13,560	14,240	14,470
Tillsonburg	16,310	16,740	17,380	17,590
Blandford-Blenheim	7,600	7,750	7,980	8,060
East Zorra-Tavistock	7,330	7,570	7,940	8,060
Norwich	11,310	11,530	11,850	11,960
South-West Oxford	7,880	7,980	8,140	8,190
Zorra	8,360	8,510	8,740	8,820

Source: 2019 growth forecasts (Hemson)

1. Forecasted population includes a net Census undercount of approximately 2.8%.
2. Annualized forecast estimates for 2018 and 2022 were derived from the Hemson five year interval forecasts, assuming straight line growth between intervals.
3. Numbers are rounded.

EDM 24-007

The County of Oxford Act, R.S.O. 1990, c. C. 42 does not prescribe how many voting members each municipality is permitted to have.

The Economic Development Advisory Committee has passed a resolution in support of this notion and is seeking Council's support.

## **CONSULTATION**

Economic Development Advisory Committee

## **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** – 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** – Advocate for community needs with other levels of government.

**Priority Project** – N/A

**Subject: Grape Vine Removal****Report Number:** RCP 24-051

Committee Name: Parks, Beautification &amp; Cemeteries Committee

Submitted by: Margaret Puhr

Meeting Type: Council Meeting

Meeting Date: Monday, October 21, 2024

**RECOMMENDATION**

- A. THAT report titled "Grape Vine Removal" be received as information; and
- B. THAT Council reject the recommendation of the Parks, Beautification & Cemeteries Advisory Committee as follows:

*THAT the Parks, Beautification & Cemeteries Committee recommend that Staff explore the option of cutting the stump and Roundup application to remove the invasive grapevine species.*

**BACKGROUND**

Although varieties of wild grape vine are native to locations all over the globe including North America, it is very aggressive to native flora. Wild grape vine is present throughout Canada, and is common along disturbed sites such as roads, trails, riverbanks, forest edges, and fencerows. These vines produce forked tendrils that wrap around and climb over objects for support or form large understory mats, both formations choke out existing vegetation. Wild grape vines are aggressive growers that smother out new plantings while stealing sunlight and nutrients from nearby vegetation. The Association for Canadian Educational Resources classifies grape vine as a *low priority species of concern*.

At their September 24, 2024 meeting, the Committee passed the following resolution:

**Resolution # 4****Moved By:** Pete Luciani**Seconded By:** Martha Kirkpatrick

THAT staff explore the option of cutting the stump and roundup application to remove the invasive grapevine species

**Carried**



RCP 24-051

## **DISCUSSION**

The Parks, Beautification & Cemeteries Trails Subcommittee advised the committee that the invasive species of grape vine is beginning to dominate parts of the elevated trail – the Trans Canada Trail section from Quarterline Road to Tillson Avenue.

The subcommittee has done research and provided four approaches to the removal:

- Can be easily cut with an axe or small chainsaw. Results are immediate, but regrowth follows almost as fast. Needs continuous upkeep.
- Cut close to the ground and cover the stump and surrounding area with a tarp that keeps darkness below. (Paul Gagnon, LCPRC)
- Apply a very low amount of the chemical Garland RTU around the base. Do not cut the vines. This would require an operator with a chemical application license. (Eric Giles, Giles Restorations)
- Cut stump of the vines, immediately apply Roundup to the remaining stump. Chemical requirement is very low and would need an operator with a chemical application license. (Paul De Cloet)

The subcommittee proposes, and the committee supports the fourth option.

Currently, there are no Town staff licensed to work with Roundup. At this time Staff were unable to find a contractor licensed in invasive species removal to obtain quote for this work to be carried out. Therefore, Staff does not recommend this course of action.

## **CONSULTATION**

This report was prepared in consultation with the Parks, Beautification and Cemeteries Advisory Committee, the Supervisor of Parks and Cemeteries and the Director of Recreation, Culture and Parks.

## **FINANCIAL IMPACT/FUNDING SOURCE**

There is no financial impact to rejecting the motion. Should Council decide to direct Staff to pursue the chemical removal further, it cannot be done in-house, therefore financial impact is unknown.

RCP 24-051

**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**



**Subject: Funding for Founder's Day Event**

**Report Number:** CS 24-111

Committee Name: Museum, Culture, Heritage & Special Awards Advisory Committee

Submitted by: Laura Pickersgill, Executive Assistant

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

- 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.*

**BACKGROUND**

Council was provided with an update at the October 21, 2024 Council meeting in regards to the proposed Founder's Day Event being planned by the Museum, Culture, Heritage and Special Awards Committee for October 2025.

**DISCUSSION**

There were no cultural grant applications submitted to date in 2024. The Twin City initiative is no longer taking place either. Given that, there are unused funds in the amount of \$12,500 in the 2024 budget (\$7,500 Founders Day, \$5,000 Cultural Grants).

The Committee by way of resolution above is requesting that these unused funds be transferred for use towards the items needed to fund the Founder's Day Event.

**CONSULTATION**

Director of Recreation, Culture & Parks

**FINANCIAL IMPACT/FUNDING SOURCE**

No additional financial impact

CS 24-111

**CORPORATE GOALS**

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

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

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

**Goal** – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles.

**Strategic Direction** – Increase opportunities to enjoy culture, events and leisure activities in Tillsonburg.

**Priority Project** – Create additional community events

**ATTACHMENTS**

None

Ministry of Energy  
and Electrification

Office of the Minister

77 Grenville Street, 10<sup>th</sup> Floor  
Toronto ON M7A 2C1  
Tel.: 416-327-6758

Ministère de l'Énergie  
et de l'Électrification

Bureau du ministre

77, rue Grenville, 10<sup>e</sup> étage  
Toronto ON M7A 2C1  
Tél. : 416-327-6758



October 23, 2024

Dear Energy Stakeholder:

I am writing today to share [Ontario's Affordable Energy Future: The Pressing Case for More Power](#), and to share information about next steps on integrated energy resource planning.

Ontario's energy demand is expected to increase by 75 per cent by 2050, as a result of economic development, housing for its growing population and electrification. There is a need to move to an integrated planning process across fuels and sectors, coordinating the build-out of an energy system that remains affordable, abundant and clean.

To support this work, I am pleased to release *Ontario's Affordable Energy Future: The Pressing Case for More Power*, which sets out our priorities in meeting the challenge of a growing Ontario. We are also initiating a consultation and engagement process that would inform the development of Ontario's first Integrated Energy Resource Plan. This plan, which we intend to release in 2025, will consider a long-term, integrated view of energy use across the economy and across all sources of energy.

To help guide this consultation and engagement process, the ministry has released a consultation posting on the [Environmental Registry of Ontario](#), which includes *Ontario's Affordable Energy Future: The Pressing Case for More Power*, together with links to contextual and background information and a series of questions to help guide feedback from our consultation and engagement. The ministry is seeking feedback from the public, Indigenous communities, and key stakeholders to help shape the plan, and we would like to hear from you.

On October 23, 2024, I also introduced Bill 214, the *Affordable Energy Act, 2024*, for approval by the legislature. This legislation would, if passed, enable the development of Integrated Energy Resource Plans, and take other steps to achieve our vision of an affordable energy future. The proposal includes statutory amendments that would make it more cost-effective to connect to the electricity grid, help reduce energy use to save families and businesses money and support the growth of electric vehicles in Ontario.

Our legislative initiative, along with *Ontario's Affordable Energy Future*, builds on significant work completed over the past six years to refine energy system planning and guide the transition to cleaner forms of energy. I appreciate the valuable contributions from the sector to help inform this work so far, such as the Electrification and Energy Transition Panel's engagements. I look forward to continuing to work together through this process.

.../cont'd

-2-

I encourage you to review *Ontario's Affordable Energy Future: The Pressing Case for More Power* as well as [Bill 214, the Affordable Energy Act, 2024](#), and submit your feedback through the Environmental Registry of Ontario.

If you have any specific questions about this consultation process, please contact the following Ministry of Energy and Electrification staff:

Christopher Goode  
Director, Policy Coordination and Outreach Branch  
Strategic, Network and Agency Policy Division  
(647) 505-7731  
[christopher.goode@ontario.ca](mailto:christopher.goode@ontario.ca)

Hillary Armstrong  
A/Manager, Policy Coordination  
Strategic, Network and Agency Policy Division  
416-818-0740  
[hillary.armstrong@ontario.ca](mailto:hillary.armstrong@ontario.ca)

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Lecce', with a long horizontal flourish extending to the right.

Stephen Lecce  
Minister

c: Hon. Sam Oosterhoff, Associate Minister of Energy-Intensive Industries  
Matt Hiraishi, Chief of Staff to the Minister of Energy and Electrification  
Crystal Mason, Chief of Staff to the Associate Minister of Energy-Intensive Industries  
Susanna Laaksonen-Craig, Deputy Minister of Energy and Electrification  
Karen Moore, Assistant Deputy Minister of Energy and Electrification

**Ministry of Finance**  
**Office of the Minister**  
Frost Building S, 7th Floor  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Tel.: 416-325-0400



**Ministère des Finances**  
**Bureau du ministre**  
Édifice Frost Sud 7e étage  
7 Queen's Park Crescent  
Toronto (Ontario) M7A 1Y7  
Tél.: 416-325-0400

**Minister of Finance | Ministre des Finances**  
**PETER BETHLENFALVY**

October 30, 2024

Dear Head of Council:

I am writing to provide you with an update on the Ontario Municipal Partnership Fund (OMPF).

We understand the importance of the Ontario Municipal Partnership Fund (OMPF) to communities across Ontario. We are listening to municipalities and have heard, particularly from small, northern, and rural municipalities, that they are facing financial challenges in delivering services to their communities.

To assist them with these challenges, I am pleased to announce that the Province will be increasing the OMPF by \$100 million over two years, bringing the total funding envelope to \$600 million by 2026. In 2025, municipalities will benefit from an immediate \$50 million increase in funding through the program. This enhancement will be targeted to small, northern and rural municipalities and those with a limited property tax base. This funding will assist municipalities in providing critical services to people across the province.

With the introduction of the enhancement to the program in 2025, all of the program's core grant components will increase. In addition, Transitional Assistance funding guarantees have been enhanced to 100% of a municipality's 2024 OMPF allocation, ensuring that all OMPF core recipients will receive at least the same level of funding as they did in 2024.

The \$100 million enhancement to the OMPF builds on the significant increases in support that the government is providing to municipalities, including investing an additional \$1 billion through the Ontario Community Infrastructure Fund (OCIF) over five years, starting in 2022, the introduction of the Northern Ontario Resource Development Support Fund and the nearly \$2 billion in housing-enabling infrastructure programs, which include funding specifically dedicated to small, northern and rural municipalities.

We have always been committed to working closely with our municipal partners and know how important the OMPF is for many municipalities. This is why in the coming months the Ministry of Finance will be consulting with municipalities to hear their perspective, advice, and

priorities for the program. Through the ministry's discussions with your treasurers and clerk treasurers, we look forward to discussing how to implement a reporting framework in order to gain a better understanding of how the OMPF is supporting your communities.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on your 2025 OMPF allocation. Details regarding the consultation process will also be provided. Supporting materials on the 2025 program are available on the ministry's web site at [www.ontario.ca/document/2025-ontario-municipal-partnership-fund](http://www.ontario.ca/document/2025-ontario-municipal-partnership-fund).

As we continue to work together to build up our communities and move Ontario's economy forward, maintaining a close relationship with our municipal partners remains critical. I look forward to our continued collaboration as we move forward with building a strong future for our province.

Sincerely,

*Original signed by*

Peter Bethlenfalvy  
Minister of Finance

c. c. The Honourable Paul Calandra, Minister of Municipal Affairs and Housing





**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of October 2, 2024**  
**Approved November 6, 2024**

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Members in attendance:

Robert Chambers, Chair	County of Brant
Dave Beres, Vice-Chair	Town of Tillsonburg
Shelley Ann Bentley	Haldimand County
Doug Brunton	Norfolk County
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Jim Palmer	Township of Norwich
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayham/Township of Malahide
Peter Ypma	Township of South-West Oxford

Regrets:

Stewart Patterson	Haldimand County
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Staff in attendance:

Judy Maxwell, General Manager  
 Aaron LeDuc, Manager of Corporate Services  
 Leigh-Anne Mauthe, Manager of Watershed Services  
 Jessica King, Social Media and Marketing Associate  
 Dana McLachlan, Executive Assistant

\*S. Bentley joined the meeting at 6:35 p.m.

**1. Welcome and Call to Order**

Chair, Robert Chambers called the meeting to order at 6:30 p.m., Wednesday, October 2, 2024.

The Chair acknowledged the passing of former Board Member, Chair of the Backus Museum Committee, and Norfolk County Councilor, Betty Chanyi. Betty was a supporter of the conservation authority and an active supporter of the community. Betty will be dearly missed.

**2. Additional Agenda Items**

There were no items added to the agenda.

**3. Approval of the Agenda**

**A-110/24**

Moved by J. Palmer  
 Seconded by P. Ypma

THAT the LPRCA Board of Directors approves the agenda as circulated.

**Carried**

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
 Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

**4. Declaration of Conflicts of Interest**

None were declared.

**5. Minutes of the Previous Meeting**

**a) Hearing Board Meeting Minutes – September 4, 2024**

**A-111/24**

Moved by M. Columbus

Seconded by T. Masschaele

THAT the minutes of the LPRCA Hearing Board Meeting held September 4, 2024 be adopted as circulated.

**Carried**

**b) Board of Directors Meeting Minutes - September 4, 2024**

**A-112/24**

Moved by R. Weisler

Seconded by P Ypma

THAT the minutes of the LPRCA Board of Directors Meeting held September 4, 2024 be adopted as circulated.

**Carried**

**6. Business Arising**

There was no business arising from the previous minutes.

**7. Review of Committee Minutes**

**a) Lee Brown Marsh Management Committee Meeting - May 10, 2024**

**A-113/24**

Moved by D. Brunton

Seconded by R. Weisler

THAT the minutes of the Lee Brown Marsh Management Committee Meeting held May 10, 2024 be adopted as circulated.

**Carried**

**8. Correspondence**

There was no correspondence to discuss.

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

## **9. Planning Department**

### **a) Section 28 Regulations Approved Permits (L. Mauthe)**

Michael Columbus asked the reason for fewer applications this year compared to last year. Leigh-Anne Mauthe will be completing an annual analysis but stated that part of the reason could be the change to the regulation which reduced the regulated area around Provincially Significant Wetlands from 120 metres to 30 metres.

#### **A-114/24**

Moved by M. Columbus

Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated October 2, 2024 as information.

**Carried**

Shelley Ann Bentley joined the meeting at 6:35 p.m.

## **10. New Business**

### **a) General Manager's Report (J. Maxwell)**

Judy Maxwell provided a report summarizing operations this past month and provided a few recent updates.

The General Manager and Chair were unable to attend the Conservation Ontario Meeting in September. Vice-chair, Dave Beres, attended the meeting and reported the main topics of discussion included the importance of keeping the conservation authorities flood mapping up-to-date as a result of climate change and the flooding issues in Toronto this past summer; and setting up foundations for conservation authorities. In discussions with LPRCA and other conservation authority staff, setting up a foundation may not be in the best interest of LPRCA at this time.

Michael Columbus asked is the Hemlock Wooley Adelgid is spreading rapidly. Judy Maxwell replied that it is currently located at Haldimand Conservation Area and on the properties of the adjacent landowners. It is isolated around that area at this time.

#### **A-115/24**

Moved by C. Van Paassen

Seconded by P. Ypma

That the LPRCA Board of Directors receives the General Manager's Report for September 2024 as information.

**Carried**

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

**b) Updated Multi-Year Accessibility Plan 2025-2029 (A. LeDuc)**

The report was presented by Aaron LeDuc. There were no questions from the Board.

**A-116/24**

Moved by T. Masschaele

Seconded by R. Weisler

THAT the LPRCA Board of Directors repeals the LPRCA Multi-Year Accessibility Plan 2020-2024, Resolution #A-123;

And,

THAT the LPRCA Board of Directors approves the LPRCA Multi-Year Accessibility Plan 2025-2029 as **presented**.

**Carried**

**c) Land Committee Terms of Reference (J. Maxwell)**

Judy Maxwell reviewed the report noting this is a requirement of the new regulations. A follow-up report will be presented at the next meeting.

Chris Van Paassen suggested appointing an additional member from the municipality where the land under consideration is located at the discretion of the Chair.

Michael Columbus suggested advertising that LPRCA is open to accepting donated property and asked if there are funding programs available to the Authority. Judy replied that funding has been available for land purchases and an application was submitted.

**A-117/24**

Moved by R. Weisler

Seconded by J. Palmer

THAT the Land Acquisition Committee Terms of Reference Part 2 Section 32.2 of the LPRCA Personnel Policy be removed;

And,

THAT the Lands Committee Terms of Reference be approved as amended.

**Carried**

**d) WECl Projects Update (J. Maxwell)**

Judy Maxwell updated the Board on the WECl Projects and the successful bidders who were awarded the contracts.

Doug Brunton asked why there was a special levy to Norfolk County for the Hay Creek Dam. Judy replied the studies and safety related items are funded on a watershed basis whereas

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

design, repairs, and decommissioning is the responsibility of the municipality to which the dam is located. Staff apply to WECl funding to offset the costs of dam work annually.

Peter Ypma asked why the repairs were completed to the Deer Creek dam prior to the completion of the Dam Safety Review (DSR). Judy stated that previous applications to WECl to commission a DSR for Deer Creek were not successful. The repairs were considered necessary and will now be reflected within the DSR.

**A-118/24**

Moved by M. Columbus

Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the update on the WECl projects as information.

**Carried**

**e) Great Lakes Freshwater Ecosystem Initiative Funding (L. Mauthe)**

Leigh-Anne Mauthe presented a summary of the funding requested and granted by the Great Lakes Freshwater Ecosystem Initiative (FEI) program.

**A-119/24**

Moved by S. Bentley

Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the FEI funding report as information.

