

# The Corporation of the Town of Tillsonburg

## Council Meeting

### AGENDA



Monday, March 10, 2025  
6:00 PM  
LPRCA  
4 Elm St  
Tillsonburg

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1. Call to Order

2. Closed Session

3. Moment of Silence

4. Adoption of Agenda

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

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

THAT the agenda for the Council meeting of March 10, 2025, be approved.

5. Disclosures of Pecuniary Interest and the General Nature Thereof

6. Adoption of Council Minutes of Previous Meeting

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

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

THAT the Council meeting minutes dated February 24, 2025, be approved.

7. Presentations

8. Public Meetings

9. Planning Reports

10. Delegations

**10.1 Tillsonburg Girl Guides Re: Request for resources**

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

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

THAT the delegation from the Tillsonburg Girl Guides be received as information.

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

**12. Information Items**

**12.1 Oxford County Report PW 2025-07, Reduced Load Limit By-Law Amendment**

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

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

THAT Council receives Oxford County Report PW 2025-07 regarding Reduced Load Limit By-Law Amendment, as information.

**13. Staff Reports**

**13.1 Chief Administrative Officer**

**13.2 Corporate Services**

**13.2.1 Subcommittee Appointment - CS-25-006**

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

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

A. THAT report CS 25-006 titled "Subcommittee Appointment" be received as information; and

B. THAT Council endorses the appointment of Michelle Wegg and Penny Esseltine to the Founder's Day Subcommittee.

**13.3 Economic Development**

**13.3.1 Update on the Provision of Community Benefit – 1701 Hwy 3 (McLaughlin) Property - EDM-25-010**

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

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

A. THAT report EDM 25-010 titled "Update on the Provision of Community Benefit – 1701 Highway 3 (McLaughlin) Property" be received as information.

**13.4 Finance**

**13.5 Fire and Emergency Services**

**13.6 Operations and Development**

**13.6.1 Pedestrian Crossover at Annadale Public School on Tillson Avenue - OPD-25-008**

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

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

- A. THAT report OPD 25-008 titled “Pedestrian Crossover at Annadale Public School on Tillson Avenue” be received as information; and
- B. THAT a by-law to amend By-Law 2022-029, being a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg be presented at a future meeting of Council.

**13.7 Recreation, Culture and Parks**

**13.7.1 Multi-Use Recreation Facility Project Requirements - RCP-25-002**

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

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

- A. THAT report RCP 25-002 titled “Multi-Use Recreation Facility Project Requirements” be received; and
- B. THAT an RFP for a Feasibility Study for a Multi-Use Recreation Facility be developed, with bid submissions brought back to Council for consideration.

**14. New Business**

**15. Consideration of Minutes**

**15.1 Advisory Committee Minutes**

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

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

THAT Council receive the following advisory committee minutes as information:

- Youth Advisory Council, February 5, 2025
- Recreation and Sports Advisory Committee, February 6, 2025
- Museum, Culture, Heritage and Special Awards Advisory Committee, February 19, 2025

**16. Motions/Notice of Motions**

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

**18. By-Laws**

**19. Confirm Proceedings By-law**

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

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

THAT By-Law 2025-027, to confirm the proceedings of the Council Meeting held on March 10, 2025, be read for a first, second and third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**20. Items of Public Interest**

**21. Adjournment**

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

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

THAT the Council meeting of March 10, 2025, be adjourned at \_\_\_\_ p.m.

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



Monday, February 24, 2025  
6:00 PM  
LPRCA  
4 Elm St  
Tillsonburg

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

Staff: Kyle Pratt, Chief Administrative Officer  
Renato Pullia, Director of Finance/Treasurer  
Cephas Panschow, Development Commissioner  
Andrea Greenway, Director of Recreation, Culture and Parks  
Chris Baird, Acting Director of Operations and Development  
Laura Pickersgill, Executive Assistant  
Amelia Jaggard, Deputy Clerk

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**1. Call to Order**

The meeting commences at 6:00 p.m. with Mayor Gilvesy presiding.

**2. Closed Session**

**3. Moment of Silence**

**4. Adoption of Agenda**

**Resolution # 2025-068****Moved By:** Councillor Luciani**Seconded By:** Councillor Rosehart

THAT the agenda for the Council meeting of February 24, 2025, be approved.

**Carried****5. Disclosures of Pecuniary Interest and the General Nature Thereof****6. Adoption of Council Minutes of Previous Meeting****Resolution # 2025-069****Moved By:** Councillor Rosehart**Seconded By:** Councillor Parker

THAT the Council meeting minutes dated February 10, 2025, be approved.

**Carried**

Councillor Parsons joined virtually at 6:02 p.m.

**7. Presentations****8. Public Meetings****8.1 Applications for Consent and Minor Variance B24-65-7; B24-66-7; and A24-03-3 2566546 Ontario Inc (Kok & Co) - 22 North Street East**

Marc Davidson, Senior Development Planner, provided an overview of the application. Staff recommend support of the application.

Opportunity was provided for questions from Council.

Nathan Kok, Owner/Applicant, was in attendance and spoke in favour of the application.

Jessica Patterson, 3 Woodcock Drive, was in attendance and spoke in opposition of the application. Ms. Patterson expressed concerns about traffic on Woodcock Drive, the potential impact on mature trees, and whether the lot size could adequately support the proposal. Ms. Patterson requested that Council not support the application.

No other members of the public appeared before Council in favour or in opposition to the application.

**Resolution # 2025-070**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Parsons

THAT Council advise the Land Division Committee that the Town supports Application File A24-17-7, submitted by 2566546 Ontario Inc, for lands described as Part of Lot 6, Concession 10 Dereham, Parts 2 and 3 Plan 41R-6048, Town of Tillsonburg, municipally known as 22 North Street East, as it relates to:

1. Relief from Section 6.2- R1 Zone Provisions, to reduce the minimum required lot area for a corner lot from 608 m<sup>2</sup> (6,544 ft<sup>2</sup>) to 550 m<sup>2</sup> (5,920 ft<sup>2</sup>);
2. Relief from Section 6.2- R1 Zone Provisions, to reduce the minimum required lot frontage from 19 m (62.3 ft) to 16.5 m (54.1 ft)

AND THAT Council advise the Land Division Committee that the Town is in favour of the proposal to sever the subject property, subject to the conditions contained in report CP 2025-65.

**Carried**

## **8.2 Applications for Zoning By-law Amendment ZN 7-24-08 and ZN 7-24-09 – Hoang Investments Inc. - 11 and 15 Hemlock Drive**

Marc Davidson, Senior Development Planner, provided an overview of the application. Staff recommend support of the application.

Opportunity was provided for questions from Council.

Dan Hoang, Owner/Applicant, attended virtually and spoke in favour of the application.

No members of the public appeared before Council in favour or in opposition to the application.

### **Resolution # 2025-071**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

THAT Council approve the Zoning By-law Amendment applications (ZN 7-24-08 & ZN 7-24-09), submitted by Hoang Investments Ltd., for lands legally described as Lots 57 and 58, Plan 41M-144 in the Town of

Tillsonburg, to remove the Holding Provisions from lands as identified on Plate 3 of Report No. CP 2025-47.

**Carried**

**9. Planning Reports**

**10. Delegations**

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

**11.1 Economic Development Advisory Committee Recommendation - Development Charges - EDM-25-009**

Cephas Panschow, Development Commissioner, provided an overview of item 11.1 and answered questions from members of Council.

**Resolution # 2025-072**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parsons

- A. THAT report EDM 25-009 titled “Economic Development Advisory Committee Recommendation – Proposed Industrial Development Charges” be received as information; and
- B. THAT Council supports the Economic Development Advisory Committee’s recommendation; and
- C. THAT Council direct the Development Commissioner to submit a delegation request to Oxford County Council to speak to the impact of development charges on industrial development particularly in light of a softening industrial market, the Town’s supply of industrial land coming to market and the impact of the U.S. tariffs which could further exacerbate the challenge of attracting industrial development to help the Town of Tillsonburg maintain a more competitive position against neighbouring municipalities that do not have development charges currently.

**Carried**

**12. Information Items**

**13. Staff Reports**

**13.1 Chief Administrative Officer**



**13.2 Corporate Services****13.3 Economic Development****13.3.1 Approval for Out-of-Country Event Attendance – Hannover Messe 2025 - EDM-25-004**

Cephas Panschow, Development Commissioner, provided an overview of item 13.3.1 and answered questions from members of Council. It was noted that a staff report would be provided to Council following the trip.

**Resolution # 2025-073**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Luciani

- A. THAT report EDM 25-004 Approval for Out-of-Country Event Attendance – Hannover Messe 2025 be received; and,
- B. THAT the Development Commissioner be authorized to travel to Hannover Messe 2025 as part of the Town's membership in the Southwestern Ontario Marketing Alliance in support of the Town's Foreign Direct Investment goals and with a shift in focus to Europe due to current economic conditions and threats; and,
- C. THAT the 2025 Economic Development & Marketing Budget be revised as follows:
  - a. Re-instatement of \$4,950 in Meeting Expenses for travel and related costs;
  - b. Re-instatement of offsetting revenue of \$3,500 (draft budget amount was \$2,500), reflecting a higher number of Per Diem amounts (7 days); and,
  - c. Reduction of \$1,450 in Membership Expenses reflecting the actual 2025 SOMA Membership fees;

For a net budget impact of \$0.

**Carried**

**13.3.2 Community Improvement Plan Application - 102 Tillson Avenue, Unit I - EDM-25-006**

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

**Resolution # 2025-074**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

- A. THAT Council receives report titled EDM 25-006 Community Improvement Plan Application – 102 Tillson Avenue, Unit I; and,
- B. THAT the 102 Tillson Avenue, Unit I, property tenant, Skill Shot Pinball, be approved for funding through the Town's Community Improvement Plan, related to interior renovations and accessibility improvement renovation costs as follows:
  - a. Commercial Building Interior Renovation Program – Matching funds up to a maximum of \$5,000;
  - b. Accessibility Renovation Grant – Matching funds up to a maximum of \$3,000.

**Carried**

**13.3.3 Community Improvement Plan Application - 356 Tillson Avenue - EDM-25-007**

Cephas Panschow, Development Commissioner, provided an overview of item 13.3.3 and answered questions from members of Council.

**Resolution # 2025-075**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parsons

- A. THAT Council receives report titled EDM 25-007 Community Improvement Plan Application – 356 Tillson Avenue; and,
- B. THAT the 356 Tillson Avenue property tenant, Paws & Claws, be approved for funding through the Town's Community Improvement Plan, related to interior

renovations and accessibility improvement renovation costs as follows:

a. Accessibility Renovation Grant – Matching funds up to a maximum of \$3,000; and,

C. THAT the 356 Tillson Avenue property be approved for the Tax Increment Grant Back Program of the Community Improvement Plan, related to enhancements of the property, at the General Level, which offers the following growth-related rebates:

a. Years 1 - 100% rebate of the Town's portion of the incremental tax increase;

b. Year 2 - 80% rebate;

c. Year 3 - 60% rebate;

d. Year 4 - 40% rebate;

e. Year 5 - 20% rebate; and,

with full property taxes being payable in year 6.

**Carried**

#### **13.3.4 Offer to Purchase - Venison Street East Parcel (Verhoeve) - EDM-25-008**

Cephas Panschow, Development Commissioner, provided an overview of item 13.3.4 and answered questions from members of Council. Staff recommend authorizing the sale.

#### **Resolution # 2025-076**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Rosehart

A. THAT report EDM 25-008 titled “Offer to Purchase – Venison Street East Parcel (Verhoeve)” be received; and,

B. THAT a by-law be brought forward authorizing the Mayor and Clerk to enter into an Agreement of Purchase and Sale with Maurice J. Verhoeve Funeral Homes Burial and Cremation Services Inc for lands located on the south side of Venison Street East described as part of Lot 994, Plan

500, and more particularly described as Part 2, Plan 41R-7347 and to execute any documents required to effect the transfer of these lands.

**Carried**

**13.4 Finance**

**13.5 Fire and Emergency Services**

**13.6 Operations and Development**

**13.6.1 T GO Inter-Community Transit Project - Status Update - OPD-25-005**

Chris Baird, Director of Operations and Development, provided an overview of item 13.6.1 and answered questions from members of Council.

**Resolution # 2025-077**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Luciani

- A. THAT report OPD 25-005 titled "T:GO Inter-Community Transit – Status Report" be received as information; and
- B. THAT Council direct staff to develop a communication strategy to advise residents of the pending cessation of the program effective April 1, 2025; and
- C. THAT Council authorize the CAO and Director of Operations and Development to renew the In-Town service agreement with Voyago effective April 1, 2025 to March 31, 2026.

**Carried**

**13.7 Recreation, Culture and Parks**

**13.7.1 Memorial Bench Program Update - RCP-25-011**

Andrea Greenway, Director of Recreation, Culture and Parks, provided an overview of item 13.7.1 and answered questions from members of Council. There was discussion regarding offering the 2022 memorial bench price, plus installation cost. Staff indicated

that if approved the deficit could be accounted for in the 2025 RCP operating budget.

**Resolution # 2025-078**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Spencer

A. THAT report RCP 25-011 titled “Memorial Bench Program Update” be received as information; and

B. THAT staff be directed to offer the 2022 memorial bench price plus installation to Mr. Paul Woods.

**Carried**

**13.7.2 CBC Notice of Intent - RCP-25-012**

**Resolution # 2025-079**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

A. THAT report RCP 25-012 titled “CBC Notice of Intent” be received as information; and

B. THAT Council approve the second extension agreement between the Town of Tillsonburg and the Canadian Broadcasting Corporation; and

C. THAT a by-law to authorize the Mayor and Clerk to execute the extension agreement with the Canadian Broadcasting Corporation be presented to Council for consideration.

**Carried**

**14. New Business**

**15. Consideration of Minutes**

**15.1 Advisory Committee Minutes**

**Resolution # 2025-080**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parsons

THAT Council receive the Economic Development Advisory Committee minutes of February 11, 2025, as information.

**Carried**

**15.2 Long Point Region Conservation Authority Board of Director Minutes**

**Resolution # 2025-081**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Spencer

THAT Council receive the Long Point Region Conservation Authority Board of Director Minutes of January 8, 2025, as information.

