

The Corporation of the Town of Tillsonburg

Council Meeting

AGENDA



Monday, April 14, 2025

5:15 PM

Electronic Meeting

1. Call to Order

2. Closed Session (5:15 p.m.)

Moved By: _____

Seconded By: _____

THAT Council move into Closed Session to consider the following:

Item 2.4.1 Request for Release and Assignment - 1000639911 Ontario Inc - CLD-EDM-25-004

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

Item 2.4.2 Fire Chief Recruitment

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

2.1 Adoption of Agenda

2.2 Disclosures of Pecuniary Interest and the General Nature Thereof

2.3 Adoption of Closed Council Minutes

2.4 Reports

2.4.1 Request for Release and Assignment - 1000639911 Ontario_Inc - CLD-EDM-25-004

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

2.4.2 Fire Chief Recruitment

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

3. Moment of Silence

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

Moved By: _____

Seconded By: _____

THAT the agenda for the Council meeting of April 14, 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 24, 2025, be approved.

7. Presentations

8. Public Meetings

9. Planning Reports

10. Delegations

10.1 Big Brothers Big Sisters- MEGABike Event Coming To Tillsonburg

Moved By: _____

Seconded By: _____

THAT Council receive the delegation from Big Brothers Big Sisters as information.

10.2 Tillsonburg Pickleball Club Re: Request for Pickleball Line Painting and Dedicated Court Times

Moved By: _____

Seconded By: _____

THAT Council receive the delegation from Tillsonburg Pickleball Club as information.

11. Deputation(s) on Committee Reports

11.1 Museum, Culture, Heritage, and Special Awards Advisory Committee Recommendation - CS-25-008

Moved By: _____

Seconded By: _____

- A. THAT report CS 2025-008 titled “Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation” be received as information; and
- B. *THAT Council approves the Founder’s Day Subcommittee to meet on an as needed basis pending staff availability.*

11.2 Museum, Culture, Heritage, and Special Awards Advisory Committee Recommendation - CS-25-009

Moved By: _____

Seconded By: _____

- A. THAT report titled “Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation” be received as information; and
- B. *THAT Council direct staff to assess the following as potential heritage designations:*
 - *Pillars in Memorial Park*
 - *Oddfellow Lodge*
 - *Tillsonburg Masonic Centre*
 - *186 Bidwell Street*
 - *Gibson House*
 - *Lake Lisgar*

11.3 Traffic Advisory Committee Recommendations - CS-25-013

Moved By: _____

Seconded By: _____

- A. THAT report CS 25-013 titled Traffic Advisory Committee Recommendations be received as information; and
- B. *THAT staff investigate the feasibility of a three-way stop at the intersection of Windemere and Allen; and*
- C. *THAT staff investigate traffic concerns on Wilson Avenue, including reaching out to the residents association, and bring forward recommendations on traffic measures at the intersection of Wilson and Jackson.*

11.4 Parks, Beautification and Cemeteries Advisory Committee Recommendation - Cemetery Lots Care - RCP-25-017

Moved By: _____

Seconded By: _____

THAT report RCP 25-017 titled “Parks, Beautification and Cemeteries Committee

Recommendation - Cemetery Lots Care” be received as information.

12. Information Items

- 12.1 CN Right-of-Way Vegetation Management**
- 12.2 Oxford County Report PW 2025-18, 2024 Annual Waste Management Reports**
- 12.3 Oxford County Report PW 2025-21 2024 Annual Energy Report**
- 12.4 Oxford County Report PW 2025-20 2024 Annual Transportation System Performance**
- 12.5 Station Arts Centre Letter**
- 12.6 TurtleFest Committee Letter of Thanks**
- 12.7 Oxford County Council Resolution Re: COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 – Bill 197**
- 12.8 Ministry of Municipal Affairs and Housing Letter Re: Strong Mayor Powers**

Moved By: _____

Seconded By: _____

THAT Council receives the following items as information:

- 12.1 CN Right-of-Way Vegetation Management
- 12.2 Oxford County Report PW 2025-18, 2024 Annual Waste Management Reports
- 12.3 Oxford County Report PW 2025-21 2024 Annual Energy Report
- 12.4 Oxford County Report PW 2025-20 2024 Annual Transportation System Performance
- 12.5 Station Arts Centre Letter
- 12.6 TurtleFest Committee Letter of Thanks
- 12.7 Oxford County Council Resolution Re: COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 – Bill 197
- 12.8 Ministry of Municipal Affairs and Housing Letter Re: Strong Mayor Powers

13. Staff Reports

- 13.1 Chief Administrative Officer**

- 13.2 Corporate Services**

- 13.2.1 Adoption of Use and Acceptance of Electronic Signatures Policy for the Town of Tillsonburg - CS-25-014**

Moved By: _____

Seconded By: _____

- A. THAT report CS 25-014 titled “Adoption of Use and Acceptance of Electronic Signatures Policy for the Town of Tillsonburg” be received as information; and
- B. THAT Council direct staff to present a By-Law to Adopt a Use and Acceptance of Electronic Signatures Policy for the Town of Tillsonburg.

13.3 Economic Development

13.4 Finance

13.5 Fire and Emergency Services

13.6 Operations and Development

13.6.1 Change in Contract Price - RFP2022-003 - Reconstruction of Cranberry Line - OPD-25-014

Moved By: _____

Seconded By: _____

- A. THAT report OPD 24-014 titled “Change Order for RFP2022-003 - Engineering Consulting Services for the Reconstruction of Cranberry Road” be received as information; and
- B. THAT Council approve the \$44,279 additional expenditure to the awarded project RFP2022-003 – Engineering Consulting Services for the Reconstruction of Cranberry Road; and
- C. THAT Council authorize the Director of Finance to increase the Town’s portion to \$90,000 to accommodate the additional costs associated with the project.

13.7 Recreation, Culture and Parks

13.7.1 Parks and Recreation Masterplan Implementation update - RCP-25-013

Moved By: _____

Seconded By: _____

THAT report RCP 25-013 titled “Parks and Recreation Masterplan Implementation” be received as information.

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:

- Accessibility Advisory Committee, March 18, 2025
- Museum, Culture, Heritage and Special Awards Advisory Committee, March 19, 2025
- Community Health Care Advisory Committee, March 20, 2025
- Traffic Advisory Committee, March 13, 2025
- Recreation and Sports Advisory Committee, April 3, 2025
- Parks, Beautification and Cemeteries Advisory Committee, March 25, 2025
- Economic Development Advisory Committee, April 8, 2025

15.2 Long Point Region Conservation Authority Board of Director Minutes

Moved By: _____

Seconded By: _____

THAT Council receive for information the Long Point Region Conservation Authority Board of Director Minutes of March 7, 2025.

15.3 Oxford O.P.P. Detachment Board Tillsonburg Minutes

Moved By: _____

Seconded By: _____

THAT Council receive for information the Oxford O.P.P. Detachment Board Tillsonburg Minutes dated January 15, 2025.

16. Motions/Notice of Motions**17. Resolutions/Resolutions Resulting from Closed Session****18. By-Laws****18.1 2025-032, to authorize a consent to agreement of purchase and sale****18.2 2025-033, to adopt a Policy for the Use and Acceptance of Electronic Signatures for the Town of Tillsonburg**

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:

2025-032, to authorize a consent to agreement of purchase and sale;

2025-033, to adopt a Policy for the Use and Acceptance of Electronic Signatures for the Town of Tillsonburg.

19. Confirm Proceedings By-law

Moved By: _____

Seconded By: _____

THAT By-Law 2025-031, to confirm the proceedings of the Council Meeting held on April 14, 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 April 14, 2025, be adjourned at ____ p.m.

The Corporation of the Town of Tillsonburg

Council Meeting

MINUTES



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

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

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

1. Call to Order

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

2. Closed Session

3. Moment of Silence

4. Adoption of Agenda

Resolution # 2025-096**Moved By:** Councillor Parker**Seconded By:** Councillor Luciani

THAT the agenda for the Council meeting of March 24, 2025, be approved with the following amendment:

- Add as Item 10.1, Deputation Request – Hanna Domagala, BMI Group, and Lesley Hutton-Rora, GD Vally Planners Re: Item 9.1 Station View Developments Inc. and that the deputation be considered in advance of Item 9.1.

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 # 2025-097****Moved By:** Councillor Rosehart**Seconded By:** Councillor Spencer

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

Carried**7. Presentations****8. Public Meetings****8.1 Application for Zone Change ZN 7-05-01 – Comprehensive Zoning By-law Amendment**

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

Opportunity was provided for questions from Council.

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

Resolution # 2025-098

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parsons

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 1 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.

Carried

Agenda item 10.1. (Deputation) dealt with next.

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.

Marc Davidson, Senior Development Planner, provided an overview of the application. Staff recommend support of the application. Cash in lieu of parking payment would be re-evaluated during site plan approval.

Opportunity was provided for questions from Council.

Resolution # 2025-100

Moved By: Councillor Luciani

Seconded By: Councillor Rosehart

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 Racoon 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 Racoon 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.

Carried

10. Delegations

10.1 Deputation Request – Hanna Domagala, BMI Group, and Lesley Hutton-Rora, GD Vally Planners Re: Item 9.1 Station View Developments Inc.

There were no questions from members of Council.

Resolution # 2025-099

Moved By: Councillor Parsons

Seconded By: Councillor Rosehart

THAT Council receive the deputation from Hanna Domagala and Lesley Hutton-Rora, as information.

Carried

Agenda item 9.1 (Planning Report) dealt with next.

11. Deputation(s) on Committee Reports

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

Resolution # 2025-101

Moved By: Councillor Spencer

Seconded By: Deputy Mayor Beres

- 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.

Carried

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

Resolution # 2025-102

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parker

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.

Carried

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

Cephas Panschow, Development Commissioner, provided an overview of item 13.3.1.

Resolution # 2025-103

Moved By: Councillor Parsons

Seconded By: Councillor Spencer

- 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;

Carried

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

Cephas Panschow, Development Commissioner, provided an overview of item 13.3.2.

Resolution # 2025-104

Moved By: Councillor Luciani

Seconded By: Councillor Rosehart

- 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.

Carried

13.4 Finance

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

Renato Pullia, Director of Finance/Treasurer, answered questions from members of Council.

Councillor Parsons left the meeting at 7:14 p.m.

Resolution # 2025-105

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

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

Carried

Councillor Parsons returned to the meeting at 7:17 p.m.

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

Resolution # 2025-106

Moved By: Councillor Parker

Seconded By: Councillor Luciani

- 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).

Carried

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

Resolution # 2025-107

Moved By: Councillor Parsons

Seconded By: Deputy Mayor Beres

- 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).

Carried

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

Staff noted that public notice would be given prior to the work commencing.

Resolution # 2025-108

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

- 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.

Carried

13.7 Recreation, Culture and Parks

14. New Business

15. Consideration of Minutes

15.1 Advisory Committee Minutes

Resolution # 2025-109

Moved By: Councillor Spencer

Seconded By: Councillor Parsons

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

Carried

15.2 Long Point Region Conservation Authority Board of Director Minutes

Resolution # 2025-110

Moved By: Councillor Rosehart

Seconded By: Councillor Luciani

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

Carried

16. Motions/Notice of Motions

16.1 Councillor Spencer - Tariffs

Renato Pullia, Director of Finance/Treasurer answered questions from members of Council.

Resolution # 2025-111

Moved By: Councillor Spencer

Seconded By: Deputy Mayor Beres

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, 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

Councillor Spencer called for a recorded vote:

Councillor Spencer – Yes

Deputy Mayor Beres – Yes

Councillor Luciani – Yes

Councillor Parker – No

Councillor Parsons – Yes

Councillor Rosehart – No

Mayor Gilvesy – Yes

Carried (5 to 2)

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**

Resolution # 2025-112

Moved By: Councillor Parker

Seconded By: Deputy Mayor Beres

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.

Carried

19. Confirm Proceedings By-law

Resolution # 2025-113

Moved By: Councillor Rosehart

Seconded By: Councillor Spencer

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.

Carried

20. Items of Public Interest

The next Council meeting scheduled for April 14 will be held virtually (no in-person attendance).

21. Adjournment

Resolution # 2025-114

Moved By: Councillor Spencer

Seconded By: Councillor Parker

THAT the Council meeting of March 24, 2025, be adjourned at 7:44 p.m.

Carried

Delegation Request Form

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

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

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

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

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

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

First Name *

Nicole

Last Name *

Killaire

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Street Address *

58 Thames St S

Town/City *

Ingersoll

Postal Code *

N5C 2T1

Phone Number *

519-485-1801

E-mail *

nicole.killaire@bigbrothersbigsisters.ca

Subject *

Big Brothers Big Sisters- MEGABike Event
Coming To Tillsonburg!

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

Nicole Killaire, Fund Development Manager, Big
Brothers Big Sisters of Oxford County

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

☒ I acknowledge

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

Hello,

We are excited to be bringing a new event to Tillsonburg this spring in support of BBBSOC! We'll be bringing a MEGABike event to Tillsonburg on May 28th, 2025 hosted by our amazing friends at Indigo Lounge. This is a fun and engaging way for local businesses and community members to come together for a great cause. All funds raised will stay right here in our community, allowing us to support more young people with the mentoring services they need to reach their full potential.

We would be grateful for the opportunity to present to Tillsonburg Town Council and highlight more about this event, how to get involved and why it is an important event to support in our community.

Thank you in advance for your time!

Nicole Killaire

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

4/14/2025



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

☐ Yes

☒ No

Will there be a Power Point presentation? *

☒ Yes

☐ No

Please attach a copy of your presentation. If you experience technical difficulties please submit your presentation materials via email to clerks@tillsonburg.ca

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

☒ I accept

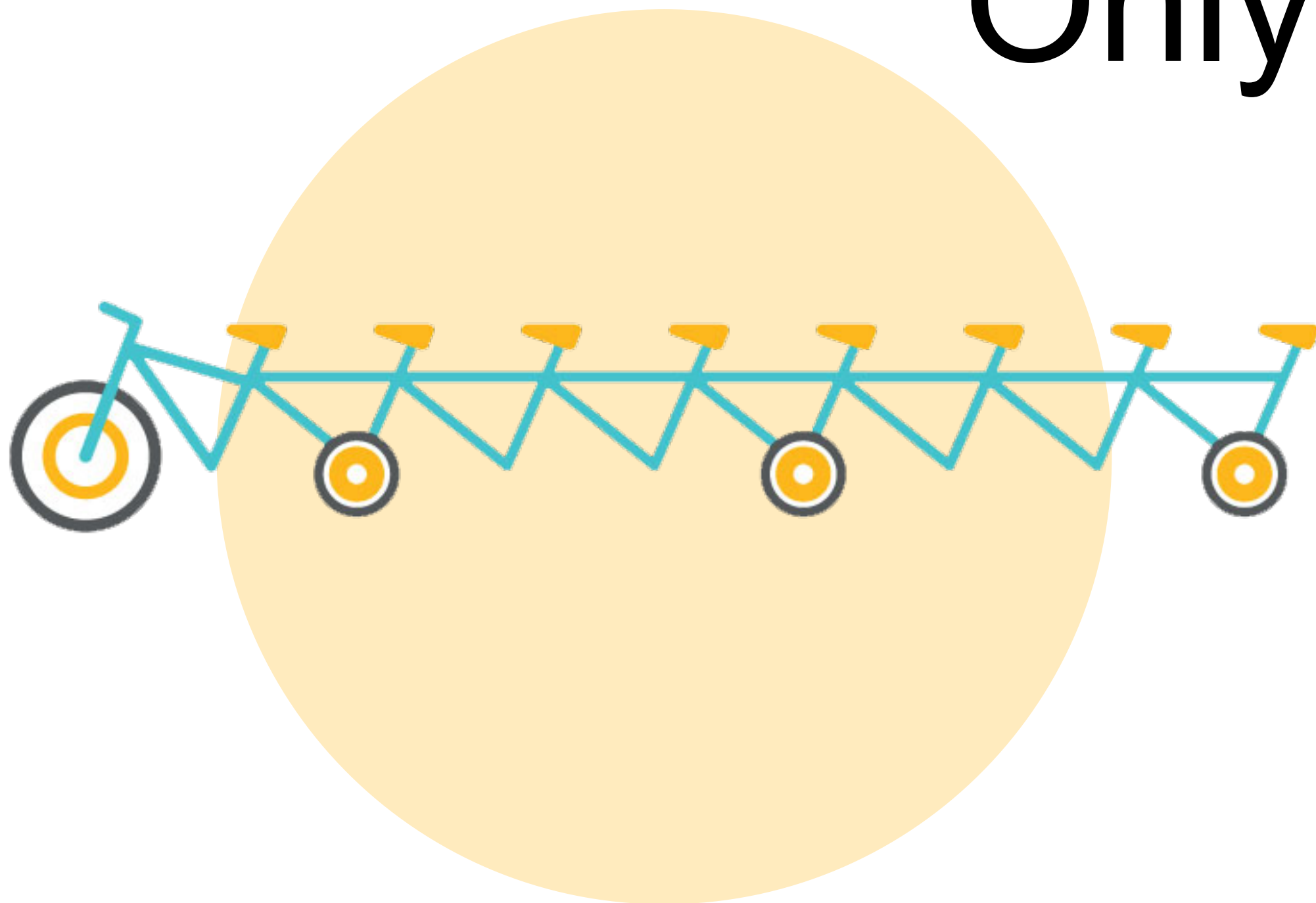
Upon receipt and approval of a Delegation, full details on the process will be sent to all presenters. If you have any questions please contact the Office of the Clerk at: clerks@tillsonburg.ca or 519-688-3009 ext. 4041

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

Only in Tillsonburg

MEGA Bike

MAY 28, 2025



Pedal for Potential



INTRODUCTION TO MEGABike



What?

MEGABike is a 30 seat bike that will be filled with teams who are using their 'pedal power' to follow a route in Tillsonburg while supporting BBBS.

Goals

To raise \$40,000 to support free mentoring programs for children and youth in Tillsonburg.

Why Support?

Team building, community focused fundraiser only in Tillsonburg!



WHY TILLSONBURG?

Sustaining & Expanding Tillsonburg Programs

Maintain matches, reduce waitlist, continue enrollment

Engage & Recruit

Emphasize community spirit and recruit mentors

Tillsonburg Centric Event

Tillsonburg residents raising funds to support it's young people.





EVENT INFORMATION



May 28, 2025

- 9AM – 5PM
- Host Site: Indigo Lounge
- Warm-up activities
- 20–30 minutes per ride

Teams

Maximum of 29 people per ride (plus professional driver)
Full bike, half bike and individual seats available
Get seen around town!

Impact Metrics

100% of the proceeds will support programs in Tillsonburg.

BENEFITS



Over 100 young people mentored

Prevention & Early Intervention

Strengthening families

Building a Stronger Tillsonburg

✦ HOW TILLSONBURG TOWN COUNCIL CAN HELP ✦



Support

Formal support and or endorsement



Presence

Join us! Ride a bike and/or wish riders well!



Spread the word

Help us get the information out! e.g. newsletter, social media, etc.

LET'S RIDE TOGETHER **MEGA**Bike

Wednesday, May 28, 2025



Big Brothers
Big Sisters
OF OXFORD COUNTY



Delegation Request Form

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

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

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

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

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

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

First Name *

diane

Last Name *

peacock

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Street Address *

[REDACTED]

Town/City *

Tillsonburg

Postal Code *

[REDACTED]

Phone Number *

[REDACTED]

E-mail *

[REDACTED]

Subject *

Tillsonburg Pickleball Club

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

Diane Peacock

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

☒ I acknowledge

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

We are very grateful to the Town for everything they have provided for the citizens of Tillsonburg to play the game that we all love so much, Thank-you!

We request that we have more courts to play on and the most economical and practical way of doing this for the town and for the taxpayers is to put pickleball court lines on the tennis courts located on Hardy Ave.

We request that we can have dedicated court times. With the very large and growing numbers of people wanting to play we find this to be an essential ask. In order for us as a club to make the game of pickleball more pleasurable for everyone, having it organized is imperative.

We respectfully encourage each council member to review the written proposal attached that outlines our request in more detail prior the council meeting April 14 2025.

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

4/14/2025



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

☐ Yes

☒ No

Will there be a Power Point presentation? *

☐ Yes

☒ No

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

☒ I accept

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

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



Proposal

March
2025

Tillsonburg Sport and Recreation Advisory Committee



Proposal to the Sport and Recreation Advisory Committee

March 2025

Mission Statement

The mission of the Tillsonburg Pickleball Club is to arrange for facilities, assist and promote the growth of pickleball as a sport for all ages in the Tillsonburg Ontario and surrounding region as well as fostering social interaction among its members.

Purpose of the Tillsonburg Pickleball Club

- Promote the sport of pickleball for all ages in the Town of Tillsonburg and area
- Develop and improve the skill levels of all players
- Provide opportunities for club members to interact socially and competitively
- Provide opportunities for club members to play outside of Town-run programs
- Where applicable, work with the Town of Tillsonburg Parks and Recreation Division to improve and expand pickleball-playing facilities in Tillsonburg

Introduction

Over the past 3 years, a group of dedicated pickleball enthusiasts have attended both the Sports and Recreation Advisory Committee and Town Council meetings to advocate for the development of 6-8 dedicated municipal outdoor pickleball courts in our town. Pickleball is the fastest growing sport in North America and Tillsonburg is no different. We felt it was essential to represent the best interests of our community. After much communication with the town they encouraged us to form a club which would provide one voice for the pickleball community.

One of the goals of establishing the club was to facilitate communication with the town, to share our vision as pickleball players and explore opportunities for collaboration to further grow the sport in Tillsonburg. In line with this recommendation, we organized a meeting at the Town Centre Mall in April 2024, which was well attended. By May 1st, 2024, the Tillsonburg Pickleball Club was officially formed, and our first Annual General Meeting was held. By the end of December 2024, the club had 141 members.

Since its formation, the club's Board of Directors has regularly met with the leaders from the Community Centre for information exchange, strategic planning and collaboration on all matters related to pickleball. This partnership has been positive and collaborative, and we are confident it will continue to be beneficial as we move into 2025.

At our Annual General Meeting members shared their ideas and expressed a desire to secure additional indoor play spaces. Finding suitable indoor locations on short notice proved to be a challenge, but we successfully arranged for indoor play at Annandale Public School twice a week. While this arrangement still does not fully meet the community's pickleball needs, we remain optimistic and committed to exploring further opportunities to increase available play spaces for our members.

Throughout our first year as a club, there have been several key accomplishments and highlights that we are proud to share:

1. **Ongoing Communication and Coordination with the Town of Tillsonburg-** We maintained consistent dialogue with town officials to ensure alignment and progress on pickleball-related initiatives.
2. **Collaboration with the Recreation Department-** We successfully requested and consulted with the Town's Recreation Department to create pop-up courts at Southridge and Memorial Parks, Fall 2024.
3. **Expansion of Outdoor Court Resources-** In addition to the painted lines on the pop-up outdoor courts, the Club invested in portable nets, which will enhance future outdoor play. These nets can be used by members for recreation play, lessons, and other activities.
4. **Streamlined Paddle Organization-** To ensure fair play and efficient use of the outdoor courts, the Club implemented a system for organizing paddles. Additionally, the club purchased balls that club members used throughout the season.
5. **Lessons for All Skill Levels-** We provided 132 lessons throughout the year, ensuring that all members had the opportunity to improve their skills and enjoy the sport.
6. **Social Events for Community Building-** The Club organized numerous social events, offering members opportunities to connect and build friendships.
7. **Leadership in Club Tournaments-** The Club took the lead in organizing our first Club Tournament in August 2024, and we worked in partnership with the Town for the Town's tournament held in September 2024.
8. **Membership with Pickleball Ontario and Pickleball Canada-** We proudly became a member in good standing with both Ontario Pickleball and Pickleball Canada which is 80,000 members strong.
9. **Creation of a Public Facebook Page-** The Tillsonburg Pickleball Club launched and coordinated a public Facebook page to keep the community informed and engaged.
10. **Development of a Club Website-** With assistance of Pickleball Ontario, the Club developed a user-friendly website to serve as a central hub for all information related to the sport and the Club.

11. **WhatsApp Communication for Members-** We created and manage a WhatsApp to keep all members up to date on important information, including:
 - Information about Lessons for members.
 - Local and Provincial pickleball news.
 - Tournament information from surrounding areas.
 - Regular Newsletters.
 - Meeting and event notifications.
 - Updates on ongoing socials such as a large potluck BBQ on a local farm.
 - Promotion of Club and Town tournaments.
 - Skill development clinics and drills
12. **Family Fun Day Event-** The Club organized a well-attended Family Day event in September 2024 to introduce pickleball to families and promote the sport in a fun, accessible way.
13. **Indoor Play at Annandale Public School-** The club successfully arranged indoor play at Annandale Public School Monday and Wednesday nights October 2024 to May 2025.
14. **Junior Pickleball Coaching-** We are providing free coaching to the junior Pickleball Programs held at Westfield Public School in partnership with the Town of Tillsonburg's Recreation Department in Spring 2025.



Participants at one of the summer tournaments



Club social events

Proposed ideas for the Town of Tillsonburg
Pickleball Court Lines on the Tennis Courts

We deeply appreciate the Town's investment in building three dedicated courts, which have been a wonderful addition to our community. As you know from the data you have collected, the new courts have been heavily used since the day they were opened.

The popularity of Pickleball has been increasing with each passing week. The indoor Pickleball programs run by the Town are always sold out, as are those programs offered by Stonebridge and the Tillsonburg Pickleball Club.

Given the above, there is absolutely no doubt that there will be an increased demand for outdoor court space in 2025. It seems clear that the existing three outdoor courts will be insufficient to meet the demand for play.

Our Town needs more pickleball courts, however, we know that building new courts is an expensive endeavour. A far less expensive option to building more pickleball courts would be to simply insert pickleball lines on the existing tennis courts. Painting both tennis and pickleball lines on newly built and newly resurfaced courts is a widespread practice across both Ontario, and North America. The multi-purpose court usage would be one of the most inexpensive options to deal with the Pickleball court capacity issue.

Further, this proposed course of action is supported by the data that the Town collected last year regarding the use of the Pickleball Courts and the Tennis courts. This data showed that the court usage by Pickleball players vs. Tennis Players was roughly 4-1.

With respect to the above idea, we propose the following:

- With the use of lighter noninvasive paint, paint each of the existing tennis courts with pickleball lines.
- With the new lines on each tennis court, we can accommodate 2 pickleball courts on one tennis court.
- The Club would provide the portable nets.
- Tennis players will always have the first opportunity on the courts unless we are hosting a tournament that would require more courts. In that case ample notification would be given to the tennis community.
- The club will also provide, at the expense of the club, a stainless-steel equipment storage container that would be vandal-proof with a keypad. This equipment storage unit would have space to store; nets, balls, brooms, squeegees, and a first aid kit. This would be situated within the pickleball courts.

Proposed ideas for the Town of Tillsonburg
Pickleball Court Lines on the Tennis Courts

The efficiency and benefits of multi-use courts

Given the increasing population and the rise in pickleball participation, it makes sense to optimize our existing resources within our town to accomodate these changes.

