

The Corporation of the Town of Tillsonburg

Council Meeting

AGENDA



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

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 24, 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 March 10, 2025, be approved.

7. **Presentations**

8. **Public Meetings**

8.1 **Application for Zone Change ZN 7-05-01 – Comprehensive Zoning By-law Amendment**

Moved By: _____

Seconded By: _____

1. That Council approve in principle the zone change application (ZN 7-25-01), submitted by the Town of Tillsonburg, to introduce general housekeeping amendments to the Town Zoning By-law No. 3295 as described in Report CP 2025-95;
2. And further, that the Council of the Town of Tillsonburg direct staff to include Option __ in the amending by-law;
3. And further, that Council direct staff to prepare and bring forward the applicable amending by-law for Council's consideration for adoption at a future Council meeting.

9. Planning Reports

9.1 Applications for Official Plan Amendment and Zone Change OP 24-06-7 and ZN 7-24-06 – Station View Developments Inc.

Moved By: _____

Seconded By: _____

1. That Council advise County Council that the Town supports the application to amend the Official Plan (File No. OP24-06-7), submitted by Station View Development Inc., for lands legally described as Lots 797-801, 849-854, Part Lot 797A and 855, Part of Coon Alley and Part 1 of 41R-54113, Parts 1 and 2 of 41R-7407, Part 1 of 41R-8786, Town of Tillsonburg to re-designate the subject lands from Entrepreneurial District and Community Facility to Entrepreneurial District with special provisions to permit retail commercial uses and high-density residential land uses with a density of up to 215 units per hectare;
2. And further, that Council approve in principle the zone change application (File No. ZN 7-24-06) submitted by Station View Developments Inc., for lands legally described as Lots 797-801, 849-854, Part Lot 797A and 855, Part of Coon Alley and Part 1 of 41R-54113, Parts 1 and 2 of 41R-7407, Part 1 of 41R-8786, Town of Tillsonburg, to rezone the lands 'EC-12, with appropriate Holding Zones, to facilitate the proposed mixed-use development;
3. And further, that Council direct staff to collect a cash in lieu of parking payment, based on the valuation of the cost to construct additional surface parking at the time of Site Plan Approval, as outlined in Report CP 2025-100.

10. Delegations

11. Deputation(s) on Committee Reports

11.1 Tillsonburg Airport Advisory Committee Recommendation - CS-25-007

Moved By: _____

Seconded By: _____

- A. THAT report titled "Tillsonburg Airport Advisory Committee Recommendation" be received as information; and
- B. THAT Council approve the recommendation of the Tillsonburg Airport Advisory Committee as follows:

That annual crack sealing maintenance at the Tillsonburg Regional Airport be included in the annual budget and the 10-year forecast.

12. Information Items

12.1 Long Point Region Conservation Authority (LRPCA) - 2024 Financial Statements and Annual Report

12.2 Oxford County Reports PW (CS) 2025-08 and PW (CS) 2025-12, Waste Management Programs

Moved By: _____

Seconded By: _____

THAT Council receive the following items as information:

12.1 Long Point Region Conservation Authority (LRPCA) - 2024 Financial Statements and Annual Report;

12.2 Oxford County Reports PW (CS) 2025-08 and PW (CS) 2025-12, Waste Management Programs.

13. Staff Reports

13.1 Chief Administrative Officer

13.2 Corporate Services

13.3 Economic Development

13.3.1 Community Improvement Plan Application - 102 Tillson Avenue, Unit F - EDM-25-011

Moved By: _____

Seconded By: _____

- A. THAT Council receives report titled EDM 25-011 Community Improvement Plan Application – 102 Tillson Avenue, Unit F; and,
- B. THAT the 102 Tillson Avenue, Unit F, property tenant, Loads of

Laundry, be approved for funding through the Town's Community Improvement Plan, related to interior renovations and improvement costs as follows:

- a. Commercial Building Interior Renovation Program – Matching funds up to a maximum of \$10,000;

13.3.2 Industrial Land Lease for Agricultural Purposes - EDM-25-012

Moved By: _____

Seconded By: _____

- A. THAT report EDM 25-012 Industrial Land Lease for Agricultural Purposes be received; and,
- B. THAT Council approve a one year extension in the lease with VanQuaethem Farms Ltd for various parcels of industrial land to enable flexibility with respect to the development of Phase 2 of the Van Norman Innovation Park including the ability to adjust the lands being farmed, either before or after planting, and with an overall price increase in the land lease rate from \$340 per acre to \$370 per acre; and,
- C. THAT a bylaw be brought forward to authorize the Mayor and Clerk to enter into a lease agreement with VanQuaethem Farms Ltd for the lands described as:
 - a. Part of Lots 3, 4, and 5, Concession 5 NTR Middleton, and more particularly described as Part 2, Plan 37R-283 and Parts 10 and 11, Plan 41R-10104, comprising approximately 66 acres of farmable land;
 - b. Part of Lots 2 and 3, Concession 5 NTR Middleton, and more particularly described as part of Part 1, Plan 37R352, comprising approximately 48 acres of farmable land, and expressly excluding the southernmost 18 acres of farmable land and all lands south of Otter Creek;
 - c. Lands located on the east side of Highway 19 (Vienna Road), legally described as part of Lots 8 and 9, Concession 4, NTR, and more particularly described as Lots 1613 and 1638A, Plan 500, comprising of approximately 17 acres of farmable lands
 - i. With access through Unnamed Road adjacent to Lots 1612, 1613 and 1614; and,
 - d. Part of Lot 12-13, Concession 4, NTR Middleton as in NR442642 N of NR368925, Norfolk County, comprising approximately 34 acres of farmable lands.
- D. That the net additional revenue resulting from this lease agreement be allocated towards marketing initiatives to support the sale of lands in Phase 2 of the Van Norman Innovation Park.

13.4 Finance

13.4.1 2024 Statement of Remuneration and Expenses for Elected and Appointed Officials - FIN-25-006

Moved By: _____

Seconded By: _____

THAT report FIN 25-006 titled “2024 Statement of Remuneration and Expenses for Elected and Appointed Officials” be received as information.

13.5 Fire and Emergency Services

13.6 Operations and Development

13.6.1 Tender Results - RFT2025-002 - Devonshire Avenue Culvert Replacement - OPD-25-011

Moved By: _____

Seconded By: _____

- A. THAT report OPD 25-011 titled “Tender Results – RFT2025-002 – Devonshire Avenue Culvert Replacement” be received as information; and
- B. THAT the contract for RFT2025-002 – Devonshire Avenue Culvert Replacement be awarded to Cassidy Construction London Ltd. of Dorchester, Ontario at a total project cost of \$413,346 (net of refundable HST).

13.6.2 Tender Results - RFT2025-003 - John Pound Sanitary Sewer Replacement - OPD-25-012

Moved By: _____

Seconded By: _____

- A. THAT report OPD 25-012 titled “Tender Results – RFT2025-003 – John Pound Sanitary Sewer Replacement” be received as information; and
- B. THAT the contract for RFT2025-003 – John Pound Sanitary Sewer Replacement be awarded to Birnam Excavating Ltd. of Arkona, Ontario at a total project cost of \$682,337.60 (net of refundable HST).

13.6.3 Lake Lisgar - Low Flow Weir Repair - OPD-25-013

Moved By: _____

Seconded By: _____

- A. THAT report OPD 25-013 titled “Lake Lisgar – Low Flow Weir Repair” be received as information;

- B. THAT per Sec. 6(b) of Purchasing Policy 5-006, Council permit the Lake Lisgar – Low Flow Weir Repair project to be “sole sourced” to Watech Services Inc.; and
- C. That the Director of Operations and Development be authorized to award the Lake Lisgar - Low Flow Weir Repair project to Watech Services Inc., as the received quote falls within the approved budget limits.

13.7 Recreation, Culture and Parks

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, March 5, 2025
- Economic Development Advisory Committee, March 18, 2025
- Parks, Beautification and Cemeteries Advisory Committee, February 25, 2025

15.2 Long Point Region Conservation Authority Board of Director Minutes

Moved By: _____

Seconded By: _____

THAT Council receive the Long Point Region Conservation Authority Board of Director Minutes dated February 5, 2025, as information.

16. Motions/Notice of Motions

16.1 Councillor Spencer - Tariffs

Moved By: Councillor Spencer

Seconded By: _____

WHEREAS the United States has imposed unjustified tariffs on Canada; and
WHEREAS tariffs would lead to massive job losses and economic instability in both countries; and

WHEREAS municipalities will be on the front lines of the economic fallout; and
WHEREAS municipalities have significant purchasing power through capital and infrastructure programs; and

WHEREAS Federal and Provincial leaders are encouraging Canadians to Buy

Canadian; and

WHEREAS municipalities have traditionally been prevented by trade agreements from giving preference to Buy Canadian; and

WHEREAS municipalities can assist in the Team Canada effort to combat tariffs and support businesses in procurement for capital and infrastructure programs.

NOW THEREFORE BE IT RESOLVED THAT the Town of Tillsonburg Council:

Stand with Team Canada to persuade decision-makers that tariffs are not in the best interests of Canadian or American consumers and businesses; and

Endorse the federal and provincial Team Canada response and call for Buy Canadian; and

Call on the federal and provincial governments to work with municipalities on measures to protect Canadian consumers and businesses; and

Direct Town of Tillsonburg staff to ensure appropriate bidding and contract language is utilized to rely on Canadian companies only, where possible, within the purchasing thresholds of trade agreements municipalities are subject to.

Be it further resolved that the Town Clerk forward this resolution to the following organizations along with the request to endorse the same or similar:

- Association of Municipalities of Ontario (AMO)
- Federation of Canadian Municipalities (FCM)
- Rural Ontario Municipal Association (ROMA)
- Oxford County MP & MPP

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

18.1 2025-029, to authorize a franchise agreement between the Corporation of the Town of Tillsonburg and Enbridge Gas Inc.

18.2 2025-030, to authorize an industrial land lease agreement between the Town of Tillsonburg and VanQuaethem Farms Ltd. for agricultural purposes

Moved By: _____

Seconded By: _____

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:

2025-029, to authorize a franchise agreement between the Corporation of the Town of Tillsonburg and Enbridge Gas Inc.;

2025-030, to authorize an industrial land lease agreement between the Town of Tillsonburg and VanQuaethem Farms Ltd. for agricultural purposes.

19. Confirm Proceedings By-law

Moved By: _____

Seconded By: _____

THAT By-Law 2025-028, to confirm the proceedings of the Council Meeting held on March 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.

20. Items of Public Interest

21. Adjournment

Moved By: _____

Seconded By: _____

THAT the Council meeting of March 24, 2025, be adjourned at ____ p.m.

The Corporation of the Town of Tillsonburg

Council Meeting

MINUTES



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

ATTENDANCE: Deputy Mayor Beres
Councillor Luciani
Councillor Parker
Councillor Parsons
Councillor Rosehart
Councillor Spencer

Regrets: Mayor Gilvesy (Chair)

Staff: Kyle Pratt, Chief Administrative Officer
Renato Pullia, Director of Finance/Treasurer
Carlos Reyes, Director of Operations and Development
Andrea Greenway, Director of Recreation, Culture and Parks
Cephas Panschow, Development Commissioner
Duncan Bryce, Records and Legislative Coordinator
Amelia Jaggard, Deputy Clerk

1. Call to Order

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

2. Closed Session

3. Moment of Silence

4. Adoption of Agenda**Resolution # 2025-085****Moved By:** Councillor Spencer**Seconded By:** Councillor Parker

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

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

No disclosures of pecuniary interest were declared.

6. Adoption of Council Minutes of Previous Meeting**Resolution # 2025-086****Moved By:** Councillor Rosehart**Seconded By:** Councillor Parsons

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

Carried**7. Presentations****8. Public Meetings****9. Planning Reports****10. Delegations****10.1 Tillsonburg Girl Guides Re: Request for resources**

The Tillsonburg Girl Guides attended before Council to request that the Town waive fees to permit approximately 35 youth members to complete a swim test at the Tillsonburg Community Centre pool. The organization must submit proof of completed swim tests by June 29 to allow members to participate in Girl Guide activities throughout the year, including the Provincial camp.

Opportunity was provided for questions from Council.

The Tillsonburg Girl Guides were advised to submit their request to staff.

Resolution # 2025-087

Moved By: Councillor Luciani
Seconded By: Councillor Parker

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

Carried

11. Deputation(s) on Committee Reports

12. Information Items

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

Resolution # 2025-088

Moved By: Councillor Rosehart
Seconded By: Councillor Spencer

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

Carried

13. Staff Reports

13.1 Chief Administrative Officer

13.2 Corporate Services

13.2.1 Subcommittee Appointment - CS-25-006

Resolution # 2025-089

Moved By: Councillor Parker
Seconded By: Councillor Parsons

- 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.

Carried

13.3 Economic Development

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

Resolution # 2025-090

Moved By: Councillor Luciani

Seconded By: Councillor Rosehart

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

Carried

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

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

Concerns were noted about the potential impact of eliminating on-street parking on the adjacent business, due to the proposed upgrade.

Resolution # 2025-091

Moved By: Councillor Spencer

Seconded By: Councillor Rosehart

- A. THAT report OPD 25-008 titled “Pedestrian Crossover at Annadale Public School on Tillson Avenue” be received as information; and
- B. THAT Council directs staff to request alternative options to Oxford County to consider feasibility, consideration and adjustment of the crosswalk no-parking bylaw to be confined to school hours schedule only and that parking be allowed and considered for non-school hours as existing businesses depend on that parking especially during the evenings and

weekends and/ or the location of the crosswalk be adjusted to another location to allow for business parking or the crossover be removed.

Carried

13.7 Recreation, Culture and Parks

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

Resolution # 2025-092

Moved By: Councillor Parker

Seconded By: Councillor Luciani

- 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.

Carried

14. New Business

15. Consideration of Minutes

15.1 Advisory Committee Minutes

Resolution # 2025-093

Moved By: Councillor Luciani

Seconded By: Councillor Parsons

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

Carried

16. Motions/Notice of Motions

Councillor Spencer provided the following notice of motion to be included on the March 24, 2025 Council agenda:

WHEREAS the United States has imposed unjustified tariffs on Canada; and

WHEREAS tariffs would lead to massive job losses and economic instability in both countries; and

WHEREAS municipalities will be on the front lines of the economic fallout; and

WHEREAS municipalities have significant purchasing power through capital and infrastructure programs; and

WHEREAS Federal and Provincial leaders are encouraging Canadians to Buy Canadian; and

WHEREAS municipalities have traditionally been prevented by trade agreements from giving preference to Buy Canadian; and

WHEREAS municipalities can assist in the Team Canada effort to combat tariffs and support businesses in procurement for capital and infrastructure programs.

NOW THEREFORE BE IT RESOLVED THAT the Town of Tillsonburg Council:

Stand with Team Canada to persuade decision-makers that tariffs are not in the best interests of Canadian or American consumers and businesses; and

Endorse the federal and provincial Team Canada response and call for Buy Canadian; and

Call on the federal and provincial governments to work with municipalities on measures to protect Canadian consumers and businesses; and

Direct Town of Tillsonburg staff to ensure appropriate bidding and contract language is utilized to rely on Canadian companies only, where possible, within the purchasing thresholds of trade agreements municipalities are subject to.

Be it further resolved that the Town Clerk forward this resolution to the following organizations along with the request to endorse the same or similar:

- Association of Municipalities of Ontario (AMO)
- Federation of Canadian Municipalities (FCM)

- Rural Ontario Municipal Association (ROMA)
- Oxford County MP & MPP

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

19. Confirm Proceedings By-law

Resolution # 2025-094

Moved By: Councillor Rosehart

Seconded By: Councillor Spencer

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.

Carried

20. Items of Public Interest

This portion of the meeting is not recorded.

21. Adjournment

Resolution # 2025-095

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

THAT the Council meeting of March 10, 2025, be adjourned at 6:40 p.m.

Carried



To: Mayor and Members of Tillsonburg Council

From: Marc Davidson, Senior Development Planner, Community Planning

Application for Zone Change ZN 7-05-01 – Comprehensive Zoning By-law Amendment

REPORT HIGHLIGHTS

- The purpose of the Zone Change application is to make several housekeeping changes to the Town of Tillsonburg Zoning By-law (No. 3295) to provide technical updates for clarification, to fix typographical errors, and to update provisions that are reflective of recently established Provincial policy and legislative changes.
- Planning staff are seeking Council direction relating to the inclusion of provisions for Emergency Care Establishments; whether this newly defined use should be permitted in certain zoning categories (ie. Institutional and Commercial Zones), or whether the use would require a Zoning By-law Amendment to allow for Council to review each proposal.
- Planning staff are recommending approval-in-principle of the proposed housekeeping amendment so that the applicable amending By-Law can be prepared following Council consideration and receipt of direction on the preferred approach for Emergency Care Establishments.

DISCUSSION

Background

APPLICANT: The Corporation of the Town of Tillsonburg
 10 Lisgar Avenue, Tillsonburg ON N4G 5A5

LOCATION: The proposed housekeeping amendment will apply to all lands within the Town of Tillsonburg.

PROPOSAL:

The Town of Tillsonburg has initiated a housekeeping amendment to the Town's Zoning By-law that will correct typographical and grammatical issues and provide technical updates for clarification as well as updating provisions that are reflective of recently established Provincial policy and legislative changes. The proposed amendments will also update several provisions based on a review of recent development activity, inquiries and planning applications.

Report No: CP 2025-95
COMMUNITY PLANNING
Council Date: March 24, 2025

The Town of Tillsonburg Zoning By-law was passed on April 14th, 2008. Since the last general amendment in 2023, Staff have been monitoring minor variance approvals, noting interpretation issues, and reviewing suggestions from the Town to clarify and update the existing Zoning By-law. Staff are of the opinion that this comprehensive housekeeping amendment is necessary and appropriate to ensure continued effectiveness of the Town's Zoning By-law and ease of interpretation and implementation.

Staff note that this item was included in the 2024 business plan for the Operations and Development Department.

The proposed amendments are summarized in the table below. The first column outlines the Section that is proposed to be modified; the second column outlines the proposed amendment; and the third column provides insight into the origin of the modification.

Section	Proposed Amendment	Type of Amendment (Typographical/ Technical/ Provincial Policy Amendment)
Application, Administration and Enforcement (Section 1.9)	<ul style="list-style-type: none"> Remove reference to Ontario Municipal Board and replace with Ontario Land Tribunal (or its successor). 	<ul style="list-style-type: none"> Typographical
Interpretation and Schedules (Section 2.1)	<ul style="list-style-type: none"> Remove reference to Schedule "D", which was deleted as part of a previous Zoning By-law update. 	<ul style="list-style-type: none"> Typographical
Holding Zone Provisions (Section 3.2.1.3)	<ul style="list-style-type: none"> Include language clarifying that holding provisions may be used to ensure that sufficient servicing capacity exists prior to a development proceeding. 	<ul style="list-style-type: none"> Technical
Definitions (Section 4)	<ul style="list-style-type: none"> Include new definition for Emergency Care Establishment (subsection 4.62a). 	<ul style="list-style-type: none"> Technical
General Provisions (Section 5)	<ul style="list-style-type: none"> Add subsection 5.5a for Emergency Care Establishment. 	<ul style="list-style-type: none"> Technical
Accessory Uses, Buildings, Structures (Section 5.1)	<ul style="list-style-type: none"> Amend Table 5.1.1.4 – "Regulations for Accessory Buildings and Structures" to include language for the separation of an accessory structure WITHOUT an ARU. Amend Table 5.1.1.4 – "Regulations for Accessory Buildings and Structures" to increase the maximum height of accessory buildings and structures from 3.7 m (12.1 ft) to 6 m (19.6 ft) in Residential or Entrepreneurial Zones. 	<ul style="list-style-type: none"> Technical; and Provincial Policy Amendment

Report No: CP 2025-95
COMMUNITY PLANNING
Council Date: March 24, 2025

Section	Proposed Amendment	Type of Amendment (Typographical/ Technical/ Provincial Policy Amendment)
<p>Accessory Uses, Buildings, Structures (Section 5.1) (continued)</p>	<ul style="list-style-type: none"> • Amend Table 5.1.1.4 – “Regulations for Accessory Buildings and Structures” to include language for the separation of an accessory structure WITHOUT an ARU. • Amend Table 5.1.1.4 – "Regulations for Accessory Buildings and Structures" to increase the maximum height of accessory buildings and structures from 3.7 m (12.1 ft) to 6 m (19.6 ft) in Residential or Entrepreneurial Zones. • • Amend Table 5.1.1.4 – "Regulations for Accessory Buildings and Structures" to increase minimum rear yard and interior side yard setbacks for accessory buildings and structures 3.7 m (12.1 ft) in height or greater from 1.2 m (3.9 ft) to 3 m (9.8 ft) in Residential or Entrepreneurial Zones. 	<ul style="list-style-type: none"> • Technical; and • Provincial Policy Amendment
<p>Additional Residential Units (Section 5.1.4)</p>	<ul style="list-style-type: none"> • Amend Table 5.1.4 – “Regulations for Additional Residential Units (ARUs)” to allow the maximum lot coverage for all buildings and structures on a lot containing at least one ARU is 45%. • Amend Table 5.1.4 – “Regulations for Additional Residential Units (ARUs)” to require that there is no minimum lot area required for an ARU other than the minimum lot area required for the principal single-detached dwelling, semi-detached dwelling or street-fronting townhouse dwelling. • Amend Table 5.1.4 – "Regulations for Additional Residential Units (ARUs)" to require that the separation distance for any detached building containing an ARU from another building containing a residential unit is four (4) metres. • Amend Table 5.1.4 – "Regulations for Additional Residential Units (ARUs)" to reduce the requirement for landscaped open space in the front yard of a lot used for ARU purposes from 50 % to 35%. 	<ul style="list-style-type: none"> • Technical; and • Provincial Policy Amendment

Report No: CP 2025-95
COMMUNITY PLANNING
Council Date: March 24, 2025

Section	Proposed Amendment	Type of Amendment (Typographical/ Technical/ Provincial Policy Amendment)
Additional Residential Units (Section 5.1.4) (continued)	<ul style="list-style-type: none"> • Amend Table 5.1.4 – "Regulations for Additional Residential Units (ARUs)" to remove the requirement for entrances to be from the front lot line to the ARU entrance. • Amend Table 5.1.4 – "Regulations for Additional Residential Units (ARUs)" to include that ARUs within a building or structure accessory to a residential use shall comply with Table 5.1.1.4 – Regulations for Accessory Buildings and Structures. 	<ul style="list-style-type: none"> • Technical; and • Provincial Policy Amendment
Cargo Containers (Section 5.2)	<ul style="list-style-type: none"> • Amend Section 5.2 "Cargo Containers" to permit cargo containers in Commercial Zone. Note, Cargo Containers will continue to be permitted in the Industrial Zoning categories. 	<ul style="list-style-type: none"> • Technical
Emergency Care Establishment (Section 5.5a)	<ul style="list-style-type: none"> • Add Section 5.5a "Emergency Care Establishment" includes new provisions to limit the location of establishments on lands fronting or flanking onto Broadway within the CC or EC Zone. • 	<ul style="list-style-type: none"> • Technical
Garden Suites (Section 5.9)	<ul style="list-style-type: none"> • Remove Section 5.9 	<ul style="list-style-type: none"> • Technical
Home Occupation (Section 5.13)	<ul style="list-style-type: none"> • Amend subsection 5.13.11 "Zone Requirements" which outlines that a home occupation shall not include the shipping or receiving of goods or materials by commercial motor vehicles greater than 20,000 kg, an increase from the previous 4,000 kg (gross vehicle weight). 	<ul style="list-style-type: none"> • Technical
Loading Provisions (5.14)	<ul style="list-style-type: none"> • Relocate Section 5.14 "Loading Provisions" to Section 5.24.6. 	<ul style="list-style-type: none"> • Technical; and • Typographical
Non-Conforming Uses, Sites and Buildings (Section 5.21)	<ul style="list-style-type: none"> • Amend subsection 5.21.4 "Building Permit Issued" to allow additional time (from 6 months to 1 year) for approved uses and structures that have been issued a building permit but have not yet been constructed and may no longer conform to the Zoning By-Law as a result of changes or amendments, to be constructed to be deemed legal non-conforming. 	<ul style="list-style-type: none"> • Technical

Report No: CP 2025-95
COMMUNITY PLANNING
Council Date: March 24, 2025

Section	Proposed Amendment	Type of Amendment (Typographical/ Technical/ Provincial Policy Amendment)
Parking Provisions (5.24)	<ul style="list-style-type: none"> • Amend subsection 5.24.1.7.2 "Width of a Joint Access" to include that the width of joint access measured along the street line shall be between 6.7 (22 ft) and 9 m (29.5 ft), or as approved in an approved site plan. • Amend subsection 5.24.1.7.3 to increase the "Maximum Driveway Width - Residential Zones" from 50% to 60% of the area of the front yard or lot frontage, or the area or width of the exterior side yard that may be occupied by a driveway or parking area. • Amend subsection 5.24.1.8 to remove crushed stone, slag, gravel, crushed brick (or tile), and cinders – the portion of the driveway within the road allowance must be asphalt only, OR as approved via an approved site plan. • Correct bed and breakfast establishment spelling in "Table 5.24.2.1 – Parking Standards". • Remove garden suite from "Table 5.24.2.1 – Parking Standards". • Amend Table 5.24.2.1 – "Parking Standards" to reduce the number of vehicle parking spaces required for a residential unit in a portion of a non-residential building, multiple unit dwelling, or apartment dwelling from the current 1.5 per dwelling unit to 1.25 per dwelling unit plus accessible parking requirements as outlined in Section 5.24.2.2. • Amend Table 5.24.2.1 – "Parking Standards" to require 1 parking space per 25 m² (269 ft²) of gross floor area instead of the current 1 parking space per 20 m² (215.3 ft²) for commercial school, financial institution, laundromat, personal service establishment, retail store, service shop, and studio uses. 	<ul style="list-style-type: none"> • Technical; and • Provincial Policy Amendment

Report No: CP 2025-95
COMMUNITY PLANNING
Council Date: March 24, 2025

Section	Proposed Amendment	Type of Amendment (Typographical/ Technical/ Provincial Policy Amendment)
Parking Provisions (5.24) (continued)	<ul style="list-style-type: none"> • Amend Table 5.24.2.1 – “Parking Standards” to require 1 parking space per 30 m² (322 ft²) of gross floor area instead of the current 1 parking space per 20 m² (215.3 ft²) for business or professional office and government administrative office uses. • Amend Table 5.24.2.1 – “Parking Standards” to require 1 parking space per 200 m² (2,152 ft²) of gross floor area instead of the current 1 parking space per 185 m² (1,991 ft²) for industrial warehouse uses. • Amend Table 5.24.2.1 – “Parking Standards” to require 5 parking spaces plus 2 per classroom or 1 per 10 m² (107.6 ft²) of gross floor area in the gymnasium or auditorium, whichever is greater, instead of the current 5 parking spaces plus 1 per classroom or 1 per 10 m² (107.6 ft²) of gross floor area in the gymnasium or auditorium, whichever is greater, for elementary school uses. • Amend Table 5.24.2.1 – “Parking Standards” to include that adequate off-street parking spaces and loading spaces for school buses shall also be provided as determined through an approved site plan for elementary school uses. • Amend Table 5.24.2.1 – “Parking Standards” to require 5 parking spaces per classroom or 1 per 10 m² (107.6 ft²) of gross floor area in the gymnasium or auditorium, whichever is greater instead of the current 4 parking spaces per classroom for secondary school uses. 	<ul style="list-style-type: none"> • Technical; and • Provincial Policy Amendment
Queue Space Requirements (Section 5.24.4)	<ul style="list-style-type: none"> • Amend Section 5.24.4.1 “Queue Space Requirements” to include that queue spaces shall not be considered a parking space and shall not be located in a yard abutting a Residential Zone or Entrepreneurial Zone. 	<ul style="list-style-type: none"> • Technical

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Section	Proposed Amendment	Type of Amendment (Typographical/ Technical/ Provincial Policy Amendment)
Prohibited Uses (Section 5.26)	<ul style="list-style-type: none"> • Amend Section 5.26 “Prohibited Uses” to include a facility for the manufacturing, refining or processing of hydrochloric acid, nitric acid, picric acid, sulphuric acid, or any sulphurous acid. 	Technical
Public Uses (Section 5.27)	<ul style="list-style-type: none"> • Amend subsection 5.27.1 “Public Services” to include an internet service provider. 	Technical
Setback to Centreline of Arterial Road	<ul style="list-style-type: none"> • Clarify that the setback from the centreline of an arterial road is to be calculated from the centreline of the road allowance, not the pavement in: • Table 6.2 (R1 & R1A Zones); • Table 7.2 (R2 Zone); • Table 8.2 (R3 Zone); • Table 9.2 (RM Zone); • Table 10.2 (RH Zone); • Table 11.2 (RMH Zone); • Table 12.2 (EC Zone); • Table 13.2 (CC Zone); • Table 14.2 (SC Zone); • Table 16.2 (MR Zone); • Table 17.2 (MG Zone); • Table 18.2 (FD Zone); • Table 19.2 (IN1 Zone); and • Table 20.2 (IN2 Zone). 	Technical
Holding Zone Provisions	<ul style="list-style-type: none"> • Amend subsection 6.4.1.1 to update reference to Section 36 of the Planning Act. • Amend subsection 7.4.1.1 to update reference to Section 36 of the Planning Act. • Amend subsection 8.5.1.1 to update reference to Section 36 of the Planning Act. • Amend subsection 9.4.1.1 to update reference to Section 36 of the Planning Act. • Amend subsection 10.3.1.1 to update reference to Section 36 of the Planning Act. • Amend subsection 11.3.1.1 to update reference to Section 36 of the Planning Act. 	Typographical
Special Provisions (Section 6.5)	<ul style="list-style-type: none"> • Amend subsection 6.5.1.1 to include an ARU as a permitted use. • Amend subsection 6.5.2.1 to include an ARU as a permitted use. • Amend subsection 6.5.3.1 to include an ARU as a permitted use. • Amend subsection 6.5.4.1 to include an ARU as a permitted use. 	Technical

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Section	Proposed Amendment	Type of Amendment (Typographical/ Technical/ Provincial Policy Amendment)
Special Zoning for a Single Detached Dwelling (R2-S) [Section 7.3]	<ul style="list-style-type: none"> • Amend Section 7.3 to include an ARU as a permitted use. 	Technical
Special Provisions (Section 7.5)	<ul style="list-style-type: none"> • Amend subsection 7.5.1.1 to include an ARU as a permitted use. • Amend subsection 7.5.2.1 to include an ARU as a permitted use. • Amend subsection 7.5.3.1 to include an ARU as a permitted use. • Amend subsection 7.5.4.1 to include an ARU as a permitted use and to remove the reference to the holding provisions. • Amend subsection 7.5.4.2 to remove the reference to the holding provisions • Amend subsection 7.5.5.1 to include an ARU as a permitted use. • Amend subsection 7.5.8.1 to include an ARU as a permitted use. • Amend subsection 7.5.33.1 to include an ARU as a permitted use. 	Technical
Zone Provisions (Section 8.2)	<ul style="list-style-type: none"> • Remove subsection 8.2.1 - Distance Between Multiple Unit Dwellings on One Lot. 	Technical
Special Provisions (Section 8.6)	<ul style="list-style-type: none"> • Amend subsection 8.6.2 to remove the reference to the holding provisions. • Amend subsection 8.6.2.1 to include an ARU as a permitted use and to remove the reference to the holding provisions and to correct the spelling of 'street fronting townhouse dwelling. • Amend subsection 8.6.2.2.4 to remove minimum floor area requirement of 93 m² and replace with NIL. • Amend subsection 8.6.3 to remove the reference to the holding provisions • Amend subsection 8.6.3.1 to include an ARU as a permitted use and to remove the reference to the holding provisions. • Amend subsection 8.6.3.2.1.10 to remove minimum floor area requirement of 93 m² and replace with NIL. • Amend subsection 8.6.3.2.2.6 to remove minimum floor area requirement of 93 m² and replace with NIL. • Amend subsection 8.6.5 to remove the reference to the holding provisions which have been lifted. 	

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Section	Proposed Amendment	Type of Amendment (Typographical/ Technical/ Provincial Policy Amendment)
Special Provisions (Section 8.6) (continued)	<ul style="list-style-type: none"> • Amend subsection 8.6.6.1 to include an ARU as a permitted use and to remove reference to an apartment dwelling not exceeding 40 units. • Amend subsection 8.6.6.2.2 to remove reference to one apartment dwelling, containing not more than 40 dwelling units. • Remove subsection 8.6.6.2.7 requiring distance between an apartment dwelling and a lot line. • Remove subsection 8.6.6.2.8 requiring a minimum number of parking spaces required for a 40-unit apartment dwelling. • Amend subsection 8.6.7.1 to remove the reference to the holding provisions. • Amend subsection 8.6.9.1 to include an ARU as a permitted use. • Amend subsection 8.6.10.1 to include an ARU as a permitted use. • Amend subsection 8.6.11.1 to include an ARU as a permitted use. • Amend subsection 8.6.11.2.5 to remove minimum floor area requirement of 93 m² and replace with NIL. • Amend subsection 8.6.13 to correct typographical errors. • Amend subsection 8.6.16.1 to include an ARU as a permitted use. • Amend subsection 8.6.20.1 to include an ARU as a permitted use. • Amend subsection 8.6.21.1 to include an ARU as a permitted use. • Amend subsection 8.6.27.2 to include an ARU as a permitted use. 	
Zone Provisions (Section 9.2)	<ul style="list-style-type: none"> • Remove subsection 9.2.1 - Distance Between Multiple Unit Dwellings on One Lot. • Remove subsection 9.2.2 - Distance between Apartment Dwellings on One Lot. 	Technical
Special Zoning – Residential Entrepreneurial Areas (EC-R) [Section 12.3]	<ul style="list-style-type: none"> • Amend subsection 12.3.2.1.1 to include language related to purpose of the holding provisions. • Amend subsection 12.3.2.1.2 to permit no additional uses unless stated in a special provision. 	Technical
Special Provisions (Section 12.4)	<ul style="list-style-type: none"> • Amend subsections 12.4.7 and 12.4.7.1 to remove reference to holding provisions. 	Technical

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Section	Proposed Amendment	Type of Amendment (Typographical/ Technical/ Provincial Policy Amendment)
Zone Provisions (Section 13.2)	<ul style="list-style-type: none"> • Add subsection 13.2.8 limiting an emergency care establishment from fronting or flanking on Broadway within the CC Zone. • 	Technical
Uses Permitted (Section 14.1)	<ul style="list-style-type: none"> • Add a daycare centre as a permitted use in Table 14.1. • Remove a place of worship as a permitted use in Table 14.1. • 	• Technical; and Provincial Policy
Zone Provisions (Section 15.2)	<ul style="list-style-type: none"> • Remove requirements for Dwelling Unit Gross Floor Area, Minimum in Table 15.2. • 	• Technical
Zone Provisions (Section 17.2)	<ul style="list-style-type: none"> • Remove required setback for “all other streets” in Table 17.2. • 	• Technical

Application Review

PLANNING ACT

Section 2 of the Planning Act identifies the provision of a full range of housing, and the orderly development of safe and healthy communities as a matter of Provincial interest.

2024 PROVINCIAL PLANNING STATEMENT

The Provincial Planning Statement is a policy statement issued under Section 3 of the Planning Act that came into effect on October 20, 2024. The PPS applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after October 20, 2024. The following outlines the key PPS policies that have been considered but is not intended to be an exhaustive list.

Chapter 1, Introduction, states that a prosperous and successful Ontario will also support a strong and competitive economy that is investment-ready and recognized for its influence, innovation and diversity. Ontario’s economy will continue to mature into a centre of industry and commerce of global significance. Central to this success will be the people who live and work in this province.

Section 2.1 of the PPS directs that planning authorities should support the achievement of complete communities by accommodating an appropriate range and mix of land uses, housing options, transportation options with multi-modal access, employment, public service facilities and other institutional uses to meet long-term needs, improve social equity and overall quality of life for people of all ages, abilities and incomes, including equity-deserving groups.