**Carried**

**16. Motions/Notice of Motions**

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

**18. By-Laws**

**18.1 2025-017, to authorize the Mobile Crisis Response Team (MCRT) Enhancement Grant Transfer Payment Agreement**

**18.2 2025-022, to authorize an agreement of purchase and sale with Performance Communities Realty Inc.**

**18.3 2025-023, to authorize an encroachment agreement with the Canadian Broadcasting Corporation**

**18.4 2025-024, to authorize an agreement of purchase and sale with Maurice J. Verhoeve Funeral Homes Burial and Cremation Services Inc**

**18.5 2025-025, to amend Zoning By-Law 3295 (ZN 7-24-08)**

**18.6 2025-026, to amend Zoning By-Law 3295 (ZN 7-24-09)**

**Resolution # 2025-082**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Spencer

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

2025-017, to authorize the Mobile Crisis Response Team (MCRT) Enhancement Grant Transfer Payment Agreement;

2025-022, to authorize an agreement of purchase and sale with Performance Communities Realty Inc.;

2025-023, to authorize an encroachment agreement with the Canadian Broadcasting Corporation;

2025-024, to authorize an agreement of purchase and sale with Maurice J. Verhoeve Funeral Homes Burial;

2025-025, to amend Zoning By-Law 3295 (ZN 7-24-08);

2025-026, to amend Zoning By-Law 3295 (ZN 7-24-09).

**Carried**

**19. Confirm Proceedings By-law**

**Resolution # 2025-083**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parker

THAT By-Law 2025-021, to confirm the proceedings of the Council Meeting held on February 24, 2025, be read for a first, second and third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried**

**20. Items of Public Interest**

This portion of the meeting is not recorded.

**21. Adjournment**

**Resolution # 2025-084**

**Moved By:** Councillor Parker

**Seconded By:** Deputy Mayor Beres

THAT the Council meeting of February 24, 2025, be adjourned at 7:03 p.m.

**Carried**



# Delegation Request Form

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

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

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

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

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

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

First Name \*

Erin

Last Name \*

Getty

Street Address \*

Town/City \*

Tillsonburg

Postal Code \*

Phone Number \*

E-mail \*

Subject \*

Local Girl Guides presentation with an ask for resources

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

1st Tillsonburg Guides 2nd Tillsonburg  
Pathfinders/Rangers LEAP camp attendees

All Delegations are limited to fifteen (15) minutes, including questions and answers. \*

 I acknowledge

It is encouraged to supply sufficient information regarding your delegation for inclusion on the public meeting agenda, including any requests for action on the subject matter. Details of the purpose of the delegation: \*

We are taking a group of Tillsonburg Guides/Pathfinders/Rangers (ages 10-16) to a large Provincial camp in August 2025. We have been fundraising for this camp for the last 18 months. We have been informed we are now responsible for our youths swim test and are asking for some assistance in resources for this. Due to the expense of the camp and supplies required our funds are limited.

We are also asking for "swappable" merch from the Town of Tillsonburg (pins/pens/pencils/stickers/crests etc) as a big part of these large scale camps are meeting new friends while exchanging (swapping) memorabilia from your home. Typically the campers will put their contact information on a card along with the "swap" so that they can stay in touch with those they have met at camp.

The youth will be making the presentation to council as part of their program work.

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

3/10/2025



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

 Yes No

**Will there be a Power Point presentation? \***

Yes

No

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

I accept

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

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

## REPORT TO COUNTY COUNCIL

# Reduced Load Limit By-Law Amendment

**To:** Warden and Members of County Council

**From:** Director of Public Works

## RECOMMENDATIONS

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1. That Oxford County Council enact a by-law to amend the Reduced Load Limit By-law 6608-2024 to authorize the Director of Public Works to determine the start and end dates of seasonal load restrictions;
2. And further, that the amending by-law also remove seasonal load restrictions from certain roads as outlined in Report PW 2025-07.

## REPORT HIGHLIGHTS

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- The purpose of this report is to provide delegated authority to the Director of Public Works to amend the start and end dates of seasonal load restrictions for County roads identified in the reduced load limit by-law, utilizing the Ministry of Transportation (MTO) Reduced Load Period (RLP) predictive tool that incorporates weather data to determine when freeze/thaw cycles begin and end.
- The traditional RLP has started on March 1 and ended on April 31 each year to align with the Spring thaw periods. However, in recent years, freeze/thaw cycle periods are starting and ending earlier with the onset of warmer temperatures prior to March 1.
- By-law amendments include removal of seasonal load restrictions on Oxford Road 16 (Road 84) between Oxford Road 119 (19<sup>th</sup> Line) and Oxford Road 6 (37<sup>th</sup> Line) which has been fully reconstructed, and on Oxford Road 22 (Muir Line) between Oxford Road 55 (Highway 53) and Oxford Road 21 (New Durham Road) as an administrative amendment.

## IMPLEMENTATION POINTS

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Following Council approval of the recommendations contained in this report, a by-law amendment will be presented at the February 26, 2025 County Council meeting for enactment, and the Delegation of Powers and Duties Policy 6.14 will be updated following the passing of the amending by-law.

Changes to the RLP start and end dates will be determined using the MTO predictive tool and coordinated with Area Municipalities to ensure a consistent approach County-wide.

The removal of applicable signage identifying seasonal load restrictions will be completed to correspond with the by-law amendment.

### **Financial Impact**

Signage modifications and website updates will be completed within the 2025 Transportation operations budget.

### **Communications**

An updated map of reduced load limits on the County road network will be posted on the County's website at <https://www.oxfordcounty.ca/en/services-for-you/moving-permit.aspx>.

A copy of Report PW 2025-07 will be forwarded to Area Municipalities and Oxford Detachment of the Ontario Provincial Police.




### **2023-2026 STRATEGIC PLAN**

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Oxford County Council approved the [2023-2026 Strategic Plan](#) on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council's vision of "Working together for a healthy, vibrant, and sustainable future." These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report support the following strategic goals.

## Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
<b>Promoting community vitality</b>	<b>Enhancing environmental sustainability</b>	<b>Fostering progressive government</b>
Goal 1.4 – Connected people and places	Goal 2.1 – Climate change mitigation and adaptation	Goal 3.1 – Continuous improvement and results-driven solutions Goal 3.2 – Collaborate with our partners and communities

See: [Oxford County 2023-2026 Strategic Plan](#)

## DISCUSSION

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### Background

Oxford County By-law 6608-2024, as amended, identifies reduced load limit periods on specific County road segments in accordance with the Highway Traffic Act (HTA).

Reduced load periods occur seasonally from March 1 to April 30 during spring thaw periods when damage is most likely to occur on road segments with substandard pavement/base structure and inadequate drainage. Seasonal load restriction requirements are re-evaluated following the rehabilitation of County roads.

In recent years, spring thaw periods have started and ended early with the arrival of warmer temperatures prior to March 1. In response, some Area Municipalities have revised the RLP in their respective by-laws which doesn't align with the County's RLP and creates confusion for road users.

The Ministry of Transportation Ontario (MTO) recently developed a Reduced Load Period (RLP) Onset and Removal Model supported by data from its province wide Road Weather Information System (RWIS). This system allows municipalities to access frost depth, moisture, and temperature data. The model allows municipalities to optimize the timing of RLP's, including amending the start and end dates when conditions permit, which helps support agriculture, agri-business, construction and the trucking industry, while protecting valuable road infrastructure.

## Comments

Proposed amendments to the County's reduced load limit by-law as shown on Attachment 1 include the removal of seasonal load restrictions from the following road segments:

- Oxford Road 16/Road 84 (from Oxford Road 6 to Oxford Road 119)
- Oxford Road 22/Muir Line (from Oxford Road 55 to Oxford Road 21)

Staff are proposing to remove the seasonal load restriction from Oxford Road 16 (Road 84) between Oxford Road 119 and Oxford Road 6, as recent road rehabilitation has been completed with improved drainage making it less susceptible to damage during spring thaw.

Staff are also proposing to remove the seasonal load restriction from Oxford Road 22 (Muir Line) between Oxford Road 55 and Oxford Road 21 which is a boundary road maintained by Brant County on Oxford's behalf. Although currently identified in the Oxford County by-law as a seasonally reduced road section, required regulatory signs are not posted and there has been no enforcement. This road section is not identified in Brant's seasonal load restriction by-law and road damage from heavy truck use during spring thaws has not been an issue on this section of Muir Line.

To implement the MTO's RLP Onset and Removal Model, staff are recommending the by-law be amended to provide delegated authority to the Director of Public Works to amend the duration of RLP's when conditions allow. The County's Delegation of Powers and Duties Policy 6.14 will also be updated to include that the Director of Public Works has authority to amend the RLP duration when the MTO's predictive model confirms that weather conditions permit.

When considering amendments to the RLP, consultation between the Director of Public Works will take place with Area Municipality representatives to synchronize a County wide RLP on affected County and area municipal roads where possible.

## CONCLUSIONS

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Continuous improvements to the County road network through ongoing rehabilitation and/or replacement serves to enhance goods movement through and within the County in a manner which further supports economic prosperity.

Providing the Public Works Director with delegated authority to amend the RLP duration for seasonally restricted roads will provide improved access to County roads in the Spring when conditions permit.



## **SIGNATURES**

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### **Report author:**

Original signed by

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Shawn G. Vanacker, C.Tech., CRS-S, CMM III  
Supervisor of Transportation

### **Departmental approval:**

Original signed by

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Melissa Abercrombie, P. Eng., PMP  
Director of Public Works

### **Approved for submission:**

Original signed by

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Benjamin R. Addley  
Chief Administrative Officer

## **ATTACHMENT**

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Attachment 1: Oxford County Reduced Load Limit Amendment Map

Report PW 2025-07  
Attachment 1

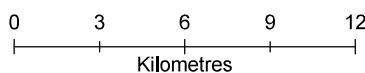
# OXFORD COUNTY REDUCED LOAD LIMIT AMENDMENT



**Oxford Road 16**  
From Oxford Road 119  
to Oxford Road 6

**Oxford Road 22**  
From Oxford Road 55  
to Oxford Road 21

- Reduced Load Applies
- Road Not Designated
- Removal of Reduced Load Limit
- Provincial Highway / Freeway
- County Road
- Municipal Road
- Railroad
- Village / Town
- Municipal Limit



Produced By The Department of Corporate Services  
Information Services ©2025

Map updated January, 2025. Load restrictions are outlined in By-law 8605-2024, Reduced Load Roads.

## COUNTY OF OXFORD

## BY-LAW NO. 6712-2025

**BEING** a By-law to set reduced load limits on certain County roads, and repeal By-law No. 6191-2020, as amended.

**WHEREAS**, the Table to Section 11 and Section 52 (3) of the *Municipal Act, 2001, S.O. 2001, Chapter 25*, prescribes that specified highways are within the jurisdiction of the County of Oxford for all matters relating to those highways, including parking and traffic;

**AND WHEREAS**, Subsection (7) of Section 122 of the *Highway Traffic Act R.S.O. 1990, Chapter H.8* as amended, provides that the municipality having jurisdiction over a highway may by by-law designate the date on which a reduced load period shall start or end and the highway or portion thereof under its jurisdiction to which the designation applies;

**AND WHEREAS**, Council has adopted Public Works Report PW 2025-07, dated February 12, 2025;

**NOW THEREFORE**, the Council of the County of Oxford enacts as follows:

1. That the Director of Public Works has authority to designate the dates on which a reduced load period shall start and end annually, based on the Ministry of Transportation Ontario's Reduced Load Period (RLP) predictive tool that incorporates weather data to determine when freeze/thaw cycles begin and end.
2. That during the reduced load period the provisions of Subsections (1), (2), (3) and (4) of Section 122 of the *Highway Traffic Act R.S.O. 1990, Chapter H.8* as amended, apply to the roads or portions thereof set out in Schedule "A" to this By-law, as amended.
3. That this By-law shall be enforceable when reduced load limit signs have been erected and are on display.
4. That By-law No. 6191-2020, as amended, is hereby repealed.

**READ** a first and second time this 26<sup>th</sup> day of February, 2025.

**READ** a third time and finally passed this 26<sup>th</sup> day of February, 2025.

*Original signed by*

\_\_\_\_\_  
MARCUS RYAN, WARDEN

*Original Signed By*

\_\_\_\_\_  
LINDSEY A. MANSBRIDGE, CLERK

**COUNTY OF OXFORD  
BY-LAW NO. 6712-2025  
SCHEDULE "A"**

<b>OXFORD ROAD #</b>	<b>FROM</b>	<b>TO</b>
5	Oxford Road 8	Oxford Road 24
14	Oxford Road 21	Oxford Road 15
18	Kings Highway 19, Mount Elgin	Oxford Road 13
18	Oxford Road 59	County of Brant Boundary
19	Kings Highway 19, Ostrander	James St., Otterville
19	Oxford Road 59	County of Norfolk Boundary
21	Oxford Road 59	Oxford Road 22
22	Oxford Road 55	Oxford Road 2
22	Oxford Road 2	Oxford-Waterloo Road
23	Oxford Road 22	Regional Road 3, Regional Municipality of Waterloo
25	County of Middlesex Boundary	Oxford Road 119
27	Oxford Road 10	Pigram Line
28	Oxford Road 59	Oxford Road 5
32	Oxford Road 37	LaSalette Road
33	Oxford Road 6	Oxford Road 59
37	Harvest Line (Tillsonburg)	Oxford Road 32
40	Oxford Road 59	Oxford Road 14
47	Oxford Road 2	Oxford Road 36
60	Oxford Road 4	Oxford Road 8



**DESIGNATION OF REDUCED LOAD PERIOD**

Under the authority of Section 122 Subsection (7) of the Highway Traffic Act, and in accordance with County of Oxford By-law 6712-2025, the Director of Public Works hereby designates that the reduced load period on affected Oxford County roads identified in the by-law shall start on Saturday, March 1, 2025 and end on Wednesday, April 30, 2025, unless ended earlier by designation.

**Recommended By:**

*Original signed by*

\_\_\_\_\_  
Frank Gross, C.Tech.  
Manager of Transportation and Waste Management

March 3, 2025

\_\_\_\_\_  
Date

**Authorized By:**

*Original signed by*

\_\_\_\_\_  
Melissa Abercrombie, P. Eng., PMP  
Director of Public Works

March 3, 2025

\_\_\_\_\_  
Date



**Subject: Subcommittee Appointment**

**Report Number:** CS 25-006

Department: Corporate Services Department

Submitted by: Duncan Bryce, Records and Legislative Coordinator

Meeting Type: Council Meeting

Meeting Date: Monday, March 10, 2025

**RECOMMENDATION**

- A. THAT report CS 25-006 titled “**Subcommittee Appointment**” be received as information; and
- B. THAT Council endorses the appointment of Michelle Wegg and Penny Esseltine to the Founder’s Day Subcommittee.