Multi-use courts offer several benefits:



Financial Responsibility: By utilizing courts for multiple sports, we can provide more recreational opportunities without the need to invest in separate facilities for each sport. School boards have been utilizing this process in gymnasiums for years.

This helps maximize the value of taxpayer dollars which is very important. \$\$



Efficient use of Space: Multi-use courts allow for versatile recreational space that can support a range of activities, making the best use of available land and ensuring that the communities needs are met.



Encouraging Local Activity: Currently, many Tillsonburg residents are travelling to neighboring communities to play pickleball which means they are spending their money in other towns. By providing local multi-use courts, we can keep players in town and support our local economy. We all know how important it is to **“shop local”!**



Proposed ideas for the Town of Tillsonburg

Pickleball Court Lines on the Tennis Courts

Many municipalities across Ontario are adopting multi-use courts to address the growing demand for recreational spaces. Communities such as North Bay, Port Rowan, Stratford, Fort Erie, Thamesford, Uxbridge, Severn, Norfolk County, Brantford, Vaughan, Mississauga, Cambridge, and Zorra Township (which is currently fundraising for the development of multi-use courts) have embraced this model to serve a wide range of recreational needs.

Population Growth and Changing Demographics

According to the 2021 Census, Tillsonburg experienced a population growth rate of 17.3% between 2016 and 2021, which significantly outpaced both provincial and national growth averages. Looking ahead, Tillsonburg's population is projected to increase by an additional 18.6% between 2021 and 2026, and another 18.6% from 2026 to 2031. This means that between 2016 and 2031, the town's population will grow by approximately 10,331 people, with much of this growth occurring in the 25-75 age range. As our population continues to expand, there will be increased demand for recreational spaces that can serve diverse interests.

The Growing Popularity of Pickleball

In recent years, the popularity of pickleball has exploded. The Canadian Sports Information Research Centre reports that pickleball participation in Canada has surged by 57% since 2022. This trend is indicative of a shift in recreational preferences, with more people of all ages seeking easy-to-learn, low-impact sports like pickleball.

While tennis remains a beloved sport, its participation growth in Canada has been relatively modest, at just 7.1% during the same period. This demonstrates that the demand for pickleball facilities is outpacing that for tennis, highlighting the need for communities to adjust their recreational spaces accordingly.

“

In 2023 Pickleball Canada commissioned a national research company to look at pickleball participation levels in Canada. In 2023 it was found that more than 1.37 million individual Canadians are playing pickleball at least once per month, with more than half playing four or more times per month.

”

Proposed ideas for the Town of Tillsonburg

Dedicated Court Times at the newly created courts on Hardy Ave.

The skill levels among our members vary depending on their experience and their personal goals. Some players are seeking fun and casual play, while others are looking for more competitive opportunities. As players develop their skills through lessons and practice, they often seek higher levels of play that are still enjoyable and engaging.

Our club is well-equipped to meet these diverse needs. We have the expertise and resources to organize dedicated play times for players at all levels, and we recognize the importance of providing seniors and beginners with specific times to enjoy the game at their own pace.

We propose the following schedule and structure to the Town of Tillsonburg:

- **Monday-Friday 8am-12pm:** Organized play based on skill levels, including: *Learn to play, Intermediate, Advanced, Seniors*
- **2-3 evenings a week:** Organized play for recreational and competitive levels.
- **Ladder play and Leagues:** The Club will organize ladder play and leagues (men's, women's, mixed) for different skill levels.
- **Skill Development Clinics:** We will provide regular clinics designed to help players to improve skills, with particular focus on beginners to encourage growth of the sport.
- **Open Court for Public Play:** We propose that one of the three courts to be designated for open, public use, on a daily basis. If not in use by the public, the club can utilize the third court for organized play.
- **Tournaments:** The Club will host tournaments throughout the year, further enhancing the visibility and appeal of the sport within the community.
- **Open Houses:** We will offer a minimum of five, no-charge open houses each year to encourage public participation and promote club membership.
- **Liability Insurance:** The Club will provide additional liability insurance for its members through Pickleball Canada.
- **Court Maintenance and Oversight:** The Club will serve as an extra set of eyes on the condition of the courts, reporting any necessary repairs, instances of vandalism, or misuse of the courts. We will maintain a set of rules to ensure the courts are being used appropriately and not for other activities.



In light of the population growth in Tillsonburg now and in the very near future and the rise in pickleball's popularity, the Town of Tillsonburg should consider the conversion of existing tennis courts into multi-use courts. This would be a cost-effective solution to meet the growing demand for pickleball facilities, while also efficiently utilizing our recreational space. By making this investment, Tillsonburg can provide residents with more opportunities for physical activity, enhance community engagement, and retain more spending within the town.

Pickleball is a sport that encourages physical activity and fosters community engagement. It's simple rules and accessibility make it a great choice for people of all ages and abilities, from children to seniors. By expanding pickleball opportunities locally, Tillsonburg can promote an active, healthy lifestyle for its residents and can then bring tournaments into town which will attract economic well-being and a increased vibrancy to our community.

It's not talked about much but pickleball or the availability of pickleball in a community has become a deciding factor for people wanting to move somewhere new and out of the city. Tillsonburg has already proven itself to be ideal for anyone wanting to move somewhere new and exciting, safe, clean, filled with activity and possibility. More pickleball courts will certainly make Tillsonburg even more viable as the perfect place to live in Canada!



Free lessons for members



Game on!!!



Last day of the 2024 Season

Summary of this proposal


I think we can all agree that Pickleball is the fastest growing sport not only in Tillsonburg or Canada but in all the world!

Pickleball is here to stay and will be around for a very long time and the Tillsonburg Pickleball Club would like to be responsible and proactive to help the sport grow in Tillsonburg in the most effective and efficient manner possible for everyone involved.

As a club we would like to highlight three points in this proposal.

- **We are very grateful to the Town of Tillsonburg for everything they have provided for us so we can play this sport that we and everyone else loves so much, Thank you!**
- **We ask that we have more courts to play on and the most economical and practical way of doing this for the town and for the taxpayers is to put pickleball court lines on the tennis courts located on Hardy ave.**
- **We ask that we can have dedicated court times as indicated in this proposal. With the very large and growing number of people wanting to play we find this to be an essential ask. Almost all sports in town are organized by the town or a club and it only makes sense. In order for us as a club to make the game of pickleball more pleasurable for everyone, having it organized is imperative.**

The Tillsonburg Pickleball Club looks forward to discussing how we can work together to make this vision a reality for Tillsonburg, the beautiful town we all are proud to call home.

Thank You  from all us at the Tillsonburg Pickleball Club!
CONNECTED. ENRICHED. INSPIRED.

Tillsonburg Pickleball Club Board Members

Diane Peacock- President
Carolijn Verbakel - Vice President
Andy Wilcox - Treasurer
Carla Cameron
Karen Northgraves
Brian Prendergast
Peter Northgraves





Subject: Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation

Report Number: CS 2025-008

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

Submitted by: Amelia Jaggard, Deputy Clerk and Duncan Bryce, Records and Legislative Coordinator

Meeting Type: Council Meeting

Meeting Date: Monday, April 14, 2025

RECOMMENDATION

- A. THAT report CS 2025-008 titled “**Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation**” be received as information; and
- B. *THAT Council approves the Founder’s Day Subcommittee to meet on an as needed basis pending staff availability.*

BACKGROUND

At the March 19, 2025 Museum, Culture, Heritage and Special Awards (MCHSA) Advisory Committee meeting, the following resolution was passed:

Moved By: Deb Gilvesy, Mayor

Seconded By: Courtney Booth

THAT the Museum, Heritage, Culture and Special Awards Advisory Committee request from Council that the Founder's Day Subcommittee meet on an as needed basis pending staff availability.

Carried

The subcommittee was established to advise and make recommendations with respect to the Founder's Day event to be held in October 2025. As per the Committee’s Terms of Reference, meetings are limited to once per month. The subcommittee has expressed the need for additional meetings to support event planning efforts.

DISCUSSION

This report facilitates presenting the above request to Council for consideration.

While staff recognize the importance of the Founder's Day event, the request presents operational challenges. The vague term "as-needed basis" could lead to frequent,

CS 2025-008

undefined meetings, creating ongoing staff pressure. Setting a clear maximum number of meetings per month would provide clarity and support workload manageability.

Staffing capacity is also a concern. The Clerk's Office is short-staffed, and each meeting requires time for agenda preparation, attendance, minute-taking, and follow-up. Committee meetings must comply with open meeting procedures. Since most meetings occur outside regular hours, increased frequency would raise overtime demands. The MCHSA Advisory Committee and the subcommittee meet after regular business hours.

Staff respectfully request that Council consider these concerns when reviewing the Committee's request.

Staff Recommendation

Should Council wish to support additional subcommittee meetings, staff recommend capping the frequency at a maximum of two meetings per month. This approach provides the subcommittee with more meeting opportunities while ensuring staff resources are used effectively and in compliance with procedural requirements. Below is the recommended motion for Council's consideration:

A. THAT report titled "Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation" be received as information; and

B. THAT Council approve the Founder's Day Subcommittee to meet a maximum of two meetings per month.

CONSULTATION

Museum, Culture, Heritage and Special Awards Advisory Committee, Andrea Greenway, Director of Recreation, Culture and Parks and Kate Bakos, Cultural Heritage Manager/Curator.

FINANCIAL IMPACT/FUNDING SOURCE

The MCHSA Advisory Committee and the Founder's Day Subcommittee meet after regular business hours; additional meetings would raise overtime demands and costs.

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

CS 2025-008

- ☐ Connectivity and transportation
- ☐ Not Applicable

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

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

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

Priority Project – N/A.

ATTACHMENTS

Appendix A – None.



Subject: Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation

Report Number: CS 25-009

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

Submitted by: Amelia Jaggard, Deputy Clerk and Duncan Bryce, Records and Legislative Coordinator

Meeting Type: Council Meeting

Meeting Date: Monday, April 14, 2025

RECOMMENDATION

- A. THAT report titled “**Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation**” be received as information; and
- B. *THAT Council direct staff to assess the following as potential heritage designations:*
- *Pillars in Memorial Park*
 - *Oddfellow Lodge*
 - *Tillsonburg Masonic Centre*
 - *186 Bidwell Street*
 - *Gibson House*
 - *Lake Lisgar*

BACKGROUND

At the March 19, 2025, Museum, Culture, Heritage and Special Awards Advisory Committee meeting, the following resolution was passed:

Moved By: Doug Cooper

Seconded By: Joan Weston

THAT the Museum, Culture, Heritage, and Special Awards Advisory Committee advise Council to direct staff to assess the following as potential heritage designations:

- Pillars in Memorial Park
- Oddfellow Lodge
- Tillsonburg Masonic Centre
- 186 Bidwell Street
- Gibson House
- Lake Lisgar

Carried

CS 25-009

DISCUSSION

This report facilitates presenting the above request to Council for consideration.

In accordance with the Committee's Terms of Reference section 1.7, it is the role of the committee to make recommendations to Council regarding the designation of buildings, natural areas and parks with historical or architectural significance to ensure the conservation, protection and preservation of heritage resources in accordance with the *Ontario Heritage Act, R.S.O. 1990, c.O.18*.

Council may, by by-law, designate a property within the municipality to be of cultural heritage value or interest if, the property meets the prescribed criteria, and the designation is made in accordance with the process outlined in the Ontario Heritage Act.

As part of the designation process, the municipality must provide a clear description of the property for identification, along with a statement outlining its cultural heritage value or interest and a description of its heritage attributes.

Staff Recommendation

Should Council wish to support the committee's recommendation, staff recommend that the motion include additional clarity to ensure the effective use of staff resources and confirm expectations for reporting back. Below is the recommended motion for Council's consideration:

A. THAT report titled "Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation" be received as information; and

B. THAT Council direct staff to prepare a report outlining the process for designating properties of cultural heritage value or interest, specifically addressing the following properties identified by the Museum, Culture, Heritage, and Special Awards (MCHSA) Advisory Committee:

- Pillars in Memorial Park;
- Oddfellow Lodge;
- Tillsonburg Masonic Centre;
- 186 Bidwell Street;
- Gibson House;
- Lake Lisgar;

C. AND THAT staff consult with the MCHSA Advisory Committee to develop a statement explaining the cultural heritage value or interest for each property, along with a description of its heritage attributes.

CS 25-009

CONSULTATION

Museum, Culture, Heritage and Special Awards Advisory Committee, Andrea Greenway, Director of Recreation, Culture and Parks and Kate Bakos, Cultural Heritage Manager/Curator.

FINANCIAL IMPACT/FUNDING SOURCE

Associated staff time.

CORPORATE GOALS

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

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

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

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

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

Priority Project – N/A.

ATTACHMENTS

None.



Subject: Traffic Advisory Committee Recommendations

Report Number: CS 25-013

Committee Name: Traffic Advisory Committee

Submitted by: Amelia Jaggard, Deputy Clerk

Meeting Type: Council Meeting

Meeting Date: Monday, April 14, 2025

RECOMMENDATION

- A. THAT report CS 25-013 titled Traffic Advisory Committee Recommendations be received as information; and
- B. *THAT staff investigate the feasibility of a three-way stop at the intersection of Windemere and Allen; and*
- C. *THAT staff investigate traffic concerns on Wilson Avenue, including reaching out to the residents association, and bring forward recommendations on traffic measures at the intersection of Wilson and Jackson.*

BACKGROUND

At the March 13, 2025, meeting of the Traffic Advisory Committee, the following resolutions were passed:

Windemere and Allen Intersection

Moved By: Larry Scanlan, Oxford O.P.P. Detachment Board Tillsonburg Chair

Seconded By: Chris Rosehart, Councillor

THAT the Traffic Advisory Committee recommends that Council direct staff to investigate the feasibility of a three-way stop at the intersection of Windemere and Allen.

Carried

Wilson Ave Stop Sign

Moved By: Bob Parsons, Councillor Seconded

Seconded By: Larry Scanlan, Oxford O.P.P. Detachment Board Tillsonburg Chair

THAT the Traffic Advisory Committee recommends that Council direct staff to investigate traffic concerns on Wilson Avenue, including reaching out to the residents association, and bring forward recommendations on traffic measures at the intersection of Wilson and Jackson.

CS 25-013

Carried

DISCUSSION

This report facilitates presenting the requests to Council for consideration.

Staff Recommendation

If Council wishes to support the committee's recommendations, staff recommend that the motion include additional clarity to ensure the effective use of staff resources and confirm expectations for reporting back. Below is the recommended motion for Council's consideration:

A. THAT report CS 25-013 titled Traffic Advisory Committee Recommendations be received as information; and

B. THAT staff investigate the feasibility of a three-way stop at the intersection of Windemere Avenue and Allen Street and report back to Council with recommendation; and

C. THAT staff investigate speed and volume of traffic on Wilson Avenue, reach out to the Hickory Hills Residents Association to confirm traffic concerns, and report back to Council with recommendation for traffic calming measures at the intersection of Wilson Avenue and Jackson Court if needed.

CONSULTATION

Traffic Advisory Committee, Director of Operations and Development.

FINANCIAL IMPACT/FUNDING SOURCE

Associated staff time.

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

CS 25-013

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



Subject: Parks, Beautification and Cemeteries Committee Recommendation - Cemetery Lots Care

Report Number: RCP 25-017

Committee Name: Parks, Beautification & Cemeteries Committee

Submitted by: Adam Kannawin, Manager of Parks and Facilities

Meeting Type: Council Meeting

Meeting Date: Monday, April 14, 2025

RECOMMENDATION

THAT report RCP 25-017 titled “Parks, Beautification and Cemeteries Committee Recommendation - Cemetery Lots Care” be received as information.

BACKGROUND

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

Resolution # 2025-041

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

A. THAT report RCP 25-001 titled “Cemetery By-Law Lots Requirements” be received as information; and

B. THAT the Cemetery By-Law Section 13 Care of Lots – Flowers requirements be reviewed by the Parks, Beautification and Cemeteries Advisory Committee and staff, for recommendations on finding efficiencies and that a report be brought back to Council.

Carried

DISCUSSION

This report facilitates presenting the Committee’s recommendation in response to Council’s motion from February 25, 2025.

Following Council resolution, at the February 25, 2025 meeting, the Parks, Beautification & Cemeteries Committee formed a subcommittee made up of Isaac Card, Kristine Vandenbussche, Barb Wareing and Martha Kirkpatrick. The subcommittee met on March 11, 2025, to discuss and review the current Care of Lots section of the Cemetery By-law.

RCP 25-017

The subcommittee reviewed and discussed rules in surrounding cemeteries, past and future considerations and concluded that the by-law as it is worded in the current document reflects the needs of cemetery users as well as giving staff the power to make decisions based on individual cases and circumstances.

The ongoing theme of the conversation amongst the committee and subcommittee was how people grieve and honour lost loved ones varies, depending on cultural, emotional and personal factors. And to restrict the bylaw further, restricts people from mourning and remembering their loved ones how they wish.

Therefore, the subcommittee advised, and committee agreed that the recommendation to Council be that the by-law remain as is. They further noted that once the current cemetery is filled and the new section opened, that would be the ideal time for another review regarding that section specifically and to update to the existing by-law if deemed necessary.

At the March 25, 2025, Parks, Beautification and Cemeteries Advisory Committee meeting, the following resolution was passed:

Moved by: Mike Dean

Seconded by: Pete Luciani, Councillor

THAT the PB&C committee recommend that the Care of Lots section of the Cemetery By-Law remain as is and be revisited when the cemetery is being expanded.

Staff Recommendation

Staff recommend that Council receive this report for information, consistent with the Committee's recommendation that no amendments be made at this time. Should Council wish to propose changes to the by-law, staff respectfully request clear direction on the specific amendments to be made.

CONSULTATION

Parks, Beautification and Cemeteries Advisory Committee

FINANCIAL IMPACT/FUNDING SOURCE

There is no financial impact to this report.

CORPORATE GOALS

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

RCP 25-017

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

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

Goal – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles; The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

Strategic Direction – Develop a robust, long-term asset management plan to inform evidence-based decisions regarding the maintenance, rehabilitation and replacement of community facilities; Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives.

Priority Project – N/A

ATTACHMENTS

Appendix A – Cemetery Lots By-law Excerpt – Sections 12 and 13

12.CARE OF LOTS

12.1. Income from the Care and Maintenance Fund shall be expended to maintain secure and preserve the cemetery grounds. Such expenses may include, but are not limited to expenses arising from:

- Re-levelling and sodding or seeding of lots
- Maintenance of cemetery roads, sewers and water systems
- Maintenance of perimeter walls and fences
- Maintenance of cemetery landscaping
- Maintenance of columbarium
- Repairs and general upkeep of cemetery maintenance buildings and

Equipment

12.2. The Cemetery Operator reserves the right to regulate the articles placed on lots or plots, including those that pose a threat to the safety of all Interment Rights Holders, visitors to the cemetery, Cemetery Contractor or his/her assistant or those designated to do work on behalf of the Cemetery Operator; prevents the Cemetery Operator from performing general cemetery operations; or are not in keeping with the respect and dignity of the cemetery. Prohibited articles will be removed and disposed of without notification.

12.3. No person shall plant trees or create new flower beds in the cemetery except with the approval of the Cemetery Operator.

12.4. If any trees are situated in the boundaries of any lot shall have, become by means of their roots, limbs or branches or in any way, detrimental to the adjacent lots, drains, roads or walks, or prejudicial to the appearance of the ground or inconvenient to the public, the Cemetery Supervisor or designate may remove such trees or parts thereof.

12.5. No Person other than the Cemetery Supervisor or designate shall cut or remove any sod or in any other way change the surface of the burial lot in the Cemetery. In the event of any such change, the Cemetery Operator may restore the lot to its original grade at the expense of the Holder.

12.6. No unauthorized person shall move grave markers in the cemetery.

12.7. Borders, fences, railing, cut-stone coping and hedges in or around lots are not permitted.

12.8. Moon rays/solar lights shall not be permitted.

12.9. Flat markers with a vase affixed thereto, shall be permitted in the Cemetery, however, the vase shall only be allowed to be raised one (1) week before and one (1) week after Decoration Day (3rd Sunday in August). The vase must be lowered during the remainder of the year for maintenance purposes.

12.10. Nails, wires, glass or breakable pottery/ornamental containers/articles, or any other material that creates a hazard to workers and to visitors when neglected or broken shall not be permitted in the cemetery. The Cemetery Supervisor or designate shall have the authority to remove any neglected containers/articles deemed to be creating a hazard.

12.11. Candles, incense and flammable articles shall not be permitted in the cemetery.

12.12. The Cemetery Operator shall not be responsible for loss or damage to any articles left upon any lot or plot.

12.13. Rubbish shall not be thrown on roads, walks, or any part of the grounds or buildings. Receptacles are provided at convenient locations within the premises for the deposit of weed, decayed flowers, plants, etc.

12.14. When necessary, the Cemetery Supervisor or designate shall lay wooden planks on the burial lots and paths to protect the surface from damage of heavy equipment when undertaking required work within the cemetery.

13. CARE OF LOTS - FLOWERS

13.1. A flower bed should not be created if they are unable to be maintained. The Cemetery Supervisor or designate shall have the right to remove a flower bed if it is not being maintained. The Cemetery Operator, or designate is not responsible for any watering or maintenance of live plants and flowers or artificial decorations.

13.2. Flower beds shall be permitted in front of upright monuments and markers located at the head of lots, but must not exceed 50.8 cm (20 inches) distance from the monument/marker base. Beds are not to exceed the monument/marker width and where there is no monument, flower beds can only be planted by permission of, and under the direction of the Cemetery Supervisor. Planting of borders around lots is prohibited.

13.3. Flower beds and plants, etc. shall not be permitted behind the monument as the rights to this area may belong to other individuals or the Cemetery Operator. Exceptions may apply to those who hold the rights to consecutive lots only upon written approval by the Cemetery Supervisor.

13.4. Flowers, flower beds shall be prohibited on lots designated for flat markers (memorial lots/urn garden).

13.5. Flowers placed on a grave for a funeral shall be removed by the Cemetery Supervisor or designate after a reasonable time to protect the sod and maintain the tidy appearance of the cemetery.

13.6. In the event that a flower bed located on a lot impedes a regular interment, the Cemetery Supervisor or designate shall have the right to remove such flower bed. It is the responsibility of the lot owner to replace such flower bed if desired.

13.7. To preserve the proper appearance of the grounds, fresh and artificial flower arrangements as well as potted plants are permitted to be placed on cemetery lots between May 1 and October 31. These must be cleaned up and removed by November 1st of each year.

13.8. No glass containers shall be used for flowers.

13.9. Natural winter wreaths or toppers as well as seasonal artificial flowers and wreaths are permitted to be placed on a lot between November 1 and March 31 each year. These must be securely fastened to the monument, or where there is not a monument, mounted on a stand of at least 76.20 cm (30 inches) high securely anchored to the ground. These must be cleaned up and removed by March 31 each year.

13.10. The Cemetery Supervisor or designate reserves the right to remove all natural or artificial flower arrangements, wreaths, potted plants in containers or toppers when they become withered or unsightly, or for other reasons such removals are in the best interest of the cemetery.



Laura Hammer
Vegetation Manager

Box 8100
Montréal, Québec Canada
H3C 3N4

Boite 8100
Montréal, Québec/Canada
H3C 3N4

April 3, 2025

RE: CN RIGHT-OF-WAY VEGETATION MANAGEMENT

Dear Mayor,

At CN, we are committed to operating a safe and efficient railway while fostering trust and collaboration with the communities we serve. As part of this commitment, we are reaching out to inform you of our upcoming vegetation management activities in your area, scheduled to take place between April and October 2025. You can find a regularly updated schedule at www.cn.ca/vegetation.

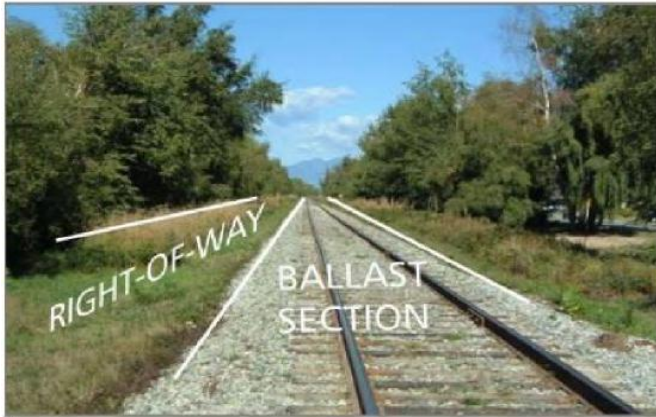
Vegetation management is a crucial component of railway safety and regulatory compliance. In accordance with Transport Canada's requirements, our program helps maintain clear sightlines for motorists and pedestrians at crossings while mitigating potential risks to railway operations. By proactively managing vegetation, we enhance safety for both rail operations and the surrounding communities.

Management Strategies

CN manages vegetation using both chemical and mechanical methods. We are sensitive to concerns your community may have regarding chemical vegetation management and at CN, we strive to safeguard our neighbouring communities and the environment.

The track infrastructure is composed of two main sections, the 24-foot ballast section (which is primarily gravel and supports the track structure) and the right of way portion (which is the area outside of the ballast section to the CN property boundary).

The 24-foot ballast section and the areas around signals and communications equipment that are critical for safe railway operations will be managed using chemical methods. Application in these safety critical areas is done by spray trucks or spray trains with downcast nozzles that spray a short distance above the ground surface with shrouded booms, specially designed to limit the chemicals from drifting. The right-of-way section is maintained using mechanical control methods such as mowing, or brush cutting and may be chemically treated to control noxious or invasive weeds or brush.



CN will use chemical control techniques on the ballast section and specific locations of the right of way throughout the network for safety reasons. Furthermore, when chemicals are applied via spray train or truck, additives called surfactants are included to make the chemical work better.

CN has retained professional contractors qualified to undertake this work. They are required to follow all laws and regulations that apply to CN. In addition, the contractors will ensure that vegetation control is performed with consideration of the environment and in accordance with the highest industry standards.

Inquiries

Should your community have any noxious weed removal requests, we ask that you contact CN's Public Inquiry Line at contact@cn.ca or fill out the form at www.cn.ca/vegetation before June 1, 2025 with the specific information and location. CN will make every effort to include those locations as part of our 2025 Vegetation Management Program. All notices sent after the above-mentioned date will be included in the 2026 Vegetation Management Plan.

We look forward to working with you and answering any questions you may have regarding our vegetation control activities in your community. Please find attached the notices CN is publishing in local papers to advise the public. We would kindly ask that you post copies on your community's website and at City Hall or other central locations for a wider distribution.

For any questions or more information, please contact the CN Public Inquiry Line by telephone at 1888-888-5909, or by email at contact@cn.ca.

Please also find a list of FAQs regarding the program that may be of further assistance at www.cn.ca/vegetation. Best regards,

Laura Hammer

Vegetation Manager

COMMUNITY NOTICE



ANNUAL VEGETATION MANAGEMENT PROGRAM

Each year, CN is required to manage vegetation on its right-of-way. Managing this vegetation contributes to mitigating fire risks and enhances the efficiency of inspection of track infrastructure. The spray program is not being done for aesthetic reasons.