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Section 2.2 provides that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the immediate area by:

- a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;
- b) permitting and facilitating:
 - 1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
 - 2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;
- c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and
- d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

Section 2.3.1, General Policies for Settlement Areas, directs that Settlement Areas shall be the focus of growth and development. Further, land use patterns within Settlement Areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) optimize existing and planned infrastructure and public service facilities;
- c) support active transportation;
- d) are transit-supportive, as appropriate; and,
- e) are freight supportive.

Housing options is defined in the PPS as a range of housing types such as, but not limited to single-detached, semidetached, rowhouses, townhouses, stacked townhouses, multiplexes, additional residential units, tiny homes, laneway housing, garden suites, rooming houses and multi-residential buildings, including low-and mid-rise apartments. The term can also refer to a variety of housing arrangements and forms such as, but not limited to, life lease housing, co-ownership housing, co-operative housing, community land trusts, land lease community homes, affordable housing, additional needs housing, multigenerational housing, student housing, farm worker housing, culturally appropriate housing, supportive, community and transitional housing and housing related to employment, educational, or institutional uses, such as long-term care homes.

Additional needs housing is defined in the PPS as any housing, including dedicated facilities, in whole or in part, that is used by people who have specific needs beyond economic needs, including but not limited to, needs such as mobility requirements or support functions required for daily living. Examples of additional needs housing may include, but are not limited to long-term care homes, adaptable and accessible housing, and housing for persons with disabilities such as physical, sensory or mental health disabilities, and housing for older persons.

OFFICIAL PLAN

Section 8.2.2.4- Special Needs Housing, of the Official Plan provides that Town Council shall encourage the provision of and permit housing for people with special needs to be located in all areas where residential uses are permitted. The location of various sizes of special needs housing will be determined by residential densities in the Town, with the intention of permitted smaller sized facilities in area of Low Residential Density and permitting larger sized facilities to areas of Medium and High Residential Density and appropriate Employment and/or Community Facilities Areas.

Town Council shall implement through the Zoning By-law regulations permitting group homes, hostels, temporary shelters, emergency shelters and similar forms of special needs housing in specific Low and Medium Density Residential and Central Commercial zones as of right.

When reviewing any proposal to rezone lands for the purpose of establishing through new construction or conversion of existing structures, a group home, hostel, temporary shelter, emergency shelter or other similar form of special needs housing, Town Council shall be satisfied:

- that traffic generated from the facility can be adequately accommodated by the road network and will not have a significant impact on adjacent residential areas
- the facility shall be of a design which maintains the scale, density, appearance, character and continuity of existing land uses in the surrounding neighbourhood
- the land, buildings or structures for the proposed facility shall conform to the provisions of the Zoning By-law. Parking requirements will be established on the bases of floor area and shall ensure that the on-site parking supply meets the needs of residents, support staff and visitors.

Amendment No. 311 to the County of Oxford Official Plan amended the policies of the Low-Density Residential District and the Entrepreneurial District to allow for the development of ARUs within the Town of Tillsonburg. Specifically, Section 8.2.4 provides for ARUs as a permitted use. Section 8.2.4.3 outlines a definition of an ARU and provides clarification that ARUs are a separate, self contained dwelling unit located within a single detached, semi-detached dwelling or street townhouse dwelling, or within a detached building ancillary to such dwelling, and which is located on the same lot as, and is clearly subordinate to the principle dwelling.

Finally, the Town's Zoning By-law shall establish the specific zoning provisions that must be met for an additional residential unit to be established on a lot. These zoning provisions will address the policy requirements of this subsection and any other matters deemed necessary by the Town including, but not limited to: lot frontage and area; type of unit permitted; unit size and location; building height, location and setbacks; landscaping and amenity areas; parking and access.

To assist in maintaining the built form character of the principal dwelling and surrounding residential area, and minimizing potential impacts on abutting residential properties, the Zoning By-law may also limit the location and extent of structural additions, alterations and/or features that are permitted (e.g. building additions, doorways, windows, stairways and decks).

AGENCY COMMENTS

At the time of the writing of this report, no comments have been received with regard to this application.

PUBLIC CONSULTATION

Notices of both Complete Application and Notice of Public Meeting regarding the application for the Comprehensive Zoning By-law Amendment were provided to surrounding property owners in accordance with the requirements of the Planning Act. The notices were published in both the Norfolk News and Tillsonburg News on February 6 and March 6, 2024.

A thorough consultation process has also occurred with this application. As outlined in report [OPD 24-040- Comprehensive Zoning By-Law Review](#), presented on July 8, 2024, staff have conducted the following public consultation and engagement activities:

A Public Open House was held at the Lions Den at the Community Centre on October 29, 2024. At the Open House there were approximately 4 members of the public who attended and general discussion took place regarding the proposed changes to the Zoning By-law. No formal comments were received. The meeting was also attended by the Tillsonburg Post; an article was published in the Tillsonburg Post on November 14, 2024.

Further consultation has occurred with presentations at:

- the Downtown Tillsonburg BIA on October 30, 2024,
- the Town of Tillsonburg Managers Meeting on November 6, 2024;
- the Economic Development Advisory Committee on November 12, 2024
- the Tillsonburg Builders Forum on February 25, 2025.

At each of the above noted meetings general discussion took place and staff have updated the draft modifications accordingly. The notices for the Notice of Public Meeting and all related materials have been posted on the Town's website. In addition, there was a dedicated email address to facilitate feedback from members of the public.

PLANNING ANALYSIS

As noted above the changes proposed within this Comprehensive Zoning By-law Amendment can be outlined in 5 general categories:

1. Typographical and Grammatical Changes;
2. Expanded permissions;
3. Additional Residential Units (ARUs);
4. Parking Provision Changes; and
5. Emergency Care Establishments

Typographical and Grammatical Changes

Typographical and grammatical changes listed and included in the chart above are classified as minor modifications that would not change the intent of any section of the Zoning By-law. These proposed modifications would facilitate easier interpretation of the Zoning By-law and are intended to reflect the original approvals by Town Council that were not properly implemented.

Expanded Permissions

Through the review of the zoning by-law, staff identified repetitive site-specific requests or approvals that were granted by Council or the Town Committee of Adjustment with a view to streamlining development, as appropriate. Through this exercise, redundant provisions to the by-law were identified for removal and additional permitted uses are proposed for some zones (i.e. including a daycare as a permitted use in the Service Commercial Zone, permitting cargo containers for commercial zones). Changes to the Ontario Building Code have also rendered some zoning provisions redundant and these provisions are identified to be removed to reduce duplication and possible interpretation conflicts to streamline the development and building review process.

Other proposed changes under this area include increasing the permitted height of residential accessory buildings to accommodate two storeys, increasing the length of the grace period when legal non-conforming uses may be replaced or rebuilt, providing consistency in how setbacks to arterial roads are measured in various zones, and revising provisions for home occupations to reflect how most home-based businesses currently operate.

As noted, these changes are intended to reduce the number of instances where planning approvals are required to streamline development within the Town.

Additional Residential Units (ARUs)

Provincial legislation (Ontario Regulation 462/24 to Amend Ontario Regulation 299/19) was passed on November 24, 2024, this amended Regulation provides new criteria for ARUs.

Ontario Regulation 462/24 has introduced a minimum setback of 4 m for a detached building or structure containing an ARU from another building or structure on the same parcel that contains a residential unit.

Another modification of this regulation stipulates that 'up to 45% of the surface of the parcel is permitted to be covered by buildings or structures' on a parcel where ARUs are located. This has been interpreted to mean that all proposals for ARUs are permitted up to 45% lot coverage based on the ground floor area of all buildings and structures on the lot, notwithstanding what any zoning provisions may limit as the maximum lot coverage.

Finally, the amended regulation overrides all minimum lot size/area requirements that are specific to parcels with ARUs and appears to apply to both ARUs within the principal dwelling and/or in a detached accessory structure.

To implement this legislative change, staff have modified both Table 5.1.1.4 Accessory Structures and Table 5.1.4 Additional Residential Units to reflect these changes made through Ontario Regulation 462/24.

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With regard to Parking Provision changes, staff are also proposing modified provisions for ARUs, to increase the maximum driveway width for Residential Zones from 50% to 60% of the area of the front yard or lot frontage, or the area or width of the exterior side yard that may be occupied by a driveway or parking area. The intent of this modification is to allow a wider driveway width to accommodate the required additional parking space(s) required for an ARU. The intent of this proposed change is to support the provision of additional parking on private property to reduce the demand for on-street parking.

Additionally, a number of existing site-specific zoning provisions containing a single detached, semi detached or townhouse dwelling are proposed to be amended to clearly reflect that an ARU is also permitted in those zones, in accordance with Provincial requirements.

Proposed Changes to Parking Provisions

Planning Staff, Town Building and By-Law Services Staff and Town Engineering Services staff are recommending several changes to the parking provisions contained within the Zoning By-law to reflect minor variance approvals, interpretation issues, and review of suggestions from applicants and development consultants to clarify and update the existing Zoning By-law.

Specifically, it is proposed to reduce the number of parking spaces required for a residential unit in a portion of a non-residential building, multiple unit dwelling or apartment dwelling from the current 1.5 spaces per dwelling unit to 1.25 per dwelling unit plus accessible parking requirements. This change is based on the more recent developments that have been approved and constructed in Tillsonburg and is more reflective of the parking requirements that have been successfully provided in these types of developments.

Other modifications to the parking requirements relate again to more recent trends, reducing the parking requirements for commercial school, financial institution, laundromat, personal service establishment, retail store, service shop, studio uses, business or professional office, government administrative office uses, and industrial warehouse uses.

In some instances, the parking requirements for uses have increased, specifically for elementary school uses and secondary school uses as By-law staff have identified significant parking pressures on and near school sites throughout the Town. A new provision is also proposed to require that adequate off-street parking spaces, drop off areas and loading spaces for school buses shall also be provided as determined through an approved site plan for elementary school uses.

Emergency Care Establishment

A number of new provisions are proposed to be introduced to provide guidance for proposals to establish an emergency care establishment. Town staff identified that the Zoning By-law is generally silent respecting these uses.

A new definition is proposed to be introduced to define an emergency care establishment as *an institutional use that provides temporary accommodation and assistance for periods generally not exceeding six weeks for the majority of the residents. An emergency care establishment does not include a group home.*

It is intended that this definition would encompass day shelters and overnight shelters.

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Prior to drafting these proposed changes staff reviewed the zoning provisions for emergency care establishments in other communities in Ontario, including the City of London, City of Guelph, City of Toronto and City of Waterloo. A review of the experience of these municipalities and other zoning provisions and Official Plan policies indicated that other zoning provisions, including requiring minimum setbacks between emergency care establishments and minimum setbacks between these uses and other land uses has not been effective and these municipalities have moved away from this approach. Additionally, the policies in Section 8.2.2.4 of the Official Plan encourage the provision of and permit housing for people with special needs to be located in all areas where residential uses are permitted, including appropriate employment and/or community facilities areas where large institutional uses are permitted, provided the applicable criteria are met.

Staff are seeking Council direction on two options with respect to Emergency Care Establishments:

Option 1- Permitting Emergency Care Establishments as of Right

This option would permit Emergency Care Establishments as of right in Entrepreneurial District and Central Commercial zones in the Central Area, in closer proximity to where most of the supports are located for the clients of the Emergency Care Establishment. It is recommended that a provision be introduced into the Central Commercial (CC) Zone and Entrepreneurial District (EC) zones to indicate that an emergency care establishment may not be located on lands fronting or flanking onto Broadway within the CC or EC zone. The intent of this provision is to recognize that emergency care establishments and shelters provide an important service to members of the community, however they should generally not be located on prominent pedestrian-oriented locations in the Central Area.

Through this option, it is also recommended that these uses be permitted on lands zoned Major Institutional (IN2), which currently encompasses sites including the Tillsonburg District Memorial Hospital, long-term care facilities in Town, the area including and encompassing the Tillsonburg Community Centre and Complex, and large retirement homes such as Harvest Heights. These sites are typically large enough to accommodate an emergency care establishment, already provide other public services, and represent more intensive land uses that would be generally well suited to accommodate such a use.

This approach would provide increased options for finding suitable sites for future emergency care establishments and would allow the establishment of these uses in a timelier manner with less incurred costs as they would not need a zoning by-law amendment in most cases. The PPS includes policies that clearly support these uses and the current Official Plan policy direction respecting these uses is broadly supportive of establishing these uses as of right in many locations throughout the Town. The applicable review criteria contained in the Official Plan requires the proposal to have regard to concerns such as traffic, facility design and parking requirements. Site Plan approval would remain applicable, providing an opportunity for Town and County staff to assess a potential proposal to ensure that matters such as parking, buffering, access, servicing and fencing are addressed to the satisfaction of the Town.

Option 2- Requiring a Site-Specific Zoning By-law Amendment prior to establishing an Emergency Care Establishment

This approach would require that each proponent submit a zoning by-law amendment for Town Council's review and approval prior to establishing a new emergency care establishment on any property in Town. Through the review of each proposal, Council could consider the proposed

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location, design, operation, parking supply and solicit public feedback respecting each proposal. A notice of complete application and notice of public meeting is required to be issued to every surrounding property owner within 120 m (400 ft) of the subject property. A statutory public meeting is required to provide an opportunity for public comment and input for the application.

This process typically takes 90 days to complete and would require the proponent to pay the required application fees and incur the cost of preparing the supporting materials for the application. This could limit the Town and County's ability to respond to the increasing need for shelter services and provide assistance to those requiring the services of these establishments. Planning staff note that due to recent changes to the Planning Act, a third-party is not able to appeal Council's decision on the zoning by-law amendment; only the applicant and a prescribed public body are able to appeal.

Planning staff note that as the PPS and Official Plan are broadly supportive of the establishment of additional needs housing and special needs housing throughout all areas of the Town to serve current and future residents of the Town and broader area, it may be difficult to defend a Council decision to refuse an application to establish an Emergency Care Establishment if the decision is appealed to the Ontario Land Tribunal.

It is recommended that Council provide direction to staff on which option Council desires to incorporate into the Zoning By-law.

Conclusion

It is the opinion of Planning staff that the proposed changes to the Town's Zoning by-law as described in this report are consistent with the policies of the Provincial Planning Statement and are in keeping with the policies of the Official Plan. As such, Planning staff are recommending approval-in-principle of the proposed amendment and to direct staff to prepare the applicable amending by-law following Council's consideration and direction on their preferred option and approach for Emergency Care Establishments.

RECOMMENDATIONS

1. **It is recommended that the Council of the Town of Tillsonburg approve in principle the zone change application (ZN 7-25-01), submitted by the Town of Tillsonburg, to introduce general housekeeping amendments to the Town Zoning By-law No. 3295 as described in Report CP 2025-95;**
2. **And further, that the Council of the Town of Tillsonburg direct staff to include Option ___ in the amending by-law;**
3. **And further, that Council direct staff to prepare and bring forward the applicable amending by-law for Council's consideration for adoption at a future Council meeting.**

SIGNATURES

Authored by: *"Original Signed by"* Marc Davidson
Senior Development Planner

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



To: Mayor and Members of Tillsonburg Council

From: Marc Davidson, Senior Development Planner, Community Planning

Applications for Official Plan Amendment and Zone Change OP 24-06-7 and ZN 7-24-06 – Station View Developments Inc.

REPORT HIGHLIGHTS

- The purpose of the Official Plan Amendment and Zone Change applications is to facilitate a mixed-use development consisting of two groupings of buildings comprising up to 188 new residential units, together with approximately 1,592 m² (17,125 ft²) of commercial space in the Central Area of Tillsonburg.
- The Official Plan Amendment proposes to redesignate the subject lands from 'Entrepreneurial District' and 'Community Facility' to 'Entrepreneurial District' with special provisions to permit retail commercial uses and high-density residential land uses, with a proposed residential density of up to 215 units per hectare.
- The application for Zone Change proposes to rezone the lands from 'Special Major Institutional Zone (IN2-3)' and 'Entrepreneurial Zone (EC)' to 'Special Entrepreneurial Zone (EC-12)'. The proposed zoning includes several modifications to the standard provisions of the 'EC' Zone to facilitate the proposed development.
- The proposal is consistent with the relevant policies of the Provincial Planning Statement and supports the strategic initiatives and objectives of the Official Plan respecting residential development and commercial uses in the Central Area and can be supported from a planning perspective.

DISCUSSION

Background

OWNER:

Station View Developments Inc.
P.O. Box 365, Otterville, ON N0J 1R0

AGENT:

G. Douglas Vallee Limited
2 Talbot Street North, Simcoe, ON N3Y 3W4

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LOCATION:

The subject lands are an entire block of land in the downtown area of Tillsonburg that is flanked on the north by Venison Street West, to the south by Bridge Street West, to the west by Rolph Street and to the east by Bidwell Street. The lands are legally known as Lots 797-801, 849-854, Part Lot 797A and 855, Part of Coon Alley and Part 1 of 41R-54113, Parts 1 and 2 of 41R-7407, Part 1 of 41R-8786 in the Town of Tillsonburg, and are municipally known as 25, 33, 29 Venison Street West, 135 and 139 Bidwell Street, and 130, 132, 140 Rolph Street.

COUNTY OF OXFORD OFFICIAL PLAN:Existing:

Schedule "T-1"	Tillsonburg Land Use Plan	Entrepreneurial District (westerly portion) [Section 8.3.2.3.2.3 Specific Development Policies Entrepreneurial District] Community Facility (easterly section)
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Proposed

Schedule "T-1"	Tillsonburg Land Use Plan	Entrepreneurial District with special provisions permitting increased density
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TOWN OF TILLSONBURG ZONING BY-LAW NO. 3295:

Existing Zoning:	Special Major Institutional Zone (IN2-3) (easterly section) Entrepreneurial Zone (EC) (westerly section)
Proposed Zoning:	Special Entrepreneurial Zone (EC-12)

PROPOSAL:

The County of Oxford and the Town of Tillsonburg have received applications for an Official Plan Amendment and Zone Change to facilitate the development of two groupings of buildings that would comprise of up to 188 new residential units (including 25 townhouse units and 163 apartment units), together with approximately 1,592 m² (17,125 ft²) of commercial space. Most of the amenity area for the residential units is proposed to be in the centre of the site.

The applicant proposes to redesignate the subject lands to 'Entrepreneurial District' with special provisions that would include the above noted commercial space and allow for a residential density on the entire site of approximately 215 units per hectare.

Building A is a proposed mixed-use residential and commercial building that consists of three components:

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1. five 2-storey townhouses fronting onto Bidwell Street; one 2-storey townhouse unit fronting onto Venison Street; and commercial space fronting onto Venison Street, with an apartment building facing Bidwell Street;
2. Commercial space and an apartment dwelling fronting onto Bridge Street; and
3. 3 townhouses and apartment dwelling facing Rolph Street, commercial space at the corner of Venison and Rolph Street, and two townhouse units facing Venison Street.

The proposed maximum height for Building A is 35 m (approximately 115 feet).

Building B is a proposed 3-storey (7 unit) multi-residential block (stacked townhouses) to be located on the north section of the property, fronting onto Venison Street. The proposed maximum height for Building B is 14 m (approximately 46 feet).

The applicant proposes to rezone the subject lands from 'Special Major Institutional Zone (IN2-3)' and 'Entrepreneurial Zone (EC)' to 'Special Entrepreneurial Zone (EC-12)' with the following proposed modifications to the standard provisions of the EC Zone:

- Include art gallery; assembly hall; automated banking machine; bakeshop; bar or tavern; convenience store; eating establishment excluding a drive-through facility, a market, (including an outdoor patio/terrace and pop-up style food vending as part of the market); farm produce retail outlet; fitness club; liquor, beer, and/or wine store; market; retail food store; and retail store as additional permitted uses;
- Define a Stacked Townhouse (Multiple Unit Dwelling) as "a dwelling of two or more storeys in height and containing four or more dwelling units, which may have direct access at street level and/or a common shared entrance at street level or above the first floor which the occupants have the right to use in common (halls and/or stairs and/or elevators and yards)";
- Define the lot line abutting Bridge Street as the front lot line;
- Reduce the Minimum Rear Yard Depth to 2.5 m (8.2 ft);
- Increase the allowable projection of canopies, balconies, terraces, steps and other protrusions either mechanical functional or decorative for the Rear Yard and Exterior Side Yard to permit a nil setback to the rear or exterior side lot line;
- Allow for a Combined Maximum Lot Coverage of 55% (Residential and Non-Residential Uses);
- Allow for a Combined Minimum Landscaped Open Space of 30% (Residential and Non-Residential Uses);
- Increase the Maximum Height of Apartment Dwelling to 35 m (114.8 ft);
- Increase the Maximum Height of Multiple Unit Dwelling to 14 m (45.9 ft);
- Reduce the required Minimum Amenity Area to 10 m² per Residential Unit (inclusive of private balconies/terraces, shared roof terraces, outdoor courtyard space and interior shared amenity space);
- Reduce the required Children's Play Area to a combined total of 40m²;
- Reduce the required parking provisions to:
 - 1 space per 20 m² for eating establishment;
 - 1 space per 40m² for all other non-residential uses;
 - 1.2 spaces per residential dwelling unit;
- For Multiple Unit Dwellings and Apartment Dwellings:
 - remove the provision for Maximum Number of Dwellings per Lot;
 - remove the provision for Minimum Lot Area per Residential Unit;
 - allow for a Minimum Front Yard Depth of 0 m;
 - allow for a reduced Exterior Side Yard Depth of 3.0 m (9.84 ft);

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- allow for underground parking;
- For Non-Residential Uses:
 - allow for an Exterior Side Yard Depth of 3.0 m (9.84 ft);
- To allow for pillars and other ceiling support elements to project a maximum of 0.3 m (0.98 ft) into a required parking space.

The subject property is approximately 0.89 ha (2.2 ac) in area. Surrounding land uses include residential uses to the north and east; the Station Arts Centre situated south of the site; and institutional uses including a place of worship and Woodingford Lodge LTC to the west.

A Planning Justification Report (PJR), Transportation Impact Statement and Parking Study, Functional Servicing Report, and Shadow Impact Analysis were completed in support of the applications.

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

Plate 2 – 2020 Aerial Map provides an aerial image of the subject lands and the surrounding area.

Plate 3 - Applicant's Sketch, illustrates the proposed concept for the site, as submitted by the Applicant.

Plate 4 – Municipally-owned parking within proximity to the proposed Station View Project, illustrates the existing Municipally-owned parking opportunities, as submitted by the Applicant.

Application Review

2024 PROVINCIAL PLANNING STATEMENT (PPS)

The Provincial Planning Statement is a policy statement issued under Section 3 of the Planning Act that came into effect on October 20, 2024. The PPS applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after October 20, 2024. The following outlines the key PPS policies that have been considered but is not intended to be an exhaustive list.

Chapter 1, Introduction, states that a prosperous and successful Ontario will also support a strong and competitive economy that is investment-ready and recognized for its influence, innovation and diversity. Ontario's economy will continue to mature into a centre of industry and commerce of global significance. Central to this success will be the people who live and work in this province.

Chapter 2 focuses on fostering sustainable, inclusive and competitive communities by ensuring well planned growth that meets the needs of current and future populations. Section 2.1 establishes the importance of maintaining sufficient land for housing and employment growth, supporting diverse land uses, and creating complete communities that are accessible and equitable.

Section 2.2 provides that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the immediate area by:

- a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning

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and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;

- b) permitting and facilitating:
 1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
 2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;
- c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and
- d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

Section 2.3.1, General Policies for Settlement Areas, directs that Settlement Areas shall be the focus of growth and development. Further, land use patterns within Settlement Areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) optimize existing and planned infrastructure and public service facilities;
- c) support active transportation;
- d) are transit-supportive, as appropriate; and,
- e) are freight supportive.

Section 2.8.1 Supporting a Modern Economy, outlines that Planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs. It also encourages intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities.

Section 2.9 Energy Conservation, Air Quality and Climate Change, directs that Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approached that:

- a) support the achievement of compact, transit-supportive, and complete communities;
- b) incorporate climate change considerations in planning for and the development of infrastructure, including stormwater management systems and public service facilities;
- c) support energy conservation and efficiency;
- d) promote green infrastructure, low impact development and active transportation, protect the environment and improve air quality; and
- e) take into consideration any additional approaches that help reduce greenhouse gas emissions and build community resilience to the impacts of a changing climate.

Chapter 3 Infrastructure and Facilities, establishes that infrastructure and public service facilities shall be provided in an efficient manner while accommodating projected needs.

Section 3.1 outlines that planning for infrastructure and public service facilities shall be coordinated and integrated with land use planning and growth management so that they:

- a) are financially viable over their life cycle, which may be demonstrated through asset management planning;

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- b) leverage the capacity of development proponents, where appropriate; and
- c) are available to meet current and projected needs.

Further, before consideration is given to developing new infrastructure and public service facilities;

- a) the use of existing infrastructure and public service facilities should be optimized; and
- b) opportunities for adaptive re-use should be considered, wherever feasible.

Section 3.6 Sewage, Water and Stormwater, notes that planning for sewage and water services shall accommodate forecasted growth in a timely manner that promotes the efficient use and optimization of existing municipal sewage services and municipal water services.

Section 3.9, Public Spaces, Recreation, Parks, Trails and Open Space, outlines that healthy, active and inclusive communities should be promoted by:

- a) planning public streets, spaces and facilities to be safe, meet the needs of persons of all ages and abilities, including pedestrians, foster social interaction and facilitate active transportation and community connectivity;
- b) planning and providing for the needs of persons of all ages and abilities in the distribution of a full range of publicly accessible building and natural settings for recreation, including facilities, parklands, public spaces, open spaces areas, trails and linkages, and, where practical, water based resources;

OFFICIAL PLAN

The subject lands are currently designated Entrepreneurial District (westerly section) and Community Facility (easterly section) as per Schedule "T-1" of the Official Plan. The applicant proposes to change the designation for the entire site to a special provision Entrepreneurial District which proposes to permit additional retail commercial uses and increased densities of 215 units per hectare.

Section 2.1 of the Official Plan speaks to Planning Principles and outlines that growth and development will be focused in settlements and their vitality and regeneration will be promoted. Further it states that the majority of growth will be directed to settlements with centralized wastewater and water supply facilities to minimize risks of contamination to air, land, surface water and groundwater, to preserve agricultural land and to reduce the per capita and per unit costs of public service facilities and infrastructure. The Official Plan also notes that settlements will be required to develop with land use patterns, and a mix of uses and densities that efficiently use land and resources, are appropriate for, and efficiently use, existing of planned infrastructure and public service facilities, support active transportation and existing of planned transit, are freight-supportive, minimize negative impacts to air quality and climate change and promote energy efficiency.

The Official Plan indicates that intensification will be promoted in appropriate locations within settlements, particularly those serviced by centralized wastewater and water supply facilities, in accordance with the applicable policies of this Plan. The Plan includes a minimum target of 15 percent of all new residential dwelling units are to be developed through residential intensification within built-up areas of the Town.

Growth Management Policies are contained in Section 4 of the Official Plan. These policies provide that appropriate areas will be identified and designated to accommodate projected growth during the planning period of this Plan while respecting County objectives to preserve prime agricultural areas and environmental resources. County Council and Area Councils will establish

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sufficient servicing levels for designated growth areas which will allow a variety of land uses, promote efficient land utilization and minimize potential impacts on environmental and agricultural resources.

Subsection 8.2.2.5 – RESIDENTIAL INTENSIFICATION AND REDEVELOPMENT notes that residential intensification is permitted in appropriate locations within the Residential and Central Areas of the Town, subject to complying with the policies of the associated land use designations pertaining to the density, form and scale of residential development being proposed. It is not intended that residential intensification will occur uniformly throughout the Town. The location, form and intensity of residential intensification will be determined by the policies of the various land use designations, with the intention of permitting smaller scale developments, such as individual infill lots in areas designated as Low Density Residential and directing larger scale projects to areas designated as Medium and High Density Residential and the Central Area.

Residential intensification and compact urban form shall be facilitated through appropriate zoning standards and Town Council may consider the use of reduced municipal infrastructure requirements and lot standards on a site or area specific basis, provided that such standards are still in keeping with the overall objectives of the Plan.

Subsection 8.3.2.3.2.3 Specific Development Policies outlines that within the area on the subject property currently designated Entrepreneurial District, permitted uses will include High Density Residential use on this specific site. High Density Residential development will be in accordance with Section 8.2.6

Subsection 8.2.6 – High Density Residential Areas provides criteria for those areas that are planned for a limited range of intensive large-scale, multiple unit forms of residential development. This designation shall be applied in a localized and site-specific manner in locations where high-density high-rise development can:

- result in the preservation of features of the natural environment which may otherwise be compromised with more dispersed low-rise development, or
- result in the efficient use of land which may be difficult to develop at a lower residential density due to the presence of environmental constraints and the costs of mitigating such constraints, or
- constitute community landmarks or reference points, or
- support the viability and functionality of the Central Area.

The height and density limitations applicable to the various forms of development allowed in the High-Density Residential area shall be determined on the basis of the nature, character and scale of adjacent land uses. Height and density limitations will be specified in the Zoning By-law and may vary from location to location. Unless there are specific site or area characteristics which favour higher limits, net residential densities will normally not exceed 111 units per hectare (45 units per acre).

In addition to areas predominantly composed of existing or planned High Density Residential development as identified on Schedule T-2, any further designations will be consistent with the following location criteria:

- sites which abut arterial or collector roads will have direct access to the arterial or collector road;

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- on vacant or under-utilized sites adjacent to development which is already built at medium or high densities;
- close to shopping, recreation, cultural and community facilities;
- within or near the periphery of the Central Area in accordance with the policies of Section 8.3.4.

High Density Residential development will generally be discouraged adjacent to Low Density Residential development except where such low-density development is proposed for redevelopment to higher density land uses or where considerable separation between the low-density area and the proposed high density development exists.

The vision for the Central Area is articulated in Section 8.3.2.1. In the future, the Central Area of the Town of Tillsonburg will remain as the most functionally diverse area of the Town and will serve as the primary business, cultural and administrative centre. The commercial core of the Central Area will remain a viable regional retail shopping district capable of meeting the day to day and specialty needs of residents of the Town as well as serving the southern part of Oxford County and portions of Elgin and Norfolk Counties. At the same time the Central Area will increasingly serve as a people place and will have increased day and night activity through the introduction of residential development within and near the Central Area and through better integration of the Central Area with the wider community. A strategic objective of the Official Plan is to increase the residential population living within and in the vicinity of the Central Area. The creation of mixed-use buildings and residential intensification is supported.

New buildings and spaces will reflect a human scale of development which results in a significantly enhanced pedestrian environment. The heritage resources of the Central Area will be protected through heritage conservation and enhanced through new development which respects nearby heritage buildings.

Section 8.3.2.3.2.2- POLICIES FOR REDEVELOPMENT AND NEW DEVELOPMENT OF VACANT LAND provides review criteria for new development proposals within the Entrepreneurial District, as contemplated by this application. Review criteria include:

- compatibility-appropriate buffering measures are incorporated into the development to minimize potential incompatibilities with adjacent residential uses;
- existing municipal services and community facilities are adequate to accommodate the development;
- adequate off-street parking shall be provided;
- site plan control will be applied to redevelopment and new development to ensure compatibility with adjacent residential uses.

Residential intensification and compact urban form shall be facilitated through appropriate zoning standards and Town Council may consider the use of reduced municipal infrastructure requirements and lot standards on a site or area specific basis, provided that such standards are still in keeping with the overall objectives of the Official Plan.

Subsection 8.3.2.2.6 – PARKING AND TRANSPORTATION includes an objective to provide a safe, convenient, efficient and integrated transportation system which will promote cycling and walking in the Central Area while continuing to provide adequate facilities to meet vehicular needs within the area. The policies also provide that except where exempted in the Zoning By-law, the amount and location of parking required to support the various functions of the Central Area is appropriate yet encourages the increased use of bicycles and walking. In this regard Town Council:

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- will establish appropriate parking standards, including requirements for barrier free parking in appropriate locations;
- will consider shared parking arrangements involving the joint use of parking facilities by various uses;
- may establish areas exempted from providing parking when new development occurs;
- will provide sufficient short-term and longer-term parking facilities for the Central Area;
- may investigate and, if appropriate, implement measures to permit overnight parking for residential uses in the Central Area in municipal parking facilities;
- may provide designated parking spaces for horse and buggy as required;
- will consider municipal by-laws affecting on-street parking when reviewing parking requirements for individual developments in the Central Area;
- may permit increased height or density within the Central Area in accordance with the bonus zoning provisions of Section 10, Implementation Measures.

The policies of this section also direct Town Council to maintain a cash-in-lieu or parking by-law to permit a cash payment to the Town in lieu of all or part of the Zoning By-law requirements for parking as permitted by the Planning Act. Money generated shall be used for the payment of interest and principal on any municipal debenture for parking facilities, acquisition of lands and/or the provision of additional municipal parking or for improvements to existing municipal parking facilities. Town Council will consider the following factors when reviewing cash-in-lieu of parking applications:

- the parking surplus or deficiency in the surrounding area;
- site constraints which prevent or constrain the provision of parking;
- potential impacts of on-site parking on pedestrian movement or activity;
- potential over-development of the site;
- alternative parking arrangements available in the surrounding area;

Permitted uses in the Entrepreneurial District include residential units in association with a commercial, institutional or business use are also permitted.

Subsection 8.3.2.3.2.2 Policies for Redevelopment and New Development of Vacant Land outlines that Low and Medium Density Residential development shall be in accordance with the policies of Sections 8.2.4 and 8.2.5.

TOWN OF TILLSONBURG ZONING BY-LAW NO.3295

The site is presently zoned 'Special Major Institutional Zone (IN2-3)' and 'Entrepreneurial District (EC)'. The existing Institutional zoning permits a nursing home and retail outlet, business office, or eating establishment accessory to a permitted use. This zoning also permits a maximum number of residential suites of up to 120 units. The zoning also includes a number of special provisions that were approved to implement a previous proposal for a five storey retirement home, located on the eastern portion of the site.

The applicant proposes to rezone the subject lands from 'Special Major Institutional Zone (IN2-3)' and 'Entrepreneurial Zone (EC)' to 'Special Entrepreneurial Zone (EC-12)' with the following proposed modifications to the standard provisions of the EC Zone:

- Include art gallery; assembly hall; automated banking machine; bakeshop; bar or tavern; convenience store; eating establishment excluding a drive-through facility, including a market (an outdoor patio/terrace and pop-up style food vending as part of the market);

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farm produce retail outlet; fitness club; liquor, beer, and/or wine store; market; retail food store; and retail store as additional permitted uses;

- Define a Stacked Townhouse (Multiple Unit Dwelling) as “a dwelling of two or more storeys in height and containing four or more dwelling units, which may have direct access at street level and/or a common shared entrance at street level or above the first floor which the occupants have the right to use in common (halls and/or stairs and/or elevators and yards)”;
- Define the lot line abutting Bridge Street as the front lot line;
- Reduce the Minimum Rear Yard Depth (abutting Venison St) to 2.5 m (8.2 ft);
- Increase the allowable projection of canopies, balconies, terraces, steps and other protrusions either mechanical functional or decorative for the Rear Yard and Exterior Side Yard to permit a nil setback to the rear or exterior side lot line;
- Allow for a Combined Maximum Lot Coverage of 55% (Residential and Non-Residential Uses);
- Allow for a Combined Minimum Landscaped Open Space of 30% (Residential and Non-Residential Uses);
- Increase the Maximum Height of Apartment Dwelling to 35 m (114.8 ft);
- Increase the Maximum Height of Multiple Unit Dwelling to 14 m (45.9 ft);
- Reduce the required Minimum Amenity Area to 10 m² per Residential Unit (inclusive of private balconies/terraces, shared roof terraces, outdoor courtyard space and interior shared amenity space);
- Reduce the required Children’s Play Area to a combined total of 40 m²;
- Reduce the required parking provisions to:
 - 1 space per 20 m² for eating establishment;
 - 1 space per 40 m² for all other non-residential uses;
 - 1.2 spaces per residential dwelling unit;
- For Multiple Unit Dwellings and Apartment Dwellings:
 - remove the provision for Maximum Number of Dwellings per Lot;
 - remove the provision for Minimum Lot Area per Residential Unit;
 - allow for a Minimum Front Yard Depth of 0 m;
 - allow for a reduced Exterior Side Yard Depth of 3.0 m (9.84 ft);
- For Non-Residential Uses:
 - allow for an Exterior Side Yard Depth of 3.0 m (9.84 ft);
- To allow for pillars and other ceiling support elements to project a maximum of 0.3 m (0.98 ft) into a required parking space.