**BACKGROUND**

At the Museum, Culture, Heritage and Special Awards Advisory Committee Meeting of January 15, 2025, the Committee passed the following resolution:

**Resolution #3**

**Moved By:** Joan Weston

**Seconded By:** Kelly Spencer, Councillor

- A. THAT the Museum, Culture, Heritage and Special Awards Advisory Committee establish a Founder's Day Subcommittee with a mandate to advise and make recommendations to the MCHSA Advisory Committee with respect to the Founder's Day event to be held on the 18th of October, 2025; and
- B. THAT the Founder's Day Subcommittee be comprised of committee members, Joan Weston, Doug Cooper, and Carrie Lewis; and
- C. THAT the Founder's Day Subcommittee be dissolved on October 18, 2025, following completion of the subcommittee's mandate; and
- D. THAT the Committee recommends to Council that Staff begin the recruitment process for additional members for Founder's Day Subcommittee; and
- E. THAT the Committee recommends to Council that staff send out Joan's letter of awareness to the public.

**Carried**

CS 25-006

At the Council meeting of February 10, 2025, Council passed the following resolution:

**Resolution # 2025-057**

**Moved By:** Councillor Spencer **Seconded By:** Councillor Parsons

THAT report CS 2025-004 titled “Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation” be received as information; and

THAT Council approves the recommendation of the Museum, Culture, Heritage and Special Awards Advisory Committee as follows:

THAT Staff be directed to advertise for applications to the Founder’s Day Subcommittee and that a report to endorse members be brought forward to Council.

**Carried**

At the Museum, Culture, Heritage and Special Awards Advisory Committee Meeting of February 19, 2025, the Committee passed the following resolution to appoint an additional main committee member to the Subcommittee:

**Resolution # 3**

**Moved By:** Doug Cooper

**By:** Carrie Lewis, Chair

THAT the Museum, Culture, Heritage and Special awards Advisory Committee appoint Committee member Rosemary Dean to the Founder's Day Subcommittee.

**Carried**

**The Founder’s Day Subcommittee currently consists of four main committee members.**

**DISCUSSION**

Applications for external applicants were open on the Town of Tillsonburg’s website from February 11, 2025, to February 25, 2025. The Founder’s Day Subcommittee was advertised on the Town of Tillsonburg’s website and in the newspaper. During the application period, the Town received two external applications for the Subcommittee: Michelle Wegg and Penny Esseltine.

The Founder's Day Subcommittee will be dissolved on October 18, 2025, following completion of the subcommittee's mandate.

CS 25-006

**CONSULTATION**

Andrea Greenway, Director of Recreation, Culture and Parks

**FINANCIAL IMPACT/FUNDING SOURCE**

No financial impact. All members of Committees and Subcommittees serve as volunteers.

**CORPORATE GOALS**

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

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

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

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

**Strategic Direction** – Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives.

**Priority Project** – N/A

**ATTACHMENTS**

N/A





**Subject: Update on the Provision of Community Benefit – 1701 Highway 3 (McLaughlin) Property**

**Report Number:** EDM 25-010

Department: Economic Development Department

Submitted by: Cephas Panschow, Development Commissioner

Meeting Type: Council Meeting

Meeting Date: Monday, March 10, 2025

**RECOMMENDATION**

- A. THAT report EDM 25-010 titled “Update on the Provision of Community Benefit – 1701 Highway 3 (McLaughlin) Property” be received as information.

**BACKGROUND**

Tillsonburg Town Council passed the following resolution at the September 25, 2023, meeting:

- A. *THAT report titled EDM 23-17 Request for Delay in Provision of Community Benefit – 1701 Hwy 3 (McLaughlin) Property be received; and,*
- B. *THAT Edwin and Maureen McLaughlin be provided an extension in the period to start and complete construction of the required Event Centre building on the 1701 Highway 3 Property until such time as municipal services are in place to facilitate the development and compatibility issues with the adjacent future industrial areas are addressed; and,*
- C. *THAT the extension in the period to start construction of the required Event Centre Building be until December 31, 2024 with completion no later than December 31, 2025 with an update or additional request to Council from Edwin and Maureen McLaughlin being provided no later than June 30, 2024 (6 months in advance of the deadline to start construction).*

Municipal services are still not in place for the property, but consideration for services is being included in the design of Phase 2 of the Van Norman Innovation Park.

In March 2024, the property owner applied for a special zoning provision to permit the development of an accessory structure totaling 3,520 square feet (327 square metres) on the subject lands and with private services (water and septic). The proposed

## EDM 25-010 Update on the Provision of Community Benefit – 1701 Hwy 3

structure would function as a garage for the existing main residential dwelling located on the portion of the subject lands zoned 'Passive Use Open Space (OS1)'.

Tillsonburg Town Council subsequently approved the following application for zone change at their May 13, 2024 meeting.

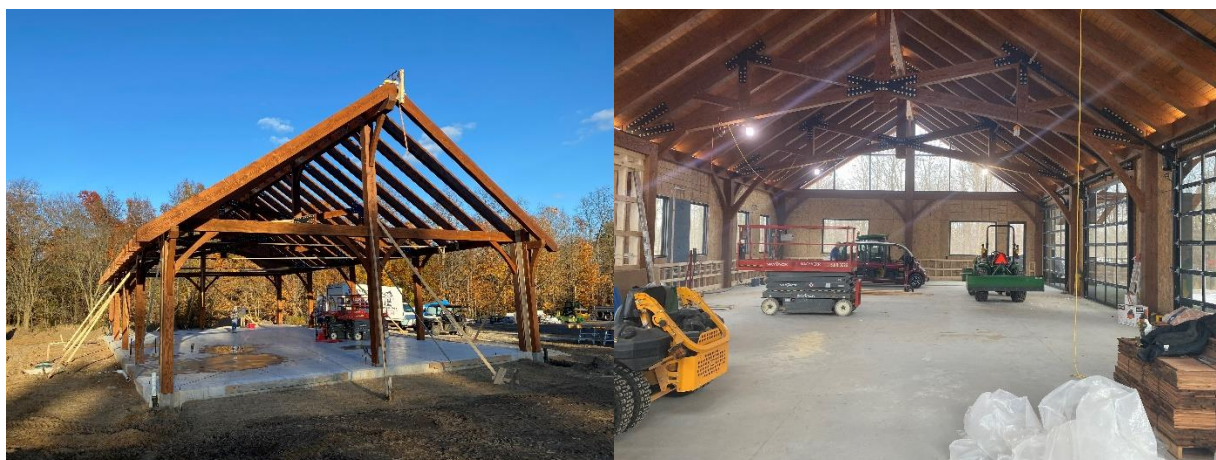
*THAT Tillsonburg Town Council approves the zone change application (ZN 7-24-03), submitted by Ed and Maureen McLaughlin, whereby the lands legally described as Part Lots 3 and 4, Concession 5 NTR in the Geographic Township of Middleton are to be rezoned from 'General Industrial (MG)' to 'Special General Industrial Zone (MG-sp)' as described in Report CP 2024-145.*

The purpose of this staff report is to provide Council with an update as to the status of the Community Benefit agreed to by McLaughlin.

## DISCUSSION

Council approved an extension in the requirement to provide an Event Centre type building on the 1701 Highway 3 property due to the property owner being unable to secure municipal services, approval from the Ontario Ministry of Transportation and various planning approvals. Despite this, the property owners have been able to secure approval for an accessory structure on the property that could potentially be converted to an Event Centre in the future once municipal services are able to be provided and access issues pertaining to Highway 3 are able to be resolved.

Construction of the garage structure commenced in Fall 2024 with significant progress being achieved to date (see below photos taken in Fall/Winter).



## EDM 25-010 Update on the Provision of Community Benefit – 1701 Hwy 3

Based on the current status, the Development Commissioner believes that the property owners have achieved as much as possible based on the current property limitations. Further updates will be provided as the development of Phase 2 of the Van Norman Innovation Park, including servicing, proceeds.

**CONSULTATION**

The Development Commissioner has consulted with the property owners and provided a copy of the report to the Town's solicitor, Duncan, Linton LLP for their information.

**FINANCIAL IMPACT/FUNDING SOURCE**

There is no financial impact to the Town other than increased tax assessment and revenue.

**CORPORATE GOALS**

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

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

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

**Goal** – Through community and regional partnerships, Tillsonburg will attract and retain a diverse range of businesses, creating employment opportunities for residents and a balanced tax base

**Strategic Direction** – Explore the feasibility of an enhanced tourism product offering in Tillsonburg

**Priority Project** – Short Term - Build out of new industrial land purchase

**ATTACHMENTS**

None



**Subject: Pedestrian Crossover at Annadale Public School on Tillson Avenue**

**Report Number:** OPD 25-008

Department: Operations and Development Department

Submitted by: Leo Ferreira, Manager of Engineering

Meeting Type: Council Meeting

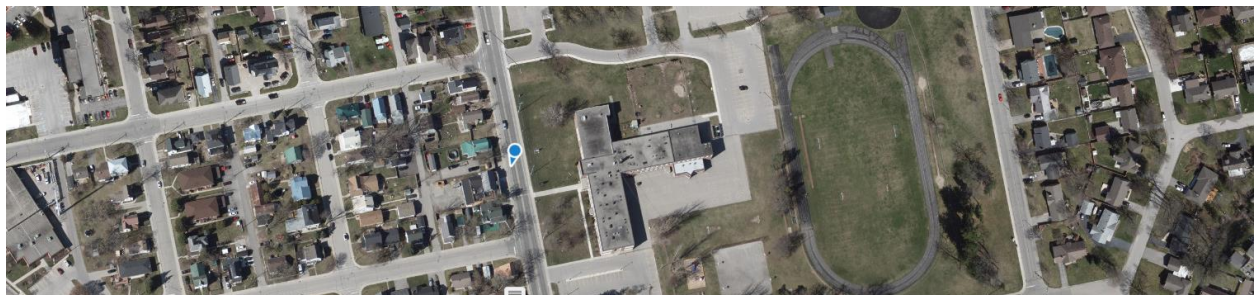
Meeting Date: Monday, March 10, 2025

**RECOMMENDATION**

- A. THAT report OPD 25-008 titled “Pedestrian Crossover at Annadale Public School on Tillson Avenue” be received as information; and
- B. THAT a by-law to amend By-Law 2022-029, being a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg be presented at a future meeting of Council.

**BACKGROUND**

Through their recent Transportation Planning, Oxford County Staff have determined that an upgrade to the existing pedestrian crossing at the Annadale Public School on Tillson Avenue (County Road 53) is required for public safety. Aerial and street view (looking south) of subject location below:



## OPD 25-008 Pedestrian Crossover at Annadale Public School on Tillson Avenue

**DISCUSSION**

Tillson Avenue (County Road 53) is an arterial road running north-south from North Street (County Road 20) to Oxford Street on the eastern half of Town. At this location, the posted speed limit is 40 kilometers per hour.

Currently, on-street parking is permitted on the west side of Tillson Avenue from the subject crossing location, north to Bridge Street East.

Upgrading the crossing to comply with the Ontario Traffic Manual including setbacks requires that no on-street parking be permitted in front of municipal address 67 Tillson Avenue, a commercial building housing two units, one currently operating as Tillson Pizza and one currently vacant unit, formerly operating as Kumon (children learning centre).

At least one of these businesses has expressed a concern with losing the fronting on-street parking whereas school officials have affirmed that the crossing location, leading to the building's main entrance, should remain.

Staff have reviewed the attached Oxford County's Draft Tender Drawings and agree that no suitable alternative location exists and recommend that the project proceed as intended; the pending draft by-law amendment being necessary to further restrict on-street parking.

Our evaluation included a review of the Ontario Traffic Manual which requires that a Level 2 Type B Pedestrian Crossover (the proposed crossover) include a stopping prohibition for a minimum of 15m on each approach to the crossing with a *preferred* stopping prohibition of 30m.

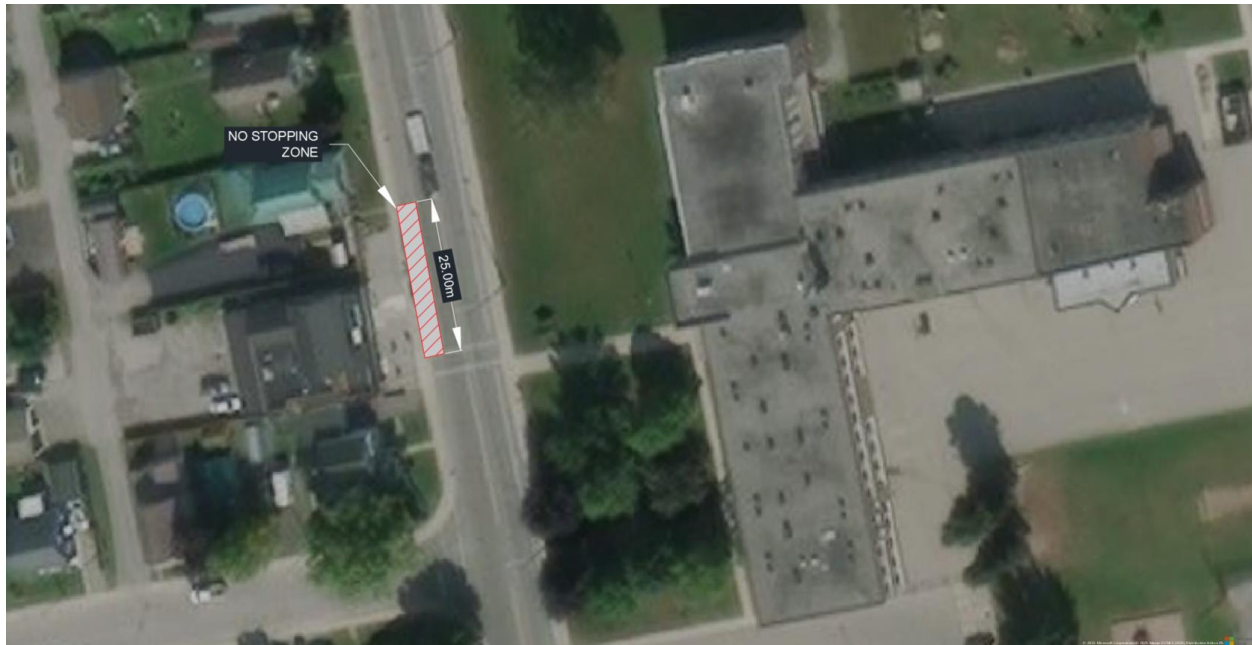
In this case, an access driveway and walkway to 71 Tillson Avenue restricts the placement of a "no stopping" sign to a minimum of either about 23m or 25m north of the crossing – Oxford County has proposed a 25m "no stopping" zone, see below aerial.