To ensure safe railway operations, CN will conduct its annual spray program on its rail lines in the province of Ontario. A certified professional (Davey Tree Expert Company of Canada, Ltd., 1-800-465-6367) will apply herbicides on and around the railway tracks (primarily along the 24-foot graveled area/ballast). Product requirements for setbacks in the vicinity of dwellings, aquatic environments and municipal water supplies will be met.

CN may use the following herbicides and active ingredients:

- Arsenal Powerline (Imazapyr 26.7%, BASF),
- Aspect (Picloram 97.5g/L, 2,4-D 360g/L, Corteva)
- Clearview (Aminopyralid 52.5%, Metsulfuron-methyl 9.45%, Corteva)
- Credit Xtreme (Glyphosate 540g/L, Nufarm)
- Detail (Saflufenacil 342g/L, BASF)
- Esplanade (Indaziflam 200g/L Envu)
- Garlon RTU (Triclopyr 144g/L, Corteva)

- Garlon XRT (Triclopyr 755g/L, Corteva)
- Gateway adjuvant (Paraffinic Oil 586g/L, Alkoxylated alcohol 242g/L, Corteva)
- Hasten NT adjuvant (Methyl & ethyl oleate 75.2%, Norac)
- Milestone NXT (Aminopyralid 60%, Florpyrauxifen 4.77%, Corteva)
- Navius Flex (Metsulfuron-methyl 12.6%, Aminocyclopyrachlor 39.5%, Envu)
- Overdrive (Diflufenzopyr 205, Dicamba 50%, BASF)
- Roundup WeatherPro (Glyphosate 540g/L, Bayer)
- Telar XP (Chlorsulfuron 75%, Envu)
- Torpedo EZ (Flumioxazin 160g/L, Pyroxasulfone 203g/L, Valent)
- Vision Max (Glyphosate 540g/L, Bayer)

CN only uses herbicides that have been approved for use in Canada and in the province within which they are applied. The program is expected to take place from April to October 2025.

Visit www.cn.ca/vegetation for more information or to make an inquiry, contact the CN Public Inquiry Line at contact@cn.ca or 1-888-888-5909.

CN.CA

REPORT TO COUNTY COUNCIL

2024 Annual Waste Management Reports

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATION

1. That County Council receive Report PW 2025-18 entitled “2024 Annual Waste Management Reports” as information.

REPORT HIGHLIGHTS

- This report summarizes the annual performance of the Oxford County Waste Management Facility (OCWMF) and waste diversion programs in 2024.
- The County achieved an overall landfill waste diversion rate (residential and Industrial, Commercial and Institutional (ICI) waste material handled by Oxford County) of approximately 46% in 2024 and has an estimated remaining landfill service life of approximately 31 years.
- 2024 achievements include the diversion of 35,010 tonnes of material received at the OCWMF and includes brush, leaf and yard waste, construction and demolition waste, blue box material, biosolids, electronic waste, scrap metal, film plastic and agricultural plastic.
- Other 2024 accomplishments include the start of the South Fill Area Expansion Landfill Gas Wellfield Expansion projects.

Implementation Points

The 2024 Annual Waste Management Reports will be submitted to the Ministry of Environment, Conservation and Parks (MECP) by March 31, 2025, in accordance with regulatory requirements and posted on the County’s website for public access.

Financial Impact

There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2025 Business Plan and Budget for Waste Management.

Communications

The 2024 Annual Waste Management Reports will be available for public viewing on the County's website on March 26, 2025, at <https://www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx#Public-Works-Annual-Reports>.

The County communicates the performance of key Public Works systems (Waste Management, Transportation, and Water and Wastewater) annually to the public through an annual social media campaign after the last performance report has been submitted to Council. In addition, the County will further communicate 2024 performance highlights of key Public Works systems, including Waste Management, to the public through an annual social media campaign during National Public Works Week (May 18 – 24, 2025).

A copy of Report PW 2025-18 will be circulated to Area Municipalities and Zero Waste Oxford.

2023-2026 STRATEGIC PLAN

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

The recommendation in this report supports the following Strategic Plan pillars and goals:

		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
	Goal 2.1 – Climate change mitigation and adaptation Goal 2.2 – Preserve and enhance our natural environment	Goal 3.1 – Continuous improvement and results-driven solutions

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

DISCUSSION

Background

Waste Management Services

As the Waste Management Authority, the County is responsible for residential curbside waste collection (garbage, recycling, large items) and management of waste generated within the County through landfill disposal, waste diversion, and resource recovery programs. The OCWMF is operated by County staff and receives solid waste from residential and ICI sources within the County. Residential waste collection services are managed by the County through a third-party contractor and municipal service agreements with Area Municipalities (City of Woodstock and Township of South-West Oxford).

Curbside collection of residential garbage, recycling (Blue Box) and large items is further supplemented by convenience depots located throughout the County where residents can drop off various waste materials (yard waste, film plastic, bulky Styrofoam, large items, recyclables, household hazardous waste, electronics, tires, scrap metal, and agricultural plastics). Convenience depots are operated by Area Municipalities on behalf of the County and are funded through the County's Waste Management budget.

A summary of the County-wide residential waste collection services and associated County service providers is provided in Table 1.

Table 1: Residential Waste Management Collection Services/County Service Providers

Waste Collection Services		Ingersoll, Blandford-Blenheim, East Zorra-Tavistock, Norwich, Zorra	Tillsonburg	South-West Oxford	Woodstock
Garbage and Blue Box Service Providers	Curbside Collection	County Contractor (weekly co-collection garbage and single stream recycling)		South-West Oxford * (six-day co-collection garbage and single stream recycling)	Woodstock * (weekly garbage and bi-weekly two stream recycling collection)
	Garbage Disposal	Oxford County Waste Management Facility (OCWMF) (User Fees Apply)			
	Blue Box Processing	County Contractor			Woodstock Contractor *
Convenience Depots Service Providers <i>(includes Blue Box, Cardboard, Film Plastic and Bulky Styrofoam, Agricultural Bale Wrap, Scrap Metal, Household Hazardous Waste, Cooking Oil (FOG), Tires, Electronics, and Construction and Demolition)</i>		Woodstock Enviro Depot * (Excludes agricultural bale wrap) (User Fees Apply for Non-Woodstock Residents)			
		South-West Oxford - Beachville Fire Hall * (Film Plastic Only)			
		Tillsonburg Transfer Station * (Excludes collection of blue box, household hazardous waste, tires, electronics, and agricultural bale wrap) (Open to all County residents in 2024, User Fees for Non-Tillsonburg Residents)			

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Waste Collection Services		Ingersoll, Blandford-Blenheim, East Zorra-Tavistock, Norwich, Zorra	Tillsonburg	South-West Oxford	Woodstock
		Oxford County Waste Management Facility (OCWMF) (User Fees for Some Materials May Apply)			
Leaf and Yard Waste Depots Service Providers	Collection	Ingersoll, Zorra, East Zorra-Tavistock, Blandford-Blenheim, Tillsonburg and Norwich Leaf and Yard Waste Depots		OCWMF Leaf and Yard Waste Depot	City of Woodstock Leaf and Yard Waste Depot *
	Processing	Oxford County Compost Facility			
Large Items Service Providers	Collection	County Contractor (once annual curbside collection) (NEW in 2024 – once annual curbside collection in Tillsonburg)			Woodstock * (once annual curbside collection)
	Convenience Depots	Woodstock Enviro Depot * (User Fees Apply)			
		Tillsonburg Transfer Station * (Open to all County residents in 2024 with User Fees)			
		Oxford County Waste Management Facility (OCWMF) (User Fees Apply)			
	Processing	Oxford County Waste Management Facility (OCWMF)			

* Services provided by the Area Municipality under contract to the County

Oxford County and its eight Area Municipalities are scheduled to transition to the Provincial common collection system and Extended Producer Responsibility (EPR) on January 1, 2026. With the transition to full EPR, Ontario municipalities will no longer be responsible for managing and financing the traditional Blue Box program (collection and processing).

Environmental Regulatory Compliance

Operation of waste management facilities and waste diversion programs are regulated by the MECP through applicable legislation and issuance of Environmental Compliance Approvals (ECAs). Submission of annual reports to the MECP for various waste management services and activities is a regulatory requirement to demonstrate environmental compliance with associated legislation and specific ECA terms and conditions.

Annual reporting requirements must comply with the guidelines set out in the MECP's Technical Guidance Document: Monitoring and Reporting for Waste Disposal Sites Groundwater and Surface Water. This document provides a general framework for completing technical reports, as well as a report structure to ensure that all necessary information is provided for the MECP to complete a technical review of monitoring performed at both active and closed waste disposal sites.

In accordance with regulatory requirements, the 2024 Annual Waste Management Reports, prepared for submission to the MECP, provide performance data on Oxford County's waste management facilities, operations, and programs. The pertinent regulatory requirement is referenced in each Annual Waste Management Report.

Closed Landfill Sites

Oxford County owns the following eight closed landfill sites that were historically owned and operated at the lower-tier level and were transferred to the County in the early 1980s.

- Lakeside (East Nissouri) Landfill
- Embro (West Zorra) Landfill
- Thamesford (North Oxford) Landfill
- Blandford-Blenheim (Drumbo) Landfill
- Gunn's Hill (East Oxford) Landfill
- Otterville (South Norwich) Landfill
- Tillsonburg Industrial Landfill
- Holbrook Landfill

The local landfill sites noted above were closed prior to being transferred to the County, with the exception of the Tillsonburg and Holbrook sites that remained open and were operated by the County for a period of time until the OCWMF was opened in 1986.

With the exception of the Holbrook Closed Landfill Site, annual reporting to the MECP for the County-owned closed landfills is not a regulatory requirement. However, monitoring programs for landfill gas, groundwater, and surface water have been implemented at these sites as a due diligence exercise to identify any adverse environmental impacts and mitigate the County's risk and potential liability.

Comments

Summary of County-Wide Waste Generation

Approximately 112,450 tonnes of waste (0.3% decrease over 2023) was generated in Oxford County in 2024. Of the total amount of waste generated, 82,840 tonnes (0.6% decrease over 2023) was processed at the OCWMF. The remaining approximately 29,610 tonnes of waste was exported out-of-County (without direct handling at the OCWMF). This includes an estimated 26,790 tonnes of waste from the ICI sector (disposed of by private haulers) and 2,820 tonnes of Blue Box material from the City of Woodstock's curbside collection program exported directly to an out-of-County processing facility. Overall, approximately 26% (equal to 2023) of the total waste generated is being exported out of County.

A summary of County-wide waste generation in 2024 is depicted in Figure 1 with a historical summary of County-wide waste generation illustrated in Table 2. The total waste and large item generation tonnage per household (hh) for 2024 was 389 kg/hh for the entire County, representing a 5% increase over 2023.

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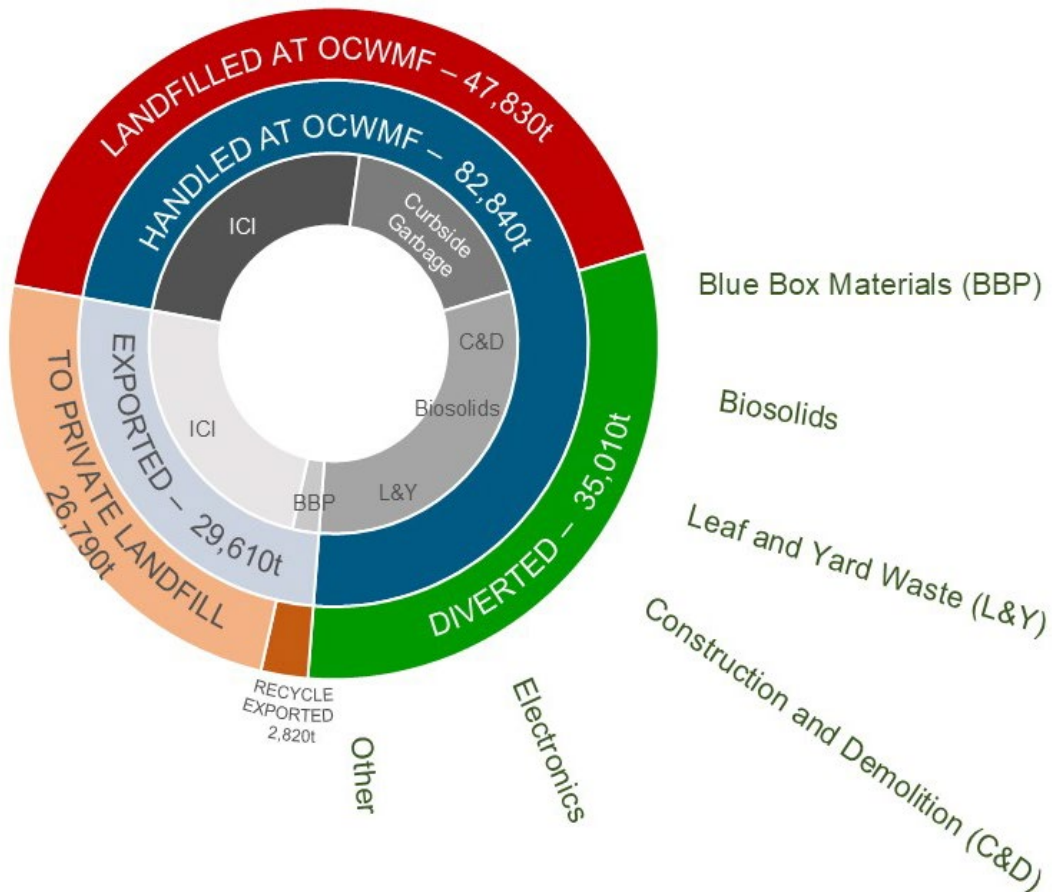


Figure 1: 2024 County-wide Waste Generation

Table 2: Historical County-Wide Waste Generation Summary (2020-2024)

Year	Total Waste Generated in Oxford County (tonnes)	Waste Exported out of County (tonnes)	Waste Processed at OCWMF (tonnes)	Waste Diverted and Recycle Exported (tonnes)	Landfill Diversion Rate
2024	112,450	29,610	82,840	38,000	46%
2023	112,780	29,425	83,355	37,350	45%
2022	109,454	29,232	80,222	36,280	45%
2021	115,195	29,040	86,155	40,095	47%
2020	122,610	26,025	96,585	40,320	42%

2024 Annual Waste Management Reports

The 2024 Annual Waste Management Reports have been generated to satisfy ECA terms and conditions, regulatory requirements, and Ministry technical reporting guidance documents, and will be submitted to the MECP by March 31, 2025.

The annual reports are linked below, followed by a summary section for each:

- [2024 Oxford County Waste Management Facility, Salford Operations and Monitoring Report](#)
- [2024 Oxford County Waste Management Facility, Annual Monitoring Report, Landfill Gas Collection and Flaring System](#)
- [2024 Oxford County Holbrook Landfill, Water Monitoring Report](#)
- [2024 Oxford County Stormwater Pond Results - Summary and Interpretation](#)
- [2024 Oxford County Waste Management Facility, HHW Annual Report](#)
- [2024 Oxford County Leaf and Yard Waste System Annual Report](#)
- [2024 Oxford County Blue Box System Annual Report](#)
- [2024 Oxford County Closed Landfill Sites, Due Diligence Monitoring](#)

Staff are pleased to inform County Council that in 2024, the County's waste management facilities and programs operated within environmental regulatory compliance and that no adverse environmental impacts were observed.

Oxford County Waste Management Facility, Salford 2024 Operations and Monitoring Report

- Approximately 82,840 tonnes of waste was handled at the site, with approximately 35,010 tonnes being diverted and recovered as material resources. Overall resource recovery material brought to the OCWMF in 2024 decreased by 6% and landfilled material decreased by 0.6%.
- The total trips by all vehicles using the facility averaged about 4,702 per month in 2024, an increase of 16% compared to 2023.
- The film plastic drop-off program generated 15 tonnes of material in 2024, a 67% increase over 2023.
- The bulky Expanded Polystyrene (Styrofoam) program generated 11 tonnes of recycled packaging material for reuse in product manufacturing, no change from 2023 tonnages.
- The remaining landfill site service life in 2024 is calculated to be approximately 31 years based on the current landfilling rate and waste diversion rate (approximately 46%).
- There were no influences of leachate in the groundwater at the site boundaries.
- Private well monitoring showed no landfill influence.

The MECP conducted a routine facility ECA inspection in August 2024. Of the items that were inspected, no environmental compliance orders were issued. However, the inspection report identified one ongoing concern and one recommendation:

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- MECP identified a concern with surface emissions but acknowledged ongoing abatement efforts by the County to undertake repairs to the interim landfill cover, manhole sealing, and expansion of the landfill gas wellfield pending ECA approval in 2025.
- MECP recommended installation of a gas monitoring alarm system at the County's Biosolids Centralized Storage Facility (BCSF) due to proximity to the active landfill site.

Annual Monitoring Report, Landfill Gas Collection and Flaring System (LGCFS) January 2024 – December 2024, Oxford County Waste Management Facility

- The LGCFS operated as intended in 2024 and successfully controlled emissions even though volumes and concentrations of methane gas continue to remain low. The flare had an average run time of 65% compared to 32% in 2023. This increase in run time is due to modifications to operations to maximize flare run times. In 2024 the flare ran at an average flow of 97 cubic feet of gas volume per minute (cfm), down from 107 cfm in 2023 and an average 39% methane by volume, down from 48% in 2023.

2024 Water Monitoring Report, Holbrook Closed Landfill

- There was no clear indication of leachate influence in the deeper groundwater system at the property boundaries and no landfill influence at the private well monitoring locations.
- No methane was detected in 2024.
- Staff will continue to perform inspections at this facility to ensure the site is secure and to assess any potential environmental concerns.

2024 Due Diligence Monitoring Program, Oxford County Closed Landfill Sites

Monitoring programs for landfill gas, surface water and ground water were undertaken at County-owned closed landfill sites as a due diligence exercise and to identify any offsite adverse environmental impacts. The findings and recommendations of the 2024 Due Diligence Monitoring Program are highlighted below:

- No landfill impacts were identified at the Lakeside, Embro, Thamesford, Gunn's Hill and Otterville Closed landfill sites and therefore, further annual monitoring is not required.
- Continued annual monitoring is recommended to observe parameter concentration trends of potential historic impacts to the surface water and shallow groundwater to the east of the Blandford-Blenheim site.
- Continued monitoring at the Tillsonburg site is recommended to observe parameter concentration and flow rate trends at surface water monitoring locations to the east and southeast of the site.

Oxford County 2024 Compost Facility Storm Water Management (SWM) Annual Report

SWM system monitoring results indicated acceptable effluent concentrations were consistent with historical trends. In 2024, there were minor Provincial Water Quality Objectives/Canadian Environmental Quality Guidelines (PWQO/CEQG) exceedances for field pH, iron, total phosphorus, Total Suspended Solids (TSS) and phenols recorded, and mitigation was not deemed necessary based on external review using benchmark standards and historical reporting limits.

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Oxford County 2024 Household Hazardous Waste (HHW) Depot Annual Report

- The depot serviced approximately 5,522 vehicles, a 7% increase from 2023.
- Approximately 218 tonnes of HHW material was collected, a 28% increase over 2023.
- The City of Woodstock's HHW Depot was open 159 days in 2024 and collected 115 tonnes of HHW (increase of 15% from 2023).

Oxford County 2024 Leaf and Yard Waste System Annual Report

- Over 17,840 tonnes of material was received, representing a 7% increase over 2023.
- Approximately 13,730 tonnes of finished compost was sold to the end market in 2024 and generated over \$264,400 in County revenue.
- A total of 95 composters and 170 green cones were sold to residents, a decrease of 37% from 2023.
- Home composters and green cones are sold throughout the County at a subsidized rate of \$20 and \$51.50 each, respectively.

Oxford County continues to undertake backyard composting program education and outreach to help reduce the quantity of organics currently black bagged/landfilled. Also, implementation of a County-wide SSO program will be phased in starting in 2026 for the Township of South-West Oxford and the City of Woodstock and in 2027 for the rest of the County.

Oxford County 2024 Year-End Blue Box Waste Management System Annual Report

- The recycling collection tonnage per hh for 2024 was 152 kg/hh for the entire County, representing a 1.3% decrease from 2023 even though there was a 1% increase in households. A contributing factor to the decrease in collected tonnes is due to material weight; Blue Box materials (e.g. paper products and packaging products) continues to be made lighter.
- 7,860 tonnes of residential curbside Blue Box material was collected (0.6% decrease from 2023). Following the removal of contaminated material (residual waste) during processing, approximately 6,640 tonnes of processed material was sent to end markets.
- The contamination rate of the 2024 County single stream recycling program is estimated at 15% and the South-West Oxford single stream recycling program is estimated at 3% based on third-party audit data. The variance between the diversion rates is due to the amount of sorting performed at the curb by the collector, the amount of urban vs rural stops and more specifically, the decrease in multi-residential collections, which typically have a higher blue box contamination rate. The Township collects on average 300 fewer stops per truck per day compared to the County's contractor. This variance in stops increases the amount of time available to sort material at the curb. The average contamination rate for single-stream recycling programs is 11% based on industry audit data, placing the South-West Oxford contamination rate below and the County higher than the industry average.
- The contamination rate for the two-stream recycling program in Woodstock was estimated at 9% based on third-party audit data, placing the contamination rate above the industry average of 7%.

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2025 represents the last year that the Blue Box Program will be administered by municipalities and the County will continue to update residents on the Blue Box Program Transition to Producer Responsibility through the County's [website](#).

Film Plastics, Bulky Styrofoam, and Agricultural Bale Wrap Diversion Programs

There are five drop-off depots for film plastics and three drop-off depots for bulky Styrofoam located across the County and collected material tonnage continues to increase year over year with film plastic increasing by 66% in 2024 while bulky Styrofoam remained constant. The agricultural bale wrap program which started in 2023, increased collected tonnage by 60% in 2024.

Curbside Waste Collection Contract Performance

In 2024, staff monitored and tracked performance issues and any occurrences of missed and incomplete collections over the course of the year. Detailed contract performance metrics in 2024 are summarized in Table 3.

Table 3: 2024 County Curbside Collection Contractor Annual Completion Rate

Collection Performance		Ingersoll	Tillsonburg	Blandford-Blenheim	Norwich	East Zorra-Tavistock	Zorra	Total
Successful Route Completion Rate *	Q1	100%	100%	99%	99%	98%	100%	99%
	Q2	100%	99%	96%	99%	99%	95%	98%
	Q3	98%	100%	98%	97%	100%	96%	98%
	Q4	97%	99%	96%	99%	100%	99%	98%
Average Annual Completion Rate		99%	100%	97%	99%	99%	98%	98%

* Successful route completion indicates where the planned route curbside collection was completed on the designated pick-up day (no missed collections).

Staff regularly addressed contract performance issues with its collection contractor (Emterra) to ensure that any curbside collection customer service issues or incomplete collections were either resolved on the same collection pickup day (in most cases) or carried over to the next calendar day.

2024 Accomplishments

As part of the Goals and Objectives of the 2024 Business Plan and Budget - Waste Management, the following initiatives were implemented:

Residential (Curbside) Diversion Rate

The residential diversion rate (from curbside, depots, brush, leaf and yard waste depots, and OCWMF) was estimated to be 52% in 2024. The residential diversion rate has plateaued in recent years ranging between 47-52%.

Landfill Diversion Rate

The County's landfill diversion rate is currently 46% and takes into consideration all waste managed through County Waste Management services (residential and ICI). It is important to note that this diversion rate differs from what is published by the Resource Productivity and Recovery Authority, known as the residential diversion rate, which only takes into consideration residential generated waste.

Advancing to Zero Waste

To achieve the goals and objectives in the County's **Zero Waste Plan**, as well as address provincial and federal regulatory requirements, the County will need to further increase waste diversion efforts through innovative programs and technologies.

In 2025, Council approved a County-wide green bin (SSO) program to be phased in over 2026 and 2027, which is the next step to increasing the life of the County's landfill site and further increasing the landfill diversion rate.

CONCLUSIONS

The 2024 Annual Waste Management Reports demonstrate that Oxford County's waste management programs and facilities continue to operate in compliance with regulatory requirements.

Residents and businesses across Oxford County continue to receive convenient access to curbside and waste management facility diversion programs.

Notable changes to management of waste across Oxford County will continue over the next decade and will contribute to the collective goals of a circular economy and recognizing waste as a resource.

SIGNATURES

Report author:

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Departmental approval:

Original signed by

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

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

2024 Annual Energy Report

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATION

1. That County Council receive Report PW 2025-21 entitled “2024 Annual Energy Report” as information.

REPORT HIGHLIGHTS

- The purpose of this report is to summarize the County’s 2024 renewable energy (RE) generation results and provide an overview of annual energy consumption and greenhouse gas (GHG) emissions by County-owned facilities and fleet assets in 2024.
- The County’s annual RE generation has increased by approximately 203% since 2015 baseline levels, with 5.56 million kilowatt hours (ekWh) of RE produced in 2024 from various solar, biogas and geothermal applications - reaching 85% of the County’s 2025 target of 11.7%.
- County facilities consumed just over 47.6 million ekWh of energy in 2024, costing approximately \$4.7 million. Despite total energy consumption by facilities increasing 2.9% since 2015 due to expanded provisions of municipal services, the actual energy use intensity (EUI) for buildings/minor assets and water/wastewater treatment plants has reduced by 25.2% and 5.1%, respectively.
- The County’s fleet and equipment consumed approximately 8.5 million ekWh of energy in 2024, including \$1.09 million in fuel purchases of unleaded gasoline, diesel, compressed natural gas (CNG) and electricity. Approximately 32% of the County’s in-service fleet (57 out of 179 units) have been converted to alternative fuels as of the end of 2024 to reduce fossil fuel consumption and GHG emissions.
- County facilities and fleet produced 5,744 tonnes of carbon dioxide equivalent (tCO₂e) in GHG emissions in 2024 which were 7.7% lower than 2015. Factoring in service growth, the actual GHG intensity for facilities and fleet decreased by about 26.4% and 8.5%, respectively.

IMPLEMENTATION POINT

As required by O. Reg. 25/23, the 2024 energy consumption data and GHG emissions will be reported through the Broader Public Sector reporting portal by July 1, 2025.

Financial Impact

There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2025 Business Plan and Budget based on the County's *2024 Energy Management Plan*, *2022-2032 Renewable Energy Action Plan* and *2021-2025 Green Fleet Plan*.

Communications

Upon Council approval, this Council report will be circulated to Area Municipalities, Smart Energy Oxford, the County's staff Energy Team and Extended Leadership Team as information outlining the progress of Oxford County's corporate organization relating to the goals of the *100% RE Plan*.

As all municipalities are required under *O. Reg. 25/23: Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans*, the County communicates energy performance to the Ministry of Energy, via annual energy consumption and GHG emissions reporting. This is completed annually, as well as through the County's *2024 Energy Management Plan* (EMP) updated in 2024.

Annual energy updates are posted to the Oxford County website at www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx, with highlights shared on social media. In addition, the County will further communicate 2024 performance highlights of key Public Works systems, including energy initiatives, to the public through an annual social media campaign during National Public Works Week (May 18 – 24, 2025).