AGENCY COMMENTS

Canada Post has reviewed the proposal for the above noted Development and has determined that the completed project will be serviced by centralized mail delivery provided through Canada Post Community Mailboxes AND by the multi-unit policy serviced by developer/owner installed Lock Box Assembly. Multi-unit buildings and complexes (residential and commercial) with a common lobby, common indoor or sheltered space, require a centralized lock box assembly which is to be provided by, installed by, and maintained by the developer/owner at the owner’s expense. Buildings with 100 units or more MUST have a rear loading Lock Box Assembly with dedicated secure mail room

Tillsonburg Hydro indicated that they require 6-meter clearance between the existing high voltage pole line conductors to any new structures/buildings along Venison St W. The existing pole is offset from property line by 3 meters therefore any new building fronting Venison St W including

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any balcony, overhang, roof extension etc. must be offset minimum 3 meters from the property line to ensure clearances are met.

Southwestern Public Health requests notification if the following types of facilities are considered for this Land Use: food premises, recreational water facilities, or personal service settings along with the submission of applicable floor plans prior to construction of these facilities.

Downtown Tillsonburg BIA passed a motion that the Board of Management supports the Zone Change and Official Plan Amendment for the Station View Developments Inc. proposal as presented.

Town of Tillsonburg Water/Wastewater indicated that all services from previous lots should be terminated at the main.

Town of Tillsonburg Recreation, Culture & Parks provided the following comment:

Based on the submission, it appears that the proposal is requesting reductions in Amenity Area and Children's Play Area as follows:

- Amenity Area: reduction of 5,455 m² requested.
- Children's Play Area: reduction of 68.5 m² requested.

The Town of Tillsonburg Recreation, Culture & Parks (RCP) Director is reviewing options for how to mitigate this requested relief and would be happy to discuss this with the applicant. The Town of Tillsonburg will calculate the Cash-in-Lieu of Parkland amount required.

Town Building and Planning Services indicated that the Town of Tillsonburg Finance Department will calculate the Cash-in-Lieu of Parking amount required once you confirm these numbers. Please identify the location of snow storage and how it will be managed. Please provide as much information as possible on the proposed tenancy of the residential units.

Oxford County Public Works provided the following comments:

- All services from previous lots should be terminated at the mains.
- As stated in the FSR, County Public Works has indicated that sanitary capacity of the sewershed will be determined by means of flow testing at the capacity limiting pipe downstream of the subject lands. The flow monitoring is being conducted on a section of sanitary sewer running on Rolph Street from Hale Street to Washington Grand Avenue.
- Flow monitoring will be collected for 3 months (including the month of April 2024), and a report will be provided to demonstrate the available capacity. Email confirmation has been received that flow testing is in progress.

Tillsonburg Engineering Services Department provided the following comments:

- Stormwater Management (SWM) Plan will be required for Site Plan Approval. The SWM Plan shall analyze pre- and post-development conditions and address how the post-development flows are being controlled to match the pre-development values. The SWM Plan shall use the parameters outlined in the Tillsonburg Development Guidelines and Design Criteria which can be found here <https://www.tillsonburg.ca/town-hall/departments/engineering/developmentguidelines-design-criteria/>.
- Staff note that depending on the results of this SWM Plan, the site design – and therefore requested relief – may change.

PUBLIC CONSULTATION

Notice of Complete Application and Notice of Public Meeting regarding the applications for Official Plan Amendment and Zone Change were provided to surrounding property owners in accordance with the requirements of the Planning Act on June 17, 2024, and November 11, 2024, respectively. The statutory Public Meeting for the zone change was held as part of the Tillsonburg Town Council meeting on November 25, 2024.

A letter from an adjacent landowner was received noting objections with the proposal, stating that the lot would be better suited for a green space/farmers market location. It also notes concerns with amenities that would be required by the proposed development.

An email was also received which is attached to this report. In addition, a petition was received with approximately 45 signatures requesting that Council not approve the Station View Development Inc. proposal which is also attached to this report.

PLANNING ANALYSIS

The subject applications for Official Plan and Zoning amendments propose to facilitate the development of two buildings that would comprise of up to 188 new residential units, together with approximately 1,592 m² (17,125 ft²) of commercial space. The development is comprised of an entire block within the Central Area of Downtown Tillsonburg.

The applicant proposes to redesignate the subject lands to 'Entrepreneurial District' with special provisions that would include the above noted commercial space and allow for a residential density on the entire site of 215 units per hectare (87 units / ac).

In support of these applications the proponents have submitted a Transportation Impact Study and Parking Study, a Functional Servicing Report, a Planning Justification Report and a Shadow Study.

Transportation Impact Study and Parking Study

The applicant submitted a Transportation Impact Study (TIS) and Parking Study prepared by Paradigm Transportation Solutions. The study evaluated the impacts on the transportation network that could potentially result from the development of the subject lands and the surrounding neighbourhood. A total of 293 parking spaces will be provided in two underground floors with vehicular access provided through a driveway access to Rolph Street. To comply with the current zoning requirements the proposal would require 432 parking spaces.

It is the opinion of the Transportation Engineering Consultant that the proposed parking supply is considered adequate for the subject development based on alternative demand assessments, the potential for reducing parking demand and the availability of off-site parking for commercial/restaurant users.

Further conclusions of the report note:

- Existing Traffic Conditions: All study area intersections are currently operating at acceptable levels of service;
- Development Trip Generation: The proposed development is forecast to generate 93 morning peak hour trips and 201 peak evening trips;

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- Background Traffic Conditions: All study area intersections are forecast to operate at acceptable levels of service under 2029 and 2034 background traffic conditions;
- Total Traffic Conditions: All study area intersections and the site driveway intersections are forecast to operate at acceptable levels of service under 2029 and 2034 total site conditions;
- Site Driveway: The site driveway intersection on Rolph Street is forecast to operate at satisfactory levels of service (Level A/B). An auxiliary southbound left-turn lane is not warranted on Rolph Street at the site driveway under 2029 or 2034 total traffic conditions.
- Parking Review: The proposed parking supply of 293 spaces is considered adequate based on alternative parking demand assessments, potential for reducing parking demand through transportation demand management measures and opportunity for shared parking, and the availability of proximate off-site parking.

Based on the findings and conclusions of the study, it is anticipated that the proposed development can be accommodated within the Town's existing street and road network, with the required additional demand being able to be accommodated within the existing streets and parking areas.

Town of Tillsonburg Cash in Lieu of Parking By-law No. 2649 and related appraisals

On November 8, 1993, Town of Tillsonburg Council passed By-law No. 2649 to fix requirements incidental to the approval by the Corporation of cash payments in lieu of providing required off-street parking accommodation.

The proposed development presently requires 432 parking spaces, while the applicant is proposing to provide 293 parking spaces. By-law 2649 outlines that cash in lieu of parking is required for all development within the area delineated as Schedule 'D'. Also within By-law are 2 calculations for determining the value of cash in lieu of parking. They are surface parking facilities (on-surface parking), and the second is a parking structure. Staff engaged the services of a certified land appraiser for the purposes of determining the value of land to complete both calculations.

In reviewing Schedule 'D' of the above noted by-law it was determined that a portion of the subject lands were situated within the area in which cash in lieu of parking was to be collected by the Town. Staff notes that this amount is typically collected at the time of site plan control. For the purposes of the calculation staff have determined that the centreline of Coon Alley (former road allowance, now closed) were the lands which would require cash in lieu of parking. This is 49.7% of the area of the proposed development.

The calculation for cash in lieu of parking is based on a number of factors including: current estimated construction cost of a parking space, the land area required for one parking space, the land value per square metre and the number of deficient parking spaces. The by-law also includes a discount factor.

Based on the formula as contained in the by-law, it was determined that the applicable cash in lieu of parking payment for the 139 deficient parking spaces, provided as surface parking would be \$343,310. If the spaces were to be constructed as covered parking, the amount would be \$1,899,490.

Staff recommend that the appropriate cash in lieu of parking payment would be \$170,625, which represents 49.7% of the total cost, consistent with the proportion of the property within the cash

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in lieu of parking area as included in By-law No 2649. This amount is based on the parking deficiencies included in the proposal, the valuation of the land as determined by the appraisal, and based on a municipally owned surface parking lot that is typical within the downtown. This calculation will be revisited at the time of Site Plan Control and will be collected at that time.

Functional Servicing Report, G. Douglas Vallee Limited

The Functional Servicing Report submitted by the applicant for the development has been reviewed by Town and County staff. Staff are satisfied that the servicing of the lands from existing municipal services or any required extensions or upgrades are feasible in this regard and the applicant will be required to submit detailed servicing drawings and any required further technical studies for review and final approval as part of the site plan approval process.

Shadow Impact Study, Martin, Simmons, Sweers Architects

A Shadow Impact Study was provided by Martin, Simmons, Sweers Architects to assess the impact of the proposed development on the surrounding neighbourhood. This study provided the following conclusions:

- The surrounding shadow impacts have been mitigated for the surrounding residents to the north. During the Spring and Fall equinox, there are little to no shadow impacts between the hours of 10:00 am and 2:00pm. There are brief periods of shadows cast before and after these intervals;
- During the Summer solstice there are no shadows cast upon the residential properties to the north;
- During the Winter solstice, long shadows can be expected due to the low angle of the sun at this time of the year, with the impacts on the amenity area of the properties immediately north being generally minimal;
- The study is considered favourable as there are limited shadow impacts, especially during the warmer seasons when people tend to enjoy the outdoors;
- The limited impacts that do occur are during the season where people do not spend a lot of time doing outdoor activities;
- This study confirms that the shadowing impacts are considered minimal and reasonable, particularly when compared to the average time people spend outdoors in the particular seasons.

Staff are satisfied that the proposed development will have minimal shadowing impact on the adjacent properties as outlined in the above analysis.

Official Plan and Zoning By-law Planning Justification Report, G. Douglas Vallee Limited

A Planning Justification Report was provided in support of the applications, which included the following analysis.

The public consultation originally conducted in 2022 resulted in a major redesign to reduce impacts, including the complete removal of surface area parking. The use of land is maximized to include high quality buildings and structures, private amenity space and public amenity space to encourage social interaction by those who will live in the development and those who live in the area.

Report No: CP 2025-100
COMMUNITY PLANNING
Council Date: March 24, 2025

There are minimal impacts on the few adjacent existing residential dwellings along Venison St West and Bidwell St. The Official Plan policies encourage the periphery to intensify with re-development and become the transitional area along the edge of the Central Area. The existing areas have not developed as envisioned by the Official Plan. New development in the periphery is anticipated to be the catalyst to inspiring re-development in the existing residential area. In the meantime, compatibility is achieved through the application of existing and proposed buffers in the form of physical separations, the existing tree canopy, proposed landscaping, building type and design elements. The design of the buildings implements strategic urban design elements to create an appropriate human scale interface with all sides of the municipal block, including the use of the existing pedestrian sidewalks. The intent of the planning policy is achieved through the proposed Official Plan and Zoning By-law amendments and the assurance that these design elements are implemented are further controlled through the site plan approval process.

Staff is of the opinion that the Planning Justification Report is consistent with the Provincial Planning Statement and provides a thorough justification for the proposed development.

Provincial Planning Statement

Planning Staff are of the opinion that the proposal is consistent with and supports the relevant policies of the Provincial Planning Statement as the proposed development is an efficient use of municipal services and lands within a designated settlement area. The proposed development contributes to an overall mix of housing types to accommodate current and future residents of the broader market area.

Further, the inclusion of commercial floor space will assist in providing for an appropriate range of employment uses within the mixed use development to meet the long-term needs of the Town in this regard.

The proposed development is also consistent with the provisions of the PPS that relate to healthy, active and inclusive communities with the provision of open space and planning and providing for the needs of persons of all ages and abilities.

Official Plan Amendment

The proposed Official Plan Amendment requests to redesignate the site from Entrepreneurial District (westerly section) and Community Facility (easterly section). The site is proposed to be redesignated to a special provision Entrepreneurial District which proposes to permit an increased density of 215 units per hectare and to permit a variety of retail commercial uses as outlined in the proposed Zoning By-law amendment.

Specific development policies for the subject lands are provided in subsection 8.3.2.3.2.3. For the subject lands, the following policies take precedence:

- within this area, permitted non-residential uses shall be restricted by the implementing zoning by-law to home base businesses, business and professional offices and medical or dental offices.
- Notwithstanding any policies of this Section to the contrary, within the area designated Entrepreneurial District on Schedule T-1, permitted uses will include High Density Residential on this specific site. High Density Residential development will be in accordance with Section 8.2.6.

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The proposal requests to modify this provision of the Official Plan to allow a wider range of retail commercial uses as outlined in the corresponding zoning by-law amendment. The proposed development is situated adjacent to the Central Business District of Tillsonburg in an area where intensification should be promoted, particularly as these lands are serviced by centralized wastewater and water supply facilities. The compact form of the proposal, and its related features, will be facilitated by the corresponding zoning by-law amendment.

While the application proposes a density of 215 units per hectare, it is noted that portions of the site are currently designated for High Density Residential use and the development concept disperses the density through varying building types and units across the entire block, assisting to maintain compatibility with the adjacent land uses. The proposal represents a significant investment in the Central Area, and the mixed use development will support many of the Official Plan goals to increase residential density in the Central Area to support and increase the viability of the downtown. The proposal provides an excellent infill development that efficiently utilizes the existing infrastructure, public services, and recreational facilities to the benefit of both the Town and the future residents. Staff is supportive of the proposed modifications to both the permitted uses and densities as requested by the proponents.

Zoning By-law Amendment

The applicant proposes to rezone the subject lands from 'Special Major Institutional Zone (IN2-3)' and 'Entrepreneurial Zone (EC)' to 'Special Entrepreneurial Zone (EC-12)'

With regard to the additional retail commercial uses that have been requested, staff is of the opinion that with the inclusion of the residential uses, it is important to have a range and diversity of commercial uses available to address the needs of the additional residents. This will compliment the existing commercial uses that are in close proximity to Broadway and the principal retail and service area of the Town.

The modifications to the zoning standards also propose a number of provisions, including defining a Stacked Townhouse (Multiple Unit Dwelling), deeming the front lot line to be the lot line abutting Bridge Street, reducing the minimum rear yard and exterior side yard provisions. These proposed modifications are intended to assist with the interpretation of zoning provisions for the review of the development.

With regard to the request to increase the allowable projections for the apartment dwellings and townhouse dwellings, it is noted that these setbacks, if granted, will also be reviewed through the site plan approval process and building permit process once detailed building designs and site plans are prepared to ensure that concerns respecting spatial separation distances and required clearances to electrical conductors are satisfied.

The applicants have requested to increase the permitted lot coverage, reduce the minimum landscaped open space requirements and reduce the related amenity areas. The potential impacts of the increased lot coverage on municipal stormwater infrastructure will be mitigated through the detailed design of the site and the required stormwater management strategy, reviewed through the site plan approval process. The applicant will also be required to pay cash in lieu of parkland; this payment is intended to be utilized by the Town to establish, improve and expand existing park and recreational areas for the benefit of residents. Staff are also satisfied that there are a number of existing leisure and recreational amenities in proximity to the Central Area, including open spaces and the Veterans Memorial Trail which can be utilized by the

Report No: CP 2025-100
COMMUNITY PLANNING
Council Date: March 24, 2025

residents of this development, in addition to the private amenity area or central courtyard as proposed in the site design.

Staff have reviewed the proposed the reduction in parking standards and the Traffic Impact Statement and related Parking Study submitted in support of the applications. The study concluded that the reduction in required parking spaces from 432 parking spaces to 293 parking spaces is adequate based on alternative demand assessments, the expected reduced parking demand generated by the development, the proximity to the Central Area (rendering a private vehicle less important), and the availability of existing parking in both existing parking lots and on-street parking opportunities that exist in the area.

Further, the Town is considering lowering the parking requirements for a residential unit in a portion of a non-residential building, multiple unit dwelling, or apartment dwelling from 1.5 spaces per dwelling unit to 1.25 per dwelling unit, to be consistent with previous parking relief granted for multi-residential development throughout the Town. This reduction, proposed through the Town's Comprehensive Zoning Amendment (ZN 7-25-01), if approved by Council would reduce the required parking for the residential component from 282 spaces to 235 spaces. As noted above, it is recommended that the development be required to provide to cash in lieu of parking requirements associated with Tillsonburg By-law No 2649, payable at the time of site plan approval to provide funds for the Town to create additional parking supply in the Central Area.

As a result, Town staff and Planning staff are supportive of the reduction for the required parking provisions as there remains significant opportunities for parking in the downtown area, and the reduced parking requirements sought through this application have been successfully implemented elsewhere in the Town in locations that would be more dependent on private automobile use.

As part of the parking supply provided, the applicant is proposing a significant number of parking spaces provided by underground parking structures. As is typical for these uses, a zoning provision has been requested to allow encroachments into a required parking space for the columns, walls and support beams that are typical of such structures. The functionality of each space will be reviewed by staff through the site plan approval process.

Other requested zoning provisions seek to remove the provisions for the number of dwellings per lot, and the minimum lot area per residential unit. Staff is of the opinion that the removal of these provisions are acceptable as the density of the development will be limited through provisions included in the Official Plan Amendment and zoning by-law amendment.

Overall, this Office is supportive of the proposed modifications to the Zoning By-law as they represent appropriate deviations from the zoning by-law for a significant development as proposed, in an appropriate location in the Central Area. It is recommended that Holding Provisions be utilized (as has been the standard practice in the Town for High Density Residential developments) to ensure that all appropriate development agreements are in place prior to the issuance of any building permits.

Conclusions

In light of the foregoing, Planning staff are satisfied that the proposed development is generally consistent with the policies of the Provincial Planning Statement and supports the strategic initiatives and objectives of the Official Plan. As such, Staff are satisfied that the applications can be given favourable consideration.

RECOMMENDATIONS

1. That the Council of the Town of Tillsonburg advise County Council that the Town supports the application to amend the Official Plan (File No. OP24-06-7), submitted by Station View Development Inc., for lands legally described as Lots 797-801, 849-854, Part Lot 797A and 855, Part of Coon Alley and Part 1 of 41R-54113, Parts 1 and 2 of 41R-7407, Part 1 of 41R-8786, Town of Tillsonburg to re-designate the subject lands from Entrepreneurial District and Community Facility to Entrepreneurial District with special provisions to permit retail commercial uses and high-density residential land uses with a density of up to 215 units per hectare;
2. And further, that the Council of the Town of Tillsonburg approve in principle the zone change application (File No. ZN 7-24-06) submitted by Station View Developments Inc., for lands legally described as Lots 797-801, 849-854, Part Lot 797A and 855, Part of Coon Alley and Part 1 of 41R-54113, Parts 1 and 2 of 41R-7407, Part 1 of 41R-8786, Town of Tillsonburg, to rezone the lands 'EC-12, with appropriate Holding Zones, to facilitate the proposed mixed-use development;
3. And further, that Council of the Town of Tillsonburg direct staff to collect a cash in lieu of parking payment, based on the valuation of the cost to construct additional surface parking at the time of Site Plan Approval, as outlined in Report CP 2025-100.

SIGNATURES

Authored by:

"Original Signed by"

Marc Davidson
 Senior Development Planner

Approved for submission:

"Original Signed by"

Eric Gilbert, MCIP, RPP
 Manager of Development Planning

AMENDMENT NUMBER 337
TO THE COUNTY OF OXFORD OFFICIAL PLAN

The following Plan attached hereto as explanatory text, constitutes
Amendment Number 337 to the County of Oxford Official Plan.

COUNTY OF OXFORD

BY-LAW NO. ****-2025

BEING a By-Law to adopt Amendment Number 337 to the County of Oxford Official Plan.

WHEREAS, Amendment Number 337 to the County of Oxford Official Plan has been recommended by resolution of the Council of the Town of Tillsonburg and the County of Oxford has held a public hearing and has recommended the Amendment for adoption.

NOW THEREFORE, the County of Oxford pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, enacts as follows:

1. That Amendment Number 337 to the County of Oxford Official Plan, being the attached explanatory text, is hereby adopted.
2. This By-Law shall come into force and take effect on the day of the final passing thereof.

READ a first and second time this XX day of XX, 2025.

READ a third time and finally passed this XX day of XX, 2025.

MARCUS RYAN, WARDEN

LINDSAY MANSBRIDGE, CLERK

1.0 PURPOSE OF THE AMENDMENT

The purpose of the amendment is to re-designate portions of the site to Entrepreneurial District, and to include a special policy area to allow for an increased residential density on certain lands in the Town of Tillsonburg. This amendment would facilitate the construction of a mixed-use commercial/residential development, while permitting on the said lands a broader range of commercial uses not currently permitted within the Entrepreneurial District.

2.0 LOCATION OF LANDS AFFECTED

This amendment applies to land in the Town of Tillsonburg identified as Lots 797-801, 849-854, Part Lot 797A and 855, Part of Coon Alley and Part 1 of 41R-54113, Parts 1 and 2 of 41R-7407, Part 1 of 41R-8786, 129, 135, 139 Bidwell Street, 140 Rolph Street, and 25, 29, and 33 Venison Street West, Town of Tillsonburg. The lands are an entire block of land in the downtown area of Tillsonburg that is flanked on the north by Venison Street West, to the south by Bridge Street West, to the west by Rolph Street and to the east by Bidwell Street.

3.0 BASIS FOR THE AMENDMENT

The site is comprised of lands currently designated Entrepreneurial District, with site specific policy area 8.3.2.3.2.3 (applicable to the western portion of the subject lands) and Community Facility (applicable to the eastern and northern portion of the subject lands) according to the Land Use Plan for the Town of Tillsonburg as contained on Schedule T-1 of the County Official Plan.

The site specific amendment would designate the entirety of the subject lands Entrepreneurial District, and would amend the existing site specific policy area in Section 8.3.2.3.2.3 to provide for a broad range of retail commercial uses not currently permitted in the Entrepreneurial District; and permit an increased maximum net residential density of 215 units per hectare (87 units per acre) on this site.

Council is of the opinion that the increased residential density can be accommodated on the site and sufficient amenities (including commercial, recreational and leisure) are available in the Central Area and are in close proximity to accommodate the proposed increased residential density. Portions of the subject lands are already designated for High Density Residential use and the proposed use, scale and nature of the development will further support the planned function of the Central Area as the first destination for retail and office uses, and increased residential development. The development will also provide for a mix of housing types and tenure, providing additional choice for Town residents, and represents an appropriate intensification that will efficiently use existing municipal services and infrastructure.

Council is also of the opinion that the additional commercial uses sought for the subject lands are appropriate as they will service the residents of the proposed development and provide a greater diversity of commercial uses that will support the vitality and vibrancy of the Central Area.

4.0 DETAILS OF THE AMENDMENT

- 4.1 That Section 8.3.2.3.2.3 - *Specific Development Policies* be amended to replace “north of Bridge Street Between Rolph and Bidwell Streets” with the following:

“Lots 797-801, 849-854, Part Lot 797A and 855, Part of Coon Alley and Part 1 of 41R-54113, Parts 1 and 2 of 41R-7407, Part 1 of 41R-8786, 129, 135, 139 Bidwell Street, 140 Rolph Street, and 25, 29, and 33 Venison Street West

Notwithstanding any other provision of this Plan to the contrary, on those lands comprising an entire block of land in the downtown area of Tillsongburg that is flanked on the north by Venison Street West, to the south by Bridge Street West, to the west by Rolph Street and to the east by Bidwell Street, known municipally as 129, 135, 139 Bidwell Street, 140 Rolph Street, and 25, 29, and 33 Venison Street West, a mixed use development shall also be permitted, with a maximum *net residential density* of 215 units per ha (87 units per acre). On this site, additional commercial uses, including an art gallery, assembly hall, bakeshop, bar or tavern, eating establishment, market, farm produce retail outlet, fitness club, liquor, beer or wine store, retail food store and retail store shall be permitted. “

- 4.2 That Schedule “T-1”- Town of Tillsongburg Land Use Plan, is hereby amended by changing the designation of those lands identified as “ITEM 1” on Schedule “A” attached hereto from “Community Facility” to “Entrepreneurial District”.

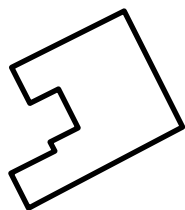
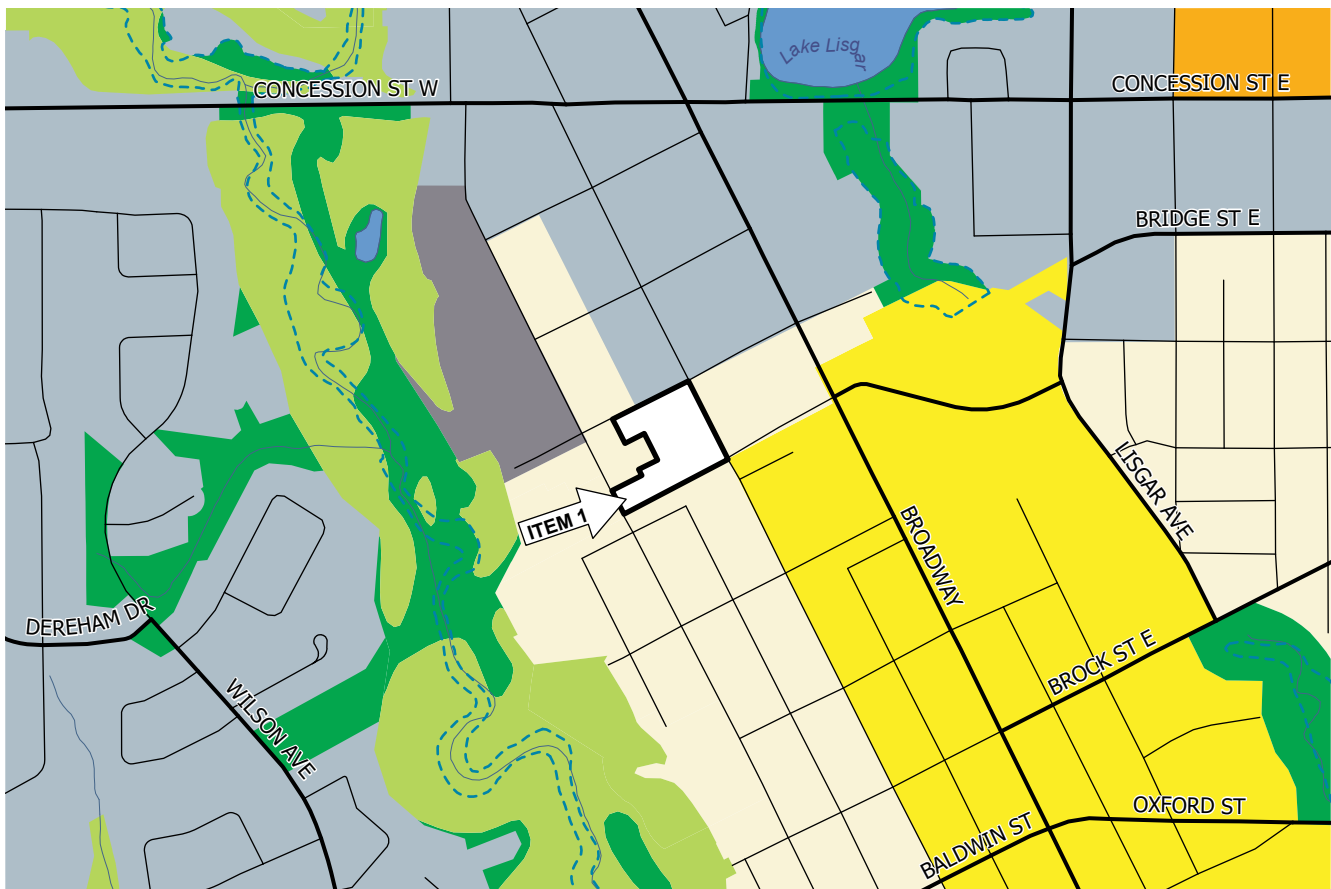
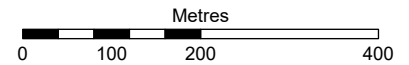
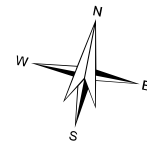
5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the relevant implementation policies contained in the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the relevant interpretation policies of the Official Plan.

SCHEDULE "A"
 AMENDMENT No. 337
 TO THE
**COUNTY OF OXFORD
 OFFICIAL PLAN**
 SCHEDULE "T-1"
**TOWN OF TILLSONBURG
 LAND USE PLAN**



- AREA OF THIS AMENDMENT

ITEM 1 - CHANGE FROM COMMUNITY FACILITY
 TO ENTREPRENEURIAL DISTRICT

**LAND USE PLAN
 LEGEND**









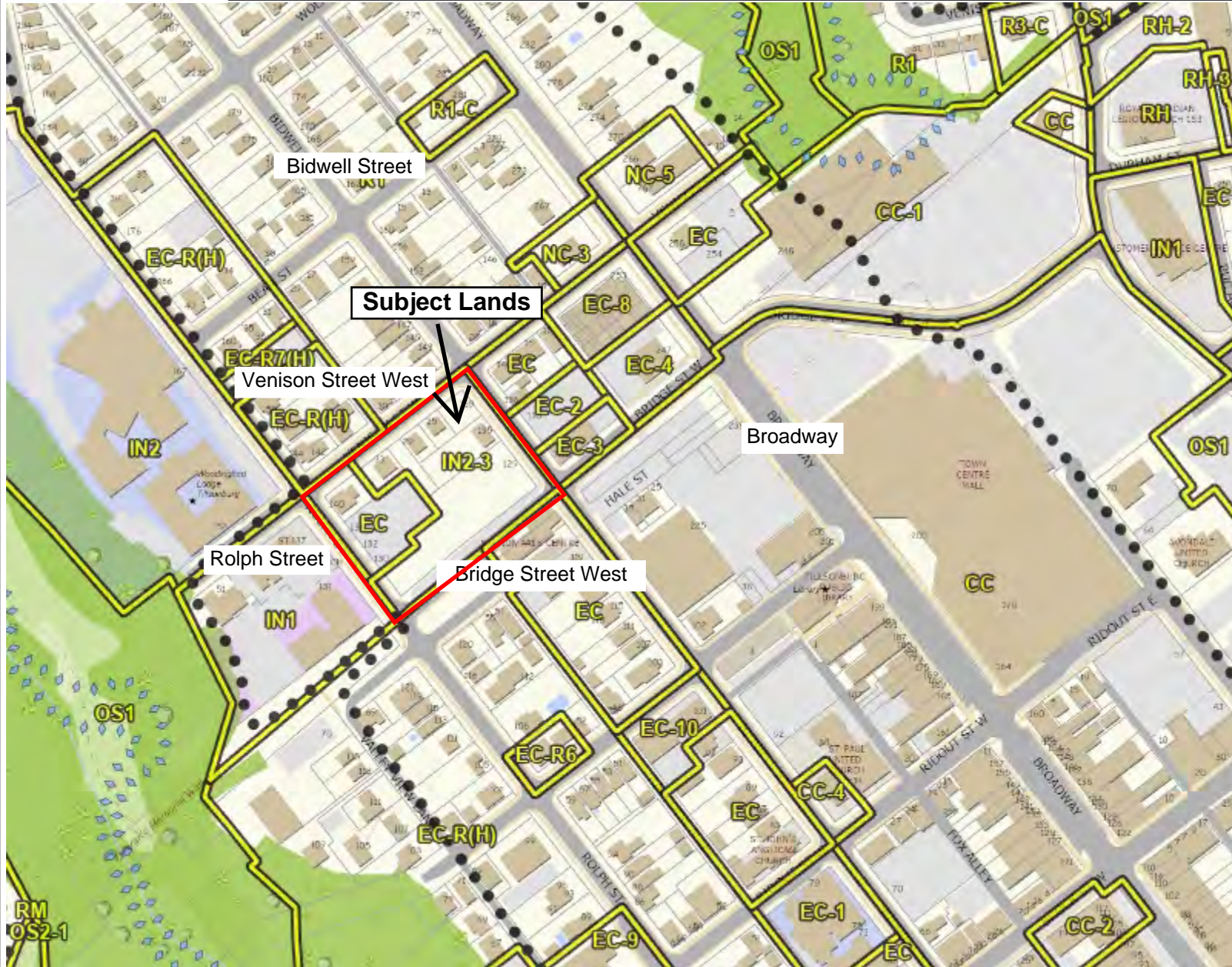
-  RESIDENTIAL
-  CENTRAL BUSINESS DISTRICT
-  ENTREPRENEURIAL DISTRICT
-  SERVICE COMMERCIAL
-  COMMUNITY FACILITY
-  OPEN SPACE
-  ENVIRONMENTAL PROTECTION
-  FLOODLINE



Plate 1: Location Map with Existing Zoning

File Nos: OP 24-06-07; 7-24-06 (Station View Developments)

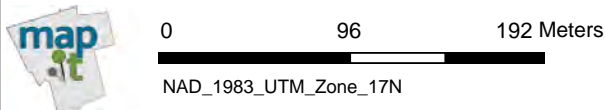
Plan 500, Block 800, 129, 135, 139 Bidwell Street, 140 Rolph Street, and 25, 29, and 33 Venison Street West



Legend

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

Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

June 14, 2024

Plate 2: 2020 Aerial Map

File Nos: OP 24-06-07; 7-24-06 (Station View Developments)

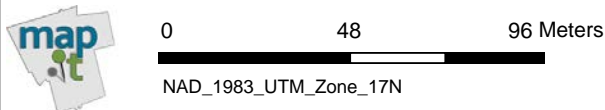
Plan 500, Block 800, 129, 135, 139 Bidwell Street, 140 Rolph Street, and 25, 29, and 33 Venison Street West



Legend

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

Notes



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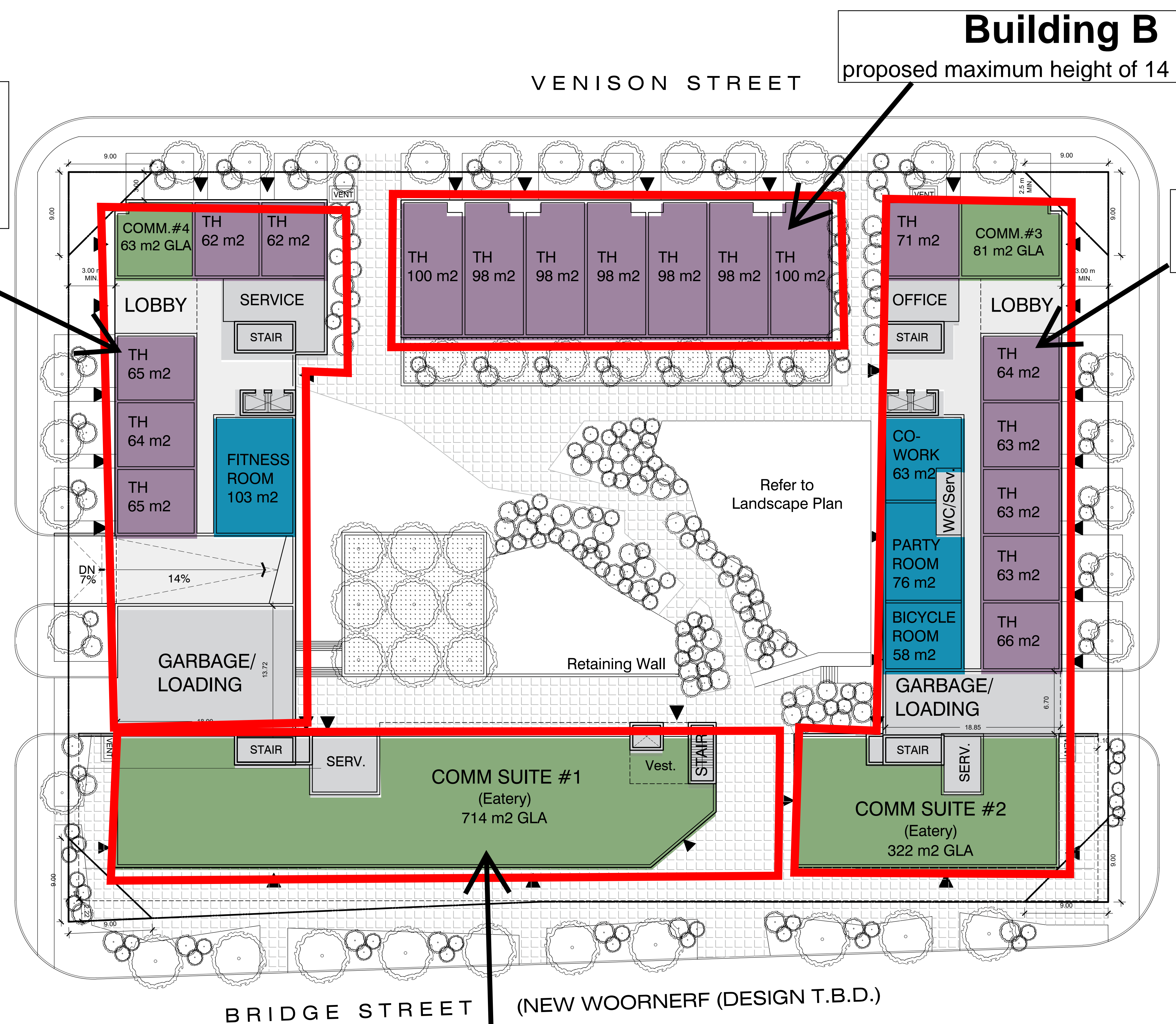
June 14, 2024