Considering that 2m is too short to provide an additional "parking spot", Staff agree that greater pedestrian safety is ensured by the increased visibility provided by this greater distance from stationary vehicles.



## OPD 25-008 Pedestrian Crossover at Annadale Public School on Tillson Avenue

The below annotated aerial depicts the proposed restriction, being a zone 25m north of the existing and remaining crossing location:



### CONSULTATION

Former and Current Acting Director of Operations and Development, Manager of Engineering, Manager of Public Works, Chief Building Official, Oxford Manager of Transportation & Waste Management Services, Oxford Supervisor of Transportation, Oxford Supervisor of Engineering Services

### FINANCIAL IMPACT/FUNDING SOURCE

This is an Oxford County funded project on Oxford County Road 53 and as such, there are no financial commitments required of the Town.

### CORPORATE GOALS

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

OPD 25-008 Pedestrian Crossover at Annadale Public School on Tillson Avenue

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

**Goal** – Tillsonburg residents and businesses will be connected to each other, regional networks, and the world through effective traditional and digital infrastructure.

**Strategic Direction** – Develop a multi-modal transportation network with improved connectivity to the 401 and VIA Rail.

**Priority Project** – Transportation Master Plan

#### **ATTACHMENTS**

Appendix A – Draft “PEDESTRIAN CROSSING INSTALLATION” Tender Drawings



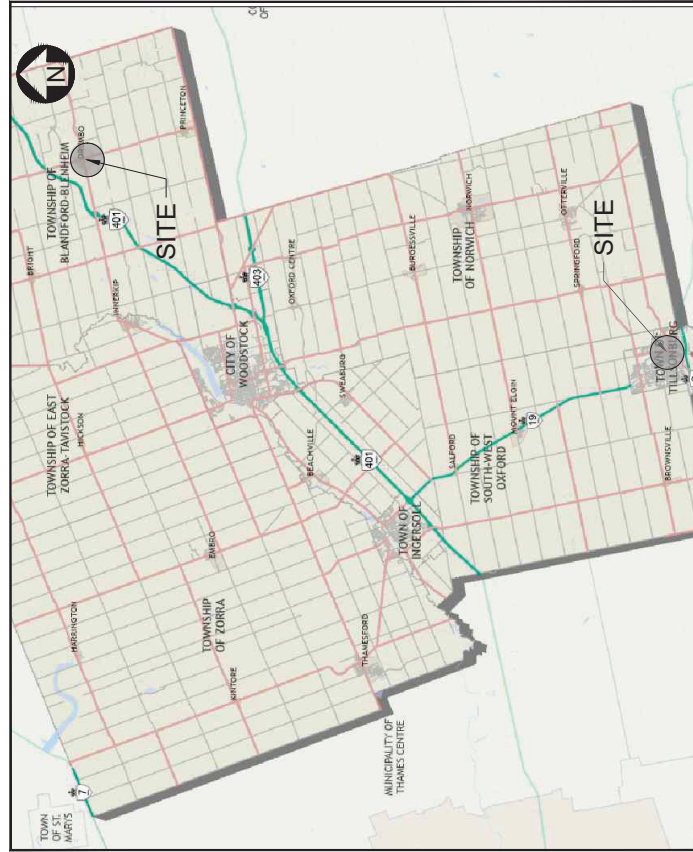
# PEDESTRIAN CROSSING INSTALLATION

## OXFORD RD 3 (WILMOT ST S), DRUMBO ONTARIO

## OXFORD RD 53 (TILLSON AVE), TILLSONBURG, ONTARIO

CONTRACT NO. 930076-2025  
ISSUED FOR TENDER

DRAWING NUMBER	DRAWING INFORMATION
00	COVER SHEET
CIVIL DRAWINGS	
C01	OXFORD RD 3 - REMOVALS AND PLAN VIEW
C02	OXFORD RD 53 - REMOVALS AND PLAN VIEW DETAILS

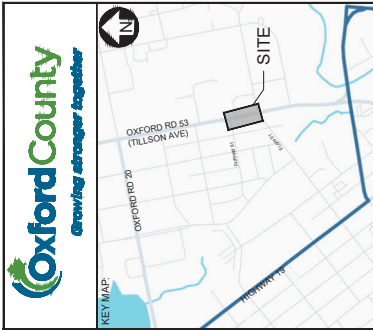


KEY PLAN  
SCALE: N.T.S.









**REMOVALS LEGEND:**

- ASPHALT MILLING
- REMOVALS
- CLEARING AND GRUBBING
- DEMOLITION
- GRAVEL
- ASPHALT
- CONCRETE
- PAVEMENT
- LANDSCAPING
- UTILITIES
- STRUCTURES
- VEGETATION
- WATER
- SEWER
- ELECTRICITY
- TELEPHONE
- CABLE
- TELEVISION
- INTERNET
- OTHER

AREA MUNICIPALITY:  
**TOWN OF TILLSONBURG & TOWNSHIP OF BLANDFORD-BLENHEIM**

CONSULTANT:  
**SEA (S)**

NO.	DESCRIPTION	DATE	BY
01	ISSUED FOR TENDER	27/01/2025	S.A.M.
DESIGN BY: S.A.M.		DRAWN BY: S.A.M.	APPROVED BY: X.X.X.

**OXFORD COUNTY RD. 3 AND OXFORD COUNTY RD 53 PEDESTRIAN CROSSINGS**

**DETAILS**

STATION: TO STATION: 1+50

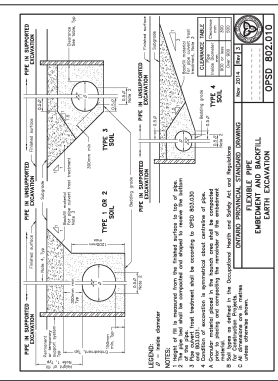
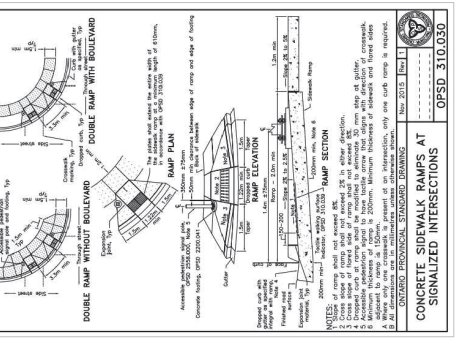
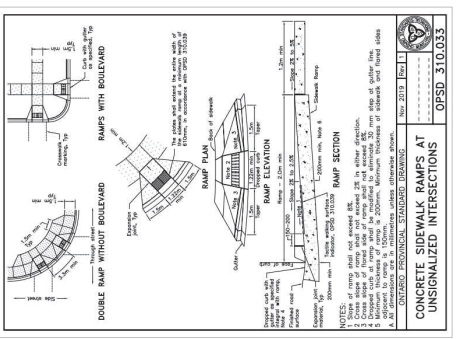
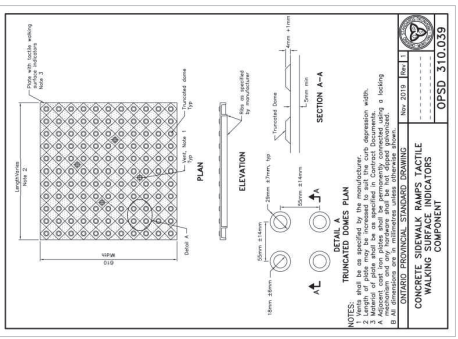
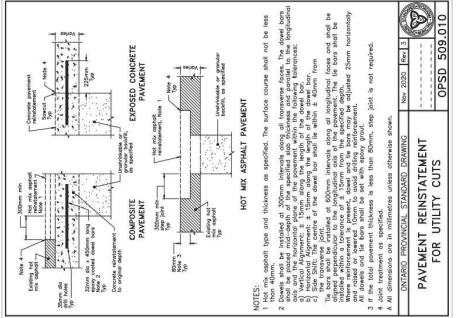
HORIZ. SCALE: 1:250 VERT. SCALE: 1:50

CONTRACT NO.: 390075-2025

COUNTY DRAWING INDEX NO.: R-2538-03-2025

DWG NO.: 041

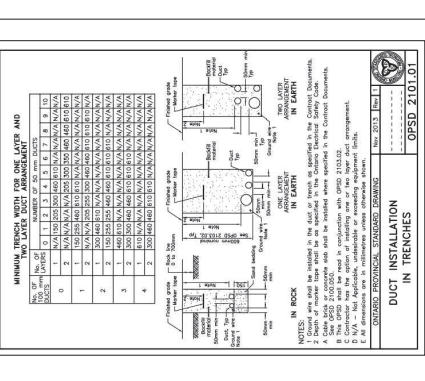
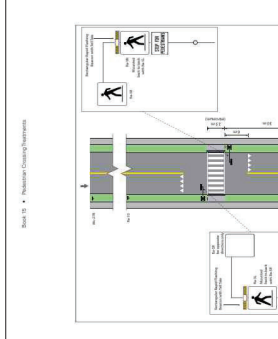
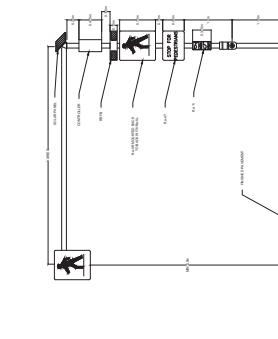
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**SCHEDULE 1**

**MAST ARM LENGTHS**

POLE LOCATION	ARM LENGTH (M)
DRUMBO - OXFORD RD 3 SOUTH	4.6
DRUMBO - OXFORD RD 3 NORTH	4.6
TILLSONBURG - OXFORD RD 53 SOUTH	6.7
TILLSONBURG - OXFORD RD 53 NORTH	6.7





**Subject: Multi-Use Recreation Facility Project Requirements**

**Report Number:** RCP 25-002

Department: Recreation, Culture and Parks Department

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

Meeting Type: Council Meeting

Meeting Date: Monday, March 10, 2025

**RECOMMENDATION**

- A. THAT report RCP 25-002 titled “Multi-Use Recreation Facility Project Requirements” be received; and
- B. THAT an RFP for a Feasibility Study for a Multi-Use Recreation Facility be developed, with bid submissions brought back to Council for consideration.

**BACKGROUND**

At the December 9, 2025 meeting, Council received a presentation from the Past President of the Kinsmen Club and the President of Tillsonburg Basketball who proposed a new Multi-Use Recreation Facility be built in Tillsonburg through community and town support as well as the Community Sport and Recreation Infrastructure Fund Stream 2: New Builds/Signature New Builds. This presentation was first received by the Sports & Recreation Advisory Committee in November.

Following the presentation, the Council passed this resolution on December 9, 2024:

***Resolution # 2024-582***

***Moved By: Councillor Spencer***

***Seconded By: Deputy Mayor Beres***

***A. THAT report titled “New Multi-Use Recreational Facility Proposal” be received as information; and***

***B. THAT staff provide a report to Council on the Multi-Use Rec Facility Project including the grant application process, affordability, location ideas and other potential funding sources.***

***Carried***

**DISCUSSION**

Per Council direction, Staff reviewed the application criteria (included as attachment) and consulted with the Ministry of Sport Regional Advisor to gain better insight into grant requirements and timelines.

RCP 2025-002

## Grant Application Process

Below is a brief overview of the guidelines for the Community Sport and Recreation Infrastructure Fund – Stream 2: New Builds/Signature New Builds:

- The application intake period is from August 19, 2024 – March 31, 2027
- The purpose of Stream 2 is to invest in new, transformative community sport and recreation infrastructure, including assets that do not currently exist in a community or the replacement of existing assets that have reached the end of their lifespan
- Eligible applicants include:
  - Municipalities
  - Local services boards
  - Not-for-profit organizations
  - Indigenous communities and organizations
  - For-profit organizations
- Eligible applicants can apply for up to \$10 million for project funding. Municipalities, local boards and not-for-profit organizations can request up to 50% of eligible project costs. The recipient must cover the remaining 50% of costs.
- Approved projects must be completed, with all eligible expenses incurred, no later than March 31, 2027.
- Eligibility requirements are as follows:
  - The applicant must operate or manage a sport or recreation facility/space or other community facility/space that offers sport or recreation programming.
  - The applicant owns or has a long-term lease agreement for the community facility/ space or land and has the necessary authority or permission to undertake the project.

During the meeting staff had with the Ministry of Sport, the Regional Advisor emphasized these items for consideration ahead of applying for the grant for a Multi-Use Recreation Facility (MURF):

- The Ministry is seeking 'shovel-ready' projects to support
- The landowner must be the applicant for the grant, *unless* a lease agreement is executed and provided to the Ministry, between the landowner (Town) and the agency submitting the application (i.e. Kinsmen Club)
- Approximately 50% of the assessment of the application is based on the feasibility study submitted with the application. In absence of a feasibility study,

RCP 2025-002

the applicant (Town) must provide a case of community need and community support, through a survey, letters of support and similar documentation

- The application must be accompanied by a specific Council motion which will include exact amount of monies directed to the proposed project with a clear contribution plan
- To apply for special consideration – in order to receive 70% funding and contributing 30% rather than the 50/50 funding - a case must be presented with details on why special consideration is being requested. This application will go through a separate assessment process
- A detailed business case must be presented, with letters of confirmation of funds if they are to come from outside of the Town of Tillsonburg, in form of partnership agreement(s)
- The business case must show options for funding for 50/50 contribution as well as 70/30 share
- Drawings, permits and similar supporting documents are part of the application
- Per application criteria, ALL construction MUST be completed by the end of March, 2027

In reviewing the above grant application requirements, staff note the following:

- The Town of Tillsonburg would be required to be the grant applicant if the MURF is built on Town land.
- The project is not currently shovel ready. In order to qualify there must be information included in the application such as but not limited to; approved location, site plan, building design, scope of project (facility components), and costing of the project including funding sources/agreements
- There is no confirmation at the time of writing this report of outside funds for the project. The Kinsmen Club has not committed to the project as they would require more details. Early indications are that they are considering a \$3 Million commitment split between sponsorship, fundraising and in-kind work and that they would look to the Town/grant funding to cover the balance for this project.

### **Parks and Recreation Masterplan Recommendation**

During the public consultation phase of the Parks and Recreation Masterplan, the consultants heard that there is a need for additional sports facilities in the Town of Tillsonburg. They had the following recommendations related to this item:

**F 3.** Conduct a detailed feasibility study to determine the need for new/updated Community Centre facility components including existing (health/fitness club, senior centre, rental space), and new (multi-purpose program space, gymnasium) facilities



RCP 2025-002

**F 7.** Plan to add a gym and more multi-purpose space(s) to future facility supply, to be assessed as part of the feasibility study.