2023-2026 STRATEGIC PLAN

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

The recommendation in this report supports the following Strategic Plan pillars and goals:

		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
Goal 1.2 – Sustainable infrastructure and development	Goal 2.1 – Climate change mitigation and adaptation	Goal 3.1 – Continuous improvement and results-driven solution

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

DISCUSSION

Background

On June 24, 2015, Oxford County Council unanimously passed the 100% RE goal by 2050. This was followed up when County Council adopted the [100% RE Plan](#) on June 27, 2018, which lays out a strategic approach to achieving the goal of 100% RE by 2050. This initiative seeks to reduce energy consumption while at the same time increasing RE generation to achieve net-zero performance across the geographical County by the year 2050.

The 100% RE Plan is based on a community-wide initiative. The County organization is a major contributor to the potential achievement of the 100% RE Plan by addressing the energy consumption and generation potential of the County's facility and fleet portfolio, striving to be a leader within the community and demonstrating active support for this important community goal.

As shown in Figure 1 below, the 100% RE Plan has a number of contributor groups, including individual residents, organization groups, businesses residing in the community and governments, which include the area municipalities, as well as the County organization.

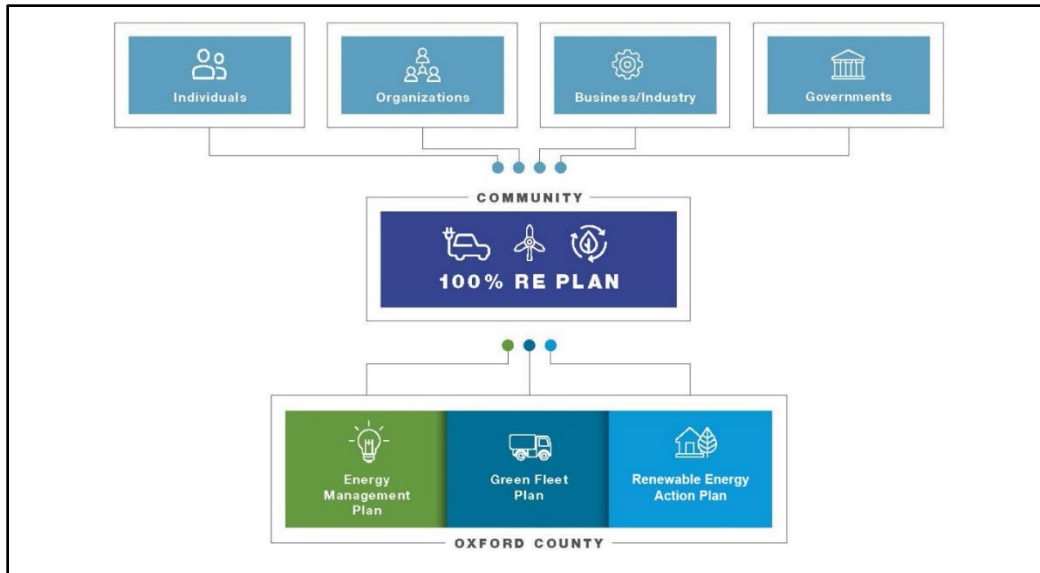


Figure 1 – 100% RE Plan Contributors

Over the last number of years, Oxford County has set organizational goals to help advance the progress of the 2050 100% RE community goal. Of note, the County has developed and implemented various plans to drive efforts of energy conservation and RE generation (or harvesting) as follows:

- 2024 Energy Management Plan** – On July 10, 2024, County Council approved Report **PW 2024-25**, which outlined the County's updated **Energy Management Plan** (EMP-2024) for 2024 through to the end of 2028. EMP-2024 is the third iteration of the County's EMP, with the first being enacted in 2014. As required by provincial regulation O. Reg. 25/23, this EMP is required to be updated every five years, with the next update due by July 2029. The focus of this plan is on energy conservation and GHG emission reductions.
- 2021-2025 Green Fleet Plan** – On June 9, 2021, County Council adopted Report **PW 2021-23**, which outlined the County's 2021-2025 **Green Fleet Plan** (GFP-2021) building off the former **2016 Green Fleet Plan**. This is the second iteration of the GFP and specifically targets the reduction of GHG emissions through progressive transformation of the County's fleet towards lower carbon alternative fuels and energy reduction. The next iteration of this plan will be presented to Council later in 2025 and will outline the County's plan from 2026-2031.
- 2022-2032 Renewable Energy Action Plan** – On August 10, 2022, County Council approved Report **PW 2022-37**, which outlined the County's 10-year **Renewable Energy Action Plan** (REAP) for 2022 through to 2032. The REAP will expand upon the County's existing renewable energy systems through a proposed multi-year capital implementation plan comprised of an additional solar PV system, geothermal / air source heat pump, heat recovery and wood pellet boiler technology applications. The focus of this plan is on RE generation (harvesting), as well as energy conversion to reduce GHG emissions.

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Management of energy and GHG emissions plays an integral role in reducing GHG emissions and energy consumption, improving energy efficiency, establishing financial stability and increasing RE harvesting. Management includes planning, implementing, verifying and reporting. For this reason, the County organization has established and adopted the EMP, GFP, and REAP, each of which plays a role in identifying where the County may reduce energy dependence and resulting GHG emissions in support of the community's 100% RE Plan. These plans provide a roadmap, along with actionable items required to meet the targets. Refer to Table 1 below for a summary of how the County organization is progressing with respect to targets as identified in the 100% RE Plan.

Table 1 – 100% RE Plan Energy and GHG Target Status*

Description	Current 2024	Intermediate Target 2025	Final Target 2050
Total Energy reduction from 2015	-1.7%	10.5%	54%
Total GHG emissions reduction from 2015	7.7%	11%	47%
Total Renewable Energy Mix	9.9%	11.7%	80.3%

* Note: The initial targets approved by Council did not speak to changes related to service growth.

Comments

Oxford County, as an organization, owns, operates and maintains various assets that affect energy consumption and GHG emissions as well as RE utilization (also referred to as harvesting).

To differentiate where energy is consumed, how GHG's are emitted, and where RE is utilized, these assets have been broken down into three main service areas, including Facilities, RE Utilization and Fleet. To come up with cumulative energy consumption, various energy types are quantified into a single metric by converting to ekWh which assists in comparing year-to-year metrics across all commodities (i.e. electricity, natural gas, gasoline, diesel, etc.).

A summary of the County's energy metrics is outlined in Attachment 1.

Facilities

The County operates 278 individual buildings across 256 facility sites that consume energy such as electricity, natural gas or propane. These assets have been organized by operation type to line up in general with *O.Reg. 25/23 Broader Public Sector* reporting requirements and are comprised of 89 facility building locations (i.e. non-process assets including administrative offices, housing, patrol yards, libraries, etc.), 98 plant locations (i.e. treatment plants and pumping stations) and 69 minor asset locations (i.e. street lighting, COIN Towers and stand-alone public Electric Vehicle Chargers).

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In 2024, these assets had a total purchased energy consumption of just over 43 million ekWh, which included 27.1 million kWh of electricity, 1.46 million m³ of natural gas, 47,261 litres of propane and 5,227 litres of diesel. The total utility cost of this purchased energy was \$4.7 million, with \$4.08 million related to electrical and \$662,000 in natural gas (including propane).

For asset comparison purposes, these values can be represented as an EUI, either ekWh per square meter (SM) (non-process assets), or as ekWh per megalitre (ML) of fluid moved (plant process assets). The comparison of net-energy usage intensity per SM and per ML of each individual operation type is summarized in Table 2 below. The RE consumed by buildings and plants are broken out and included as a separate line to show the RE contribution towards total energy consumption requirements. In 2024, the gross consumption of energy by the County was the equivalent of 47.6 million kWh, which is a 2.9% increase from 2015 consumption levels of 46.3 million kWh.

Table 2 – 2024 Facilities Consumption by Operation Type

Operation Type	Area (SM)	Flow (ML)	Energy (ekWh)	EUI (ekWh/SM)	EUI (ekWh/ML)
Woodingford Lodge (LTC)	15,664	-	8,076,285	516	-
Human Services (Multi-Unit Housing)	30,117	-	5,945,073	197	-
Public Works (Admin, libraries, EMS stations, childcare, etc.)	21,113	-	3,697,319	175	-
Human Services (Single Family Townhouses)	13,008	-	2,117,665	163	-
Public Works (Patrol Yard Facilities)	8,735	-	923,196	106	-
Public Works (Waste Facilities)	7,167	-	240,794	34	-
Buildings RE Consumption	-	-	891,140	9	-
Public Works (Street/Traffic Lighting)	-	-	227,713	0	-
Public Works (COIN Towers/EV chargers)	-	-	90,352	-	-
Public Works (Wastewater Plants)	13,192	18,384	13,653,647	-	743
Public Works (Water Plants)	5,910	10,675	7,646,254	-	716
Plant RE Consumption	-	-	4,124,441	-	142
TOTAL	114,906	29,059	47,633,879	-	-

While overall energy consumption has risen slightly over 2023, the EUI for both SM (non-process building / minor assets) and ML of flow (plant process – water and wastewater treatment plant assets) has reduced significantly as shown in Table 3, resulting in significant energy consumption avoidance while supporting a growing community. Based on 2015 energy intensities and using updated variables, the 2024 energy consumption would have been projected to be 53.9 million ekWh (increase of 16.4% over 2015 actuals) had no energy conservation measures been in place.

Another factor of influence includes weather temperatures, in which total heating and cooling degree days reduced by 13.6% over 2015 actuals. Due to the complexity of applying this variable to the various facilities, it has not been included in the baseline adjustments as indicated. A further illustration of actual energy consumption, as well as avoidance based on the 2015 EUI baseline is shown in Figure 2.

Table 3: Facilities Energy Intensity Overview

Service Area	2015 EUI	2024 EUI	Reduction
Buildings/Minor Assets	310 ekWh/SM	232 ekWh/SM	25.2%
Plants	922 ekWh/ML	875 ekWh/SL	5.1%

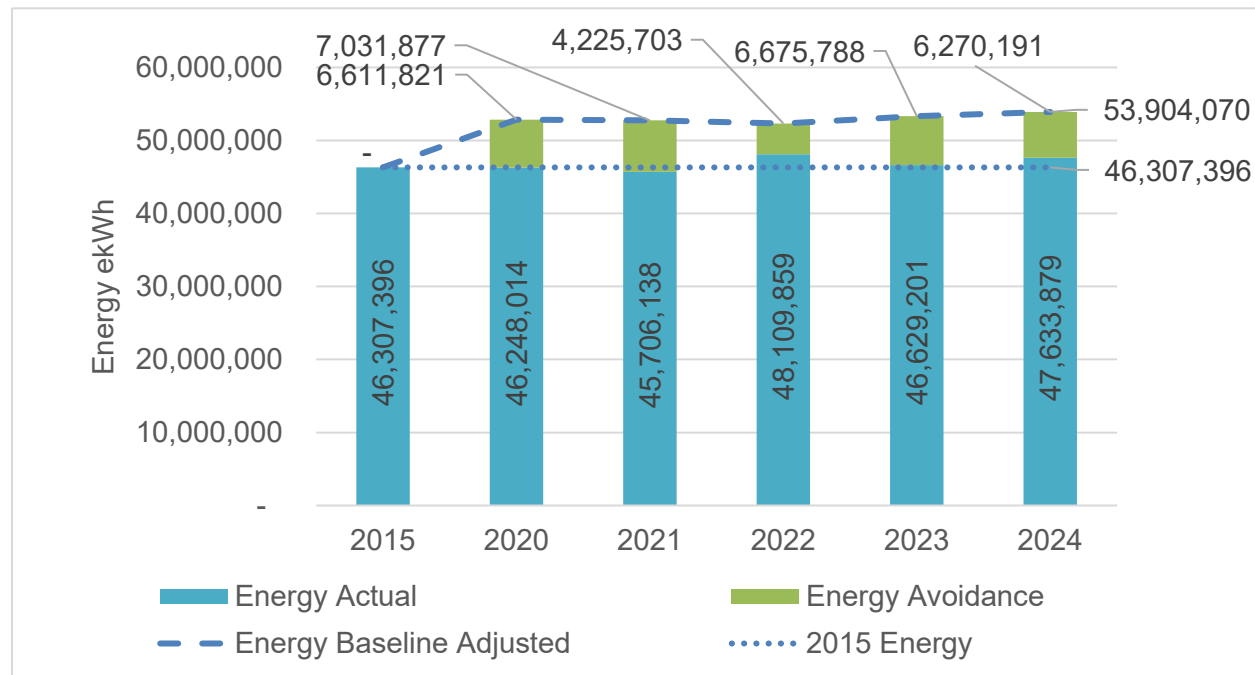


Figure 2 – Facilities Energy Consumption and Avoidance Trending (2015 to 2024)

Renewable Energy Utilization

The County's RE assets are divided into sub-categories based on technology type including biogas boiler, geothermal (ground source and air source), solar PV (feed-in tariff and net-metered) and solar thermal and may expand in the future as new technologies emerge or are implemented (i.e. biomass, air source heat pump, etc.) as per the *REAP*.

These existing assets are summarized in Table 4 below, showing the overall portfolio production for 2024. To assist Council and the public in understanding the financial implications of the RE harvesting, the associated financial benefit has also been included in the table for each system type. Financial benefits from these systems can either come from direct revenue, such as FIT solar contracts with IESO, or through cost avoidance using direct harvesting through County-owned systems, such as solar net-metering, biogas use, geothermal, etc. In total, for 2024, the harvested RE resulted in approximately \$444,600 in operational savings, or a cost avoidance equating to 9.4% of the 2024 utility budget.

The majority of the energy that is harvested across the County's RE portfolio is utilized by County assets directly on the site where the system is located, with a smaller percentage of systems (i.e. FIT/micro-FIT systems) fully exporting RE back to the electrical grid generating revenue. In 2024, 5.02 million ekWh were consumed on site, while 546,000 ekWh were exported back to the electrical grid. Overall, all RE produced is considered an offset to the total energy consumption needs of the County.

Table 4: County RE System Performance

RE Harvesting Technology	Asset Count	Utilization Actuals 2024 (ekWh)	Revenue or Avoided Cost	RE Annual Revenue (or Avoided Cost)
Solar PV (Feed-in-Tariff)	13	377,000	Revenue	\$144,000
Solar PV (Net-Metered)	9	1,600,000	Avoided Cost	197,000
Biogas (Ingersoll and Woodstock WWTPs)	2	3,427,000	Avoided Cost	99,000
Geothermal (Social Housing - 111 Brock St.)	1	138,000	Avoided Cost	4,000
Solar Thermal (Social Housing - 742 Pavey St.)	1	20,000	Avoided Cost	600
TOTAL	26	5,562,000		\$444,600

Since 2015, total annual RE harvesting has gone from 1,843,000 ekWh to 5,562,000 ekWh, representing an increase of 203% (refer to Figure 3). This total RE harvested by the County would be enough to supply the annual energy needs for 115 typical family homes in southwestern Ontario. In 2024, the amount of RE harvested as a percentage of the total energy consumption (considered the RE mix from generation) was 9.9%, which is progressing towards the 2025 target of 11.7% in the 100% RE Plan.

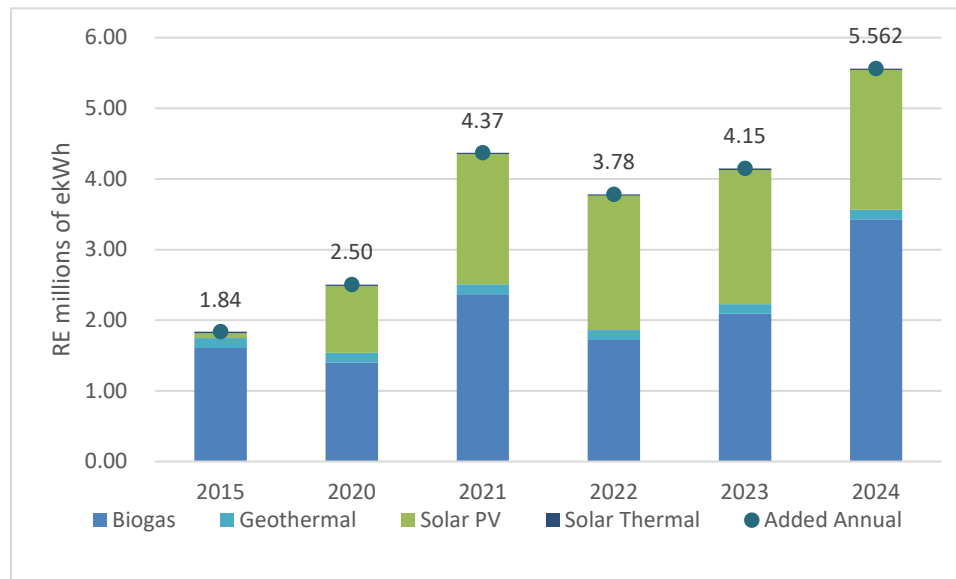


Figure 3 – Annual RE Harvesting Trending (2015 to 2024)

It is important to note that the RE industry is rapidly changing, and in order to achieve some of the identified future targets of the 100% RE Plan, regulatory restrictions related to Virtual Net-Metering and other constraints will need to continue to be advocated for in order to expand potential deployment capacity. County staff will continue to look for opportunities to provide feedback and influence regulatory decision-making.

Fleet

The County's fleet travelled just under 3.1 million kms in 2024, up 2.8 million kms from 2023. These assets can be organized into the following sub-categories:

- Commercial (light-duty vehicles, cars, SUVs, etc.)
- Industrial (heavy vehicles, including plows, leachate trucks, vacuum trucks, tractors, etc.)
- Paramedical (ambulances, first response units, etc.)
- Equipment (all unlicensed, off-road vehicles including compactors, forklifts, etc.)

Fleet assets are powered by a variety of fuels, including gasoline, diesel, CNG and battery electric. In 2024, fleet fuel costs across all fuel types were a combined \$1.09 million. Overall fleet energy usage increased in 2024 by 14.6% over 2023 in large part due to increased services provided, which are reflected in the increased kilometres travelled. The total fleet grew by eight assets, and there was an increase in winter road operations from the previous year.

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Table 5 summarizes the fleet assets, kilometres driven, fuel equivalent consumption and fuel efficiency.

Table 5: 2024 Fleet Asset Utilization Overview

Fuel Type	Fleet Type	Asset Count	Travel Distance (km)	Fuel * (eL unleaded)	Efficiency (eL/100 km)
Fuel Unleaded (Includes HEV)	Commercial	62	1,277,863	186,247	14.57
	Paramedical	26	813,985	145,049	17.82
	Equipment	2	256	108	42.19
Subtotal (L)		90	2,092,104	331,405	15.84
Fuel Diesel	Commercial	3	49,393	9,234	18.69
	Industrial	25	436,534	208,464	47.75
	Paramedical	1	27,092	3,936	14.53
	Equipment	30	16,611	240,393	1,447.19
Subtotal (L)		59	529,631	462,027	87.24
Fuel CNG (kg)	Industrial	4	83,155	51,901	62.41
Dual Fuel - Unleaded / CNG (eL)	Commercial	13	271,822	38,952	14.33
Fuel Propane (L)	Equipment	3	92	99	107.15
Fuel Electric	Commercial	6	73,300	2,496	3.40
	Equipment	2	74	9	12.65
Subtotal (kWh)		8	73,374	2,505	3.41
Dual Fuel - Unleaded / Electric (eL)	Commercial	2	18,518	607	3.28
TOTAL		179	3,068,697	887,496	28.92

* Note: Fuel consumption has been converted to equivalent gasoline (eL unleaded or eL) for all fuel types to demonstrate a common "apples to apples" comparison. Using this comparison, the eL is actually more than actual volumes consumed due to conversions (i.e. a litre of diesel has a higher energy content than a litre of unleaded gasoline so when expressed as eL the volume is greater).

As of the end of 2024, 32% of the County's fleet (57 out of 179 units) have been converted to alternative fuels to reduce GHG emissions. This represents a small percentage decrease from 2023 as the majority of new units added to the fleet in 2024 did not have viable alternate fuel options available on the market. By the end of 2025, it is projected that 34% of the County's fleet (60 of 179) will have been converted to alternative fuels. With current market conditions, the existing County fleet can attain a maximum of 45% alternate fuel deployment (80 out of 179 units).

Greenhouse Gas Reductions

Reducing the County's overall GHG emissions has been a strong driver for ongoing initiatives, including the REAP and GFP. As the County continues to grow as an organization to support a growing community (i.e. a larger staff complement equating to more space, a larger fleet, etc.), the overarching goal of reducing emissions remains. However, it should be noted that the growth of the organization may translate to an emissions avoidance and is not always a clear reduction simply based on the number of buildings, size of the fleet, etc.

In 2024, the County emitted the equivalent of 5,744 tCO₂e in GHGs (3,658 tCO₂e Facilities and 2,086 tCO₂e Fleet), which is a 7.7% decrease from 2015 emissions of 6,223 tCO₂e (3,984 tCO₂e Facilities and 2,239 tCO₂e Fleet). The 100% RE Plan includes a GHG emissions reduction target of 11% by 2025, which works out to a 1.1% year over year GHG reduction from 2015 or target of 5,607 tCO₂e in GHGs for the County in 2024.

Despite this decrease, the GHG intensity (GHG per SM, per ML and per km driven) has reduced substantially more compared to the 2015 baseline (refer to Table 6), resulting in significant GHG emissions avoidance while supporting a growing community. Based on 2015 GHG emissions intensities and using updated variables, GHG emissions would have been projected to be 7,247 tCO₂e (increase of 16.5% over the 2015 baseline) had no energy conservation measures been in place. A further illustration of actual GHG emissions, as well as avoidance based on the 2015 emission intensity baseline and 100% RE Plan GHG emissions reduction target is shown in Figure 4.

Table 6: GHG Emissions Intensity Overview

Sector	2015 GHGI	2024 GHGI	Reduction
Facility GHG/SM	0.037 tCO ₂ e	0.026 tCO ₂ e	29.7%
Facility GHG/ML	0.048 tCO ₂ e	0.039 tCO ₂ e	18.8%
Fleet GHG/100 KM	0.082 tCO ₂ e	0.075 tCO ₂ e	8.5%

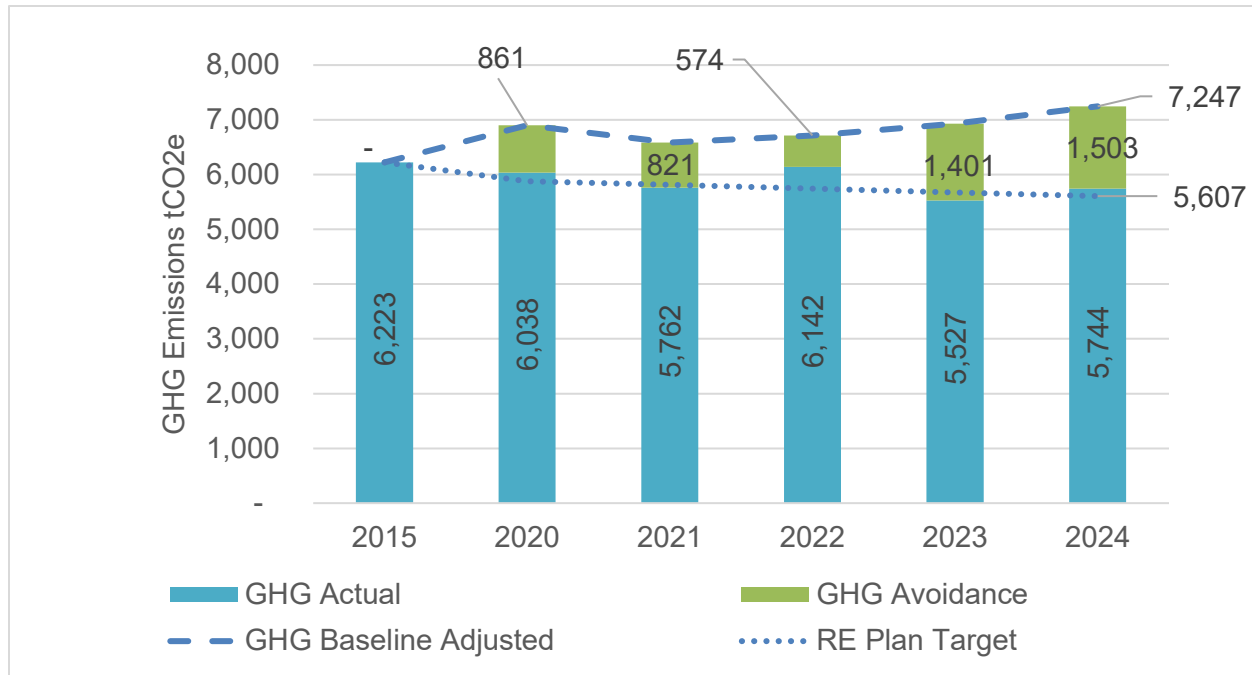


Figure 4 – GHG Emissions and Avoidance Trending (2015 to 2024)

In 2024, the top energy fuel source utilized by County assets was electricity, which makes up over 54% of all energy consumption, but only equates to 14% of all GHG emissions. The top fuel source contributing to GHG emissions is natural gas/CNG, at just over 50% of all GHG emissions, but only makes up just over 30% of all energy consumption. The fuel source with the highest GHG intensity was diesel making up only 9% of energy consumption but contributing 20% of all GHG emissions. Refer to Figure 5 below for a comparison of energy consumption versus GHG emissions by fuel source type.

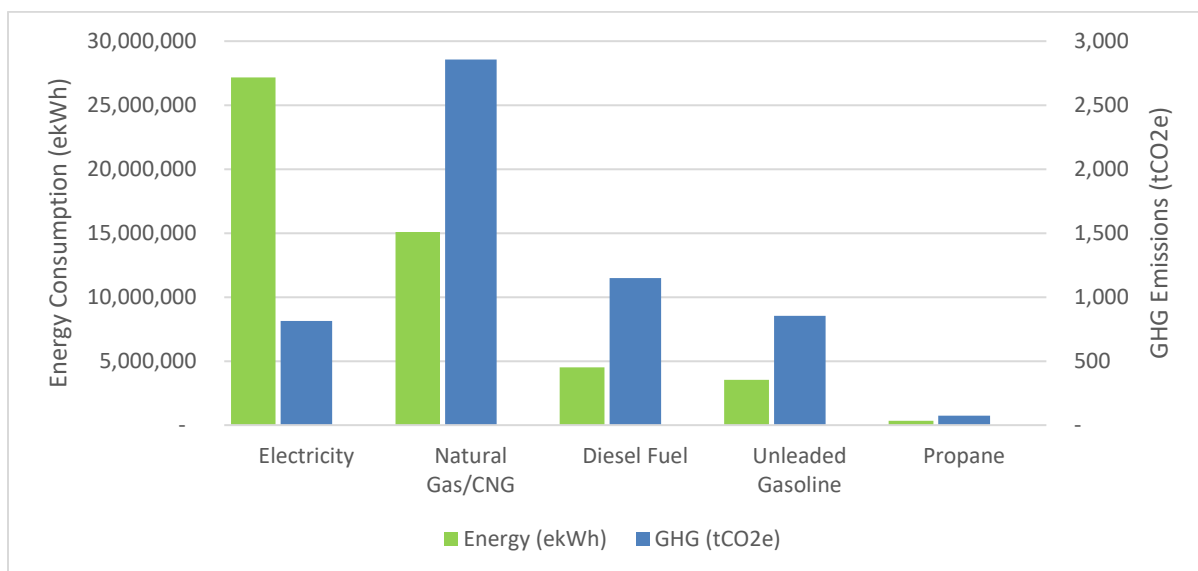


Figure 5 – 2024 Energy Fuel Source Type and GHG Emissions

To provide further clarity, Table 7 below outlines the GHG emissions per 1 million ekWh consumption for each fuel type. These numbers help to illustrate the importance of the REAP and GFP initiatives to implement alternative fuel sources where appropriate, as well as the EMP for overall conservation and energy demand reduction. The Government of Canada's latest GHG emissions factor for Ontario's electricity that was used for 2024 rose by 18%, which has negatively impacted the County's emissions reduction. The increase in the amount of GHG produced by the Ontario electricity grid is a result of additional gas plant generation and nuclear plant downtime. Where possible, the County will continue to advocate for a cleaner provincial electricity grid to positively impact the County's GHG performance through electrification.