Plate 3: Applicant's Sketch
File Nos: OP 24-06-07; 7-24-06 (Station View Developments)
Plan 500, Block 800, 129, 135, 139 Bidwell Street, 140 Rolph Street, and 25, 29, and 33 Venison Street West

Building A - Component 3
 proposed maximum height of 35 m (114.8 ft)

Building B
 proposed maximum height of 14 m (45.9 ft)

Building A - Component 1
 proposed maximum height of 35 m (114.8 ft)



SITE DATA

1. Areas			
Lot Area	8892 m ² (95,713 ft ²)	Lot Coverage	
P2	3935 m ² (42,356 ft ²)	Res. (max.)	40% 34%
P1	7664 m ² (82,495 ft ²)	Non-Res. (max.)	35% 15%
L1	4327 m ² (46,575 ft ²)	Landscape(min.)	30% 42%
L2	3768 m ² (35,381 ft ²)		
L3	3287 m ² (35,381 ft ²)		
L4-L6	2596 m ² (27,943 ft ²)		
L7	2100 m ² (22,604 ft ²)		
L8	1742 m ² (18,751 ft ²)		
L9	154 m ² (1,658 ft ²)		
Total Area	34,765 m² (374,207 ft²)		

Suite #4 (Other)	63 m ²
Suite #5 (Other)	477 m ²
TOTAL =	1,591 m² (17,125 ft²)

1.3 Amenity Areas:

Shared Indoor Amenities	
Party Room	76 m ²
Co-Working Space	63 m ²
Fitness Room	103 m ²
Bicycle Room	58 m ²
TOTAL =	300 m² (3,229 ft²)

Shared Outdoor Amenities	
Resident's Courtyard	700 m ²
Children's Play Area	45 m ² (Exclusive of Total)
TOTAL =	700 m² (7,535 ft²)

Private Outdoor Amenities	
Balconies (Suites)	4.3 m ² /per unit x 163 = 704 m ²
Terrace (Town A)	16 m ² /per unit x 7 = 112 m ²
Terrace (Town B)	22 m ² /per unit x 7 = 154 m ²
Terrace (Town C)	8.6 m ² /per unit x 11 = 95 m ²
TOTAL AREA =	1065 m² (11,464 ft²)
TOTAL PER UNIT =	10 m² per Residential Unit

2. Residential Suites

Level 1 = 18 TH	Suite Mix: 46% One Bedrooms 47% Two Bedrooms 7% Three Bedrooms
Level 2 = 22 UNITS	
Level 3 = 28 units	
Level 4 = 28 units	
Level 5 = 28 units	
Level 6 = 28 units	
Level 7 = 22 units	
Level 8 = 14 units	
TOTAL = 188 UNITS	Towns: 25 Units (18 Two Bed, 7 Three Bed) Suites: 163 Units (86 One Bed, 71 Two Bed, 6 Three Bed)

3. Underground Parking:

Parking Level 1 = 198
Parking Level 2 = 104
TOTAL = 302 PARKING SPACES

Residential:	230 SPACES (1.20 Space / Unit)
Commercial (Eatery):	54 SPACES (1 Space / 20m ²)
Commercial (Other):	16 SPACES (1 Space / 40m ²)

4. Dimensions:

	Provided:	Current Zoning:
Building Height (Mid-Rise Buildings)	35 m	11 m
Building Height (Towns at Venison St)	13 m	11 m
Building Setbacks	Provided:	
Bridge Street W	0 m	
Venison Street W	2.5 m	
Rolph Street	3.0 m	
Bidwell Street	3.0 m	

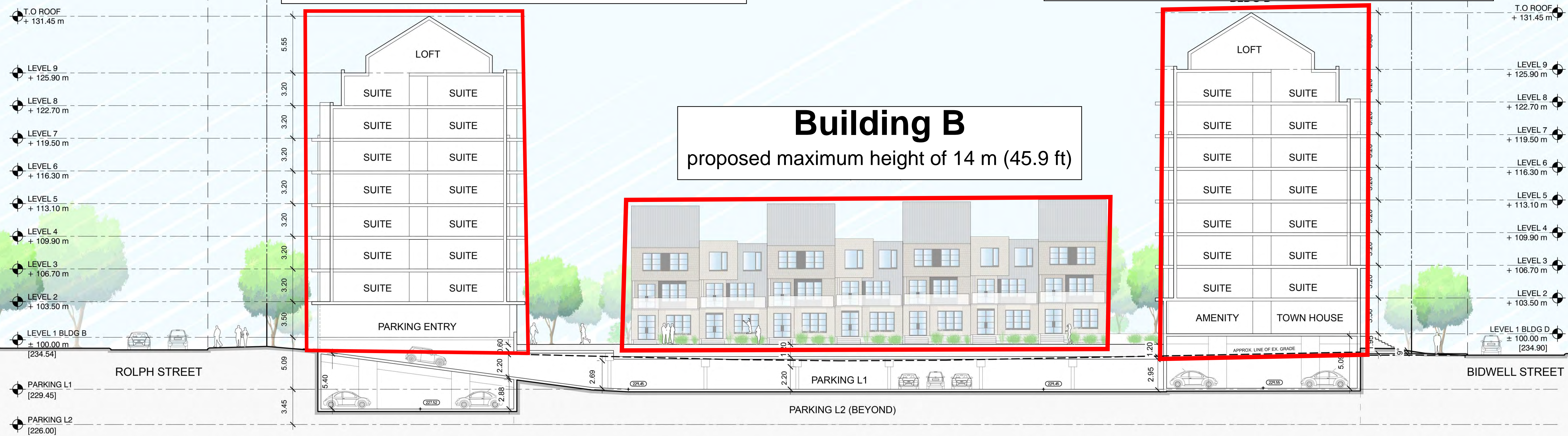
0 m setback to canopies, balconies, terraces, steps and other protrusions either mechanical, functional or decorative.



Building A - Component 3
proposed maximum height of 35 m (114.8 ft)

Building A - Component 1
proposed maximum height of 35 m (114.8 ft)

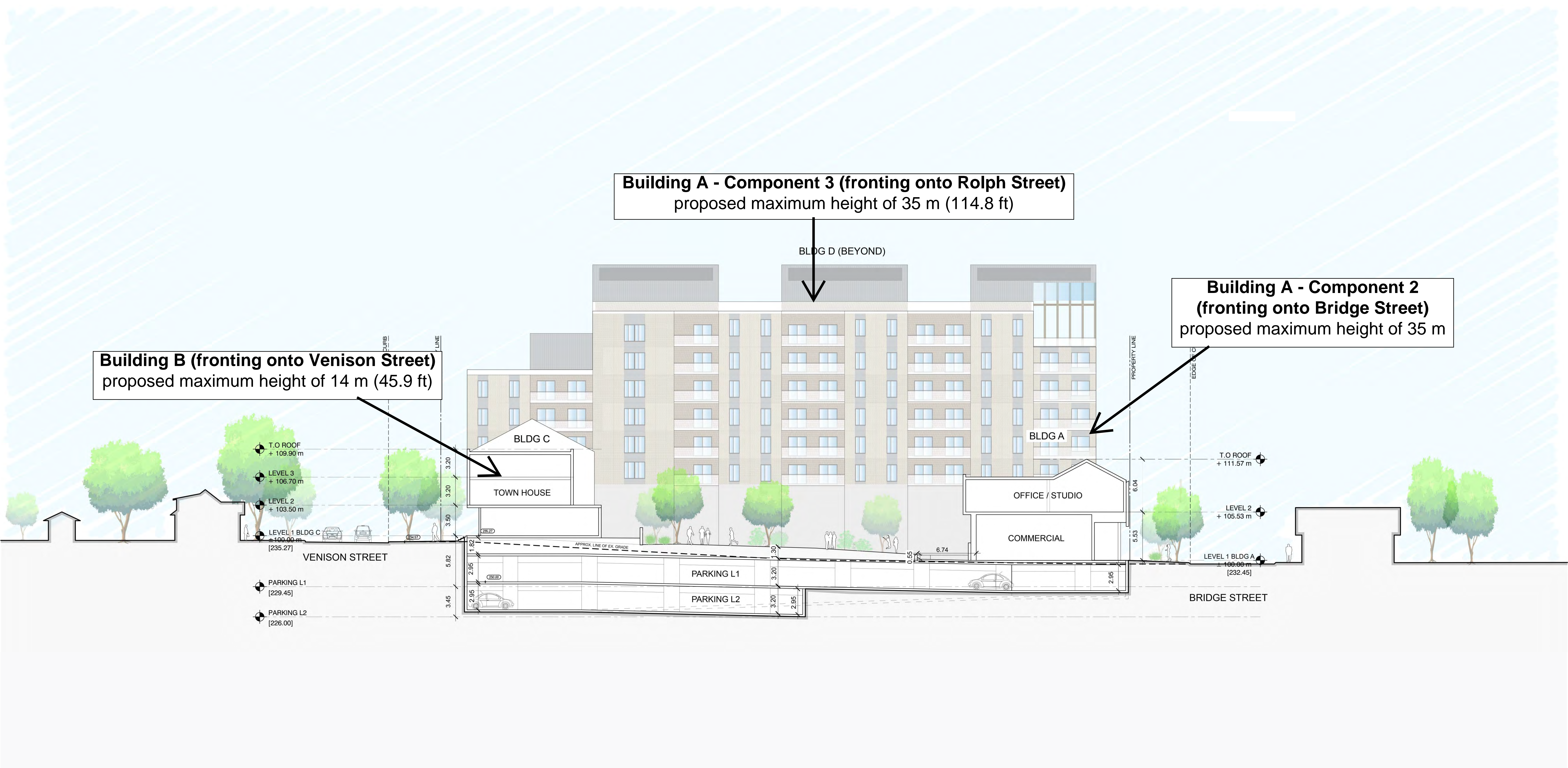
Building B
proposed maximum height of 14 m (45.9 ft)



Building B (fronting onto Venison Street)
proposed maximum height of 14 m (45.9 ft)

Building A - Component 3 (fronting onto Rolph Street)
proposed maximum height of 35 m (114.8 ft)

Building A - Component 2 (fronting onto Bridge Street)
proposed maximum height of 35 m



Municipally-owned parking within proximity to the proposed Station View Project



	TOWN OF TILLSONBURG ENGINEERING DEPARTMENT		Proposed Station View Project Public Parking on Public Roads within proximity to the proposed Station View Project	Municipally-owned Parking Lots inside 400m radius (1107 parking spaces) Municipally-owned Parking Lots outside 400m radius (513 parking spaces)	TransCanada Trail Existing Trail Network Existing Municipal Sidewalks 400m radius (5 - 10min walkability)
	55 BROCK ST, TILLSONBURG, ON, N4G 1Z7				
		0 25 50 100 150 200 250 M			
Date: 2024-08-20					

November 24, 2024

To Whom It May Concern,

This note is in regards to the Station View development proposed for the Town of Tillsonburg. The reasons this development is completely inappropriate for this location are as follows:

Resources and Infrastructure

This development will bring 200+ people into an already under-resourced area. Where will this new horde of people access groceries, doctors, schools, or daycares?

Beyond the obvious lack of resources for the newly minted citizens, this proposal is a clear burden to our already aged and crumbling infrastructure. If this development goes through, the enormous cost given for the integration and ongoing maintenance of this building will be a recurring issue for residents. In other words, to add insult to injury, the neighbours of the proposed site will have their taxes increased year over year to pay for the very thing that will reduce their quality of life.

Quality of Life

For current residents, the increase in Tillsonburg's population over the past 5 years has already been a change for quality of life. With an urban development this large the traffic, noise, pollution, and inevitable congestion caused by several hundred more daily vehicle engagements will degrade the quality of life for current citizens of the town far beyond what should be reasonably expected of them to have to bear.

Speaking with countless neighbours, none of us intended to buy our houses or build our lives next time such a busy urban development. Who would have thought something like this possible in the quiet **Town** of Tillsonburg? In fact, the proposed rezoning of this location, allowing for 10-storey developments to go through, will quite literally overshadow many parts of this residential neighbourhood. This will obviously restrict and reduce neighbours access to goods and services – and even sunlight– for many properties nearby. The Clock Tower, once a quant monument to the success and achievement of our town, will now be ironically dwarfed by something many magnitudes larger.

Why should the neighbours and residents of these long-standing districts have to lower their quality of life so that city developers can make a profit?

Location

The site in question is surrounded by a number of vulnerable populations, both young and old. Daycares, our town's EarlyOn centre, retirement homes, assisted living, outpatient clinics, and emergency hospital routes will be impacted by the enormous surge in traffic. Imagine the change to their lives and routines of current residents if 250+ cars are dropped in the middle of their neighbourhood. This is without even considering how the affected neighbourhoods are among the most historic districts in town, consisting of some of the town's oldest homes.

Does this sound like the right place to inject with a highrise?

This would completely change the character of historic, long-established neighbourhoods with dozens of century homes. The young and aged populations would have to tolerate the brunt of this as the increase in risk

and the nuisance of noise and congestion from traffic. *None of this is even considering the effect that Traffic Related Air Pollution has on these vulnerable citizens or their health.* In the place of our quiet neighbourhood will be an overcrowded, under-supported high density area centred around the tallest structure in town, Station View.

An urban highrise is a new development for the **Town** of Tillsonburg. If it must be built, much more effort should be made to locate a suitable area for such gargantuan construction. The massive influx of traffic, both of consumers and vehicles, needs to be delicately considered and not forced down the throats of a community already feeling the big city push. Maximum effort needs to be exerted to find solutions with the least amount of disruption for the current shareholders of the town, many of which will be directly impacted by this development.

Legacy

The legacy of this project will not only be felt with the ongoing maintenance costs, rising taxes, and cheapening of our quality of life. The developers are eager to redefine our town and way of life, indeed they boast on their website of how this will be, "The new standard for urban living."

We, the citizens of Tillsonburg, do not wish to be part of 'urban living'. This is exactly why many of us decided to build our lives here, in the *Town* of Tillsonburg.

To those who are in a position to resist: Do whatever is necessary for the current shareholders of Tillsonburg, who put you in care of their interests with their precious votes, to safeguard our way and quality of life. Future developments should not impact the quality of life for those who have chosen rural life, built among these quiet streets.

Thank you for your time,

Isaac Card

PETITION

To the Council of the Town of Tillsonburg:

We, the undersigned residents of the _____
petition Council and ask that you STOP the **Station View Development Inc. Proposal**

File No. OP 24-06-7, ZN 7-24-06

Name: _____ Address: _____ Contact No.: _____

No.	Name	Address	Email	Signature
1	Annie Bowie			
2				
3	John H. Hurd			
4	Caleb Johns			
5	Arlene Ali			
6	Corrie W. H.			
7	SHIRLEY COOK			
8	Tony Machado			
9	BETTY DAVIES			
10	JULIE DAVIES			
11	Straine Souther			
12	Lew Macdonald			
13	Alana Smith			
14	Frank Snow			
15	Paula Snow			
16	JEFF Holman			
17	Deb Marshall			
18	Donna J. C. Mlyn			
19	Carrie Bento			
20	Kim Pettit			

PETITION

To the Council of the Town of Tillsonburg:

We, the undersigned residents of the _____
 petition Council and ask that you STOP the **Station View Development Inc. Proposal**

File No. OP 24-06-7, ZN 7-24-06

Name: _____ Address: _____ Contact No.: _____

No.	Name	Address	Email	Signature
1	Mary Carr			
2	GERARD CHALEYSSIN			
3	JOHN DUNCAN			
4	Perry Wood			
5	Shawn Podlesky			
6	RODGARON			
7	Nagga Class			
8	Margaret Bacon			
9	Yvonne Hill			
10	Heather Card			
11	ISAAC CARD			
12	Stephanie Harry			
13	Melissa Bailey			
14	Kyla Driedger			
15	DAN BOUARIÉ			
16				
17				
18				
19				
20				

PETITION

To the Council of the Town of Tillsonburg:

We, the undersigned residents of the _____
petition Council and ask that you STOP the **Station View Development Inc. Proposal**

File No. OP 24-06-7, ZN 7-24-06

Name: _____ Address: _____ Contact No.: _____

No.	Name	Address	Email	Signature
1	Connie Davies	[REDACTED]	[REDACTED]	[REDACTED]
2	LORI DAVIES			
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

PETITION

To the Council of the Town of Tillsonburg:

We, the undersigned residents of the _____
 petition Council and ask that you STOP the **Station View Development Inc. Proposal**

File No. OP 24-06-7, ZN 7-24-06

Name: _____ Address: _____ Contact No.: _____

No.	Name	Address	Email	Signature
1	ROXANNE CARD	[REDACTED]	[REDACTED]	[REDACTED]
2	Larry Ostrowerch			
3	CHRIS PIER			
4	JOHN WELMAN			
5	Annanda Williams			
6	ISRAEL MCINTYRE			
7	Beverly Payne			
8	ISRAEL CARD			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

THE CORPORATION OF THE TOWN OF TILLSONBURG

By-Law Number 2649

A by-law to fix requirements incidental to the approval by the Corporation of cash payments in lieu of providing required off-street parking accommodation.

WHEREAS it is deemed desirable to enact a by-law which provides for the terms and conditions upon which Council will authorize the formation of agreements to provide relief from off-street parking requirements and the provision of cash payments in lieu thereof;

AND WHEREAS Section 40 of the Planning Act, R.S.O. 1990, permits The Corporation of the Town of Tillsonburg to authorize agreements with owners of buildings or structures to be erected or used providing for relief, from any provision of any by-law of the Corporation requiring the provision or maintenance of parking facilities on land that is not part of a highway in exchange for one or more payment of money as consideration for the granting of such exemption;

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

1. DEFINITIONS:

In this By-Law:

- (a) "Agreement" means an agreement between the Corporation and an owner.
- (b) "Corporation" means The Corporation of the Town of Tillsonburg.
- (c) "Council" means the Municipal Council of the Corporation of the Town of Tillsonburg.
- (d) "Owner" means an owner or authorized agent applying for relief from the requirement to provide off-street parking.
- (e) "Parking Facility" means an off-street parking area or accommodation, lot or garage where motor vehicles may be parked or stored temporarily.

2. AGREEMENTS AUTHORIZED:

The Council of the Corporation may authorize agreements with Owners and Occupants of buildings or structures to be erected in the Town of Tillsonburg providing for relief, to the extent set out in the agreements, from any provision in any other by-law of the Corporation requiring the provision or maintenance of parking facilities on land that is not part of a highway, and exempting such Owners to the extent specified in the agreements from the necessity of providing or maintaining such parking facilities.

3. AGREEMENT:

- (1) Each agreement authorized under Section 2 shall provide for the payment to the Corporation of a sum of money as calculated by the formulae in Schedule "A" at the time the agreement is executed, or at such times as is provided.
- (2) In the event of an Owner or Occupant being able to satisfy the Corporation that he is unable to make payment in a lump sum in accordance with subsection (1), the agreement mentioned in subsection (1) may provide that the Town, in accordance with Section 40(4) of the Planning Act, R.S.O. 1990, may collect such payment in the same manner as municipal taxes.
- (3) The formulae set forth in Schedule "A" for determining the payment shall be subject to annual review by the Corporation.

4. DEFAULT IN DEVELOPMENT - PENALTY:

- (1) In the event that an Owner or Occupant who has entered into such an agreement does not commence construction of the building for which a building permit was issued within two years of issue, the agreement shall be null and void and all rights, exemptions and privileges derived by the Owner or Occupant under the agreement shall cease. Twenty (20) per cent of the sum calculated in accordance with Section 3(1) shall be retained by the Corporation and any balance paid in excess thereof shall be refunded to the Owner or Occupant.
- (2) The sums retained by the Corporation under subsection (1) shall remain in the Fund mentioned in Section 8(1).

5. APPLICATION AND PROCEDURE:

- (1) Every Owner or Occupant shall make written application upon a form in accordance with Schedule "B" and shall pay a fee set by the Corporation at the time of filing the application form, which fee shall not be refunded. Such form may be altered or replaced from time to time by the Corporation.
- (2) The procedure as established in Schedule "C" shall apply to the processing of all applications and agreements.

6. LIEN:

Each agreement authorized under Section 2 shall contain a description of the lands affected sufficient for registration purposes and shall be registered in the proper Registry Office or Land Titles Office, and when so registered, the amount payable under such agreement, until paid, shall be a lien upon the lands described therein and shall be collected by the Town Treasurer in the same manner and with the same remedies as provided for the collection of real property taxes.

7. COLLECTION AND SECURITY:

- (1) The Town Treasurer shall be responsible for the collection and management of all moneys payable under agreements made in accordance with the provisions of this By-Law and where such moneys are to be paid other than by a lump sum, the Town Treasurer shall specify, for inclusion in the agreement prior to final approval by Council, the number, frequency and amount of installments together with interest thereon.
- (2) Upon payment in full of the money to be paid under any registered agreement, the Town Treasurer shall inform Council of the fact and shall recommend to Council that the Owner or Occupant be released from the provisions of the agreement.
- (3) A certificate of the Town Treasurer of the Corporation stating that the money to be paid under the agreement has been fully paid shall be registered in the appropriate Registry Office.

8. THE PARKING REQUIREMENTS RESERVE FUND:

- (1) All money paid, or to be paid pursuant to any such agreement shall be paid into a special account known as The Parking Requirements Reserve Fund and the moneys in such special fund shall be expended only for the provisions of new public off-street parking facilities within the area described in Schedule "D" attached hereto.
- (2) The Town auditor in his annual report shall report on the activities and position of such special account.

9. UTILIZATION OF PROCEEDS:

Nothing in this By-Law shall be interpreted to provide or vest any Owner with a special right, privilege or interest of any kind in any parking facility which may result from this By-Law.

10. AREA OF AVAILABILITY OF RELIEF:

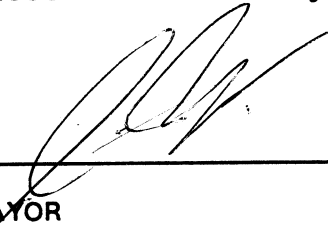
Application for cash-in-lieu of parking requirements shall only be considered within the area described in Schedule "D" attached hereto.

11. SCHEDULES:

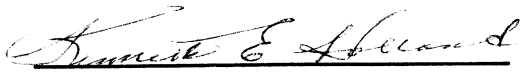
Schedules "A", "B", "C", and "D" hereto annexed form a part of this By-Law.

READ a first and second time this 8th day of November 1993.

READ a third time and finally passed this 8th day of November 1993.



MAYOR



CLERK

SCHEDULE "A"

forming part of By-Law Number

2649PARKING SPACE CALCULATION FORMULA

The Owner or Occupant provides capital towards public parking based on one of the two formulae outlined below. The formulae take into consideration the variation in land costs throughout the Town and current estimated construction costs of one parking space in either a parking structure or in a surface parking facility. It is assumed that an average parking space requires 28 square metres (301 square feet) in a surface facility and 30 square metres (323 square feet) in a parking structure.

The applicant will enjoy no right of ownership in such a parking space regardless of any cost which the applicant has contributed. There is no guarantee that the Corporation will build a parking space at any particular time or that it will built it in a location that will be of advantage to the owner. Further, if the parking space is build near the applicant's use it will be utilized for public parking and will not be allocated to the individual use of the applicant in any way. Accordingly, the formulae reduce the land acquisition and parking space construction costs as a matter of policy to give effect to these considerations.

The Town of Tillsonburg will have sole discretion as to which formula will e used in the calculation of the cash-in-lieu payment based on the type of municipal parking facility the Town would propose to develop.

i) Surface Parking Facility

$$(C + (L \times A)) \times N \times 0.25 = \text{CILP}$$

ii) Parking Structure

$$(C + (L \times A/S)) \times N \times 0.25 = \text{CILP}$$

WHERE C = current estimated structural costs of one parking space for surface parking or in a garage facility, wherever it is proposed.

WHERE A = land area in square metres required for one parking space, including entrance and aisle space (standard 28 square metres for surface parking and 30.2 square metres for garage facility)

WHERE L = land value per square metre based on current market value as determined by recent sales within the program area

WHERE S = the number of storeys in the parking structure or "1" in the case of surface parking

WHERE N = the number of deficient parking spaces

WHERE .25 = discount factor

CILP = Cash-In-Lieu Payment

SCHEDULE "B"

forming part of By-Law Number

2640

APPLICATION FOR CASH PAYMENTS
IN LIEU OF THE PROVISION OF PARKING
TOWN OF TILLSONBURG

Please read carefully before completing the attached application form.

Section 40 of the Planning Act, R.S.O. 1990 permits a municipality to accept cash payments from applicant's in lieu of the provision of parking to meet the requirements of the Town's Zoning By-Law within specified areas of the municipality. Monies generated in this fashion are placed into a special fund known as the Parking Requirements Reserve Fund and can only be used for the provision of new off-street parking facilities.

It should be noted that the Corporation provides no guarantee that it will build parking facilities at a particular time or that it will build it in a location that will be of advantage to a particular applicant. Any parking facilities constructed will be utilized for public parking and will not be allocated to the individual use of the applicant in any way.

Council of the Town of Tillsonburg by by-law has established that application for cash payment in lieu of the provision of all or part of required off-street parking requirements will only be considered for the Central Commercial and Office Commercial Area designations of the Official Plan of the Oxford Planning Area.

Completing the Application Form - cont'd

1. This application must be accompanied by twelve (12) copies of a site plan (folded if larger than 8 1/2 X 11) showing the following information:

Completing the Application Form - cont'd

- a) The dimensions of the site.
- b) The existing and/or proposed building to be erected on the site and its dimensions.
- c) Easements on the property.
- d) Location of existing and/or proposed parking spaces and driveway entrances and exits.
- e) Other information as considered applicable.

Submitting the Application

1. The attached application form should be submitted in duplicate to either:

Planning Commissioner
 Dept of Planning and Development
 County of Oxford
 P.O. Box 397
 WOODSTOCK, Ontario
 N4S 7Y3 539-1271

Clerk
 Town of Tillsonburg
 Town Centre Mall
 200 Broadway, 2nd Floor
 TILLSONBURG, Ontario
 N4G 5A7 842-6428

2. The application must be accompanied by a fee in cash or cheque payable to the 'Treasurer of the Town of Tillsonburg'.

APPLICATION FOR CASH PAYMENTS
IN LIEU OF THE PROVISION OF PARKING
TOWN OF TILLSONBURG

The undersigned hereby requests the Town of Tillsonburg to consider an application for the making of cash payments in lieu of providing off-street parking facilities to meet the requirements of the Town of Tillsonburg Zoning By-Law Number 1994 pursuant to Section 40 of the Planning Act, R.S.O. 1990 on the lands hereinafter described.

1. APPLICANT'S NAME _____
APPLICANT'S ADDRESS _____

TELEPHONE NUMBER _____

2. Registered Owner (if other than applicant)
Name _____
Address _____

3. List any mortgage, charge or encumbrance on the property.
Name _____
Address _____

4. LOCATION OF SUBJECT LAND:
Lot No.(s) _____ Plan No. _____
Year Plan Registered _____
Part No.(s) _____ Reference Plan _____
Street Address (if any) _____

4. LOCATION OF SUBJECT LAND: - cont'd

The subject land is located on the _____ side of the street lying between _____ Street and _____ Street.

5. SPECIFIC INDICATION OF USES OF LAND AND BUILDINGS:

6. OFFICIAL PLAN DESIGNATION:

7. ZONING:

8. SITE INFORMATION:

Lot Frontage	_____	Lot Coverage	_____
Lot Depth	_____	Lot Area	_____
Front Yard	_____	Rear Yard	_____
Interior Side Yard	_____		
Exterior Side Yard	_____		
Landscaped Open Space (%)	_____		
Width of Planting Strip	_____		
Driveway Width	_____		
No. of Buildings Proposed	_____		

Conversion or Addition to Existing Building?

If yes, describe. _____

8. SITE INFORMATION: - cont'd

Gross Floor Area (breakdown by type of use, eg. - office area, retail, storage, etc.)

Seating Capacity (for restaurant or assembly hall, etc.)

Describe Type of Business Proposed

No. of Staff Proposed _____ (Initially)
_____ (In Future - 5 years)

9. OFF-STREET PARKING FACILITIES:

Number of off-street parking spaces -

Existing _____ Proposed _____

(include "existing" in proposed figure)

Number of off-street parking spaces for which cash payment is proposed.

Dated this _____ day of

_____ 19 ____

SIGNATURE OF APPLICANT

I, _____ of the _____ of _____ in the

_____ of _____,

DO SOLEMNLY DECLARE THAT:

All of the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the _____

of _____ in the _____ of

_____ this _____ day of _____ 19 ____

A Commissioner, Etc.

SCHEDULE "C"

forming part of By-Law Number 2649

Procedure for the Processing of Applications
and the Preparation of Agreements

1. The application is filed with either the Clerk of the Town of Tillsonburg or the County of Oxford Department of Planning and Development.
2. The application shall include:
 - a) The completed application form;
 - b) The required number of site plans; and
 - c) The application fee.
3. The application will be circulated for comments to appropriate Municipal Staff and a report will be prepared by the County Planning Department with input from Town Staff recommending whether or not a cash payment shall be accepted by the Town.
4. The report is submitted to the Tillsonburg Planning Advisory Committee which will prepare a recommendation to Council.
5. If Council approves acceptance of a cash payment in lieu of parking, Council will direct Town staff to make the appropriate legal and fiscal arrangements with the applicant.

SCHEDULE "D"

forming part of By-Law Number

26491





Subject: Tillsonburg Airport Advisory Committee Recommendation

Report Number: CS 25-007

Committee Name: Tillsonburg Airport Advisory Committee

Submitted by: Amelia Jaggard, Deputy Clerk

Meeting Type: Council Meeting

Meeting Date: Monday, March 24, 2025

RECOMMENDATION

- A. THAT report titled “Tillsonburg Airport Advisory Committee Recommendation” be received as information; and
- B. THAT Council approve the recommendation of the Tillsonburg Airport Advisory Committee as follows:
That annual crack sealing maintenance at the Tillsonburg Regional Airport be included in the annual budget and the 10-year forecast.

BACKGROUND

At the February 27, 2025, meeting of the Tillsonburg Airport Advisory Committee, the following resolution was passed:

Moved By: Nate Bain, Vice Chair

Seconded By: Chris Parker, Councillor

THAT annual crack sealing maintenance at the Tillsonburg Regional Airport be included in the annual budget and the 10-year forecast.

Carried

DISCUSSION

This report facilitates presenting the request to Council for consideration.

CONSULTATION

Tillsonburg Airport Advisory Committee (Airport Manager attended meeting), Director of Operations and Development, Manager of Public Works.

CS 25-007

FINANCIAL IMPACT/FUNDING SOURCE

Should Council support the recommendation, annual crack sealing maintenance at the Tillsonburg Regional Airport would be included as an item in the annual budget and 10-year forecast.

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 – Not applicable.

ATTACHMENTS

None.

LONG POINT REGION CONSERVATION AUTHORITY

ANNUAL REPORT

2024



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Message from the Chair & General Manager

On behalf of the Board of Directors and staff, we are pleased to present this year's Annual Report, highlighting the progress and achievements of the Authority throughout 2024. Our continued commitment to protecting people and optimizing the health of the natural environment is essential in serving the residents of the watershed and delivering on our mission.

The Authority approved six key strategic documents in 2024, which will guide the organization's direction and decision-making to ensure organizational efficiency and effectiveness. The Watershed-based Resource Management and Conservation Land Strategies identify the Authority's goals for resource management and management of Authority properties. The 2024-2027 Strategic Plan refresh reaffirmed our mission. The Water Control Infrastructure Operational Plan and the Water Control Infrastructure Asset Management Plan will guide the Authority's operational and infrastructure renewal decisions for the 13 water control structures throughout the watershed.

In 2024, planning staff issued 198 permits, the Flood Forecasting and Warning team issued 11 messages over 7 events, 44,727 trees were planted, 1,504 acres of cover crops were planted, 1,146 acres of land were treated for invasive species across 15 properties, and our conservation area campgrounds brought in 455 seasonal campers and 8,465 overnight stays.

The Authority made important progress throughout 2024 through the completion of corporate plans/studies and the delivery of programs and services. These achievements could not have been accomplished without the commitment of staff and the support of the Board of Directors.

We extend our sincere appreciation and thanks to everyone that contributed to another successful year.

Robert Chambers
Chair, LPRCA Board of Directors

Judy Maxwell
General Manager, LPRCA



Memorial Forest Dedication Service



The Memorial Forest is a forest located within Backus Heritage Conservation Area meant to act as a living tribute to loved ones in a unique and environmentally nurturing way. A service is held annually on the third Sunday in September where donors and families are invited to remember their loved ones in the form of creating new life by expanding the forest each year in their memory. In 2024, we honoured 142 loved ones in the presence of 130 guests. LPRCA Chair, Robert Chambers, took to the podium alongside Pastor Rev. Ted Smith to deliver the service. Throughout the event, Brenda Atkinson performed a series of musical performances.



In Memoriam



Stewart Patterson

It is with sorrow that LPRCA notes the passing of Stewart Patterson, Board of Directors member who served with LPRCA for six years, representing Haldimand County. Stew was heavily involved in his community being a member of the Jarvis Lions Club among a variety of other organizations. He had a great passion for bettering his community and the environment. He was an honored member of the LPRCA family and will be greatly missed.

It is with sadness that LPRCA notes the passing of Betty Chanyi. Betty served on LPRCA's Backus Museum Committee for nine years and on LPRCA's Board of Directors as a member representing Norfolk County for four years. Betty was heavily involved in the community as she immersed herself in a multitude of local groups in the Port Rowan area. Betty was a great supporter of LPRCA and will be dearly missed.



Betty Chanyi

Protecting Life & Property

Flood Forecasting & Warning

LPRCA's Flood Forecasting and Warning team works on rotation 24/7/365 to fulfill conversation authorities' core mandate of protecting people and property from natural hazards. The team monitors both lake and

riverine conditions across the watershed and delivers flood-related messages to the public for storm events. During storm events, there is coordination with municipal emergency response staff. In addition, the messages are also relayed to LPRCA's corporate website and posted to all LPRCA social media channels. In 2024, the Long Point Region Watershed experienced a total of seven flood-related events with staff issuing 11 messages during the events. LPRCA also has a low-water response team that monitors levels by measuring precipitation, stream flow and groundwater levels. There were no advisories issued in 2024.