These recommendations support exploring a multi-use recreation facility and the feasibility of adding additional amenities to the recreation facility supply.

## Location

At the time of presentation to Council, there were several sites put forward as potential location of the proposed facility. There are no permits, surveys, zoning or confirmed availability on any of the proposed sites. The following site options were proposed during the delegation:

### 1. Memorial Park

There are three potential areas that could be options for a MURF within the memorial park grounds. The area is ideal due to the proximity of the existing Community Centre to keep services centralized. All options would require the relocation of existing ball diamonds



### 2. Victoria Woods

This parcel of land is in a subdivision and less accessible, however it is a large area and zoned as open space so would be the least disruptive option because there are no existing services to be relocated.

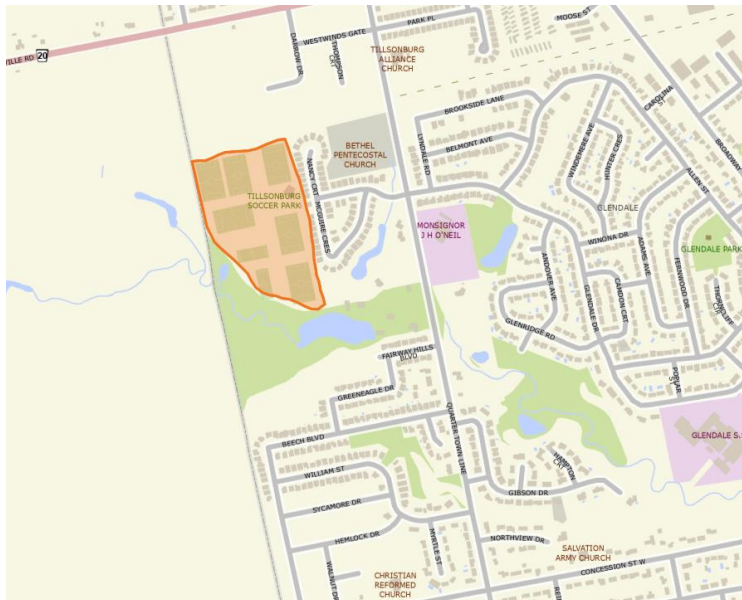


### 3. Project Big Swing lands

While these lands are ideal in terms of a future recreation hub, the lands are not currently serviced, which means a servicing feasibility analysis is required. Depending on the feasibility of servicing, it may not be possible to complete the MURF project by March, 2027 is relatively low.

### 4. Soccer Park

These lands were suggested, however given that soccer would be displaced and the soccer club has an agreement with the Town for land use, this location is not recommended.

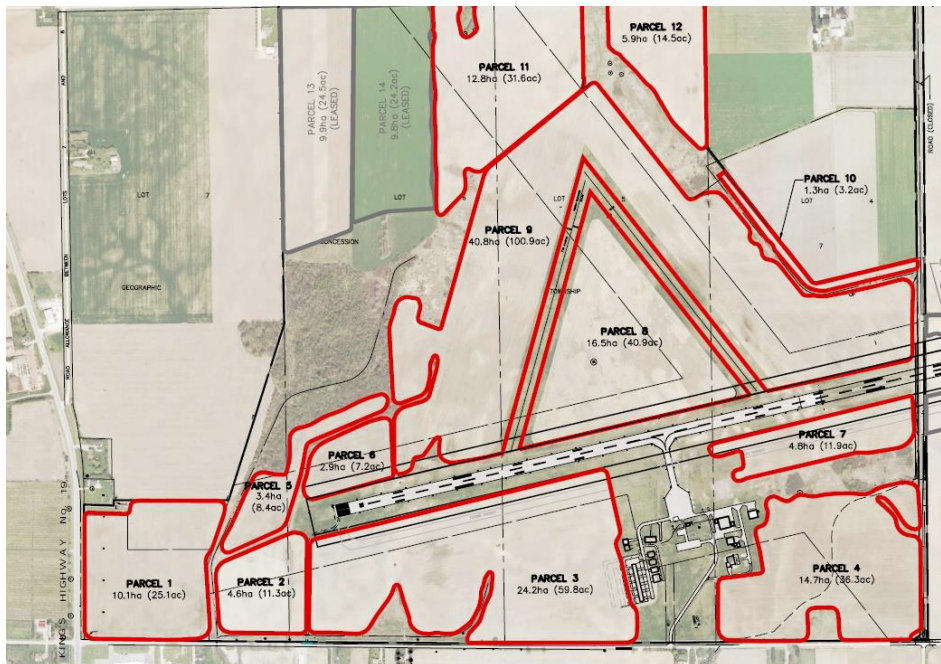




RCP 2025-002

## 5. Tillsonburg Airport

While it wasn't identified as a potential option in the presentation, the Tillsonburg Airport is owned by the Town and could be considered as a site for a Multi-Use Recreation Facility. Parcel 1 would be the ideal location if airport lands are used but parcels 2 and 3 could also be options. This option is the least favourable due to its existing use.



### Affordability and potential funding sources

During the delegation, a figure of \$14 million was noted as the cost for a Multi-Use Recreation Facility that includes two multi-sport courts, batting cages, a walking track, indoor soccer pitches, storage space, change rooms, a community room and common areas. The goal of the presenters was to accommodate the following sports in the space: basketball, volleyball, pickleball, soccer, indoor football, walking, track and field, baseball, badminton and lacrosse.

In reviewing a recent feasibility study (2022) for the City of Sarnia with a similar project scope, the cost was estimated at \$26,416,481 for an option that included 3 fields with a floor area of 109,227 square feet (SF). A larger option that included a FIFA (soccer) field for greater tournament potential and 4 fields with a floor area of 127,760 square feet was estimated at \$33,295,511. Given that there was no financial information included to support the \$14 million estimate presented, and based on the review of Sarnia's feasibility study, the calculations below for a Multi-Use Recreation Centre uses

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the dollar per square foot estimates in the 2022 Sarnia study as a reference point, accounting for 10% inflation per year on construction costs (the numbers in the study were from 2021, the consultants suggested adding 10% inflation per year for building in future years):

<b>Component</b>	<b>Floor area</b>	<b>Cost</b>
Recreation Area	47,610 @ \$293/SF	\$13,949,730
Facilities Area	15,980 @ \$439/SF	\$7,015,220
Site work and parking	Lump sum	\$1,465,000
<b>Sub-total</b>		<b>\$20,966,415</b>
Engineering and Architectural Fees	7% of construction	\$1,467,649
<b>Total Estimated Cost</b>		<b>\$22,434,064</b>

The cost above does not include any environmental impact studies or project management fees, the estimate is based on architectural, engineering and construction costs only. For the purpose of assessing affordability the estimate of \$22.5 Million is being used.

Grant funding*	\$10 Million
Potential community sponsorship*	\$3 Million
Town portion	\$9.5 Million

\*Unconfirmed funding, if these funds are not available the Town would be responsible for the full \$22.5M project.

Further analysis regarding affordability and funding sources are explored below under Financial Impact/Funding Source.

## **CONSULTATION**

Director of Finance, Economic Development Commissioner

Finance staff feel that undertaking a feasibility study would be a prudent step for several reasons:

1. Economic Viability
  - A feasibility study can evaluate the economic impact of the facility, including costs of construction, maintenance, and operations and compare those against expected revenue from user fees, events, and other sources to assess if the project is financially viable.
2. Demographic and Usage Analysis

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- Understanding the municipality's demographics and potential facility usage rates helps project long-term sustainability.
- It ensures the facility's size, features, and programming align with current and future population trends.
- It avoids constructing a facility that does not meet the actual needs of the residents.

### 3. Site Selection and Environmental Impact

- A feasibility study can review and evaluate potential sites for the facility, considering factors like accessibility and land use compatibility.
- It identifies any zoning or environmental concerns that need to be addressed before construction.

### 4. Economic and Social Benefits

- The study can explore how the facility might contribute to local economic development through job creation or increased tourism.
- It considers how the facility could enhance quality of life, health, and community engagement, which are often harder to quantify but critical to public support.

### 5. Competitive Landscape

- It assesses the presence of similar facilities in neighboring municipalities to avoid duplication and ensure the facility can attract users from within and beyond the community.

### 6. Risk Mitigation

- By analyzing potential challenges such as budget overruns or insufficient demand, a feasibility study helps the municipality make an informed decision and develop strategies to mitigate risks.
- The study would provide data-driven insights to guide the decision as to whether to proceed with the project or modify plans.

Staff capacity to complete a full and accurate analysis described above is limited. Thus, it would be important to seek external expertise so that all of the above elements be incorporated into the RFP requirements.

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## FINANCIAL IMPACT/FUNDING SOURCE

Prior to a grant application there would need to be a business case, drawings, permits other supporting documents such as a financial analysis of estimated capital costs and future operating costs. If Council wishes to apply for the grant for a MURF, a feasibility study is recommended in order to capture all of the grant requirements for the project.

The feasibility study was estimated at \$85,000 in the Parks and Recreation Master Plan. The cost would be eligible for DC funding of \$57K, with the remaining \$28K would have to come from the Facilities Reserve or a partner contribution.

If we assume with the environmental impact studies and project management fees the total facility cost is \$24-\$25M, then depending on whether the partner contribution and grant funding would be received, we could see three scenarios:

	Cost	Less: Grants/Other	DC Funding	Town Funding
Scenario 1:	\$ 24,000,000	\$ 13,000,000	\$ 3,750,194	\$ 7,249,806
Scenario 2:	\$ 24,000,000	\$ 3,000,000	\$ 13,250,194	\$ 7,749,806
Scenario 3:	\$ 24,000,000	\$ -	\$ 16,100,194	\$ 7,899,806

In any scenario, any grants or other funding received would reduce the amount of DC funding that would be eligible for the project. The Town portion would range from \$7.2M to \$7.9M, which would have to be debt financed.

One caveat is that if the amount of DC funding is not available (as not enough growth has occurred yet to receive the DC funds), then the Town would have to borrow the unavailable amount as well, and have the DC Reserve pay the Town back, with interest. We would also have to assess the timing of other capital projects subject to debt financing vis-à-vis the Town's borrowing limit.

## Debt Load Analysis

The 10-year Capital forecast that was presented to Council during budget 2025 deliberations has been updated following further Council direction (see Appendix E).

The Kinsmen Bridge project in the 2025 budget will have \$2.056M debt financing. This will be on top of the 2024 approved project debt costs of \$13.4M for Big Swing and VIP Phase 2.

New Debt 2025	Principal	Interest	ARL
Project Big Swing (\$4.3M/15 yrs)	\$ 289,600	\$ 161,916	9.97%
VIP Phase II (\$9M/20 yrs)	\$ 450,000	\$ 356,426	12.80%
Kinsmen Bridge (\$2.056M/15 yrs)	\$ 137,066	\$ 81,066	13.57%
Total 2025	\$ 876,666	\$ 599,408	

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That will bring the Town's Annual Repayment Limit (ARL) to 13.57%. The maximum ARL is set by the Province for municipalities at 25%. This is the maximum principal and interest payments as a percentage of a municipality's own source revenues that a municipality can borrow.

Council direction also included Resolution # 2024-589, reducing the Town Hall cost at \$11M (2024\$) with 50% funded from land sales, the other 50% from debt. Once that debt is taken on, that will increase the ARL to 15.13%.

With updated figures, the 10-year Facilities Capital forecast (Appendix E) also includes the following \$71M expenditures:

	Cost	Funding	
		DCs	Debt
New Multi-Use Facility	25,000,000	\$ 7,899,806	17,100,194
Fire Station Reno & Expansion	3,000,000	\$ 1,568,736	1,431,264
New Public Works Yard	14,000,000	\$ 2,519,476	\$ 11,480,524
New Third Ice Pad	28,939,127	\$ 18,313,271	\$ 10,625,856
Total	70,939,127	30,301,289	40,637,838

As this report considers the Multi-Use Facility (MUF) being constructed earlier than the DC background study had identified, the Town would have to use debt financing upfront and have the DCs pay the Town back as the DCs are received.

Taking that into consideration, the impact to the ARL would be as follows:

	Principal	Interest	ARL	
Town Hall (\$5.5M/25 yrs)	\$ 220,000	\$ 225,404	15.13%	(\$5.5M/25 yrs)
Multi-Use Facility (\$25M/30 yrs)	\$ 833,333	\$ 1,043,657	21.72%	(\$25M/30 yrs)
Fire Hall Reno (\$1.5M/15 yrs)	\$ 100,000	\$ 55,895	22.27%	(\$1.5M/15 yrs)
PW Works Yard (\$11.5M/30 yrs)	\$ 383,333	\$ 480,082	25.30%	(\$11.5M/30 yrs)
Third Ice Pad (\$10.6M/30 yrs)	\$ 353,333	\$ 442,511	28.09%	(\$10.6M/30 yrs)
	\$ 1,890,000	\$ 2,247,549		

The chart above shows that the Town cannot afford to undertake all the projects identified within the 10-year timeframe.

More importantly, this chart accounts for Facilities capital projects ONLY. There would be no debt room for other capital projects such as Roads, Bridges, Culverts, Storm, etc.

Another major point to emphasize - even with all of the Town's debt capacity used up, the Facilities 10-yr capital (see Appendix) is shown at a cumulative DEFICIT of \$21.4M. Even with a possible \$10M in grant funding for the MUF, that would still leave Facilities in a deficit.

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**CORPORATE GOALS**

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

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

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

**Goal** – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles; The Town of Tillsonburg will accommodate and support sustainable growth.

**Strategic Direction** – Target new programs, services, amenities and attractions that will be a magnet for young families; Expand community partnerships in the delivery of programs and amenities; Plan and develop a long-term financing strategy for new services and infrastructure to support growth.

**Priority Project** – N/A

**ATTACHMENTS**

- Appendix A – Community Sport and Recreation Infrastructure Fund
- Appendix B – City of Sarnia Feasibility Study – Indoor Multi-Use Recreation Facility
- Appendix C – Town of Tillsonburg Parks and Recreation Master Plan
- Appendix D – Tillsonburg MURF design presented at delegation
- Appendix E – 2025 – Facilities 10-YR capital Forecast - updated



## **Community Sport and Recreation Infrastructure Fund**

### ***Stream 2: New Builds/Signature New Builds***

Program Guidelines

August 19, 2024

**Application intake period:** August 19, 2024 – March 31, 2027

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## Introduction

The Community Sport and Recreation Infrastructure Fund (**CSRIF**) is a \$200 million capital funding program delivered by the Ministry of Sport (**the Ministry**) to revitalize existing community sport and recreation infrastructure and support the construction of new facilities across the province.

