

# The Corporation of the Town of Tillsonburg

## Recreation and Sports Advisory Committee Meeting

### AGENDA



Thursday, February 6, 2025

5:30 PM

Boardroom CSC

10 Lisgar Ave.

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1. **Call to Order**

2. **Adoption of Agenda**

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

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

THAT the Agenda, as prepared, for the February 6th Recreation & Sports Advisory Committee, be adopted.

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

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

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

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

THAT the Minutes, as prepared, from the January 9 meeting, be adopted.

5. **Presentations**

6. **Information Items**

6.1 **Committee mandate review**

6.2 **Naming Policy**

At the January 27, 2025, meeting of Tillsonburg Town Council, the following resolution was passed:

Resolution # 2025-034

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parsons

A. THAT report RCP 25-008 titled “Updated Municipal Naming Policy” be received as information; and

B. THAT Council approve the recommendation of the Recreation & Sports Advisory Committee as follows: THAT the Recreation & Sports Advisory Committee recommends that Council adopt the updated and revised Municipal Naming Policy; and

C. THAT a By-Law to adopt a municipal naming policy be presented for Council consideration.

Carried

By-Law 2025-010 was also passed.

### **6.3 Waiving of Fees Policy**

At the January 27, 2025, meeting of Tillsonburg Town Council, the following resolution was passed:

Resolution # 2025-044

Moved By: Councillor Parker

Seconded By: Councillor Parsons

A. THAT report RCP 25-007 titled “Waiving of Facility Rental Fees Policy” be received as information; and

B. THAT the Waiving of Facility Rental Fees Policy, as attached to Report RCP 25-007, be approved; and

C. THAT a by-law to adopt the Waiving of Facility Rental Fees Policy be presented to Council for consideration

Carried

By-Law 2025-011 was also passed.

**6.4 Pickleball and Tennis Attendance update**

**6.5 Banners - Hall of Fame**

**7. General Business & Reports**

**8. Next Meeting**

March 6, 2025

**9. Adjournment**



# tion of the Town of Tillsonburg ports Advisory Committee Meeting MINUTES

Thursday, January 9, 2025  
5:30 PM  
Boardroom CSC  
10 Lisgar Ave.

ATTENDANCE: Scott Gooding  
Chris Parker  
Deb Gilvesy  
Scott Vitias  
Stephen Gradish  
Andrew Gradish  
Carrie Lewis  
Susie Wray  
Kristy Milmine

Regrets: Taylor Campbell  
Joe Sym  
Christian Devlin

Staff: Andrea Greenway  
Julie Dawley  
Margaret Puhr

Regrets:

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1. **Call to Order**
2. **Adoption of Agenda**  
**Resolution # 1**

**Moved By:** Stephen Gradish

**Seconded By:** Andrew Gradish

THAT the agenda, as prepared, for the Recreation & Sports Advisory Committee meeting be adopted.

**Carried**

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

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

**Resolution # 2**

**Moved By:** Andrew Gradish

**Seconded By:** Carrie Lewis

THAT the minutes from the November 7, 2024 RSAC meeting be adopted.

**Carried**

**5. Presentations**

None

**6. Information Items**

**6.1 Staff update**

Andrea provided the update

**6.2 Live Barn**

Julie, Andrea and Stephen provided information on this program

If there is a contract, it will be for at least 6 years

There is some revenue potential should this partnership happen

Public viewing - plans and packages are available on monthly or yearly basis

**6.3 Hall of Fame**

Julie noted that the forms will be updated and reviewed by the marketing department before being uploaded to the town website.

**6.4 Pinball**

The space is not finished yet, therefore this idea will be reviewed once the facility renovation is completed.

**7. General Business & Reports**

**7.1 Municipal Naming Policy**

**Resolution # 3**

**Moved By:** Scott Vitias

**Seconded By:** Deb Gilvesy

THAT the Recreation & Sports Advisory Committee recommends that Council adopt the updated and revised Municipal Naming Policy.

**Carried**

**8. Next Meeting**

February 6, 2025

**9. Adjournment**

**Resolution # 4**

**Moved By:** Scott Vitias

**Seconded By:** Andrew Gradish

That the meeting be adjourned at 6:18pm

**Carried**



## **Recreation and Sports Advisory Committee**

### **Terms of Reference**

#### **Mandate:**

To advise and make recommendations to Council on matters related to the programming and utilization of Tillsonburg's recreational facilities. To advise and make recommendations to Council on the implementation of recreational programming and sports in relation to the Community Parks, Recreation and Cultural Strategic Master Plan.

#### **1.0 Role of the Recreation and Sports Advisory Committee**

- 1.1 To advise Council on matters relating to the programming and utilization of Tillsonburg's recreational facilities.
- 1.2 To develop and maintain working relationships with sport and recreation user groups.
- 1.3 To make recommendations to Council relating to special events, such as, but not limited to, the Sports Wall of Fame.
- 1.4 To advise and inform Council of matters related to: recreation programs, grants, funding initiatives and legislation.
- 1.5 To assist with fundraising for the Town's Fee Assisted Recreation Experiences Program.
- 1.6 To advise Council and assist with the development of educational and recreational programs based on community needs.
- 1.7 Liaise with other organizations to promote Tillsonburg's recreation and sporting events.
- 1.8 To advise Council with regard to the Community Strategic Plan.
- 1.9 To set out clear goals for the committee for the term.

#### **2.0 Organization of the Committee**

The Committee should be composed of people within Tillsonburg who demonstrate a strong commitment to the Terms of Reference. A cross section of individuals should attempt to be chosen in order to bring to the committee relevant technical and professional expertise, as well as strong advocacy, communication and organizational skills.

- 2.1 Vacancies for citizen appointments will be advertised as per the Town's procedures for Committees of Council.
- 2.2 Committee members will be appointed by Council.
- 2.3 The Committee shall have a minimum of seven members (one Council representative and six members of the public) with a maximum of twelve members in total. One member should be a youth member (under the age of 18).
- 2.4 The term of a Committee Member is four years, concurrent with the term of Council.
- 2.5 Additional members may be appointed throughout the term.

- 2.6 One member will be appointed by vote of the committee at the first meeting of each term to Chair the meetings for that term. At this time, they will select a vice-chair for the same duration. These appointees shall not be staff members or Council representatives.
- 2.7 Municipal staff shall act in an advisory manner to the committee and the role of staff liaison shall be fulfilled by the Recreation Programs and Services Manager.

### **3.0 Meetings**

- 3.1 The Committee will hold a minimum of four meetings a year and a maximum of one meeting per month
- 3.2 The date and time of the regular meetings will be established at the first meeting of each term.
- 3.3 Meetings will have a formal agenda.
- 3.4 Agendas and information packages (including previous meeting minutes) will be sent electronically to Committee Members prior to each meeting.
- 3.5 A majority of Council appointed Committee Members will constitute quorum for the transaction of business.

### **4.0 Role of the Chair**

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its' roles. This will include responsibility for:

- 4.1 Calling the meetings to order.
- 4.2 Encouraging an informal atmosphere to encourage the exchange of ideas.
- 4.3 Creating an agenda in consultation with the Secretary and staff liaison.
- 4.4 Chairing the meetings to ensure business is carried out efficiently and effectively.
- 4.5 Acting as spokesperson.
- 4.6 Representing the Committee on other committees when necessary.
- 4.7 The Chair shall conduct meetings in accordance with the Town's Procedural By-Law.
- 4.8 In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

### **5.0 Role of the Secretary**

The Secretary is responsible for ensuring a complete up-to-date record for the Committee. The Secretary will be the staff liaison for the Committee.

- 5.1 In liaison with the Chair, arrange date, time and venue for meetings.
- 5.2 In liaison with the Chair, set agendas and circulate agendas to the members two business days prior to the meeting.
- 5.3 Circulate draft minutes to the members.
- 5.4 Keep a complete up-to-date record of the committee minutes.



## 6.0 Role of Members

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- 6.1 Attend all regularly scheduled meetings. Members shall notify the Chair and Secretary if they are unable to attend a meeting.
- 6.2 Adhere to the provisions set out in the Policy for Boards and Committees of Council. If a member has an unexplained absence of three or more consecutive meetings then their seat on the committee shall be declared vacant.
- 6.3 Review all information supplied to them.
- 6.4 Prepare information for use in the development of materials for the Committee.
- 6.5 Promote the role of the Committee and its decisions made.
- 6.6 Offer input to committee reports to Council.
- 6.7 Attend training as required to effectively perform their role as a committee member.
- 6.8 Committee Members are subject to the *Municipal Conflict of Interest Act R.S.O. 1990, c. M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

## 7.0 Role of Municipal Staff

The Town of Tillsonburg, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- 7.1 Act as an information resource.
- 7.2 Orientation of Committee members by the Clerk's Department at the first meeting after Council appointment.
- 7.3 Assist the Committee in its' reporting to Council.
- 7.4 Provide correspondence to the Committee.
- 7.5 Responsible for maintaining accurate and up-to-date committee records and providing minutes to Council.

## 8.0 Reports to Council

The Committee may advise and make recommendations to Council in accordance with its' role. Reports may be submitted as follows:

- 8.1 Verbally by a Council representative.
- 8.2 Written Report from the staff liaison and presented by the Chair or the designated representative to Council.

An annual report will also be submitted and presented to Council at the beginning of each year outlining the Committee's accomplishments in the previous year.