Table 7: GHG Emission Rates

Energy Type	GHG/1 million ekWh (tCO₂e)
Diesel Fuel	254.8
Unleaded Gasoline	241.6
Propane	219.2
Natural Gas/CNG	182.6
Electricity	30.0

2024 Plan Updates

In 2024, the County completed several initiatives identified in the EMP-2024, GFP-2021 and REAP-2022. Key changes to the plans, which will affect targets, included the removal of the Wood Pellet Boiler pilot project that was planned to be constructed at the Water Operations facility at 59 Goerge Johnson Blvd in Ingersoll. This project was planned for construction in 2024; however, upon completing the tendering process, the low bid was significantly over budget making the project no longer feasible. Upon review, staff determined it was best to not request additional funding to award the contract and proceeded with cancelling the project. Removal of this project will eliminate 174,000 ekWh of anticipated RE harvesting that was included in the plan.

Staff are mitigating this capacity loss by bringing additional opportunities forward through the annual Business Plan and Budget process. The REAP includes exploration of newer technologies, with the intention that projects may be added or removed based on economic circumstances. Staff will continue to evaluate and propose implementation recommendations for Council's consideration to further the County's strategic goals.

CONCLUSIONS

The 2024 Annual Energy Report demonstrates Public Works' continued administration of the County's comprehensive energy portfolio to effectively manage operational costs while striving to contribute to the 100% RE goal.

Through future years' budgets, the County organization will continue to work to reduce energy consumption and GHG emissions further below the 2015 baseline in the coming years through planned ongoing implementation of the EMP, the REAP and the GFP.

SIGNATURES

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Director of Public Works

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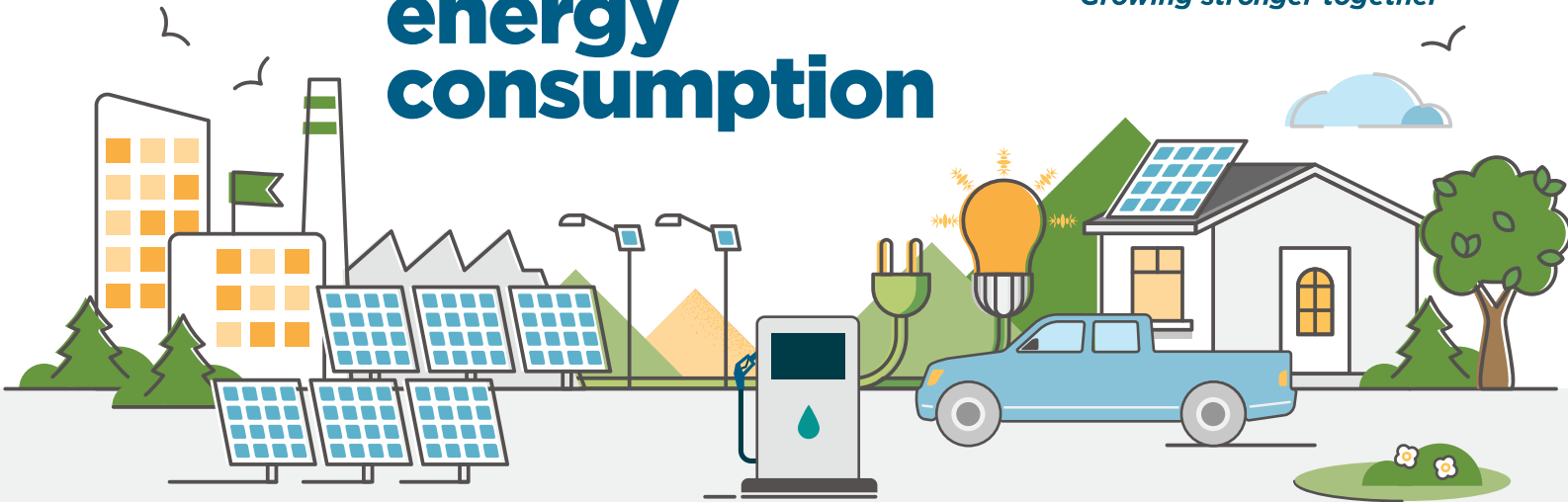
Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1 – Overview of 2024 Corporate Energy Consumption

2024 Corporate energy consumption



56.18 million ekWh

Total energy consumed
(facilities and fleet)

↑ 3.9% from 2023

887 thousand equivalent gas litres

Fleet fuel consumed
(unleaded, diesel, CNG, electric, propane)

↑ 14.5% from 2023

5.80 million dollars

Total energy cost
(facilities and fleet)

↓ 1.1% from 2023

Energy use by service area

CORPORATE FACILITIES (47,634 eMWh) | ↑ 2.2%/2023



Buildings
21,891 eMWh

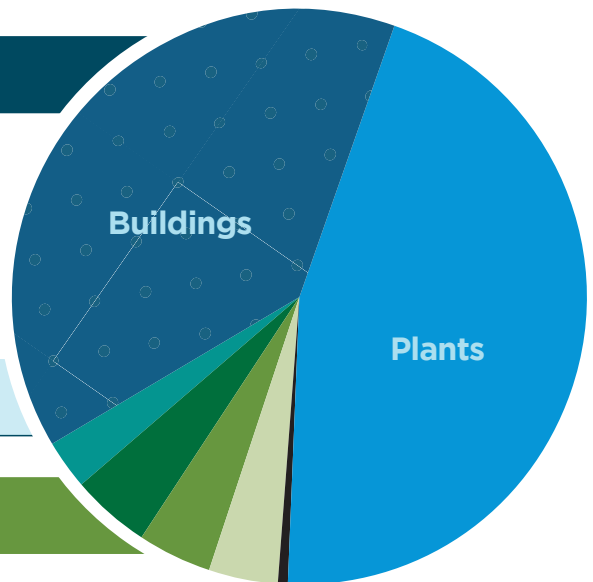


Plants
25,424 eMWh



Minor Assets*
318 eMWh

TOTAL COST: \$4.70 MILLION | ↓ 3.4%/2023



CORPORATE FLEET (8,545 eMWh) | ↑ 14.6%/2023



Commercial
2,287 eMWh



Equipment
2,317 eMWh



Industrial
2,507 eMWh



Paramedical
1,434 eMWh

TOTAL COST: \$1.09 MILLION | ↑ 9.0%/2023

* Minor assets include:
street lighting,
communication
towers, etc.



Facilities area (square metres)

114,906SM

↓ 1.4% from 2023

2015: 93,728 SM



Fleet travel (kilometres)

3.1 million

↑ 9.6% from 2023

2015: 2.74 million km

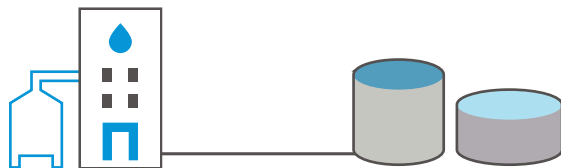


Water & Wastewater treatment and distribution (megalitres)

29,059^{ML}

↑ 2.9% from 2023

2015: 24,948 ML



Total greenhouse gas emissions (facilities and fleet)

5,744^{tCO2e}

↑ 3.9% from 2023

2015: 6,223 tCO2e



natural gas

1,459,000 m³

↓ 5.1% from 2023

2015:
1,414,000 m³

purchased electricity

27,156,600 kWh

↑ 1.8% from 2023

2015:
29,379,600 kWh

renewable energy generated

5,562,000 ekWh

↑ 34.1% from 2023

2015:
1,843,131 ekWh

\$
revenue from
renewable
energy
\$444,600

REPORT TO COUNTY COUNCIL

2024 Annual Transportation System Performance

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATION

1. That County Council receive Report PW 2025-20 entitled “2024 Annual Transportation System Performance” as information.

REPORT HIGHLIGHTS

- This report provides an overview of the performance of Oxford County’s regional transportation system, along with activities undertaken in 2024 related to planning, design, construction, operations, and maintenance.
- A summary of annual transportation system capital investments (forecast ~ \$41 M) and an overview of key maintenance activities that were completed on the transportation infrastructure assets is provided within this report in the 2024 Transportation System Infrastructure Capital Investments sub-section. The ongoing commitment to preventative maintenance standards and road pavement and bridge condition reviews ensures that all County roadways are maintained in a good state of repair for residents, businesses, and visitors.
- Oxford County continues to ensure the safe and efficient operation of its regional road network through proactive programs such as pedestrian crossing studies, intersection studies, traffic calming, speed management and road safety reviews.

IMPLEMENTATION POINT

Following Council’s receipt, this report will be posted on the County’s website for public access.

Financial Impact

There are no financial impacts that will result from the recommendation contained in this report. Any required actions that will result in expenditures have been accounted for in the 2025 Business Plan and Budget for Transportation.

Communications

The 2024 Annual Transportation Report will be available for public viewing on the County's website on March 27, 2025, at <https://www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx#Public-Works-Annual-Reports>.

This Council report will also be circulated to Area Municipalities, Woodstock Police Service, and Ontario Provincial Police.




In addition, the County will further communicate 2024 performance highlights of key Public Works systems, including Transportation, to the public through an annual social media campaign during National Public Works Week (May 18 – 24, 2025).

2023-2026 STRATEGIC PLAN

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

The recommendation in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
Goal 1.2 – Sustainable infrastructure and development Goal 1.3 – Community health, safety and well-being Goal 1.4 – Connected people and places		Goal 3.1 – Continuous improvement and results-driven solutions Goal 3.2 – Collaborate with our partners and communities

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

DISCUSSION

Background

Under the *Municipal Act, 2001*, the County of Oxford holds non-exclusive municipal authority over “Highways, including parking and traffic on highways” where both upper and lower-tier municipalities have the power to pass by-laws to regulate its transportation systems. Accordingly, the *Municipal Act* also affords the County with the ability to delegate its powers and duties pertaining to the same through agreements with Area Municipalities on behalf of the County.

In the current state service delivery model, Oxford County (road authority) owns all the transportation network assets within its regional (arterial) road right-of-ways. Oxford County also operates and maintains all these same system assets, with the exception of regional roads and bridge assets that are located within the urban limits of Woodstock, Ingersoll, and Tillsonburg. In these cases, Woodstock, Ingersoll, and Tillsonburg operate and maintain the arterial transportation network (roads and bridges) on behalf of Oxford County, under urban road maintenance service contract agreements.

Additionally, the County shares operational and maintenance responsibilities of its boundary road with other neighbouring municipalities through various service contract agreements.

The County road network is shown on Attachment 1.

Transportation System Operations and Maintenance Levels of Service

To ensure that monitoring and maintenance of the County's Regional Road Network is undertaken in accordance with established Provincial Level of Service standards, Oxford County adopted the road classification system used by the Ministry of Municipal Affairs and Housing in O.Reg. 239/02 - Minimum Maintenance Standards for Municipal Highways (MMSMH), under the *Municipal Act, 2001*.

The MMSMH establishes six road classifications. All County Regional roads are major arterial roads with Class 2 through Class 5 classifications, which carry relatively high volumes of traffic. To comply with Ontario Regulation 239/02, road classifications are reviewed annually to ensure they are current. The review is based on average annual daily traffic volumes and speed limits. Using these two values, road classifications are set to meet the Provincial standards. As a result of road classification adjustments, maintenance requirements may be amended accordingly.

In 2003, (Report [PW 2003-148](#)) County Council adopted the Winter Road Maintenance Level of Service (LOS) in accordance with MMSMH and hours of service for winter maintenance from 5:00 a.m. to 11:00 p.m..

Traffic control devices (signage, traffic signals, pavement markings) are installed and maintained in accordance with the Ontario Traffic Manual (OTM) and Manual of Uniform Traffic Control Devices (MUTCD) to ensure consistent application and regulatory compliance in accordance with the Ontario Highway Traffic Act (HTA).

County Transportation System Overview

The Transportation division within Oxford County's Public Works Department is responsible for management of the County's transportation network and associated assets including annual operations and maintenance, transportation planning and traffic and corridor management to provide a safe and efficient multi-modal transportation system for the movement of people and goods into and through the County.

The function and structure of the County transportation network, as defined in the Oxford County Official Plan (OP), is to serve moderate to high volumes of inter-municipal and long-distance traffic movements between Provincial highways and local roads. The strategic approach established in the OP is intended to minimize conflict between non-local and local traffic, identify necessary improvements over time, provide a safe pedestrian environment, and integrate transportation facilities provided by Area and neighbouring Municipalities.

The functionality of the County's transportation network is maintained through corridor management policies to limit direct access to abutting properties where possible, control the number of access points to Residential and Industrial, Commercial, and Institutional (IC&I) development, and restrict on-street parking as necessary.

The County's entrance By-law 5222-2010 and accompanying guidelines (Attachment 2) was adopted by County Council in 2010 and regulates the number, location, spacing, and function of County road access points from abutting properties and developments.

The County is responsible for the operation and maintenance of ~ \$1.15 B of transportation network infrastructure assets as follows:

- 1,335 lane km of roads
- 163 bridges/culverts (> 3m span)
- 128 retaining walls
- 175 km of storm sewer
- 1,200 km of ditches/swales
- 40 signalized traffic light intersections
- 3 roundabouts
- 15 pedestrian crossings (PXOs)
- 5,562 regulatory/warning signs
- 30 km of active transportation infrastructure (bike lanes, multi-use paths, trails)
- 22 grade level railway crossings*

*Ownership of grade level crossings is by the Rail Authority, who are responsible for the condition of the crossing surface and warning devices. Road authorities are responsible for approaches, warning signs, and sightlines.

Comments

2024 Annual Transportation System Summary

Highlights of the activities undertaken in 2024 related to the planning, design, construction, operations and maintenance of Oxford County's regional transportation system include, but are not limited to:

- Completion of 62 km of road reconstruction and/or road asphalt resurfacing
- 3 bridge/culvert (>3m span) replacements/rehabilitations completed
- 740 m of guide rails installed (replaced and/or new)
- Implementation of 18 Speed Feedback Signs, two controlled PXOs, and one newly signalized intersection
- 2 traffic signal optimizations and 11 studies completed (i.e. Class Environmental Assessment Studies, Intersection Control/Pedestrian, etc.)
- Winter control response (2023/2024 winter season) to 53 storm weather events
- 873 annual motor vehicle collisions reported, with 7 fatal collisions
- 215 Road Issue Notifications on Municipal 511 automated notification system
- Seasonal load restrictions in effect for 21% of the road network

Traffic and Road Safety Management

Initiatives to promote traffic calming, speed management and road safety have been undertaken in recent years to provide a safe, sustainable, and multi-modal transportation network that supports all road users and are further summarized below.

Active Transportation

Ongoing initiatives to support active transportation (AT) include the incorporation of cycling infrastructure and improvements to pedestrian facilities that meet current Accessibility for Ontarians with Disabilities Act (AODA) standards as part of scheduled capital improvements and asset management. In 2024, these initiatives resulted in the following AT improvements:

- Cycling infrastructure on Oxford Road 24 from Tavistock to Punkeydoodles Corners;
- Wider asphalt platform on Oxford Road 2 resurfacing project;
- Curb bump outs and improved pedestrian crossings at intersection of Oxford Road 20 (North Street West) and Quarter Townline in Tillsonburg;
- Bike lanes and sidewalk improvements on Oxford Road 9 (Ingersoll Road) in Woodstock;
- Audible pedestrian signals at signalized intersection of Oxford Road 15 (Parkinson Road) and Springbank Avenue in Woodstock; and
- New traffic signals at Oxford Road 35 (Devonshire Avenue) and Clarke Street in Woodstock.

Community Safety Zone (CSZ) Implementation

In 2024, an additional nine locations throughout the County were approved by County Council for CSZ implementation (refer to Report [PW 2024-04](#)) in accordance with the County's CSZ criteria and warrant process adopted by County Council in 2021 (Report [PW 2021-31](#)). This brings the total number of designated CSZs throughout the County transportation network to 29.

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Designated CSZs will also be eligible for Automated Speed Enforcement (ASE) applications as part of a potential future County-wide ASE program that will be developed and presented to County Council in 2025 that, if adopted, will promote road safety for all users and potentially reduce the number of collisions and fatalities on the County regional road network.

County-wide Approach to Speed Management and Traffic Calming

In 2024, speed data was collected at various locations throughout the County's transportation system where previous traffic calming measures had been implemented. The post monitoring speed data will be utilized to assess effectiveness and to determine if additional traffic calming measures are warranted in accordance with the County-wide approach to Speed Management and Traffic Calming.

Road Safety

Staff utilized traffic management principles and engineering best practice methodologies to develop and implement various site-specific evidence-based recommendations intended to improve road safety measures at the following locations:

- Controlled PXOs on Oxford Road 18 (Main Street West) in Norwich and on Oxford Road 20 (North Street East) in Tillsonburg;
- All-way stop implemented at the intersection of Oxford Road 29 (Maplewood SR) and 16th Line;
- Lateral acoustic (rumble) strips at intersection of Oxford Road 28/Oxford Road 6 and Oxford Road 17/Oxford Road 6;
- Installation of 18 speed feedback signs;
- Road diet on Oxford Road 9 (Ingersoll Road) in Woodstock;
- Intersection realignment and improvements at Punkeydoodles Corners; and
- CSZ designations.

Frequency and Severity of Collisions

A review of the collision data shows a total of 873 collisions, 106 of which resulted in injuries/fatalities across the County's road network in 2024. This represents a 10% increase in total collisions, and a 20% decrease in injury/fatality related collisions, since 2019 (refer to Figure 1). The decrease in total and injury/fatality related collisions from 2020 – 2023 (compared to 2019) may be attributable to COVID-19 traffic impacts which has since rebounded to pre-pandemic conditions. A total of 7 fatal collisions occurred on the County road network in 2024 and has averaged 6 fatal collisions per year from 2019 -2024.

The 2024 collision rate on the County road network is estimated at 0.36 collisions per one million vehicle kilometres and is below the 2021 Provincial collision rate of 1.0.

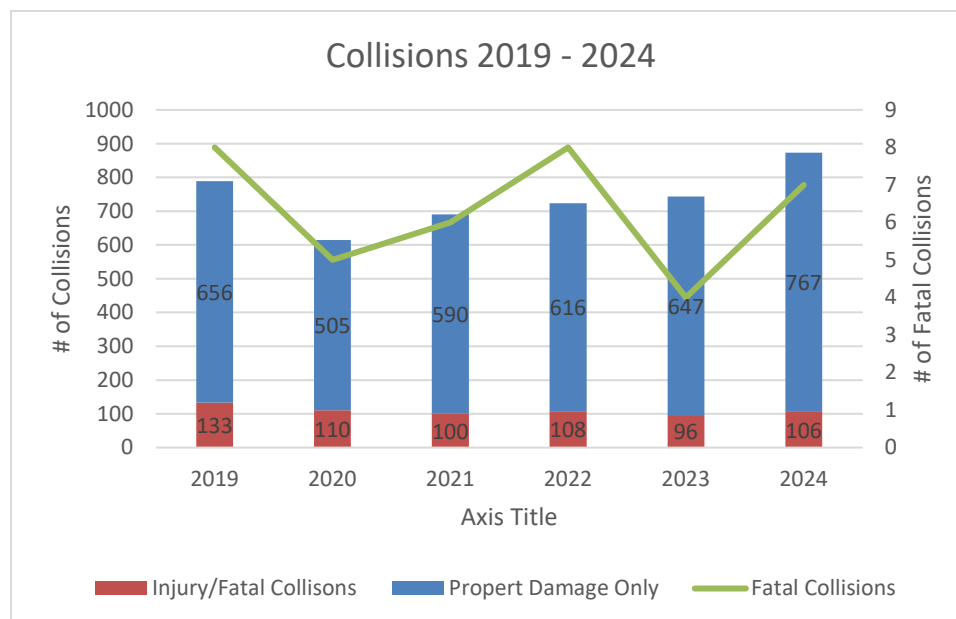


Figure 1 – 2019-2024 Collision Occurrences on County Road Network

The distribution of collision occurrences throughout the County between 2019 and 2024 is shown on Attachment 3 with the highest number of collisions occurring in the three urban municipalities (Woodstock, Ingersoll, and Tillsonburg).

Collision occurrences are typically higher at intersections where the risk of conflicts is greater as a result of turning movements, speed differential (rear-end collisions), and driver non-compliance (failure to yield, failure to stop, etc.). The top ten urban collision locations are at County intersections within the City of Woodstock and can be attributed to generally higher traffic volumes at these locations.

Transportation System Asset Management

The overall asset condition of the County regional transportation system is monitored regularly through the Road Needs Study and biennial Bridge and Culvert inspections. Other inspection programs are initiated from time to time, as required, and include retaining walls, guide rails, and grade level crossings.

These programs provide an inventory of assets, quantitative condition and performance measures, performance prediction as well as engineering and economic analysis tools to provide costs for future transportation system improvement needs such as resurfacing, rehabilitation, replacement, and reconstruction.

The asset condition monitoring of Oxford County's bridges and major culverts is done through biennial Ontario Structural Inspection Manual (OSIM) inspections as per Provincial legislation O.Reg. 104/97 'Standard for Bridges'. This legislation requires that inspections be undertaken on all structures that have a span greater than three meters in accordance with the OSIM, every two years under the direction of a Professional Engineer. The condition of bridges and major

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culverts is assessed using the MTO methodology Bridge Condition Index (BCI) and is used to prioritize capital improvements.

A Road Needs Study is performed every five years through a visual examination to inventory and appraise improvement needs within each road section. The study provides an overall rating of the road system by section, including factors such as surface type, surface width, capacity, structural adequacy, drainage, and geometry. The Study reports on the deficiencies, needs and conditions captured through the Road System Inventory, Road Appraisal Sheets, and Railway Level Crossing Inventory. The Study also identifies recommended timing and estimated cost of the proposed construction and/or rehabilitation improvements.

Similar to bridges and major culverts, the road network is assessed using the MTO Pavement Condition Index (PCI) methodology to rank the current condition of the road segment and identify maintenance and rehabilitation requirements.

2024 Transportation System Infrastructure Capital Investments

As per the revised 2024 Forecast in the 2025 Business Plan and Budget, the County invested approximately \$41 M in tax supported transportation infrastructure which included, but is not limited to, several notable capital projects as follows:

- Oxford Road 8/36 - roundabout construction (\$1,700,000)¹
- Oxford Road 16 – phase 2 reconstruction (\$6,500,000)
- Oxford Road 9 (Ingersoll Road) – road reconstruction (\$1,500,000)
- Punkeydoodles Corners – intersection improvements (\$1,100,000)
- County-wide road resurfacing (\$6,800,000)
- County-wide rural storm replacement (3,000,000)
- Bridge Rehab – Oxford Road 33 (\$1,350,000)
- Bridge Rehab – Oxford Road 59 (\$8,500,000)²
- Culvert Rehab – Oxford Road 8 (\$800,000)
- Culvert Rehab – Oxford Road 16 (\$500,000)
- County-wide guiderail installation – (\$300,000)
- Controlled Pedestrian Crossings - PXOs (\$240,000)
- Traffic Signal Upgrades (\$1,100,000)
- Princeton Drain (\$600,000)

1. Oxford's 50% share of total cost
2. Construction carryover to 2025

2024 Operation and Maintenance of Transportation System

In addition to the transportation system capital investments noted above, several planned operational and maintenance activities are carried out annually to help optimize the useful service life and efficiency of transportation infrastructure assets and support a safe and reliable transportation network. The 2024 Roads Operational Expense was approximately \$12 M and included several key annual maintenance activities performed on the transportation network as noted in Table 1.

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Table 1: Transportation System Operation and Maintenance (2024)

Activity	Quantity
Road Salt Application - Tonnes of Salt (2023/2024 Winter)	8,750 tonnes
Road Sand Application - Tonnes of Sand (2023/2024 Winter)	5,500 tonnes
Road Side Maintenance / Shouldering - Tonnes of Gravel Placed	14,770 tonnes
Ditch Clean Outs - Length of Ditches Cleaned Out	7,400 metres
Asphalt Patching / Pothole Repair – Tonnes of Hot Mix Placed	1,380 tonnes
Line Painting (kms)	1,818 kms
Sign Inspections / Reflectivity	6,587 signs
Bridge Washing (Area)	13,618 square metres
Snow Fence Installation/Removal - Metres	9,700 metres
Number of Regulatory Signs Replaced	451

CONCLUSIONS

The 2024 Annual Transportation System Performance Report demonstrates Public Works' continued efforts to maintain the County's transportation systems in a good state of repair to effectively serve Oxford County residents, businesses and travelling public, and promote safe, efficient, and sustainable movement of people and goods into, out of, and throughout Oxford County.

The County continues to institute industry best management standards to annually monitor the levels of service and financial performance of its transportation infrastructure and to ensure transportation infrastructure assets are maintained in optimal condition through effective preventative maintenance and optimized infrastructure decision-making.

Through on-going investment in capital expansion, state-of-good repair works, and operational improvement measures, the performance of the system will continue to meet or exceed current levels of service.