	2024	2023
Water Conditions Statements	6	5
Flood Watches	2	2
Flood Warnings	3	1

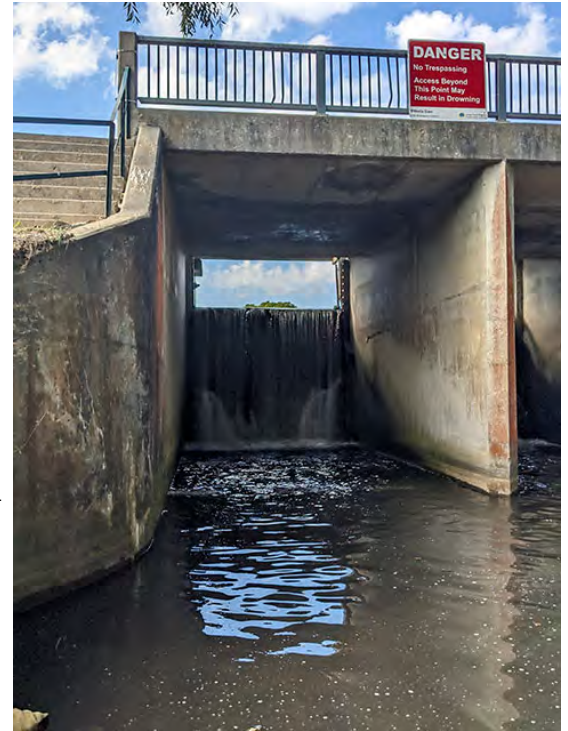
Source Water Protection

In accordance with the *Clean Water Act* of 2006, LPRCA works alongside Grand River CA, Catfish Creek CA, Kettle Creek CA and stake-holders, forming the Lake Erie Source Protection Region. Each authority has its own source protection plan that includes policies aimed to protect existing and future sources of municipal drinking water. The Long Point Source Protection Plan has been in effect since 2015 and aims to protect sources of drinking water from contamination and overuse. In accordance with *Ontario Regulation 287/07 s.52*, Long Point Region Source Protection Authority provides annual progress reports that report on the implementation status of significant drinking water threats within the region. The report is submitted to the Ministry of the Environment, Conservation and Parks.

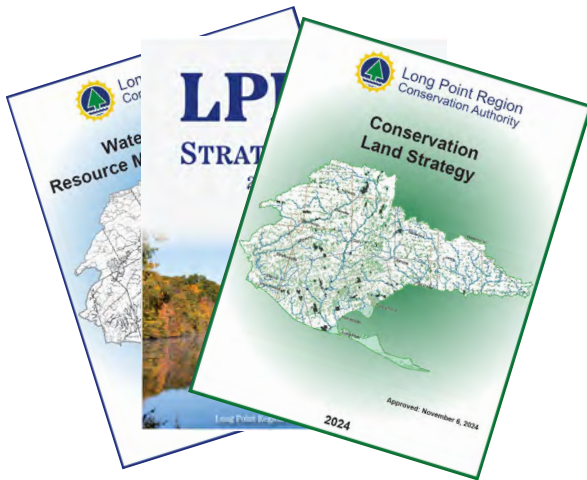


Vittoria Dam - Conservation Ontario Class Environmental Assessment

A Conservation Ontario Class Environmental Assessment on Vittoria Dam, initiated in 2023 following a Dam Safety Review completed in 2015, is now complete. The Notice of Project Completion was issued on August 26, 2024 and outlined the preferred alternative of slowly decommissioning the flow controls over a number of years. This process includes the removal of all available operational dam elements related to flow control including stop logs and gains, and the low-level sluice gate bypass system. Mitigating remobilization of sediment, providing time for flora and fauna to adjust, and protecting native Brook Trout is of utmost importance during this process. The next step is to develop a detailed plan and design to implement the decommissioning.



Update of Corporate Strategic Plans



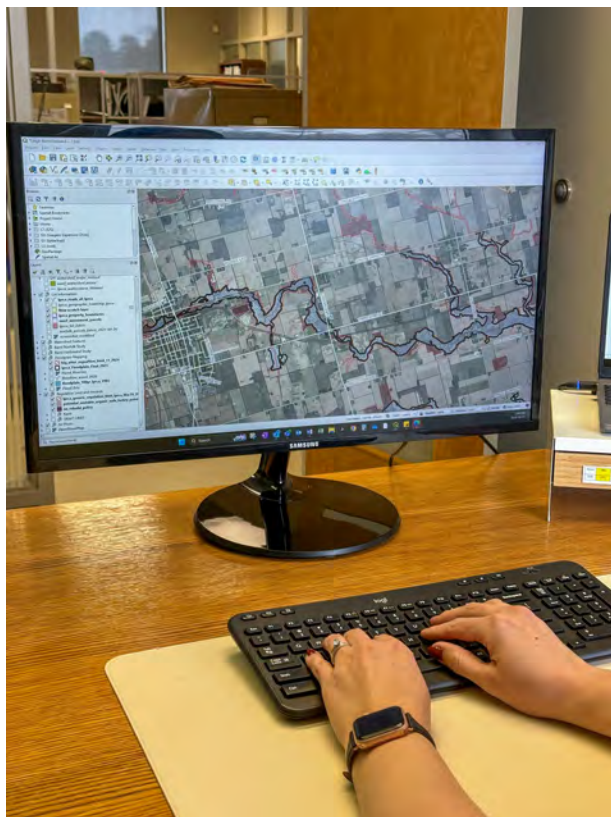
In 2024, LPRCA completed the required plans in accordance to *Ontario Regulation 686/21: Mandatory Programs and Services* made under the *Conservation Authorities Act*, along with a refresh of the LPRCA Strategic Plan. The plans will provide the Authority with a high-level framework that guides, manages and informs future decision-making.

The plans are as follows:

- Conservation Land Strategy;
- Watershed-based Resource Management Strategy;
- Water Control Infrastructure Asset Management Plan;
- Water Control Infrastructure Operational Plan;
- Ice Management Plan; and
- LPRCA Strategic Plan Refresh 2024-2027.

Planning & Regulations

The *Ontario Regulation 178/06: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses* under the *Conservation Authorities Act*, legislation was revoked and the new *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits* took effect on April 1, 2024. The new legislation, *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits*, is used to regulate development in floodplains and hazardous areas within our watershed. Some changes are highlighted below:



- A number of development activities are exempt from requiring a permit and many are minor in nature and have size and/or location restrictions in order to be exempt;
- The regulated area around Provincially Significant Wetlands is reduced from 120 metres to 30 metres; and
- The Minister of Natural Resources has increased authority for permit decisions for issuing or denying a permit.

	2024	2023
Permit Applications Issued	198	245
Municipal Applications Reviewed and Comments Provided	84	117
Formal Pre-consultation Meetings	14	32

In 2024, LPRCA issued 198 permits with an average turnaround time for minor applications taking 5.2 calendar days and major applications taking 8.3 calendar days.

Enhancing Watershed Health

Stewards of the Land

LPRCA's landowner services are designed to help residents make the most out of their land by helping preserve and enhance the health of it. Services include:

- Cover crops;
- Tree planting;
- Restoration services;
 - Pit & mound forest restoration
 - Wetland enhancement/protection
 - Tall grass prairie planting
 - Riparian buffer zone installation
 - Species at risk protection
- Erosion control plans; and
- Rural water quality programs.

These best management practices benefit the watershed's health by filtering water to limit nutrient runoff, restoring the natural hydrology of the land, supporting biodiversity and more.



Through Forest Canada's 50 Million Program and Ontario Power Generation's Regional Biodiversity Program, LPRCA facilitated the planting of 44,727 trees throughout the watershed in 2024. LPRCA also planted 1,504 acres of cover crops in partnership with 19 agricultural producers in 2024. ALUS Norfolk coordinated funding from Environment and Climate Change Canada's Integrated Conservation Action Plan (ECCC/ICAP) to execute the cover crop planting. Staff designed two erosion control projects with funding from ECCC/ICAP and Canada-Ontario Agreement funding from the Ministry of Agriculture, Food, and Agribusiness coordinated by Kettle Creek Conservation Authority.

Invasive Species Control

In the summer of 2024, LPRCA expanded the Hemlock Woolly Adelgid (HWA) monitoring program initially established by the Invasive Species Centre, Natural Resources Canada and the Canadian Food Inspection Agency. The program monitors HWA using environmental DNA (eDNA). Forestry staff have installed eDNA traps in the Jacques Tract and Hay Creek Conservation Area. Staff have also inventoried and/or treated four properties across the watershed that are or could be affected by HWA.

LPRCA and Ontario Woodlot Association partnered to inventory and treat the Jacques Tract to help in developing an HWA management guide for land managers across the province.



With the support and funding from Environment and Climate Change Canada, forestry staff continue to survey and treat new forest tracts and conduct re-treatment spraying for invasive species. Throughout the year, 1,146 acres of land across 15 properties were treated for invasive species, with 718 acres receiving their first treatment.

Staff will continue to monitor for new and emerging invasive species that threaten the LPRCA watershed.

Forest Management & Land Holdings

To ensure the Authority continues its legacy of well managed forests, LPRCA uses good forestry practices that focus on ecologically sustainable forest management with emphasis on social, economic and ecological values.

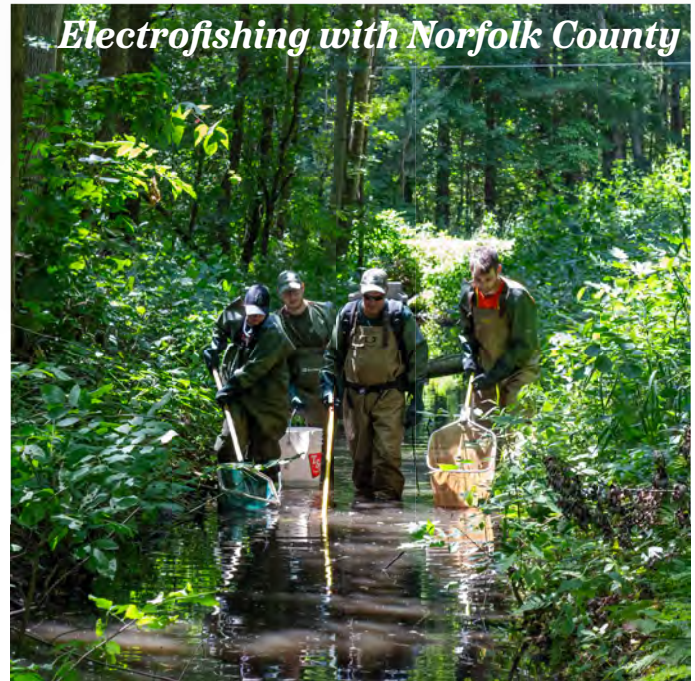
LPRCA owns over 11,000 acres of land, which includes:

- 90 forest tracts;
- Over 7,500 acres of managed forests tracts;
- 1,145 acres of protected and classified natural heritage woodlands; and
- 800 acres of uplands and marsh.



An ecologist was hired to ecologically survey 544 acres of land over six forest tracts to identify Species at Risk and Species of Concern. As per the *Endangered Species Act*, this is done to aid in the protection of these species and to promote habitat through upcoming harvesting operations. Using good forestry practices, certified tree markers marked trees for harvest. As a result, in 2024, the Authority issued and awarded two tenders.

Water Quality Monitoring



As a mandatory program and service, the Ministry of the Environment, Conservation and Parks (MECP) oversees the Provincial (Stream) Water Quality Monitoring Network (PWQMN) and the Provincial Ground Monitoring Network (PGMN), LPRCA monitors surface and ground water quality throughout the Long Point Region Watershed. Samples are collected throughout the year and sent for testing for parameters such as chloride, nutrients and metals. In 2024, samples for PWQMN were collected eight times at ten different locations. Samples for PGMN are collected annually and are drawn from 11 sampling wells. The information collected by analyzing these samples are added to a provincial dataset and the results are on the MECP website.

LPRCA also monitors the region's stream health by collecting samples using the protocol under the Ontario Benthos Bio-monitoring Network (OBBN). Samples are collected slightly different to monitor stream health, instead of taking a water sample and analyzing that, we collect the living things within the water itself. LPRCA gathered benthic invertebrate samples from 12 different sites around the watershed and sent the identification information to OBBN once the invertebrates were sorted. Staff also worked with Norfolk County staff, with funding from the Department of Fisheries and Oceans, to classify seven unrated drains. This is done by identifying different fish species (through the practice of electrofishing), identifying different plant species and assessing flows within the watercourses.

Connecting People to Nature

Backhouse Historic Site



Historic Site Interpreter at Cherry Valley School House

The Backhouse Historic Site welcomed visitors this summer to enjoy the historic village. An estimated 2,100 visitors made the journey to visit the site. The village was staffed with interpreters that facilitated programming such as tinsmithing, period demonstrations of school lessons, dressing and laundry, wool carding and spinning, and period appropriate games/crafts. Daily guided tours of the Mill took place when the village was open. At the Community Hall, the Weaver's from the Norfolk Fibre Arts Guild set up shop and gave spinning demonstrations for visitors to enjoy.

Education Programming



Interactive heritage and outdoor education programming saw a significant increase in the number of students registered in the 2024 school year. Contracts with two local school boards and an increase of out-of-contract classes brought in over 3,500 students who participated in education programming at Backus Heritage Conservation Area, nearly doubling the number of students from the previous year.

Two new program options were developed to expand the age range of students that can participate in programming. The programs include, *Dominion in Canada*, designed for grade 8 students and the *Backus Benthic Study*, designed for grades 9-12.

Conservation Areas



Haldimand CA Drainage Project



Monarch Restoration Habitat Site Prep

The 2024 season welcomed 8,465 overnight campers and 455 seasonal campers across LPRCA's five campgrounds. LPRCA education/heritage staff brought the educational workshops, *Turtle Talk* and *History on Wheels*, to all five campgrounds for campers to enjoy.

Backus Heritage CA, Norfolk CA and Waterford North CA all received washroom upgrades. The water access at Haldimand CA was improved, the well head was repaired and the park received drainage upgrades.

Park staff started on the prep work for a monarch habitat restoration site at Norfolk CA in partnership with the Canadian Wildlife Federation with funding from Environment and Climate Change Canada.

Community Relations

2024 was an exciting and fun year full of partnerships and community outreach. LPRCA hosted the Scouts of Port Dover at our Wetland Trail located in Backus Heritage CA to teach them how to properly plant trees. In June, LPRCA, alongside St. Clair Region CA, attended Tillsonburg Turtle Fest as information vendors. In partnership with Rogers TV, LPRCA collaborated with Ranger Em on her show, *Learning With Ranger Em*, showcasing the uniqueness of the Long Point Region. LPRCA staff attended the Elgin Children's Water Festival and the Carolinian Forest Festival with neighbouring Conservation Authorities, Kettle Creek CA, Catfish CA and Upper Thames CA. The Authority also collaborated with local newspapers and landowners to showcase landowner stewardship projects in the watershed.



Filming with Ranger Em for Rogers TV

Children's Fishing Derbies



The 2024 Deer Creek Children's Fishing Derby (Kids, Cops & Canadian Fishing Days) was a great success with a turnout of 100 participants! This annual event is one that brings the community together to have fun in the outdoors.



Return of the War of 1812 Re-Enactment

After a 4 year hiatus, the War of 1812 Re-enactment returned and took place September 6-8, 2024. The 40th anniversary of the annual event was a large success, with over 400 visitors in attendance. The event included 155 re-enactors, two battle re-enactments, period demonstrations and shopping at Sutlers row. Tea for Three, a musical trio, added to the 19th century ambiance with their time period appropriate musical performances. Dolly's Sandwiches, a food vendor, made sure the re-enactors and visitors were full of delicious food. The Port Rowan South Walsingham Heritage Association took up shop in the Cherry Valley School House to further educate visitors. Overall, the return of the event was a great success.



Leighton & Betty Brown Scholarship



Since 2007, the Lee Brown Marsh Management Committee and LPRCA have been awarding the Leighton & Betty Brown scholarship to deserving watershed students that are pursuing a degree in an environmental or natural resources field at a post-secondary level. In 2024, Jared McPherson was awarded with a \$1,000 scholarship to help him in his studies of Geography at the

University of Ottawa. The scholarship recognizes graduating high school students who demonstrate a passion for the environment and have achieved academic excellence. The scholarship was established to honour Leighton, former LPRCA employee, and Betty, Leighton's wife, who both made significant contributions to waterfowl management.

Conservation Stewardship Award

Brian Woolley is an active member in the community as Director of Woodhouse Township on the Norfolk Soil & Crop Improvement Association Board of Directors, an active participant in the Haldimand-Norfolk Beekeepers' Association and an upcoming Board member for the Norfolk Federation of Agriculture. Brian actively participates in environmentally responsible farm management practices on his property to mitigate erosion and improve soil health, amongst many other projects/hobbies, like beekeeping.

Brian's lifelong passion and dedication for the conservation of natural resources is the reason he was selected as the recipient of the Conservation Stewardship award for 2024. Thank you and congratulations Brian!



Meet the Authority

As a special-purpose environmental body, LPRCA works in partnership with our eight member municipalities, the provincial and federal governments, and the community to protect, restore and manage the natural heritage in the Long Point Region Watershed. The watershed is 2,782 km² with 255 km of Lake Erie Shoreline and a population of approximately 100,000. LPRCA owns approximately 11,000 acres of land, 13 water-control structures and operates five campgrounds and various parkettes within the watershed.

2024 LPRCA Staff

Judy Maxwell General Manager/Secretary-Treasurer

Aaron Le Duc Manager of Corporate Services

Leigh-Anne Mauthe Manager of Watershed Services

Lorrie Minshall Project Manager, Watershed Services

Saifur Rahman Manager of Engineering & Infrastructure

Kim Brown Marsh Manager

Paige Burke Accounting Clerk

Greg Butcher Grounds Maintenance

Bob Dewdney Marsh Operations Labourer

Evan Forbes Superintendent of CAs

Paul Gagnon Lands & Waters Supervisor

Alex Huber Receptionist

Brock Hussey Lands & Waters Technician

Isabel Johnson Resource Planner

Amanda Kaye Accounting Clerk

Ryan Kindt Workshop Technician

Jessica King Marketing & Social Media Associate

Dana McLachlan Executive Assistant

Barry Norman Workshop Operations Labourer

Sarah Pointer Curator

David Proracki Water Resources Analyst

Chris Reinhart Forestry Technician

Braedan Ristine Resource Planner

Darell Rohrer Workshop Operations Labourer

Frank Schram Workshop Supervisor

Jeffery Smithson Workshop Operations Labourer

Nicole Sullivan HR Associate/Receptionist

Debbie Thain Supervisor of Forestry

Alanna Yungblut Heritage Programmer

As well as our many seasonal staff and summer students.



Staff Christmas Tree Decorating 2024

2024 Board of Directors

Chair

Robert Chambers

Vice Chair

Dave Beres

Directors

Shelly Ann Bentley	Haldimand County
Doug Brunton	Norfolk County
Michael Columbus	Norfolk County
Tom Masschaele	Norfolk County
Chris Van Paassen	Norfolk County
Jim Palmer	Township of Norwich
Stewart Patterson	Haldimand County
Rainey Weisler	Municipality of Bayahm/ Township of Malahide
Peter Ypma	Township of South-West Oxford

Lee Brown Marsh

Management Committee

Tom Haskett, Chair

Doug Brunton

Larry Chanda

Michael Columbus

Lou Kociuk

Backus Museum Committee

Heather Smith, Chair

Betty Chanyi, Past Chair

Daves Beres

Michael Columbus

Dene Elligson

Tom Masschaele

Julie Stone

Madaline Wilson

Farewell, Dana!

Dana McLachlan started her journey at LPRCA in 2007 and served as the Executive Assistant for nearly 18 years. She is a true testament to what a loyal and hardworking employee looks like. She was someone you could always count on for a helping hand. Her kindness and bubbly personality filled the LPRCA team with a sense of joy and unity that will always hold a special place in our hearts. The LPRCA team wishes her nothing but happiness and a sense of fulfillment in her retirement.

Thank you for your service Dana, enjoy your retirement!



Facts & Figures

Financial Highlights

2024 Revenue

Municipal Levy - Operating	\$	2,145,963	33%
Municipal Levy - Capital	\$	216,424	2%
Provincial Funding	\$	35,229	1%
Fees	\$	3,542,876	56%
Forestry Sales	\$	505,027	8%
Total	\$	6,445,519	100%

2024 Expenditures

Planning and Watershed Services	\$	1,130,016	21%
Backus Heritage CA	\$	308,323	6%
Maintenance Operations Services	\$	900,671	15%
Forestry Services	\$	398,958	7%
Conservation Parks	\$	1,499,324	26%
Corporate Services	\$	1,368,009	25%
Total	\$	5,605,301	100%

Use of 2024 Operating Levy

Corporate Services	\$	958,646	36%
Planning and Watershed Services	\$	536,509	29%
Backus Heritage CA	\$	5,582	5%
Maintenance Operations Services	\$	645,226	30%
Total	\$	2,145,963	100%

Share of 2024 Operating Levy

Haldimand County	\$308,299	14%
Norfolk County	\$1,102,752	51%
Oxford County	\$469,365	22%
Brant County	\$152,855	7%
Bayham Municipality	\$97,190	5%
Malahide Township	\$15,502	1%
Total	\$2,145,963	100%



Member of the
Conservation Ontario Network

@lpr_ca 
@LongPointConservation 
@longpointca 
@lprca 



4 Elm Street, Tillsonburg, ON N4G 0C4
519-842-4242 | 1-888-231-5408
conservation@lprca.on.ca
www.lprca.on.ca

THANK YOU TO OUR MUNICIPAL PARTNERS

Municipality of Bayham | County of Brant | Haldimand County
Town of Tillsonburg | Township of Malahide | Norfolk County
Township of Norwich | Township of South-West Oxford



Long Point Region Conservation Authority
4 Elm Street, Tillsonburg, Ontario N4G 4Y7

Phone: 519-842-4242
Fax: 519-842-7123
Toll free: 1-888-231-5408
www.lprca.on.ca

March 14, 2025

Kyle Pratt, CAO
Town of Tillsonburg
10 Lisgar Ave.
Tillsonburg ON N4G 5A5
Email: kpratt@tillsonburg.ca

Attention: Mr. Pratt

Dear Members of Council, Residents, and Ratepayers,

The Long Point Region Conservation Authority held our Annual General Meeting on Friday March 7, 2025 and I am pleased to inform you the Authority had another successful year in 2024.

The Annual Report highlights the activities of the Authority for the year 2024. The Authority issued 198 planning permits, consulted on 84 municipal applications, and participated in 14 pre-consultations. We surveyed six of our forest tracts (544 acres) to identify species at risk, and invasive control was completed on 1,146 acres of land. We funded two erosion control projects and 1,504 acres of cover crops on landowners' properties, and planted 44,727 trees throughout the watershed.

The Vittoria Dam Class Environmental Assessment was completed and the preferred alternative will be implemented over a number of years. The Authority completed and updated six corporate plans including the 2024 – 2027 Strategic plan and the following plans in compliance with *Ontario Regulation 686/21: Conservation Lands Strategy, Watershed-based Resource Management Strategy, Water Control Infrastructure Asset Management Plan, Water Control Infrastructure Operation Plan, and Ice Management Plan*. Our Flood Forecasting & Warning team issued 11 flood messages over seven events in partnership with our municipal emergency management teams.

Financially, the Authority ended 2024 in a positive financial position. The 2024 LPRCA financial statements, audited by MNP LLP of London, and a copy of our 2024 Annual Report highlighting the programs, services, and accomplishments the Authority achieved in 2024 are attached.

On behalf of the Long Point Region Conservation Authority Board of Directors, I would like to thank you for your continued support of the Authority.

Yours truly,

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager/Secretary-Treasurer

CC. Amelia Jaggard, Deputy Clerk

Attachment 1: 2024 Annual Report
Attachment 2: 2024 LPRCA financial statements

Hard copy sent by mail

LONG POINT REGION CONSERVATION AUTHORITY

**Financial Statements
December 31, 2024**

LONG POINT REGION CONSERVATION AUTHORITY**INDEX TO THE FINANCIAL STATEMENTS****DECEMBER 31, 2024**

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MANAGEMENT REPORT

Management's Responsibility for the Financial Statements

The accompanying financial statements are the responsibility of the management of Long Point Region Conservation Authority and have been prepared by management in accordance with Canadian public sector accounting standards. Management is also responsible for the notes to the financial statements, schedules and the integrity and objectivity of these financial statements. The preparation of financial statements involves the use of estimates based on management's judgment to which management has determined such amounts on a reasonable basis in order to ensure that the financial statements and any other supplementary information presented are consistent with that in the financial statements.

The Authority is also responsible to maintain a system of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable, available on a timely basis, and accurate, and that the transactions are properly authorized and that the Authority's assets are properly accounted for and adequately safeguarded.

The Board of Directors are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control. The Board reviews internal financial statements on a quarterly basis with management, as well as with the external auditors to satisfy itself that each party is properly discharging its responsibilities with respect to internal controls and financial reporting. The external auditors MNP LLP have full and free access to financial information and the Board of Directors prior to the approval of the financial statements.

The financial statements have been examined by MNP LLP, the external auditors of the Authority. The responsibility of the external auditors is to conduct an independent examination in accordance with Canadian generally accepted auditing standards, and to express their opinion on whether the financial statements are fairly presented in all material respects in accordance with Canadian public sector accounting standards.

Dave Beres

Dave Beres
Chairman of the Board

Judy Maxwell

Judy Maxwell, CPA, CGA
General Manager, Secretary/Treasurer

Tillsonburg, Canada
March 7, 2025

Independent Auditor's Report

To the Board of Directors of Long Point Region Conservation Authority:

Opinion

We have audited the financial statements of Long Point Region Conservation Authority (the "Authority"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations and change in accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2024, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

London, Ontario
March 7, 2025

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
Financial Assets		
Cash (note 4)	\$ 2,865,947	\$ 4,059,009
Investments (note 5)	10,420,467	8,429,577
Accounts receivable (note 12)	162,954	388,631
Accrued receivable (note 12)	46,941	13,575
Other assets (note 12)	127,479	75,824
	<hr/> 13,623,788	<hr/> 12,966,616
Financial Liabilities		
Accounts payable and accrued liabilities (note 12)	349,044	356,288
Deferred revenue (schedule 1)	1,027,817	879,128
	<hr/> 1,376,861	<hr/> 1,235,416
Net financial assets	12,246,927	11,731,200
Non-Financial Assets		
Tangible capital assets (schedule 2)	8,387,688	8,063,197
	<hr/>	<hr/>
Net assets	<u>\$ 20,634,615</u>	<u>\$ 19,794,397</u>
Commitment (note 7)		
Contingent liabilities (note 9)		
Accumulated Surplus		
Accumulated surplus - internally restricted (schedule 3)	6,249,829	5,743,696
Accumulated surplus - externally restricted (schedule 4)	5,997,098	5,987,504
Accumulated surplus - tangible capital assets	8,387,688	8,063,197
	<hr/>	<hr/>
Total accumulated surplus	<u>\$ 20,634,615</u>	<u>\$ 19,794,397</u>

On behalf of the Board of Directors:

Dave Beres

Dave Beres
Chair, Board of Directors

Chris Van Paassen

Chris Van Paassen
Chair, Audit and Finance Committee

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF OPERATIONS AND CHANGE IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget <u>2024</u> (note 6)	Actual <u>2024</u>	Actual <u>2023</u>
Revenues			
Municipal levies:			
General	\$2,145,963	\$2,145,963	\$2,099,510
Special	248,940	216,424	150,000
Government grants:			
Provincial	35,229	35,229	35,229
Corporate services (note 8)	281,200	406,347	372,551
Planning and watershed services	322,730	501,757	532,681
Forestry services	526,985	505,027	499,788
Backus Heritage conservation area	168,179	148,542	213,802
Conservation parks	1,955,100	2,152,252	2,044,566
Maintenance operations services	636,017	333,978	359,381
Gain on disposal of tangible capital assets	-	-	11,271
Total Revenues	6,320,343	6,445,519	6,318,779
Expenditures			
Corporate services	1,376,698	1,368,009	1,305,091
Planning and watershed services	926,451	1,130,016	1,092,552
Forestry services	485,960	398,958	412,513
Backus Heritage conservation area	307,756	308,323	317,138
Conservation parks	1,667,787	1,499,324	1,410,308
Maintenance operations services	1,103,616	900,671	778,254
Total expenditures	5,868,268	5,605,301	5,315,856
Annual Surplus	\$452,075	\$840,218	\$1,002,923
Accumulated surplus, beginning of the year	19,794,397	19,794,397	18,791,474
Accumulated surplus, end of the year	\$20,246,472	\$20,634,615	\$19,794,397

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget <u>2024</u> (note6)	Actual <u>2024</u>	Actual <u>2023</u>
Annual Surplus	\$452,075	\$840,218	\$1,002,923
Acquisition of tangible capital assets	(696,340)	(645,031)	(416,841)
Gain on disposal of tangible capital assets	-	-	(11,271)
Proceeds on disposal of tangible capital assets	-	-	20,890
Amortization of tangible capital assets	-	320,540	282,719
Change in net financial assets	(244,265)	515,727	878,420
Net financial assets, beginning of year	11,731,200	11,731,200	10,852,780
Net financial assets, end of year	\$11,486,935	\$12,246,927	\$11,731,200

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
Cash Flows from Operating Activities		
Operating activities:		
Annual Surplus	\$840,218	\$1,002,923
Items not affecting cash:		
Amortization of tangible capital assets	320,540	282,719
Gain on disposal of tangible capital assets	-	(11,271)
	1,160,758	1,274,371
Change in non-cash working capital:		
Accounts receivable	225,677	(186,022)
Accrued receivable	(33,366)	61,162
Other receivables	(51,655)	43,239
Accounts payable and accrued liabilities	(7,244)	139,371
Deferred revenue	148,689	114,367
	1,442,859	1,446,488
Investing activities:		
Acquisition of tangible capital assets	(645,031)	(416,841)
Change in investments	(1,990,890)	(1,226,323)
Proceeds on disposal of tangible capital assets	-	20,890
	(2,635,921)	(1,622,274)
Change in cash	(1,193,062)	(175,786)
Cash, beginning of year	4,059,009	4,234,795
Cash, end of year	\$2,865,947	\$4,059,009

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

1. Purpose of the Organization

Long Point Region Conservation Authority (the “Authority”) is a special purpose environmental body established under the Conservation Authorities Act of Ontario and works with member municipalities, other stakeholders, and undertakes programming to protect, restore and manage the natural resources and features in the Long Point Region Watershed.

2. Significant Accounting Policies

The financial statements of Long Point Region Conservation Authority are the representation of management, prepared in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. The policies that are considered to be particularly significant are as follows:

[a] Revenue Recognition

The Authority follows the deferral method of accounting for contributions and government transfers. Restricted contributions and government transfers are deferred and are recognized as revenues in the year in which the related expenses are incurred or services performed. Unrestricted contributions and government transfers are recognized as revenues in the period in which events giving rise to the revenue occur, provided that the transactions are authorized, any eligibility criteria have been met, and a reasonable estimate can be made of the amount to be received.

General grants and levies are recognized in the period they pertain to.

Corporate services, Planning and watershed services, Forestry services, Backus Heritage site, Conservation parks and Maintenance operations services are recognized as the related expenses are incurred and the services are provided.

Interest and investment income is recognized on the accrual basis as it is earned.

[b] Accrual Accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

2. Significant Accounting Policies (continued from previous page)

[c] Internal Transactions

All inter-departmental revenues and expenditures have been eliminated for these financial statements.

[d] Investments

All of the investments are carried at amortized cost using the effective interest rate method. The Board of Directors has the intention to hold investments until maturity.

[e] Reserve Fund Balances

Internally restricted reserves are those with restrictions imposed by the Board of Directors in order to ensure funds are available for financial relief in the event of a significant loss of revenues or other financial emergency for which there is no other source of funding available. Internally restricted funds are as follows:

- (i) The Education Centre Maintenance Fund for the maintenance of the Backus Conservation Education Centre.
- (ii) The OPG Forest Corridor Fund for the long-term monitoring of forest areas.
- (iii) The Memorial Woodlot fund for the donations to the Memorial Woodlot Fund and cost to Memorial Woodlot Fund at Backus.
- (iv) The Lee Brown Waterfowl M.A. Capital Replacement Fund for the capital replacements of Lee Brown Waterfowl M.A.
- (v) The Capital Levy fund for capital additions, replacements or improvements within the authority.
- (vi) The Dam Fund is for maintenance and capital upgrades to the Authority owned flood control structures.
- (vii) The Administration Office Fund is for the future acquisition of office space that meets the organization's needs.
- (viii) The Strategic Investments in Operation/Capital Fund is for investment in operations and capital alignment with the organization's strategic plan.
- (ix) The Motor Pool Reserve is for the Operations/Capital replacement of the Authority's Motor Pool fleet and equipment.
- (x) The User Fee Reserve is for the Operations/Capital of the self-sustaining programs and services (Forestry and Parks).

Externally restricted reserves are those with restriction imposed by individuals external to the Board of Directors. Externally restricted funds are as follows:

- (i) Revenues and expenditures related to the Backus Heritage Village are recorded in the Backus Heritage Village Trust Fund.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

2. Significant Accounting Policies (continued from previous page)

- (ii) Revenues and expenditures related to the Leighton and Betty Brown scholarships are recorded in the Leighton and Betty Brown Scholarship Fund.
- (iii) Disposition of Lands Reserve shall use the funds for dam studies and repairs, flood hazard mapping and flood forecasting tools.
- (iv) The Backus Woods Reserve shall be used for conservation educational activities and capital expenditures related to educational activities at the Backus Heritage Conservation Area.

[f] Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual values, of the tangible capital asset, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Land improvements	5 - 20 years
Buildings and building improvements	20 - 50 years
Machinery & equipment	20 years
Furniture and fixtures	10 years
Computers	5 years
Motor vehicles	10 years
Infrastructure	10 - 50 years

Amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Contributed tangible capital assets are recorded into revenues at their fair market values on the date of a donation.

[g] Donations

Unrestricted donations are recorded as revenue in the year they are received. Externally restricted donations are deferred and recognized as revenue in the year in which the related expenses are recognized. Donated materials and services are recorded as revenue and expenditure when the fair market value of the materials and services donated is verifiable, only to the extent the Authority has issued a charitable donation receipt for those materials and services.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

2. Significant Accounting Policies (continued from previous page)

[h] Use of Estimates

The preparation of the financial statements of the Authority, in conformity with Canadian public sector accounting standards, requires management to make estimates that affect the reported amount of assets and liabilities and the disclosure of contingent liabilities, at the date of the financial statements and the reported amounts of revenues and expenses during the period. Actual results may differ from these estimates.

[i] Contaminated Sites

Contaminated sites are the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or living organism that exceed an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Authority is directly responsible or accepts responsibility for the liability;
- (iv) future economic benefits will be given up; and
- (v) a reasonable estimate of the liability can be made.

[j] Deferred Revenue

The Authority receives contributions principally from public sector bodies pursuant to legislation, regulations or agreements that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or service is performed.

[k] Financial instruments

- (i) Measurement of financial instruments

The Authority initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Authority subsequently measures its financial assets and financial liabilities at amortized cost.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

2. Significant Accounting Policies (continued from previous page)

Financial assets measured at amortized cost include cash, accounts receivable and accrued receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and long term liabilities.

(ii) Fair value measurements

The Authority classifies fair value measurements recognized in the statement of financial position using a three-tier fair value hierarchy, which prioritizes the inputs used in measuring fair value as follows:

Level 1: Quoted prices (unadjusted) are available in active markets for identical assets or liabilities;

Level 2: Inputs other than quoted prices in active markets that are observable for the asset or liability, either directly or indirectly; and

Level 3: Unobservable inputs in which there is little or no market data, which require the Organization to develop its own assumptions.

Fair value measurements are classified in the fair value hierarchy based on the lowest level input that is significant to that fair value measurement. This assessment requires judgment, considering factors specific to an asset or a liability and may affect placement within the fair value hierarchy.

(iii) Impairment

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the Statement of Operations and any unrealized gain is adjusted through the Statement of Remeasurement Gains and Losses. When the asset is sold, the unrealized gains and losses previously recognized in the Statement of Remeasurement Gains and Losses are reversed and recognized in the Statement of Operations.

The write-down reflects the difference between the carrying amount and the higher of:

- a) the present value of the cash flows expected to be generated by the asset or group of assets;
- b) the amount that could be realized by selling the assets or group of assets;

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

2. Significant Accounting Policies (continued from previous page)

c) the net realizable value of any collateral held to secure repayment of the assets of group of assets.