## THE CORPORATION OF THE TOWN OF TILLSONBURG

## CODE OF CONDUCT



<b>Policy Number</b>	2-003		
<b>Approval Date</b>	December 14, 2015	<b>Revision Date</b>	May 27, 2019
<b>Schedules</b>	Form A – Disclosure Statement Form B – Formal Complaint Form/Affidavit		

**Policy Statement:**

Attaining an elected position within one's community is a privilege which carries significant responsibilities and obligations. Members of Council (comprising the Mayor, Deputy Mayor and Councillors) are held to a high standard as leaders of the community and they are expected to become well informed on all aspects of municipal governance, administration, planning and operations. They are also expected to carry out their duties in a fair, impartial, transparent and professional manner.

**Purpose:**

A Code of Conduct will reinforce the Town of Tillsonburg's Accountability and Transparency Policy and other relevant legislation within which all Members of Council, Local Boards and Advisory Committees must operate. The Code of Conduct serves to enhance public trust and improve the quality of public administration and governance by encouraging high standards of conduct on the part of all government officials, ensuring that those Members share a common standard of integrity through adherence to its principles.

**Scope:**

The Code of Conduct is intended to supplement and be compatible with the laws governing the conduct of Members. The key principles include:

- Members to whom this Code of Conduct applies shall serve in a conscientious and diligent manner;
- Members shall be committed to performing their functions with integrity without using the influence of their office;
- Members shall avoid all conflicts of interest;
- Members are expected to perform their duties of office and to arrange their private affairs in a manner that promotes public confidence and will bear close legal and public scrutiny;
- Members are responsible for making honest statements and shall not make any statement when they know that statement is false, or with the intent to mislead other Members or the public; and,
- Members shall serve the public interest by upholding the laws and policies established by the Federal Parliament, Ontario Legislature, and the laws and policies adopted by the Town.

This Code of Conduct is intended to provide a guideline for elected officials in exercising their policy-making role having regard to the statements and ideals as enunciated hereunder.

## 1. Definitions

In the Code of Conduct, the terms “child”, “parent” and “spouse” have the same meanings as in the Municipal Conflict of Interest Act.

**"Advisory Committee” or “Committee"** means a committee established by Council to advise on matters which Council has deemed appropriate for the committee to provide recommendations for Council's review, including any ad hoc, subcommittee or task force.

**"Clerk”** means the Municipal Clerk for the Corporation of the Town of Tillsonburg.

**"CAO”** means the Chief Administrative Officer for the Corporation of the Town of Tillsonburg.

**"Code of Conduct"** means the “Code of Conduct” for Members of Council, Local Boards and Advisory Committees”.

**"Complainant"** means a person who has filed a complaint under the Code of Conduct.

**"Complaint"** means an alleged contravention of the Code of Conduct submitted to an Integrity Commissioner appointed by the Council of the Town of Tillsonburg.

**"Council”** means the Council of the Town of Tillsonburg.

**"Integrity Commissioner"** means the officer appointed by council pursuant to Section 223.3 of the Municipal Act, 2001.

**"Immediate relative"** shall mean a parent, spouse, child, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law as well as step-relationships and half-relationships; spouse shall mean the person to whom a person is married or with whom the person is living in a conjugal relationship outside of marriage; this definition shall also include any other person(s) that are living with the employee on a full-time basis whom the member/employee (appropriate to the document) has demonstrated a settled intention to treat as an immediate relative.

**"Local Board"** shall mean one of the following boards quasi-judicial committees established by the Council:

- Downtown Tillsonburg Business Improvement Area (BIA) Board of Management
- Property Standards Appeal Committee
- Committee of Adjustment

**"Meeting”** means any regular, special or other meetings of council, of a local board or a committee of either of them, where a quorum is present and members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of the council, local board or committee.

**"Member of Council" or "Member"** means any person duly elected or appointed to serve on the Council of the Town of Tillsonburg, Committee or Local Board.

**"Town"** means The Corporation of the Town of Tillsonburg.

Any reference in this Code of Conduct to a statute, regulation, by-law, guideline, policy or other enactment shall be deemed to include any amendment, replacement, successor or consolidation of such statute, regulation, by-law, guideline, policy or other enactment.

## **2. Statutory Provisions Regulating Conduct**

This Code of Conduct is meant to supplement existing legislation governing the conduct of Members, including but not limited to:

- Municipal Act
- Municipal Conflict of Interest Act
- Municipal Elections Act
- Municipal Freedom of Information and Protection of Privacy Act
- Provincial Offences Act
- Human Rights Code
- Criminal Code
- By-laws and policies of Council as adopted and amended from time to time, including but not limited to the Procedural By-law and the Tillsonburg Purchasing Policy.

## **3. Application**

This Code of Conduct shall apply to all Members of Council, Local Boards and Advisory Committees.

## **4. Conduct at Meetings**

Members shall conduct themselves with decorum at all meetings in accordance with the provisions of the Town's Procedural By-law or the applicable procedural by-law of that Local Board. Respect for delegations, fellow Members and Staff requires that all Members show courtesy and not distract from the business of the Town during presentations and when other Members have the floor. Use of electronic equipment during meetings should be limited for use/access for meeting purposes.

## **5. Transparency and Openness in Decision Making**

Members will conduct and convey Council or Local Board business in an open and public manner so that the process, logic and rationale which were used to reach conclusions or decisions are available to the stakeholders.

## **6. Improper Use of Influence**

No Member shall use the influence of his or her office for any purpose other than for the exercise of his or her official duties.

Examples of prohibited conduct are the use of one's status as a Member to improperly influence the decision of another person to the private advantage of oneself or immediate relative, staff members, friends, or associates, business or otherwise. This includes attempts to secure preferential treatment beyond activities in which Members normally engage on behalf of their

constituents as part of their official duties. Prohibited conduct also includes the holding out of the prospect or promise of future advantage through a Member's supposed influence within Council or the Local Board in return for present actions or inaction.

For the purposes of this provision, "private advantage" does not include a matter that:

- a) is of general application;
- b) affects a Member, his or her immediate relative, staff members, friends, or associates, business or otherwise as one of a 'broad class of persons' (such as taxation which affects residents, owners or tenants of land within the Town as a whole); or
- c) concerning the remuneration or benefits of a Member as a Member of Council or of a Local Board.

## **7. Discreditable Conduct**

All Members have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation. All Members shall ensure that their work environment is utterly free and completely devoid of discrimination, and personal and sexual harassment.

The Ontario Human Rights Code applies, as does the Town's Discrimination and Harassment-Free Workplace Policy which recognize the right of every employee to work in an environment that is free from discrimination and harassment, by the employer, agent of the employer, another employee, or any other person with whom s/he comes into contact in the normal performance of his/her duties.

Members shall abide by the provisions of the Human Rights Code, and, in doing so, shall treat every person, including other Members, employees, and individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect.

In accordance with the Human Rights Code, Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.

In accordance with the Human Rights Code, harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Without limiting the generality of the foregoing, Members shall not:

- a) make inappropriate comments or gestures to or about an individual where such conduct is known or ought reasonably to be known to be offensive to the person(s) to whom they are directed or are about;
- b) display materials or transmit communications that are inappropriate, offensive, insulting or derogatory;
- c) make threats or engage in any abusive activity or course of conduct towards others;
- d) vandalize the personal property of others;
- e) commit assault of any kind, including making unwanted physical contact, including touching, patting, or pinching; or
- f) refuse to converse or interact with anyone based on any ground listed in the Human Rights Code.

## **8. Conduct Respecting Staff**

Members shall acknowledge that only Council or the applicable Local Board as a whole has the authority to approve budget, policy, processes and other such matters unless such authority has

been delegated. Members shall direct requests outside of Council or Local Board approved budget, process or policy, to the appropriate Committee or Chief Administrative Officer of the Corporation.

Under the direction of the Chief Administrative Officer, Staff serve the Council or the Local Board as a whole, and the combined interests of all Members as evidenced through the decisions of Council or the Local Board. Members shall be respectful of the role of staff to provide advice based on political neutrality and objectivity and without undue influence from any individual Member or faction of the Council or the Local Board. Accordingly, no Member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all Members shall show respect for the professional capacities of staff.

No Member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities. No Member shall use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity. Members and staff shall be respectful of each other's time and arrange appropriate opportunities to discuss matters before formal meetings, where possible, which can be included and/or further discussed at the meeting.

In practical terms, there are distinct and specialized roles carried out by Council or the Local Board as a whole and by Members when performing their duties. The key requirements of these roles include dealing with constituents and the general public, participating as Committee Members, and participating as Council representatives on agencies, boards, commissions and other bodies. Similarly, there are distinct and specialized roles expected of Town staff in both the carrying out of their responsibilities and in dealing with the Council or the Local Board.

## **9. Communications And Media Relations**

Members will attempt to accurately and adequately communicate the attitudes and decisions of Council or the Local Board, even if they disagree with a majority decision of Council or the Local Board so that:

- a) there is respect for the decision making processes of Council or the Local Board;
- b) official information related to decisions and resolutions made by Council or the Local Board will normally be communicated in the first instance to the community and the media in an official capacity by the Mayor/Chair or designate;
- c) information concerning adopted policies, procedures and decisions of the Council or the Local Board is conveyed openly and accurately; and
- d) confidential information will be communicated only when and after determined by Council or the Local Board.

## **10. Conduct Regarding Current And Prospective Employment**

No Member shall allow the prospect of his or her future employment by a person or entity to detrimentally affect the performance of his or her duties to the Town or the Local Board.