**Carried**

**11. Closed Session**

**A-120/24**

Moved by R. Weisler

Seconded by D. Brunton

THAT the LPRCA Hearing Board does now enter into a closed session to discuss:

- Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority.

**Carried**

The members entered the closed session at 7:13 p.m. and reconvened in open session at 7:15 p.m.

Next meeting: November 6, 2024, Board of Directors, 6:30 p.m.

November 13, 2024, Budget, 9:30 a.m.

There was a discussion concerning a conflict with the November 13, Budget meeting and a Norfolk County Council-In-Committee meeting scheduled for the same day at 1 p.m. It was agreed to tentatively re-schedule the start time of the meeting to 9:00 a.m. The time change will be discussed and finalized at the next meeting.

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma

**Adjournment**

The Chair adjourned the meeting at 7:19 p.m.

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Robert Chambers  
Chair

---

Judy Maxwell  
General Manager/Secretary-Treasurer

/dm

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**FULL AUTHORITY COMMITTEE MEMBERS**

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,  
Tom Masschaele, Jim Palmer, Stewart Patterson, Rainey Weisler, Chris Van Paassen, Peter Ypma



October 1, 2024

In follow up to the delegation made to your Council on June 12, 2024 the Safe and Well Oxford Steering Committing is requesting further action by the Town of Tillsonburg Council.

The Safe and Well Oxford plan specifically identifies the Inclusion Charter as an outcome. Now that this document has been created and shared with area municipalities, we ask that you pass a resolution specifically stating that your municipality endorses the DEI Inclusion Charter and its principles.

It is important for Oxford County residents and the success of the Safe and Well Oxford plan to have this formal endorsement by all area municipalities, further supporting inclusivity within our communities, as well as the goals and objectives identified within the diversity, equity and inclusion priority risk area.

Oxford County staff have continued to engage with and provide support to Area Municipal staff with regards to implementation and better understanding of the calls to action including within the Inclusion Charter.

If you have any additional questions or concerns, please contact myself as the Chair ([mryan@oxfordcounty.ca](mailto:mryan@oxfordcounty.ca) or 519-539-9800 x3003) or staff co-lead, Sarah Hamulecki ([shamulecki@oxfordcounty.ca](mailto:shamulecki@oxfordcounty.ca) or 519-539-9800 x3150).

Sincerely,

A handwritten signature in dark ink that reads 'Marcus Ryan'. The signature is fluid and cursive, with the first name 'Marcus' being more prominent than the last name 'Ryan'.

Marcus Ryan  
Chair, Safe and Well Oxford Steering Committee  
Warden, Oxford County





**Subject: 2024 Consolidated Q3 Operating Results****Report Number:** FIN 24-053

Department: Finance Department

Submitted by: Renato Pullia, Director of Finance/Treasurer

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

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

**BACKGROUND**

To provide Council with the January 1, 2024 to September 30, 2024 Town-wide consolidated operating budget results.

**DISCUSSION**

The attached data summarizes the variances between 2024 actual operating results for the period of January 1, 2024 to September 30, 2024.

Questions or comments relative to the departmental 2024 third quarter revenues and expenditures should be referred to the applicable members of the Senior Leadership Team for commentary.

**CONSULTATION**

N/A

**FINANCIAL IMPACT/FUNDING SOURCE**

The third quarter operating results currently reflect an overall Town wide 2024 favourable variance of \$2.8M. After factoring in any surplus or deficit in either Building (\$661K) or Parking (\$45K), as such balances are transferred to, or covered by, corresponding reserves at year-end, the Q3 variance reduces to \$2.1M. Half of that is noted as deriving from a labour variance, due to gapping throughout the year.

The consolidated variance will likewise be impacted by fluctuations in revenues and expenditures throughout the remainder of the year, as well as other reserve transfers that would be recommended at year-end. Normally most of capital expenditures are spent in Q3 and Q4. Thus, this preliminary figure, which also does not take into account

## FIN 24-053 - 2024 Consolidated Q3 Operating Results

any revenue or expenditure accruals to September 30, is not a certain indication of what may be expected as the year progresses.

**CORPORATE GOALS**

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

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

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

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

**Strategic Direction** – N/A


**Priority Project** – N/A

**ATTACHMENTS**

1. Appendix A – 2024 Q3 Consolidated Operating Results

## FIN 24-053 - 2024 Consolidated Q3 Operating Results

## Appendix A

					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Town</b> As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Levy, PILS	21,319,259	21,530,476	211,217	(1%)	
Grants	1,222,782	1,472,687	249,905	(20%)	
User Charges	5,324,073	6,574,011	1,249,938	(23%)	
Other Revenue	208,601	299,675	91,074	(44%)	
Specified Revenue		26,062	26,062	#DIV/0!	
Contribution from Reserves	103,500	1,783,786	1,680,286	(1,623%)	
<b>Total Revenues</b>	<b>28,178,215</b>	<b>31,686,697</b>	<b>3,508,482</b>		
<b>Expenditures</b>					
Labour	9,968,986	8,946,777	1,022,209	10%	
Purchases	4,339,129	3,790,226	548,903	13%	
Contracted Services	4,957,631	4,822,727	134,904	3%	
Contribution to Reserves	9,378	2,438,897	-2,429,519	25,907%	
Interfunctional Adjustments	390,645	371,418	19,227	5%	
Debt Principal & Interest	880,041	877,176	2,865	0%	
<b>Total Expenditures</b>	<b>20,545,810</b>	<b>21,247,221</b>	<b>-701,411</b>		
<b>Total Net Levy</b>	<b>7,632,405</b>	<b>10,439,476</b>	<b>2,807,071</b>		



**Subject: 2024 Q3 Corporate Services Department Results**

**Report Number:**

Department: Corporate Services Department

Submitted by: Tanya Daniels, Director of Corporate Services/Clerk and Kyle Pratt, Chief Administrative Officer

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

Report recommendation contained within the omnibus motion for all Department results reports.

**BACKGROUND**

To provide Council with the financial results of the Corporate Services Department, Office of the CAO and Council from January 1, 2024 to September 30, 2024.

**DISCUSSION**

**1. Department Overviews**

**1.1 Corporate Services (CS) Department Overview**

The following chart overviews the Corporate Services Department included within this results report:

AREA	RELATIONSHIP	STAFF
Clerks	Internal	3 FTE
Communications	Internal	1 FTE * Council approved the addition of a FTE Communications Specialists in the 2024 Budget. Position in recruitment.
Customer Service	Internal	4 FTE ** Council approved a transition of the 1 PTE to a FTE in the 2024 budget.
IT	External / Internal	May 2024 – FTE x 3 added after approval from Council commencing Q3. September 2024 – Manager, IT Services joined team. Remaining 2 positions to be filled in Q4. Contract - County of Oxford
Legal Services	External	Contract
Insurance	External	Contract

CS 24-094

## 1.2 Office of the Chief Administrative Officer

The following chart overviews the areas within the Office of the CAO included within this results report:

AREA	RELATIONSHIP	STAFF
Office of the CAO	Internal	2 FTE
Human Resources	Internal	3 FTE
Strategic Initiatives and Innovation	Internal	1 FTE – Area introduced in 2023
Departments	Internal	All remaining Departments report independently their results (Fire, Ec. Dev, OPS, RCP and Finance).

## 2. Budget Overview

### 2.1 Corporate Services and Customer Service

As noted above, the Corporate Services Department organizationally includes the area of Customer Service (CS). The budget details for both areas have been included within this results report as they are approved independently.

### 2.2 Office of the Chief Administrative Officer

The Office of the CAO's direct budget is included within the Corporate Services operational budget. The Human Resources operational budget is approved and maintained independently as a branch within the Corporate Services operational budget. For the purposes of this report, the HR operating results are within the attached Corporate Services attachment.

### 2.3 Council

The operating budget results for Council has been included within the attached documents.

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### 3. Summary of Operational Results

#### 3.1 Corporate Services

The following chart provides an overview of the Corporate Services operational results for Q3 2024:

Objective	Owner	Target Date	Status
Youth Engagement Program	Director of Corporate Services/ Clerk	Complete	<ul style="list-style-type: none"> <li>Youth Coalition Registration terminated at 2024 budget.</li> </ul>
Procedure By-Law Review	Director of Corporate Services/Clerk	Q1 Q3 Q4	<ul style="list-style-type: none"> <li>Originally slated for Q1 however competing priorities have delayed the review.</li> </ul>
Communications Procedures and Policies Review	Communications Officer	Ongoing	<ul style="list-style-type: none"> <li>Communications Specialist approved in 2024 budget (In recruitment phase).</li> <li>Improvements to technology available to Communications secured.</li> </ul>
Business Licensing Program Review	Customer Service Team	Q4	<ul style="list-style-type: none"> <li>Project to commence in Fall of 2024.</li> </ul>
Records Modernization and Program Audit	Deputy Clerk	Ongoing	<ul style="list-style-type: none"> <li>Research and preparation of a Records Retention Report and By-law update completed in May of 2024.</li> <li>Review of current records program (Laserfiche) and associated processes ongoing.</li> </ul>
Implement IT Plan	Director of Corporate Services/ Clerk	Multi-year plan	<ul style="list-style-type: none"> <li>2024 Cell Phone replacement program launched and completed in Q1.</li> <li>2024 Computer Hardware upgrade replacement launched in Q1.</li> <li>Recruitment for new team members commenced in June 2024. Manager position filled in September.</li> </ul>

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Insurance and Risk Reviews	Director of Corporate Services/Clerk	Renewal in Q1  Complete	<ul style="list-style-type: none"> <li>Annual insurance renewal completed in Q1. Average increase on premiums was forecasted at 11% within the approved budget. Finalization of renewal included an impact of increase 7-8% (savings realized).</li> </ul>
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While not a part of the final 2024 Business Plan, the following items are noteworthy initiatives that were completed in Q3 2024:

- Continued organization of the Customer Service Working and completing training development for members as well as the development of an internal Customer Service training workshop.
- Onboarding of new team members in Clerks and IT.
- Organization and hosting of the annual Citizen of the Year event.
- Continued increase of Council related communication with additional social media posts, and coordination of various internal supports for increased communications including:
  - News items on website = 26 items (Jul-Sept)
  - FB posts (Jul-Sept) = 248 posts
  - Website Updates (Jul-Sept) = 31
  - Campaigns/Larger Projects:
    - TCC Updates including videos
    - Sponsored Swims at LLWP
    - Park improvements and dedications
    - Court improvements (pickleball and tennis)
    - Building and Bylaw summer messaging
- Commencement of the BIA Boundary Adjustment process and the work needed to complete the direction of Council. Final completion of this was expected in Q3 but was delayed until Q4 based on available resources.



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### 3.2 Office of the Chief Administrative Officer

The following chart provides an overview of the Office of the CAO operational results for Q2 2024:

Objective	Owner	Target Date	Status
Implementation of New Recruitment Software – Jazz HR	Manager of Human Resources	Q2	Completed
Implementation of electronic performance management system	Manager of Human Resources	Q3	In Progress
Staff Engagement Survey	Manager of Human Resources	Q3	In Progress
Implementation of electronic onboarding and learning module for staff	Manager of Human Resources	Q4	In Progress
Update of electronic staff documentation system/reorganization of employee files	Manager of Human Resources	Q4	In Progress
Integration of Succession Planning and Performance Management Program	Manager of Human Resources	Q4	Completed
Collective Agreement Negotiations Renewal (PWU)	Manager of Human Resources	Q2	Completed
Establishment of Equity, Diversity and Inclusion Committee and Company-Wide Policy	Manager of Human Resources	Q3	In Progress
Review and update of HR and Health and Safety Policies	Manager of Human Resources	Q4	Ongoing
Collective Agreement Negotiations Renewal (Fire Communication)	Manager of Human Resources	Q2	Completed

CS 24-094

Physician Recruitment	CAO	Ongoing	The Health Care Recruiter resigned from the position in September 2024. Committee is meeting in November to determine next steps. So far in 2024, 5 physicians have been hired to work at TDMH (1 ED Physician, 2 Hospitalist & Emergency Medicine, 1 Hospitalist and 1 Internal Medicine & Hospitalist)
Town Hall Project – Design Development; Prepare Contract Documents; Tender/Procurement	CAO	Ongoing	Staff continue working on developing alternative design and location options.
Attainable and Affordable Housing – 31 Earle Street	CAO	Q4 2024	The environmental impact study along with the peer review is complete. Staff are working with the County to develop an EOI for a scaled down development concept as a result of public feedback.
Review of Hydro Services – MSA, MOUD, Management Services	CAO	Q4 2024	ERTH Corporation continues to manage the hydro utility on a contract basis.

CS 24-094

Carry out Strategic Plan Initiatives	CAO	Ongoing	Ongoing – Staff are undertaking and moving forward with various priority Strategic Plan initiatives.
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### 3.3 Goals for Next Quarter

- Continued service level improvements in all areas with a goal to leverage technology already available as a Town resource.
- Prepare for the 2025 Budget process including development of Business Plans.
- Recruitment of new team members in Corporate Services.

### CONSULTATION

CAO, Corporate Services Team.

### FINANCIAL IMPACT/FUNDING SOURCE

The Consolidated Q3 2024 Corporate Services, Customer Service and Council overall variances are summarized in the attached appendices.

### CORPORATE GOALS

- 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** – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.

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**Priority Project** – N/A

**ATTACHMENTS**

Appendix A – Corporate Services

Appendix B – Customer Service Centre

Appendix C – Council

CS 24-094

## Appendix A – Corporate Services

		2024	2024	Actual	%	Note
		YTD Budget	YTD Actuals	Variance	Variance	Reference
<b>10 Gen</b>						
<b>Revenues</b>						
User Charges	20,336	19,348	(988)	(5%)		
<b>Total Revenues</b>	<b>20,336</b>	<b>19,348</b>	<b>(988)</b>			
<b>Expenditures</b>						
Labour	1,210,922	1,040,999	169,923	14%	1	
Purchases	416,962	269,272	147,690	35%	2	
Contracted Services	498,685	454,518	44,167	9%	3	
Contribution to Reserves		149,001	(149,001)		4	
Interfunctional Adjustments	(507,725)	(507,163)	(562)			
Debt Principal & Interest	11,726	11,738	(12)			
<b>Total Expenditures</b>	<b>1,630,570</b>	<b>1,418,365</b>	<b>212,205</b>			
<b>Total Net Levy</b>	<b>(1,610,234)</b>	<b>(1,399,017)</b>	<b>211,217</b>			
<b>Notes</b>						
1 Net Labour under - Vacant FT position & Staff time allocated to NG 911 Project						
2 Rent Exp under \$102,700, Heat-Light-Water under \$46,300; Advertising Exp under \$15,800; Training Exp under 15,000						
3 Consultant/Legal Expense under \$ 19,600; Subcon Expense under \$8,700; Equipment Maintenance Contract Exp under \$15,900						
4 Rent and Heat, Light, Water savings contributed to Facility Reserve - Town Hall related						


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## Appendix B – Customer Service Centre

		2024	2024	Actual	%	Note
		YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen						
<b>Revenues</b>						
User Charges	232,678	236,237	3,559	(2%)		
<b>Total Revenues</b>	<b>232,678</b>	<b>236,237</b>	<b>3,559</b>			
<b>Expenditures</b>						
Labour	263,492	242,485	21,007	8%	1	
Purchases	74,211	67,863	6,348	9%	2	
Contracted Services	36,010	30,824	5,186	14%	3	
Interfunctional Adjustments	(251,507)	(251,487)	(20)			
Debt Principal & Interest	3,349	3,353	(4)			
<b>Total Expenditures</b>	<b>125,555</b>	<b>93,038</b>	<b>32,517</b>			
<b>Total Net Levy</b>	<b>107,123</b>	<b>143,199</b>	<b>36,076</b>			
<b>Notes</b>						
1 FT labour under- CSR vacancy and Staff allocation						
2 Light Water Exp under \$10,800						
3 Subcon Exp under \$5,200						

CS 24-094

## Appendix C – Council

					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Council</b> As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Other Revenue		18,675	18,675		
<b>Total Revenues</b>		18,675	18,675	#DIV/0!	#DIV/0!
<b>Expenditures</b>					
Labour	168,151	161,429	6,722	(4%)	
Purchases	234,723	67,752	166,971	(71%)	1
Contracted Services	2,500	5,160	(2,660)	(106%)	
Contribution to Reserves		25,575	(25,575)		
Interfunctional Adjustments	32,092	32,175	(83)	(0%)	
<b>Total Expenditures</b>	437,466	292,091	145,375		
<b>Total Net Levy</b>	(437,466)	(273,416)	164,050		
<b>Notes</b>					
1 Physician Recruitment Position & Strategic Initiatives					





**Subject: 2024 Q3 Department Results - Economic Development and Marketing Results**

**Report Number:** EDM 24-041

Department: Economic Development Department

Submitted by: Cephas Panschow, Development Commissioner

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

Report recommendation contained within the omnibus motion for all Department results reports.

**BACKGROUND**

The Third Quarter Economic Development and Marketing Results report details the progress on Business Plan items and Financial Results to date.