The CSRIF will be delivered over three years (2024-25 to 2026-27) through two streams:

- **Stream 1:** Repair and Rehabilitation
- **Stream 2:** New Builds/Signature New Builds

This guide provides instructions on how to apply for **Stream 2**. **Please review it in detail before applying.**

For instructions on how to apply for **Stream 1: Repair and Rehabilitation**, please see [the program guidelines for Stream 1](#).

## Program Overview

The purpose of Stream 2 is to invest in new, transformative community sport and recreation infrastructure, including assets that do not currently exist in a community or the replacement of existing assets that have reached the end of their lifespan.

Eligible applicants include:

- Municipalities
- Local services boards
- Not-for-profit organizations
- Indigenous communities and organizations
- For-profit organizations

Please refer to the [Eligibility Requirements](#) section of this document for full details on eligibility criteria.

Eligible applicants may apply to the Ministry under Stream 2 for project funding up to \$10 million to support projects that will result in building new or replacing existing community sport and recreation facilities. CSRIF is a cost-sharing program and the provincial contribution will vary based on the eligible applicant and project type. Please refer to the [Funding Amounts and Terms](#) section of this document for more details.

Approved projects must be completed, with all eligible project expenses incurred, no later than March 31, 2027.

Eligible applicants can submit only **one application** under Stream 2.

Applications for Stream 2 are accepted on an ongoing basis until funding has been fully allocated.

Please note that there is only one application intake for this program.

Applications must be submitted through Transfer Payment Ontario (**TPON**). Incomplete applications will not be accepted.

The CSRIF is a discretionary and non-entitlement program, and there is no guarantee of funding. There is no appeal process for unsuccessful applicants to the program.

## Program Objectives

The CSRIF aims to meet community need and improve the capacity of municipalities, local services boards, not-for-profit organizations and Indigenous organizations and communities, and for-profit organizations in Ontario that support the delivery of community sport and recreation programming.

The CSRIF aims to create local jobs, strengthen and enliven communities, provide Ontarians with opportunities to participate in sport and recreation activities, and support the health and well-being of children, families and seniors across Ontario. In addition, the CSRIF will invest in major sport and recreation infrastructure that will lead to more opportunities to host provincial, national, and international sporting events.

## Eligibility Requirements

### Eligible Applicants

In order to be eligible to apply to Stream 2, an applicant must meet **all** of the following 3 criteria:

- The applicant operates or manages a sport or recreation facility/space or other community facility/space that offers sport or recreation programming.
- The applicant owns or has a long-term lease agreement for the community facility/space or land and has the necessary authority or permission to undertake the project.

- The applicant must be one of the following:
  - A municipality in Ontario.
  - A local services board in Ontario.
  - A not-for-profit organization that has been incorporated federally or provincially for at least one year as of the date of application submission, and that has a head office in the Province of Ontario.
  - An Indigenous organization or community that:
    - is a legal entity (has been established by or under legislation, has been federally or provincially incorporated as a not-for-profit organization, is a First Nations community); and
    - is one of the following:
      - a First Nations band located in Ontario;
      - a local, regional or provincial organization, located in Ontario, established to represent a First Nation, Inuit or Métis people or group of First Nations, Inuit or Métis peoples; or
      - an Indigenous-led service provider located in Ontario.
  - A for-profit organization that has been incorporated federally or provincially for at least one year as of the date of the application submission, and that has a head office in the Province of Ontario.

## Ineligible Applicants

- Federal and provincial agencies.
- Universities and colleges.
- Educational institutions, schools or school authorities.
- Hospitals, medical or health care facilities.
- Sole proprietorships and/or unincorporated businesses.
- For-profit organizations that require membership fees to access facilities and services.
- Entities receiving funding from other Ontario provincial grant programs for the same capital project.
- Entities that are not legally established by or under legislation or federally or provincially incorporated, or those that have been incorporated for less than one year prior to the application submission.
- Entities in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario at the date of the application submission for this program.

## Partnership Applications

Eligible applicants can partner with other eligible and/or ineligible applicants on CSRIF projects. Partnership applications for this program will require formal written agreements to be in place between the organizations involved, and those agreements must be submitted as part of the lead applicant's CSRIF application.

The lead applicant must be an eligible applicant and will be responsible for managing the project and meeting all the terms and conditions associated with receiving the grant funding, including entering into the transfer payment agreement (**TPA**) with the Ministry and maintaining records and reporting if the application is successful. An applicant can only be the lead on one application under Stream 2.

## Eligible Projects

To be an eligible project for Stream 2, the project must:

- Occur in the Province of Ontario.
- Be for the construction of a new or replacement sport or recreation facility/space or other community facility/space that offers sport or recreation programming.
- Be for a community facility/space in Ontario that is open primarily for use by the public and that will continue to be open primarily for use by the public upon the completion of the project.
- Be submitted by an applicant that meets the eligibility requirements.
- Not be receiving any Ontario provincial funding for the same project.

### Examples of eligible Stream 2 projects include:

- Public infrastructure projects for which there is a demonstrated need, such as replacing an existing facility that has reached the end of its lifespan to meet community programming needs.
- Projects that make transformative investments in community sport or recreation infrastructure, including the repurposing or expansion of existing structures to create net new community sport or recreation facilities.
- Building new facilities that do not exist in the province/region that attract new programming, net new employment, retain jobs, and provide economic impact for local communities and businesses such as an increase in tourism, new high-performance facilities to attract and host large sporting events, create or increase collaboration with local businesses.
- **Signature New Builds**, which are defined as high-profile projects that will be recognized for innovative design, or for having significant community and economic impact, or iconic status within the sport sector. These projects will serve as symbols

of progress in sustainability and technology and will have a positive influence on the people of Ontario.

## Eligible Project Expenses

For projects approved for Stream 2, eligible project expenses are those incurred for, and directly related to, specific project costs, incurred solely for the successful development and delivery of the project, and deemed to be reasonable by the Ministry, in its sole discretion.

Eligible project expenses include:

- Development costs associated with construction, such as the development of plans or permits for the project; note, however, that these costs are limited to 20 per cent of the total CSRIF grant.
- Project management costs, such as project-related fees paid to professionals, technical personnel, consultants, and contractors specifically engaged to undertake the project.
- Transportation and delivery costs.
- Fixed equipment and technology costs, such as large-scale equipment for installation (e.g., furnaces, boilers, sound equipment).
- Construction and/or renovation costs, including costs for project materials, labour for construction and/or installation.
- Ontario Builds signage costs to purchase, produce and install an Ontario Builds sign at the project site, which is a requirement for all approved projects.

## Ineligible Project Expenses

Ineligible project expenses include:

- Capital costs related to the project that are incurred before the date on the Minister's letter approving CSRIF funds for the project.
- Non-fixed equipment (e.g., vehicles) costs.
- Any costs not directly paid by the recipient.
- Taxes, regardless of rebate eligibility.
- Legal, audit or interest fees.
- In-kind contributions.
- Long-term debt financing.
- Costs incurred for cancelled projects.
- Leasing or rental of equipment costs not directly related to the capital project.

- Costs associated with ongoing operating expenses, including administrative costs, current/existing staff salaries, employee benefits, rent and utilities.
- Costs associated with the operation of capital assets.
- Costs associated with routine facility/property maintenance.
- Costs associated with program delivery.
- Costs associated with the purchasing and/or acquisition of land.
- Costs associated with developing the business case(s) for the purposes of applying for and obtaining CSRIF funds.
- Costs associated with leasing land, buildings, fixtures and equipment (except the temporary rental of equipment directly related to completing the capital project).
- Costs associated with fundraising.
- Costs associated with recipient travel.
- Costs associated with construction or renovation that will not result in the creation of net new sport or recreation facilities.
- Any other costs, as determined by the Ministry from time to time and in its sole discretion, to be ineligible project expenses.

## Funding Amounts and Terms

Eligible applicants may apply to the Ministry under Stream 2 for project funding up to \$10 million.

## Provincial Cost Sharing

The CSRIF is a cost-sharing program where the provincial contribution to the project will vary based on the eligible applicant type:

- Municipalities, local services boards, and not-for-profit organizations can request up to 50 per cent of eligible project costs.
- Indigenous organizations and communities (as defined in [Eligible Applicants](#) above) can request a provincial contribution of up to 90 per cent of eligible project costs.
- For-profit organizations can request up to 25 per cent of eligible project costs.

Successful recipients (and their partners, if applicable) must cover the remaining project expenses.

No other Ontario provincial funding can be used towards the project.

## Special Consideration

Under unique and exceptional circumstances, the Ministry may consider a provincial contribution of up to 70 per cent of eligible project costs for not-for-profit organizations, local services boards or municipalities with a population of less than 20,000.

Additionally, for Signature New Builds, the Ministry may consider a provincial contribution over \$10 million.

To request either of these special considerations, the applicant will be required to submit a Request for Special Consideration form with a strong rationale that justifies the request with the specific community needs and benefits clearly stated. The Request for Special Consideration form is available through TPON.

## Terms of Funding

Approved projects must be completed with all eligible project expenses incurred no later than March 31, 2027.

CSRIF funds will be paid in installments based on a payment schedule that will be determined using project deliverables. A 10 per cent holdback of the funds will be released upon the completion of the project and the Ministry's satisfactory review of the recipient's final report.

## Program Assistance

If you have questions regarding the program, including those related to eligibility, please contact the local [Regional Development Advisor](#) for your area.

General program inquiries can be directed to: [CSRIF@ontario.ca](mailto:CSRIF@ontario.ca)

## How to Apply

Applications must be submitted through Transfer Payment Ontario (TPON).

TPON requires Google Chrome internet browser and Adobe Acrobat Reader to fill out the PDF application form.

## Step 1: Access or Create your My Ontario Account

Effective April 17, 2023, the Government of Ontario changed the way public users access secure government services, including TPON. Users who have a ONE-key or



GO Secure ID will be required to create a My Ontario Account for secure access to TPON. Existing TPON users will have the opportunity to migrate their profile to My Ontario Account by creating an account with their TPON associated email.

New users to TPON will create a My Ontario Account profile or can use a previously created My Ontario Account. For instructions, visit [Transfer Payment Ontario](#).

Once registered, or if you are already registered, you must ensure all your organization's profile information is correct and up to date. This includes ensuring your My Ontario Account is associated with the correct organization. For instructions on joining an organization, please refer to the [TPON Joining an Organization guide](#).

**Note: Setting up an account may take up to five business days so allow at least one week to register before starting the application process.**

## Step 2: Complete the CSRIF Stream 2 Application

- Log in to TPON.
- Click on "Submit for Funding" and select the CSRIF Stream 2: New Builds/Signature New Builds.
- Review or complete sections in the online application as per the guidelines below.
- Submit your request for funding along with all mandatory attachments.

Once an application has been started on TPON, it may be downloaded at any point and returned to later.

For help with this process, refer to the [TPON Submitting for Funding guide](#). You can also watch the [TPON How to Submit for Funding Video](#) or access the [video transcript](#).

## Submission Notifications

When you submit your application, you will receive an auto-generated confirmation email. If you have not received a confirmation email within 48 hours of your submission, please call TPON Client Care.

The primary contact provided by the applicant will receive any subsequent correspondence regarding the application. It is important to provide accurate and up-to-date contact information and to regularly monitor the primary contact's phone and email to enable timely communication regarding the status of the application.

## Transfer Payment Ontario Client Care

Technical questions related to TPON must be directed to TPON Client Care.

Monday - Friday 8:30 a.m. to 5 p.m. (ET, excluding statutory and government holidays).

- Telephone: 416-325-6691 or 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll Free: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

## Required Documents

The CSRIF Stream 2 requires additional documentation to be provided at the time of application submission and must be uploaded to the TPON system. An application missing any required documents will be considered incomplete and will not proceed to assessment. Required documentation may vary depending on the applicant type or project (see below for details). Please refer to the Application Checklist in [Appendix A](#) in this document when submitting your application to ensure all items are attached.

## Completed Application Form

Ensure you have filled in all required sections for the application form for Stream 2 available in TPON and that the form is electronically signed and dated.

**Required for:** All applicants.

## Business Case Template – Project Details

Complete the Business Case Template – Project Details form available through TPON. Ensure you have filled in all mandatory sections for your project.

**Required for:** All applicants.

## Audited Financial Statements

Provide a complete and unabridged copy of the audited financial statements from the previous fiscal year.

**Required for:** All applicants, except municipalities.

## Proof of Ownership or Lease

Provide documentation that indicates the applicant is the owner or lease-holder for the facility and/or land on which the project will be built.

**Required for:** All applicants, except for on-reserve projects carried out by Indigenous communities.

## **Proof of ownership**

Examples of proof of ownership include: a current year tax bill with roll number, current year Property Assessment Notice with roll number from the Municipal Property Assessment Corporation (MPAC), land transfer document, title or deed. Municipalities will need to provide a signed letter from a senior administrator at the municipality confirming ownership instead of providing an ownership document.

## **Lease agreement**

A lease agreement must be valid with at least five years remaining at the time of the application submission. The lease agreement should clearly state the applicant has the necessary permission or authority to undertake the project. If an existing lease agreement does not have at least five years remaining at the time of the application submission, applicants are required to submit a letter from the lessor documenting the lessor's commitment to renew the lease agreement for a minimum of five years and that the applicant will continue to have the necessary permission or authority to undertake the project for the duration of the lease agreement.

## **Proof of Legal Status**

Provide articles of incorporation, letters patent, certificate of status, Special Acts of Incorporation or other documentation that demonstrates that the organization has been a legal entity with a head office in Ontario for at least one year at the time of the application submission.

**Required for:** All applicants, except municipalities.

## **Board Motion/Endorsement/Resolution**

Provide evidence of support for the applicant to undertake the project.

**Required for:** All applicants.

- For not-for-profit organizations and for-profit organizations, this may include a board motion, fully completed, signed and dated.
- For municipalities or local services boards, this may include a council resolution or endorsement.

- For Indigenous organizations or communities, this may include a First Nation Band Council Resolution, Métis Community Council Resolution or Motion.

## Corporate Structure

A document that sets out the corporate structure of the applicant, including the parent, all affiliates and all related entities of the applicant and their relationships to one another.

**Required for:** For-profit organizations and partner applications with for-profit partners.

## Partnership Agreements

Provide a copy of any formal written agreements in place between the partners involved in the project.

**Required for:** All projects that have project partners.

## Request for Special Consideration form

To request special consideration (see [Special Consideration](#) above) for an increased provincial contribution, complete and submit a Request for Special Consideration form available through TPON as an additional attachment. Submission of this request does not guarantee that the Province will approve the project at the requested contribution amount.