## **11. Confidential Information**

Confidential information includes information in the possession of, or received in confidence by the Town or the Local Board that the Town or the Local Board is either prohibited from

disclosing, or is required to refuse to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (referred to as “MFIPPA”), or other legislation. Generally, MFIPPA restricts or prohibits disclosure of information received in confidence from third parties that is of a corporate, commercial, scientific or technical nature and is provided expressly or implicitly in confidence, information that is personal, and information that is subject to solicitor-client privilege.

The Municipal Act, 2001 allows information concerning personnel, labour relations, litigation, property disposal and acquisition, the security of the property of the municipality or a local board, and matters authorized on other legislation, to remain confidential. For the purposes of the Code of Conduct, “confidential information” also includes this type of information.

No Member shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council or the Local Board to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of immediate relatives or any person or corporation.

Under the Town’s Procedural By-law, a matter that has been discussed at an in-camera (closed) meeting remains confidential. No Member shall disclose the content of any such matter, or the substance of deliberations, of the in-camera meeting until the Council or committee or the Local Board discusses the information at a meeting that is open to the public or releases the information to the public.

The following are examples of the types of information that a Member must keep confidential:

- items under litigation, negotiation, or personnel matters;
- information that infringes on the rights of others (e.g., sources of complaints where the identity of a complainant is given in confidence);
- information deemed to be “personal information” under MFIPPA; and

The above list is provided as an example and is not exclusive. Requests for information will be referred to Municipal Clerk to be addressed as either an informal request for access to municipal records, or as a formal request under MFIPPA.

Members should not access or attempt to gain access to confidential information in the custody of the Town or the Local Board unless it is necessary for the performance of their duties and not prohibited otherwise.

## **12. Gifts and Benefits**

Members shall not accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below.

For these purposes, a fee, advance, gift or personal benefit provided with the Member’s knowledge to an immediate relative or business that is connected directly or indirectly to the performance of the Member’s duties is deemed to be a gift to that Member.

The following are recognized as exceptions:

- a) compensation authorized by by-law;

- b) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- c) a political contribution otherwise reported by law, in the case of Members running for office; (i.e. disclosure related to election campaign contributions that are required to be otherwise reported.)
- d) services provided without compensation by persons volunteering their time;
- e) a suitable memento of a function honouring the Member;
- f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event where the Member is either speaking or attending in an official capacity;
- g) food and beverages consumed at banquets, receptions or similar events, if:
  - i. attendance is resultant to protocol or social obligations that accompanies the responsibility of office;
  - ii. the person extending the invitation or a representative of the organization is in attendance; and
  - iii. the value is reasonable and the invitations infrequent; and
- h) communication to the offices of a Member, including subscriptions to newspapers and periodicals.

In the case of categories (b), (e), (f), (g) and (h), if the value of the gift or benefit exceeds \$200, or if the total value received from any one source over a twelve (12) month period exceeds \$200, the Member shall within thirty (30) days of receipt of the gift or of reaching the annual limit, file a disclosure statement with the Clerk.

The disclosure statement (see Schedule A) must indicate:

- 1) the nature of the gift or benefit;
- 2) its source and date of receipt;
- 3) the circumstances under which it was given or received;
- 4) its estimated value;
- 5) what the recipient intends to do with the gift; and
- 6) whether any gift will at any point become the property of the Town.

All disclosure statements will be a matter of public record.

On receiving a disclosure statement, the Clerk shall make the disclosure statement public. If a member of the public believes the Member has not conformed to the requirements of the Code of Conduct with respect to accepting gifts and benefits, he or she may request the Chief Administrative Officer examine the statement to ascertain whether the receipt of gift or benefit might, in his or her opinion, create a conflict between a private interest and the public duty of the Member. In the event that the Chief Administrative Officer makes that preliminary determination, he or she shall call upon the Member to justify receipt of the gift or benefit.

Should the Chief Administrative Officer determine that receipt was inappropriate, s/he may direct the Member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, or forfeit the gift or remit the value of any gift or benefit already consumed to the Town.



Except in the case of (a), (c) and (f), a Member may not accept a gift or benefit worth in excess of \$500 or gifts and benefits from one source during a calendar year worth in excess of \$500, unless it falls within the exemption.

### **13. Use of Town Property, Services and Other Resources**

Members should not use, or permit the use of Town or Local Board property, land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Town or Local Board.

Members are required to follow the provisions of the Municipal Elections Act, 1996 with respect to elections. Members shall not use the property, land, facilities, equipment, supplies, services or other resources of the Town or the Local Board (including but not limited to Councillor newsletters and websites linked through the Town's website) for any election campaign or campaign-related activities. No Member shall undertake campaign-related activities on Town property during regular working hours unless permitted by Town policy (e.g., all candidates meetings). No Member shall use the services of persons for election-related purposes during hours in which those persons receive any compensation from the Town or the Local Board.

### **14. Implementation**

At the beginning of each term, Members will be expected to sign an acknowledgment form to convey to each other and all stakeholders that they have read, understand and accept the Code of Conduct.

A Code of Conduct component will be included as part of the orientation workshop for all new Members.

Members are expected to formally and informally review their adherence to the provisions of the Code on a regular basis or when so requested by Council.

### **15. Complaint Protocol**

Any individual, organization, Town or Local Board employee, and Member, who has reasonable grounds to believe that a Member has breached a provision of the Code of Conduct, may file an application to the Integrity Commissioner using the Formal Complaint Form. An application may only be made within six weeks after the applicant became aware of the alleged contravention. An application may be made more than six weeks after the applicant became aware of the alleged contravention if both of the following are satisfied:

- a) The applicant became aware of the alleged contravention within the period of time starting six weeks before nomination day for a regular election, as set out in section 31 of the Municipal Elections Act, 1996, and ending on voting day in a regular election, as set out in section 5 of that Act.
- b) The applicant applies to the Commissioner under subsection (2) within six weeks after the day after voting day in a regular election, as set out in section 5 of the Municipal Elections Act, 1996.

A complainant does not have to pursue the informal complaint process set out in Section 15.1 prior to proceeding with the formal complaint process set out in Section 15.2.

### 15.1 Informal Complaints

Any individual who has identified or witnessed behaviour or activity by a Member that appears to be in contravention of the Code of Conduct are encouraged to address his or her concerns in the following manner:

- a) Advise the Member that their behaviour or activity contravenes the Code of Conduct;
- b) Encourage the Member to stop the prohibited behaviour or activity;
- c) If applicable, confirm to the Member his or her satisfaction or dissatisfaction with the Member's response to the concern identified;
- d) If not satisfied with the response received through the informal process, an individual may proceed with a formal complaint through the Integrity Commissioner as outlined in Section 15.2.

Any individual filing a complaint should keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information, including steps taken to resolve the matter.

### 15.2 Formal Complaints

Any individual who has identified or witnessed behaviour or activity by a Member that appears to be in contravention of the Code of Conduct may address his or her concerns through the formal complaint process set out below:

- a) all formal complaints must be made using the Complaints Form / Affidavit (see Schedule "B") and shall be dated and signed by the complainant;
- b) the complaint must include a concise explanation as to why the issue raised may be a contravention of the Code of Conduct and any and all evidence in support of the allegation must be included with the Complaints Form/Affidavit;
- c) any witnesses in support of the allegation must be identified on the Complaint Form/Affidavit;
- d) the Complaint Form/Affidavit must include the name of the Member alleged to have breached the Code of Conduct, the section of the Code of Conduct allegedly contravened, the date, time and location of the alleged contravention and any and all other information as required on the Complaint Form/Affidavit;
- e) the complaint shall be filed with the Integrity Commissioner who shall confirm that the information is complete as to a), b), c) and d) of this section;
- f) the Integrity Commissioner will determine whether the matter is, on its face, a complaint with respect to compliance with the Code of Conduct and is not covered by any other applicable legislation or policy; and
- g) the Integrity Commissioner may, but shall not be obligated, to request additional information from the complainant.

### 15.3 Response of Integrity Commissioner of Complaint outside Jurisdiction

If the complaint received by the Integrity Commissioner, is not, on its face, a complaint with respect to non-compliance with the Code of Conduct or the complaint is covered by other legislation or complaint procedure under another Council policy, the Integrity Commissioner shall advise the complainant in writing as follows:

- a) **Criminal Matter** – if the complaint on its face is an allegation of a criminal nature consistent with the Criminal Code of Canada, the complainant shall be advised that if the

complainant wishes to pursue any such allegation, the complainant must pursue it with the appropriate police service;

- b) **Municipal Freedom of Information and Protection of Privacy** – if the complaint is more appropriately addressed under the Municipal Freedom of Information and Protection of Privacy Act, the complainant shall be advised that the matter must be referred to the Municipal Clerk for review under statute; and
- c) **Discrimination or Harassment** – if the complaint is an allegation of discrimination or harassment, then the complaint should be filed directly with the Human Resources Department. The person will also be advised of his or her right to advance an application to the Ontario Human Rights Tribunal.
- d) **Other Policy Applies** – if the complaint seems to fall under another policy, the complainant shall be advised to pursue the matter under such policy.
- e) **Lack of Jurisdiction** – if the complaint is, for any other reason not within the jurisdiction of the Integrity Commissioner, the complainant shall be so advised and provided with any additional reasons and referrals as the Integrity Commissioner considers appropriate.
- f) **Matters Already Pending** – if the complaint is in relation to a matter which is subject to an outstanding complaint under another process such as a court proceeding related to a Human Rights complaint or similar process, the Integrity Commissioner may, in his/her sole discretion and in accordance with legislation, suspend any investigation pending the result of the other process.