There are no items to be reported on the Statement of Remeasurement Gains and Losses, as a result, this statement has not been presented.

[I] Asset Retirement Obligations

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) the past transaction or event giving rise to the liability has occurred;
- (iii) it is expected that future economic benefits will be given up; and
- (iv) a reasonable estimate of the amount can be made.

There have been no asset retirement obligations identified.

3. Changes to accounting policies

Public sector standard PS 3400 – Revenue

On January 1, 2024, the Authority adopted Canadian public sector accounting standard PS 3400 – Revenue. The new standard provides guidance on how to account and report on revenue for public sector entities. PS 3400 differentiates between revenues arising from transactions with performance obligations, referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

The Authority has implemented this standard with no significant impact.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

4. Cash

Cash consists of cash on hand and all bank account deposits. The cash balance is comprised of the following:

	2024	2023
General	\$2,862,738	\$4,009,811
Externally restricted:		
Backus Heritage Village	295	26,664
Leighton and Betty Brown Scholarship	2,914	22,534
	\$2,865,947	\$4,059,009

General cash includes a bank account earning interest at 3.40% (2023 – 5.40%).

5. Investments

The Authority holds short-term guaranteed investment certificates, money market funds and cash within their investments. The investment balance is comprised of:

	2024	2023
Government and corporate bonds, maturing at various dates between 2025 and 2035, yields varying between 1.40% and 5.21%	\$5,890,000	\$5,955,000
Guaranteed investment certificates maturing at various dates in 2025, yielding between 3.75% and 5.10%	3,459,000	1,505,000
Principal protected notes – fixed income note, yields varying between 0% and index return multiplied by the participation rate	1,000,000	1,000,000
Money market funds, no specified maturity or yield	11,743	11,342
Cash	92,279	43,397
	10,453,022	8,514,739
Plus: accrued interest	35,916	32,469
Plus: unamortized purchase premium	(68,471)	(117,631)
	(32,555)	(85,162)
	\$10,420,467	\$8,429,577

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

6. Budget Figures

The unaudited budget data presented in these financial statements are based upon the 2024 operating and capital budgets approved by the Board of Directors on February 7, 2024.

7. Commitment

The Authority rents a premise under a long-term operating lease that expires October 2028, with two further 5 year optional renewal periods, with a final term ending October, 2038. The operating lease payments are as follows:

2025	115,347
2026	117,654
2027	120,007
2028	122,407
2029	124,855
Thereafter	1,210,703
	<u>1,810,973</u>

8. Investment Income

Included in corporate services revenue is interest income on investments of \$362,458 (2023 - \$321,032).

9. Contingent Liabilities

From time to time, the Authority is subject to claims and other lawsuits that arise in the course of ordinary business, in which damages have been sought. These matters may give rise to future liabilities for which the Authority maintains insurance coverage to mitigate such risks. The outcome of these actions is not determinable, and accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year in which the related litigation is settled.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

10. Pension Agreements

The Authority makes contributions to the Ontario Municipal Employees Retirement System (“OMERS”) plan, which is a multi-employer plan, on behalf of full-time and qualifying part-time employees. The plan is a defined benefit pension plan, which specifies the amount of the retirement benefit to be received by employees based on the length of service, pension formula and employee earnings. Employees and employers contribute equally to the plan. In 2024, the Authority’s contribution to OMERS was \$219,415 (2023 – \$193,377).

The latest available report for the OMERS plan was December 31, 2023. At that time the plan reported a \$4.2 billion actuarial deficit (2022 - \$6.7 billion deficit), based on actuarial liabilities of \$134.6 billion (2022 - \$130.3 billion) and actuarial assets of \$130.4 billion (2022 - \$123.6 billion). Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

As OMERS is a multi-employer pension plan, any pension plan surpluses or deficits are a joint responsibility of all eligible organizations and their employees. As a result, the Authority does not recognize any share of the OMERS pension actuarial surplus or deficit.

11. Segmented information

The Authority provides a range of services. Distinguishable functional segments have been separately disclosed in the segmented information schedule. The nature of those segments and the activities they encompass are as follows:

Corporate services

Corporate services is comprised of Governance and general administration. These areas include the Board of Directors, Office of the General Manager, Administration, Accounting and Finance, Communications, Information Services and Human Resources.

Planning and Watershed

Planning and watershed provides services related to property development, technical reviews, operation of flood control structures, flood forecasting and warning, restoration programming, source water protection and water quality monitoring.

Forestry services

Forestry is comprised of Stewardship services and Forestry. Stewardship provides tree planting, restoration and establishment programs. Forestry sustainably manages the Authority’s forest tracts resources.

Backus Heritage conservation area

Backus Heritage Conservation Area provides conservation education programming, heritage programming and recreational activities and is home to the Backhouse National Historic Site.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

11. Segmented information (continued from previous page)

Conservation parks

Conservation parks provides recreational and camping activities at: Deer Creek Conservation Area, Backus Conservation Area, Haldimand Conservation Area, Norfolk Conservation Area and Waterford North Conservation Area.

Maintenance operations services

Maintenance Operations Services provides property, plant and equipment maintenance services and includes the Lee Brown Marsh.

12. Financial instruments and risks

Unless otherwise noted, it is management's opinion that the Authority is not exposed to significant risks. There have been no changes in the Authority's risk exposures from the prior year.

Credit risk

The Authority is exposed to credit risk through its cash and accounts receivable. The Authority reduces its exposure to credit risk by creating an allowance for bad debts when applicable. The majority of the Authority's receivables are from government entities. The Authority mitigates its exposure to credit loss by placing its cash with major financial institutions.

At year end, the amounts outstanding for the Authority's accounts receivable are as follows:

2024

	Current	31-60 days	61-90 days	91-120 days	Over 120 days	Total
Accounts receivable	\$160,510	\$2,208	\$-	\$236	\$-	\$162,954
Accrued receivable	46,941	-	-	-	-	46,941
Other assets	127,479	-	-	-	-	127,479
Total	\$334,930	\$2,208	\$-	\$236	\$-	\$337,374

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

12. Financial instruments and risks (continued from previous page)

2023

	Current	31-60 days	61-90 days	91-120 days	Over 120 days	Total
Accounts receivable	\$349,349	\$38,219	\$1,063	\$-	\$-	\$388,631
Accrued receivable	13,575	-	-	-	-	13,575
Other assets	75,824	-	-	-	-	75,824
Total	\$438,748	\$38,219	\$1,063	\$-	\$-	\$478,030

Liquidity risk

Liquidity risk is the risk that the Authority will not be able to meet its obligations as they become due. The Authority manages this risk by establishing budgets and funding plans to fund its expenses.

The following tables set out the expected maturities (representing undiscounted contractual cash-flow of financial liabilities):

2024

	Within 1 year	1-5 years	Over 5 years	Total
Accounts payable and accrued liabilities	\$349,044	\$-	\$-	\$349,044
Total	\$349,044	\$-	\$-	\$349,044

2023

	Within 1 year	1-5 years	Over 5 years	Total
Accounts payable and accrued liabilities	\$356,288	\$-	\$-	\$356,288
Total	\$356,288	\$-	\$-	\$356,288

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

12. Financial instruments and risks (continued from previous page)

Interest rate risk

Interest rate risk is the risk of potential loss caused by fluctuations in fair value of cashflow of financial instruments due to changes in market interest rate. The Authority is exposed to this risk through its interest-bearing investments. The Authority manages this risk through investing in fixed-rate securities. The Authority's investments are risk-managed under the Authority's investment policy.

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 1 –SCHEDULE OF DEFERRED REVENUE FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
Balance, beginning of year	\$879,128	\$764,761
Externally restricted contributions	503,195	408,674
Interest earned, restricted	36,292	121,322
Contributions used in operations	(390,798)	(415,629)
Balance, end of year	\$1,027,817	\$879,128

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 2 – SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2024

For the year ended December 31, 2024									
Cost				Accumulated Amortization					
2024									
	Opening Balance	Additions	Disposals	Balance End of Year	Accumulated Amortization Beginning of Year	Reversals	Amortization	Accumulated Amortization End of Year	Net Carrying Amount End of Year
Land	\$ 4,605,258	\$ -	\$ -	4,605,258	\$ -	\$ -	\$ -	\$ -	\$ 4,605,258
Land improvements	117,114	47,454	-	164,568	23,905	-	7,175	31,080	133,488
Buildings	2,497,639	162,307	-	2,659,946	1,249,996	-	60,545	1,310,541	1,349,405
Machinery and equipment	689,086	6,263	-	695,349	264,175	-	31,170	295,345	400,004
Furniture and fixtures	8,595	-	-	8,595	4,002	-	860	4,862	3,733
Computers	210,250	10,764	-	221,014	191,762	-	5,952	197,714	23,300
Motor vehicles	659,645	377,058	-	1,036,703	369,107	-	89,975	459,082	577,621
Infrastructure	2,357,969	41,185	-	2,399,154	979,412	-	124,863	1,104,275	1,294,879
Total	\$ 11,145,556	\$ 645,031	\$ -	\$ 11,790,587	\$ 3,082,359	\$ -	\$ 320,540	\$ 3,402,899	\$ 8,387,688

For the year ended December 31, 2023									
Cost				Accumulated Amortization					
2023									
	Opening Balance	Additions	Disposals	Balance End of Year	Accumulated Amortization Beginning of Year	Reversals	Amortization	Accumulated Amortization End of Year	Net Carrying Amount End of Year
Land	\$ 4,605,258	\$ -	\$ -	4,605,258	\$ -	\$ -	\$ -	\$ -	\$ 4,605,258
Land improvements	95,604	21,510	-	117,114	18,266	-	5,639	23,905	93,209
Buildings	2,362,314	148,182	12,857	2,497,639	1,202,893	8,856	55,959	1,249,996	1,247,643
Machinery and equipment	661,491	49,484	21,889	689,086	247,857	14,958	31,276	264,175	424,911
Furniture and fixtures	8,595	-	-	8,595	3,143	-	859	4,002	4,593
Computers	201,922	8,328	-	210,250	183,162	-	8,600	191,762	18,488
Motor vehicles	554,540	141,768	36,663	659,645	348,719	37,976	58,364	369,107	290,538
Infrastructure	2,310,400	47,569	-	2,357,969	857,390	-	122,022	979,412	1,378,557
Total	\$ 10,800,124	\$ 416,841	\$ 71,409	\$ 11,145,556	\$ 2,861,430	\$ 61,790	\$ 282,719	\$ 3,082,359	\$ 8,063,197

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 3 –SCHEDULE OF INTERNALLY RESTRICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2024

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Education Centre	\$ 37,638	\$ -	\$ 37,638	\$ -
OPG Forest Corridor	30,337	-	-	30,337
Memorial Woodlot	20,902	1,537	-	22,439
Lee Brown Waterfowl Capital	42,149	43,900	-	86,049
Dam Reserve	50,000	-	-	50,000
Administration Office	569,567	-	-	569,567
Strategic Investments in operations/capital	210,938	-	-	210,938
Motor Pool Reserve	124,334	68,071	-	192,405
User Fee Reserve	1,070,924	242,255	-	1,313,179
Capital Levy	690,721	165,635	286,730	569,626
Unrestricted Reserve	2,896,186	738,070	428,967	3,205,289
	\$ 5,743,696	\$ 1,259,468	\$ 753,335	\$6,249,829

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 4 –SCHEDULE OF EXTERNALLY RESTRICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2024

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Backus Heritage Village	\$ 77,540	\$ 4,016	\$ -	\$ 81,556
Leighton & Betty Brown Scholarship	127,424	6,578	1,000	133,002
Backus Woods	4,872,500	-	-	4,872,500
Disposition of Lands Reserve	910,040	-	-	910,040
	\$ 5,987,504	\$ 10,594	\$1,000	\$ 5,997,098

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 5 –SCHEDULE OF SEGMENTED REPORTING FOR THE YEAR ENDED DECEMBER 31, 2024

2024 Schedule of Segmented Reporting

	Corporate services	Planning and watershed services	Forestry services	Backus Heritage	Conservation parks	Maintenance operations services	2024 Total
Revenue:							
Levies	\$958,646	\$562,554	-	\$5,582	-	\$835,605	\$2,362,387
Grants	-	35,229	-	-	-	-	35,229
Fees	406,347	501,757	-	148,542	2,152,252	333,978	3,542,876
Forestry	-	-	505,027	-	-	-	505,027
Total revenue	1,364,993	1,099,540	505,027	154,124	2,152,252	1,169,583	6,445,519
Expenditures:							
Compensation	892,002	730,406	292,715	212,406	937,718	406,542	3,471,789
Administration	125,764	8,922	622	26,929	203,812	195,004	561,053
Professional/ contracted services	200,370	199,125	71,228	2,702	134,612	23,788	631,825
Materials and Supplies	17,696	135,060	34,393	7,860	83,975	29,953	308,937
Amortization	7,669	49,869	-	53,010	83,304	126,688	320,540
Repairs and maintenance	124,508	6,634	-	5,416	55,636	40,441	232,635
Motor pool	-	-	-	-	267	78,255	78,522
Total expenditures	1,368,009	1,130,016	398,958	308,323	1,499,324	900,671	5,605,301
Surplus	(\$3,016)	(\$30,476)	\$106,069	(\$154,199)	\$652,928	\$268,912	\$840,218

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 5 – SCHEDULE OF SEGMENTED REPORTING (continued) FOR THE YEAR ENDED DECEMBER 31, 2023

2023 Schedule of Segmented Reporting

	Corporate services	Planning and watershed services	Forestry services	Backus Heritage	Conservation parks	Maintenance operations services	2023 Total
Revenue:							
Levies	\$856,977	\$613,521	-	\$150,426	-	\$628,586	\$2,249,510
Grants	-	35,229	-	-	-	-	35,229
Fees	372,551	532,681	-	213,802	2,044,566	359,381	3,522,981
Forestry	-	-	499,788	-	-	-	499,788
Gain on disposal of tangible capital assets	11,271	-	-	-	-	-	11,271
Total revenue	1,240,799	1,181,431	499,788	364,228	2,044,566	987,967	6,318,779
Expenditures:							
Compensation	737,030	641,233	290,410	209,018	844,012	370,595	3,092,298
Administration	196,626	12,735	791	19,561	208,553	174,843	613,109
Professional/ contracted services	216,712	300,607	55,934	12,023	125,702	15,208	726,186
Materials and Supplies	15,943	80,313	65,378	15,222	94,371	32,274	303,501
Amortization	10,317	47,800	-	50,803	104,605	69,194	282,719
Repairs and maintenance	128,463	9,864	-	10,511	32,292	42,305	223,435
Motor pool	-	-	-	-	773	73,835	74,608
Total expenditures	1,305,091	1,092,552	412,513	317,138	1,410,308	778,254	5,315,856
Surplus	(\$64,292)	\$88,879	\$87,275	\$47,090	\$634,258	\$209,713	\$1,002,923



CLOSED SESSION

Report PW (CS) 2025-08
PUBLIC WORKS
Council Date: February 12, 2025

REPORT TO COUNTY COUNCIL

Curbside Waste Collection and Recycling Processing Contract Amendments and Non-Eligible Sourced Recycling Program

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATIONS

1. That County Council approve a contract extension for an eight-month term effective May 4, 2025 to December 31, 2025, per the existing terms and conditions of the Curbside Collection Contract RFP-WM-01-2019 and the Transport and Processing of Recyclables Contract RFP-WM-02-2019 with Emterra Environmental, as outlined in Report PW (CS) 2025-08;
2. And further, that County Council approve a contract extension for RFP-WM-01-2019 and RFP-WM-02-2019 contracts with Emterra Environmental, effective January 1, 2026 to April 30, 2027, as amended to include weekly co-collection of garbage and eligible recycling under the Provincial Common Collection System as outlined in Report PW (CS) 2025-08;
3. And further, that County Council approve amendments for RFP-WM-01-2019 and RFP-WM-02-2019 contracts with Emterra Environmental, effective January 1, 2026 to April 30, 2027, to include non-eligible sourced recycling collection, transportation, and processing as outlined in Report PW (CS) 2025-08;
4. And further, that County Council authorize the collection of non-eligible sourced recycling for collection areas A, B, C, and D as part of contract award for curbside waste collection services to Emterra Environmental effective May 3, 2027, for a seven-year term, per the terms and conditions of RFP WM-02-2024;
5. And further, that County Council authorize the single source award of transport and processing of non-eligible sourced recycling to Emterra Environmental, effective May 3, 2027 to April 28, 2034, as outlined in Report PW (CS) 2025-08;

CLOSED SESSION

Report PW (CS) 2025-08

PUBLIC WORKS

Council Date: February 12, 2025

- 6. And further, that County Council authorize the Chief Administrative Officer and the Director of Public Works to execute all documents related to contract amendments and new contracts with Emterra Environmental as set out in Recommendations 1 to 6 inclusive of this Report;**
- 7. And further, that the recommendations contained in Report PW (CS) 2025-08 be publicly released.**



CLOSED SESSION

Report PW (CS) 2025-12
PUBLIC WORKS
Council Date: February 26, 2025

REPORT TO COUNTY COUNCIL

Non-Eligible Sourced Curbside Collection Recycling Program

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATIONS

- 1. That County Council authorize the collection of non-eligible sourced recycling for collection areas A, B, C, and D as part of the contract award for curbside waste collection services to Emterra Environmental effective May 3, 2027, for a seven-year term, per the terms and conditions of RFP WM-02-2024;**
- 2. And further, that County Council authorize the single source award of transport and processing of non-eligible sourced recycling to Emterra Environmental, effective May 3, 2027, to April 28, 2034, as outlined in Report PW (CS) 2025-08, dated February 12, 2025;**
- 3. And further, that County Council authorize the Chief Administrative Officer and the Director of Public Works to execute all documents related to these contracts with Emterra Environmental as set out in Recommendations 1 to 2 inclusive of this Report;**
- 4. And further, that the recommendations contained in Report PW (CS) 2025-08 and Report PW (CS) 2025-12 be publicly released.**



Subject: Community Improvement Plan Application – 102 Tillson Ave, Unit F

Report Number: EDM 25-011

Department: Economic Development Department

Submitted by: Cephas Panschow, Development Commissioner

Meeting Type: Council Meeting

Meeting Date: Monday, March 24, 2025

RECOMMENDATION

- A. THAT Council receives report titled EDM 25-011 Community Improvement Plan Application – 102 Tillson Avenue, Unit F; and,
- B. THAT the 102 Tillson Avenue, Unit F, property tenant, Loads of Laundry, be approved for funding through the Town’s Community Improvement Plan, related to interior renovations and improvement costs as follows:
 - a. Commercial Building Interior Renovation Program – Matching funds up to a maximum of \$10,000;

BACKGROUND

The tenant of the 102 Tillson Avenue (Unit F) property, Loads of Laundry, has submitted an application to the Town for cost reimbursement in accordance with the Town’s updated Community Improvement Plan. The purpose of this report is to seek Council’s approval for the application, which will rebate renovation and improvement costs for a laundromat business occupying a formerly vacant plaza space, offering self-serve machines, wash and fold, and dry-cleaning services.

DISCUSSION

The application submitted by Loads of Laundry is for support under the following Community Improvement Plan programs:

Program	Comment
Commercial Building Interior Renovation Program	50% rebate up to a maximum amount of \$10,000 is being recommended. The space meets the criteria for this funding.

EDM 25-011 Community Improvement Plan Application – 102 Tillson Ave, Unit F

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

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

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

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

The total investment in the space, including equipment and machinery, significantly exceeds the amount including in the application so the full \$10,000 rebate is being recommended.

CONSULTATION

The Community Improvement Plan was updated in 2024 with extensive consultation and input from the Affordable and Attainable Housing Committee, the Economic Development Advisory Committee and the community. The application has been circulated to the Building, Planning and Finance Departments with no concerns raised.

FINANCIAL IMPACT/FUNDING SOURCE

The 2025 Economic Development & Marketing budget contains \$40,000 in approved funding for the Community Improvement Plan with a total of \$11,000 in rebates being approved year to date with \$29,000 in remaining funding. If the above recommendation is approved, matching funds up to \$10,000 for interior renovations would be rebated from this amount with an estimated \$19,000 remaining in the budget for the rest of the year.

CORPORATE GOALS

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

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation

EDM 25-011 Community Improvement Plan Application – 102 Tillson Ave, Unit F

Not Applicable

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

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

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

Priority Project – *Not applicable*

ATTACHMENTS

Appendix A – Community Improvement Plan Application



Community Improvement Plan (CIP) Application Form

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

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

Mandatory Requirements

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

Additional Requirements (if necessary)

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

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

Community Improvement Plan (CIP) Application Form



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

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

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

<p>Registered Owner:</p> <p>Name: <u>Jessica (Jessey) Berni</u></p> <p>Business Name: <u>Loads of Laundry Inc.</u></p> <p>Address: <u>[REDACTED]</u></p> <p>Postal Code: <u>[REDACTED]</u></p> <p>Home Phone: <u>[REDACTED]</u></p> <p>Work Phone: <u>519-550-9274</u></p> <p>Email Address: <u>info@loadsoffaundry.ca</u></p> <p>Fax Number: _____</p>	<p>Applicant: <i>(If different from registered owner)</i></p> <p>Name: _____</p> <p>Business Name: _____</p> <p>Address: _____</p> <p>Postal Code: _____</p> <p>Home Phone: _____</p> <p>Work Phone: _____</p> <p>Email Address: _____</p> <p>Fax Number: _____</p>
<p>Property Description:</p> <p>Address: <u>102 Tillson Ave, unit F Tillsonburg, ON N4G 3A1</u></p> <p>Building to be redeveloped: <u>Unit F</u></p>	

Current Use of the Property?
Was vacant, however previously a laundromat
Proposed Use of the Property?
Laundromat
Description of the Proposed Development/Redevelopment
Laundromat with self serve machines, wash and fold services (commercial & personal) as well as dry cleaning drop off/pick up location.
Cost of Proposed Repairs (Please provide one cost estimate. If it is not possible to provide an estimate, please explain why)
\$100,000 - included are invoices from multiple contractors as all had different expertise.

Type of Investment Support Requested:

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

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

Community Improvement Plan (CIP) Application Form



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

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

How will the proposed development benefit the community?

Currently Tillsonburg has one laundromat. This offers another location for the community to use.
 I also provide wash and fold services which my understanding the other laundromat does not.
 The machines for self serve accept coin (loonies & quaters) as well as Dexter Pay (which accepts Visa, Master Card, Discover, Apply Pay and Google Pay).

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

N/A

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

Start date was October 1, 2024 and I hope to be open latest Feb 1, 2025 - a lot of delays have taken place unfortunately.

Community Improvement Plan (CIP) Application Form



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

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

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

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

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

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected and authorized under Section 10(1) of the Municipal Act, 2001, and will be used to process your Community Improvement Plan (CIP) Application Form and contact you with any pertinent information related to your application. Questions about this collection can be directed to Cephias Panschow, Development Commissioner, at 10 Lisgar Ave, Tillsonburg Ontario, N4G 5A5, 519-688-3009 ext. 4007 or by email at cpanschow@tillsonburg.ca.

Date: Jan 17, 2025 Signature of Registered Owner: [Signature]
 Date: Jan 17, 2025 Signature of Applicant: [Signature]

For Office Use Only:

Current Assessment: _____

Building Permit Calculation: _____

Development Charges Calculation: _____

**Subject: Industrial Land Lease for Agricultural Purposes****Report Number:** EDM 25-012

Department: Economic Development Department

Submitted by: Cephas Panschow, Development Commissioner

Meeting Type: Council Meeting

Meeting Date: Monday, March 24, 2025

RECOMMENDATION

- A. THAT report EDM 25-012 Industrial Land Lease for Agricultural Purposes be received; and,
- B. THAT Council approve a one year extension in the lease with VanQuaethem Farms Ltd for various parcels of industrial land to enable flexibility with respect to the development of Phase 2 of the Van Norman Innovation Park including the ability to adjust the lands being farmed, either before or after planting, and with an overall price increase in the land lease rate from \$340 per acre to \$370 per acre; and,
- C. THAT a bylaw be brought forward to authorize the Mayor and Clerk to enter into a lease agreement with VanQuaethem Farms Ltd for the lands described as:
 - a. Part of Lots 3, 4, and 5, Concession 5 NTR Middleton, and more particularly described as Part 2, Plan 37R-283 and Parts 10 and 11, Plan 41R-10104, comprising approximately 66 acres of farmable land;
 - b. Part of Lots 2 and 3, Concession 5 NTR Middleton, and more particularly described as part of Part 1, Plan 37R352, comprising approximately 48 acres of farmable land, and expressly excluding the southernmost 18 acres of farmable land and all lands south of Otter Creek;
 - c. Lands located on the east side of Highway 19 (Vienna Road), legally described as part of Lots 8 and 9, Concession 4, NTR, and more particularly described as Lots 1613 and 1638A, Plan 500, comprising of approximately 17 acres of farmable lands
 - i. With access through Unnamed Road adjacent to Lots 1612, 1613 and 1614; and,

EDM 25-012 Industrial Land Lease for Agricultural Purposes

- d. Part of Lot 12-13, Concession 4, NTR Middleton as in NR442642 N of NR368925, Norfolk County, comprising approximately 34 acres of farmable lands.
- D. That the net additional revenue resulting from this lease agreement be allocated towards marketing initiatives to support the sale of lands in Phase 2 of the Van Norman Innovation Park.

BACKGROUND

Town Council approved a 1-year extension in the lease with VanQuaethem Farms Ltd for various parcels of industrial land at their March 25, 2024 meeting as follows:

- A. *THAT report EDM 24-010 Industrial Land Lease for Agricultural Purposes be received; and,*
- B. *THAT a bylaw be brought forward to authorize the Mayor and Clerk to enter into a lease agreement with VanQuaethem Farms Ltd for the lands described as:*
 - a. *Part of Lots 3 and 4, Concession 5 NTR Middleton, and more particularly described as Part 2, Plan 37R-283 and Parts 10 and 11, Plan 41R-10104, comprising approximately 66 acres of farmable land; and,*
 - b. *Lands located on the east side of Highway 19 (Vienna Road), legally described as part of Lots 8 and 9, Concession 4, NTR, and more particularly described as Lots 1613 and 1638B, Plan 500, comprising of approximately 17 acres of farmable lands; and,*
 - c. *Part of Lots 2 and 3, Concession 5 NTR Middleton, and more particularly described as part of Part 1, Plan 37R352, comprising approximately 52 acres of farmable land.*

Similar to last year, the Development Commissioner is seeking Council approval to enter into a one year lease with the same farmer that has been farming these lands since 2021 based on the flexibility afforded by the farmer in allowing the acreage to be farmed to be adjusted, either before or after planting, with incursions into the farm lands as needed throughout the growing season. VanQuaethem Farms has been very accommodating when consultants were required to enter the lands and destroy crops for purposes of accessing the lands. Further, VanQuaethem Farms assisted the town in preparing the lands for Archeological investigations, which enabled much of the work to be completed prior to the end of 2024.

Based on the Town's plans to obtain approvals and service these lands as soon as possible, the Development Commissioner is seeking Council approval to enter into a

EDM 25-012 Industrial Land Lease for Agricultural Purposes

one-year lease (with possible extensions) to enable the majority of these lands to be farmed this year with additional revenue to the Town.

DISCUSSION

VanQuaethem Farms Ltd offered the highest land rental rate to the Town through a public tender process in 2021 with a lease rate of \$272 per acre, which was increased to \$340 per acre last year and is proposed to be increased to \$370 per acre for the 2025 crop year. This increase equates to an approximately 9% increase in the lease rate.

As Council is aware, the Town is seeking to expedite the servicing and development of the Phase 2 Van Norman Innovation Park lands. With various investigations and approvals continuing through 2025, as well as the potential for servicing work to start late this year, entering into a 1-year lease enables the Town to secure significant revenues while also affording the flexibility needed to bring additional industrial lands to market in an expedited manner. The increase in the lease rate is significant and helps offset any potential additional income that might be obtained through a formal tender process.

The proposed lease also includes approximately 36 acres of recently acquired land.

CONSULTATION

Duncan, Linton LLP has updated the attached Agricultural Lease Agreement.

FINANCIAL IMPACT/FUNDING SOURCE

The 2025 Economic Development and Marketing budget contains \$44,500 in anticipated land lease revenue. If the recommendation is approved, it will result in revenue of \$61,050, which is \$16,550 more than the budget estimate. The increase is due in part to the increase in the lease rate and the additional 36 acres of land being leased.

The lease of industrial lands for agricultural purposes results in taxable assessment, which means that Town, County and Education taxes will be paid for out of the lease revenue. An amount of \$5,000 for property taxes has been included in the approved 2025 Economic Development & Marketing Budget so any net difference would be additional costs being offset by the additional revenue. There were some minor legal

EDM 25-012 Industrial Land Lease for Agricultural Purposes

costs incurred for the preparation of the agreement and these would also be charged against this additional revenue.

The remaining lease revenue would be allocated to the Economic Development & Marketing Budget towards marketing initiatives to support the sale of lands in Phase 2 of the Van Norman Innovation Park.

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 – Ensure adequate supply of “shovel ready” land for business attraction and expansion

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

ATTACHMENTS

Appendix A – Lease Agreement



Subject: 2024 Statement of Remuneration and Expenses for Elected and Appointed Officials

Report Number: FIN 25-006

Department: Finance Department

Submitted by: Renato Pullia, Director of Finance/Treasurer

Meeting Type: Council Meeting

Meeting Date: Monday, March 24, 2025

RECOMMENDATION

THAT report FIN 25-006 titled “2024 Statement of Remuneration and Expenses for Elected and Appointed Officials” be received as information.

BACKGROUND

Section 284 (1) of the Municipal Act, 2001 (the Act), requires that the Treasurer of a municipality shall each year provide to the Council of the municipality an itemized statement of the remuneration and expenses paid in the previous year to:

- a) Each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council; and
- b) Each member of Council in respect of his or her services as an officer or employee of the municipality or other body; and
- c) Each person, other than a member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

DISCUSSION

Per subsection (a) and (b) above, Council members remuneration and expenses are listed in Appendix A. Per subsection (c) above, members of the Tillsonburg Police Services Board, now the Oxford OPP Detachment Board 3, appointed by the municipality are also listed in Appendix A. One member that is a Provincial appointee has not been included. As well, per subsection (c), members appointed to the Tillsonburg Hydro Board are included.

Also, the Rural Ontario Municipal Association (ROMA) Board has provided a Statement of remuneration and expenses, attached as Appendix B, for Deputy Mayor Dave Beres,

FIN 25-006 2024

who sits on the ROMA Board. As well, the Tillsonburg Business Improvement Association has provided a Statement, attached as Appendix C, for members appointed to the BIA Board of Management. These statements are per S. 284 (3) of the Act, which states that “If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year”.

Per S. 284 (2) of the Act, the by-laws under which the remuneration or expenses were authorized to be paid are By-law 2022-051, a By-law to Establish the Council Remuneration for the Term 2022-2026 and Policy 2-008, Council Expense Policy, and By-law 2024-069, a By-law to provide for the adoption of budgetary estimates.

Per S. 284 (4) of the Act, despite the *Municipal Freedom of Information and Protection of Privacy Act*, statements provided under Section 284 of the Act are public records.

CONSULTATION

Tillsonburg BIA, internal staff

FINANCIAL IMPACT/FUNDING SOURCE

The remuneration, per diems, conferences, seminars and general expenses paid to members of Council in the 2024 fiscal year total \$250,367 (2023 - \$207,891; 2022 - \$187,104; 2021 - \$171,875; 2020 - \$181,386; 2019 - \$187,785). For 2024, the Statement also includes health benefits paid for members of Council. These amounts are included in the annual budget set by Council.

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.

FIN 25-006 2024

Goal – N/A

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS

1. Appendix A – 2024 Statement of Remuneration and Expenses for Elected and Appointed Officials
2. Appendix B – 2024 ROMA Board Remuneration & Expenses for Dave Beres
3. Appendix C – 2024 BIA Board of Management Remuneration & Expenses

Appendix A, FIN 25-006

TOWN OF TILLSONBURG**Statement of Remuneration and Expenses for Elected and Appointed Officials
For the Year Ended December 31, 2024****COUNCIL**

By-law 2022-051

	REMUNERATION				EXPENSES		TOTAL
	COUNCIL*	MEETING PER DIEM	POLICE SERVICES BOARD	HYDRO BOARD	HEALTH BENEFITS	EXPENSES PAID	
Mayor Gilvesy	\$ 44,387.21	\$ -	\$ 4,284.08	\$ 7,312.51	\$ 5,682.42	\$ 3,033.37	\$ 64,699.59
Deputy Mayor Beres	\$ 22,238.91	\$ 1,480.00	\$ -	\$ 7,312.51	\$ 5,731.91	\$ 4,634.84	\$ 41,398.17
Councillor Luciani	\$ 20,716.37	\$ -	\$ -	\$ -	\$ 5,724.84	\$ 580.09	\$ 27,021.30
Councillor Parker	\$ 20,715.05	\$ -	\$ -	\$ -	\$ 5,640.00	\$ 580.09	\$ 26,935.14
Councillor Parsons	\$ 20,716.15	\$ 185.00	\$ -	\$ -	\$ 5,710.70	\$ 1,299.95	\$ 27,911.80
Councillor Rosehart	\$ 20,716.04	\$ -	\$ 4,284.08	\$ -	\$ 5,703.63	\$ 621.09	\$ 31,324.84
Councillor Spencer	\$ 20,716.04	\$ 1,110.00	\$ -	\$ -	\$ 5,703.63	\$ 3,546.69	\$ 31,076.36
	\$ 170,205.77	\$ 2,775.00	\$ 8,568.16	\$ 14,625.02	\$ 39,897.13	\$ 14,296.09	\$ 250,367.17

*includes taxable benefits

TILLSONBURG POLICE SERVICES BOARD

By-laws 2024-036; 2024-049

OXFORD O.P.P. DETACHMENT BOARD 3

By-law 2024-117

	HONORARIUM	MEETING PER DIEM	EXPENSES PAID	TOTAL	
Art Baumunk	\$ 3,213.06	\$ -	\$ -	\$ 3,213.06	(appointed April 1, 2024)
Larry Scanlan	\$ 5,526.44	\$ 555.00	\$ 1,784.46	\$ 7,865.90	
Rebecca Turrill	\$ 3,332.20	\$ -	\$ 41.00	\$ 3,373.20	
	\$ 12,071.70	\$ 555.00	\$ 1,825.46	\$ 14,452.16	

TILLSONBURG HYDRO BOARD

	HONORARIUM	MEETING PER DIEM	EXPENSES PAID	TOTAL
Ken Edwards	\$ 7,312.51		\$ -	\$ 7,312.51
Robert Kent	\$ 8,227.60		\$ -	\$ 8,227.60
Laura Pickersgill	\$ 7,312.51		\$ -	\$ 7,312.51
Kyle Pratt	\$ 7,312.51		\$ -	\$ 7,312.51
Dan Rasokas	\$ 9,141.47		\$ 1,290.00	\$ 10,431.47
Cedric Tomico	\$ 8,227.60		\$ 2,651.86	\$ 10,879.46
John Veldman	\$ 7,312.51		\$ -	\$ 7,312.51
Ernie Vidovic	\$ 8,227.60		\$ 880.57	\$ 9,108.17
	\$ 63,074.31	\$ -	\$ 4,822.43	\$ 67,896.74



January 29, 2025

Town of Tillsonburg
10 Lisgar Avenue
Tillsonburg, ON N4G 5A5

Attention: Interim Treasurer

Re: Remuneration and expenses of council appointees (elected officials)
to the AMO, and ROMA Board of Directors for year ended December 31, 2024.

Dear: Renato Pullia

Please find attached a statement of remuneration and expense of council appointees (elected officials) to the AMO, and ROMA Board of Directors for the year ended December 31, 2024. This statement is prepared in accordance with section 284 (1) of The Municipal Act (S.O. 2001, c25).

Please contact the undersigned if you have any questions or concerns regarding this statement.

Yours truly,

A handwritten signature in black ink, appearing to read 'Suma Mullangi'.