SIGNATURES

Report author:

Original signed by

Frank Gross, C. Tech
 Senior Manager of Transportation and Waste Management Services

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Council Date: March 26, 2025

Departmental approval:

Original signed by

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

Approved for submission:

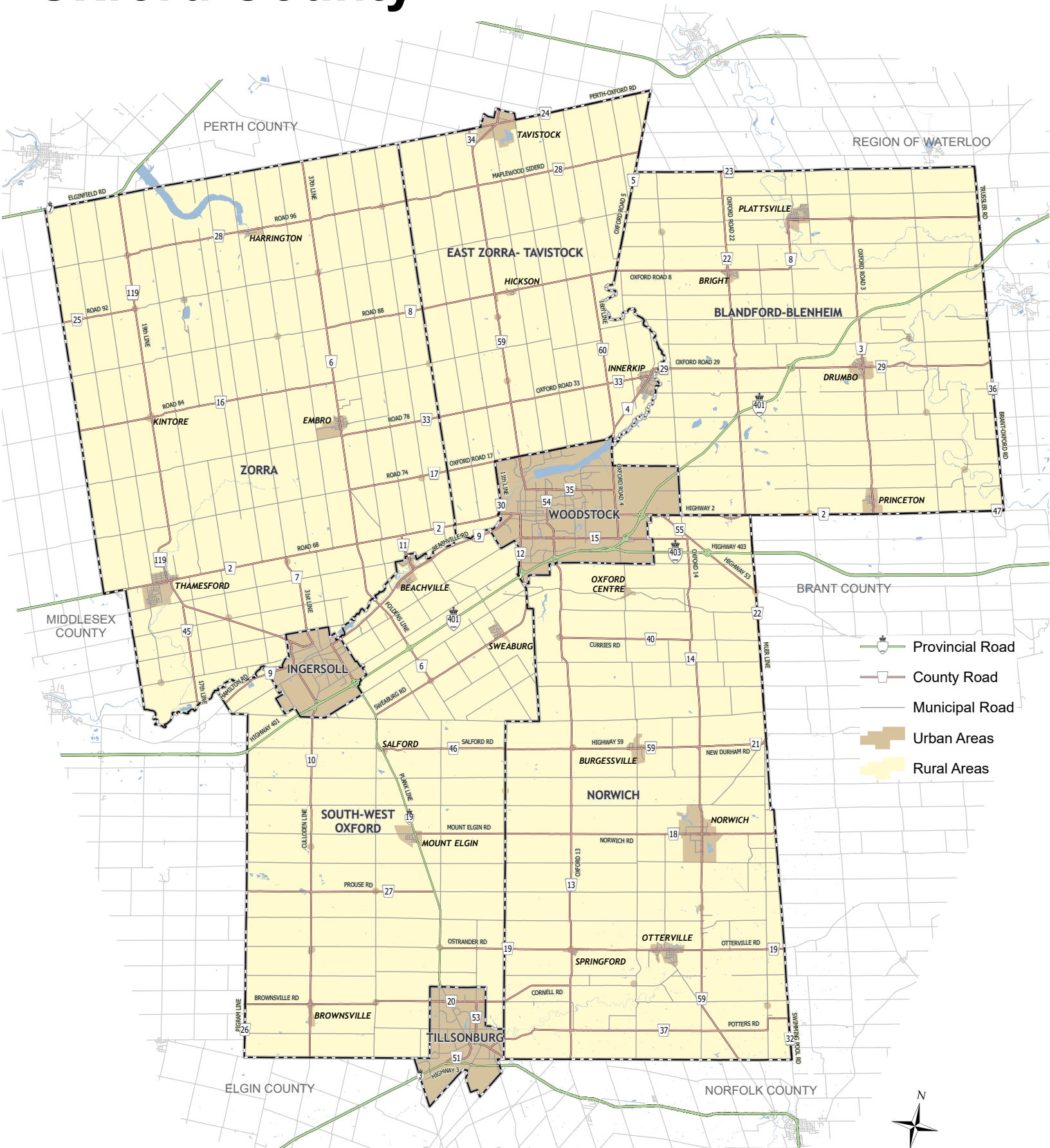
Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENTS

Attachment 1 – County Base Map
Attachment 2 – Entrance By-law and Guidelines
Attachment 3 – MTO Collision Heat Map 2019-2024

Oxford County



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Attachment 2

COUNTY OF OXFORD

BY-LAW NO. 5222-2010

BEING a By-law to Regulate the Approval, Construction and Maintenance of Entrances Providing Access to and Egress from Roads within the County Road System in the County of Oxford.

WHEREAS, it is in the public interest to ensure the safe and orderly access to the *County Road System* consistent with the safety, functional and operational requirements of public roads and the accessibility needs of the adjacent land uses;

AND WHEREAS, the *Municipal Act 2001* provides that Council may pass by-laws for such purposes;

AND WHEREAS, the *Municipal Act 2001* also provides that the County of Oxford

- has jurisdiction over all roads in the *County Road System*,
- may pass by-laws restricting, or removing, the right of access to the *County Road System*, and
- has the power to delegate its powers and duties with respect to the matters addressed in this By-law.

AND WHEREAS, the County of Oxford Official Plan establishes the *County's* transportation policies and provides for the use of access by-laws to regulate the number, location, spacing and function of driveways providing access to and egress from abutting properties;

AND WHEREAS, the County recognizes the need to establish differing levels of access control to recognize the range of characteristics of roads under the County jurisdiction while ensuring minimum traffic safety design and construction standards are maintained throughout the *County Road System* for the protection of the travelling public;

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

1. Definitions

For the purposes of this by-law:

"*County*" means the County of Oxford;

"*County Road System*" means the system of *County roads* established under County of Oxford By-law 4167-2001 as amended, and including duly approved changes to the *County Road System* by future amendments to that By-law as depicted in Schedule C-4 of the County of Oxford Official Plan;

"*County Road*" means a common and public Highway, and includes any street, avenue, parkway, driveway, square, place, bridge, laneway, viaduct, trestle or other structure forming part of the Highway, or any other type of thoroughfare or road allowance under the jurisdiction of the County of Oxford as a part of the *County Road System*, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof and, except as otherwise provided, includes a portion of a Highway. It has the same meaning as "Highway" as defined in the *Municipal Act 2001* or the *Highway Traffic Act 1990* or both;

"*Director*" means the director of Public Works, County of Oxford or a designate authorized by the director to issue *entrance permits* pursuant to this by-law;

"*Entrance*" means physical vehicular or pedestrian access of any kind from a private property to a *County Road* and includes, without limit, the types of entrances identified and defined in section 1 of The Guidelines for Entrances to the County Road System - Tiered Access Control Standards;

"*Entrance Permit*" means a permit, as issued by the *Director*, County of Oxford, to establish an *Entrance* to a *County Road* from a property abutting a *County Road* ;

"*local municipality*" means one of the lower tier municipalities comprising the County of Oxford; being the City of Woodstock, the Town of Ingersoll, the Town of Tillsonburg, the Township of Blandford-Blenheim, the Township of East Zorra-Tavistock, the Township of Norwich, the Township of South-West Oxford or the Township of Zorra;

"*municipal law enforcement officer*" means a duly authorized person appointed by the County of Oxford for the purpose of enforcing the provisions of municipal by-laws;

"*roadway*" means the part of the *County Road* that is improved, designed or ordinarily used for vehicular traffic but does not include the shoulder and where a *County Road* includes two or more separate *roadways*, the term "*roadway*" refers to any one *roadway* separately and not to all of the *roadways* collectively;

2. No Access to County Roads without Permit

No person shall create, construct or otherwise establish an *Entrance* to a *County Road* without first obtaining an *Entrance Permit*.

3. No Alteration to Entrance without Permit

No person shall in any way alter the design, construction, location or use (e.g. any change requiring an Official Plan or Zone Change under the Planning Act) of an existing *Entrance* without obtaining an *Entrance Permit*. Approval of changes of use only will be dealt with through the Planning Act process.

4. Construction, Alteration in Accordance with Permit

No person shall construct an *Entrance* or carry out alterations to an existing *Entrance* except under the terms and conditions of an approved *Entrance Permit* issued in accordance with this By-law, and the criteria and standards set out in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards.

5. Maintenance of Entrances

All *Entrances* shall be maintained in accordance with the criteria and standards set out in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards and the terms and conditions of the approved *Entrance Permit*.

6. Costs

a) The owner or the applicant shall be responsible for all costs associated with the construction, alteration or maintenance of any *Entrance* providing access to or egress from their property to a *County Road*.

b) Notwithstanding S. 6a), where an existing first or only *Entrance* contains a culvert, the provisions of S.6 c) to The Guidelines for Entrances to the County Road System - Tiered Access Control Standards shall apply.

7. Delegation of Council Authority

- a) The Council for the County of Oxford delegates the authority for all decisions pertaining to the implementation of this By-law to the *Director*.
- b) The *Director* shall have the exclusive authority to approve with or without terms and conditions, remove, and take any and all steps necessary to ensure the safe operation and the proper design, construction, alteration and maintenance of *Entrances* onto *County Roads*, in accordance with this by-law and the approved *Entrance Permit* and/or the criteria and standards set out in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards.
- c) In the event of a dispute between the *Director* and an owner or applicant which cannot be resolved to their mutual satisfaction, the aforesaid owner or applicant may bring the application to the Council for the County of Oxford.
- d) Where the *Director* is satisfied that contravention(s) of one or more provisions of this By-law, or any terms or conditions of any *Entrance Permit* issued under this By-Law, has occurred, the *Director* is authorized to apply the enforcement and penalty provisions of section 9 of this By-law.

8. Exemption: Planning Act Approval

a) Where a proposed new entrance or entrances are shown on an application for plan of subdivision, plan of vacant land condominium, consent or site plan approval which is submitted for approval pursuant to the requirements of the *Planning Act*, R.S.O.1990, c.P.13, as amended, and where such entrance or entrances are approved as part of the foregoing application process, and where such application is approved pursuant to the requirements of the Act, such new entrance or entrances shall, subject to subsections b) and c) below, be exempt from the requirements of section 2, 3 and section 4 of this By-law.

b) Notwithstanding, a) above, entrances which form part of applications for site plan approval pursuant to section 41 of the *Planning Act* are only exempt from the requirements of section 2,3 and 4 of this By-law if

- the entrance has already been presented in an application, and approved, in the context of consent or draft plan of subdivision/draft plan of vacant land condominium approval process under the *Planning Act*; or
- the entrance/access issue has been addressed to the County's satisfaction in the site plan drawings and/or conditions of site plan approval as approved by the municipality pursuant to section 41 of the *Planning Act*. Where the County is not satisfied with such an entrance/access, the matter shall be referred to County Council for decision.

c) Notwithstanding, a) above, a further approval must be sought pursuant to section 4 of this By-law prior to any alteration to any entrance or entrances approved as part of an application under the *Planning Act*.

9. Enforcement and Penalty Provisions

a) The provisions of this by-law shall be enforced pursuant to the provisions set out in the *Provincial Offences Act*. The provisions of this by-law shall be enforced by a police officer or by the County of Oxford.

b) Any person who creates, constructs, alters or otherwise establishes an *Entrance* onto a *County Road* without first obtaining an *Entrance Permit*, other than a person who is exempt from the requirement to obtain an *Entrance Permit* by operation of section 8 of this By-law, or who contravenes any terms and conditions of any *Entrance Permit* or the provisions of this By-law or its Schedule, is guilty of an offence and upon conviction shall be subject to a fine, exclusive of costs and all such fines shall be recoverable under the provisions of the Provincial Offences Act.

c) If any person creates, constructs, alters or otherwise establishes an *Entrance* onto a *County Road* without first obtaining an *Entrance Permit*, or who contravenes any terms and conditions of an *Entrance Permit* or otherwise fails to comply with this By-law including The Guidelines for Entrances to the County Road System - Tiered Access Control Standards, the *Director* may:

- i) Issue one or more work orders pursuant to Section 445 of the *Municipal Act, 2001* requiring that person to correct such contravention or contraventions; and
- ii) In the event of failure to comply with the work order within the timeframe specified in the order, take any remedial action and related cost recovery actions to complete the work required under the order at that person's expense pursuant to section 446 of the *Municipal Act, 2001*.

10. The Guidelines for Entrances to the County Road System - Tiered Access Control Standards- Criteria and Standards for Entrances to County Roads

a) The Guidelines for Entrances to the County Road System - Tiered Access Control Standards, as amended from time to time, establishes, either directly or by reference to other documents, criteria and standards applicable to the decisions on *Entrances* to *County Roads* under this By-law.

b) The location, design, number and width of *entrances* onto *County Roads* and the maintenance thereof, shall be regulated in accordance with the criteria and standards contained in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards.

c) the application requirements and fees for *Entrance Permits* and *Entrance* installation and inspection shall be in accordance with the criteria and standards contained in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards.

11. Amendments to By-law, The Guidelines for Entrances to the County Road System - Tiered Access Control Standards

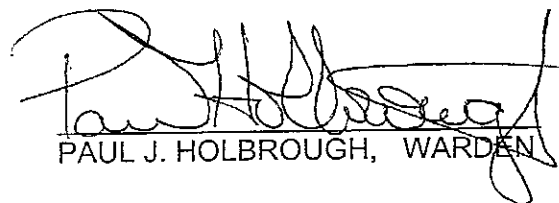
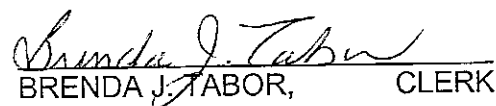
This By-law and The Guidelines for Entrances to the County Road System - Tiered Access Control Standards shall be reviewed from time to time and amended, as required, by the Council of the County of Oxford.

12. Validity

If any section, clause or provision of this By-law, and anything contained in The Guidelines for Entrances to the County Road System - Tiered Access Control Standards, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than the section, clause or provision declared invalid; and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force and effect until repealed.

READ a first and second time this 24th day of November, 2010.

READ a third time and finally passed this 24th day of November, 2010.


PAUL J. HOLBROUGH, WARDEN
BRENDA J. TABOR, CLERK

I hereby certify this to be a true copy of
County of Oxford By-law No. 5222-2010

11/26/10
Date


Brenda J. Tabor, Clerk

GUIDELINES FOR ENTRANCES TO THE COUNTY ROAD SYSTEM – TIERED ACCESS CONTROL STANDARDS (“GUIDELINE”)

1. Purpose

a) The purpose of this Guideline is to set out the criteria and standards for implementing a tiered approach to the approval, construction, alteration and maintenance of *Entrances* providing access to roads within the *County Road System*, in accordance with By-law 5222-2010 (The By-law) as amended.

b) The Guideline, and the standards and criteria set out herein, take into account the differing nature of the roads within the County Road System. While sharing the common characteristic of being arterial roads, County Roads have differing safety and other requirements depending on whether or not they are rural or urban, within or outside *Settlements*, and therefore subject to corresponding higher or lower speed limits. While no guideline can specifically address all possible circumstances, the Guideline is designed to provide clear direction to applicants and approval authorities applicable to a range of circumstances. The Guideline also serves to establish certain necessary minimum standards required in order to maintain overall traffic safety and mitigate/reduce the significant liabilities that attach to the County as decision maker with jurisdiction over the safe operations of the County Road System.

c) The primary purpose of *Entrances* to *County Roads* is to provide safe and orderly access consistent with the functional and operational requirements of *County Roads* and the accessibility needs of the adjacent land uses. Decisions on each application for a proposed *Entrance* will be made with due consideration to the nature of the conditions and circumstances in the vicinity of the proposed entrance. Factors to be considered include location (including whether the Entrance is to be located within a *Settlement* area or a rural area), the speed limit on the particular section of road, the geometry of the road and the adjoining geography; existing built development in the immediate surroundings; and the number and density of existing *Entrances*.

d) There is a direct correlation between the number of entrances on a road and the number of collisions on that road. Each additional entrance potentially increases the risk of collision and reduces the safety of the motoring public. In implementing the By-law, it is the County's objective to evaluate all proposed new *Entrances* in accordance with criteria and standards pertaining to location, design, maintenance, number and width with a view to minimizing risk to the public.

e) Pursuant to Sections 2, 3, 4 and 8 of the By-law, new *Entrances* and alterations to existing *Entrances* shall conform to and be completed in accordance with the following criteria and standards.

2. Definitions

In addition to the definitions contained in the By-law, the following definitions shall apply to this guideline:

“*Agent*” means a person or business or corporation acting on behalf of and with the permission of the *Owner*.

“*Applicant*” means the person, business, corporation or Municipality applying for the *Entrance* Permit. An *Applicant* may be the *Owner* or an *Agent* of the *Owner*.

“*Commercial/Industrial/Institutional/Multi-residential Entrance*” means an entrance which provides access to a business, institutional facility or multi-residential use permitted in the zoning By-law.

“*Common Entrance*” has the same meaning as “*Mutual Entrance*”

“*Culvert*” means an open-ended underground pipe, conveying surface storm water across a *County Road* (“*Highway Culvert*”) or across an entrance (“*Entrance Culvert*”).

“*Sight Triangle*” means the triangular space formed by the street lines and a line drawn from a point on one street line to a point drawn on the other street line, each such point being nine (9) metres, measured along the street line from the point of intersection of the street lines.

“*Emergency Entrance*” means an *Entrance* which provides access to subdivision developments for emergency vehicles only, in the event that the main entrance to the development is not passable.

Guidelines For Entrances To The County Road System

“*Farm Entrance*” means an *Entrance* which provides access to farm buildings and agricultural lands including any residence(s) located on the same property.

“*Field Entrance*” means an *Entrance* which provides access to agricultural fields.

“*Mutual Entrance*” means an *Entrance* which serves more than one lot or more than one use on a single lot such as a farm business, campground or commercial use with an accessory residence.

“*OPSD*” means the Ontario Provincial Standard Drawing from the Ontario Provincial Standards for Roads and Public Works, <http://www.ragsa.mto.gov.on.ca/techpubs/ops.nsf/OPSHomepage>

“*OPSS*” means the Ontario Provincial Standard Specification from the Ontario Provincial Standards for Roads and Public Works, <http://www.ragsa.mto.gov.on.ca/techpubs/ops.nsf/OPSHomepage>

“*Owner*” means any persons, business, corporations or Municipality(s) that owns or has an interest in the property that is the subject of the *Entrance* Permit Application.

“*Public Entrance*” means an *Entrance* which provides access onto a *County Road* from a registered subdivision by means of a public road or street

“*Residential Entrance*” means an *Entrance* which provides access to a residential dwelling containing no more than two units.

“*Rural Cross-section*” means a road cross section comprising the *Roadway* bounded by shoulders and ditches on either side. A *Rural Cross-section*, while normally found outside *Settlements*, may also be found within *Settlements*.

“*Settlement*” means the area where development is concentrated and a variety of land uses may be present. *Settlements* only include designated Rural Clusters, Villages, Serviced Villages and Large Urban Centres as defined in the County of Oxford Official Plan.

“*TAC Guide*” means the Transportation Association of Canada’s Geometric Design Guide for Canadian Roads, as amended.

“*Temporary Entrance*” means an *Entrance* which provides access to properties for a limited period not to exceed six months for the purpose of construction, repairs or improvement on that property or to facilitate a staged development.

“*Urban Cross-section*” means a road cross-section comprising the *Roadway* bounded by curbs or curb and gutter on either side. . An *Urban Cross-section*, while normally found within *Settlements*, may also be found outside *Settlements*.

3. Permit Required

Pursuant to Section 2 of the By-law, and except as exempted by section 8 of the by-law, *Entrance Permits* are required for:

- i) Construction of a new *Entrance* (paved or unpaved),
- ii) Changing the design of an existing *Entrance*,
- iii) Changing the location of an existing *Entrance*,
- iv) Changing the use of an existing *Entrance* (e.g. from residential to commercial) and/or,
- v) Construction of a *Temporary Entrance* or the use of any part of the *County Road* right-of-way as a means of temporary access.

Guidelines For Entrances To The County Road System

4. Location of Entrances

- a) New entrances shall be located so as to provide, in the opinion of the *Director*:
- i) No undue interference with the safe movement of vehicular traffic, pedestrians, or other users of the *County Road*; and
 - ii) Safe and convenient vision, grade, and alignment conditions for all traffic using the proposed *Entrance* to the *County Road*.
- b) New entrances will not be permitted where one or more of the following criteria are met:
- i) Where access can reasonably be gained via a City, Town, Village, or Township right-of-way, with consideration given to the traffic volumes and the roadway geometrics;
 - ii) Along a lane that is identified for the purpose of an exclusive vehicular turning movement;
 - iii) Within the *Sight Triangle* at any intersection;
 - iv) Within 20 metres centre to centre of another same-side entrance in areas outside of *Settlements* with rural cross-sections;
 - v) Where the new *Entrance* would oppose the non-through leg of a “T” intersection, except where the new entrance is a *Public Entrance* or a *Commercial, Industrial, Institutional, Apartment or Multi-residential Entrance*;
 - vi) In areas within a *Settlement*, at locations with an *Urban Cross-section* where the proposed *Entrance* cannot be spaced away from adjacent *Entrances* at a sufficient distance to provide a minimum length of 2 metres of raised curb between adjacent *Entrances*, with the exception of mutual driveways straddling a property line, or in the case of *Entrances* at locations with a *Rural Cross-section*, at a sufficient distance to provide a minimum of 2 metres clear space between the ends of adjacent *Entrance* Culverts;
 - vii) In close proximity to intersections where the following minimum distance from the nearest edge of pavement, taken from the *TAC Guide*, Figure 3.2.8.2 “Suggested Minimum Corner Clearances to Accesses or Public Lanes at Major Intersections”, is not met:

Speed Limit	Minimum Distance
50 km/hr	85 metres
60 km/hr	110 metres
70 km/hr	140 metres
80 km/hr	170 metres

viii) Where the following minimum sight distance requirements, taken from the *TAC Guide*, Figure 2.3.3.4 “Sight Distance for Turning Movements from Stop”, are not met:

Speed Limit	Minimum Sight Distance
50 km/hr	160 metres
60 km/hr	200 metres
70 km/hr	250 metres
80 km/hr	300 metres

ix) Adjacent to a bridge or other structure, where the following minimum sight distance requirements, taken from the *TAC Guide*, Table 2.3.3.5, “Sight Distance for Left Turns at Unsignalized Interchange Ramp Terminals” are not met:

Speed Limit	Minimum Sight Distance
50 km/hr	115 metres
60 km/hr	135 metres
70 km/hr	150 metres
80 km/hr	170 metres

Guidelines For Entrances To The County Road System

c) In areas where the speed limit is less than 80 km/hr *and* the sight distances in sub-paragraphs vii), viii) or ix) above cannot physically be achieved *and* the restriction of the location of an *Entrance* relative to the bridge or other structure can be relaxed or waived without negatively affecting the safety of the *County Road* at that location, the *Director* may permit an *Entrance*.

5. DESIGN STANDARDS

a) *Entrance* Grade and Back Slope (For All *Entrances*)

- i) The finished surface of the *Entrance* must drop away from the edge of the highway-driving surface to the end of the shoulder rounding at a rate equal to the slope of the shoulder. *Entrances* shall be constructed as shown in the applicable *OPSD*.
- ii) Each *Entrance* to a County Road must be designed, constructed, and maintained in a manner that will prevent surface water from the entranceway or from the adjoining property being discharged via the entrance onto the traveled portion of the *County Road*.
- iii) The design of all *Entrances* must be submitted to, and approved, by the *Director* and an Entrance Permit issued prior to work commencing on the entrance within the limits of the road allowance of a *County Road* or any works related to said entrance.
- iv) Filling in of ditches in front of properties is prohibited, with the exception of works carried out as part of a drainage works under the Drainage Act.

b) *Field Entrance*

The property *Owner* shall provide to the *Director* a drawing showing the proposed *Entrance* including dimensions. The *Entrance* shall be surfaced with at least 150 mm (6") pit run gravel (Granular "B") and 50 mm (2") of crushed gravel (Granular "A") and the *Culvert* must be of sufficient length to provide the required slope up from the ditch invert to an *Entrance* width as specified in Section 6 of this Guideline. The minimum cover of granular material on the *Culvert* is to be 450 mm (18").

c) *Farm or Residential Entrance*

In the case of proposed Farm or Residential Residences, the property *Owner* shall provide to the *Director* a drawing showing the proposed *Entrance*, including dimensions and grading plan. The *Entrance* shall be surfaced with a minimum of 150 mm (6") of crushed gravel (Granular "A") and 150 mm (6") of pit run gravel (Granular "B"). A Farm or Residential Entrance shall not be hard surfaced except in areas with urban cross-sections including curb and gutter. All existing hard surfaced *Entrances* within the *County Road* are the sole responsibility and risk of the property *Owner* and will not be maintained by the *County*. The *Culvert* must be of sufficient length to provide the required slope up from the ditch invert to an *Entrance* width as specified in Section 7 of this Guideline. The minimum cover of granular material on the *Culvert* is to be 450 mm (18").

d) *Commercial/Industrial/Institutional/Multi-residential Entrance*

Commercial/Industrial/Institutional/Multi-residential *Entrances* associated with the following *Planning Act* applications will be considered by the County for approval as part of the County Public Works commenting process under the *Planning Act* for these applications:

- plans of subdivision,
- plans of vacant land condominium ,
- consents or
- site plan approvals

Based on acceptable geometry and location shown in the application documentation, a provisional approval will be given subject to submission of engineering drawings prior to construction. It is anticipated that the required drawings will be site plan, subdivision drawings, etc. for the project in question. The following drawings and other requirements are to be submitted to the *Director* by or on behalf of the Owner/Applicant for that final approval:

- i. technical drawings prepared by a qualified professional showing the proposed *Entrance*, including dimensions, grading plan typical sections including type and thickness of granular base, projected traffic flows and all other *Entrances* within 300 metres of the proposed *Entrance* ;

Guidelines For Entrances To The County Road System

- ii. confirmation that the entrance shall be surfaced with a minimum of two lifts, not less than 50mm (2") each, of hot mix asphalt;
- iii. where a *Culvert* is required, its length will be determined by the *Entrance* design which will be site specific, having regard for number and type of vehicles expected to utilize the *Entrance*;
- iv. the *Entrance* width shall be as specified in Section 7 of this Guideline;
- v. the minimum cover of asphalt and granular material on the *Culvert* is to be 450 mm (18"); and
- vi. the specific design of the sub-grade and granular base is to be designed by the property *Owner* or his *Agent* for the intended type and volume of traffic and subject to the *Director's* approval.

e) *Temporary Entrance*

- i) A *Temporary Entrance* shall be designed and constructed in a manner that is appropriate for the intended use, subject to the approval of the *Director*.
- ii) Where any part of the *County Road* right-of-way is used for a *Temporary Entrance*, the right-of-way shall be restored to its original condition by the *Owner* to whom the Entrance Permit is issued before the expiry date of the permit. A deposit of \$2000.00 shall be forwarded to the *County* to be held as a security deposit until the restoration is completed to the satisfaction of the *Director*.
- iii) *Temporary Entrance* permits shall specify: the expiry date, the extent and nature of the works to be done on the property and the *Owner's* responsibility to clean up all mud and debris from the road in a timely fashion, all to the satisfaction of the *Director*. If a time extension is required for a Temporary Entrance Permit, the *Owner* must apply for a new permit prior to the expiration of the existing permit.

f) *Public Entrance*

Public Entrances associated with the *Planning Act* applications for plan of subdivision, plans of vacant land condominium, consents or site plan approvals will be considered by the County for approval as part of the County Public Works commenting process under the *Planning Act* for these applications. The roadway beyond the County Road right of way must meet the standards of the Municipality which will assume that road. The subdivision *Owner* shall provide to the Director technical drawings prepared by a qualified professional showing the proposed *Entrance*, including dimensions, grading plan typical sections including type and thickness of granular base and projected traffic flows. All other *Entrances* within the bounds of the drawing shall be shown on the drawing. All other *Entrances* within 300 metres of the proposed *Entrance* shall be shown on a drawing or sketch submitted with the application package.

g) *Emergency Entrance*

The property *Owner* shall provide to the Director technical drawings prepared by a qualified professional showing the proposed *Entrance*, including dimensions, grading plan, typical sections including type and thickness of granular base and projected traffic flows. The drawings shall also clearly indicate the measures to be incorporated in the *Emergency Entrance* to prevent (adequately discourage) non-emergency use such as by private residents or delivery vehicles. All other *Entrances* within the bounds of the drawing shall be shown on the drawing. All other *Entrances* within 300 metres of the proposed *Entrance* shall be shown on a drawing or sketch submitted with the application package.

h) *Curb and Gutter*

- i) Where a curb and gutter exists at the location of the proposed *Entrance*, the *Applicant* shall be required to construct a drop curb at the *Entrance* location. The existing curb shall be cut or removed and replaced using materials and construction methods as per the applicable OPSSs and OPSDs.
- ii) The area between the curb and sidewalk is to be hard surfaced with a minimum of two lifts, not less than 50mm (2") each, of hot mix asphalt, 150 mm (6") of concrete or suitable interlock pavers, in accordance with the County's requirements. If there is no sidewalk, the entrance is to be hard surfaced a minimum distance of two metres behind the curb.