If the matter is covered by other policies with a complaint procedure or legislation, the complainant will be advised and directed to proceed in a manner as considered appropriate by the Integrity Commissioner.

#### **15.4 Refusal to Conduct an Investigation**

If upon review of a complaint, the Integrity Commissioner is of the opinion that the complaint is frivolous, vexatious or not made in good faith, or that there are not sufficient grounds for an investigation, the Integrity Commissioner will not conduct an investigation and shall communicate this determination in writing to the complainant and the Member identified in the Complaint Form/Affidavit.

#### **15.5 Opportunity for Resolution**

If at any time, following the receipt of a formal complaint or during the investigation process, the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued without a formal investigation, and both the complainant and the Member agree, efforts may be made to achieve an informal resolution.

#### **15.6 Investigation**

If the Integrity Commissioner determines that a formal investigation is required s/he shall proceed in the following manner, subject to the Integrity Commissioner's ability to elect to exercise the powers of a commissioner under ss. 33 and 34 of the Public Inquiries Act, 2009, as contemplated by subsection 223.4(2) of the Municipal Act, 2001, at which time the identity of the person filing the complaint is no longer considered confidential.

The Integrity Commissioner shall provide a copy of the complaint, and any supporting materials, to the Member whose conduct is in question, with a request that a written response to the allegation be provided to the Integrity Commissioner within fourteen (14) days.

The Integrity Commissioner shall give a copy of the response, provided by the Member, to the complainant, with a request for a written reply within fourteen (14) days.

If necessary, after reviewing the submitted materials, the Integrity Commissioner may speak to anyone, access and examine any other documents or electronic materials, and may enter any Town or Local Board work location relevant to the complaint for the purpose of investigation and potential resolution.

The Integrity Commissioner may make interim reports to Council where necessary and as required to address any issues of interference, obstruction, delay or retaliation encountered during the investigation.

At any time the complainant may abandon the request for an investigation and the Integrity Commissioner will cease his or her investigation.

#### **15.7 Termination of inquiry when regular election begins**

If the Commissioner has not completed an inquiry before nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, the Commissioner shall terminate the inquiry on that day. If an inquiry is terminated the Commissioner shall not commence another inquiry in respect of the matter unless, within six weeks after voting day in a regular election, as set out in section 5 of the *Municipal Elections Act, 1996*, the person or entity who made the request or the member or former member whose conduct is concerned makes a written request to the Commissioner that the inquiry be commenced.

#### **15.8 Confidentiality of Complaint Documents**

The Integrity Commissioner and every person acting under his or her instructions shall preserve the confidentiality of all documents, material or other information, whether belonging to the Town or not, that come into their possession or to their knowledge during the course of their duties as required by section 223.5 of the *Municipal Act, 2001*.

Advice provided by the Commissioner to a member under paragraph 4, 5 or 6 of subsection 223.3 (1) 5 of the *Municipal Act, 2001* may be released with the member's written consent. If a member releases only part of the advice provided to the member by the Commissioner under paragraph 4, 5 or 6 of subsection 223.3 (1), the Commissioner may release part or all of the advice without obtaining the member's consent.

The Commissioner may disclose such information as in the Commissioner's opinion is necessary,

- a) for the purposes of a public meeting under subsection 223.4.1 (8);
- b) in an application to a judge referred to in subsection 223.4.1 (15); or
- c) in the written reasons given by the Commissioner under subsection 223.4.1 (17). 2017, c. 10, Sched. 1, s. 22.

Pursuant to section 223.5(3) of the Municipal Act, this section prevails over the Municipal Freedom of Information and Protection of Privacy Act.

When the Integrity Commissioner reports to the Council on an investigation into an alleged breach of the Code, the report shall only disclose such information that in the Integrity Commissioner's opinion is required for the purposes of the report.

When the Integrity Commissioner issues an annual or other periodic report to Council on his or her activities, the Integrity Commissioner shall summarize the advice he or she has given, but the report shall not disclose confidential information that could identify a person concerned in the case of informal complaints or those formal complaints that have been dismissed and did not proceed to a formal investigation.

## **16. Reporting and General Compliance**

### **16.1 Recommendation Report**

Upon completion of an investigation, the Integrity Commissioner may report to the complainant and the Member on the results of his or her review within ninety (90) days of receiving a complete Complaint Form/Affidavit. If the investigation process is going to take more than ninety (90) days, the Integrity Commissioner shall provide an interim report to the complainant and Member indicating when the complete report will be available.

If upon completion of the investigation the Integrity Commissioner finds that a breach of the Code of Conduct has occurred, the Integrity Commissioner shall report his or her findings to Council including a recommendation as to the imposition of a penalty, as set out in subsection 223.4(5) of the Municipal Act, 2001. The Council may impose either of the following penalties on a Member if a report by the Integrity Commissioner determines that the Member has violated the Code of Conduct:

- a) A reprimand; or
- b) A suspension of the remuneration paid to the Member in respect of his or her services as a Member of Council or a Local Board, as the case may be, for a period of up to ninety (90) days.

The Integrity Commissioner shall provide the Member who is the subject of the complaint with notice in writing of the proposed finding and any recommended sanction at least ten (10) days prior to the report being provided to the Municipal Clerk. An opportunity to comment shall be provided to the Member on the proposed finding and any recommended sanction prior to the report being published.

### **16.2 Annual Report**

The Integrity Commissioner's annual report shall consist of:

- a) All informal and formal complaints dismissed by the Integrity Commissioner;
- b) All complaints received not within the jurisdiction of the Integrity Commissioner;
- c) All formal complaints that underwent a formal investigation and conclusions; and
- d) A cost breakdown with respect to services provided within the reporting year by the Integrity Commissioner.

The annual report shall be provided not less than sixty (60) days after December 31 of the calendar year that is being reported.

### **16.3 Failure to adhere to Council Policies and Procedures**

A number of the provisions of this Code of Conduct incorporate policies and procedures adopted by Council. More generally, Members are required to observe the terms of all policies and procedures established by Council, as the case may be. However, this provision does not prevent a Member from requesting that Council grant an exemption from a policy, other than this Code of Conduct.

### **16.4 Reprisals and Obstructions**

Members should respect the integrity of the Code of Conduct and investigations conducted under it. Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Integrity Commissioner is strictly prohibited. It is also a violation of the Code of Conduct to obstruct the Integrity Commissioner in the carrying out of his or her responsibilities.

### **16.5 Duty of Council**

Council shall consider any report submitted by the Integrity Commissioner within thirty (30) days of it being received by the Municipal Clerk and shall take the action it considers appropriate with regard to the recommendation(s) of the Integrity Commissioner as described in Section 16.1 of the Code of Conduct.

### **16.6 Acting on Advice of the Integrity Commissioner**

Any written advice given by the Integrity Commissioner to a Member binds the Integrity Commissioner in any subsequent consideration of the conduct of the Member in the same matter as long as all the relevant facts known to the Member were disclosed to the Integrity Commissioner.

### **16.7 Integrity Commissioner Vacancy**

Should the office of Integrity Commissioner be vacant, the Code of Conduct remains in effect and all Members shall continue to abide by the provisions set out therein. When a vacancy occurs, the municipality shall make arrangements for all of the responsibilities of the Integrity Commissioner to be provided by a Commissioner of another municipality.

## **17. Roles of Integrity Commissioner**

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.

6. Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act.
7. The provision of educational information to members of council, members of local boards and the municipality about the municipality's codes of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act, 2017, c. 10, Sched. 1, s. 19 (1).

It shall be noted that if the municipality has not appointed a Commissioner, the municipality shall make arrangements for all of the responsibilities set out above to be provided by a Commissioner of another municipality.

#### **18. Statutes Regulating the Conduct Of Councillors**

In the case of any inconsistency between this Code of Conduct and a Federal or Provincial statute or regulation, the statute or regulation shall prevail to the extent of the inconsistency.

### Code of Conduct Form A – Disclosure Statement

Section 12 of the Code of Conduct regarding the acceptance of gifts and benefits, requires Members to disclose the receipt of certain gifts and benefits if the dollar value of a single gift or benefit exceeds \$200 or if the total value of gifts and benefits received from one source in a calendar year exceeds \$500. This Disclosure Statement is to be used to report on such gifts and benefits and shall be filed with the Clerk within 30 days of receipt of such gift or benefit, or upon reaching the annual limit.

Disclosure Statements are a matter of public record.

Nature of Gift or Benefit received:

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Source of Gift or Benefit:

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Circumstances under which Gift or Benefit received:

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Intended use of the Gift or Benefit (i.e. will be donated/provided to the Town):

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Estimates Value of Gift or Benefit: \$ \_\_\_\_\_

Date Gift or Benefit was received: \_\_\_\_\_ (MM/DD/YR)

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date





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This affidavit is made for the purpose of requesting that this matter be reviewed by the Town of Tillsonburg appointed Integrity Commissioner and for no other purpose.

Sworn (or Affirmed) before me at the Town of Tillsonburg, in the County of Oxford, in the Province of Ontario on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
A Commissioner for taking affidavits, etc.

\_\_\_\_\_  
Signature of Complainant  
(to be witnessed by Commissioner)

**NOTE:** This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. **THE CRIMINAL CODE OF CANADA** provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to be made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years (sections 131, 132) or by summary conviction (section 134). Signing a false affidavit may expose you to prosecution under section 131 and 132 or 134 of the Criminal Code, R.S.C 1985, c. C-46 and also to civil liability for defamation.

**THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 2025-010**

**A BY-LAW to adopt a municipal naming policy for the Town of Tillsonburg and to repeal By-Law 4012, being a by-law to adopt a commemorative naming policy.**

**WHEREAS** Section 270(1) of the Municipal Act, 2001 states that a municipality shall adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

**AND WHEREAS** the Council of the Corporation of the Town of Tillsonburg is desirous of adopting a municipal naming policy.

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Town of Tillsonburg as follows:

1. That the municipal naming policy attached hereto as “Schedule A” is hereby adopted and forms part of this by-law.
2. That By-Law 4012 is hereby repealed in its entirety.
3. That this by-law shall come into force and take effect on the date it is passed.

**READ A First, Second, Third and Final time and passed this 27th of January, 2025.**

Original signed by

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MAYOR – Deb Gilvesy

Original signed by

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DEPUTY CLERK – Amelia Jaggard



## **RECREATION, CULTURE AND PARKS**

### **Policy 9-006: Municipal Naming/Renaming and Sponsorship Policy**

Approval Date: January 27, 2025  
Approval Authority: Council, By-Law 2025-010  
Effective Date: January 27, 2025

Next Scheduled Review Year: 2030  
Department: Recreation, Culture and Parks  
Last reviewed: January, 2025  
Revision Date/s: April 25, 2016 (By-Law 4012, repealed)  
Schedules: Schedules A, B and C

#### **POLICY STATEMENT**

The Town of Tillsonburg is committed to providing a fair, consistent and efficient process with respect to the naming of municipal assets, after a person, persons or family name, organization or service club.

The application of this policy includes four main types of naming situations:

- the opening of a new municipal facility, park, property or feature.
- the re-opening of a municipal facility, park, property or feature following renovation or refurbishment.
- the renaming of an existing facility, park, property or feature to recognize significant contributions that organizations or individuals have made to the public and well-being of the Town of Tillsonburg.
- providing recognition of gifts generously given or donated to the Town of Tillsonburg

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**PURPOSE**

The purpose of this policy is to provide clear guidelines, a consistent evaluation framework and approval process in regards to the Naming, Renaming or sponsoring of Town assets and to allow for comprehensive and open public consultation in accordance with the Town's Public Engagement Policy.

This process will ensure the application of key criteria in order to determine the appropriateness of a name and shall recognize the important role played by the legislative bodies involved (i.e. Committees and Council).

**SCOPE**

This Policy applies to the Naming, Renaming or sponsoring of parkland, open spaces, trails, structures and public spaces after a particular individual(s), family name, business or organization.

The Municipal Naming, Renaming or Sponsorship Policy is intended to recognize the geographical, natural, cultural, historic features and/or civic significance of properties owned by the Town, as well as to honour the outstanding achievements, distinctive services, or significant community contributions made by an individual or group.

Any member of the public or Town Council may submit a nomination application for the Municipal Naming, Renaming or Sponsorship of parkland, open space, trail, structure or public building/room.

This Policy is not intended to address:

Individual naming dedications such as for park benches or tree program memorials;

Naming of Town-owned facilities leased to commercial tenants;

Naming of Town Buildings that provide core services (i.e. Town Hall, Fire Services, Police Services, EMS). This restriction does not apply to the courtyards, squares, gardens, lawns, etc. or indoor components of these buildings (wings, halls, auditoriums, galleries, lounges, lobbies, boardrooms, etc.).

**GENERAL**

This Policy shall be administered by the Director of Recreation, Culture and Parks;

This Policy shall be referred to as the "Municipal Naming Policy";

This Policy shall come into force and effect on the date adopted.

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**AUTHORITY**

The authority for the Municipal Naming Policy shall be by the approval of the Council of the Town of Tillsonburg.

**DEFINITIONS****Commemorative Names Reserve List:**

Names submitted that qualify, but may not be chosen by the Committee for a particular asset, will be added to a list and may be considered for future assets (Names will be kept on the Commemorative Names Reserve List for 5 years).

**Commemorative Naming Committee (CNC):**

Shall be comprised of one member of the Museum, Culture, Heritage and Special Awards Committee, Parks Beautification and Cemeteries Committee as well as the Sport and Recreation Committee, one member of Council, Town Clerk, Development Commissioner and the Director of Recreation, Culture & Parks (or Designate). Meetings will be held in-camera, in accordance with Section 239 (2)(b) of the Municipal Act, "personal matters about an identifiable individual, including municipal or local board employees".

**Corporate Naming Rights:**

means a mutually beneficial business arrangement wherein an organization provides goods, services or financial support to the Town in return for access to the commercial and/or marketing potential associated with the public display of the organization's name on a Town property for a finite period.

**Individual Naming Rights:**

means the naming of Town property in return for a financial or in-kind contribution from an individual or their estate. Typically, such support is given to enhance the community and to help sustain the property in question for a negotiated period of time.

**Matrix Rating System:**

Shall be comprised of weighted questions to assist Committee Members in the analyzation and determination of qualified/appropriate names for Town assets (attached as Appendix 'A' of this Policy).

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**Other Open Spaces:**

Valleys, forests/woodlots, watercourses (lakes, rivers), utility features such as storm-water management areas, downtown squares, and plazas.

**Parkland:**

Refers to land dedicated by the Town for use as a public park or for recreational purposes. All parkland designations are defined within the Town of Tillsonburg's Parks, Recreation, and Cultural Strategic Master Plan and Zoning Bylaw. For commemoration purposes, the term municipal park shall include other components, such as sporting fields contained within a larger park.

**Public Buildings:**

Town owned public buildings and their outdoor service areas (pools, arenas, parking garages, recreation centre, facility yards, plazas, courtyards, squares, gardens, lawns, etc.), as well as their indoor components (wings, halls, auditoriums, galleries, lounges, lobbies, boardrooms, etc.).

**Public Consultation Process:**

The two-way exchange of information between The Town and the public before decisions are made. It is an open and accountable process allowing individuals and groups to participate in the decision-making process of naming Town owned assets. Statistical information on comments received under consultation will be provided to individuals other than staff, upon request. However, specifics and written comments received will be available only to the Committee and Town Council.

**Trails:**

An off-road Recreational path system or Pedestrian walkway which may be made of Limestone, Asphalt, packed earth, woodchips, granular surface or other material, for use by walkers, cyclists, snowshoers, cross-country skiers, etc.

**Significant Financial Gifts:**

A minimum monetary donation of real or capital cost or appraised value, whichever is greater, of the amenity being considered for naming/renaming.

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Financial Gift levels:

Gold – 100 % of capital costs

Silver – 50% of capital costs

Bronze – 25% of capital costs

## **IMPLEMENTATION PROCEDURE**

### A. Process for Commemorative Naming/Renaming

#### **Submitting an Application**

Applicants are required to submit a completed Commemorative Naming Application Form (attached as Appendix 'B' of this Policy), the sworn Affidavit Forms (attached as Appendix 'C' of this Policy) along with the required supporting documentation when requesting the Commemorative Naming, Renaming or Sponsoring of a municipal property.

Background information and/or biographical information (if named after an organization or an individual) shall demonstrate the significance of the proposed name to the community.

It is recommended that the applicant include letters of support for the request, including documentation by the individual being honoured or their legal representative. A petition may also be included in the event that a request is being made for the renaming of a municipal property.

The commemorative naming process for parkland, open spaces, trails, structures and public buildings, may differ from application to application depending on the circumstances surrounding the request/requirement for naming.

#### **Application Criteria**

When an Application Form is submitted, at least one of the following criteria shall apply:

- The nominated individual has demonstrated excellence, courage or exceptional service to the citizens of the Town of Tillsonburg, the Province of Ontario and/or Canada;
- The nominated individual has provided extensive community service and has an extraordinary community service record;
- The nominated individual has worked to foster equality and reduce discrimination;
- The nominated individual is a current Town of Tillsonburg employee, and has made



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an outstanding contribution to the Town of Tillsonburg unrelated to and outside of his/her job responsibilities, capacity and duties as a Town employee;

- The nominated individual is a former employee of the Town of Tillsonburg and is to be recognized for his/her exceptional service unrelated to and outside of his/her job responsibilities, capacity and duties as a former Town employee;
- The nominated individual has made a significant financial contribution to parkland, an open space, trail, structure or public building, and the contribution significantly benefits the community that the municipal property serves (i.e. the project may not have been otherwise possible without the financial assistance);
- The nominated name has a geographical, natural, cultural, historical or civic significance to the community, Town of Tillsonburg, Province of Ontario or Canada.

\*Out of respect to the deceased, no proposal for the Naming or Renaming of municipal property shall be considered by the Naming Committee within ninety (90) days of the death of the person for whom the naming request is being made.

### **Renaming**

The Commemorative Naming Committee will consider renaming an existing Municipal Asset after receiving a submission from a private individual or organization, or direction from Council to undertake the Commemorative Naming process as outlined herein.

Recognizing that established names contribute significantly to community identity and pride, proposals to rename existing municipal property, must be predicated by exceptional circumstances.

Existing names will not be changed without consideration of:

The historical significance of the existing name;

The impact on the individual or organization associated with the existing name;

The cost and impact of changing existing signage, rebuilding community recognition and updating records (data bases, letterhead, promotional materials, etc.).

### **Processing of Application**

The following section sets out the procedures for the selection and approval of a Commemorative name.