**DISCUSSION**

**Table 1: 2024 Business Plan Objectives**

<b>Objective</b>	<b>Budget Value</b>	<b>Target Date</b>	<b>Status</b>
Community Improvement Plan (Applications)	\$60,000	Ongoing	4 applications approved by Council year to date with more applications anticipated to be brought forward
High Tech Manufacturing Action Plan (Hub Development)	\$5,000	Ongoing	Reallocated to Part time Labour Contract Extension per report EDM 24-016
SOMA Membership Increase	\$24,000 (\$2,000 Membership Increase)	Q4	Completed
Discover Tillsonburg (Additional Video Production)	\$10,000	Q4	Ongoing

## EDM 24-041 First Quarter EDM Results

Discover Tillsonburg – Turtlefest Sponsorship	\$2,500	Q2	Completed
Town Hall Project Support	Not applicable	Ongoing	Funding options report being prepared
Chamber Awards - Grant	\$4,000	Q3	Completed
Chamber Awards - Sponsorship	\$4,000	Q3	Completed
Youth Robotics Challenge	\$1,000	Q4	Completed
Airport Business Development	TBD (Fly-in tours)	Q4	Fly-in tour packages being finalized
CF Oxford Partnership (Pop-up)	\$4,000	Q4	Spring Entrepreneurial Services Pop-up event held on June 6 and Fall event held on Oct 30
Project Big Swing	\$4,784,000	Ongoing	In process – Lands secured April 18, 2024. Working on development and public engagement plans Update report being prepared for Council.
Engineering Design Services for Rokeby Road Property	\$265,000 with offsets per Report DCS 20-22	Q3	Rokeby Rd Rehabilitation Design at 100% stage. Awaiting confirmation of Norfolk contribution, which may be through their 2025 budget process. Project deferred until 2025
Full-time Labour Re-allocation/PT Contract Continuation	\$56,000	Q2	Support being provided to RCP during transition
Bridge St Re-Imagining	\$80,000 from reserves (plus \$20,000 from private sector)	Ongoing	Final (100%) conceptual plans and preliminary budget costing received and being reviewed in conjunction with Town's Asset Mgmt plans
Business Improvement Association – Contribution to Capital Expenditures	\$20,000	Ongoing	Completed
Van Norman Innovation Park –	\$4,200,000	Q4	Completed. Lands acquired April 16, 2024

## EDM 24-041 First Quarter EDM Results

Additional Land Acquisition			
Van Norman Innovation Park – Plan of Subdivision/ Engineering Design	\$300,000	Q4	Project management contract on-going
Van Norman Innovation Park – Plan of Subdivision and Servicing	\$5,112,000	Q4	Engineering design, including EIS, topographical survey, geotechnical studies, underway in anticipation of Plan of Subdivision application
Ground Lease Enhancement	Positive net levy impact	Q4	Title issues on Town lands resolved, financial review near completion, potential development sites being explored

**CONSULTATION**

The reporting of quarterly results helps demonstrate accountability to Senior Leadership, Town Council, and the public. In addition to this, the Economic Development Advisory Committee will be provided with a summary of these metrics.

**FINANCIAL IMPACT/FUNDING SOURCE**

The Economic Development & Marketing Department variances for 2024 are as follows:

<b>Department</b>	<b>Surplus/(Deficit)</b>	<b>Explanation</b>
Development & Communications (500)	(\$1,540)	No anticipated budget impact
Economic Development (505)	\$4,214	No anticipated budget impact
<b>TOTAL</b>	<b>\$2,674</b>	

**CORPORATE GOALS**

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

## EDM 24-041 First Quarter EDM Results

- 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** – Not applicable


**Priority Project** – Not applicable


**ATTACHMENTS**

Appendix A – Operating Financial (Cost Code) Summary

## EDM 24-041 First Quarter EDM Results

## Appendix A – Operating Financial (Cost Code) Summary

 <b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Devel &amp; Communication Services</b> As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Contribution from Reserves					
<b>Total Revenues</b>					
<b>Expenditures</b>					
Purchases	66,000	67,540	(1,540)	2%	0
<b>Total Expenditures</b>	66,000	67,540	(1,540)		
<b>Total Net Levy</b>	(66,000)	(67,540)	(1,540)		
<b>Total Devel &amp; Communication Services</b>	66,000	67,540	1,540	2%	0

 <b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Economic Dev</b> As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Grants	4,000	6,500	2,500	(63%)	
User Charges	46,500	45,900	(600)	(1%)	
<b>Total Revenues</b>	50,500	52,400	1,900		
<b>Expenditures</b>					
Labour	210,981	215,785	(4,804)	2	
Purchases	85,273	82,574	2,699	3%	
Contracted Services	28,000	23,602	4,398	16%	
Interfunctional Adjustments	12,672	12,600	72	1%	
Debt Principal & Interest	29,505	29,556	(51)		
<b>Total Expenditures</b>	366,431	364,117	2,314		
<b>Total Net Levy</b>	(315,931)	(311,717)	4,214		



**Subject: 2024 Q3 Departmental Results - Fire and Rescue Services Report**

**Report Number:** FRS 2024-005

Department: Fire and Emergency Services

Submitted by: Shane Caskanette, Fire Chief

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

Report recommendation contained within the omnibus motion for all Departments results reports.

**BACKGROUND**

To provide Council with third quarter (January 01 to September 30, 2024) key performance indicators and financial results for Tillsonburg Fire Rescue Services.

**DISCUSSION**

**SUMMARY OF BUSINESS PLAN OBJECTIVES**

**2024 Business Objectives**

Objective	Target Date	Status
NG-911 Implementation	Q1 2025	In Progress
Cancer, PTSD, Mental Health Risk Reduction	Q4	Ongoing
Update Establishing & Regulating By-law	Q3 Q4	In Progress
Implementation Strategy for Master Fire Plan	Q4	In Progress
Increased Part-time Suppression Hours for 2024	Q2	Complete
Equipment Replacement	Q4	In Progress
Window and Door Replacement 2024	Q3	Complete
Conceptual Design Fire Communications Town Hall	N/A	Removed
Minor Renovations Back-up Dispatch CSC	Q1	Complete
Emergency Management Program Annual Verification	Q4	Ongoing
Increase Communications Partnerships	Q4	Ongoing

Choose an item. FRS 2024-005

**Key Performance Indicators****Tillsonburg Incident Response Data**

Incident Type	Number	Staff Hours	Avg. # of Responders	Avg. Response Time (1st Unit in Minutes)
Fire	12	276	16.5	8.3
Fire – No Fire	25	93	8.5	9.2
Open air burning	30	60	5.2	10.6
False Fire Alarms	70	238	8.0	10.2
CO False Alarms	31	76	5.5	12.4
CO incident	5	34	7.6	9.2
Rescue	26	111	7.7	7.5
Public Hazard	21	81	8.7	8.5
Medical	40	59	5.2	7.1
Assist Agency	14	116	7.8	12.4
Other	9	2	2.7	5.4
<b>Total</b>	<b>283</b>	<b>1146</b>	<b>7.6</b>	<b>9.2</b>

**Fire Prevention**

Function	YTD Totals
Fire Safety Inspections	<b>91</b>
OFC Orders Issued	<b>38</b>
Business Licences Inspections	<b>15</b>
Vulnerable Occupancies Drills/Inspections	<b>11</b>
Fire Safety Plan Review	<b>3</b>
Inspections (outside Normal Business Hours)	<b>15</b>
Open Air Burning	<b>7</b>
Site Plan / Zoning Comments	<b>7</b>
Investigations	<b>2</b>



Choose an item. FRS 2024-005

**Public Education Data**

<b>Types</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>YTD Totals</b>
Public Education Events	3	3	7		<b>13</b>
Social Media Posts	42	77	80		<b>199</b>

<b>Public Served</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>YTD Totals</b>
<b>Event Attendance</b>	818	626	1132		<b>2,576</b>
<b>Social Media Posts</b> (Shares and Views)	28,470	108,733	58,601		<b>195,804</b>

**Fire Communication Report****Fire Communications Incident Data**

<b>Type</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>YTD Totals</b>
911 Calls	962	998	1307		<b>3,267</b>
Burns/ Alarm Calls	3,782	3247	4697		<b>11,726</b>
Administration/After Hours Calls	5,086	4980	3423		<b>13,489</b>
Tillsonburg On Call Activations	27	19	18		<b>64</b>
Incidents Dispatched	2,514	2869	3421		<b>8,804</b>

**Fire Communications**

Current Partners	28 Municipalities
Total Fire Stations	60 Fire Stations
Service Area	6867.55 KM <sup>2</sup>
Total Population Served	320,039
Total Personnel Served	1,472

**CONSULTATION**

Fire and Finance staff were consulted on this report.

**FINANCIAL IMPACT/FUNDING SOURCE**

Choose an item. FRS 2024-005



**Financial Plan**  
**Operating Plan - Cost Code Summary**  
**Fire**

As of September 30, 2024

	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	1,031,226	1,034,940	3,714		
<b>Total Revenues</b>	<b>1,031,226</b>	<b>1,034,940</b>	<b>3,714</b>		
<b>Expenditures</b>					
Labour	1,250,921	1,215,829	35,092	3%	1
Purchases	212,495	180,442	32,053	15%	2
Contracted Services	97,833	102,554	-4,721	5%	
Interfunctional Adjustments	269,669	250,482	19,187	7%	3
Debt Principal & Interest	38,738	38,745	-7		
<b>Total Expenditures</b>	<b>1,869,656</b>	<b>1,788,052</b>	<b>81,604</b>		
<b>Total Net Levy</b>	<b>(838,430)</b>	<b>(753,112)</b>	<b>85,318</b>		
<b>Notes</b>					

1 Net labour Labour under \$35,100 - vacancies and NG-911 grant funds

2 Heat, Light &amp; Water under \$ 6,100; Supplies Exp under \$5,500; Training Exp under \$16,100

3 IT charges allocation to NG 911 project

## CORPORATE GOALS

- 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.

Choose an item. FRS 2024-005

**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** – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.

**Priority Project** - N/A

**ATTACHMENTS**

N/A



**Subject: 2024 – Q3 Department Results – Building, Planning, By-Law Services**

**Report Number:** OPD 24-059

Department: Operations and Development Department

Submitted by: Geno Vanhaelewyn, Chief Building Official

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

Report recommendation contained within the omnibus motion for all Department results reports.

**BACKGROUND**

This report contains information on activity volumes, trends over time, financials and updates on major initiatives. The statistics provided are inclusive from January 1, 2024 to September 30, 2024.

**DISCUSSION**

**BUILDING SERVICES**

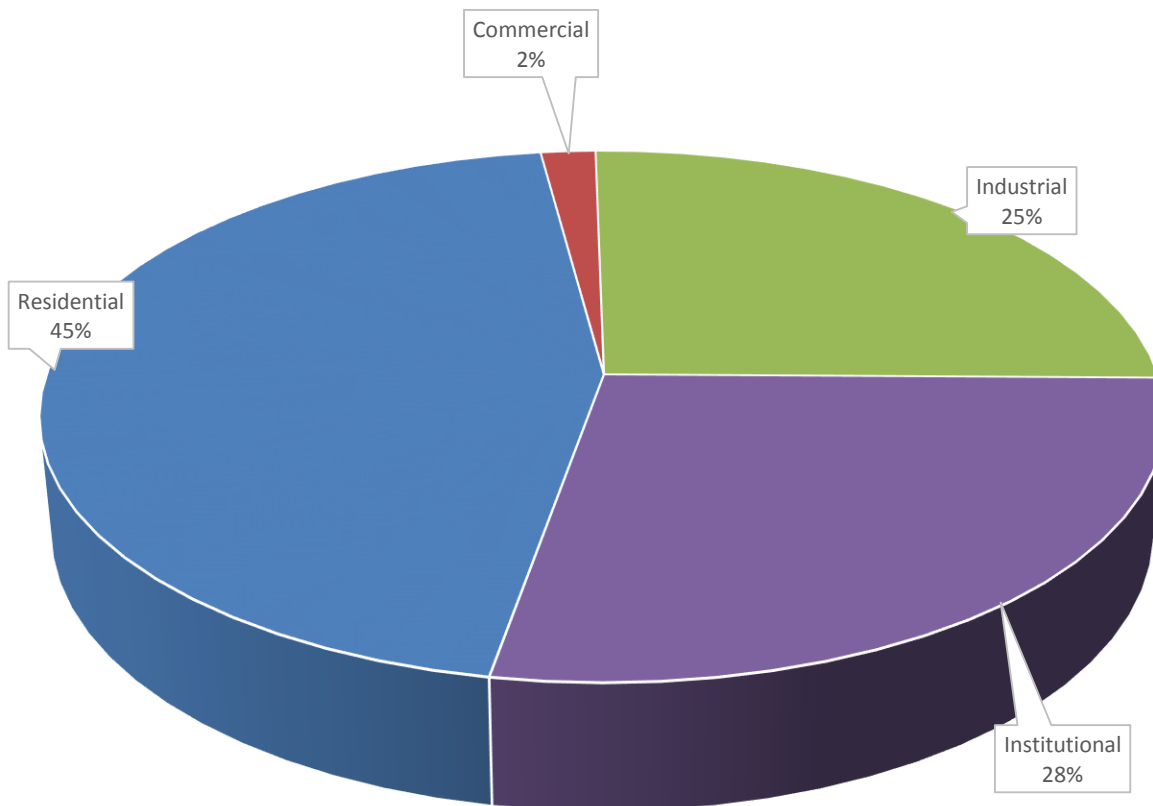
Construction activity in the Town of Tillsonburg has dramatically increased in terms of overall permits issued and the total value of construction for the third quarter. Residential, industrial and institutional sectors have all experienced a major increase in activity while the commercial sector experienced a decrease. These statistics are noted in the tables that follow.

**2024 – Building Permit Activity Overview - Q3 ending (Jan 1/24 – Sept 30/24)**

Total Permits Issued	341
Total Construction Value	\$139,828,702
Total Permit Revenue	\$1,198,885

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

**Value of Construction by Sector (Jan 1/24 – Sept 30/24)**



**Value of Construction Comparisons (Jan 1/24 – Sept 30/24)**

TYPE	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Residential (Value)	37,280,328	38,343,997	92,343,383	68,698,650	22,219,845	63,092,930
Commercial (Value)	1,735,984	2,022,905	1,255,230	921,540	8,833,900	2,549,800
Industrial (Value)	357,747	3,781,580	3,980,059	14,289,500	1,266,000	35,623,972
Institutional (Value)	3,740,840	90,718	590,000	834,000	4,914,501	38,562,000
<b>TOTAL</b>	<b>43,114,899</b>	<b>44,239,200</b>	<b>98,168,672</b>	<b>84,743,690</b>	<b>37,234,246</b>	<b>139,828,702</b>

## OPD 24-059 2024 – Q3 Department Results – Building, Planning, By-Law Services

**Number of Permits Issued (Jan 1/24 – Sept 30/24)**

<b>TYPE</b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>
Single Detached Dwellings	57	82	156	63	18	16
Townhouse Dwellings	-	-	145	94	29	82
Total Dwelling Units	225	125	305	166	55	239
Total All Permits	362	368	515	415	288	341

**Low Density Residential Development (Jan 1/24 – Sept 30/24)**

<b>DEVELOPER</b>	<b>NUMBER OF SINGLE DETACHED &amp; TOWNHOUSE DWELLINGS</b>
Hayhoe Homes	76
Trevalli Homes Ltd	7
Oxnard Developments	9
Tillsonburg Developments Inc.	4
Misc.	8
Private	9
<b>TOTAL</b>	<b>113</b>

Inspection activity has maintained due to ongoing construction projects, new permit activity along with open permit audits.

**Inspection Activity Comparisons (Jan 1/24 – Sept 30/24)**

<b>Output Measures/Activity</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Building Inspections Completed	1782	2844	1760	2962	2223

**Major Construction/Development Projects:**

- 14 Harvest - 8 storey/132 unit apartment building
- 25 Maple Lane – new 160 bed long-term care.
- 1417 Bell Mill – new industrial.

## OPD 24-059 2024 – Q3 Department Results – Building, Planning, By-Law Services

- 1030 Progress Drive – Schep’s Bakery – new industrial plant.
- 101 Town Line Road - Marwood Metals – industrial plant addition
- 1417 Bell Mill Side Road – THK – industrial addition
- 671 Broadway – new commercial plaza & tenant fit-out.
- 45 Hardy Ave – Tillsonburg Community Ctr addition
- 19 Van St – Sewage Treatment Plant upgrades
- Northcrest Estates Subdivision - PH 2 - Hayhoe Homes

**Building Financial Impact**

Financial records indicate that the Building sector has a surplus of \$548,887 at the end of Q3. The increase in activity and project value of construction is a direct result of the increase in revenue found in the financial records. The forecast for year end is to be on budget with a contribution to the Building Permit Obligatory Reserves.

**PLANNING SERVICES**

2024 Planning activity has experienced a slight increase compared to previous years. These activities are noted in the table below.

**Planning Activity (Jan 1/24 – Sept 30/24)**

<b>Output Measures/Activity</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Minor Variance Applications	7	6	14	12	8	11
Zone Change Applications	7	8	8	14	6	14
Site Plan Formal Consultations	2	1	2	5	8	8
Site Plan Approvals	6	4	3	7	3	4
Site Plan Applications (in progress)	4	2	7	5	6	8
Subdivision Agreements	2	3	2	1	1	2
Pre-Servicing Agreements	1	2	2	2	0	2
Official Plan Amendments	1	2	3	3	2	2

**Site Plan Applications (in progress)**

- 55 Broadway – parking lot redesign & addition.
- Lot 3 Van Norman - Langtrety Blast Tec.
- Lot 5 VIP - Legend Rubber
- 172 Vienna - Soprema

## OPD 24-059 2024 – Q3 Department Results – Building, Planning, By-Law Services

- Block 39 Westwinds Subdivision
- 14 Harvest - Harvest Apartments
- 1444 Bell Mill Side Road
- 2/4 Elm - East Elgin Concrete Forming
- 133 North St E – Townhouses (on hold - not included in count)

**BY-LAW SERVICES**

Records indicate that by-law/property standard enforcement activities and occurrences have increased from the previous years. An increase in parking tickets issued was expected compared to previous years as a result of additional permanent part-time staffing. These activities are noted in the table below.

**By-Law Activity (Jan 1/24 – Sept 30/24)**

Output Measures– Quantity		2019	2020	2021	2022	2023	2024
Parking Tickets Issued		466	209	247	473	786	1315
Animal Tags Issued	Cats	1301	879	-	848	-	-
	Dogs	2193	1929	1869	1962	2102	1318
Enforcement – Complaints and Occurrences	Parking, Noise, Garbage, Taxi	-	211	170	180	205	249
	Property Stds, Zoning, Clean Yard, Sign, Fence, etc.	-	177	214	213	294	441
	Animal Control	-	200	141	182	175	144

**By-Law Financial Impact**

Financial records indicate that the By-Law sector has a surplus of \$58,912 at the end of Q3. The forecast for year end is to be under budget. A copy of the financial summary has been attached to this report.