**Required for:**

- Not-for-profit organizations, local services boards and municipalities with a population of less than 20,000 who are seeking special consideration for a provincial contribution of up to 70 per cent of eligible project costs.
- Applicants seeking more than \$10 million of provincial contribution for a Signature New Build project.

## Supporting Documentation

These items are strongly encouraged to support your project application.

### Plans/Designs/Details

Provide any plans, designs, or details created that support your project application, as may be available and applicable. This may include any of the following:

- Feasibility study.
- Five-year capital plan.

- Comprehensive or strategic community plan.
- Gap analysis.
- Asset Condition Reporting System (ACRS) report.
- Facility condition assessment report.
- Accessibility audit report.
- Photos and/or diagrams of the current state of the facility.
- Detailed design plan documents.
- Detailed operation and maintenance plans for the facility following the project completion.

## Financial Resources, Quotes and Estimates

Provide evidence of the following, where available:

- Confirmed financial resources to carry out the project.
- Quotes for costs for individual goods and services valued above \$5,000.
- Cost estimate documents (Class A preferred).

## Letters of Support

Provide letters of support for the project from user groups and/or financial institutions, including those that reflect impacts of the project and any financial commitments.

## Assessment Process and Criteria

The assessment process will consist of two stages.

### Stage One: Completeness and Eligibility Confirmation

To be considered in the assessment process, an application must:

- **Be complete with all required supporting documentation**, as described in [Required Documents](#) section and the Application Checklist ([Appendix A](#)) and received with the application submission;
- **Be submitted by an eligible applicant** as defined in the [Eligibility Requirements](#) section; and
- **Meet project eligibility criteria** as defined in the [Eligibility Requirements](#) section.

To determine compliance and suitability with the CSRIF criteria, the Ministry will:

- Confirm eligibility and undertake due diligence checks for all applicants;
- Confirm the project meets basic CSRIF requirements and is achievable within the program timelines; and
- Undertake a risk assessment and financial assessment of the applicant to confirm their capacity to manage the proposed project.

It is up to applicants to ensure they have complied with all program requirements and provide all necessary documentation.

Incomplete and/or ineligible applications will not continue to Stage Two.

## **Stage Two: Application Assessment**

During the second stage of the assessment process, the Ministry will assess all eligible applications.

Applications will be measured against the following criteria:

- Community Need
- Community Support
- Economic Impact
- Addresses a Gap in Services
- Operating/Financial Capacity
- Value For Money

These are described below in more detail. It is the responsibility of the applicant to ensure that their application provides sufficient detail and information to demonstrate the project's alignment with each criteria.

Applications that fail to meet a minimum threshold will not be considered for funding.

### **Assesment Criteria Details**

#### **Community Need**

Projects should clearly address a defined community sport or recreation need or priority. Applicants should clearly state the need and how it was identified as well as the anticipated outcomes of the project. The information provided should be detailed and speak to the importance of the project in addressing specified outcomes.

#### **Community Support**

Applicants should demonstrate that there is support in the community for the proposed project, including details of community/stakeholder meetings, project partnerships, and confirmed/anticipated user groups for the facility.

### **Economic Impact**

Applicants should demonstrate the economic impact the project will have in the community, region, and/or province. The application should speak to the creation of jobs (temporary or permanent) as a direct result of the project. The applicant should also speak to any tourism, sport hosting, operational cost-savings, and direct or indirect economic impacts that are anticipated because of the project.

### **Addresses a Gap in Services**

Projects should address a clearly defined gap in services. Applicants should demonstrate that similar services are not available within a reasonable distance and/or that this project will remove, reduce, or prevent other barriers to participation in the community. This will differ between rural and urban areas, and applicants are responsible to provide evidence with respect to the uniqueness of their project.

### **Operating/Financial Capacity**

Applicants should demonstrate comprehensive long-term plans for operating and maintaining the facility. This includes demonstrating financial capacity to support operations without seeking additional government support. Applications should include information on available resources and anticipated costs (e.g., staffing requirements, future maintenance).

Applicants should demonstrate capacity to undertake and complete the project within the timeframe of the program. This includes demonstrating sufficient financial and human resources to support the project. Applications should clearly demonstrate project readiness (e.g., agreements between project partners, details of design work, expected completion dates), and identify potential risks and mitigation strategies.

### **Value for Money**

Projects should represent good value for money with funding requests clearly aligned with demonstrated financial need. Applicants should demonstrate that projects will be carried out in the most efficient manner possible, using appropriate procurement processes and maximizing individuals and/or communities served. Applicants should present clear justification for all costs, and how costs relate to meeting outcomes. Services to be provided should relate clearly and directly to established community needs, and service duplication should be avoided. Applicants should demonstrate

considerations taken to identify cost-effective options for the project with consideration of life cycle costs, energy efficiency, and operational savings where possible.

## **Notification, Confirmation and Accountability**

### **Notification**

The Ministry will inform each applicant in writing of its funding decision. Decisions at the time of notification are considered final, and there is no appeal process for the CSRIF program.

### **Confirmation**

Successful applicants will be provided a conditional letter setting out the grant amount with funding contingent on written confirmation that project financing has been secured by the successful applicant from all identified sources. The Ministry may also request from the successful applicant additional documentation or information prior to entering into the TPA with the successful applicant.

### **Accountability**

To receive the funds for its project, the successful applicant will be required to:

- Sign a TPA with the Ministry, which will outline the terms and conditions for the receipt of the funds; and will, amongst other terms and conditions, require the recipient of the funds to be in compliance with, and to continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the project, the funds, or both.
- Provide a Certificate of Insurance that indicates the recipient carries at least \$5 million commercial general liability insurance coverage for the duration of the TPA and add “His Majesty the King in right of Ontario, His ministers, agents, appointees and employees” as an Additional Insured on this coverage before the TPA can be executed.
- Install and display Ontario Builds signage at the project site throughout the duration of the project.
- Report back to the Ministry on the use of the funds, project stage deliverables and outcomes achieved, including the submission of interim reports, a final expenditure report, a final work plan report, a certificate of completion, a building evaluation and inspection, an audited financial schedule, invoices, receipts and proof of payment of



eligible project expenses and any other reports or information the Ministry may require.

- Permit the Ministry to verify/audit information submitted (at the discretion of the Ministry) to ensure that it is complete and accurate, and that the funds were used for the purpose(s) intended.

Recipients will:

- Be accountable to the Ministry for all funds and project components and will be the final decision-making authority among partners (if applicable) for the project under the TPA.
- Manage their project plan to meet financial and accountability reporting requirements and deliverables, as identified in the TPA.
- Be responsible for measuring results and reporting on their performance as required by their TPA.

## **Disclaimer**

The CSRIF is a discretionary and non-entitlement program. Even if an applicant has submitted a complete application and met all program criteria, there is no guarantee that the applicant will be approved for funding. The Ministry reserves the right to fund or not fund applications submitted to the program. For those projects approved for the program, the Ministry's decision on what percentage of provincial contribution may be made towards the eligible project costs of a project will depend on a number of factors, including the type of applicant, project feasibility and the availability of funds in the program. There is no appeal process for unsuccessful applicants to the program.

The Ministry reserves the right to impose any terms and conditions in the TPA that it deems reasonable in connection with disbursing funding under this program.

Funds may be rescinded or recovered when the applicant is in violation of the TPA, or where the applicant indicates to the Ministry that they no longer need the grant or cannot complete the activities of the project.

## **Duty to Consult**

Applicants should be aware that the decision to fund a project may give rise to the Government of Ontario's duty to consult with Indigenous communities if the project could have an adverse impact on established or asserted Aboriginal or treaty rights. The consultation process may result in accommodation which may alter the project or a

request that the applicant undertake delegated procedural aspects of consultation activities. The responsibility for ensuring the duty to consult Indigenous communities is fulfilled remains with the Government of Ontario.

## **Freedom of Information and Protection of Privacy Act**

Applicants should be aware that Government of Ontario institutions are bound by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C. F. 31 (**FIPPA**) and any information provided to the Ministry in connection with an application may be subject to disclosure in accordance with the FIPPA.

If an applicant believes that any of the information it submits in connection with its application is confidential and wishes to protect the confidentiality of such information, the applicant should clearly mark the information “confidential.” If the Ministry receives a request for access to the information marked “confidential”, the Ministry will contact the applicant so that it may, if it wishes, make representations concerning the release of the requested information. Marking the information “confidential” does not mean that the information will not be released if and as required under the FIPPA.

Applicants are advised that the names and addresses of organizations awarded grants, the amount of the grant awarded, and the purpose for which grants are awarded is information made available to the public.

# Appendix A: Application Submission Checklist

## Municipalities

- Application form
- Business Case Template - Project Details
- Proof of Ownership or Lease
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## Local Services Boards

- Application form
- Business Case Template - Project Details
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## Not-for-Profit Organizations

- Application form
- Business Case Template - Project Details
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status

- Board Motion/Endorsement/Resolution
- Partnership agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## **Indigenous Communities and Organizations**

### **Indigenous Communities**

- Application form
- Business Case Template - Project Details
- Audited Financial Statements
- Proof of Ownership or Lease (note: not required for on-reserve projects carried out by Indigenous communities)
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

### **Indigenous Organizations**

- Application form
- Business Case Template - Project Details
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:

- Plans/designs/details
- Financial resources/quotes/estimates
- Letters of support

## **For-Profit Organizations**

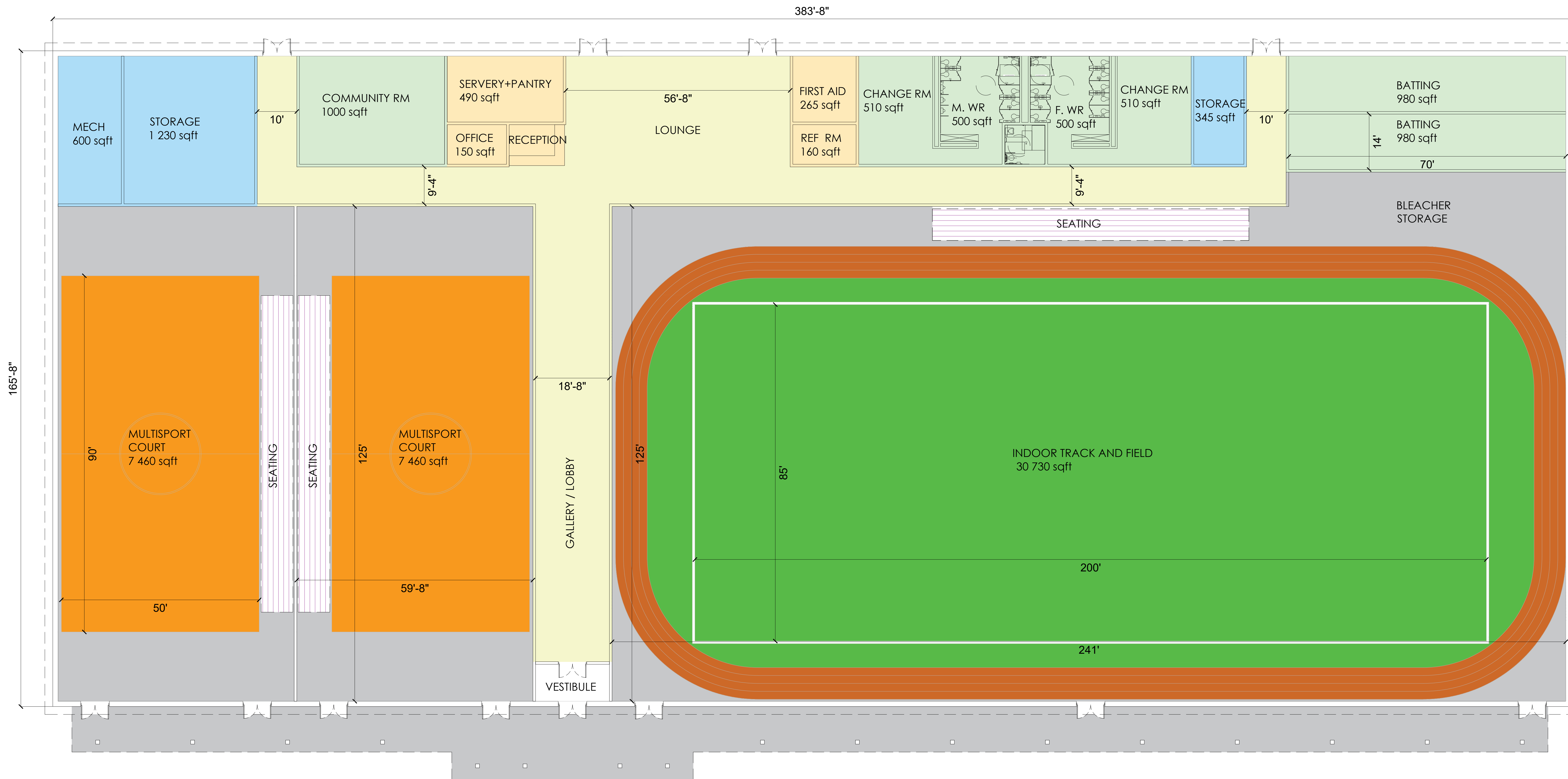
- Application form
- Business Case Template - Project Details
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Corporate Structure
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

**Appendix B – City of Sarnia Feasibility Study – Indoor Multi-Use Recreation Facility**

Link to study: [https://ehq-production-canada.s3.ca-central-1.amazonaws.com/38f5260ede403853361c52e964921dc496d1882b/original/1642120181/2fe3f482210c70b80f71f1a8bd0676e6\\_Indoor\\_Recreation\\_Facility\\_-\\_DRAFT\\_Feasibility\\_Study.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIA4KKNQAKIFWFOUYFI%2F20250212%2Fca-central-1%2Fs3%2Faws4\\_request&X-Amz-Date=20250212T174816Z&X-Amz-Expires=300&X-Amz-SignedHeaders=host&X-Amz-Signature=9e984a6c8fb0f5a08540e645e8a4ed8847d880885aa0e0373a1734dbfd854128](https://ehq-production-canada.s3.ca-central-1.amazonaws.com/38f5260ede403853361c52e964921dc496d1882b/original/1642120181/2fe3f482210c70b80f71f1a8bd0676e6_Indoor_Recreation_Facility_-_DRAFT_Feasibility_Study.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIA4KKNQAKIFWFOUYFI%2F20250212%2Fca-central-1%2Fs3%2Faws4_request&X-Amz-Date=20250212T174816Z&X-Amz-Expires=300&X-Amz-SignedHeaders=host&X-Amz-Signature=9e984a6c8fb0f5a08540e645e8a4ed8847d880885aa0e0373a1734dbfd854128)