Applications received requesting the Commemorative Naming of municipal assets, shall be forwarded to the Commemorative Naming Committee for consideration. The Naming

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Committee will utilize an established Matrix Rating System (refer to Appendix 'A' of this Policy) when evaluating applications. As part of the approval process, a preliminary investigation of the commemorative name will be conducted to ensure that the name has not been used in the past and that the nomination is meritorious in nature.

Processing the application involves confirmation of criteria, reference checks (if applicable), discussion with the applicant and the applicable Town departments, initial meeting of the Commemorative Naming Committee (CNC), public consultation, compiling consultation results and a reconvening meeting of the CNC for final decision.

Public notice in regards to the application(s) received, shall be provided in accordance with the Town of Tillsonburg's Notice Policy. Notice shall be made in the local newspaper and on the Town of Tillsonburg website as part of the Public Consultation Process for a (30)thirty-day period. A copy of the notice shall also be provided to applicable Town departments.

The notice shall include:

An invitation for public comments in regards to the proposed name(s) of the Town asset(s), as provided for by the Commemorative Naming Committee;

Directions on how comments can be submitted to the Town for consideration;

Directions on where further information can be found regarding the Commemorative Naming Program (i.e. Commemorative Naming Policy and accompanying forms, etc.);

The date on which a report will be scheduled for consideration by Town Council.

### **Public Consultation**

Public consultation is required as the issue of commemorative naming of municipal property directly affects citizens and provides identity to the communities in which they live. Through public consultation at the community and Town-wide level, residents will be able to ensure they maintain a strong connection to their communities and will be able to gain a better understanding of the individual(s)/family/organization who has been nominated for commemoration.

Public consultation shall be undertaken in accordance with the size and scope of the specific municipal property being named. Consultation may consist of formal written notification of the proposed name to affected community associations, applicable interest

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groups and Town of Tillsonburg Advisory Committees (where appropriate).

Advertisements may be placed in the local newspapers, where appropriate, and on the Town's website.

Statistical information on comments received under consultation will be provided to individuals other than the Commemorative Naming Committee, upon request. However, specifics and written comments received will only be available to the Committee and Town Council.

Town staff will provide the final decision on a proposal to individuals who submit a comment under the public consultation component, and provide a copy of the Commemorative Naming policy and information sheet, when necessary.

### **Evaluation Process**

The CNC shall reconvene to review the public consultation results and departmental comments. When a name is recommended for approval, an In-camera report to the appropriate Standing Committee and Council will be prepared containing the CNC's recommendation.

First consideration by the Naming Committee will be given to those Names that are representative of the geographical, natural, cultural, or historical features and/or the civic significance of the municipal property to which the name will be applied.

Second consideration by the Naming Committee will be given to those Names that fall under at least one of the following criteria:

The nominated individual has demonstrated excellence, courage or exceptional service to the citizens of the Town of Tillsonburg, the Province of Ontario and/or Canada;

The nominated individual has provided extensive community service and has an extraordinary community service record;

The nominated individual has worked to foster equality and reduce discrimination;

The nominated individual is a current Town of Tillsonburg employee, and has made an outstanding contribution to the Town of Tillsonburg unrelated to and outside of his/her job responsibilities, capacity and duties as a Town employee;

The nominated individual is a former employee of the Town of Tillsonburg and is to be

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recognized for his/her exceptional service unrelated to and outside of his/her job responsibilities, capacity and duties as a former Town employee;

The nominated individual has made a significant financial contribution to parkland, an open space, trail, structure or public building, and the contribution significantly benefits the community that the municipal property serves (i.e. the project may not have been otherwise possible without the financial assistance);

The nominated name has a geographical, natural, cultural, historical or civic significance to the community, Town of Tillsonburg, Province of Ontario or Canada.

### **Council Approval**

The Commemorative Naming Committee will prepare and send a report to Council outlining the proposed name for each Town asset and the reasons why the name was chosen (i.e. analysis against the criteria).

Upon Committee and Council approval, implementation of the approved commemorative name will be undertaken. This involves final notification to the nominee, preparation of an official letter signed by the Mayor, and an official unveiling ceremony for the nominee and family with the presentation of a plaque to be erected at the site, indicating the name as well as its significance for commemoration.

### **New Development of Municipal Property**

Building and Planning Services, will notify the Town Clerk when the new development of municipal parkland, an open space, trail, structure or public building occurs and provide information regarding the specific project and the applicable time frame for construction, Town ownership, and, if applicable, information with respect to proposed names for the development.

The Town Clerk or designate may convene a meeting of the Commemorative Naming Committee as required to discuss and name all new municipal properties which have been identified as requiring a name, or to discuss a recommended commemorative name. The Committee shall review the approved list of names eligible for consideration to determine if there is an appropriate name for the identified project or undertake necessary steps to solicit proposed names. If a commemorative name is selected for the project from the Commemorative Names Reserve List, or a name is recommended through another means, the public consultation process will commence for (30) thirty days.

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The Commemorative Naming Committee will request comment from the Museum, Heritage, Culture and Special Awards Advisory Committee, Parks, Beautification and Cemeteries Advisory Committee, Sports and Recreation Advisory Committee and the Economic Development Advisory Committee regarding the proposed name. The Commemorative Naming Committee will reconvene to review public comment and develop a final recommendation.

### **Council Approval**

The Commemorative Naming Committee will prepare and send a report to Council outlining the proposed name for each Town asset and the reasons why the name was chosen (i.e. analysis against the criteria). After Council approval, staff will initiate the implementation of the approved Names on official documents, construction and permanent signage and plan/implement the appropriate protocols (e.g. dedication ceremony).

### **Commemorative Names Reserve List Maintenance and Use**

A name may be submitted that is not site or venue specific. In this regard, the application will undergo the same process with respect to the criteria evaluation and investigation process included within this policy. Staff will discuss possible options with the nominator and the suitability. If a site or/and geographic location is not determined through these discussions, the name is placed on the Commemorative Names Reserve List (for municipal properties) maintained by the Town Clerk, and the Street Names Reserve List maintained by Building Services.

The Commemorative Naming Committee will meet to review the Name Reserve List, new submissions and complete the Matrix Rating for each completed submission. The committee will also appoint a member to verify the accuracy of the proposed names for each asset, using reference documents including atlases, other official municipal/civic publications and local historians/contacts.

In accordance with Council direction, historical names will be given precedence. Otherwise, there shall be no prioritization system of commemorative names on the list. Nominators are free to designate the name for use in a parkland, open space, trail, structure or public building, at the time of nomination if they chose.

The List shall be made available on request to any interested party, although the results of

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the investigations of the naming requests shall remain confidential.

A commemorative name may be used for parkland, open space, trail, structure or public building only once. If the nominator wishes that a nominated commemorative name be associated with a particular municipal property, it shall be noted on the Commemorative Names Reserve List.

**B. Donor Recognition Naming Rights:**

The Town of Tillsonburg will consider naming a public amenity as a means of providing recognition for significant financial gifts, in accordance with this and other applicable town policies. The names of living individuals may be used in recognition of significant financial gifts. The Town of Tillsonburg reserves the right to immediately withdraw a name from an amenity should that name come into disrepute in the Town or in the general community.

**Individual Naming Rights**

All individual naming rights shall be for a fixed term that does not exceed the useful life of the asset. Every such agreement shall specify the duration of the naming opportunity. Individual naming rights may be subject to renewal on mutual agreement.

**Corporate Naming Rights**

Naming rights shall be held for a fixed term that shall not exceed the useful life of the property. Such agreements shall not be renewed without Municipal Council approval.

Corporate naming rights agreements are subject to the following conditions:

- i. Parties that are disqualified from doing business with the Municipality are not eligible for naming right opportunities.
- ii. The benefits to the naming rights holder are limited to those expressly stated in the naming rights agreement.
- iii. No form of indemnification will be provided to any naming rights holder.
- iv. Naming rights may only be transferred or assigned by a naming rights holder with the consent of the Municipality. Where a naming rights holder changes its name, the naming rights may, with the consent of the Municipality and at the expense of the naming rights holder, be modified to reflect the new name for the remainder of the Term.
- v. Naming rights holders are prohibited from implying that their products, services or ideas are sanctioned by the Municipality nor will the Municipality

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be under any obligation to purchase the product or services of the naming rights holder.

- vi. The naming right must not result in, or be perceived to result in, any competitive advantage, benefit or preferential treatment for the naming rights holder, outside of the agreement.

**Length of Naming Rights:**

1. If the parkland, open space, trail, structure or public building is named after a person(s) the name will remain for the lifespan of the facility.
2. If the parkland, open space, trail, structure or public building is named after a company or organization due to significant contribution to the community, the name will remain for the lifespan of the facility or until the company or organization is no longer in operation.
3. If the parkland, open space, trail, structure or public building is named after a company or organization, due to a financial contribution to the project, the naming rights will remain for a period of 20 years or until the company or organization is no longer in operation. After the 20-year period the company or organization may make a financial contribution to extend the naming rights. At this point if the company or organization no longer wishes to continue, the naming rights will be opened to other companies or organizations.

**Naming Rights Agreements:**

1. All naming rights agreements shall be confirmed by written contract containing terms and conditions satisfactory to the Municipality.
2. All agreements are subject to Council approval.
3. Every naming right agreement shall conform to all applicable federal and provincial statutes, and to all Municipal bylaws, policies, contracts, and practices.
4. The naming right shall not unduly detract from the character, integrity, aesthetic quality or safety of the property or unreasonably interfere with its enjoyment or use.