## OPD 24-059 2024 – Q3 Department Results – Building, Planning, By-Law Services

DEPARTMENTAL TASKS/BUSINESS OBJECTIVES**2024 Business Plan Objectives**

<b>Objective</b>	<b>Target</b>	<b>Project Status</b>
2024 Building Code Amendments – Notify/educate designers, contractor and general public	Q4	In Progress
Review Amanda/CloudPermit integration	Q3	Completed
Host Annual Builder/Developer Information Forum	Q1	Completed
Host Backyard Project Permit Night	Q2	Completed
By-Law Implementation/Education – Parks By-Law , Right of Way By-Law	Q2 Q4	In Progress
Increase/Expand By-Law Enforcement Staffing/Services	Q4	In Progress
Implement & manage contract security for Tillsonburg Community Centre and surrounding property amenities.	Q4	Implementation completed in Q1; Management in progress
Review Site Plan By-Law including policies and guidelines	Q1 Q4	In Progress
Implement Planning Application Web Portal & Digital Service Delivery – County (carry over from 2023)	Q2 Q4	In Progress
Zoning By-Law Comprehensive Review	Q4	In Progress
Central Area Design Study – Review Façade Improvement Program and review Public Realm options	Q4	In Progress
Develop Additional Residential Unit (ARU) user guide(s)	Q1	Completed

**CONSULTATION**

Director of Operations and Development

**FINANCIAL IMPACT/FUNDING SOURCE**

See attached financials

**CORPORATE GOALS**

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

- Lifestyle and amenities
- Customer service, communication and engagement

## OPD 24-059 2024 – Q3 Department Results – Building, Planning, By-Law Services

- 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** – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.

**Priority Project** – N/A

**ATTACHMENTS**

- 2024 Q3 Budget vs Actuals – Building
- 2024 Q3 Budget vs Actuals - Protection



**Financial Plan**  
**Operating Plan - Cost Code Summary**  
**Building**

As of September 30, 2024

	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	618,904	1,242,465	623,561	(101%)	1
<b>Total Revenues</b>	<b>618,904</b>	<b>1,242,465</b>	<b>623,561</b>		
<b>Expenditures</b>					
Labour	522,199	517,809	4,390	1%	
Purchases	69,446	50,881	18,565	27%	2
Contracted Services	49,505	34,483	15,022	30%	3
Interfunctional Adjustments	90,405	90,405			
<b>Total Expenditures</b>	<b>731,555</b>	<b>693,578</b>	<b>37,977</b>		
<b>Total Net Levy</b>	<b>(112,651)</b>	<b>548,887</b>	<b>661,538</b>		
<b>Notes</b>					
1 Permit Revenue over					
2 Supplies Exp under \$13,300; Advertising Exp under \$1,800					
3 Legal under \$9,000; Subcon Exp under \$6,000					
<b>Any surplus at year end will be contributed into the Building Department Obligatory Reserve</b>					
<b>Any deficit at year end will be offset from the Building Department Obligatory Reserve</b>					



**Financial Plan**  
**Operating Plan - Cost Code Summary**  
**Protection**

As of September 30, 2024

	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	46,937	60,970	14,033	(30%)	(1)
<b>Total Revenues</b>	<b>46,937</b>	<b>60,970</b>	<b>14,033</b>		
<b>Expenditures</b>					
Labour	337,105	293,043	44,062	13%	2
Purchases	27,395	19,099	8,296	30%	3
Contracted Services	12,314	19,793	(7,479)	61%	4
Interfunctional Adjustments	28,665	28,665			
<b>Total Expenditures</b>	<b>405,479</b>	<b>360,600</b>	<b>44,879</b>		
<b>Total Net Levy</b>	<b>(358,542)</b>	<b>(299,630)</b>	<b>58,912</b>		
<b>Notes</b>					
1 Misc Revenue over \$11,100					
2 Net labour under \$44,100 Vacancies					
3 Supplies Exp under \$3,000; Safety Exp under \$4,900					
4 Subcon Exp over \$7,300 - Property Cleanup costs -offset with Misc Revenue					



**Subject: 2024 – 3<sup>rd</sup> Quarter Operations and Development Services Update**

**Report Number:** OPD -24-060

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operation and Development

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

Report recommendation contained within the omnibus motion for all Department results reports.

**BACKGROUND**

To provide Council with a January 1<sup>st</sup> through to September 30<sup>th</sup>, 2024 project and task updates inclusive of project and/or tasks that may have carried over from 2023 and as identified “*In Progress*”. This report highlights operational and financial results for the Operations and Development Department for the second quarter of 2024.

**DISCUSSION**

2024 Business Objectives and Capital Projects:

**Table 1: 2024 Operating Business Plan**

Objective	Target Date	Q2 Project Status
Renegotiations of Westtown Line Boundary Road Agreement	<del>Q2-2024</del> <del>Q4-2022</del> Q4-2023 Q3 2024	In progress; Working Group Established
Renegotiations of the Traffic Signal/Streetlights maintenance Agreement	<del>Q3-2022</del> <del>Q3-2023</del> <del>Q4-2023</del> Q4 2024	In progress (TMP evaluating)
Investigate Private Woodlot East of Runway 08-26 Removal Options	<del>Q3-2022</del> <del>Q3-2023</del> <del>Q4-2023</del> Q4 2024	In progress
Phase 2 Streetlights and Fixtures – Van Norman Heights Subdivision	<del>Q4-2024</del>	<b>Complete</b>

OPD 24-049 - 2024 3<sup>rd</sup> Quarter Operations and Development Services

Airport Apron Extension	Pending Funding	
Engineering & Airport Design Manual/Standard(s) Review	<del>Q3 2024</del> Q1 2025	In progress Local Working Group Established
Meet O. Reg. 588/17 reporting obligations as per Asset Management Reg.; in partnership with Finance	July 2024 & July 2025	Inventory Control Underway
Municipal Drain Decommissioning	Continues Project	In progress
T:GO Intercommunity 2025 Program Refinement/Development	Q4 2024	In progress

**Table 2: 2024 Capital Business Plan**

Objective	Target Date	Q2 Project Status
Kinsmen Bridge Upgrade(s) – Tender Publication	<del>Q2 2021</del> <del>Q4 2022</del> Q4 2024	90% Engineering Design <b>Completed</b> <b>Proposed 2025 Capital</b>
Cranberry Rd - Design	<del>Q4 2023</del> Q1 2024	90% Engineering Design <b>Completed</b> <b>Proposed 2025 Capital</b>
Charlotte & Clarence Street – Construction	<del>Q4 2024</del> Q2 2024	In progress Awarded to RJBurnside <del>60% Detail Design Received</del> Project <b>Canceled</b> for 2024
Quarter Town Line (at Stoney Creek)	<del>2020</del> <del>Q4 2022</del> <del>Q3 2023</del> Q3 2024	One all is continuing to be repaired in 2024
Quarter Town Line (Beech Blvd.)		
T:Go Bus Shelters	Q4 2024 Q2 2025	In Progress
Ph 2. – Townline Rd. & Goshen St Construction	<del>Q4 2024</del>	<b>Completed</b> Final Coat Asphalt 2025
Devonshire Ave Culvert Replacement	<del>Q3/Q4 2024</del> Q3 2025	Tender Package to be published <del>Q2/Q3 2024</del> Due to species at risk moved to

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		2025
Sidewalk Connectivity - Tanager & Bobolink	Q3 2024	<b>Completed</b>
Storm Pond Maintenance	On-Going	In progress pending Tender Package
Airport – OMAFRA RED Funding Program	Q4 2024	In progress
Annual Asphalt Program	Pending Council's 2024 Surplus Allocation Proposed for 2025	
Traffic Master Plan	Q4 2024	In progress
New Town Hall	On-Going	In progress and currently in Detail Design/Location Consideration
<b><u>Light &amp; Medium Duty Vehicles</u></b>		
#33 Ram 250 with Alum Dump Body (RCP)	Q4	<b>Canceled</b>
4300 Hybrid Bucket Truck (Hydro)	Q4 Q1/Q2 2024	<b>Canceled</b>
Hydraulic Mower Lift	Q4	<b>Canceled</b>
Scissor Lift	Q3/Q4	In progress
Skid Steer + Attachments	Q3/Q4	<b>Completed</b> In progress (Kinetic GPO purchase)
<b><u>Heavy Duty Vehicles</u></b>		
Tandem Axle Plow with Wing (2023)	2025/ 2026	In progress (Kinetic GPO purchase)
Tandem Axle Plow with Wing (2024)	2026/ 2027	In progress (Kinetic GPO purchase)
<b><u>Attachment</u></b>		
Tractor Mower Deck	2024	<b>Canceled</b>

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Tractor Flail Brusher	2024	<b>Canceled</b>
Trackless Attachment (Rotary Broom)	Q4	In progress (Kinetic GPO purchase)
P/U Attachment	Q4	In progress (Kinetic GPO purchase)
Airflow Slide-in Sander	Q3	<b>Completed</b>
Box Blade Attachments	Q3	<b>Completed</b>
Sander/Plow Attachments	Q3	In progress (Kinetic GPO purchase)
<b><u>Off Road Equipment</u></b>		
Sidewalk Machine	<del>Q2/Q3</del>	<b>Completed</b>
Boom Flail Mower	Q2/Q3	TBD
<b><u>Other</u></b>		
Trailer	Q3	<b>Completed</b>

Key indicators measure growth in terms of infrastructure i.e. Roads, Sewers, Watermain, Sidewalk, etc. and the associated maintenance level of service. The Town's ability to mitigate the associated incremental costs to maintain the additional infrastructures demonstrates the efficiencies of continuous internal improvement.

**Table 3: Key Indicators**

Key Indicators	2024	2023	2022	2021	2020	2019	2018	2017	2016
Roads (Lane km)	276	276	276	242.3	238.3	235.4	234.1	233.6	229.4
Sidewalks (km)	138.5	135	135	117.1	107.6	98.6	97.4	96.6	94.2

**Table 4: Service Request/MESH Ticket(s)**

Through the Town of Tillsonburg's workflow management system (MESH), Town staff generate and created internal services request; furthermore, service tickets may also be created/requested from the general public using the *Report a Problem* function.

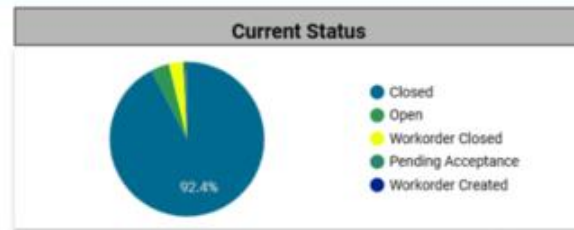
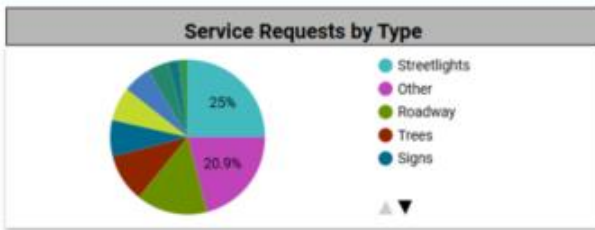


OPD 24-049 - 2024 3<sup>rd</sup> Quarter Operations and Development Services

**Roads Service Requests**

Number of Requests  
**368**

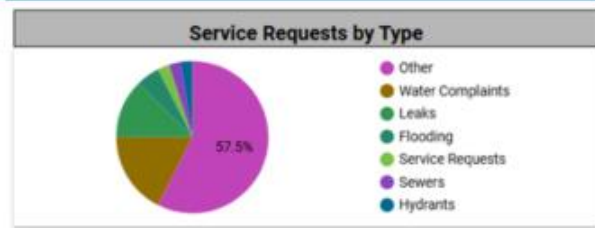
Request Type	Caller Name	Department
Request Sub Type	Status	Problem Location
Entered By	Expected Completion D...	Jan 1, 2024 - Sep 30, 2024



**Water/Wastewater Service Requests**

Number of Requests  
**40**

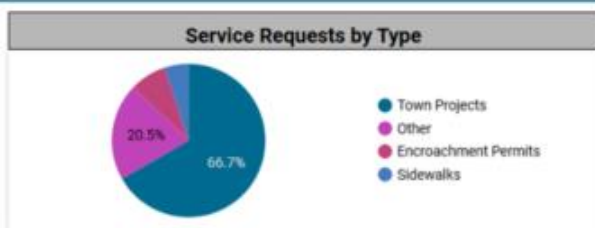
Request Type	Caller Name	Department
Request Sub Type	Status	Problem Location
Entered By	Expected Completion D...	Jan 1, 2024 - Sep 30, 2024



**Engineering Service Requests**

Number of Requests  
**39**

Request Type	Caller Name	Department
Request Sub Type	Status	Problem Location
Entered By	Expected Completion D...	Jan 1, 2024 - Sep 30, 2024



The following represents services tickets from January 1<sup>st</sup> through to September 30<sup>th</sup>, 2024:

**GOALS FOR NEXT QUARTER/2024**

- Continue renegotiation of boundary road agreement
- Clear Plan of Subdivision Assumption By-Laws

**CONSULTATION**

The following staff/resources have been consulted for this report:

- Senior Analyst/Deputy Treasurer
- Manager of Public Works
- Manager of Engineering

OPD 24-049 - 2024 3<sup>rd</sup> Quarter Operations and Development Services**FINANCIAL IMPACT/FUNDING SOURCE**

For the period of January 1<sup>st</sup> through to September 30<sup>th</sup>, 2024 the consolidated Operations and Development Department overall variance is summarized in the table below:

<b>Department/Service Area</b>	<b>Surplus / (Deficit)</b>
Operations Administration	7,556
Engineering Services	100,602
Public Works	136,991
Municipal Parking	44,494
Airport Operations	(18,933)
Waste Management	5,945
Fleet Services	66,459
Transit Services (In-Town)	47,644
<b>Total Variance</b>	<b>\$390,758 Surplus</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.

**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** – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.

**Priority Project** – N/A


**ATTACHMENTS**

Appendix A – Operating Summaries


OPD 24-049 - 2024 3<sup>rd</sup> Quarter Operations and Development Services

					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>OPS Admin</b> As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Contribution from Reserves	103,500	103,500			
<b>Total Revenues</b>	103,500	103,500			
<b>Expenditures</b>					
Labour	223,110	218,347	4,763	2%	
Purchases	142,498	139,777	2,721	2%	
Interfunctional Adjustments	(49,320)	(49,392)	72		
<b>Total Expenditures</b>	316,288	308,732	7,556		
<b>Total Net Levy</b>	(212,788)	(205,232)	7,556		


OPD 24-049 - 2024 3<sup>rd</sup> Quarter Operations and Development Services

					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Engineering</b> As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	12,800	60,086	47,286	(369%)	1
<b>Total Revenues</b>	<b>12,800</b>	<b>60,086</b>	<b>47,286</b>		
<b>Expenditures</b>					
Labour	462,472	396,639	65,833	14%	2
Purchases	32,981	22,358	10,623	32%	3
Contracted Services		25,122	(25,122)		4
Interfunctional Adjustments	(11,151)	(13,133)	1,982	18%	
<b>Total Expenditures</b>	<b>484,302</b>	<b>430,986</b>	<b>53,316</b>		
<b>Total Net Levy</b>	<b>(471,502)</b>	<b>(370,900)</b>	<b>100,602</b>		
<b>Notes</b>					
1 Additional Inspection Revenue - \$6,400; Site Plan & Subdivision Review revenue over \$12,100; Inspection Revenue over					
2 FT labour under \$65,800 - Vacant positions					
3 Supplies Exp under \$3,300					
4 Legal Cost over \$25,100 - To be recovered by applicants					


OPD 24-049 - 2024 3<sup>rd</sup> Quarter Operations and Development Services

					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Public Works</b> As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
<b>Total Revenues</b>					
<b>Expenditures</b>					
Labour	939,842	937,917	1,925	0%	
Purchases	552,460	456,855	95,605	17%	1
Contracted Services	227,541	187,195	40,346	18%	2
Interfunctional Adjustments	425,975	427,032	(1,057)		
Debt Principal & Interest	286,543	286,371	172		
<b>Total Expenditures</b>	<b>2,432,361</b>	<b>2,295,370</b>	<b>136,991</b>		
<b>Total Net Levy</b>	<b>(2,432,361)</b>	<b>(2,295,370)</b>	<b>136,991</b>		
<b>Notes</b>					
1 Supplies Exp under 32,600 - Winter Maintenance; Heat-Light-Water under \$34,100; Building Repairs & Maintenance Exp					
2 Subcon Exp under - snow removal \$20,700					


OPD 24-049 - 2024 3<sup>rd</sup> Quarter Operations and Development Services

					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Parking</b> As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Levy, PILS	163,559	164,824	1,265	(1%)	
User Charges		5,000	5,000		
<b>Total Revenues</b>	<b>163,559</b>	<b>169,824</b>	<b>6,265</b>		
<b>Expenditures</b>					
Labour	34,062	6,371	27,691	81%	1
Purchases	14,530	2,403	12,127	83%	2
Contracted Services	50,000	51,538	(1,538)	3%	
Interfunctional Adjustments	36,954	36,954			
Debt Principal & Interest	6,113	6,164	(51)	1%	
<b>Total Expenditures</b>	<b>141,659</b>	<b>103,430</b>	<b>38,229</b>		
<b>Total Net Levy</b>	<b>21,900</b>	<b>66,394</b>	<b>44,494</b>		
<b>Notes</b>					
1 FT labour under - staff allocations					
2 Snow removal supplies under					
<b>Any surplus at year end will be contributed into the Downtown Parking Lot Reserve</b>					