Suma Mullangi, CPA, CA
Accounting Manager
Association of Municipalities of Ontario

Tel: 416-971-9856 #314
Fax: 416-971-6191
Smullangi@amo.on.ca

Enclosure

155 University Ave. Suite 800	www.amo.on.ca	Tel 416.971.9856	Toll Free in Ontario
Toronto, ON, M5H 3B7	amo@amo.on.ca	Fax 416.971.6191	877.426.6527



REMUNERATION AND EXPENSES FOR THE YEAR 2024

Name	Position	Period Served on Board	Elected Officials	Municipality	Official Title	Expenses Only	Honorarium	Total Amount Paid
A. Councillors								
1. Dave Beres	ROMA Zone 3 Rep.	Jan - Dec 2024	Y	Town of Tillsonburg	Deputy Mayor	\$ 4,110.11	\$ 1,827.00	\$ 5,937.11

B. Other Appointees

CERTIFIED CORRECT

Suma Mullangi

Name (Please PRINT)

Signature

Accounting Manager

Title

(416) 971-9856 x 314

Telephone No.

Association of Municipalities of Ontario

Name of Board

155 University Avenue, Suite 800, Toronto, Ontario, M5H 3B7

Address



Board of Management

Remuneration & expense certification

For the Period of 01 Jan 2024 to 31 Dec 2024

I, Emily Odorjan - Treasurer Downtown Tillsonburg BIA and I, Mark Renaud - Executive Director of the Downtown Tillsonburg BIA hereby certifies that the following remuneration and expenses were paid to Board Members as follows:

Board Member:	Amount of remuneration & expenses:
Bob Parsons	\$NIL
Mike Bossy	\$NIL
Emily Odorjan	\$NIL
Michelle Gleeson	\$NIL
Mark Tedesco	\$NIL
Wendy Cameron	\$NIL
Brandon Thompson	\$NIL
Allison Biggar	\$NIL
Carl Heutinck	\$NIL
Holly Vallee	\$NIL
Joost VanCampen	\$NIL
Jessy Rhora	\$NIL

Dated: 31 Dec 2024 at Tillsonburg, ON

Printed name: Emily Odorjan

Treasurer

Signature: _____

A handwritten signature in blue ink, appearing to be "EO", written over a horizontal line.

Printed name: Mark Renaud

Executive Director

Signature: _____

A handwritten signature in blue ink, appearing to be "M Renaud", written over a horizontal line.



Subject: Tender Results - RFT2025-002 – Devonshire Avenue Culvert Replacement

Report Number: OPD 25-011

Department: Operations and Development Department

Submitted by: Leo Ferreira, Manager of Engineering

Meeting Type: Council Meeting

Meeting Date: Monday, March 24, 2025

RECOMMENDATION

- A. THAT report OPD 25-011 titled “Tender Results – RFT2025-002 – Devonshire Avenue Culvert Replacement” be received as information; and
- B. THAT the contract for RFT2025-002 – Devonshire Avenue Culvert Replacement be awarded to Cassidy Construction London Ltd. of Dorchester, Ontario at a total project cost of \$413,346 (net of refundable HST).

BACKGROUND

A tender was issued in February 2025 for Capital project #237 - Devonshire Avenue Culvert Replacement project. The proposed project includes the replacement of the Devonshire Avenue culvert (location pictured below) with a new twin CSPA structure together with affected stormwater infrastructure and roadway components.



DISCUSSION

The project duration is expected to be approximately two weeks.

OPD 25-011 Tender Results – RFT2025-002– Devonshire Avenue Culvert Replacement

Traffic control measures including an expected full road closure and detour plan shall be designed and maintained by the Contractor upon Staff approval as necessary.

The tender was advertised on the Town's purchasing platform Bids&Tenders.

A total of four (4) compliant bids were received by the closing date of March 5, 2025, which ranged in price from \$459,002 to \$1,127,083, inclusive of HST. The lowest bid meeting all specifications was from Cassidy Construction London Ltd. of Dorchester, Ontario at a cost of \$459,002.38 (\$406,196.80 + \$52,805.58 HST), for all of the components of Roads and Storm.

CONSULTATION

External: As part of proper communication process, letters will be sent to residents to advise them of this project.

Internal: Director of Operations and Development, Manager of Engineering, Operations Technologist, and Purchasing Coordinator.

FINANCIAL IMPACT/FUNDING SOURCE

This project includes components for Roads and Storm. The Town's 2025 Budget included a carry forward amount of \$838,000 for this project. Adjusting for non-refundable HST, the lowest bid amount of \$413,346 is approximately \$424,654 below the approved Town budget, funded entirely through tax supported debt.

CORPORATE GOALS

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

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

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

OPD 25-011 Tender Results – RFT2025-002– Devonshire Avenue Culvert Replacement

Strategic Direction – Develop a robust, long-term asset management plan to inform evidence-based decisions on the maintenance, rehabilitation and replacement of municipal infrastructure.

Priority Project – *Ongoing Projects* - Asset Management

ATTACHMENTS

N/A



Subject: Tender Results - RFT2025-003 – John Pound Sanitary Sewer Replacement

Report Number: OPD 25-012

Department: Operations and Development Department

Submitted by: Leo Ferreira, Manager of Engineering

Meeting Type: Council Meeting

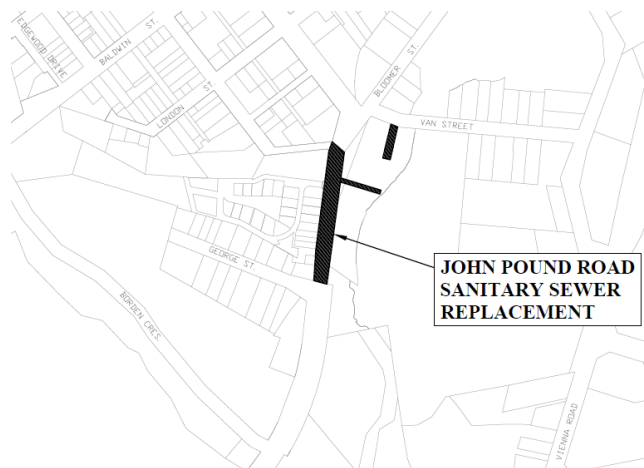
Meeting Date: Monday, March 24, 2025

RECOMMENDATION

- A. THAT report OPD 25-012 titled “Tender Results – RFT2025-003 – John Pound Sanitary Sewer Replacement” be received as information; and
- B. THAT the contract for RFT2025-003 – John Pound Sanitary Sewer Replacement be awarded to Birnam Excavating Ltd. of Arkona, Ontario at a total project cost of \$682,337.60 (net of refundable HST).

BACKGROUND

A tender was issued in February 2025 for Capital project #X69 - John Pound Sanitary Sewer Replacement. The proposed County project includes the replacement of a portion of the sanitary sewer along John Pound Road from Bidwell Street to the pump station just north of George Street and a small section of sanitary sewer off Van Street together with affected water and stormwater infrastructure and roadway components (location pictured below).

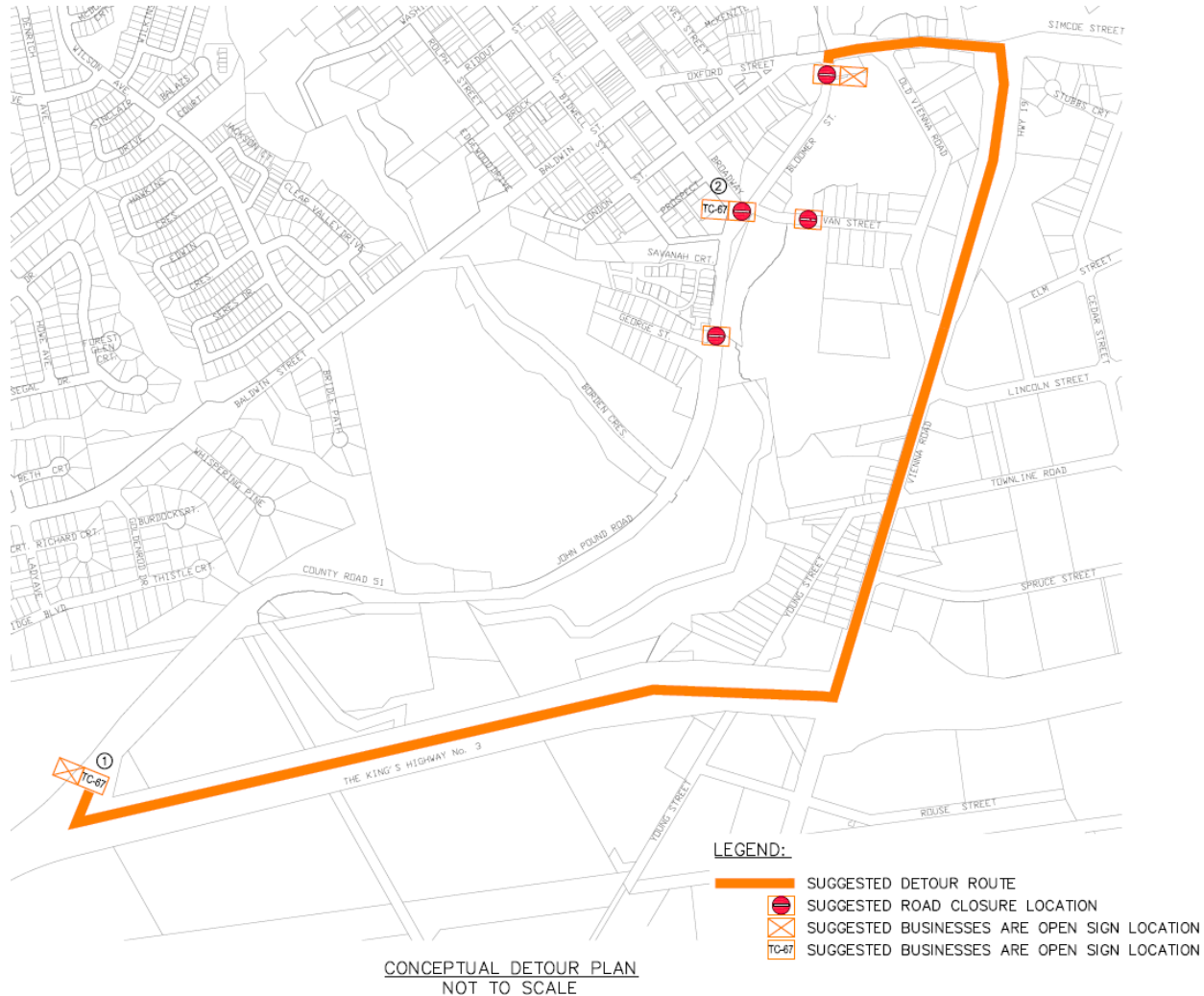


DISCUSSION

The project duration is expected to be approximately four weeks.

OPD 25-012 Tender Results – RFT2025-003 – John Pound Sanitary Sewer Replacement

Traffic control measures including an expected full road closure and detour plan shall be designed and maintained by the Contractor upon Staff approval as necessary; the below conceptual detour plan has been included with the tender documents for Contractor consideration:



The tender was advertised on the Town’s purchasing platform Bids&Tenders.

A total of fifteen (15) bids were received by the closing date of March 7, 2025, which ranged in price from \$757,706 to \$1,419,918, inclusive of HST.

The lowest bid meeting all specifications was from Birnam Excavating Ltd. of Arkona, Ontario at a cost of \$757,705.87 (\$670,536.17 + \$87,169.70 HST), for all of the components of Roads, Sanitary, Storm and Water.

OPD 25-012 Tender Results – RFT2025-003 – John Pound Sanitary Sewer Replacement

CONSULTATION

External: As part of proper communication process, letters will be sent to residents to advise them of this project. The Mill Inn and Eatery, located at 20 John Pound Road, operators have been consulted on the project timing best accommodating their expected business operations.

Internal: Director of Operations and Development, Manager of Engineering, Operations Technologist, Purchasing Coordinator, Oxford Manager of Water and Wastewater Services, Oxford Asset Management Coordinator.

FINANCIAL IMPACT/FUNDING SOURCE

This is an Oxford County funded project on Oxford County Road 51 where the Town is providing management/administration services per our Engineering and Construction Services Agreement and as such, there are no financial commitments required of the Town.

For reference, Oxford's 2025 budget included \$830,000 for this project. Adjusting for non-refundable HST, the lowest bid is approx. \$147,662 below the approved budget.

CORPORATE GOALS

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

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

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

Strategic Direction – Develop a robust, long-term asset management plan to inform evidence-based decisions on the maintenance, rehabilitation and replacement of municipal infrastructure.

Priority Project – *Ongoing Projects* - Asset Management

ATTACHMENTS - N/A

**Subject: Lake Lisgar – Low Flow Weir Repair****Report Number:** OPD 25-013

Department: Operations and Development Department

Submitted by: Leo Ferreira, Manager of Engineering

Meeting Type: Council Meeting

Meeting Date: Monday, March 24, 2025

RECOMMENDATION

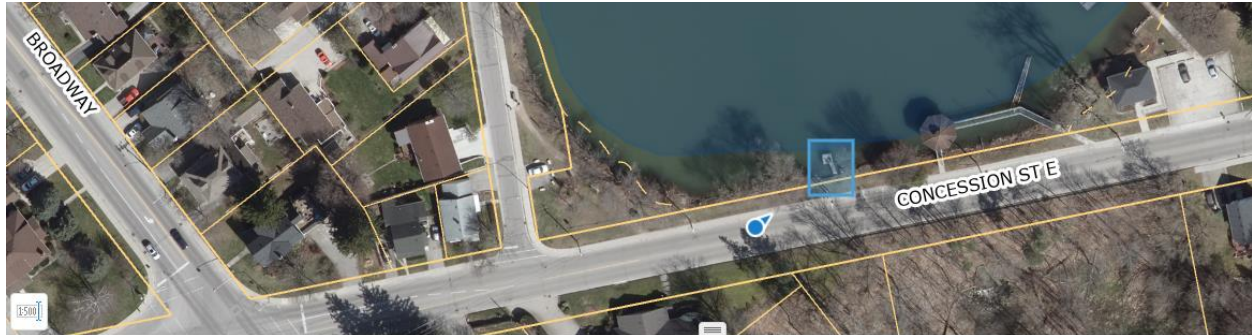
- A. THAT report OPD 25-013 titled “Lake Lisgar – Low Flow Weir Repair” be received as information;
- B. THAT per Sec. 6(b) of Purchasing Policy 5-006, Council permit the Lake Lisgar – Low Flow Weir Repair project to be “sole sourced” to Watech Services Inc.; and
- C. That the Director of Operations and Development be authorized to award the Lake Lisgar - Low Flow Weir Repair project to Watech Services Inc., as the received quote falls within the approved budget limits.

BACKGROUND

In 2024, Residents and Community Groups alerted Staff to a growing concern of sediment deposits at Lake Lisgar’s north end. Reportedly, the low flow weir (pictured below) had not been operational since about 1969:



OPD 25-013 Lake Lisgar – Low Flow Weir Repair



The subsequent consultation with Long Point Region Conservation Authority resulted in the Town retaining Watech Services Inc. (Watech), a trusted and experienced local Contractor, to inspect, assess, and report on the condition of the subject weir together with possible restoration strategies and estimated budgets. Watech reported that “The low flow valve itself is seized in the closed condition” recommending “replacement of the valve mechanism and new screening” where \$120,000 was later included in the Town’s 2025 Budget for completing same.

DISCUSSION

Community Groups have raised monies and attempted sediment removals themselves via boats with pumps and tubing as recently as 2022; their efforts, though valiant, were insufficient as the volume of sediment deposit outweighs their ability to remove same.

Restoring the low flow weir is the necessary first step to permit the lowering of the water level such that heavy machinery may then enter on to the lakebed and more effectively remove sediment at the lake’s north end.

The Town has worked with Watech on two separate occasions since June 2024; once for the weir assessment above, and more recently for an emergency type repair at the Lake Lisgar Overflow structure. Watech has proven itself to be reliable and efficient.

OPD 25-013 Lake Lisgar – Low Flow Weir Repair

On February 28, 2025, the Engineering Department received a quote from Watech for the design and repair of the Lake Lisgar weir. The quoted amount falls within the approved budget limits.

In recommending that the purchasing process be forgone, Staff have considered the following, in no particular order:

- a) Watech is a trusted and experienced local Contractor
- b) The scope of work is specialized
- c) There is no known alternative qualified Contractor locally
- d) Watech has intimate knowledge of the existing conditions and the required remedial work
- e) Watech has defined the scope of work and designed the necessary repair
- f) Watech has demonstrated responsiveness, quality workmanship, and fair billings

CONSULTATION

Director of Operations and Development, Manager of Engineering, and Purchasing Coordinator.

FINANCIAL IMPACT/FUNDING SOURCE

The Town's approved 2025 budget includes an allocation of \$120,000 for this project, funded entirely through the capital levy.

CORPORATE GOALS

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

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

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

OPD 25-013 Lake Lisgar – Low Flow Weir Repair

Strategic Direction – Develop a robust, long-term asset management plan to inform evidence-based decisions on the maintenance, rehabilitation and replacement of municipal infrastructure.

Priority Project – *Ongoing Projects* - Asset Management

ATTACHMENTS

N/A

The Corporation of the Town of Tillsonburg
Youth Advisory Council Meeting
MINUTES



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

ATTENDANCE: Scott Gooding
Sorraya Buchanan-St.Gelais
Scarlet Robson
Dakshneel Singh
Chris Parker, Councillor
Kelly Spencer, Councillor

Regrets: Liam Spencer-Enright (Chair)
Sophie Hicks
Jaxon Gundry
Julia Drobits

Staff: Constable Randi Crawford, Oxford O.P.P. Media Relations
Officer
Duncan Bryce, Records and Legislative Coordinator

1. Call to Order

The meeting was called to order at 4:41 p.m. with Vice-Chair Sorraya Buchanan-St. Gelais presiding.

2. Adoption of Agenda

Resolution # 1

Moved By: Scott Gooding

Seconded By: Dakshneel Singh

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

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Kelly Spencer, Councillor

Seconded By: Scarlet Robson

THAT the minutes of the February 5, 2025 Youth Advisory Council meeting be approved.

Carried

5. General Business and Reports

5.1 Update to Program Suggestions

Resolution # 3

Moved By: Scarlet Robson

Seconded By: Dakshneel Singh

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

Carried

5.2 Youth Survey

Committee reviewed Scarlet's Community Improvement Survey Submission and made the changes to be reviewed at the next Youth Advisory Council meeting on April 2, 2025.

6. Next Meeting

7. Adjournment

Resolution # 4

Moved By: Chris Parker, Councillor

Seconded By: Dakshneel Singh

THAT the meeting be adjourned at 5:34 p.m.

Carried

The Corporation of the Town of Tillsonburg

Economic Development Advisory Committee Meeting

MINUTES

Tuesday, March 18, 2025

12:00 PM

Thompson Goossens Accountants Boardroom

21 Oxford Street, Tillsonburg

ATTENDANCE: Councillor Bob Parsons
Deb Gilvesy, Mayor
Lisa Gilvesy
Jesse Goossens
Mark Renaud, Executive Director, Tillsonburg BIA
Ashley Edwards, CEO, Tillsonburg District Chamber of
Commerce

Regrets: Dane Willson
Andrew Burns
Randy Thornton
Gurvir Hans
Randi-Lee Durham
Steve Spanjers
Kirby Heckford

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

1. Call to Order

No quorum was present. Meeting adjourned at 12:15 p.m.

2. Adoption of Agenda

Proposed Resolution #1

THAT the Agenda as prepared for the Economic Development Advisory Committee meeting of Tuesday, March 18, 2025, be adopted.

3. Disclosures of Pecuniary Interest and the General Nature Thereof

4. Adoption of Minutes of Previous Meeting

Proposed Resolution #2

THAT the minutes of the Economic Development Advisory Committee of February 11, 2025, be approved.

5. General Business and Reports

5.1 Monthly Activity Update

5.2 2024 Year-End Report

6. Planning Items Circulation

7. Information Items

7.1 Notice of Passing DC By-Law Amendment Oxford County

7.2 Council Decision Letter February 24, 2025 - Economic Development Advisory Committee Recommendation - Development Charges - EDM-25-009

8. Community Strategic Plan

9. Boundary Adjustment

10. Community Organization Updates

10.1 Downtown Business Improvement Association

10.1.1 Report from BIA Chair

10.2 Tillsonburg District Chamber of Commerce

10.3 Woodstock, Ingersoll, Tillsonburg and Area Association of Realtors

11. Round Table

12. Next Meeting

13. Adjournment

Proposed Resolution #3

THAT the Economic Development Advisory Committee meeting of Tuesday, March 18, 2025 be adjourned at _____ p.m.

**The Corporation of the Town of Tillsonburg
Parks, Beautification & Cemeteries Committee
Meeting**



MINUTES

Tuesday, February 25, 2025
5:00 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Ron Walder
Barbara Wareing
Kristine Vandebussche
Martha Kirkpatrick
Isaac Card
Joan Weston
Paul DeCloet
Pete Luciani, Councillor
Deb Gilvesy, Mayor

Regrets: Mike Dean
Maurice Verhoeve

Staff: Margaret Puhr, Administrative Assistant – Recreation, Culture & Parks
Andrea Greenway, Director of Recreation, Culture and Parks
Adam Kannawin, Manager of Parks and Facilities

1. Call to Order

The meeting was called to order at 4:58pm

2. Adoption of Agenda

Resolution # 1**Moved By:** Pete Luciani, Councillor**Seconded By:** Barbara Wareing

THAT the agenda, as amended with verbal update on TCT boundaries, for the February 25th Parks, Beautification & Cemeteries Committee meeting, be adopted.

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

None

4. Adoption of Minutes of Previous Meeting**Resolution # 2****Moved By:** Joan Weston**Seconded By:** Martha Kirkpatrick

THAT the minutes, as prepared, from the January 28th meeting, be adopted.

Carried**5. Presentations****6. Information Items****6.1 Committee mandate review**

Andrea provided quick half-term review.

6.2 TCT boundaries - verbal update

Adam provided update on the boundary - county agreed that the grapevine removal is fine, but further beautification needs county approval. The engineering department may be able to help with staking out potential beautification area.

Mayor would like to see some beautification honouring 200th anniversary of Tillsonburg by planting trees and include a plaque.

7. General Business & Reports**7.1 Cemetery lots requirements**

Subcommittee - Kristine, Martha, Isaac and Barb will review the section of the by-law and bring back recommendation to the committee.

8. **Next Meeting** – March 25, 2025

9. **Adjournment**

Resolution # 3

Moved By: Joan Weston

Seconded By: Ron Walder

THAT the February 28th Parks, Beautification & Cemeteries Committee meeting be adjourned at 5:18 pm

Carried



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of February 5, 2025
Approved March 7, 2025

Members in attendance:

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

Regrets:

Peter Ypma	Township of South-West Oxford
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Staff in attendance:

Judy Maxwell, General Manager
Aaron LeDuc, Manager of Corporate Services
Leigh-Anne Mauthe, Manager of Watershed Services
Saifur Rahman, Manager of Engineering and Infrastructure
Jessica King, Social Media and Marketing Associate
Nicole Sullivan, HR Coordinator/Executive Assistant

1. Welcome and Call to Order

The Chair called the meeting to order at 6:30 p.m., Wednesday, February 5, 2025.

2. Additional Agenda Items

There were no additional agenda items.

3. Approval of the Agenda

A-17/25

Moved by J. Palmer
Seconded by S. Bentley

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

Carried

4. Declaration of Conflicts of Interest

None were declared.

FULL AUTHORITY COMMITTEE MEMBERS

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

5. Minutes of the Previous Meeting

a) Board of Directors Meeting of January 8, 2025

A-18/25

Moved by R. Weisler

Seconded by C. Van Paassen

THAT the minutes of the LPRCA Board of Directors Meeting held January 8, 2025 be adopted as circulated.

Carried

6. Business Arising

a) Letter to Honourable Graydon Smith Re: Extensions to Minister's Direction

Mike Columbus asked the Chair, Dave Beres, if there was any discussion at the ROMA conference about the Minister's Direction. Dave Beres replied that there was no opportunity to bring the issue forward.

Judy Maxwell informed the Board that during a Conservation Ontario General Manager's meeting it was made clear at ROMA that Minister Graydon had no plans on changing his direction. Robert Chambers echoed this sentiment.

A-19/25

Moved by T. Masschaele

Seconded by S. Bentley

THAT the Letter outlined in the Board of Directors agenda of February 5, 2025 be received as information.

Carried

7. Review of Committee Minutes

a) Lee Brown Marsh Management Committee, August 20, 2024

A-20/25

Moved by M. Columbus

Seconded by D. Brunton

THAT the minutes of the Lee Brown Marsh Management Committee meeting held August 20, 2024 be adopted as circulated.

Carried

8. Correspondence

FULL AUTHORITY COMMITTEE MEMBERS

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

There was no correspondence to discuss.

9. Development Applications

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

A-21/25

Moved by S. Bentley
Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the staff approved Section 28 Regulation Approved Permits report dated January 29, 2025 as information

Carried

b) 2024 Permit Application Turnaround Times (L. Mauthe)

Leigh-Anne Mauthe presented the report. Dave Beres asked Leigh-Anne Mauthe if the Authority received many complaints about the turnaround times last year. Leigh-Anne Mauthe replied that there were only a few that occurred during a Resource Planner vacancy.

A-22/25

Moved by M. Columbus
Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the 2024 Permit Application Turnaround Times Report as information.

Carried

10. New Business

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

Judy Maxwell presented the report. There were no questions.

A-23/25

Moved by T. Masschaele
Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the General Manager's Report for January 2025 as information.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

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

b) Service Recognition Program (J. Maxwell)

Judy Maxwell presented the Service Recognition Report. There were no questions.

A-24/25

Moved by J. Palmer

Seconded by R. Chambers

THAT the LPRCA Board of Directors receives the Service Recognition Report as information.

Carried

c) Timber Tender Results – McKonkey Tract (J. Maxwell)

Judy Maxwell presented the McKonkey Tract report. Mike Columbus asked staff what the budget for forestry was in 2025. Judy Maxwell informed the Board that the budget for 2025 is \$310,000.

A-25/25

Moved by S. Bentley

Seconded by M. Columbus

THAT the LPRCA Board of Directors receives the Timber Tender report for the McKonkey Tract Block 1 and Block 2 as information.

Carried

d) LPRCA Riverine Flood Hydrology Study Update RFP (S. Rahman)

Saifur Rahman presented the Flood Hydrology Study report. Dave Beres asked if Water's Edge Environmental Solutions were the highest ranked based on the decision matrix. Saifur Rahman informed the Board that Water's Edge were the highest ranked.

A-26/25

Moved by M. Columbus

Seconded by J. Palmer

THAT the LPRCA Board of Directors approve retaining Water's Edge Environmental Solutions Team Ltd. for engineering services to update the hydrology model for the LPRCA watershed at a cost of \$49,985.00 exclusive of HST.

Carried

The closed session began at 6:48 p.m.

11. Closed Meeting**A-27/25**

Moved by T. Masschaele

FULL AUTHORITY COMMITTEE MEMBERS

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

Seconded by C. Van Paassen

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

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

Carried

The Board reconvened in open session at 6:51 p.m.

The closed meeting minutes of the Board of Directors Meeting of January 8, 2025 was approved in closed session.

Next meeting: March 7, 2025, Board of Directors, Annual General Meeting

Adjournment

The Chair adjourned the meeting at 6:51 p.m.

Dave Beres
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/ns

FULL AUTHORITY COMMITTEE MEMBERS

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

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2025-029

A BY-LAW to authorize a franchise agreement between the Corporation of the Town of Tillsonburg and Enbridge Gas Inc.

WHEREAS the Council of the Corporation of the Town of Tillsonburg deems it expedient to enter into the attached franchise agreement (the "Franchise Agreement") with Enbridge Gas Inc.;

AND WHEREAS the Ontario Energy Board by its Order issued pursuant to the Municipal Franchises Act on the 13th day of March, 2025, has approved the terms and conditions upon which and the period for which the franchise provided in the Franchise Agreement is proposed to be granted, and has declared and directed that the assent of the municipal electors in respect of this By-Law is not necessary;

NOW THEREFORE the Council of the Corporation of the Town of Tillsonburg enacts as follows:

1. That the Franchise Agreement between the Corporation of the Town of Tillsonburg and Enbridge Gas Inc. attached hereto as Schedule "A" forms part of this By-Law, and is hereby authorized and the franchise provided for therein is hereby granted.
2. That the Mayor and Clerk be hereby authorized and instructed on behalf of the Corporation of the Town of Tillsonburg to enter into and execute under its corporate seal and deliver the Franchise Agreement, which is hereby incorporated into and forming part of this By-Law.
3. That By-Law 3131 be hereby repealed.
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 24th of March, 2025.

MAYOR – Deb Gilvesy

DEPUTY CLERK – Amelia Jaggard

2000 Model Franchise Agreement

THIS AGREEMENT effective this day of , 2025

BETWEEN:

THE CORPORATION OF THE TOWN OF TILLSONBURG

hereinafter called the "Corporation"

- and -

ENBRIDGE GAS INC.

hereinafter called the "Gas Company"

WHEREAS the Gas Company desires to distribute, store and transmit gas in the Municipality upon the terms and conditions of this Agreement;

AND WHEREAS by by-law passed by the Council of the Corporation (the "By-law"), the duly authorized officers have been authorized and directed to execute this Agreement on behalf of the Corporation;

THEREFORE the Corporation and the Gas Company agree as follows:

Part I - Definitions

1. In this Agreement

- (a) "decommissioned" and "decommissions" when used in connection with parts of the gas system, mean any parts of the gas system taken out of active use and purged in accordance with the applicable CSA standards and in no way affects the use of the term 'abandoned' pipeline for the purposes of the *Assessment Act*;
- (b) "Engineer/Road Superintendent" means the most senior individual employed by the Corporation with responsibilities for highways within the Municipality or the person designated by such senior employee or such other person as may from time to time be designated by the Council of the Corporation;

- (c) "gas" means natural gas, manufactured gas, synthetic natural gas, liquefied petroleum gas or propane-air gas, or a mixture of any of them, but does not include a liquefied petroleum gas that is distributed by means other than a pipeline;
- (d) "gas system" means such mains, plants, pipes, conduits, services, valves, regulators, curb boxes, stations, drips or such other equipment as the Gas Company may require or deem desirable for the distribution, storage and transmission of gas in or through the Municipality;
- (e) "highway" means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance now or at any time during the term hereof under the jurisdiction of the Corporation;
- (f) "Model Franchise Agreement" means the form of agreement which the Ontario Energy Board uses as a standard when considering applications under the *Municipal Franchises Act*. The Model Franchise Agreement may be changed from time to time by the Ontario Energy Board;
- (g) "Municipality" means the territorial limits of the Corporation on the date when this Agreement takes effect, and any territory which may thereafter be brought within the jurisdiction of the Corporation;
- (h) "Plan" means the plan described in Paragraph 5 of this Agreement required to be filed by the Gas Company with the Engineer/Road Superintendent prior to commencement of work on the gas system; and
- (i) whenever the singular, masculine or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the Agreement so requires.

Part II - Rights Granted

2. To provide gas service

The consent of the Corporation is hereby given and granted to the Gas Company to distribute, store and transmit gas in and through the Municipality to the Corporation and to the inhabitants of the Municipality.

3. To Use Highways

Subject to the terms and conditions of this Agreement the consent of the Corporation is hereby given and granted to the Gas Company to enter upon all highways now or at any time hereafter under the jurisdiction of the Corporation and to lay, construct, maintain, replace, remove, operate and repair a gas system for the distribution, storage and transmission of gas in and through the Municipality.

4. Duration of Agreement and Renewal Procedures

(a) If the Corporation has not previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law.

or

(b) If the Corporation has previously received gas distribution services, the rights hereby given and granted shall be for a term of 20 years from the date of final passing of the By-law provided that, if during the 20 year term of this Agreement, the Model Franchise Agreement is changed, then on the 7th anniversary and on the 14th anniversary of the date of the passing of the By-law, this Agreement shall be deemed to be amended to incorporate any changes in the Model Franchise Agreement in effect on such anniversary dates. Such deemed amendments shall not apply to alter the 20 year term.

(c) At any time within two years prior to the expiration of this Agreement, either party may give notice to the other that it desires to enter into negotiations for a renewed franchise upon such terms and conditions as may be agreed upon. Until such renewal has been settled, the terms and conditions of this Agreement shall continue, notwithstanding the expiration of this Agreement. This shall not preclude either party from applying to the Ontario Energy Board for a renewal of the Agreement pursuant to section 10 of the *Municipal Franchises Act*.

Part III – Conditions

5. Approval of Construction

- (a) The Gas Company shall not undertake any excavation, opening or work which will disturb or interfere with the surface of the travelled portion of any highway unless a permit therefor has first been obtained from the Engineer/Road Superintendent and all work done by the Gas Company shall be to his satisfaction.
- (b) Prior to the commencement of work on the gas system, or any extensions or changes to it (except service laterals which do not interfere with municipal works in the highway), the Gas Company shall file with the Engineer/Road Superintendent a Plan, satisfactory to the Engineer/Road Superintendent, drawn to scale and of sufficient detail considering the complexity of the specific locations involved, showing the highways in which it proposes to lay its gas system and the particular parts thereof it proposes to occupy.
- (c) The Plan filed by the Gas Company shall include geodetic information for a particular location:
 - (i) where circumstances are complex, in order to facilitate known projects, including projects which are reasonably anticipated by the Engineer/Road Superintendent, or
 - (ii) when requested, where the Corporation has geodetic information for its own services and all others at the same location.
- (d) The Engineer/Road Superintendent may require sections of the gas system to be laid at greater depth than required by the latest CSA standard for gas pipeline systems to facilitate known projects or to correct known highway deficiencies.
- (e) Prior to the commencement of work on the gas system, the Engineer/Road Superintendent must approve the location of the work as shown on the Plan filed by the Gas Company, the timing of the work and any terms and conditions relating to the installation of the work.
- (f) In addition to the requirements of this Agreement, if the Gas Company proposes to affix any part of the gas system to a bridge, viaduct or other structure, if the Engineer/Road Superintendent approves this proposal, he may require the Gas Company to comply with special conditions or to enter into a separate agreement as a condition of the approval of this part of the construction of the gas system.

- (g) Where the gas system may affect a municipal drain, the Gas Company shall also file a copy of the Plan with the Corporation's Drainage Superintendent for purposes of the *Drainage Act*, or such other person designated by the Corporation as responsible for the drain.
- (h) The Gas Company shall not deviate from the approved location for any part of the gas system unless the prior approval of the Engineer/Road Superintendent to do so is received.
- (i) The Engineer/Road Superintendent's approval, where required throughout this Paragraph, shall not be unreasonably withheld.
- (j) The approval of the Engineer/Road Superintendent is not a representation or warranty as to the state of repair of the highway or the suitability of the highway for the gas system.

6. **As Built Drawings**

The Gas Company shall, within six months of completing the installation of any part of the gas system, provide two copies of "as built" drawings to the Engineer/Road Superintendent. These drawings must be sufficient to accurately establish the location, depth (measurement between the top of the gas system and the ground surface at the time of installation) and distance of the gas system. The "as built" drawings shall be of the same quality as the Plan and, if the approved pre-construction plan included elevations that were geodetically referenced, the "as built" drawings shall similarly include elevations that are geodetically referenced. Upon the request of the Engineer/Road Superintendent, the Gas Company shall provide one copy of the drawings in an electronic format and one copy as a hard copy drawing.

7. **Emergencies**

In the event of an emergency involving the gas system, the Gas Company shall proceed with the work required to deal with the emergency, and in any instance where prior approval of the Engineer/Road Superintendent is normally required for the work, the Gas Company shall use its best efforts to immediately notify the Engineer/Road Superintendent of the location and nature of the emergency and the work being done and, if it deems appropriate, notify the police force, fire or other emergency services having jurisdiction. The Gas Company shall provide the Engineer/Road Superintendent with at least one 24 hour emergency contact for the Gas Company and shall ensure the contacts are current.