**Agreements must include:**

5. The term of the agreement and renewal options, if permitted, must be included
6. The payment schedule
7. Release, indemnification and early termination clauses as appropriate

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8. Insurance clauses

9. Confidentiality terms if applicable

10. 10% annual reinvestment for the lifespan of the asset in order to maintain the asset



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**SCHEDULE A**  
**THE CORPORATION OF THE TOWN OF TILLSONBURG**  
**MUNICIPAL PROPERTY AND BUILDING COMMEMORATIVE NAMING**

SCHEDULE A: Matrix Rating System - For Use By The Commemorative Naming Committee

ASSET:

PROPOSED NAME:

Check one (1) box for each criteria met. When complete, add and total at the bottom (5= excellent, 1 = poor).

NO.	Criteria	RATE				
		5	4	3	2	1
1	Civic engagement					
2	Cultural or Historic significance: Arts, Culture, heritage and natural significance					
3	Demonstrated excellence, courage or exceptional service to Tillsonburg, the Province or Canada					
4	Has worked to foster equality and reduce discrimination (READI – Racism, Equity, Adversity, Diversity and Inclusion)					
5	Volunteer in community organizations					
6	Has made a positive impact to the Town					
7	Contributing towards environmental preservation, conservation or enhancement of the Town.					

TOTAL:

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**SCHEDULE B**

**COMMEMORATIVE NAMING APPLICATION FORM**

**(TO BE REVISED BASED ON UPDATED POLICY)**

**COMMEMORATIVE NAMING OF A MUNICIPAL PARKLAND, OPEN SPACE, TRAIL,  
STRUCTURE & PUBLIC BUILDING**

<b>A. NOMINATOR'S INFORMATION</b>			
*A COMMEMORATIVE NAME MAY BE USED ONLY ONCE IN THE TOWN OF TILLSONBURG SUBSEQUENT REQUESTS WILL BE DENIED			
Name (Individual or Organization):			
Mailing Address:			
Telephone:	Home	Work	E-mail:
Affiliation to Nominee:			
<b>B. NOMINEE'S INFORMATION (NAME TO BE COMMEMORATED)</b>			
Name:			
Mailing Address:			
Date of Birth:			
Telephone:	Home	Work	E-mail:

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**C. NOMINATOR'S INFORMATION**

\*A COMMEMORATIVE NAME MAY BE USED ONLY ONCE IN THE TOWN OF TILLSONBURG  
SUBSEQUENT REQUESTS WILL BE DENIED

Name (Individual or Organization):

**D. NOMINEE'S INFORMATION (NAME TO BE COMMEMORATED)**

Name:

**E. APPLICABLE CRITERIA (SELECT ONE)**

- The nominated individual has demonstrated a strong history of civic engagement
- The nominated individual has demonstrated excellence, courage or exceptional service to the citizens of the Town of Tillsonburg, the Province of Ontario and/or Canada.
- The nominated individual has worked to foster equality and reduce discrimination.
- The nominated individual is a current Town of Tillsonburg employee, and has made an outstanding contribution to the Town of Tillsonburg unrelated to and outside of his/her job responsibilities, capacity and duties as a Town employee.
- The nominated individual is a former employee of the Town of Tillsonburg and is to be recognized for his/her exceptional service unrelated to and outside of his/her job responsibilities, capacity and duties as a former Town employee.
- The nominated individual has made a significant contribution towards environmental preservation, conservation or enhancement of the Town.
- The nominated individual has extensive volunteer experience in community organizations that have had a positive impact on the Town

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- The nominated name has Cultural or Historic significance including Arts, Culture, Heritage and Natural significance to the community, Town of Tillsonburg, Province of Ontario or Canada.

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**F. RATIONALE FOR NOMINATION AND ATTACHED BACKGROUND INFORMATION RELATED TO THE CRITERION CHOSEN, WHICH SUBSTANTIATES ALL CLAIMS MADE: INCLUDE COPIES OF NEWSPAPER ARTICLES, CERTIFICATES, AWARDS, LETTERS OF SUPPORT OR COMMENDATION, SERVICE RECORDS, PICTURES, ETC.**

*Please note all information provided below and/or attached to this Application Form will form part of the Commemorative Naming Application Form and will therefore be released to the public in any public notices/advertisements produced, public Agenda and Minutes, Committee discussions/meetings and Reports which may go forward to Council.*

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<b>G. PLEASE INDICATE WHAT YOU WOULD LIKE THE NAME USED FOR (PLEASE CHECK ONE):</b>	
<input type="checkbox"/> Street	<input type="checkbox"/> Parkland
<input type="checkbox"/> Open Space	<input type="checkbox"/> Trail
<input type="checkbox"/> Structure	<input type="checkbox"/> Public Building
<b>H. IS THERE A PARTICULAR STREET/PARKLAND/OPEN SPACE/TRAIL/STRUCTURE/OR PUBLIC BUILDING WHICH YOU WOULD LIKE THE NAME USED FOR?:</b>	
1 <sup>st</sup> choice _____	
2 <sup>nd</sup> choice _____	
Property's Current Identification, Address or Location Information:	
<b>I. RENAMING:</b> <i>(Please note that before a Renaming Application is accepted, the nominator must have written permission from the family or next of kin—if this application results in a request to displace an existing commemorative name [person, persons, or family]):</i>	
Does the property currently have a name? If so, provide current name, details and rationale for the proposed renaming of this property.	

<b>J. ADDITIONAL INFORMATION: (ADD INFORMATION AS NEEDED)</b>



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**L. CONSENT TO THE RELEASE OF INFORMATION PROVIDED IN SECTIONS C- J IN WHOLE OR IN PART**

The information collected on this form will be used as part of the Commemorative Naming Process.

Personal information on the form, attached to the form or subsequently submitted to be included or attached to the Application Form, and all subsequent information collected as a result of the research and the staff investigation of the person's information, and subsequently found on websites, in local archived materials, in newspapers articles, as a result of a public consultation process, etc., will be used by Town staff and will be made available to the members of the Commemorative Naming Committee, the public, the Mayor's Office and Elected Officials—except the contact information collected in Sections A and B.

\_\_\_\_\_  
Nominator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominee's Signature<sup>2</sup>

\_\_\_\_\_  
Date

<sup>2</sup> The nominee or a representative on their behalf (next of kin, solicitor, notary public, etc.) must provide consent to this nomination.



**SCHEDULE C**

**MUNICIPAL COMMEMORATIVE NAMING PROGRAM**

TO BE COMPLETED BY THE NOMINEE

AFFIDAVIT OF \_\_\_\_\_  
(Nominee)

I, \_\_\_\_\_, of the Town of Tillsonburg, in the Province of Ontario,  
MAKE OATH AND SAY:

1. I have never been convicted of an offence as set out in a Federal Statute.
2. I do not have any outstanding convictions or infractions as set out in the *Provincial Offences Act* and/or any Town of Tillsonburg Municipal By-laws.
3. I make this Affidavit in support of the Application Form for the Commemorative Naming Policy, Town of Tillsonburg, and for no improper purpose.

\_\_\_\_\_  
(Nominee)

**SWORN BEFORE ME** at the  
Town of Tillsonburg, in the Province of Ontario, this     day of     , 20

\_\_\_\_\_  
A Commissioner, etc.

**MUNICIPAL COMMEMORATIVE NAMING PROGRAM**

TO BE COMPLETED BY THE NOMINATOR OR NEXT OF KIN TO THE NOMINEE  
(APPLICABLE IF THE NOMINEE IS DECEASED)

AFFIDAVIT OF \_\_\_\_\_  
(Nominator Or Next of Kin)

I, \_\_\_\_\_, of the Town of Tillsonburg, in the Province of Ontario,  
MAKE OATH AND SAY THAT TO THE BEST OF MY KNOWLEDGE,

1. Was never convicted of an offence as set out in a Federal Statute.
2. Does not have any outstanding convictions or infractions as set out in the *Provincial Offences Act* and/or any Town of Tillsonburg Municipal By-laws.
3. I make this Affidavit in support of the Application Form for the Commemorative Naming Policy, Town of Tillsonburg, and for no improper purpose.

\_\_\_\_\_  
(Nominator or Next Of Kin)

**SWORN BEFORE ME** at the  
Town of Tillsonburg, in the Province of Ontario, this     day of     , 20

\_\_\_\_\_  
A Commissioner, etc.

Renaming will honour old name (ie: honour the history of it)

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 2025-011**

**A BY-LAW to adopt a Waiving of Facility Rental Fees Policy for the Town of Tillsonburg.**

**WHEREAS** Section 270(1) of the Municipal Act, 2001 states that a municipality shall adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

**AND WHEREAS** the Council of the Corporation of the Town of Tillsonburg is desirous of adopting a waiving of facility rental fees policy.

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Town of Tillsonburg as follows:

1. That the waiving of facility rental fees policy attached hereto as “Schedule A” is hereby adopted and forms part of this by-law.
2. That this by-law shall come into force and take effect on the date it is passed.

**READ A First, Second, Third and Final time and passed this 27th of January, 2025.**

Original signed by

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MAYOR – Deb Gilvesy

Original signed by

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DEPUTY CLERK – Amelia Jaggard



## RECREATION, CULTURE & PARKS

### Policy 9-012: Waiving of Facility Rental Fees Policy

Approval Date: January 27, 2025  
Approval Authority: Council, By-Law 2025-011  
Effective Date: January 27, 2025

Next Review Date: 2030  
Department: Recreation, Culture & Parks  
Last reviewed: 2025  
Revision Date/s:  
Schedules: None.