OPD 24-049 - 2024 3<sup>rd</sup> Quarter Operations and Development Services


					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Airport</b> As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	408,287	540,558	132,271	(32%)	1
Other Revenue		5,100	5,100		
<b>Total Revenues</b>	<b>408,287</b>	<b>545,658</b>	<b>137,371</b>		
<b>Expenditures</b>					
Purchases	220,745	396,794	(176,049)	80%	2
Contracted Services	209,875	190,118	19,757	9%	3
Interfunctional Adjustments	29,700	29,740	(40)		
Debt Principal & Interest	2,496	2,468	28	1%	
<b>Total Expenditures</b>	<b>462,816</b>	<b>619,120</b>	<b>(156,304)</b>		
<b>Total Net Levy</b>	<b>(54,529)</b>	<b>(73,462)</b>	<b>(18,933)</b>		
<b>Notes</b>					
1 Fuel Sales over \$141,500					
2 Fuel Purchases over \$130,100; Building Repairs & Maintenance over \$11,400; Equipment Supplies & Repairs Exp over \$19,700					
3 Subcon Exp under \$19,800					

OPD 24-049 - 2024 3<sup>rd</sup> Quarter Operations and Development Services


					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Waste Management</b> As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Grants	154,474	72,652	(81,822)	(53%)	1
User Charges	94,166	133,366	39,200	(42%)	2
<b>Total Revenues</b>	<b>248,640</b>	<b>206,018</b>	<b>(42,622)</b>		
<b>Expenditures</b>					
Labour	45,954	51,789	(5,835)	13%	3
Purchases	96,665	100,172	(3,507)	4%	
Contracted Services	79,621	21,712	57,909	73%	4
Interfunctional Adjustments	108,135	108,135			
<b>Total Expenditures</b>	<b>330,375</b>	<b>281,808</b>	<b>48,567</b>		
<b>Total Net Levy</b>	<b>(81,735)</b>	<b>(75,790)</b>	<b>5,945</b>		
<b>Notes</b>					
1 Grant revenue from Oxford County - timing of invoice relating to the agreement					
2 Tipping Fee Revenue over \$50,400					
3 PT labour over \$13,500; FT labour under \$7,800					
4 Subcon Exp under \$57,900 - timing of invoices for Large Items					



OPD 24-049 - 2024 3<sup>rd</sup> Quarter Operations and Development Services

					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Fleet</b>					
As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	1,318,544	1,286,473	(32,071)	(2%)	
<b>Total Revenues</b>	<b>1,318,544</b>	<b>1,286,473</b>	<b>(32,071)</b>		
<b>Expenditures</b>					
Labour	185,858	190,143	(4,285)	2%	
Purchases	633,999	548,415	85,584	13%	1
Contracted Services	17,287	2,264	15,023	87%	2
Interfunctional Adjustments	8,613	8,622	(9)		
Debt Principal & Interest	245,875	243,658	2,217	1%	
<b>Total Expenditures</b>	<b>1,091,632</b>	<b>993,102</b>	<b>98,530</b>		
<b>Total Net Levy</b>	<b>226,912</b>	<b>293,371</b>	<b>66,459</b>		
<b>Notes</b>					
1 Fuel & Oil Exp under \$63,000; Equipment Supply & Repairs Exp under \$49,700; Lease payments over \$26,400					
2 Subcon Exp under \$15,00					

OPD 24-049 - 2024 3<sup>rd</sup> Quarter Operations and Development Services

					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Transit Services</b>					
As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Grants	445,439	447,411	1,972	(0%)	
User Charges	28,947	45,382	16,435	(57%)	1
<b>Total Revenues</b>	<b>474,386</b>	<b>492,793</b>	<b>18,407</b>		
<b>Expenditures</b>					
Labour	82,752	60,934	21,818	26%	2
Purchases	7,746	4,126	3,620	47%	
Contracted Services	430,114	426,315	3,799	1%	
Interfunctional Adjustments	(33,075)	(33,075)			
<b>Total Expenditures</b>	<b>487,537</b>	<b>458,300</b>	<b>29,237</b>		
<b>Total Net Levy</b>	<b>(13,151)</b>	<b>34,493</b>	<b>47,644</b>		
<b>Notes</b>					
1 Fares Revenue over \$20,600					
2 FT labour under - vacant position					

**Subject: 2024 Q3 Department Results - RCP****Report Number:** RCP 24-055

Department: Recreation, Culture and Parks Department

Submitted by: Andrea Greenway, Director of Recreation, Culture &amp; Parks

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

Report recommendation contained within the omnibus motion for all Department results reports.

**BACKGROUND**

This report provides Council with the July 1, 2024 to September 30, 2024 Department year-to-date operational and financial results for Recreation, Culture & Parks Department

**DISCUSSION**2024 Business Objectives and Capital Projects

Item	Target Date	Q3 Status
Trail Enhancements	Q3	Ongoing
TCC Rehabilitation	Q2 Q4	Completion date estimated for Fall, 2024
Pickleball Courts	Q3	Complete
TCC Auditorium Roof Replacement	Q2	Complete
Westmount Park Playground Replacement	Q3	Complete
Arena Upgrades (AODA)	Q4	Complete
TCC Office Renovations	Q4	Fall 2024 – as part of TCC renovation
TCC Health Club upgrades (flooring, etc.)	Q4	Project will start once the TCC renovation is complete

The RCP Department's 2024 Q3 operational budget variance summary is as follows:

## RCP 24-055 2024 Q3 Department Results - RCP

TCC Furnishings	Q3 Q4	To coincide with TCC renovation completion	
Expand Recreation Programs	Q1-Q4	Ongoing – new programs were introduced in Q1, Q2 and Q3	
Host Hall of Fame event in partnership with Recreation & Sports Advisory Committee	Q2	Complete	
Parks and Recreation Master Plan Implementation	Q1-Q4	Master Plan Complete, Implementation in 2025	
Lake Lisgar Waterpark Canteen Renovation	Q2	Complete	
Parks Maintenance Repairs and AODA	Q3 Q4	Parks Trails and pathways being installed	
Tennis Court Surface	Q3	Complete	
Arena Dehumidifier	Q2	Complete	
Enhance Cultural Opportunities and Community Events	Q1-Q4	Ongoing – TCC Family Day event took place in Feb./2024, LLWP Grand reopening took place in June/2024, Pickleball courts grand opening took place in July/2024	
Minimize disruption to Recreation Services during TCC renovation	Q1-Q4	Swimming lessons and water fitness offered at LLWP for the summer season	
<b>2024</b>	<b>YTD Budget</b>	<b>YTD Actuals</b>	<b>Budget Variance [Surplus/ (Deficit)]</b>
300 Cemetery	(153,810)	(58,725)	95,085
450 Parks	(690,694)	(639,839)	51,125
455 Community Events	(111,468)	(95,558)	15,910

## RCP 24-055 2024 Q3 Department Results - RCP

460 Rec - Programs	(810,666)	(510,263)	300,403
465 Rec – Bldg. Maintenance	(2,160,697)	(2,017,813)	142,884
467 Elliott Fairbairn Centre	12,990	9,429	(3,561)
475 Museum	(317,471)	(216,109)	101,362
<b>Total Recreation, Culture &amp; Parks</b>	<b>(4,231,816)</b>	<b>(3,528,878)</b>	<b>703,208</b>

Notes on RCP Budget Variances:

- Niche and Plot sales at the cemetery were over \$31,500
- Recreation summer programs revenue was over \$30,500
- Recreation rent revenue over \$71,900 due to increase in ice and hall and meeting room rentals
- FT Labour is under \$115,800 in recreation (includes administration team), and \$96,800 in the Museum budget due to staff vacancies
- Heat-Light-Water under \$123,100 in the parks, facilities and museum budgets
- Playgrounds Subcon expenses over \$35,000. Timing of parks expenses accounts for this YTD Q3 variance.

**CONSULTATION**

Acting Manager of Recreation Programs & Services, Facilities Supervisor, Parks and Cemeteries Supervisor

**FINANCIAL IMPACT/FUNDING SOURCE**Recreation Services

For Q3, 2024, Recreation revenue had a positive variance of \$300,403. \$107,700 of the surplus is due to staff vacancies. Youth programs and rent revenue are over due to higher registration in programs and increased ice and room rentals for a total of \$121,200. PT labour is over due to backfilling for FT vacancies.

Museum

The museum has a surplus of \$101,362 in Q3, 2024, primarily due to staff vacancies. Summer program revenue was under \$24,700 due to a reduction in program offerings due to low registration in camp.

Parks and Facilities

Parks and Facilities had a surplus of \$194,009 in Q3, 2024. This is primarily due to timing of purchases in the parks and facilities division as well as vacancies in staffing.

## RCP 24-055 2024 Q3 Department Results - RCP

**CORPORATE GOALS**

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

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

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

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

**Strategic Direction** – N/A

**Priority Project** – N/A

**ATTACHMENTS**

RCP Q3 2024 Operating Results



**Financial Plan**  
**Operating Plan - Cost Code Summary**  
**Cem**

As of September 30, 2024

	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	99,908	165,052	65,144	(65%)	1
Other Revenue	29,823	29,703	(120)		
<b>Total Revenues</b>	<b>129,731</b>	<b>194,755</b>	<b>65,024</b>		
<b>Expenditures</b>					
Labour	151,045	128,706	22,339	15%	2
Purchases	52,282	51,274	1,008	2%	
Contracted Services	20,216	13,481	6,735	33%	3
Interfunctional Adjustments	58,950	58,950			
Debt Principal & Interest	1,048	1,069	(21)	2%	
<b>Total Expenditures</b>	<b>283,541</b>	<b>253,480</b>	<b>30,061</b>		
<b>Total Net Levy</b>	<b>(153,810)</b>	<b>(58,725)</b>	<b>95,085</b>		
<b>Notes</b>					
1 Niche Sales over \$14,600; Plot sales over \$16,900; Service Revenue over \$18,500					
2 Net labour - Vacant position					
3 Subcon Exp under \$6,200					



**Financial Plan**  
**Operating Plan - Cost Code Summary**  
**Parks**

As of September 30, 2024

	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Grants		3,850	3,850		
User Charges	-16,300	133,182	116,882		1
Specified Revenue		1,885	1,885		
<b>Total Revenues</b>	<b>-16,300</b>	<b>138,917</b>	<b>122,617</b>		
<b>Expenditures</b>					
Labour	301,092	252,246	48,846	16%	2
Purchases	122,714	103,667	19,047	16%	3
Contracted Services	148,603	166,631	(18,028)	12%	4
Contribution to Reserves	0	121,105	(121,105)	#DIV/0!	1
Interfunctional Adjustments	81,621	81,661	(40)		
Debt Principal & Interest	53,234	53,446	(212)		
<b>Total Expenditures</b>	<b>707,264</b>	<b>778,756</b>	<b>(71,492)</b>		
<b>Total Net Levy</b>	<b>(690,964)</b>	<b>(639,839)</b>	<b>51,125</b>		
<b>Notes</b>					
1 Cash in-lieu of Parkland					
2 Net labour under - vacant positions					
3 Heat-Light-Water under \$10,700					
4 Subcon Exp over \$18,500 - Playgrounds over \$35,800, Trees under \$10,300 & Trails under \$6,800					





**Financial Plan**  
**Operating Plan - Cost Code Summary**  
**Community Events**

As of September 30, 2024

	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Grants	5,000	5,000			
Other Revenue		700	700		
<b>Total Revenues</b>	<b>5,000</b>	<b>5,700</b>	<b>700</b>		
<b>Expenditures</b>					
Purchases	116,468	101,258	15,210	13%	1
<b>Total Expenditures</b>	<b>116,468</b>	<b>101,258</b>	<b>15,210</b>		
<b>Total Net Levy</b>	<b>(111,468)</b>	<b>(95,558)</b>	<b>15,910</b>		
<b>Notes</b>					
1 Special Project Exp under \$15,000					



**Financial Plan**  
**Operating Plan - Cost Code Summary**  
**Rec - Programs**

As of September 30, 2024

	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Grants	36,884	35,796	(1,088)	(3%)	
User Charges	882,920	1,049,608	166,688	(19%)	(1)
Other Revenue	12,528	15,893	3,365	(27%)	
Specified Revenue		2,180	2,180		
<b>Total Revenues</b>	<b>932,332</b>	<b>1,103,477</b>	<b>171,145</b>		
<b>Expenditures</b>					
Labour	1,401,856	1,294,085	107,771	8%	2
Purchases	262,311	237,756	24,555	9%	3
Contracted Services	4,500	6,736	(2,236)	50%	
Contribution to Reserves		832	(832)		
Interfunctional Adjustments	74,331	74,331			
<b>Total Expenditures</b>	<b>1,742,998</b>	<b>1,613,740</b>	<b>129,258</b>		
<b>Total Net Levy</b>	<b>(810,666)</b>	<b>(510,263)</b>	<b>300,403</b>		
<b>Notes</b>					
1 Admissions Revenue over \$13,400; Memberships under \$28,300; Youth Program Revenue over \$18,800; Adult Programs over \$8,300; Summer Programs over \$30,500; Concession Sales Revenue over \$19,800; FARE over \$29,200; Rent Revenue over \$71,900;					
2 Net labour under 107,700 - FT labour under \$115,800 -Vacancies; PT labour over \$15,200					
2 Advertising Exp under \$9,200; Training Exp under \$17,200					



**Financial Plan**  
**Operating Plan - Cost Code Summary**  
**Rec - Bldg Mtce**

As of September 30, 2024

	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	7,338	2,821	(4,517)	(62%)	
Specified Revenue		21,997	21,997		1
<b>Total Revenues</b>	<b>7,338</b>	<b>24,818</b>	<b>17,480</b>		
<b>Expenditures</b>					
Labour	1,069,823	997,683	72,140	7%	2
Purchases	637,289	575,439	61,850	10%	3
Contracted Services	203,446	191,181	12,265	6%	4
Contribution to Reserves		21,997	(21,997)		1
Interfunctional Adjustments	88,043	87,651	392		
Debt Principal & Interest	169,434	168,680	754		
<b>Total Expenditures</b>	<b>2,168,035</b>	<b>2,042,631</b>	<b>125,404</b>		
<b>Total Net Levy</b>	<b>(2,160,697)</b>	<b>(2,017,813)</b>	<b>142,884</b>		
<b>Notes</b>					
1 Capital Reinvestment fees over					
FT Overtime is over \$11,700; PT Reg under 34,100; FT Reg under \$48,100 - vacancies					
3 Heat-Light-Water under \$99,000; Building Repairs & Maintenance Exp under \$15,100; Equipment Supplies & Repairs Exp over \$38,700					
4 Subcon Exp over \$16,700; Equipment Maintenance Contract Exp under \$28,900					



**Financial Plan**  
**Operating Plan - Cost Code Summary**  
**Elliott Fairbairn Centre**

As of September 30, 2024

	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	89,024	89,041	17	(0%)	
<b>Total Revenues</b>	<b>89,024</b>	<b>89,041</b>	<b>17</b>		
<b>Expenditures</b>					
Purchases	33,820	33,201	619	2%	
Contracted Services	856	5,110	(4,254)	497%	
Contribution to Reserves	9,378	9,373	5		
Debt Principal & Interest	31,980	31,928	52		
<b>Total Expenditures</b>	<b>76,034</b>	<b>79,612</b>	<b>(3,578)</b>		
<b>Total Net Levy</b>	<b>12,990</b>	<b>9,429</b>	<b>(3,561)</b>		



**Financial Plan**  
**Operating Plan - Cost Code Summary**  
**Museum**

As of September 30, 2024

	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Grants	1,500	3,200	1,700	(113%)	
User Charges	35,812	12,626	(23,186)	(65%)	1
Other Revenue	8,750	8,460	(290)	(3%)	
<b>Total Revenues</b>	<b>46,062</b>	<b>24,286</b>	<b>(21,776)</b>		
<b>Expenditures</b>					
Labour	241,968	148,358	93,610	39%	2
Purchases	85,730	52,599	33,131	39%	3
Contracted Services	19,860	23,463	(3,603)	18%	
Interfunctional Adjustments	15,975	15,975			
<b>Total Expenditures</b>	<b>363,533</b>	<b>240,395</b>	<b>123,138</b>		
<b>Total Net Levy</b>	<b>(317,471)</b>	<b>(216,109)</b>	<b>101,362</b>		
<b>Notes</b>					
1 Summer Program Revenue under \$24,700					
2 FT labour under- \$96,800 - vacancy					
3 Heat-Light-Water under \$13,400; Advertising Exp under \$7,200; Building Repairs & Maintenance under \$5,400					



**Subject: 2024 Third Quarter (Q3) Finance Department Results**

**Report Number:** FIN 24-054

Department: Finance Department

Submitted by: Renato Pullia, Director of Finance/Treasurer

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

Report recommendation contained within the omnibus motion for all Department results reports.

**BACKGROUND**

To provide Council with the January 1, 2024 to September 30, 2024 Finance Department financial results and business plan update.

**DISCUSSION**

**Summary of Operational Results**

**Table 1: 2024 Operations Business Plan**

Objective	Owner	Target Date	Status
Accounts payable digitization including purchase order system update	Finance	<del>Q4</del> 2024 Q3 2025	Competing priorities, target date moved to Q3 '25; evaluating solution provider to meet the Town's needs.
Continuation of multi-year budget development & asset management integration (Carried forward from 2022)	Finance	Q2 2025	Target date moved to Q2 '25; Capital budgeting software modifications, and GL and policy modifications to align.
Reserve & trusts policy update (Carried forward from 2022)	Finance	<del>Q3</del> Q1 2025	Competing priorities, target date moved to Q1 '25.
Accounts receivable & write-off policy development	Finance	<del>Q3</del> Q3 2025	Competing priorities, target date moved to Q3 '25.
TCA (Tangible Capital Asset Policy) and SAMP (Strategic Asset Management Policy) review and applicable updates	Finance	<del>Q3</del> Q1 2025	SAMP completed; TCA policy moved to Q1 '25.