Guidelines For Entrances To The County Road System

i) *Culverts*

i) All *Culverts* shall be constructed to the proper grade ensuring that free and unimpeded flow of surface water is maintained to the satisfaction of the *Director*.

ii) *Culverts* required for new or re-designed entrances must be of sufficient diameter to maintain the free flow of water in ditch and be installed to the satisfaction of the *Director* in order to avoid future maintenance problems.

iii) The minimum *Culvert* diameter for *Residential* and *Commercial Entrances* is 450 mm (18"). For *Public Entrances*, the minimum size is 600 mm (24"). Exceptions to these standards for *Culverts* shall be at the discretion of the *Director*.

iv) When the roadside ditch is part of a municipal drain, the diameter of the *Culvert* is subject to municipal standards. The *County* must contact the municipal drainage superintendent for advice on the requirements relating to the municipal drain such as the appropriate diameter of *Culvert*.

v) Where the upstream *Culvert* is a greater diameter than the minimum standard, the *Culvert* for the proposed entrance must be at least the same diameter in order to avoid "bottlenecks", unless it is determined that the upstream culvert is oversized for the expected flows.

vi) The length of an *Entrance Culvert* shall be equal to the width of the entrance plus the width of the slopes on both sides of the entrance, as measured at the bottom of the ditch. A minimum of 0.6 metres (2') of the *Culvert* shall be left clear of surface cover at both ends.

vii) The *Culvert* shall be placed in the centre of the *County Road* ditch and be embedded in a minimum of 100 mm (4") of granular material dependant upon sub-grade material. The *Culvert* invert is to be placed at the existing ditch invert on the ditch alignment.

viii) OPSD Standards (800 series) shall be used to determine the specifications of the *Culvert* (type, material, gage, etc.) and the bedding requirements.

ix) A *Culvert* shall be constructed of new material only, as approved by the director.

j) *Curbs and/or Headwalls*

i) The construction of curbs and headwalls is prohibited within the *County* road allowance. No curb or headwall can extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding.

ii) All existing curbs and headwalls within the *County Road* are the sole responsibility and risk of the property *Owner* and may be removed, if necessary, at the discretion of the *Director* and at the property *Owner's* expense.

6. MAINTENANCE OF ENTRANCES

a) Property *Owners* with an *Entrance* to a *County Road* are solely responsible for the maintenance of the *Entrance* according to the applicable standards specified in this Guideline, as well as any necessary dust control and the removal of snow and ice to keep the *Entrance* in a safe condition for vehicular traffic.

b) The *County* shall not be liable for any damage due to shoulder grading, snowplowing or other maintenance activities undertaken by the *County* or by a contractor employed as an agent of the *County* done to paving stones, surface treatment, asphalt pavement or concrete pavement on *County Roads*.

Guidelines For Entrances To The County Road System

c) A *Culvert* installed under the terms of the *Entrance* Permit shall become the property of the *County* upon acceptance of the work by the *Director*. All subsequent replacement, maintenance, repairs or alterations to the *Culvert* and drainage through it shall be carried out by the *County*. The *County* shall bear the costs of such maintenance work for the first or only *Entrance* to a property except for widening or other alteration as may be approved through an *Owner's* request for a change. The costs for all maintenance to any second and subsequent *Entrances* are the sole responsibility of the property *Owner* and, if necessary, shall be recovered from that property *Owner* by the *County* as permitted under section 446 of the *Municipal Act, 2001*.

7. NUMBER AND WIDTH OF ENTRANCES

a) Notwithstanding the provisions of any *Area Municipal Zoning By-laws*, the *County* shall specify the width and number of *Entrances* to *County Roads*. The widths specified in Section 7.b) below are the driving surface of the entrance measured at the location of the culvert or the curb cut unless specified otherwise.

b) The *County* shall limit the number of *Entrances* per property to the minimum number required for access while maintaining the greatest possible level of safety for the motoring public. The number of *Entrances* permitted shall be as follows:

i) *Residential Entrance* - one per property where residential uses are permitted except in the case of *Mutual Entrances* where one *Entrance* will serve multiple properties. Outside of *Settlements*, the maximum width is six (6) metres (20'), in *Settlements* the maximum width is four (4) metres (13') for a single driveway or six (6) metres (20') for a double driveway or *Mutual Entrance*.

ii) *Farm Entrance* - one *Farm Entrance* per farm property with additional *Field Entrances* where natural obstructions within the field physically prevent access across the field or, where the property frontage exceeds 400 metres, an additional *Field Entrance* may be permitted for each additional 400 metres of frontage at the discretion of the *Director*. The normal entrance width is twelve (12) metres (39'). Wider entrances shall be permitted subject to the particular use or specific industry requirements (example - the Dairy Farmers of Ontario) as approved by the *County*.

iii) *Commercial/Industrial/Institutional /Multi-residential Entrance* – one per property where C/I/I/MR uses are permitted. Site plan deficiencies will not generally be accepted as a reason for a second *Entrance*, nor will additional *Entrances* be permitted to preclude the installation of warranted traffic signals. A second entrance may be approved by the *Director* in the case of special circumstances. For high traffic volume sites, a peer reviewed Traffic Impact Study may be required, at the discretion of the *Director*, for the approval of multiple entrances. The width is to be nine (9) metres (30') at the property line with five (5) metre (16.5') radii.

iv) *Temporary Entrances* – the number and dimensions will be based on the proposed use.

v) For site plans of Area Municipality or County Emergency Services (Police, EMS, Fire) facilities, the *Director* will consider the specific needs of the facility when considering access provisions such as number and width of entrances.

c) Special Circumstances – notwithstanding Section 7.b), Where there is a valid need for an exception to these criteria and standards based on topography or other special circumstance, such an exception may be granted at the discretion of the *Director*.

8. MUTUAL ENTRANCES

Mutual Entrances will be required where deemed necessary by the *Director* during the development process when direct access to a *County Road* is sought for contiguous lots outside of *Settlements*. *Mutual Entrances* shall be subject to the criteria and standards of this Guideline for the purpose the *Entrance* is intended to serve. The provision of access to the lots via a *Mutual Entrance* rather than through individual entrances shall be registered on title for all of the affected lots. Mutual entrances may also be required inside *Settlements* based on lot geometry, distance from intersections, topography issues, etc. at the discretion of the *Director*, through comments during the development process.

Guidelines For Entrances To The County Road System

9. ENTRANCE PERMIT APPLICATION PROCESS:

a) As indicated in Section 8 of the By-law, and section 5 of these Guidelines, where a proposed new entrance, or entrances, is requested as part of an application for plan of subdivision, plan of vacant land condominium, consent or site plan approval, the approval decision for the *Entrance or Entrances* will be made as part of the County Public Works commenting process associated with the particular application.

b) Applications for new *Entrances*, or reclassifications of or alterations to existing *Entrances* which are not part of any of the planning approval identified in 9 a) above, shall be submitted by the property *Owner* or an *Agent* on forms supplied by the Public Works Department. Approval of all *Entrance* Permits shall be subject to conditions, technical, financial or otherwise, prior to, or as part of the installation of the *Entrance*.

c) Proposed Entrance location(s) shall be clearly illustrated on a drawing as required in Section 5 of this Guideline, which is to accompany the application. The drawing for a *Field, Farm or Residential Entrance* may be a hand-drawn sketch, but it must provide enough information to enable staff to locate it in the field (i.e.) dimensions to buildings and/or landmarks such as fences hedgerows, tree lines, etc.

d) The following criteria will be considered in determining whether or not to grant approval to all applications for new *Entrances* or alterations to existing *Entrances*:

- i) Protection of the public through the orderly control of traffic movements onto and from *County Roads*, including possible requirements for left and/or right turn lanes.
- ii) Maintenance of the traffic carrying capacity of the *County Roads System*.
- iii) Protection of the public investment in *County Roads System*.
- iv) Minimization of *County* expenditures on the maintenance of *Entrances*.
- v) Minimization of risk of future maintenance problems and reconstruction costs.
- vi) Existence of sufficient legal access onto *County Roads* via easement, right-of-way or mutual entrance through adjacent property.

e) An *Entrance* Permit will be issued upon satisfaction of the *Director* that all necessary arrangements, agreements and financial securities and fees are provided to the *County*.

f) Should the ownership of the property change after the date of the application, the new *Owner* shall become the *Applicant*.

10. INSTALLATION OF THE ENTRANCE

a) The *Entrance* shall be installed at the *Applicant's* expense, to the relevant OPSS and OPSD and in accordance with this Guideline. In the case of Commercial, Industrial, Institutional or Multi-residential developments, where a licensed contractor has been retained to construct site services, installation of the *Entrance* by the contractor will normally be permitted, subject to prior approval of the *Director*. In all other cases, the *Entrance* shall be installed by the *County*, at the *Applicant's* expense.

b) Approval for an *Entrance* as part of an application for plan of subdivision, plan of vacant land condominium, consent or site plan approval remains valid for the duration of the validity of the instrument wherein the approval was granted.

c) Work on an installation under the authority of an *Entrance* Permit must be completed within six (6) months of the date of issue of the *Entrance* Permit. Failure to complete the required work within six (6) months of *Entrance* Permit issuance may result in the cancellation of the *Entrance* Permit by written notice.

d) All works related to or forming a part of an *Entrance* shall be carried out in accordance with the approved plans, specifications and conditions, and are subject to the approval of the *Director*.

Guidelines For Entrances To The County Road System

e) Where installation by the *Applicant's* contractor is approved by the *Director*, the *Applicant* shall be responsible for the construction, marking, and maintenance of the detours required, and for maintaining safety measures for the protection of the public during the construction of any works in respect of the *Entrance*.

11. INSPECTION OF THE ENTRANCE

a) Where a contractor installs the *Entrance* with the approval of the *Director*, the installation of the *Entrance* will be inspected by the *Director* upon completion. It shall be the *Applicant's* responsibility to contact the County Public Works Department for an inspection of the *Entrance* installation, once it has been completed.

b) Should any adjustments to the constructed or altered *Entrance* be required by the *Director*, said adjustments shall be completed within ten (10) days of written notification by the *Director* of the adjustments that are required.

12. ENTRANCE PERMIT FEE

a) When approval for an *Entrance* is sought as part of an application for plan of subdivision, plan of vacant land condominium, consent or site plan approval, no fee additional to that of the application is payable.

b) The fees charged for *Entrance* Permits shall be in accordance with County Fee By-law No. 4821-2007 as amended from time to time and any successors to it that may be enacted.

Oxford County Road Network Collision Heatmap 2019-2024



Road Network

- Provincial Road
- County Road
- Municipal Road

Collision Frequency

- Low
- High



DECISION LETTER

RESOLUTION RE: AVAILABLE PARKING

STATION ARTS CENTRE BOARD OF DIRECTORS MEETING
Thursday, March 27, 2025

Moved by: Erin Getty

Seconded by: Michelle Wegg

THAT the Station Arts Centre passed a resolution outlining a request that the Town of Tillsonburg &/or Station View Development maintain sufficient parking spots for the Station Arts Centre facility in proximity to 41 Bridge St. W, Tillsonburg.

That this information be received as information, and that the recommendation/commentary contained herein be respectfully forwarded to the Council of the Town of Tillsonburg for consideration.

Carried ☒

Defeated ☐

Approved by: 

Mark Renaud, Vice-Chair

The Station Arts Centre is deeply excited about the upcoming Station View Development across the road, and we wholeheartedly embrace the many benefits it will bring to our vibrant community. As a cultural hub that has proudly served this area since the mid-late 80s, we see the development as a natural complement to our vision, aiming to create a dynamic, inclusive, and progressive environment. We believe this will foster even greater community engagement and a richer cultural experience.

That said, we do have some concerns regarding the parking and accessibility of our facility, particularly for those who rely on convenient access due to mobility needs. "Many of our artists, especially potters, quilters, and other creators, frequently transport large and bulky items," said Tillsonburg Station Art Centre's Board Chair, Sarah Senior. "Given the nature of our operations, ensuring that all visitors can easily access our building is vital." With a significant senior membership base, it is crucial that the design of the development considers these accessibility needs, allowing for easy access to the arts centre without any barriers (such as a far walk).

We fully support the exciting vision for the area and believe that with careful consideration of parking and accessibility, the development can coexist harmoniously with the Station Arts Centre, benefiting everyone.

We look forward to the exciting changes ahead, confident that together we can create a space that serves the entire community, from the arts to the residents who call this area home.

Tillsonburg TURTLEFEST

Town of Tillsonburg

55 Brock Street East

TILLSONBURG, ON N4G1Z7

March 31st, 2025

Dear Tillsonburg Town Council:

The Tillsonburg TurtleFest Committee wishes to sincerely thank you for your support of the 2025 festival.

The \$9,000 town contribution is such an important and foundational component to the base funding for our signature festival and ensures that we can deliver the best TurtleFest event yet.

As you know, more than 30,000 people attended the 2024 event and as such, further highlights that TurtleFest is the town's signature annual event with an economic impact of more than \$1 million over the 2-day event. Last year, more than 100 community partners participated in the event from the retail, commercial, service club, religious, institutional, government and tourism sectors.

Once again, thank you for ensuring that we, together, produce such an important, local, Tillsonburg-centric event.

TILLSONBURG TURTLEFEST COMMITTEE


The bottom of the letter features several handwritten signatures in blue ink. From left to right, the signatures are: a signature that appears to be 'Katie Wax' with 'Katie Wax' written below it; a signature that appears to be 'Chris' with 'Chris' written below it; a large, stylized signature; a signature that appears to be 'Lenny Fraser' with 'Lenny Fraser' written above it; a signature that appears to be 'L. St.' with 'L. St.' written above it; and a signature that appears to be 'Mena' with 'Mena' written above it.

April 10, 2025

Oxford County Area Municipalities

VIA EMAIL

RE: COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 – Bill 197

At its meeting held April 9, 2025, Oxford County Council passed the following resolution:

Moved By: Brian Petrie
Seconded By: David Mayberry

Whereas the Provincial Government passed COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 – Bill 197, which requires support from all municipalities within 3.5 kilometers of a landfill application; and,

Whereas Oxford County has never officially endorsed this change made in Bill 197; and,

Whereas at least one company has registered lobbyist with the Provincial Government for the purpose of removing this requirement;

Therefore, be it resolved that Oxford County Council fully endorses the changes passed in COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 - Bill 197, giving municipalities within 3.5 kilometers of a new landfill application the right of approval;

And furthermore, that advocating that this requirement stay in place and that it be included in the list of items that Oxford County actively advocates on.

DISPOSITION: Motion Carried

Thank you,



Jessica M. Elliott
Coordinator of Legislative Services/Deputy Clerk
Encl.

**Municipal Council of the County of Oxford
Council Meeting - Oxford County**

Date: Wednesday, April 9, 2025

Moved By: Brian Petrie

Seconded By: David Mayberry

Whereas the Provincial Government passed *COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 - Bill 197*, which requires support from all municipalities within 3.5 kilometers of a landfill application; and,

Whereas Oxford County has never officially endorsed this change made in Bill 197; and,

Whereas at least one company has registered lobbyist with the Provincial Government for the purpose of removing this requirement;

Therefore, be it resolved that Oxford County Council fully endorses the changes passed in *COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 - Bill 197*, giving municipalities within 3.5 kilometers of a new landfill application the right of approval;

And furthermore, that advocating that this requirement stay in place and that it be included in the list of items that Oxford County actively advocates on.

DISPOSITION: Motion Carried



**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



April 9, 2025

Dear Mayor Deb Gilvesy,

To further support municipalities in delivering much-needed housing and other provincial priorities, I am pleased to inform you that our government intends to expand strong mayor powers to your municipality.

Following previous expansions, we have seen strong mayors put these transformative powers into action to support growth, from proposing budgets to setting up organizational structures to proposing by-laws to help advance provincial priorities such as building more homes and constructing and maintaining infrastructure to support housing.

Our government's expectation is that you will make use of these powers in a similar way, supporting provincial priorities that will help our province and our communities grow. These priorities include supporting the construction of new homes, economic development and building infrastructure that supports community growth, including housing-enabling infrastructure like water and wastewater infrastructure, as well as roads, highways, transit and more.

Heads of council in strong mayor municipalities can:

- Choose to appoint the municipality's chief administrative officer.
- Hire certain municipal department heads, and establish and re-organize departments.

- Create committees of council, assign their functions and appoint the Chairs and Vice-Chairs of committees of council.
- Propose the municipal budget, which would be subject to council amendments and a separate mayoral veto and council override process.
- Veto certain by-laws if they are of the opinion that all or part of the by-law could potentially interfere with a provincial priority, such as housing, transit and infrastructure.
- Bring forward matters for council consideration if they are of the opinion that considering the matter could potentially advance a provincial priority.
- Propose certain municipal by-laws if they are of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favor.

If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at 437-996-2487 or tanner.zelenko@ontario.ca.

Please accept my best wishes.

Sincerely,

Original.Signed.by

Hon. Rob Flack

Minister of Municipal Affairs and Housing

c:

Robert Dodd, Chief of Staff

Martha Greenberg, Deputy Minister

Caspar Hall, Assistant Deputy Minister, Local Government Division

Sean Fraser, Assistant Deputy Minister, Municipal and Housing Operations Division

Kyle Pratt, Chief Administrative Officer

Tanya Daniels, Clerk

Regulation - LGIC

Proposed Amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities

Regulation Number(s):

O. Reg. 530/22

Instrument Type:

Regulation - LGIC

Bill or Act:

Municipal Act, @01

Summary of Proposal:

The Strong Mayors, Building Homes Act, 2022, the Better Municipal Governance Act, 2022, and associated regulations give the heads of council (HOC) of certain municipalities strong mayor powers and duties. Currently, there are 47 Ontario municipalities where the HOC has strong mayor powers and duties.

The Ministry of Municipal Affairs and Housing is proposing amendments to O. Reg. 530/22 under the Municipal Act, 2001 to expand the list of municipalities where the HOC has strong mayor powers and duties, to include certain single-tier and lower-tier municipalities with a council composition size of six members or more, to help these municipalities move forward on shared provincial-municipal priorities.

Proposing that amendments to O. Reg. 530/22 would come into effect on May 1, 2025.


Analysis of Regulatory Impact:


If these amendments are made, the strong mayor framework would apply to more municipalities. Currently the framework applies to 47 municipalities - the City of Toronto and 46 municipalities designated under O. Reg. 530/22 under the Municipal Act, 2001.

Local impacts will depend on how the heads of council (HOC) in designated municipalities choose to use these strong mayor powers and how the municipality will support the implementation of these powers and duties for the HOC. There are no requirements in the regulations that would result in new administrative costs for municipalities. Municipalities may choose to update local processes and policies at any time, based on local needs and circumstances.

Further Information:

 PART V1.1 SPECIAL POWERS AND DUTIES OF THE HEAD OF COUNCIL - Municipal Act, 2001

 O. Reg. 580/22 – Municipal Act

 O. Reg. 530/22 - Municipal Act

Proposal Number:

25-MMAH002

Posting Date:

April 9, 2025

Comments Due Date:

April 16, 2025

Contact Address:

Ministry of Municipal Affairs and Housing
Local Government Policy Branch
777 Bay St., 13th Floor
Toronto, ON, M7A 2J3

[Comment on this proposal via email](#)

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Subject: Adoption of Use and Acceptance of Electronic Signatures Policy for the Town of Tillsonburg

Report Number: CS 25-014

Department: Corporate Services Department

Submitted by: Amelia Jaggard, Deputy Clerk

Meeting Type: Council Meeting

Meeting Date: Monday, April 14, 2025

RECOMMENDATION

- A. THAT report CS 25-014 titled “Adoption of Use and Acceptance of Electronic Signatures Policy for the Town of Tillsonburg” be received as information; and
- B. THAT Council direct staff to present a By-Law to Adopt a Use and Acceptance of Electronic Signatures Policy for the Town of Tillsonburg.

BACKGROUND

In 2000, the Province of Ontario enacted the Electronic Commerce Act, 2000 (ECA), allowing municipalities to conduct business using electronic signatures. The acceptance of electronic signatures has the potential to expedite workflow processes and enhance customer service, supporting both current operations and future municipal initiatives.

The Electronic Commerce Act, 2000 establishes conditions for ensuring the reliability and authenticity of digital signatures and electronic submissions. This legislation affirms the legal validity of electronic documents and sets requirements for their validity, their admissibility as evidence and, in the case of signed agreements, their enforceability against the parties that executed them. Unless there are rules specific to a given area of law, an electronic document will have the same legal effect as a paper-based one. An electronically signed document that verifies its origin and integrity is legally enforceable against the parties who executed it.

Third-party software (such as DocuSign and Adobe Digital Signatures) allows for verification using passwords or PIN numbers and uses data encryption technologies. This software protects the integrity of the document by confirming the absence of any modifications made to the document since it was finalized or signed.

DISCUSSION

Staff are recommending adoption of an Electronic Signature Policy. Electronic signatures have been legally recognized for decades and are now widely used across all sectors. Formal adoption of a policy is anticipated to support efficiencies for

CS 25-014

administrative purposes and records keeping, while ensuring compliance under existing legislation.

Conducting business electronically has become the standard for many businesses to increase efficiency, promote convenience, and modernize workflows. The shift away from paper-based processes accelerated during the COVID-19 pandemic, reinforcing the need for digital solutions.

The attached Electronic Signature Policy for the Town of Tillsonburg provides guidance on when electronic submissions are considered official and acceptable by the Town. It further identifies types of documents for which electronic signatures will be acceptable and the way an electronic signature must be provided. Adoption of this policy is anticipated to expedite some workflow processes, reduce recordkeeping requirements, and enhance contract management.

CONSULTATION

I.T. Manager

FINANCIAL IMPACT/FUNDING SOURCE

The Town will utilize existing software licensing, including Laserfiche and Adobe Acrobat, to fulfill the requirements of this policy. These platforms are already included in the general government services software budget lines.

The Clerk's Office may explore the use of DocuSign for specific cases, particularly for public-facing documents, as it provides a user-friendly web interface. A DocuSign subscription is \$53/user/month. If this fee can be accommodated within the general government services software budget, no additional funding will be required; otherwise, the cost would be incorporated into the following year's 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.

CS 25-014

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 – Continue to develop digital service delivery while maintaining counter and telephone channels.

Priority Project – N/A

ATTACHMENTS

Appendix A – Adoption of Use and Acceptance of Electronic Signatures Policy



ADMINISTRATION

Policy ____: Use and Acceptance of Electronic Signatures

Approval Date: Month, DD, YYYY

Approval Authority: SLT OR Council, Resolution #

Effective Date:

Next Scheduled Review Year:

Department:

Last reviewed: Month, DD, YYYY

Revision Date/s:

Schedules:

POLICY STATEMENT

It is the policy of the Town of Tillsonburg to use and accept electronic signatures with the same force and effect as the wet signature, wherever appropriate, unless specifically provided otherwise by applicable legislation or the Town's policies and procedures. Appropriate uses will be determined in accordance with the policy and include the Town's internal and external processes, as well as acceptance of externally generated records which have been electronically signed.

PURPOSE

This policy is designed to provide guidance on when electronic submissions are considered official and acceptable by the Town.

This policy applies to all Town employees, members of council, contractors and volunteers engaging in internal and external transactions involving signatures, which they conduct or in which they participate representing the Town. It also applies to members of the public, consultants, vendors, and other persons, when they engage in electronic transactions with the Town. This policy applies only to transactions between the Town and the other person(s), each of which has agreed to conduct transactions by

electronic means, as well as internal electronic processes, where the electronic signature is used.

BACKGROUND

The Personal Information Protection and Electronic Documents Act (PIPEDA) and the Electronic Commerce Act (2000) (the “Ontario Act”) govern the use of electronic signatures and equates them to paper-based signatures. According to these acts, electronic signatures are permitted for most records where a wet ink signature would be accepted.

ROLES AND RESPONSIBILITIES

The Corporate Services Department shall maintain the primary responsibility for coordinating the implementation and maintenance of this policy, as well as ensuring compliance with its requirements.

All employees, volunteers, and members of Council shall comply with this policy when participating in or coordinating Town electronic transactions.

Directors and the CAO, in collaboration with the Town’s information technology support team, if necessary, may decide on using and accepting the electronic signature in a specific transaction.

DEFINITIONS

Electronic record: a record created, generated, sent, communicated, received, or stored by electronic means.

Electronic signature: electronic information that a person creates or adopts in order to sign the document and that is in, attached to or associated with the document.

Electronic signature method: any form of an electronic representation of a person’s signature that can be linked or attached to an electronic document or transaction (e.g., signature block in an email, scanned hand-written signature, recorded voice command, user authentication to an internal application to approve a transaction, asymmetric cryptography based electronic signature, etc.).

Person: an individual or a business, government or other entity participating in an electronic transaction with the Town.

Record: information created, received, and maintained as evidence and information in the transaction of business or the pursuance of legal obligations.

Vital records: records containing vital information for the Town to continue its key functions and activities in case of an emergency/disaster.

Wet (manual) signature: signature made on the physical document using physical means, for example, ink signature by hand.

IMPLEMENTATION PROCEDURE

- 1.1 Use of an electronic signature will only be with the consent of all parties (including the consent of the Town, in accordance with this Policy and applicable procedures). The Town will not require other persons to use an electronic signature.
- 1.2 Where a wet signature is requested, the Town will consent to its use.
- 1.3 This policy does not mandate any specific electronic signature software, so long as the application adopted meets the requirements outlined in this policy and related policies and procedures. Any electronic signature software must undergo a review by the Director of Corporate Services, in collaboration with the Town's information technology support team, before it is adopted by the Town.
- 1.4 The method of the electronic signature used in a transaction will be determined based on:
 - the reason for or context of the signature;
 - risks associated with the particular type of transaction and the electronic record it is documented by;
 - legal requirements (including integrity and reliability);
 - retention requirements of the electronic record being signed; and
 - the ability of the method to validate the electronic signature throughout the retention period of the electronic record containing the electronic signature.
- 1.5 In order for a technology or process to be accepted for the purposes of the electronic signature, it must meet the following minimum requirements:
 - The electronic signature must be executed or adopted by the signer with an intent to sign.
 - The electronic signature must be unique to the signer.
 - The use of the technology or process adopted by the signer to incorporate, attach, or associate the electronic signature to an electronic document is under the sole control of the signer.
 - The technology or process can be used to identify the signer.
 - The electronic signature must be linked to an electronic document in such a way that it can be determined whether the electronic document has been changed since the electronic signature was incorporated in, attached to, or associated with the electronic document.
 - The continuing integrity of the electronic record, and its association or linkage to its electronic signature, and any associated data must be maintained, following the completion of the signing process.
 - The electronic record with the electronic signature incorporated in, attached to, or associated with it must be capable of being received, accessed and retained by the Town and any person who is entitled to have access to the

document that was originally created, sent or received, or who is authorized to require its production.