#### 1.0 Purpose

- 1.1 To establish a governance framework for waiving of fees for facility rentals requests from local non-profit organizations.

#### 2.0 Policy Statement

- 2.1 The Waiving of Fees policy will assist in determining if facility rental fees may be waived for an organization requesting this in connection to booking space in Town recreation facilities including, Community Centre halls and meeting rooms and parks facilities (available facilities for request are listed in the request form).

#### 3.0 Definitions

**“Application Process”** – refers to the application-based process managed by the Town and reviewed by the Director of Recreation, Culture & Parks or designate to determine and recommend waiving of fees to Eligible Organizations.

**“Community Event”** – means a no cost or low cost event primarily designed and delivered for the general population or that promotes the development of a stronger community in The Town of Tillsonburg.

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**“Conflict of Interest”** – means a situation when an individual’s personal interests (what they or their close family members could gain financially or otherwise) conflicts or appears to conflict with their duty to administer the waiving of fees in a transparent manner

**“Council”** – means the Mayor and Councillors of the Town of Tillsonburg.

**“Criteria”** - used to evaluate waiving of fee applications based on how the organization's initiative will benefit the community (scale, inclusivity, direct and indirect benefits), soundness of business plan (including resources, own funds, and fundraising), the importance of the Town's contribution, and how the success of the initiative will be determined.

**“Eligible Organizations”** – means a non-profit organization with operations in the Town of Tillsonburg or in Oxford County and serves the Town of Tillsonburg.

**“Essential Services”** – means a service considered critical to preserving life, health, public safety and basic societal functioning.

**“Non-Profit”** – means associations, clubs, or societies that are organized and operate exclusively for social welfare, civic improvement, recreation, or any other purpose except to generate a profit.

**“Recipient”** – means a Non-Profit organization that will receive a fee waiver for a facility rental.

**“Rental Fees”** - Refers to the fees approved by the Town’s Rates and Fees by-law to cover the fee for use of a space and does not apply to other ‘extra fees’, tariffs, licenses, and insurance costs that may be required by the nature of the activity.

**“Town”** – means the municipal corporation of the Town of Tillsonburg.

**“Town Treasurer”** – means the Director of Finance/Treasurer of the Town.

## **4.0 Responsibilities**

### **4.1 Council**

- a) Council may provide an annual fund as part of the budget process to be used to offset the waiving of rental fees for non-profit organizations.

### **4.2 Recreation, Culture & Parks Department**

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- a) Responsible for establishing procedures for the implementation of this Policy, which are consistent with the guiding principles for ensuring compliance with this Policy.
- b) Responsible to prepare, communicate, distribute and facilitate the Application Process.
- c) Responsible to accept and review applications for waiving of facility rental fees on an ongoing basis as applications are received.
- d) Responsible to administer the policy and provide the name of the organization and the amount of fees waived to the Treasurer to ensure proper accounting of the fees waived.

#### 4.3 Applicant

- a) Responsible for the accurate completion of the application form and submitting any supplementary information, if required.
- b) Successful applicants who receive waived fees from the program must report on how the funding was spent and the impact the funding achieved.

### 5.0 Guiding Principles

- 5.1 Waiving of fees for facility rentals is available to Eligible Organizations based in The Town of Tillsonburg.
- 5.2 Non-resident, Eligible Organizations may be considered for waiving of fees, but only if it directly benefits the residents of the Town of Tillsonburg.
- 5.3 The amount of funding available to Eligible Organizations for waiving of fees is subject to Council's annual budget approval.
- 5.4 Requests that meet the established criteria are not guaranteed approval for waiving of fees. Applicants may receive full, partial or no waiving of fees.
- 5.5 All applications are reviewed for completeness and eligibility. Applications in compliance with this Policy will then be considered by on a first come, first served basis.

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- 5.6 There is no appeal process for decisions of the Director of Recreation, Culture & Parks regarding waiving of fees applications.
- 5.7 The activity for which facility rental fees are being waived must meet a priority in the Town of Tillsonburg Community Strategic Plan or the Parks and Recreation Master Plan.

## **6.0 Funding Conditions**

- 6.1 No funding will be provided to an organization without a completed application form with proof of current registration as a Non-Profit organization.
- 6.2 Approval of funding in one year does not guarantee funding in subsequent years, unless otherwise approved. Should an Eligible Organization require additional waiving of rental fees in the future, a new application would need to be submitted.
- 6.3 Organizations are only eligible for one waived rental fee per calendar year. The waived fees are intended to support one-time special events and will not support ongoing rentals for facility bookings.
- 6.4 The waived fees will be removed from the applicant's facility rental contract upon approval of an application.
- 6.5 The organization must meet all facility rental requirements including insurance and those hosting large events will still be required to provide a damage deposit which will be returned after the event upon a satisfactory facility inspection.
- 6.6 The Recipient of waived fees must acknowledge the Town of Tillsonburg as a funder in any print, electronic, visual, or audio marketing related to the initiative, subject to review and approval by the Town's Communications staff.

## **7.0 Eligible Organizations and Expenses**

- 7.1 The Town will consider waiving fees for Eligible Organizations for community events that support one or more of the following priority areas:

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- a) enhances the quality of life by providing programs, projects, and events that address social issues;
- b) creates equitable access to human, social, and economic resources and services;
- c) supports community collaborations, involving multiple non-profit organizations, in addressing broader human or social issues;
- d) supports the promotion, protection, and preservation of arts, culture and human or natural heritage;
- e) offers opportunities to develop knowledge and skills in arts and heritage;
- f) improves the environment, protect and preserve natural habitats, and improve open spaces and make nature accessible;
- g) community events that encourage social cohesion and community building; or
- h) furthers the social, economic and environmental well-being of local residents and non-profit organizations.

## 8.0 Exclusions

8.1 The following Non-Profit organizations are not eligible for funding:

- a) non-profit organizations whose primary purpose is to:
  - i provide support to professional associations or colleges; or
  - ii earn profits for itself, its shareholders, or its members;
- b) non-Profit organizations that do not have registered status;
- c) non-profit organizations that have not been operating for one full year

8.2 The following types of rentals are excluded:

- a) Rentals that are ongoing – only one-time bookings will be considered
- b) This policy exempts individuals and/or private rentals and seasonal fees.

8.3 Organizations who receive a Fee Waiver cannot sublet the facility rental to other persons or groups





Staff update to Recreation & Sports Advisory Committee

FROM: Julie Dawley, Manager of Recreation Programs and Services

DATE: February 6, 2025

SUBJECT: Pickleball and Tennis Attendance Summary

### MEMO

Staff have compiled the following attendance report for Pickleball and Tennis court usage from June 17 – November 30, 2024, as requested by council:

2024-260

Moved By: Chris Parker

Seconded by: Bob Parsons

- A. THAT report RCP 24-024 titled “Tennis Court Resurfacing Project” be received as information; and
- B. THAT Council maintains the project scope for the tennis resurfacing project and approve the designation of separate tennis and pickleball courts for the 2024 season; and
- C. THAT Council directs staff to monitor and collect data on court usage and to solicit community feedback on multi-use courts; and
- D. THAT the issue of multi-use courts be referred to the Recreation and Sports Advisory Committee.

Result: Carried

### **Attendance Information**

Initially attendance was recorded hourly by our Health Club attendants who physically tracked the number of patrons on each court along with the time of their visit. Unfortunately, this system did not account for users outside of the attendant's scheduled shifts, meaning that users who arrived before or after the attendant's shift times were not recorded.

To address this limitation, we transitioned to a QR code system. Anyone using a court scanned the code prior to use. While this method improved tracking it still had some challenges that did not allow for 100% accuracy. Not all users had a smartphone with them on site or were familiar with how to use a QR code.

Below are the totals of both tracking systems

Tennis	1,284	June 17, 2024 – November 30, 2024 (166 Days)
Pickleball	2,447	June 30, 2024 - November 30, 2024 (153 Days)

**The attendance data shows significantly more use of pickleball courts in comparison to tennis courts. Based on these numbers 90% more.**



Staff Update to Recreation & Sports Advisory Committee

FROM: Julie Dawley, Manager of Recreation Programs and Services

DATE: February 6, 2025

SUBJECT: Hockey Hall of Fame Banner for Colin Campbell

**MEMO**

Following the suggestion raised at our most recent Recreation and Sports Advisory Committee meeting regarding the induction of Colin Campbell into the Hall of Fame and the purchase of a banner, the following information was provided by Michael Beda, Coordinator of Group and Package Sales at the Hockey Hall of Fame and Museum.

The Hockey Hall of Fame and Museum has three (3) event banners from the celebrations that they are happy to offer to the Town of Tillsonburg. Following Induction Celebrations banners are sold in online auctions. The next auction is scheduled for the end of February. Mike is offering these banners to us before they go to auction.

All three of the banners are strictly one of a kind and the only ones ever produced for the specific means of their use.

Staff shared sizing information with the Manager of Parks and Facilities and Operations staff reviewed possible locations for each of the options and they feel we have space for any or all of the options. The priority would be the Rink Zone Banner (Campbell Rink Zone attachment) installed in the Colin Campbell rink. There are lots of options for the smallest banner (Campbell SOH attachment) throughout the main corridors of our hockey wing. The mesh banner could be placed in Memorial Arena either next to the Queen's portrait or since it is double sided it could possibly be hung above the ice surface.