## FIN 24-054 - 2024 Q3 Finance Department Results

Asset Management Plan (AMP) updates to meet 2024-provincial deadlines	Finance	Q2 2024	Completed. Council approval June 24, 2024
Building Condition Assessment integration in Citywide for Asset Management	Finance	Q1 2025	Data upload is complete, financial balancing to be done, dependent on staff resources.
Foundational work on 2025+ goals (financial sustainability plan, debt policy update, tangible capital asset policy update)	Finance	Ongoing	Ongoing
Citywide Maintenance Manager software implementation and licensing fee for capital assets.	Finance	Q1 2027	Phased-in by dept/asset class as data restructure and verification is completed.
Caseware software implementation for the preparation of financial statements and improving the year-end audit process	Finance	Q4 Q3 2025	Implementation moved to Q3 '25
Surplus & Deficit Allocation Policy review and update	Finance	Q2 2025	For completion prior to next year's year-end financials
Debt Policy review & update	Finance	Q2 2025	To be reviewed as AMP data and 10-yr capital forecast is updated
Audit RFP	Finance	Q2 2027	Auditor re-appointed for 3-yr term to 2027
HST external audit	Finance	Q2 Q4 2024	Invitational quotes to be received

**Table 2: 2023-24 Additional Information**

<u>Objective</u>	<u>Target Date</u>	<u>Status</u>
2023 Financial Audit	Q3	Completed
2023 Audited Financial Statements	Q3	Completed
2024 Interim Audit	Q4	Scheduled

**CONSULTATION**

Finance Dept staff

**FINANCIAL IMPACT/FUNDING SOURCE**

Q3 results for Finance reflects a surplus of \$283,341. Contributing factors include timing of OCIF grant funding, and other financial flow-throughs, in addition to position vacancies.

## FIN 24-054 - 2024 Q3 Finance Department Results

**CORPORATE GOALS**

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

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

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

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

**Strategic Direction** – N/A

**Priority Project** – N/A


**ATTACHMENTS**

Appendix A – 2024 Q3 Finance Department Results



## FIN 24-054 - 2024 Q3 Finance Department Results

## Appendix A

					
<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Financial Services</b> As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Grants	536,625	859,175	322,550	(60%)	1
User Charges	73,269	141,930	68,661	(94%)	2
Other Revenue	157,500	221,144	63,644	(40%)	3
Contribution from Reserves		1,680,286	1,680,286		4
<b>Total Revenues</b>	<b>767,394</b>	<b>2,902,535</b>	<b>2,135,141</b>		
<b>Expenditures</b>					
Labour	841,306	556,188	285,118	34%	5
Purchases	73,525	94,588	-21,063	29%	6
Contracted Services	11,500	16,341	-4,841	42%	
Contribution to Reserves		2,111,014	-2,111,014		7
Interfunctional Adjustments	-118,377	-118,377			
<b>Total Expenditures</b>	<b>807,954</b>	<b>2,659,754</b>	<b>-1,851,800</b>		
<b>Total Net Levy</b>	<b>(40,560)</b>	<b>242,781</b>	<b>283,341</b>		
<b>Notes</b>					
1 OCIF Formula Funding					
2 Miscellaneous Revenue over \$37,900; BIA Special Loan \$15,300, Solar Panel Revenue \$15,300; False Alarm					
3 Interest Revenue over					
4 2023 YE Surplus					
5 FT labour under - Multiple Vacancies					
6 Interest & Finance Charges over \$27,400					
7 OCIF formula funding contributed to reserves - \$320,982; Bank interest earned relating to Reserve account \$94,500; BIA Special loan \$15,300: 2023 YE Surplus \$1,680,286					

**Subject: Equity, Diversity and Inclusion Internal Committee****Report Number:** CAO 24-024

Department: Office of the CAO

Submitted by: Laura Pickersgill, Executive Assistant and Joanna Kurowski, Human Resources Manager

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

- 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.

**BACKGROUND**

At the August 14, 2023 meeting of Tillsonburg Town Council, the following resolution was passed:

- A. THAT Report CS 23-16, Equity, Diversity and Inclusion (EDI) Committee, be received as information; and
- B. THAT staff continue to monitor the EDI Committee formation within the County of Oxford and provide an update report to Council in Q2 of 2024; and
- C. THAT Council supports the online Diversity, Equity, and Inclusion in the Workplace training being expanded to Town of Tillsonburg Advisory Committee members and staff be directed to complete the rollout of the training to all members; and
- D. THAT staff be directed to report to council on creation of an internal EDI Committee.

**DISCUSSION**

In fulfillment of item D in the above resolution, staff conducted research on EDI committees and activities that other Ontario municipalities have formed. A number of municipalities were identified (Oxford County, Strathroy-Caradoc) who have either established the EDI Committees or currently are developing their EDI policies.

Staff have developed a draft Terms of Reference for a proposed Equity, Diversity and Inclusion Internal Committee.

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

Upon Council's endorsement of this proposal, the next step will be for staff to reach out to all Tillsonburg employees to solicit an interest in joining the Committee.

Staff are recommending that the Committee start up as a pilot project for six months and that the evaluation of the Committee effectiveness is completed after that timeframe. Success will be measured by determining a number of initiatives and strategies the Committee has implemented in increasing equity, diversity and inclusion among Town of Tillsonburg staff as well as employee participation and support of the Committee.

The initial goal of the Committee would be to establish a short and long term action plan that would be brought to Council for information in the first quarter of 2025.

### **CONSULTATION**

HR Departments – Ontario municipalities

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

There is no financial impact for implementation of this initiative.

### **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** – Enhance employee engagement and training as the foundation for exceptional customer service.

CAO 24-024 Equity, Diversity and Inclusion Internal Committee

**Priority Project** – N/A

**ATTACHMENTS**

Appendix A – EDI Committee – Terms of Reference

# Town of Tillsonburg

## Equity, Diversity and Inclusion Internal Committee

### *Draft Terms of Reference*

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## 1.0 Background

A corporate culture of inclusion is a vision for the present and our future. The Equity, Diversity and Inclusion Internal Committee will propel how our values positively impact the services we provide and promote equity and inclusion in a diverse and welcoming workplace.

Through employee-driven initiatives, we will increase the competence of our staff and corporation and will influence well-informed decision making.

This Committee will provide an efficient point of contact for diversity and inclusion matters that represent the entire organization.

## 2.0 Purpose

The purpose of the Equity, Diversity and Inclusion Internal Committee is:

- To implement various Equity, Diversity and Inclusion (EDI) activities that align with corporate objectives (priorities)
- Development of a Town EDI Strategy
- To build awareness, educate and sustain a positive working environment
- Coordinate EDI related social activities
- Establish regularly convened forums to announce (or change) initiatives that promote EDI
- Develop an “EDI Lens” to identify and make recommendations to remove existing, potential or systemic barriers in policies, processes and procedures;
- Create resources and tools for staff around the various elements of workplace EDI; and
- Provide guidance and feedback to the senior leadership team.

## 3.0 Roles and Responsibilities

### 3.1 Members

The Equity, Diversity and Inclusion Internal Committee will be comprised of staff from all levels within the Corporation from various departments, and will help advance the purpose of the Committee, be agents of change from within their respective department, and influence positive attitudes toward all dimensions of diversity.

Members will apply to put their name forward as a Team Member, with permission from their direct supervisor/Department Head.

Team membership should consist of 5-7 members and should include:

- One management representative
- One Human Resources representative
- Staff that represent a cross-section of municipal business units in a variety of roles

- Staff that represent various dimensions of diversity (national origin, language, race, colour, ability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status and family structures)

Specific roles and responsibilities of members include implementing actions including:

- Representing their department as a liaison for EDI-related activities;
- Championing EDI within their department and/or relevant groups or teams by creating and participating in activities that raise awareness about diversity, equity and inclusion;
- Participating in regular meetings;
- Sharing accessibility, equity, diversity and inclusion related resources and knowledge with other members

### **3.3 Chair responsibilities**

In addition to those identified in 3.1, specific roles and responsibilities of the Chair include:

- Chairing meetings including, but not limited to, setting up and leading meetings, guiding the discussion and bringing them to a conclusion or next step, organizing guest presenters, providing agendas and meeting materials, providing resources, and saving documents in Laserfiche
- Liaising with Committee members to identify discussion topics of interest and need.
- The Chair will be established by a vote of the Committee; and the term will be one year, at which point another vote will be held.

### **3.4 Vice-Chair responsibilities**

In addition to those identified in 3.1, specific roles and responsibilities of the Vice-Chair includes:

- When called upon to support the Chair position, may take on the same responsibilities identified in 3.3;
- Chair and Vice-Chair work together to create the agenda; and
- May act as the minute taker.
- Vice-chair will be established by a vote of the Committee members; and the term will be one year, at which point another vote will be held.

### **3.5 Minute Taker responsibilities**

In addition to those identified in 3.1, specific roles and responsibilities of the minute taker include:

- Recording minutes of the meeting in a manner so as to ensure issues or matters of interest are captured and recommendations are recorded;
- Ensuring minutes are distributed to the Committee following each meeting;
- May provide support to the Chair and Vice-Chair as required;
- If there is interest from multiple members, this role will rotate each meeting.

#### **4.0 Meeting Schedule/Format**

Meetings of the Committee will be conducted at least once every two months or at the call of the Chair. Decisions will be made by majority vote.

#### **5.0 Confidentiality**

Committee members will be requested to comply with the Town's current Confidentiality Agreement.

#### **6.0 Evaluation and Review**

The Terms of Reference will be reviewed annually.

A successful implementation of the Town's EDI Strategy will be reflected in the accomplishment of the following proposed objectives:

- The development of a "report card" that celebrates successful EDI activities and acknowledges milestones achieved;
- EDI Lens – Update and maintain a formal framework that would act as a lens when reviewing all documents/policies/processes/programs to decrease/eliminate barriers to participation by all and promote inclusion in the workplace;
- Development and implementation of a Corporate Diversity and Inclusion Statement with guiding principles;
- Communication schedule for staff (e.g. Town Halls, monthly emails, etc).
- Chair and Vice-Chair to meet with SLT quarterly to provide updates and seek direction.
- Annual update report to Council and promote the report to staff at a Town Hall.





**Subject: Request for Extension – Agreement of Purchase and Sale with peopleCare Inc**

**Report Number:** EDM 2024-042

Department: Economic Development Department

Submitted by: Cephas Panschow, Development Commissioner

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

## **RECOMMENDATION**

- 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.

## **BACKGROUND**

Town Council approved a phased closing for the 25 Maple Lane property with the first parcel for the Long Term Care home being on November 9, 2023 and the remaining lands being scheduled to transfer no later than November 12, 2024. peopleCare has now requested a three month delay in the closing date to mid-February (approximately February 12, 2025). Since Council only authorized a one-year delay in the second closing, staff is seeking Council’s direction in this regard.

## **DISCUSSION**

peopleCare Inc has committed to a substantial investment in the Town of Tillsonburg that will help address the community’s long term care needs as well as providing future retirement home and apartment options for people. Construction on the Long Term Care home is underway and peopleCare is proceeding diligently in that regard. As they are currently in the initial stages of that project, they are requesting a slight extension in the closing date to better meet their needs.

## EDM 24-042 Request for Extension – peopleCare Inc

Based on the phased closing already provided and the Town's financial situation, the Development Commissioner is only recommending a slight extension to the current year end.

## CONSULTATION

This request has been reviewed with the Director of Finance who indicated that these land sale revenues are scheduled to be received in the current financial year and it is desirable that the funds are part of the 2024 financials for the Town due to the significant funds that have been expended on land acquisition this past year.

## FINANCIAL IMPACT/FUNDING SOURCE

There would be a Financial Impact to the Town in the form of ongoing interest costs due to funds borrowed temporarily to cover the costs of other land acquisitions.

## 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** – Lifestyle and Amenities – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles

**Strategic Direction** – Work with Oxford County and community partners to ensure an adequate supply of affordable, attainable housing options.

**Priority Project** – *Short Term* - Long-term care advocacy

EDM 24-042 Request for Extension – peopleCare Inc

**ATTACHMENTS**

None

**Subject: T:GO (In-Town) Bus Shelters Project Scope Change Funding Request****Report Number:** OPD 24-062

Department: Operations and Development Department

Submitted by: Landon Chan, GIS Technician/Transit Coordinator

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

- 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.

**BACKGROUND**

In April 2022, the Town was awarded the Rural Transit Solutions Fund grant to install twelve (12) bus shelters for T:GO (In-Town) Transit.

Prior to signing the Contribution Agreement, the Town had to identify, “Proof of Funding.” Therefore, an additional \$13,360 was allocated through the Linear Infrastructure Reserve to meet/demonstrate funding sources in accordance with the said Contribution Agreement as a result of the tender prices coming in over the estimate.

In standard practice and upon the successful award of the Request for Proposal, where if costs should escalate since the original grant submission (April 2022) that the Town would have to fund any overages and/or seek a Federal Scope Change as approved by the Minister of Intergovernmental Affairs, Infrastructure and Communities (due to timing a Federal Scope Change would comprise the project overall).

**DISCUSSION**

For Council information, a total of two (2) bids were received by the closing date of July 18, 2024 with the lowest bid being from Enseicom of Montral, Quebec at a cost of \$207,458.96 (including HST).

## OPD 24-062 T:GO (In-Town) Bus Shelters Project Scope Change Funding Request

The Request for Proposal was advertised on Bids&Tenders where results of the Request for Proposal are summarized below:

	<b>Bidder</b>	<b>Bid Amount (including HST)</b>
1	Enseicom	\$207,458.96
2	H.I.R.A Limited	\$258,657.00

After awarding the project Town staff and Enseicom representatives proceeded with field work to survey the twelve (12) proposed bus shelter locations. Upon completion, an additional cost escalation of **\$32,564** was identified due to need of larger concrete pads, semi retaining walls/footings including the relocation of one (1) bus shelter, etc. The additional cost required for the project is summarized below:

<b>Project Cost Analysis/Impact</b>		
Stop 1	43 sq ft more of pavers removal, pavers repair, and concrete pad = <b>\$3,756.25</b>	Including HST
Stop 3	<b>Credit</b> for removal of retaining wall scope = <b>\$1,698.50</b>	
Stops 8, 16, 17, 18, 23, 35, 38	38 sq ft more of concrete pad for each stop location = <b>\$21,043.75</b> (\$3,006.25 each)	
Stop 15	54 sq ft more of concrete pad = <b>\$3,950.00</b>	
Stop 25	41 sq ft more of pavers removal, pavers repair, landscaping, and concrete pad = <b>\$4,200.00</b>	
Stop 28	16 sq ft more of concrete pad = <b>\$1,312.50</b>	
<b>Total</b>	<b>\$32,564.00</b>	

**CONSULTATION**

Internal: Director of Operations/Development, Manager of Engineering, Manager of Public Works, Roads Supervisor, Director of Finance/Treasurer, Purchasing Coordinator.

## OPD 24-062 T:GO (In-Town) Bus Shelters Project Scope Change Funding Request

**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 was committed to fulfill the obligation of the Rural Transit Solutions Fund contribution agreement upon the closing of the Request for Proposal. An additional \$32,564 is needed to move forward with the identified T:GO Bus Shelters Project.

<b>T:GO Bus Shelters though Rural Transit Solutions Fund</b>	
Federal contribution	\$153,436
Town of Tillsonburg contribution	\$38,360
Additional Cost Escalation	\$32,564
<b>Total</b>	<b>\$224,360</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.

**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**

N/A



**Subject: Lake Lisgar Waterpark Summer 2024**

**Report Number:** RCP 24-053

Department: Recreation, Culture and Parks Department

Submitted by: Julie Dawley, Acting Manager of Recreation Programs & Services

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

- 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.

**BACKGROUND**

Lake Lisgar Waterpark had an exceptional summer season marked by numerous positive experiences for both staff and the community. The newly renovated change rooms and facility entrance were particularly well received by the community. These improvements significantly enhanced the overall visitor experience at the waterpark.



Due to the ongoing renovations at the Tillsonburg Community Centre for the aquatics wing, hours have been changed for the past two seasons to support swimming lessons and water fitness being offered at Lake Lisgar Waterpark. Council supported the amended hours in 2023 and 2024 through the following resolutions:

***1. February 27 Council meeting:***

***13.7.4 RCP 23-11 Lake Lisgar Waterpark Hours 2023 Season***

***Resolution # 2023-093***

***Moved By: Deputy Mayor Beres***

RCP 24-053 Lake Lisgar Waterpark Summer 2024

**Seconded By:** *Councillor Parsons*

*THAT Council receives report RCP-23-11, Lake Lisgar Waterpark Hours 2023 Season;*

*AND THAT the Town of Tillsonburg supports the amended hours for community swims for the 2023 season in order to increase swimming lesson program offerings while the indoor pool is closed for renovations.*

**Carried**

**2. February 26, 2024**

**13.7.1 RCP-24-009 - Lake Lisgar Waterpark 2024 Operations**

**Resolution # 2024-103**

**Moved By:** *Deputy Mayor Beres*

**Seconded By:** *Councillor Parsons*

*A. THAT report titled RCP 24-009 Lake Lisgar Waterpark 2024 Operations be received as information; and*

*B. THAT the Town of Tillsonburg supports the amended hours for Lake Lisgar Waterpark for the 2024 season as outlined in the report in order to provide aquatic program offerings such as swimming lessons and water fitness while the indoor pool is closed for renovations.*

**Carried**

## **DISCUSSION**

On June 5, 2024, a formal ribbon cutting ceremony was held for Lake Lisgar Waterpark marking a significant milestone in the revitalization of this 40 year old facility. The ceremony was well attended by dignitaries and community members all of whom were impressed by the extensive renovations. The transformation not only enhances the aesthetics of the waterpark but also significantly improves its functionality and safety for our community.

This year, end of year school rentals was reintroduced during the month of June, prior to the conclusion of the academic year. Two schools from Ingersoll utilized the waterpark for their year-end celebrations. Almost 600 students enjoyed a day of fun in the sun. It is anticipated that these rentals will increase in 2025.



## RCP 24-053 Lake Lisgar Waterpark Summer 2024

The opening day at Lake Lisgar Waterpark was a remarkable success generously sponsored by the Lions Club in celebration of their 100th anniversary. Coinciding with Tillsonburg Turtlefest, the aquatics team embraced the event's theme by providing complimentary Turtle Swag Bags to the first 200 swimmers. The bags were well received and appreciated.