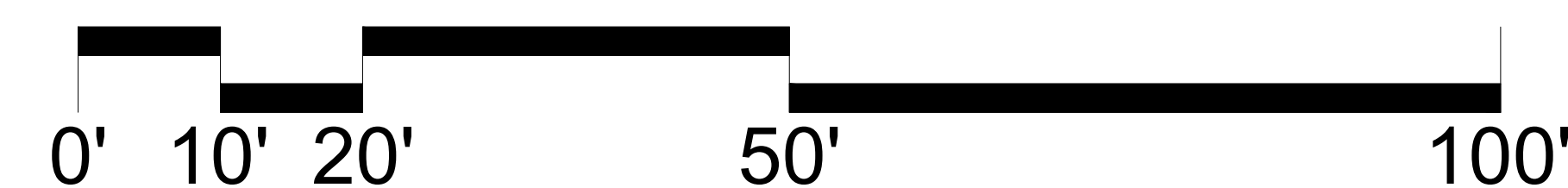
**Appendix C – Town of Tillsonburg Parks and Recreation Master Plan**

Link to plan: [https://www.tillsonburg.ca/media/rjhbydmz/2024-08-28-town-of-tillsonburg-parks-and-recreation-master-plan\\_compressed.pdf](https://www.tillsonburg.ca/media/rjhbydmz/2024-08-28-town-of-tillsonburg-parks-and-recreation-master-plan_compressed.pdf)



## BUILDING AREA: 63 560 SQFT

■	BLDG SERVICES	(2 300 SQFT)
■	STAFF/SERVICE	(1 340 SQFT)
■	COMMUNITY/REC SPACE	(5 490 SQFT)
■	CIRCULATION	(6 850 SQFT)





**Town of Tillsonburg**  
**10 Year Continuity Schedule**  
**2025 - 2034**

FACILITIES Capital

<b>Facilities Capital Forecast</b>		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
<b>INDEX</b>												
<b>RESERVES</b>												
	<i>Opening Balance:</i>	21,749	130,588	489,879	-1,925,748	-3,601,887	-5,956,087	-10,681,651	-12,991,901	-14,683,679	-16,710,969	
<b>TRANSFERS IN:</b>												
	Contributions from Capital Levy	\$ 1,256,005	\$ 1,334,817	\$ 1,578,345	\$ 1,662,159	\$ 1,748,697	\$ 1,838,048	\$ 1,930,303	\$ 2,025,555	\$ 2,120,808	\$ 2,220,541	\$ 17,715,278
	Contributions from Reserves - Facilities & RCP	\$ 169,388										\$ 169,388
	Grants and Subsidies - Federal											\$ -
	Grants and Subsidies - Provincial	\$ 238,500										\$ 238,500
	Debtenture Funding		\$ 5,500,000	\$ 26,431,264			\$ 11,480,524				\$ 10,625,856	\$ 54,037,644
	Contribution from Development Charges Reserve			\$ 1,568,736			\$ 2,519,476				\$ 18,313,271	\$ 22,401,483
	Town Hall Reserve - Sale of Land		\$ 5,500,000									
	User Pay Debt											
	<b>Total Funding Available for Projects</b>	<b>1,685,642</b>	<b>12,465,405</b>	<b>30,068,223</b>	<b>-263,589</b>	<b>-1,853,190</b>	<b>9,881,961</b>	<b>-8,751,348</b>	<b>-10,966,345</b>	<b>-12,562,871</b>	<b>14,448,699</b>	
<b>CAPITAL PROJECT COMMITMENTS:</b>												
<b>A. Substructure (Foundations, Basements)</b>			160,000	15,000	206,500	81,500	455,000	370,000	200,000	415,000	125,000	
<b>B. Shell (Exterior Enclosure, Roofing, Superstructure)</b>		722,000	118,200	644,500	847,500	1,263,500	2,290,000	1,060,000	425,000	160,000	2,070,000	
<b>C. Interiors (Interior Construction &amp; Finishes, Stairs)</b>		150,000	40,000	210,500	170,000	888,000	315,000	383,000	435,000	183,355	1,001,479	
<b>D. Services (Elevators, Plumbing, HVAC, Electrical, Fire Protection)</b>		314,000	324,000	1,366,955	1,573,456	1,257,992	970,100	1,187,800	1,771,410	1,192,230	2,240,000	
<b>E. Equipment &amp; Furnishings</b>		70,000		10,000	66,000	10,000	46,500	10,000	100,000	65,000	45,000	
<b>F. Special Construction and Demolition</b>		300,000				50,000		10,000	75,000		5,000	Total 10-yr
<b>G. Building Sitework (Preparation, Improvements, Utilities, Other)</b>			45,000	215,000	210,000	124,945	191,500	570,000	50,000	1,334,500	50,000	Current Assets
												<b>\$ 31,256,422</b>
<b>NEW PROJECTS - FROM GROWTH</b>												
	Facilities - Gymnasium & Multi Use Space			25,000,000					-			
	Facilities - Fire Station Reno & Expansion			3,000,000								
	Facilities - New Third Ice Pad										28,939,127	
	Facilities - New Public Works Yard						14,000,000					Total 10-yr
	Facilities - New Town Hall		11,000,000									New Assets
												<b>\$ 81,939,127</b>
<b>Inflation Adjustment</b>			292,180	1,523,098	230,509	367,594	2,192,172	502,712	489,026	603,015	1,107,296	
<b>Total Commitments To Capital Projects</b>		<b>1,556,000</b>	<b>11,979,380</b>	<b>31,985,053</b>	<b>3,303,965</b>	<b>4,043,531</b>	<b>20,460,272</b>	<b>4,093,512</b>	<b>3,545,436</b>	<b>3,953,100</b>	<b>35,582,902</b>	
<b>TRANSFERS OUT:</b>												
	Transfers to Operating budget											
<b>Total Expenditures Against Reserves</b>		<b>1,556,000</b>	<b>11,979,380</b>	<b>31,985,053</b>	<b>3,303,965</b>	<b>4,043,531</b>	<b>20,460,272</b>	<b>4,093,512</b>	<b>3,545,436</b>	<b>3,953,100</b>	<b>35,582,902</b>	
<b>Closing Balance Before Interest</b>		<b>129,642</b>	<b>486,025</b>	<b>-1,916,829</b>	<b>-3,567,554</b>	<b>-5,896,721</b>	<b>-10,578,311</b>	<b>-12,844,860</b>	<b>-14,511,781</b>	<b>-16,515,971</b>	<b>-21,134,203</b>	
	Interest Income	946	3,854	-8,918	-34,333	-59,366	-103,340	-147,041	-171,898	-194,998	-236,532	
<b>Closing Reserve Balance</b>		<b>130,588</b>	<b>489,879</b>	<b>-1,925,748</b>	<b>-3,601,887</b>	<b>-5,956,087</b>	<b>-10,681,651</b>	<b>-12,991,901</b>	<b>-14,683,679</b>	<b>-16,710,969</b>	<b>-21,370,735</b>	



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

Thursday, February 6, 2025  
5:30 PM  
Boardroom CSC  
10 Lisgar Ave.

ATTENDANCE: Scott Gooding  
Chris Parker, Councillor  
Deb Gilvesy, Mayor  
Scott Vitias  
Taylor Campbell  
Stephen Gradish  
Andrew Gradish  
Kristy Milmine  
Christian Devlin

Regrets: Carrie Lewis  
Susie Wray

Staff: Andrea Greenway, Director of Recreation, Culture and Parks  
Margaret Puhr, Administrative Assistant – Recreation, Culture & Parks  
Julie Dawley, Manager of Recreation Programs and Services

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## 1. Call to Order

The meeting was called to order at 5:30pm

## 2. Adoption of Agenda

### Resolution # 1

**Moved By:** Deb Gilvesy, Mayor

**Seconded By:** Scott Vitias

THAT the Agenda, as prepared, for the February 6th Recreation & Sports Advisory Committee, be amended to include a verbal update from staff on the Community Centre construction and a verbal update on budget.

**Carried**

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

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

**Resolution # 2**

**Moved By:** Scott Gooding

**Seconded By:** Scott Vitias

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

**Carried**

**5. Presentations**

**6. Information Items**

**6.1 Committee mandate review**

Andrea provided the review.

Stephen Gradish noted that the terms called for a youth member to be on the committee, councilor Parker noted that none applied to serve as member. Andrea noted that next time there is advertising for committee members it will be made explicit that a youth member is being sought.

**6.2 Naming Policy**

This has been approved by council - thank you for committee's input.

Andrea will bring to the committee a list of sponsorship opportunities before broadcasting this opportunity.

Mayor attended ROMA conference, where it was emphasized that no lottery money can be accepted by municipalities. There will be a meeting with AGCO to discuss this program and perhaps a change in legislation.

**6.3 Waiving of Fees Policy**

This policy was approved.

#### **6.4 Pickleball and Tennis Attendance update**

Julie presented the information.

Committee members observed that there were many tennis players who did not scan, for lack of information. Also tennis game goes on for double or more time than a pickleball game which also influences the data.

#### **6.5 Banners - Hall of Fame**

#### **6.6 Budget update**

Chris Parker provided update that the budget was adopted at 4.73% increase reduced from original proposed 13%.

One of the no-cost projects that was adopted, was service level standards, which will be brought to the committee once developed.

#### **6.7 TCC renovation update**

Verbal update provided by Andrea - at this time the space is being shared with construction company to move some items in from storage.

The project is still on time for opening at the end of February.

Staff has been hired for the pool operations and are being trained.

### **7. General Business & Reports**

### **8. Next Meeting**

### **9. Adjournment**

#### **Resolution # 4**

**Moved By:** Stephen Gradish

**Seconded By:** Christian Devlin

That the meeting be adjourned at 6:30pm

**Carried**

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



**MINUTES**

Wednesday, February 19, 2025  
4:30 PM  
Boardroom CSC  
10 Lisgar Ave.

ATTENDANCE: Carrie Lewis, Chair  
Lindsay Munroe  
Doug Cooper  
Joan Weston, Vice-Chair  
Courtney Booth  
Rosemary Dean  
Kelly Spencer, Councillor  
Deb Gilvesy, Mayor

Regrets: Isaac Card  
Tabitha Verbuyst

Staff: Duncan Bryce, Records and Legislative Coordinator

Regrets: Andrea Greenway, Director of Recreation, Culture and Parks

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**1. Call to Order**

The meeting was called to order at 4:31 p.m. with Vice-Chair Joan Weston Presiding.

**2. Adoption of Agenda**

**Resolution # 1**

**Moved By:** Courtney Booth

**Seconded By:** Rosemary Dean

THAT the agenda as prepared for the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of February 19, 2025, be approved.

**Carried**

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

There were no disclosures of pecuniary interests.

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

**Resolution # 2**

**Moved By:** Doug Cooper

**Seconded By:** Kelly Spencer, Councillor

THAT the January 15, 2025 Museum, Culture, Heritage and Special Awards Advisory Committee meeting minutes be approved.

**Carried**

**5. Presentations**

**6. General Business & Reports**

**6.1 Citizen of the Year**

Nominations for Citizen of the Year are open on the Town of Tillsonburg website until March 31.

**6.2 Spring Volunteer Achievement Award**

Applications are currently open on the Town of Tillsonburg website.

**6.3 Update to Cultural Grant Processes**

The Committee discussed putting a motion on the floor at a Committee meeting closer to 2026 budget deliberations to potentially revisit bringing the cultural grant processes back to the Committee.

**6.4 Founder's Day Event Subcommittee**

Applications for the Founder's Day Subcommittee are open now on the Town of Tillsonburg website until February 25.

**Resolution # 3****Moved By:** Doug Cooper**Seconded By:** Carrie Lewis, Chair

THAT the Museum, Culture, Heritage and Special awards Advisory Committee appoint Committee member Rosemary Dean to the Founder's Day Subcommittee.

**Carried****6.5 Museum Report - Annandale 200th Celebrations****Resolution # 4****Moved By:** Kelly Spencer, Councillor**Seconded By:** Courtney Booth

THAT the Museum, Culture, Heritage and Special Awards Advisory Committee receive the Museum Report as information.

**Carried****7. Next Meeting****8. Adjournment****Resolution # 5****Moved By:** Kelly Spencer, Councillor**Seconded By:** Rosemary Dean

THAT the meeting be adjourned at 4:46 p.m.

**Carried**

# The Corporation of the Town of Tillsonburg

## Youth Advisory Council Meeting

### MINUTES



Wednesday, February 5, 2025  
4:30 PM  
The Upper Deck Youth Centre  
19 Queen Street

ATTENDANCE: Scott Gooding  
Liam Spencer-Enright (Chair)  
Sorraya Buchanan-St.Gelais  
Dakshneel Singh  
Kelly Spencer, Councillor

Regrets: Scarlet Robson  
Sophie Hicks  
Chris Parker, Councillor  
Jaxon Gundry  
Julia Drobits

Staff: Duncan Bryce, Records and Legislative Coordinator  
Mark Salt, Recreation Programs Supervisor

Regrets: Constable Randi Crawford, Oxford O.P.P. Media Relations  
Officer

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#### 1. Call to Order

No quorum was present. Meeting adjourned at 4:45 p.m.

#### 2. Adoption of Agenda

THAT the agenda as prepared for the Youth Advisory Council meeting of February 5, 2025 be approved.



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

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

**Resolution # 2**

THAT the minutes of the January 8, 2025 Youth Advisory Council be approved.

**5. General Business and Reports**

**5.1 Update on Program Suggestions**

THAT the Update on Youth Suggestions be received by the Youth Advisory Council as information.

**5.2 Survey**

**6. Next Meeting**

**7. Adjournment**

THAT the meeting be adjourned at \_\_\_\_ p.m.

**THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 2025-027**

**A BY-LAW to confirm the proceedings of Council at its meeting held on MARCH 10, 2025.**

**WHEREAS** Section 5 (1) of the *Municipal Act, 2001*, as amended, provides that the powers of a municipal corporation shall be exercised by its council;

**AND WHEREAS** Section 5 (3) of the *Municipal Act, 2001*, as amended, provides that municipal powers shall be exercised by by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Town of Tillsonburg at this meeting be confirmed and adopted by by-law;

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

1. All actions of the Council of the Corporation of the Town of Tillsonburg at its meeting held on March 10, 2025, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. The Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Tillsonburg referred to in the preceding section.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the Town of Tillsonburg.
4. That this By-Law shall come into force and take effect on the date it is passed.

**READ A First, Second, Third and Final time and passed this 10th of March, 2025.**

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DEPUTY MAYOR – Dave Beres

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DEPUTY CLERK – Amelia Jaggard