8. **Restoration**

The Gas Company shall well and sufficiently restore, to the reasonable satisfaction of the Engineer/Road Superintendent, all highways, municipal works or improvements which it may excavate or interfere with in the course of laying, constructing, repairing or removing its gas system, and shall make good any settling or subsidence thereafter caused by such excavation or interference. If the Gas Company fails at any time to do any work required by this Paragraph within a reasonable period of time, the Corporation may do or cause such work to be done and the Gas Company shall, on demand, pay the Corporation's reasonably incurred costs, as certified by the Engineer/Road Superintendent.

9. **Indemnification**

The Gas Company shall, at all times, indemnify and save harmless the Corporation from and against all claims, including costs related thereto, for all damages or injuries including death to any person or persons and for damage to any property, arising out of the Gas Company operating, constructing, and maintaining its gas system in the Municipality, or utilizing its gas system for the carriage of gas owned by others. Provided that the Gas Company shall not be required to indemnify or save harmless the Corporation from and against claims, including costs related thereto, which it may incur by reason of damages or injuries including death to any person or persons and for damage to any property, resulting from the negligence or wrongful act of the Corporation, its servants, agents or employees.

10. **Insurance**

- (a) The Gas Company shall maintain Comprehensive General Liability Insurance in sufficient amount and description as shall protect the Gas Company and the Corporation from claims for which the Gas Company is obliged to indemnify the Corporation under Paragraph 9. The insurance policy shall identify the Corporation as an additional named insured, but only with respect to the operation of the named insured (the Gas Company). The insurance policy shall not lapse or be cancelled without sixty (60) days' prior written notice to the Corporation by the Gas Company.
- (b) The issuance of an insurance policy as provided in this Paragraph shall not be construed as relieving the Gas Company of liability not covered by such insurance or in excess of the policy limits of such insurance.
- (c) Upon request by the Corporation, the Gas Company shall confirm that premiums for such insurance have been paid and that such insurance is in full force and effect.

11. **Alternative Easement**

The Corporation agrees, in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence, to give the Gas Company reasonable notice of such proposed sale or closing and, if it is feasible, to provide the Gas Company with easements over that part of the highway proposed to be sold or closed sufficient to allow the Gas Company to preserve any part of the gas system in its then existing location. In the event that such easements cannot be provided, the Corporation and the Gas Company shall share the cost of relocating or altering the gas system to facilitate continuity of gas service, as provided for in Paragraph 12 of this Agreement.

12. **Pipeline Relocation**

- (a) If in the course of constructing, reconstructing, changing, altering or improving any highway or any municipal works, the Corporation deems that it is necessary to take up, remove or change the location of any part of the gas system, the Gas Company shall, upon notice to do so, remove and/or relocate within a reasonable period of time such part of the gas system to a location approved by the Engineer/Road Superintendent.
- (b) Where any part of the gas system relocated in accordance with this Paragraph is located on a bridge, viaduct or structure, the Gas Company shall alter or relocate that part of the gas system at its sole expense.
- (c) Where any part of the gas system relocated in accordance with this Paragraph is located other than on a bridge, viaduct or structure, the costs of relocation shall be shared between the Corporation and the Gas Company on the basis of the total relocation costs, excluding the value of any upgrading of the gas system, and deducting any contribution paid to the Gas Company by others in respect to such relocation; and for these purposes, the total relocation costs shall be the aggregate of the following:
 - (i) the amount paid to Gas Company employees up to and including field supervisors for the hours worked on the project plus the current cost of fringe benefits for these employees,
 - (ii) the amount paid for rental equipment while in use on the project and an amount, charged at the unit rate, for Gas Company equipment while in use on the project,
 - (iii) the amount paid by the Gas Company to contractors for work related to the project,

- (iv) the cost to the Gas Company for materials used in connection with the project, and
 - (v) a reasonable amount for project engineering and project administrative costs which shall be 22.5% of the aggregate of the amounts determined in items (i), (ii), (iii) and (iv) above.
- (d) The total relocation costs as calculated above shall be paid 35% by the Corporation and 65% by the Gas Company, except where the part of the gas system required to be moved is located in an unassumed road or in an unopened road allowance and the Corporation has not approved its location, in which case the Gas Company shall pay 100% of the relocation costs.

Part IV - Procedural And Other Matters

13. Municipal By-laws of General Application

The Agreement is subject to the provisions of all regulating statutes and all municipal by-laws of general application, except by-laws which have the effect of amending this Agreement.

14. Giving Notice

Notices may be delivered to, sent by facsimile or mailed by prepaid registered post to the Gas Company at its head office or to the authorized officers of the Corporation at its municipal offices, as the case may be.

15. Disposition of Gas System

- (a) If the Gas Company decommissions part of its gas system affixed to a bridge, viaduct or structure, the Gas Company shall, at its sole expense, remove the part of its gas system affixed to the bridge, viaduct or structure.
- (b) If the Gas Company decommissions any other part of its gas system, it shall have the right, but is not required, to remove that part of its gas system. It may exercise its right to remove the decommissioned parts of its gas system by giving notice of its intention to do so by filing a Plan as required by Paragraph 5 of this Agreement for approval by the Engineer/Road Superintendent. If the Gas Company does not remove the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in any highway, the Corporation may remove and dispose of so much of the decommissioned gas system as the Corporation may require for such purposes and neither party shall have recourse against the other for

any loss, cost, expense or damage occasioned thereby. If the Gas Company has not removed the part of the gas system it has decommissioned and the Corporation requires the removal of all or any part of the decommissioned gas system for the purpose of altering or improving a highway or in order to facilitate the construction of utility or other works in a highway, the Gas Company may elect to relocate the decommissioned gas system and in that event Paragraph 12 applies to the cost of relocation.

16. **Use of Decommissioned Gas System**

- (a) The Gas Company shall provide promptly to the Corporation, to the extent such information is known:
 - (i) the names and addresses of all third parties who use decommissioned parts of the gas system for purposes other than the transmission or distribution of gas; and
 - (ii) the location of all proposed and existing decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas.
- (b) The Gas Company may allow a third party to use a decommissioned part of the gas system for purposes other than the transmission or distribution of gas and may charge a fee for that third party use, provided
 - (i) the third party has entered into a municipal access agreement with the Corporation; and
 - (ii) the Gas Company does not charge a fee for the third party's right of access to the highways.
- (c) Decommissioned parts of the gas system used for purposes other than the transmission or distribution of gas are not subject to the provisions of this Agreement. For decommissioned parts of the gas system used for purposes other than the transmission and distribution of gas, issues such as relocation costs will be governed by the relevant municipal access agreement.

17. **Franchise Handbook**

The Parties acknowledge that operating decisions sometimes require a greater level of detail than that which is appropriately included in this Agreement. The Parties agree to look for guidance on such matters to the Franchise Handbook prepared by the Association of Municipalities of Ontario and the gas utility companies, as may be amended from time to time.

18. Other Conditions

Notwithstanding the cost sharing arrangements described in Paragraph 12, if any part of the gas system altered or relocated in accordance with Paragraph 12 was constructed or installed prior to January 1, 1981, the Gas Company shall alter or relocate, at its sole expense, such part of the gas system at the point specified, to a location satisfactory to the Engineer/Road Superintendent.

19. Agreement Binding Parties

This Agreement shall extend to, benefit and bind the parties thereto, their successors and assigns, respectively.

IN WITNESS WHEREOF the parties have executed this Agreement effective from the date written above.

THE CORPORATION OF THE TOWN OF TILLSONBURG

Per: _____
Deb Gilvesy, Mayor

Per: _____
Amelia Jaggard, Deputy Clerk

ENBRIDGE GAS INC.

Per: _____
Mark Kitchen, Director, Regulatory Affairs

Per: _____
Murray Costello, Director, Regional Operations

THE CORPORATION OF THE TOWN OF TILLSONBURG**BY-LAW 2025-030**

A BY-LAW to authorize an industrial land lease agreement between the Town of Tillsonburg and VanQuaethem Farms Ltd. for agricultural purposes.

WHEREAS the Town of Tillsonburg is desirous of entering into an industrial land lease agreement for agricultural purposes for lands described as:

- Part of Lots 3, 4, and 5, Concession 5 NTR Middleton, and more particularly described as Part 2, Plan 37R-283 and Parts 10 and 11, Plan 41R-10104, comprising approximately 66 acres of farmable land;
- Part of Lots 2 and 3, Concession 5 NTR Middleton, and more particularly described as part of Part 1, Plan 37R352, comprising approximately 48 acres of farmable land, and expressly excluding the southernmost 18 acres of farmable land and all lands south of Otter Creek;
- Lands located on the east side of Highway 19 (Vienna Road), legally described as part of Lots 8 and 9, Concession 4, NTR, and more particularly described as Lots 1613 and 1638A, Plan 500, comprising of approximately 17 acres of farmable lands
 - With access through Unnamed Road adjacent to Lots 1612, 1613 and 1614; and,
- Part of Lot 12-13, Concession 4, NTR Middleton as in NR442642 N of NR368925, Norfolk County, comprising approximately 34 acres of farmable lands.

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

1. That the land lease agreement attached hereto as Schedule A forms part of this By-Law;
2. That the Mayor and Clerk be hereby authorized to execute the agreement attached hereto as Schedule A on behalf of the Corporation of the Town of Tillsonburg.

By-Law 2025-030

3. That this by-law shall come into force and take effect on the date it is passed.

READ A First, Second, Third and Final time and passed this 24th of March, 2025.

MAYOR – Deb Gilvesy

DEPUTY CLERK – Amelia Jaggard

THIS AGREEMENT made in duplicate this ____ day of _____, 2025.

BETWEEN:

THE CORPORATION OF THE TOWN OF TILLSONBURG

hereinafter called the Lessor, of the First Part,

-and-

VAN QUAETHEM FARMS LTD.

hereinafter called the Lessee, of the Second Part

WHEREAS the Lessor has control of lands hereinafter described as:

1. Part of Lots 3, 4, and 5, Concession 5 NTR Middleton, and more particularly described as Part 2, Plan 37R-283 and Parts 10 and 11, Plan 41R-10104, comprising approximately 66 acres of farmable land;
2. Part of Lots 2 and 3, Concession 5 NTR Middleton, and more particularly described as part of Part 1, Plan 37R352, comprising approximately 48 acres of farmable land, and expressly excluding the southernmost 18 acres of farmable land and all lands south of Otter Creek;
3. Lands located on the east side of Highway 19 (Vienna Road), legally described as part of Lots 8 and 9, Concession 4, NTR, and more particularly described as Lots 1613 and 1638A, Plan 500, comprising of approximately 17 acres of farmable lands
 - a. With access through Unnamed Road adjacent to Lots 1612, 1613 and 1614; and,
4. Part of Lot 12-13, Concession 4, NTR Middleton as in NR442642 N of NR368925, Norfolk County, comprising approximately 34 acres of farmable lands.

(collectively the "Lands")

AND WHEREAS the Lessor is desirous of leasing the Lands to the Lessee and the Lessee is desirous to lease the Lands for agricultural purposes subject to the conditions hereinafter set forth in this agreement (the "Lease").

NOW THEREFORE THIS INDENTURE WITNESSETH

1. PAYMENT

The Lessee covenants with the Lessor that the Lessee shall pay annual rent for the Lands as set out below to the Lessor by two payments each year during the term of this Lease. The first payment of which shall constitute 50% of annual rental fee and shall be due and payable prior to the start of planting that this Lease remains in force and the remaining 50% of the annual rental fee shall be due and payable on November 30 of each year that this Lease remains in force:

- (a) Annual rent of Annual rent of \$61,050 for the one hundred and sixty-five (165) acres of Land (the "Base Rent") calculated at \$370 per acre plus Harmonized Sales Tax.

2. TERM

The term of the Lease shall be from April 1, 2025 to December 31, 2025 (the "Lease Term"). The Lease Term can be extended for additional one (1) year terms by the Lessor in its sole and absolute discretion. There is no representation or warranty of the Lessor that it must, shall or will extend the Lease Term.

3. CONDITION OF THE LANDS

The Lessee acknowledges and agrees that it is leasing the Lands in its current condition "as is" and the Lessee has conducted all inspections and performed its own due diligence to determine the suitability of the Lands for the Lessee's use. The Lessee acknowledges that the Lessor has made no representation or warranty and provides no covenant, representation or warranty

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Lessee's Initials J.V.

concerning soil conditions, the existence of any items below the surface, and/or the environmental status of the Lands at any time. The Lessee acknowledges having inspected the property prior to signing this Lease and has relied upon its inspection regarding the suitability, condition, and state of repair of the Property. The Lessee further acknowledges that it has conducted its own due diligence as to the size of the Lands and the size of the arable part of the Lands and not relied upon any representation or warranty of the Lessor. The Lessee acknowledges that Base Rent shall not alter if size of the arable land is less than as set out in this Lease.

4. USE

- (a) The Parties agree that the crops to be grown on the Lands shall be agreed upon by the Parties prior to planting and shall generally be corn, soybeans or other cash crops.
- (b) The Lessee shall not do or permit to be done on the Lands anything which may:
- i. Constitute a nuisance;
 - ii. Cause damage to the Lands;
 - iii. Cause injury or annoyance to occupants of neighbouring premises;
 - iv. Make void or voidable any insurance upon the Lands;
 - v. Constitute a breach of any by-law, status, order or regulation of any municipal, provincial or other competent authority relating to the Lands; or,
 - vi. Create any environmental hazard.
- (c) The Lessee shall not store, allowed to be stored or do anything that creates hazardous waste or toxic material as defined by the *Environmental Protection Act* or any related, amended or successor legislation. If any order is made by any level of government, including all agencies, Crown corporations plus municipal bodies, or Court is made as a result of the Lessee's, or its servants, directors, employees, invitees, customers or agents, actions or inaction under this Article then the Lessee shall satisfy the terms of such order including, but not limited to, paying all costs of the work required and shall indemnify and save the Lessor harmless from any costs, including legal costs, if the Lessor suffers any damages or pays any costs associated with such order.
- (d) In order to operate the Lands efficiently and to maintain its high state of productivity, the Lessee covenants as follows:
- i. To allow any incoming lessee or purchaser to enter upon the Lands after harvest in the last year of the Lease Term and have reasonable privileges and right-of-way to work on the Lands;
 - ii. To prepare a soil analysis at the end of the Lease Term or sixty days after a Termination Notice has been served by either Party (the "Soil Tests"). The cost of the Soil Tests shall be payable by the Lessee without contribution of the Lessor. The Lessee shall provide the Lessor a copy of each of the Soil Tests within 10 of the Lessee's receipt of the Soil Tests;
 - iii. To remove all crops from the ground at the end of the Lease Term; and,
 - iv. It will not construct any buildings upon the Lands.

5. RIGHT TO SELL SUBJECT LANDS

The Lessee acknowledges that the Lessor shall have the right to sell, **or remove from this Lease**, any part or parts of the Lands upon sixty (60) days notice, in writing, and upon expiry of such notice the Lessee shall surrender that part (or all if required by the notice) of the Lands sold by the Lessor, or removed from the Lease, and subject to the condition that if the Lessor requires possession of any or all of the Lands on which an agricultural crop is growing, the Lessee shall be compensated for any and all expenses incidental to growing such crop and the Base Rent shall be pro-rated to take into account the adjustment of that part of the Lands not surrendered (if any) throughout the balance of the Lease Term. The Lessee must provide to the Lessor detailed accounting of the costs incurred for the Lands in order to be reimbursed for the loss of the growing crops. The Lessee shall not demand, claim or plead any damages, costs, monies or compensation from the Lessor of any kind whatsoever and howsoever except as specifically provided for in this paragraph 5. The Lessee waives any and all claims, damages and/or losses

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Lessee's Initials J.V

for future income, profits or monies due to the surrender of some or all of the Lands. If agricultural lands are added or removed from this Lease prior to planting or preparation for planting, then the Base Rent will be adjusted accordingly but with no payment to the Lessee for crop loss.

6. FARM BUSINESS REGISTRATION NUMBER

The Lessee shall be required to provide proof of valid Farm Business Registration Number (OFA, CFFO or proof of exemption) to the Lessor prior to commencement of the Lease Term.

7. QUIET ENJOYMENT OF LANDS

It is further specifically agreed by and between the Parties hereto that the Lessor covenants with the Lessee for quiet enjoyment of the Lands. Notwithstanding the foregoing, the Lessor shall be permitted to access the Lands for any purpose(s), with the costs of any minor crop damage being borne by the Lessee.

8. ASSIGNMENT

The Lessee acknowledges and agrees that it will not assign or sublet the Lands without approval by the Lessor, which may be withheld by the Lessor at its sole and absolute discretion. The Lessee further covenants that it will not conduct any business, trade, enterprise or objects on the Lands other than to use the Lands for its own agricultural purposes pursuant to the terms and conditions contained in this Lease.

9. INSURANCE

The Lessee shall obtain Farm liability insurance of at least Two Million Dollars (\$2,000,000), covering injury to, or destruction of person or property, for which the Lessee may be held liable. The Lessee must obtain Farm Liability insurance on a form of coverage issued by an insuring company acceptable to the Town, which names the Town as an additional insured and contains a Cross Liability Clause. The Lessee shall provide the Town prior to the start of planting with an insurance certificate showing the required insurance coverage.

10. INDEMNIFICATION

The Lessee covenants to keep the Lessor indemnified and save harmless the Lessor at all times against any and all claims, suits, proceedings, actions and demands (including but not limited to all legal costs) whatsoever and howsoever arising by any person, entity or corporation whether in respect of damage, loss or death to person or property, arising out of or occasioned by the maintenance, use or occupancy of the Lands or the subletting or assignment of same or any part thereof. And the Lessee further covenants to indemnify the Lessor with respect to any encumbrance on or damage to the Lands occasioned by or arising from the act, default, or negligence of the Lessee, its officers, agents, servants, employees, contractors, customers, invitees or licensees. The Lessee agrees that the foregoing indemnity shall survive the termination of this Lease notwithstanding any provisions of the Lease to the contrary.

11. MAINTENANCE

The Lessee covenants to maintain all of the Lands pursuant to this Lease in good condition at all times during the Lease Term, any extension of the Lease Term and any overholding periods (if any). The Lessee further covenants to keep the Lands free from refuse and shall not store any refuse, garbage, motor vehicles or any items on the Lands that may be considered by the Lessor to be noxious, hazardous or refuse.

12. IMPROVEMENTS TO LANDS

The Lessee agrees that all improvements to the Lands for the purposes of increasing agricultural production are at the Lessee's sole cost and subject to the approval of the Lessor in the Lessor's sole and absolute discretion. Notwithstanding the foregoing, the Lessor may consider entering into a second agreement for proposals that significantly expand the area available for agricultural production at the Lessor's sole discretion.

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13. BANKRUPTCY

The Lessee acknowledges and agrees that if during the Lease Term any of the goods or chattels of the Lessee shall at any time during the said term be seized or taken in execution or in attachment by any creditor of the Lessee, or if the Lessee shall make any assignment for the benefit of creditors, or becoming bankrupt or insolvent debtors, the then current and next ensuing balance of Base Rent shall immediately become due and payable and the said term shall, at the option of the Lessor, immediately become forfeited and determined and in such case, the Lessor may re-enter and take possession of the said lands as though the said lands was holding over after the expiration of the said term

14. TERMINATION FOR CONVENIENCE

It is further hereby agreed between the Parties hereto that this Lease may be terminated by either party in such party's sole and absolute discretion by providing to the other Party sixty (60) days written notice prior to the termination date or the expiration of the Lease Term. In the case where the Lessor terminates the Lease, the provisions of Paragraph 5 above shall be in effect. If the Lessee terminates the Lease it shall be responsible to pay a pro-rated Base Rent to the date of termination, pay all items required by paragraph 4 of this Lease and the Lessor shall not be responsible to reimburse the Lessee for the loss or damages for the abandoned growing crops.

15. TERMINATION OF THE CONTRACT FOR CAUSE

In the event of any material default of this Lease by the Lessee, the Lessor shall have the right to provide written notice of such default and demand that the deficiency of program be rectified within five (5) working days or such longer period as may be agreed upon by the Lessor. If the said default is not rectified or steps are not take to rectify the situation according to the agreed upon plan, the Lessor shall be entitled to issue a written notice of termination for cause with no less than thirty (30) days notice and all Base Rent and amounts owing pursuant to paragraph 4 of this Lease shall be payable to the Lessor by the Lessee within thirty (30) days from termination.

16. DEFAULT

An "Act of Default" has occurred when:

- (a) The Lessee has failed to pay Rent for a period of 60 consecutive days from the date that payment has been requested by the Lessor;
- (b) The Lessee has breached his covenants or failed to perform any of his obligations under this Lease plus:
 - i. The Lessor has given notice specifying the nature of the default and the steps required to correct it; and,
 - ii. The Lessee has failed to correct the default as required by the notice;
- (c) Any insurance policy is canceled or not renewed by reason of the use or occupation of the Lands, or by reason of non-payment of premiums;
- (d) The Lands:
 - i. Is used by any other person or persons, or for any other purpose than as provided for in this Lease without the written consent of the Lessor.

When an Act of Default on the part of the Lessee has occurred:

- (a) The current year's rent together with the next years' rent shall become due and payable immediately; and,
- (e) The Lessor shall have the right to terminate this Lease and to re-enter the Lands and deal with them as he may choose.

If, because an Act of Default has occurred, the Lessor exercises his right to terminate this Lease and re-enter the Lands prior to the end of the Term, the Lessee shall nevertheless be liable for payment of Rent and all other amounts payable by the Lessee in accordance with the provisions of the Lease until the Lessor has re-let the Lands or otherwise dealt with the Lands in such

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manner that the cessation of payments by the Lessee will not result in loss to the Lessor and the Lessee agrees to be liable to the Lessor, until the end of the Term of this Lease for payment of any difference between the amount of Rent hereby agreed to be paid for the Term hereby granted and the Rent any new Lessee pays to the Lessor.

If when an Act of Default has occurred, the Lessor chooses not to terminate the Lease and re-enter the Lands, the Lessor shall have the right to take any and all necessary steps to rectify any or all Acts of Default of the Lessee and to charge the costs of such rectification to the Lessee and to recover the costs as Rent.

If, when an Act of Default has occurred, the Lessor chooses to waive his right to exercise the remedies available to him under this Lease or at law the waiver shall not constitute condonation of the Act of Default, nor shall the waiver be pleaded as an estoppel against the Lessor to prevent his exercising his remedies with respect to a subsequent Act of Default. No covenant, term, or condition of this Lease shall be deemed to have been waived by the Lessor unless the waiver is in writing and signed by the Lessor.

17. NOTICE

Notice to either party shall be given at the following addresses:

If to the Lessor:

Development Commissioner
The Corporation of the Town of Tillsonburg
10 Lisgar Ave
Tillsonburg, ON N4G 5A5
Fax: 519-842-9431

If to the Lessee:

VanQuaethem Farms Ltd
353 Highway 19 South
Tillsonburg, ON N4G 4G9

The Lessee shall not at any time register notice of or a copy of this Lease on title to the Lands or any part thereof without consent of the Lessor.

16. MISCELLANEOUS

The words importing the singular number only shall include the plural, and vice versa, and words importing the masculine gender shall include the feminine gender, and words importing persons shall include firms and corporations and vice versa.

This Lease, including any Schedule attached, shall constitute the entire agreement between the Lessor and Lessee. There is no representation, warranty, collateral agreement or condition which affects this agreement other than expressed herein.

In the event that any clause herein should be unenforceable or be declared invalid for any reason whatsoever, such enforce ability or invalidity shall not affect the enforce ability or validity of the remaining portions of the covenants and such unenforceable or invalid portions shall be severable from the remainder of this Lease.

This Lease shall be construed and enforced in accordance with the laws of the Province of Ontario. Any proceeding shall be brought at the City of Woodstock in the County of Oxford.

The Lessee hereby agrees that they have had an opportunity to review the terms of this Lease and seek independent legal advice.

Should any provision of this Lease require judicial interpretation or arbitration, it is agreed that the court or arbitrator interpreting or construing the same shall not apply a presumption that the terms thereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent prepared the same, it be agreed that both parties have participated in the preparation hereof.

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This Lease constitutes the entire agreement between the Parties hereto pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations or other agreements between the Parties in connection with the subject matter hereof, except as specifically set forth herein. No supplement, modification, waiver or termination of this Lease shall be binding unless executed in writing by the Parties.

The Lessee shall not call on or demand the Lessor to perform any repairs or renovations prior to or after it obtains possession.

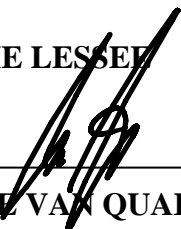
IT IS HEREBY declared and agreed that the expressions "Lessor" and "Lessee" wherever used in this indenture shall, when the context allows, include, be binding on and enure to the benefit of not only the Parties hereto, but also their respective executors, administrators and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.

**SIGNED, SEALED AND
DELIVERED in the
Presence of**)
)
)
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)
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)
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)
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)

DEB GILVESY, MAYOR **DATE**

TANYA DANIELS, CLERK **DATE**

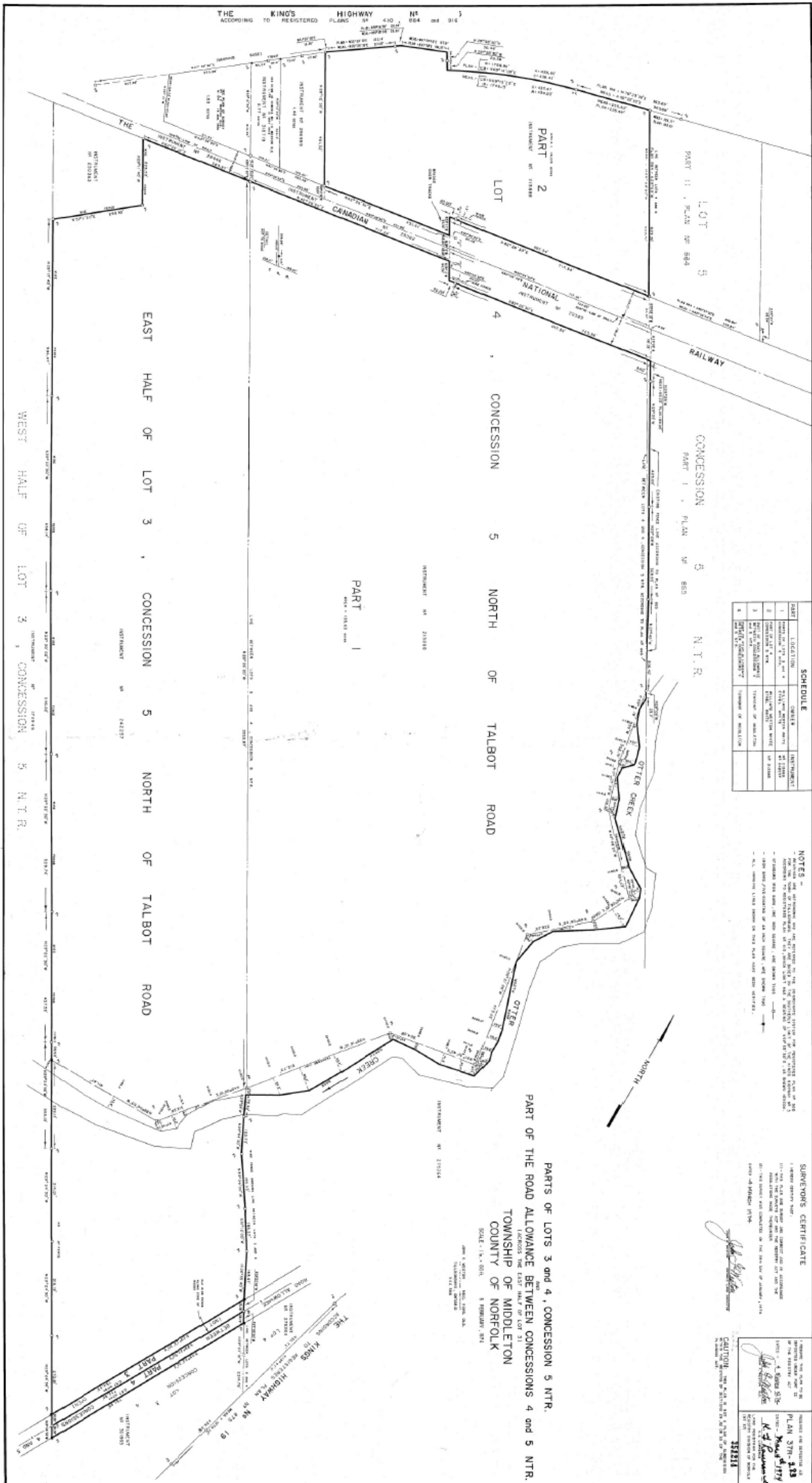
~~THE LESSEE~~


JOE VAN QUAETHEM **DATE**
PRESIDENT
I have the authority to bind the corporation

Lessor's Initials _____

Lessee's Initials J.V.

APPENDIX A – SUBJECT PROPERTIES



SCHEDULE

PART	LOCATION	OWNER	INSTRUMENT
1	CONCESSION 5 PART 1 PLAN NO B85	PLANNED DEVELOPMENT	INSTRUMENT NO 215588
2	CONCESSION 5 PART 1 PLAN NO B85	PLANNED DEVELOPMENT	INSTRUMENT NO 215588
3	CONCESSION 5 PART 1 PLAN NO B85	PLANNED DEVELOPMENT	INSTRUMENT NO 215588
4	CONCESSION 5 PART 1 PLAN NO B85	PLANNED DEVELOPMENT	INSTRUMENT NO 215588

NOTES

- All areas shown are subject to the provisions of the Planning Act and the Zoning By-law of the Municipality of Middlesex.
- The boundaries shown are based on the survey of the land shown on the plan.
- The survey was conducted by an independent surveyor.
- All dimensions are in feet and inches.
- All bearings are true bearings.

SURVEYOR CERTIFICATE

I, *[Signature]*, Surveyor, do hereby certify that the above is a true and correct copy of the original plan as shown to me by the owner of the land shown on the plan.

Dated this 1st day of February, 2014.

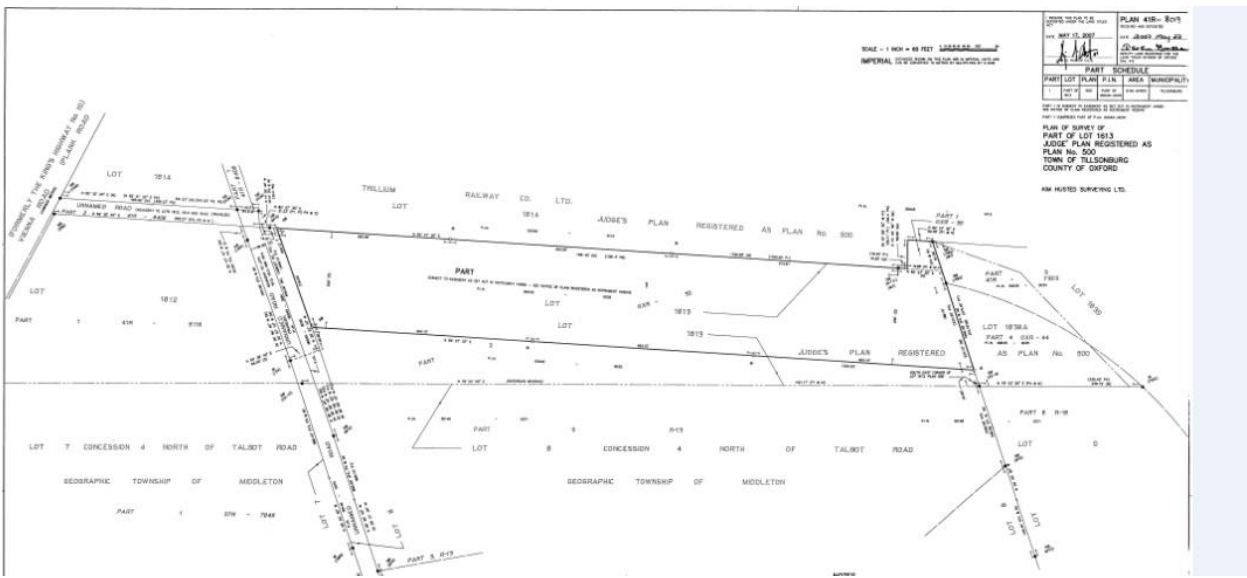
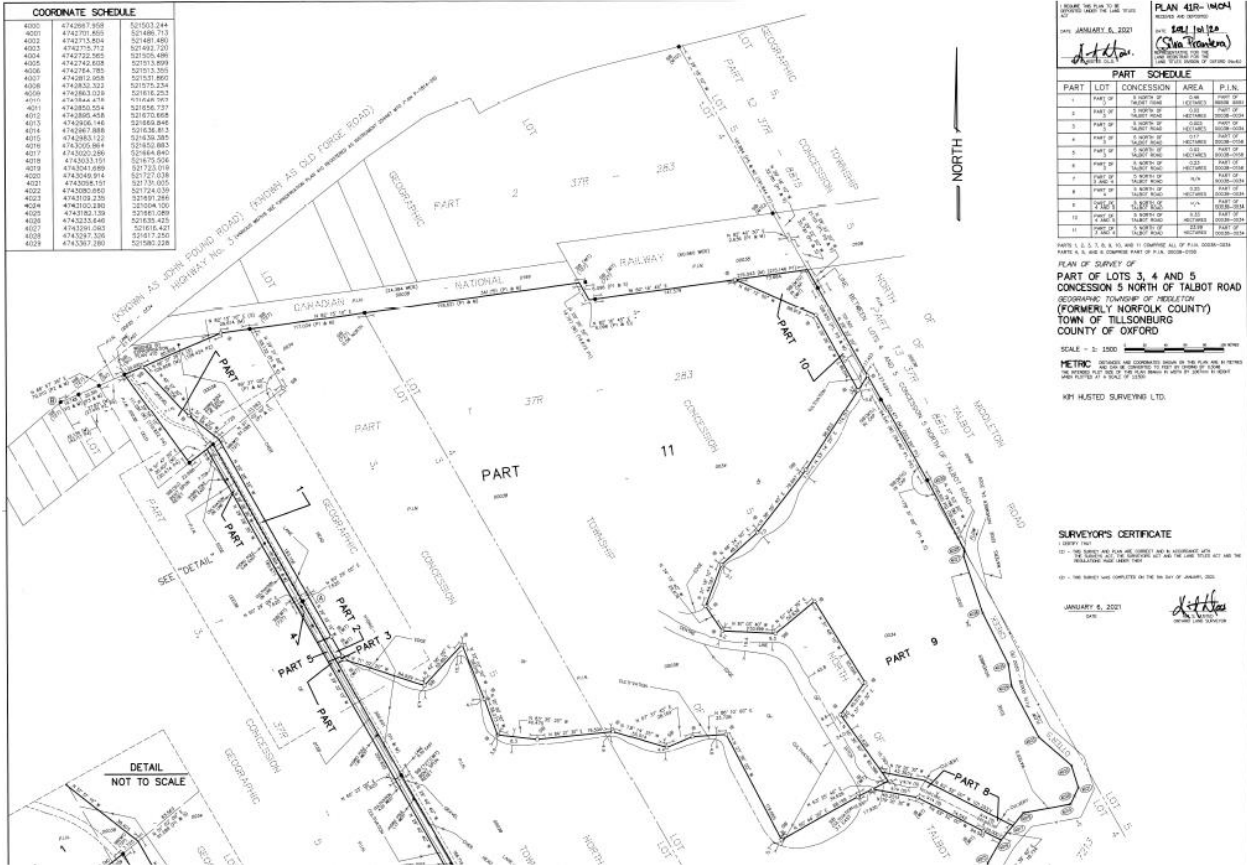
[Signature]
Surveyor

CAUTION - This plan is subject to the provisions of the Planning Act and the Zoning By-law of the Municipality of Middlesex.

REGISTERED AS INSTRUMENT NO 215588
PLAN 3796 988
K. J. [Signature]
K. J. [Signature]
152111

Lessor's Initials _____

Lessee's Initials L.V.



Lessor's Initials _____

Lessee's Initials J.V.

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 2025-028**

A BY-LAW to confirm the proceedings of Council at its meeting held on MARCH 24, 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 24, 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 24th of March, 2025.

MAYOR – Deb Gilvesy

DEPUTY CLERK – Amelia Jaggard