The opening day celebration included a special Pirate Day theme featuring engaging games and activities that added to the festive atmosphere. A partnership with Canadian Tire was established to provide free lifejackets for swimmers who were unable to pass the swim test. This initiative served as an excellent drowning prevention measure reinforcing the Town's commitment to safety. Access to lifejackets throughout the summer, whether swimming in a Town pool or at the beach, promotes safety in all aquatic environments.

The flyer below was created by the Town's Communications Coordinator. Not only is it well designed, it also creatively encapsulates the array of activities and celebrations offered at Lake Lisgar Waterpark on opening day.



## RCP 24-053 Lake Lisgar Waterpark Summer 2024

Tillsonburg was fortunate to experience excellent weather this summer and the community thoroughly enjoyed their time at Lake Lisgar Waterpark. Total attendance for 2024 was:

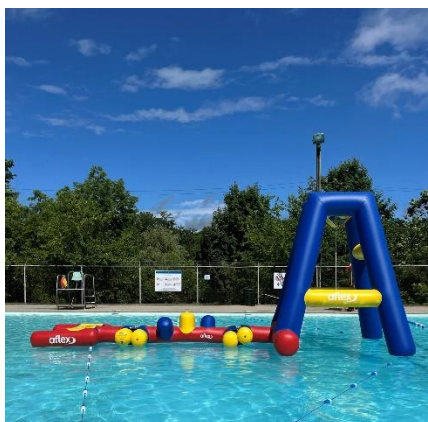
Daily Community Swims	20,083
School Rentals	600
Swimming Lessons	4,112
Aqua Fit	612
Aqua Cycling	97
Adult Swims	237
<b>Total</b>	<b>25,741</b>

The operational hours for the Daily Community Swims this summer were:

Monday to Thursday	12:00 p.m. – 6:30 p.m.
Friday Saturday Sunday	12:00 p.m. – 8:00 p.m.

The extended weekend hours were implemented in 2023 to accommodate evening swimming while the indoor pool was closed. In 2024, attendance during the 6:00–8:00 p.m. timeframe was low with only 552 swimmers out of a total summer attendance of 20,083, averaging just 7 participants per evening swim. Staff recommend adjusting back to normal seasonal operating hours 11:00 a.m. – 6:00 p.m. for the 2025 season. Opening at 11:00 AM will allow for utilizing the waterpark more effectively as all other programming will be held in the indoor pool. This change will also enable additional revenue generation by offering rentals both before opening and after closing.

This summer, popular features at Lake Lisgar Waterpark included the new Tarzan Rope Inflatable which provided kids with an exhilarating experience swinging into the water, as well as the offerings from the new concession booth. Swimmers enjoyed 12,271 items ranging from hotdogs, french-fries, candy, ice cream and drinks.



RCP 24-053 Lake Lisgar Waterpark Summer 2024

Another notable event this summer that included educational opportunities was our Drowning Prevention Week held from July 21 to July 27. The program featured daily sessions on boating and ice Safety, Cardiopulmonary Resuscitation (CPR), water safety, and sun safety education.





## RCP 24-053 Lake Lisgar Waterpark Summer 2024

Prior to the waterpark's opening day lifeguards dedicated an afternoon to the Port Burwell School Beach Day. This initiative provided an excellent opportunity to educate those who spend their summers at the beach. The staff organized engaging activities that incorporated water safety education. They also fit in a brief school visit for younger children who were unable to participate in the beach portion of the event.



11 free swims were available to the community this summer, made possible by the generous sponsorship from:

- Tillsonburg Lions Club
- Cleveland – Cliffs Inc.- 2 Swims
- Tillsonburg Canadian Tire
- Schep's Bakeries Ltd.
- Inovata Foods
- Coward Pharmacy
- THK Rhythm Automotive
- Bethel Pentecostal Church
- Kissner Milling Company Limited
- Systemair

## RCP 24-053 Lake Lisgar Waterpark Summer 2024

Lastly, the Aquatics team demonstrated exceptional solidarity this summer following a tragic drowning incident in Port Stanley. The staff proactively reached out to offer a care package to their colleagues, delivering heartfelt notes, comfort food, and inspirational items to provide support from Lifeguard to Lifeguard.



## CONSULTATION

Director RCP, RCP Recreation Program Staff.

## FINANCIAL IMPACT/FUNDING SOURCE

Lake Lisgar Waterpark Revenue 2024:

- Admission revenue \$ 82,467.47
- \*Adult Admissions \$ 2,398.11
- \*Membership Sales \$ 3,545.02
- Youth Program Fees \$ 38,459.35
- Concession sales \$ 26,537.18

Total Revenue **\$153,407.13**

*\*Adult Admissions and Membership Sales reflect Indoor Pool user fees that were utilized at Lake Lisgar Waterpark for Adult and Water Fitness programming.*

Lake Lisgar Waterpark Expenditures 2024:

- Part Time Regular \$164,456.91
- Part Time Overtime \$ 5,967.55
- Materials/Inventory \$ 17,051.91
- Program Supplies \$ 3,395.97
- Phone, F & M \$ 570.57
- Advertising & Promo \$ 2,516.50
- Training & Workshops \$ 212.16

Total Expenditures **\$194,171.57**

*\*Includes staff wages for water fitness and swimming lessons which were budgeted as an indoor aquatics expense, however with moving the programs outdoors there was an increase to the cost of staffing and no part-time staff costs for the indoor aquatic program.*

RCP 24-053 Lake Lisgar Waterpark Summer 2024

**CORPORATE GOALS**

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

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

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

**Goal** – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles.

**Strategic Direction** – Maintain and enhance programs and facilities to support an active, engaged youth population; Target new programs, services amenities and attractions that will be a magnet for young families; Expand community partnerships in the delivery of programs and amenities.

**Priority Project** – Not Applicable.

**ATTACHMENTS**

None



**Subject: Tillsonburg District Craft Guild Draft 2025-2027 Memorandum of Understanding**

**Report Number:** RCP 24-054

Department: Recreation, Culture and Parks Department

Submitted by: Andrea Greenway, Director of Recreation, Culture and Parks

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

**RECOMMENDATION**

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

**BACKGROUND**

Tillsonburg District Craft Guild (TDCG), operating as the Station Arts Centre is a charitable organization that has provided Tillsonburg residents and visitors with exposure to local and regional artisans and art, as well as many other cultural experiences. There has been a MOU between the Town and the TDCG since at least 2011 through which the Town has granted the TDCG an annual amount for providing arts, culture and tourism information services at their location.

The 2022 Memorandum of Understanding authorized under By-law 4162 will expire at the end of 2024.

At the February 13, 2023 meeting, Council passed the following resolution:

**Resolution # 2023-063**

***Moved By:*** Councillor Spencer

***Seconded By:*** Councillor Rosehart

*THAT Report RCP 23-05 Station Arts Centre 2022 to 2024 Memorandum of Understanding be received as information; and*

*THAT Council approves the proposed Memorandum of Understanding (MOU) attached to this report; and*

*THAT the Town calculated Consumer Price Index (CPI) be used for the grant contribution in 2023 and 2024; and*

## RCP 24-054 TDCG 2025 to 2027 Memorandum of Understanding

*THAT the Mayor and Director of Corporate Services/Clerk be authorized to execute the Station Arts Centre 2022 to 2024 Memorandum of Understanding Agreement attached hereto as Appendix A.*

**Carried****DISCUSSION**

Staff recommend that the renewal of the agreement be executed for the 2025 – 2027 period; and that the Town calculated CPI be applied in calculating the 2025 grant.

The 2024 Station Arts grant was \$47,105.00. With Council's approval of 3.08% increase for the 2025 the grant will amount to \$48,556.00.

Staff recommend that the 2026 and 2027 Town calculated CPI be used for the grant increases as well.

The draft terms of the agreement are outlined in the attached document; should the Council chose to adjust the amounts, the MOU will be updated and executed to reflect the Council's decision.

**CONSULTATION**

Director of Recreation, Culture & Parks, Executive Director of the Tillsonburg Station Arts Centre and Board Chair for the Tillsonburg Station Arts Centre.

**FINANCIAL IMPACT/FUNDING SOURCE**

The grant amount \$48,556.00 will be included in the 2025 Operating Budget

**CORPORATE GOALS**

- 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 all residents the amenities,



RCP 24-054 TDCG 2025 to 2027 Memorandum of Understanding

services and attractions they require to enjoy balanced lifestyles.

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

**Priority Project** – N/A

**ATTACHMENTS**

Appendix A – Station Arts Centre 2025-2027 Memorandum of Understanding

## Memorandum of Understanding

BETWEEN

The Corporation of the Town of Tillsonburg  
(Hereinafter referred to as the “Town”)

-and-

Tillsonburg District Craft Guild (operating as the Station Arts Centre)  
(Hereinafter referred to as the “TDCG”)

Dated: February January 2025

**WHEREAS** the TDCG and the Town wish to enter into this Memorandum to have the TDCG perform certain services and the Town provide certain resources described herein in accordance with the terms of this Memorandum for the years 2025, 2026 & 2027.

Now therefore in consideration of the mutual covenants of the parties set forth in this Memorandum and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the TDCG and the Town agree as follows:

### 1. PURPOSE

The purpose of this Memorandum is to continue and expand a framework of cooperation between the Town and the TDCG for the provision of arts, culture and tourism information services in Tillsonburg to the benefit of both its residents and visitors.

### 2. STATEMENT OF BENEFITS

2.1. The benefits to the Town include:

- 2.1.1 The provision of Arts & Culture through classes, workshops etc. offered to the Residents of Tillsonburg.
- 2.1.2 Raising the cultural profile of the Town of Tillsonburg through art exhibitions and creating a cultural destination point in and for the Town of Tillsonburg.
- 2.1.3 The provision and expansion of youth cultural immersion in the form of supervised classes, Summer Art Camps, March Break program, workshops, School pilot programs, PA Day programs.
- 2.1.4 The provision of a tourism information centre that offers a high-profile location adjacent to Broadway and within the Downtown core.

- 2.1.5 The provision of tourism information and amenities to the general public and visitors to the Town through a tourism reception person that provides information and assistance.
- 2.1.6 The provision of a tourism coordination function to ensure effective liaison between local tourism initiatives/events and Tourism Oxford as well as other regional marketing initiatives.
- 2.1.7 The appropriate use of an existing Town-owned heritage building;

## 2.2 The benefits to the TDCG includes:

- 2.2.1 Financial support for operational costs of providing arts & culture programming and supporting the provision of tourism information to visitors.
- 2.2.2 A facility and grounds to operate from to provide:
  - a) art & culture exhibitions;
  - b) space for retail sales of art and artisanal works;
  - c) classes and workshops to TDCG members and the public;
  - d) meeting and working space for TDCG members and activities; and
  - e) ancillary TDCG activities

## 3. RESPONSIBILITIES

### 3.1 The Town shall:

- 3.1.1 Allow the TDGC to occupy the Station Arts Centre building throughout the term of this Memorandum for furthering arts, culture and tourism in the Town of Tillsonburg and surrounding area.
- 3.1.2 Pay to the TDCG the sum of **\$48,556** in 2025. In 2026 and 2027, the annual amount will increase annually in accordance with the Town calculated Consumer Price Index. Payment will be made subsequent to the approval of the Town's annual operating budget.
- 3.1.3 Agree to entertain negotiations and applications from time to time for special purpose grants.
- 3.1.4 Maintain the property at 41 Bridge St. W. to Town standards for Town Responsibilities as outlined in "Schedule B" including, but not limited to:
  - a) Structural maintenance such as roof and all other exterior items;
  - b) Snow removal, including the adjacent Electronics Recycling location;
  - c) Sidewalk maintenance; and
  - d) Mechanical systems such as electrical and plumbing, and HVAC systems.

- 3.1.5 Maintain the Parkette surrounding the Caboose adjacent to the property at 41 Bridge Street West.
- 3.1.6 Appoint an ex-officio liaison between the Town and the TDGC for the duration of this Memorandum.
- 3.1.7 In the spirit of cooperation, should the Town host staff-wide training, the Town will make every reasonable effort to advise TDGC in advance to determine if their staff ought to participate. Generally, in the spirit of goodwill, the Town will not charge TSC for the training opportunities beyond the specific costs of the training (if any)
- 3.1.8 The Town will waive the rental fee of the Lions Auditorium for the TDGC Annual Fundraiser event on a date mutually agreed by the Town and TDCS

### 3.2 The TDCG shall:

- 3.2.1 Provide information and amenities to the general public and visitors during regular business hours; namely, Monday to Saturday from 9am-4pm with the exception of Statutory Holidays and the Station Arts Centre two week shutdown over the Christmas Holidays.
- 3.2.2 Provide trained staff to deliver the services noted in through a combination of full-time, part-time and volunteer staff.
- 3.2.3 Maintain program support for current activities the same as or similar to the list of events listed in Schedule "A".
- 3.2.4 Provide at minimum two (2) free-of-charge classes or workshops annually
- 3.2.5 Partner with local events when applicable and possible. For example, but not limited to:
  - a) Springfest;
  - b) Turtlefest/Creative Imaginations Festival;
  - c) Oxford Cheese Month;
  - d) Participation on the Culture, Heritage & Special Awards Advisory Committee;
  - e) Woodstock Art Gallery (Visual Elements Juried Exhibit)
- 3.2.6 Maintain role as coordinator for the Electronics Recycling Program.
- 3.2.7 Maintain liaison role with Tourism Oxford through promoting local & cultural initiatives.

- 3.2.8 Maintain the property at 41 Bridge St. W. to Town standards for TDCG Responsibilities as outlined in “Schedule B” including, but not limited to:
- a) payment of costs for all utility services;
  - b) payment of costs for communications services including phone and internet service, etc.;
  - c) interior amenities and aesthetics including painting and wall coverings; and
  - d) perform or have performed all interior janitorial services.
- 3.2.9 Maintain the Caboose displayed at 41 Bridge Street West Parkette west of the Station to Town standards.
- 3.2.10 Maintain tenant insurance for the TDCG chattels on the premises.
- 3.2.11 Maintain a Liability Insurance policy with a minimum coverage of \$5,000,000, and provide the Town with an annual Certificate of Insurance naming the Corporation of the Town of Tillsonburg as an additional insured.
- 3.2.12 Participate in appropriate planning and fundraising for long-term capital projects in liaison with the Town.
- 3.2.13 Provide quarterly updates to the Town with respect to the number of participants in the activities of the TDCG and submit an audited financial statement to the Town on an annual basis.

#### **4. PROGRAM EXPANSION**

- 4.1 To facilitate the provision of cultural and tourism service for the Town, programming must be kept current. As such, the TDCG shall assist with new events and expand current events, and initiatives as proposed and approved by the TDCG board and Community Partners.
- 4.2 The TDCG will liaise with Tourism Oxford and other tourism and community groups to develop new initiatives and approaches, i.e. Cooperative marketing opportunities.
- 4.3. The TDCG will work with the Town and other agencies to build tourism, cultural awareness and opportunities, and where applicable, partner with other groups in Tillsonburg and area

#### **5. AMENDMENT**

- 5.1 Notwithstanding this Memorandum, should any of the above responsibilities cause undue financial distress to the responsible organization, the Town and the TDCG shall each have the right to initiate a renegotiation and/or an amendment to this Memorandum.
- 5.2 Any non-financial amendments within the scope of this Memorandum shall be made by the issuance of a written modification, signed and dated by the Town and the TDCG, prior to any changes being performed and by mutual consent of both parties. Returned email confirmation by the signing parties is also an acceptable form of amendments should the matter be time sensitive in nature.

#### **6. PARTICIPATION IN SIMILAR ACTIVITIES**

- 6.1 This Memorandum in no way restricts the Town from participating in similar activities with other public or private agencies, organizations and individuals.

#### **7. EFFECTIVE DATE**

- 7.1 This Memorandum is effective upon signature of the parties and will remain in effect until December 31, 2027, unless terminated as provided for under the subsequent section.
- 7.2 For the period of time during the change in the term of Council and the renewal or replacement of this Memorandum by the subsequent Council, the terms of the Memorandum will be considered to be in effect, excepting Section 3.1.2

## 8. TERMINATION

8.1 This Service Agreement may be terminated by either party at any time with sixty (60) days notice, delivered in writing as provided below:

## 9. NOTICES

9.1 All notices, requests, directions or other communications (" Notices") required or permitted herein will be in writing and will be delivered to the parties hereto respectively as follows:

If to the Town of Tillsonburg:

The Corporation of the Town of Tillsonburg 10  
Lisgar Ave.  
Tillsonburg, ON N4G 5A5  
t) 519-688-3009 ext. 3224  
f) 519-842-9431  
Attn: Clerk

If to the TDCG

Tillsonburg District Craft Guild  
41 Bridge St. W.  
Tillsonburg ON N4G 5P2  
t) 519-842-6151  
Attn: President

IN WITNESS WHEREOF, the duly authorized officers of the parties have executed this Agreement as of the date first written.

The Corporation of the Town of Tillsonburg

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

Name: Deb Gilvesy

Title: Mayor of Tillsonburg

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

Name: Tanya Daniels

Title: Director of Corporate Services/Clerk

Date: \_\_\_\_\_

We have authority to bind the Corporation.

Tillsonburg District Craft Guild

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

Name: \_\_\_\_\_

Title: President of the Board of Directors

Date: \_\_\_\_\_

I have authority to bind the TDCG



*“Schedule A”*

The Tillsonburg District Craft Guild are instrumental in providing programming & administrative support in the following activities:

- Kids Camp/PA Day activities
- Farmers Market (May to November)
- Beyond the Garden Gate Tour
- Turtlefest/Creative Imaginations
- Canada Day Pancake Breakfast
- Summer Camps
- Week of Remembrance
- Christmas Tour of Homes
- Help Portrait
- Holiday Arts Market

## Schedule 'B'

## Assignment of Responsibilities with respect to: Buildings, Maintenance, Repairs, Contracts

Town Representatives	Station Representatives
Town Responsibilities	Station Responsibilities
<ol style="list-style-type: none"> <li>1. Bricks and Mortar-Structural-exterior-roof, foundation, courtyard</li> <li>2. Snow Removal</li> <li>3. Lawn maintenance</li> <li>4. Sidewalk maintenance</li> <li>5. Utility repair and replacement-HVAC, electrical, plumbing</li> <li>6. Any audits for security, utilities, structure</li> <li>7. Present upgrades/repairs/alterations to Town Council for consideration.</li> <li>8. Liaison with the Station for Station Board meetings and presentations to Town.</li> <li>9. Pre-existing contracts for service &amp; repair contractors by the Station will be honoured by the Town so long as they have WSIB and insurance (i. e. D&amp;B ClimateCare, ADT)</li> <li>10. Agents of the Town (Owner) are emergency contacts after Guild contacts.</li> <li>11. Manager of Parks &amp; Facilities and Facilities Supervisor have security access to the Red Station and ADT panel</li> <li>12. Manager of Parks &amp; Facilities will have key to main door should Red Station entry fail</li> </ol>	<ol style="list-style-type: none"> <li>1. Interior aesthetics</li> <li>2. Painting interior</li> <li>3. Utility Costs</li> <li>4. Monitor security and smoke alarm system</li> <li>5. Janitorial requirements</li> <li>6. Contact Manager of Parks &amp; Facilities in emergencies with structure, HVAC, electrical, plumbing</li> <li>7. Notify Town Liaison with any upgrades/repairs/alterations that should be considered for Town Budget deliberations for the next year. This is done annually in the fall for Council and confirmed if allowed by March of the following year.</li> <li>8. Notify Town Liaison of any grant applications for aesthetics that may address structure, HVAC, electrical, plumbing for approval and letter of support for application, along with 3 quotes for the project.</li> <li>9. Any variations/overages may be considered by the Town and calculated as a variance and part of the operating budget of the Town for this facility. Under \$5000 may be addressed at the discretion of the Manager of Parks &amp; Facilities as operational repairs.</li> <li>10. Amounts over \$5000 must go to Town Council for consideration as capital expense.</li> </ol>
Process to Commence Work	Process to Commence Work
<ol style="list-style-type: none"> <li>1. Assess request from Station</li> <li>2. Emergency-confirm repairs to be done and any preexisting contractors to carry out work</li> </ol>	<p>Call in customer service general line 519-688-3009 or call/email Manager/Supervisor directly at contact information below: i.e. requests for work <u>Email and Call</u> if urgent</p>

<ol style="list-style-type: none"> <li>3. Inform Station when work is to commence and the contractor being used</li> <li>4. General request-may use preexisting contractors but still requires quotes</li> </ol>	
<b>Town Contacts by priority</b>	<b>Contacts by priority</b>
<ol style="list-style-type: none"> <li>1. <b>Manager of Parks &amp; Facilities</b> 519-688-3009 x4271, 519-808-7727(c)</li> <li>2. <b>Facilities Supervisor</b> Karen Patenaude - <a href="mailto:kpatenaude@tillsonburg.ca">kpatenaude@tillsonburg.ca</a>, 519-688-3009 x2248, 519-403-6881 (c)</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Office Administrator</b> Autumn Simeays <a href="mailto:asimeays@stationarts.ca">asimeays@stationarts.ca</a> 519-842-6151</li> <li>2. <b>Program/Community Coordinator</b> Tabitha Verbuyst <a href="mailto:tverbuyst@stationarts.ca">tverbuyst@stationarts.ca</a> 519-842-6151</li> </ol>

# The Corporation of the Town of Tillsonburg

## Accessibility Advisory Committee Meeting

### MINUTES



Tuesday, October 8, 2024  
4:30 PM  
Boardroom CSC  
10 Lisgar Ave.

ATTENDANCE: Margaret McCrimmon  
Yvonne Kearns  
Michelle Wegg  
Trevor Ford  
Mike Cerna  
Brittany Vaughan  
Mark Dickson  
Deb Gilvesy  
Michael Brown  
Christine Lamers

Regrets: Taylor Campbell  
Chris Rosehart

Staff: Emily Xuereb  
Laura Pickersgill, Executive Assistant

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**1. Call to Order**

The meeting was called to order at 4:32 p.m.

**2. Adoption of Agenda**

**Resolution # 1**

**Moved By:** Mike Cerna

**Seconded By:** Michelle Wegg

THAT the Agenda for the Accessibility Advisory Committee Meeting of October 8, 2024, be approved.

**Carried**

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

There were no disclosures of pecuniary interest.

**4. Adoption of Minutes of Previous Meeting**

**Resolution # 2**

**Moved By:** Michael Brown

**Seconded By:** Yvonne Kearns

THAT the minutes of the October 8 2024, Accessibility Advisory Committee Meeting be approved.

**Carried**

**5. Presentations**

None.

**6. Information Items**

None.

**7. General Business & Reports**

**7.1 Accessibility to Retail and Commercial Businesses Downtown**

E. Xuereb provided a summary of the building code with regards to accessibility and door requirements.

Staff to provide a map of BIA boundary businesses.

Staff will circulate a link to the Town's Community Improvement Plan.

At the next meeting, the Committee will discuss the process of getting Council support for a letter to businesses regarding the importance of accessibility features in retail and commercial businesses. This letter could be circulated through the Chamber of Commerce and the BIA.

## 7.2 Disabled Washrooms Discussion

There were a variety of concerns related to accessibility issues at the Town Centre Mall. Staff will collect issues from the Committee and the Chair will send a letter to the mall owner.

## 8. Next Meeting

A new vice-chair to be elected at the next meeting.

Laura to circulate information regarding the comprehensive zoning by-law review to members to solicit their feedback on accessibility related items such as: barrier free parking.

## 9. Adjournment

### Resolution # 3

**Moved By:** Trevor Ford

**Seconded By:** Yvonne Kearns

THAT the Accessibility Advisory Committee meeting of October 8, 2024 be adjourned at 5:20 p.m.

**Carried**

**The Corporation of the Town of Tillsonburg  
Museum, Culture, Heritage and Special Awards  
Advisory Committee**

**MINUTES**



Wednesday, October 16, 2024  
4:30 PM  
30 Tillson Avenue

ATTENDANCE: Carrie Lewis  
Amie Varga  
Lindsay Munroe  
Isaac Card  
Joan Weston  
Courtney Booth  
Rosemary Dean  
Kelly Spencer  
Deb Gilvesy

Regrets: Doug Cooper  
Tabitha Verbuyst

Staff: Andrea Greenway, Director of Recreation, Culture and Parks  
Laura Pickersgill, Executive Assistant

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**1. Call to Order**

The meeting was called to order at 4:34 p.m.

**2. Adoption of Agenda**

**Resolution # 1**

**Moved By:** Kelly Spencer

**Seconded By:** Rosemary Dean

THAT the agenda as prepared for the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of October 16th, 2024, be approved.

**Carried**

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

None

**4. Adoption of Minutes of Previous Meeting**

**Resolution # 2**

**Moved By:** Kelly Spencer

**Seconded By:** Joan Weston

THAT the minutes of the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of September 18, 2024, be approved.

**Carried**

**5. Presentations**

**6. General Business & Reports**

**6.1 Museum Update Report - October 2024**

A. Greenway provided a summary of the report.

**6.2 Founder's Day Event**

There were further suggestions for the event:

- Information on the forge and anvil museum in Sparta was shared with the potential of having a weaver attend or to lend materials
- Banners for the downtown with the names of the original family names (businesses could sponsor these)
  - Joan would be willing to review the archives to obtain this information
- Host a booth at Turtlefest and individual dressed in period costume could give out pamphlets about the event



- Andrea will reach out to Kathleen W about getting a booth for this
- Pie eating/making contest
- Kelly can reach out to her contacts about holding a reenactment
  - Also reach out to Mrs. Lowrie at Glendale for drama students to potentially do this
- Have a banner made for advertising purposes to bring around to other events throughout the year
- Girl Guides could be contacted to see if they could help out with the event
- Band to play folk music (Sparta contact may have more information or Isaac can talk to Gentlemen of Harmony and Courtney to reach out to Periscope Theatre or a local choir)
- Community Church Service at the original church

The event will remain planned for October as generally people are not as busy in the fall and in efforts to not conflict with Turtlefest.

Other organizations/service clubs are hosting events next year using the 200th Anniversary theme.

Staff will work with the Vice-Chair to draft a letter to send to local service clubs and organizations to solicit their interest from the groups if they plan on hosting an event celebrating the 200th anniversary or would like to support this event.

There was a discussion regarding concerns on lack of parking due to other events scheduled at the Community Centre.

### **Resolution # 3**

**Moved By:** Amie Varga

**Seconded By:** Joan Weston

THAT the Museum, Culture, Heritage and Special Awards Advisory Committee recommends to Council 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**

### **6.3 Volunteer Appreciation Awards**

This will be pushed out on social media and the newspaper for selection at the next meeting.

### **7. Next Meeting**

### **8. Adjournment**

#### **Resolution # 4**

**Moved By:** Courtney Booth

**Seconded By:** Isaac Card

THAT the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of October 16, 2024 be adjourned at 5:25 p.m.

**Carried**

**The Corporation of the Town of Tillsonburg**  
**Community Health Care Advisory Committee Meeting**  
**MINUTES**



Wednesday, October 30, 2024  
12:00 PM  
Electronic Meeting

ATTENDANCE: Deputy Mayor Dave Beres  
Councillor Kelly Spencer  
Nadia Facca  
Dr. Clay Inculet  
Teresa Martins  
Pauline Markus, NP

Regrets: Mayor Deb Gilvesy  
Dr. John Andrew  
Dr. Will Cheng  
Dr. Mohammed Abdalla  
Zach Buchner, Chamber of Commerce Representative  
Tracy Rowland, Tillsonburg Medical Clinic

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

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**1. Call to Order**

The meeting was called to order at 12:13 p.m.

**2. Closed Session**

**Resolution # 1**

**Moved By:** Nadia Facca

**Seconded By:** Councillor Spencer

THAT the Community Health Care Committee move into Closed Session to consider the following:

#### **2.4.1 Health Care Professional Recruitment Coordinator Update**

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

**Carried**

#### **2.1 Adoption of Agenda**

#### **2.2 Disclosures of Pecuniary Interest**

#### **2.3 Reports**

##### **2.3.1 Health Care Professional Recruitment Coordinator Update, Town Staff-24-006**

### **3. Adoption of Agenda**

#### **Resolution # 5**

**Moved By:** Councillor Spencer

**Seconded By:** Pauline Markus

THAT the Agenda as prepared for the Health Care Advisory Committee meeting of Thursday, October 10, 2024, be adopted.

**Carried**

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

No disclosures of pecuniary interest were declared.

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

#### **Resolution # 6**

**Moved By:** Teresa Martins

**Seconded By:** Councillor Spencer

THAT the minutes of the Community Health Care Advisory Committee of September 3, 2024, be approved.

**Carried**

## **6. General Business and Reports**

### **6.1 Nurse Practitioner - TDMH Update**

A Nurse Practitioner started working in the emergency department at the end of September and this has been well received through the community.

### **6.2 COMPASS Proposal - T. Martins**

This was discussed as part of agenda item 6.3.

### **6.3 Temporary Clinic - T. Martins**

T. Martins provided an overview of the temporary clinic proposal.

Opportunity was provided for members to ask questions.

Dr. Inculet left the meeting at 1:02pm

Quorum was lost at 1:02p.m - meeting adjourned with remaining items outstanding.

THAT the Community Health Care Committee recommends to Council:

a. THAT the remainder of funds in the Physician Recruitment Reserve for 2024 in the amount of \$60,000, subject to no additional physicians being eligible for funding in 2024, be used towards supporting the opening of a temporary walk- in clinic; and

b. THAT \$140,000 be requested as part of the 2025 budget deliberations to fund the remainder of the temporary walk-in clinic.

### **6.4 Oxford County Family Medicine Program - T. Martins**

### **6.5 Resolution Re: Healthcare Sector Wage Gaps - T. Martins**

### **6.6 Update to Tillsonburg Post - N. Facca**

## **7. Resolutions from Closed Session**

THAT the Community Health Care Committee recommends to Council:

a. THAT the shared costs be included in 2025 budget deliberations for the hiring of a new Health Care Professional Recruitment Coordinator;

- b. THAT leftover funds from the 2024 joint position be put into the Town's Physician Recruitment Reserve;
- c. THAT further partnerships be explored with other municipalities and organizations to further jointly fund the role and/or give the ability to expand the role;
- d. THAT the amounts under the incentive matrix be increased to \$\_\_\_\_\_ to put the Town in a better, more competitive position;
- e. THAT Town staff be directed to create a marketing and communications plan targeted at recruiting health care professionals to the Town of Tillsonburg;
- f. THAT the Town continues to support the annual Western University "Discovery Week" activities;
- g. THAT the Town continues to build relationships with existing physicians and other care providers;
- h. THAT the Town continues to support the Oxford OHT and the Primary Care Network in their efforts to start up a temporary "clinic" within Tillsonburg for un-rostered patients; while supporting advocating efforts for funding to expand primary care locally into team-based care; and
- i. THAT the part of the remainder of funds in the Physician Recruitment Reserve for 2024 in the amount of \$2,062.08, subject to no additional physicians being eligible for funding in 2024, be used towards purchasing swag to further enhance recruitment efforts.

**8. Information Items**

**8.1 Oxford Ontario Health Team Strategy Update - T. Martins**

**9. Next Meeting**

**10. Adjournment**

# The Corporation of the Town of Tillsonburg

## Economic Development Advisory Committee Meeting

### MINUTES

Tuesday, October 8, 2024

12:00 PM

Thompson Goossens Accountants Boardroom  
21 Oxford Street, Tillsonburg

ATTENDANCE: Dane Willson  
Councillor Bob Parsons  
Deb Gilvesy, Mayor  
Lisa Gilvesy  
Andrew Burns  
Randy Thornton  
Gurvir Hans  
Randi-Lee Durham  
Steve Spanjers  
Mark Renaud, Executive Director, Tillsonburg BIA  
Ashley Edwards, CEO, Tillsonburg District Chamber of  
Commerce

Regrets: Suzanne Renken  
Jesse Goossens  
Kirby Heckford

Staff: Kyle Pratt, Chief Administrative Officer  
Cephas Panschow, Development Commissioner  
Laura Pickersgill, Executive Assistant

#### 1. Call to Order

The meeting was called to order at 12:00 p.m.

#### 2. Adoption of Agenda

**Resolution # 1****Moved By:** Lisa Gilvesy**Seconded By:** Randy Thornton

THAT the Agenda as prepared for the Economic Development Advisory Committee meeting of Tuesday, October 8, 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:** Councillor Parsons**Seconded By:** Randy Thornton

THAT the minutes of the Economic Development Advisory Committee of September 10, 2024, be approved.

**Carried****5. General Business and Reports****5.1 Monthly Activity Update**

C. Panschow provided an overview of the monthly activity update report.

There was a discussion regarding contributions from community service groups in funding municipal assets.

The following motion was then passed:

**Resolution # 3****Moved By:** Dane Willson**Seconded By:** Randy Thornton

THAT the Economic Development Advisory Committee recommends to Council to explore possibilities of having local service clubs be able to support in the construction or maintenance of projects to the Town and to investigate any barriers associated with such support.



**Carried**

**6. Information Items**

**6.1 Provincial Policy Statements Draft News Release**

**6.2 Provincial Planning Statement - Briefing Memo**

There was a discussion regarding the changes proposed in these updates and the potential implications.

**Resolution # 4**

**Moved By:** Mark Renaud

**Seconded By:** Randy Thornton

THAT the Economic Development Advisory Committee recommends to Council that a letter be sent to MPP Hardeman, the Ministry of Municipal Affairs and Housing and the Premier in regards to having equitable representation, for the amount of people the Town is representing, at the County governance level.

**Carried**

**7. Planning Items Circulation**

**8. Community Strategic Plan**

**8.1 Affordable and Attainable Housing Committee**

C. Panschow provided an update on the scaled back development the Committee is looking at for the 31 Earle Street project.

The County is drafting an expression of interest to determine preliminary interest in a scaled back development with potential ownership options.

**8.2 Health Care Committee**

**8.2.1 Minutes - Community Health Care Advisory Committee**

K. Pratt noted that there will be further developments coming out of the meeting scheduled on Thursday.

There will be clinic space available across from hospital at the beginning of November as the current physician is relocating downtown.

The Town continues to support the Nurse Practitioner-Led Clinic application.

Oxford Ontario Health put out resources for the public to access on available regional supports.

## **9. Boundary Adjustment**

There was no further discussion.

## **10. Community Organization Updates**

### **10.1 Downtown Business Improvement Association**

#### **10.1.1 Report from BIA Chair**

M. Renaud provided a summary of the report and upcoming events.

Opportunity was provided to ask questions.

### **10.2 Tillsonburg District Chamber of Commerce**

#### **10.2.1 Report from CEO**

A. Edwards provided an overview of the report.

Opportunity was provided to ask questions.

### **10.3 Woodstock, Ingersoll, Tillsonburg and Area Association of Realtors**

There was no report provided this month.

### **10.4 Multi-Service Centre Report**

#### **10.4.1 Monthly Report**

R. Durham provided an overview of the report.

Opportunity was provided to ask questions.

There was a discussion regarding the promotion of resources to start up a business in Town. C. Panschow will circulate what is currently available on the Town's website and solicit feedback on any comments.

## **11. Round Table**

There were no new updates.

## **12. Next Meeting**

November 12, 2024 12:00 p.m.

**13. Adjournment**

**Resolution # 5**

**Moved By:** Mark Renaud

**Seconded By:** Mayor Gilvesy

THAT the Economic Development Advisory Committee meeting of Tuesday, October 8, 2024 be adjourned at 1:04 p.m.

**Carried**

**THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 2024-096**

**A BY-LAW to confirm the proceedings of Council at its meeting held on NOVEMBER 14, 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 November 14, 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 14<sup>th</sup> day of NOVEMBER, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 14<sup>th</sup> day of NOVEMBER, 2024.**

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MAYOR – Deb Gilvesy

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CLERK – Tanya Daniels