- The technology or process used must be able to include various supporting information (e.g., date and time associated with the signing transaction, origin, destination, etc.)

1.6 The Town shall not accept an electronic signing transaction if the method used by the other person does not meet the requirements outlined in this policy and the related Town procedures. The Director of Corporate Services, in collaboration with the Town's information technology support team, will establish whether the software meets these requirements.

1.7 In addition to this policy, the Corporate Services Department will maintain office procedures to:

- identify specific record types that can be signed electronically;
- identify specific record types that will not be signed electronically;
- identify electronic methods by which specific electronic record types may be signed;
- identify the manner in which electronic records with an electronic signature incorporated in, attached to or associated with must be created, internally shared, sent, received, and retained by the Town;
- identify methods of achieving consent;
- determine specific technical requirements for electronic signature methods and technologies (which address and may accede any requirements set out by applicable law); and
- establish other processes the Town will follow to implement this policy.

1.8 This policy will be reviewed every five years.

Documentation/References

Records and Information Management Policy

Record Retention By-Law

Electronic Commerce Act, 2000, SO 2000, c. 17

Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5

CAN/CGSB-72.34-2017 Electronic Records as Documentary Evidence (The National Standard of Canada)



Subject: Change Order for RFP2022-003 - Engineering Consulting Services for the Reconstruction of Cranberry Road

Report Number: OPD 25-014

Department: Operations and Development Department

Submitted by: Leo Ferreira, Manager of Engineering

Meeting Type: Council Meeting

Meeting Date: Monday, April 14, 2025

RECOMMENDATION

- A. THAT report OPD 24-014 titled “Change Order for RFP2022-003 - Engineering Consulting Services for the Reconstruction of Cranberry Road” be received as information; and
- B. THAT Council approve the \$44,279 additional expenditure to the awarded project RFP2022-003 – Engineering Consulting Services for the Reconstruction of Cranberry Road; and
- C. THAT Council authorize the Director of Finance to increase the Town’s portion to \$90,000 to accommodate the additional costs associated with the project.

BACKGROUND

In February 2022, a tender was issued for Capital Project #212 – Engineering Consulting Services for the Reconstruction of Cranberry Road. The Town and County agreed to contribute equal portions of the approved budget, totaling \$260,000. Table 1 provides a summary of the funding sources for this project.

Table 1. Funding sources for the Cranberry Road Reconstruction - Detailed Design Project

CRANBERRY RD RECONSTRUCTION	TOWN-FUNDED		COUNTY - FUNDED	TOTAL
	Reserves	Development Charges (DCs)		
Approved budget	\$66,000	\$64,000	\$130,000	\$260,000

A total of 10 bids were received and evaluated. The contract was awarded to CJDL Consulting Engineers, located in Tillsonburg, Ontario, in April 2022. The awarded contract price was \$135,721 (net of refundable HST), significantly below the approved budget.

OPD 25-014 Charge Order for RFP2022-003 - Engineering Consulting Services for the Reconstruction of Cranberry Road

Since 2022, there has been a \$5K change order, plus in March 2025, CJDL submitted another change order for Hydrogeological and Excess Soils Testing works, which was not included in the original contract. The additional proposed amount of the change order is \$35,616 (net of refundable HST), representing a 26% increase.

The Town currently does not have a policy in place to address changes on contracts of this magnitude. As such, staff is seeking Council approval for this change order.

DISCUSSION

Staff have evaluated the change order and have deemed it valid where the work was not part of the original Contract and the pricing is fair.

Notably, the soil conditions resulting in the recommendation to complete this additional investigative work were discovered through the early design work and could not have been known in advance.

Importantly, staff believe that this additional Design Phase work adds significant value, as it is likely to result in savings during the Construction Phase, effectively offsetting the upfront costs.

CONSULTATION

External: CJDL Consulting Engineers

Internal: Director of Operations and Development, Director of Finance / Treasurer

FINANCIAL IMPACT/FUNDING SOURCE

The 2022 approved budget allocated \$130,000 from Town sources for this project, comprising \$66,000 from Town levy and \$64,000 from development charges.

The Town's portion of the contract awarded to CJDL in 2022 was \$67,861.

With the approval of the prior and current change order totaling \$41,331, the Town's contribution would increase from \$67,861 to approximately \$88,527. Staff is recommending an adjustment to round the allocation up to \$90,000, enabling timely accommodation of any minor price adjustments, if necessary. This represents an additional \$22,139 per Town and County beyond the originally awarded amount.

The request to increase the Town's portion of the awarded amount to \$90,000 still remains within the approved Town-funded budget of \$130,000 allocated for this project.

OPD 25-014 Charge Order for RFP2022-003 - Engineering Consulting Services for the Reconstruction of Cranberry Road

Table 2. Summary of Adjusted Financials

Cranberry Rd Reconstruction DESIGN	Town-funded	County-funded	Total
Approved budget (\$)	\$ 130,000	\$ 130,000	\$ 260,000
Tender Award (\$) (A)	\$ 67,861	\$ 67,861	\$ 135,722
Extras (\$) (B)	\$ 22,139	\$ 22,139	\$ 44,279
Total (\$) (A+B)	\$ 90,000	\$ 90,000	\$ 180,000

The final cost of \$90,000 for the Town would be funded \$61,235 from DC Reserve, and \$28,765 from Engineering Reserve.

Finance note - At a future date, staff will bring forward an amendment to the Purchasing Policy to allow for administrative approval of Council-set thresholds for contract overages.

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: Parks and Recreation Masterplan Implementation

Report Number: RCP 25-013

Department: Recreation, Culture and Parks Department

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

Meeting Type: Council Meeting

Meeting Date: Monday, April 14, 2025

RECOMMENDATION

THAT report RCP 25-013 titled “Parks and Recreation Masterplan Implementation” be received as information.

BACKGROUND

The Parks and Recreation masterplan was approved by Council at the August 12, 2024 Council meeting with the following resolution:

- A. *THAT report titled RCP-24-035 titled “Parks and Recreation Master Plan” be received as information; and*
- B. *THAT the proposed Parks and Recreation Master Plan attached to Report RCP-24-035 addressing parks and recreation needs in Tillsonburg over the next ten years be adopted; and*
- C. *THAT the Director of Recreation, Culture and Parks be directed to develop an implementation strategy for the Parks and Recreation Master Plan to be presented to Council for consideration as part of the Town’s annual budget process.*

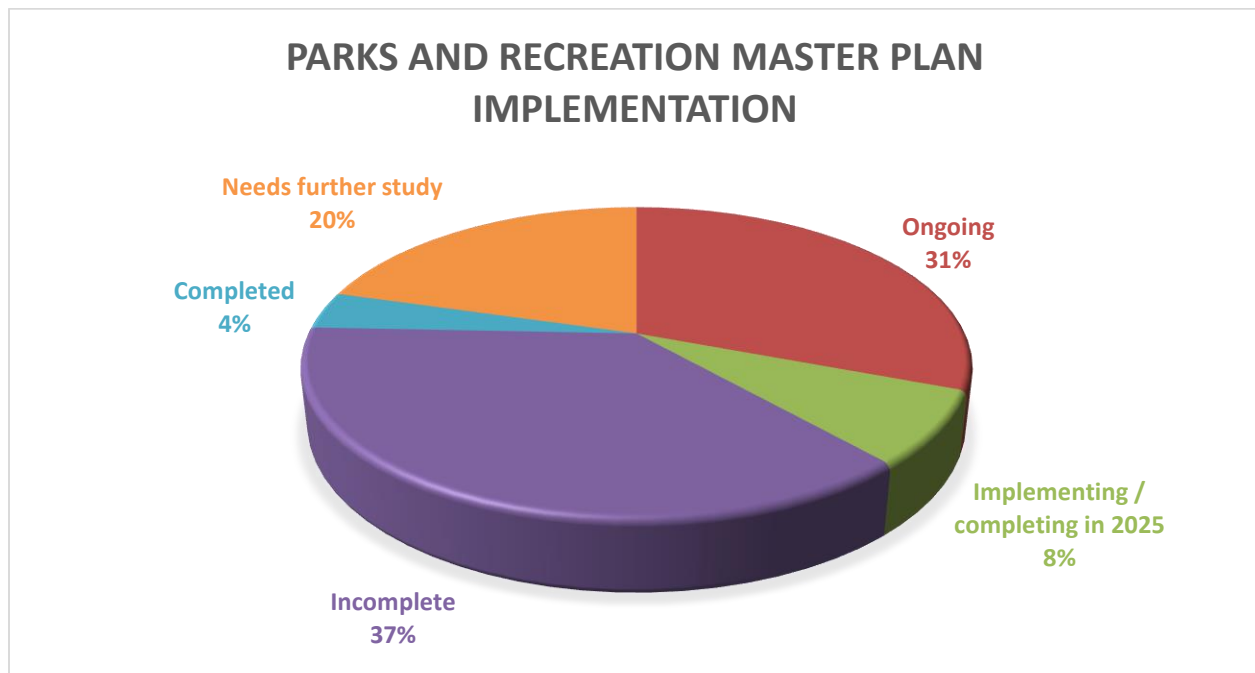
DISCUSSION

The implementation process for the Parks and Recreation Masterplan is ongoing as the plan spans a 10-year period. The chart below is a summary of the number of recommendations and the progress being made by individual category. Of the 78 recommendations, 24 are being implemented on an ongoing basis, 6 are scheduled for implementation / completion in 2025, 29 are incomplete, 3 are completed and 16 require further study. A detailed analysis of each item is included in Appendix A.

RCP 25-013

Category	Number of Recommendations	Ongoing	Implementing / completing in 2025	Incomplete	Completed	Needs further study
Programs and Events	10	4	1	3	1	1
Facilities	21	2	4	4	1	10
Parks, Trails & Cemetery	27	10	0	15	0	2
Service Delivery	20	8	1	9	1	1
	78	24	6	29	3	16

Below is a summary of the percentage of the status of plan items. 31% of recommendations are ongoing and part of regular business operations. 37% of items are incomplete but part of the longer-term vision for the Town and projects will be considered on an annual basis during the budget process. 12% of items have been or are in the process of being completed and 20% require further study to determine the feasibility of implementing the recommendation.



RCP 25-013

Staff will review the progress of the Master Plan annually and will consult with the Parks, Beautification and Cemeteries and the Recreation and Sports Advisory Committees for recommendations on implementation strategies and timelines.

CONSULTATION

RCP Management team

FINANCIAL IMPACT/FUNDING SOURCE

There is no financial impact in this report. Any recommendations that require funds will be brought forward during future budget deliberations.

CORPORATE GOALS

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

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

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

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

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS

Appendix A – Tillsonburg Parks and Recreation Master Plan – Implementation Strategy

Tillsonburg Parks and Recreation Master Plan - Implementation Strategy

Legend:

Operations	
Capital	
Studies	

#	Recommendation	Short-Term (1-3 years)	Mid-Term (4-6 years)	Long-Term (7-10 years)	Status/Timeline	Notes
Programs & Events						
PE 1	Continue to conduct recreation program evaluation procedures to document and track participant feedback. Continue to widely promote survey to the community through various channels and broaden accessibility of survey for diverse audiences.	X	X	X	Ongoing	A survey is sent to every participant after each program and instructor gives feedback
PE 2	Following the Town's Strategic Asset Management Policy, the Town should develop a strategy to track equipment used for programs in order to clarify equipment ownership, condition, repair needs, and maintenance schedule.	X	X	X	Ongoing	Health Club and corporate AED equipment updated in Q1, 2025, as new equipment is added it will be tracked through asset management
PE 3	Continue to implement pilot programs to assess long-term program interests, and explore alternative programming models (e.g. short-duration) programming). Programs can include both active and non-sports related programs (e.g. culinary courses, adult crafting, photography, youth coding, adult trail walking groups).	X	X	X	Ongoing	In 2024 pop up classes were offered during the Christmas holidays. Throughout the year, Friday Night Fun programs were offered. These all had a different theme and interest in activities were used to inform program planning.
PE 4	Explore opportunities to increase participation and engagement for new residents through the volunteer recruitment strategy. Approaches can include creating a database of volunteer opportunities that organizations can access and update as opportunities arise.	X	X	X	Incomplete	There is currently a volunteer board at Glendal High School where the Town posts volunteer opportunities. Recreation and parks teams reviewing volunteer needs and processes for recruitment
PE 5	Assess opportunities for the Town to expand preschool and toddler programs (e.g. parent and child social activities, and early literacy programs.) in current indoor and outdoor facilities.	X	X	X	Ongoing	Introduced new programs in September, 2024 - baby gymnastics and teeny tiny tots
PE 6	Explore development of a youth leisure space.	X			Completed	Vibe program was assumed by the Town in the fall of 2024. The program is being trialled for 2025 with funding from the Oxford Community Foundation
PE 7	Explore Oxford County Library (Tillsonburg branch) partnership for equipment lending initiatives. Consider sponsorship opportunities with service clubs.		X		Needs further study	need to review with the library to determine if this is a viable option for the Town

PE 8	To better align with the evolving interests of adults and seniors in Tillsonburg, the Town should conduct annual or bi-annual community feedback sessions to tailor recreational programs to community interests, and perform an inventory of existing local programs to identify and fill gaps without duplicating services.	X	X	X	Implement in 2025, Q4	A survey will be conducted in Q4, 2025. The last survey was completed in 2022. Staff, in consultation with the Recreation & Sports Advisory Committee to determine the survey interval period
PE 9	Explore opportunities to expand trail-based recreation programs and activities (e.g. local heritage plaques, arts and culture, early childhood education, community stewardship and leadership, and local ecology focused programs) in collaboration with local organizations (e.g. Annandale National Historic Site and Museum, Long Point Region Conservation Authority).	X	X	X	Incomplete	Staff to review in conjunction with partners listed
PE 10	Explore opportunities to introduce non-motorized water-based programs (e.g. canoe, kayak) on Lake Lisgar.		X		Needs further study	Requires further public input

Facilities

	Indoor Facilities					
F1	Conduct a detailed feasibility study for a third ice pad at the Community Centre.	X			Needs further study	Feasibility study to be included in future budget deliberations
F2	In advance of providing a third ice pad, work with ice users to determine the cost-benefit of approaches to optimizing the use of the two existing pads to better meet scheduling requirements.	X			Ongoing	Staff to continue to work with user groups within the Sports Facilities Allocation policy
F3	Conduct a detailed feasibility study to determine the need for new/updated Community Centre facility components including existing (health/fitness club, senior centre, rental space), and new (multi-purpose program space, gymnasium) facilities.	X			Q4, 2025	RFP being issued for feasibility study for Multi-Use Recreation Facility
F4	When the new pool opens, determine and set a pool water temperature that meets the needs of both warm and cool water uses/programs, and communicate it through a standard operating procedure.	X			Q3, 2025	Need to develop the SOP and communicate with the public. There is currently a standard temperature of 85 degrees for the indoor pool
F5	As part of the feasibility study, determine additional health club facility/access requirements, in relation to the Town's position within the local commercial market for these services.	see F3			Needs further study	Feasibility study to be included in future budget deliberations
F6	Upon evaluating the relative impacts of doing so, designate the Lions Den or the Marwood Lounge as a program room first, with rentals taking second priority, to provide more guaranteed program space in the short-term.	X			Q4, 2025	Review for 2026 budget. Need to review potential impact on revenue
F7	Plan to add a gym and more multi-purposes space(s) to future facility supply, to be assessed as part of the feasibility study.	see F3			Q4, 2025	RFP being issued for feasibility study for Multi-Use Recreation Facility

F8	Include the Tillsonburg Senior Centre as part of planned integrated design and functional improvements to the Community Centre.	see F3			Needs further study	This will require consultation with the Tillsonburg Senior Centre
F9	Consult with the Station Arts Centre and Tillsonburg Museum interests to consider the potential for capital cost contributions from other municipalities that benefit from the regional tourism role of these facilities.	X			Incomplete	This will require consultation with the Station Arts Centre and Museum staff
Outdoor Facilities						
F10	Plan to provide one additional hardball diamond and four additional softball diamonds.		see F15		Needs further study	Feasibility study to be included in future budget deliberations
F11	Conduct a study to determine the potential to provide a ball diamond complex to accommodate both community and regional tournament use.		see F15		Needs further study	Feasibility study to be included in future budget deliberations
F12	Except for essential improvements, defer upgrades to existing ball diamonds until the complex study is complete.	X			Completed	Essential improvements will continue to be made at existing diamonds
F13	If evidence of need for additional soccer fields to meet organized community activity is presented to the Town, develop municipal fields that can be rented to organized users for their programs.		X		Needs further study	based on monitoring demand, and phasing development of fields, as needed
F14	The needs of all community groups for access to multi-use facilities for lacrosse, field hockey, football, etc. should also be considered in designing and constructing new fields.		see F15		Needs further study	Feasibility study to be included in future budget deliberations
F15	Consider the potential to develop a major outdoor sports park - including a ball diamond complex and multi-use playing fields - in a single study, including an indoor artificial turf fieldhouse.		X		Needs further study	Feasibility study to be included in future budget deliberations
F16	Introduce a rotating monitoring program to start with the opening of the new pickleball and resurfaced tennis courts, including the popup courts, to document the use of all courts and indicators of unmet demand.	X			Completed	Monitoring program introduced in 2024
F17	Use the results of the monitoring program to inform a court study to confirm future need for both types of courts based on findings related to actual use, interest in community club formation, and the location/configuration of future courts.	X			Needs further study	Monitored in 2024, will continue to monitor trends in 2025
F18	Preliminary supply projections for the term of the Plan, to be confirmed in the court study, comprise providing up to two more dedicated tennis courts (for a total of 5) and three more dedicated pickleball courts (for a total of 10).		X		Incomplete	Future court needs will be included in capital budget forecasts
Strategic Approach to Facility Provision						
F19	As required, update building and outdoor facilities conditions assessments as part of asset management planning and include in capital budget.			X	Incomplete	current studies are from 2022, these will be updated as required
F20	Focus on essential building/facility repairs in instances where future upgrades/additions are still to be determined.	X	X	X	ongoing	This is ongoing through asset management planning and the 10-year capital budget

PCT13	Provide wayfinding signage through the Community Centre hub directing people to the various facilities, amenities, and connections.	X			Incomplete	Coordinate with the communications department
PCT14	Update the water features at Lake Lisgar Water Park.		X		Incomplete	Staff will review grant / sponsorship opportunities for alignment
PCT15	Review agreements for Fair buildings.	X			Incomplete	Staff to review
PCT16	Remove the condemned Pigeon Barn from Town facility supply.	X			Incomplete	Staff to review
PCT17	Install lights and cameras at the McLean rink to discourage vandalism.	X			Incomplete	Staff to review
Coronation Park						
PCT18	Continue with plans to add additional community garden plots at Coronation Park	X			Ongoing	Staff to review
PCT19	Assess the feasibility of undertaking grading work to protect existing assets at Coronation Park from flooding	X	X		Needs further study	Feasibility study to be included in future budget deliberations
Trails						
PCT20	Discuss the possibility of clearing additional trail segments with the roads department. Select segments based on level of use, proximity to schools and older adult communities, and feasibility for Roads crew.				Incomplete	This recommendation needs further review / input from the Operations & Development department
PCT21	Develop a trail continuation of the Participark trail north of Concession St. W through the natural area to Quarter Town Line		X		Incomplete	Staff to review
PCT22	Parkland dedication in the form of trail systems should be considered, and strongly encouraged in areas of Town that are not well connected to the trail system otherwise, and where larger recreation facilities (e.g., sport fields) are not required				Incomplete	Staff to review
Cemetery						
PCT23	Focus on providing more unique columbaria options in future cemetery development		X		Incomplete	Requires consultation with the Parks, Beautification and Cemeteries Advisory Committee
PCT24	Design the cemetery with variety in mind - in terms of landscapes, burial options, columbaria types, seating types etc.		X		Incomplete	Requires consultation with the Parks, Beautification and Cemeteries Advisory Committee
PCT25	Provide a green burial area				Incomplete	Requires consultation with the Parks, Beautification and Cemeteries Advisory Committee
PCT26	Develop the cemetery as an accessible, beautified greenspace with gardens and paths throughout		X	X	Incomplete	Requires consultation with the Parks, Beautification and Cemeteries Advisory Committee
PCT 27	Increase promotion of events that occur at the cemetery such as Decoration Day and Remembrance Day				Ongoing	Coordinate with the communications department
Service Delivery						
Role of the Municipality in Service Delivery						

SD1	In developing its services and meeting the needs of a growing population, the Town will continue to act in both direct and indirect capacities.	X	X	X	Ongoing	Included in the program / service planning for the department
SD2	In further developing programs, events, parks and facilities within the Town's mandate, pursue opportunities to leverage both the resources of the municipality and other parties agencies/organizations in mutually beneficial collaborations.	X	X	X	Ongoing	Included in the program / service planning for the department
Recreation, Culture and Parks Department and Committees of Council						
SD3	Additional Department staff or enhanced competencies are required to develop the following areas of service: facilitation work with volunteer community groups; planning and evaluation; direct programming in culture and heritage; and horticulture.	X	X	X	Incomplete	All additional staff requests will be presented during budget deliberations with a business case
SD4	Additional contracted instructors will be required to allow programs to be diversified and added to supply.	X			Needs further study	Work with finance department to determine the parameters around hiring contracted instructors
SD5	Include reference to the current Recreation, Culture and Parks Master Plan in all committees that are engaged in advising on implementing its recommendations.	X			Incomplete	To be reviewed by the clerks department when committee Terms of Reference are being updated
SD6	Prepare a process and contract for engaging program instructors.	X			Incomplete	Work with finance department to determine the parameters around hiring contracted instructors
SD7	Ensure all collaborations are supported by appropriate agreements.	X	X	X	Ongoing	Agreements are in place for current partnerships, all future partnerships will require an agreement
Policy Requirements						
SD8	Conduct a service pricing study as the basis for setting fees in relation to cost recovery targets, and to inform a pricing policy, in conjunction with reviewing the existing FARE Policy and incorporating other aspects of inclusion.	X			Needs further study	To be included during budget deliberations
SD9	Make an annual Town budget allocation to the FARE program to provide stability to the donated portion.	X	X	X	Q4, 2025	To be reviewed by the Recreation & Sports Advisory Committee for a recommendation to Council prior to budget deliberations
SD10	Develop an overarching policy on municipal support for events to supplement the Special Events Handbook and to guide support to providers for, and evaluation of, community-oriented and visitor-attractive events.	X			Incomplete	review and update events policy
SD11	Develop a Collaboration and Partnerships Policy to guide the Town in working with other providers to delivery recreation, culture and parks services.	X			Incomplete	Staff to review policies from other municipalities
Revenue Generating Programs						
SD12	Expand revenue generating programs to help offset the costs of recreation service provision.	X	X	X	Ongoing	Programs are expanded based on space availability which is limited at this time.
SD13	Consider preparing overarching policies to cover revenue generating practices.	X			Incomplete	To be reviewed with the finance department

SD14	Assign priority to revenue generating programs according to ease of implementation.	X			Ongoing	Staff review during the program planning process
Service Planning and Evaluation						
SD15	Using recreation management software, develop an enhanced data base to apply in a formal recreation facilities and programs/services planning to: verify community service needs, monitor and evaluate the efficacy of the service response, and incorporate results in subsequent planning activities.	X			Ongoing	Current software provides usage data for recreation programs and services, staff incorporate this into program planning. Software is up for renewal October 2027. Staff will evaluate if the current software still meets the needs of the department in 2026.
SD16	Take the lead in developing and implementing regularly occurring joint facilities, programs, and service planning sessions with all key non-municipal providers in Tillsonburg.	X	X	X	Ongoing	RCP staff meet with user groups annually and as needed
SD17	Conduct project, program or service specific planning sessions with other providers, as required.	X	X	X	Ongoing	RCP staff meet with partners on an ongoing basis
Marketing, Communications and Promotion						
SD18	Prepare a marketing, communications strategy for the Recreation, Culture and Parks Department to provide direction on effective processes and tools for these functions.	X			Incomplete	Work with corporate services to determine capacity, timing, and need
SD19	Develop social media channels specifically for the Recreation, Culture and Parks Department.	X			Complete (not moving forward in this direction)	Reviewed in 2024, RCP will remain part of the corporate social media channels.
SD20	Prepare and post an annual services 'year-in-review' that summarizes and informs the community about the Town's achievements in parks, recreation, and culture services.				Incomplete	Work with corporate services to determine capacity, timing, and need

The Corporation of the Town of Tillsonburg

Accessibility Advisory Committee Meeting

MINUTES



Tuesday, March 18, 2025
4:30 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Margaret McCrimmon
Michelle Wegg
Trevor Ford
Taylor Campbell
Mike Cerna
Brittany Vaughan
Mark Dickson, Chair
Chris Rosehart, Councillor
Deb Gilvesy, Mayor
Michael Brown, Vice-Chair
Christine Lamers

Staff: Emily Xuereb, Deputy Chief Building Official
Duncan Bryce, Records and Legislative Coordinator

1. Call to Order

The meeting was called to order at 4:30 p.m.

2. Closed Session

3. Adoption of Agenda

Committee member Brown requested the following item be added: Façade Improvement Grant.

Staff noted that the Committee's December, 2024, recommendation regarding the CIP Façade Improvement Grant was received by Council at their meeting on January 13, 2025. Council directed staff to report back on the matter. The report is in progress.

Mayor Gilvesy requested the following item be added: Aquatics Centre Tour.

Resolution # 1

Moved By: Deb Gilvesy, Mayor

Seconded By: Michael Brown, Vice-Chair

THAT the agenda as prepared for the Accessibility Advisory Committee meeting of March 18, 2025, be approved as amended to include:

Item 8.2 Discussing Processes of the Facade Improvement Grant; and

Item 9.1 Aquatics Centre Tour

Carried

4. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest.

5. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Mike Cerna

Seconded By: Margaret McCrimmon

THAT the minutes of the December 10, 2024 Accessibility Advisory Committee meeting be approved.

Carried

6. Presentations

7. Information Items

8. General Business & Reports

8.1 Cranberry Road Project

Staff members Tom Louws, Operations Technologist, and Leo Ferreira, Manager of Engineering, provided an overview of the Cranberry Road Project, including the proposed 3-metre-wide trail.

Staff answered the Committee's questions and any concerns relating to the project.

Resolution # 3

Moved By: Trevor Ford

Seconded By: Michael Brown, Vice-Chair

THAT the Accessibility Advisory Committee receive the attached regarding the Cranberry Road Project as information; and

THAT the Committee express their support for the Cranberry Road Project as presented.

Carried

8.2 Discussing Processes of Facade Improvement Grant

This item was added at the adoption of the agenda.

The Committee briefly discussed the current state of the Facade Improvement Grant and power-assisted door operators.

Advisory committee recommendations are presented on the next available Council agenda. Staff will confirm the Council meeting date in which recommendations will be presented.

9. Next Meeting

9.1 Aquatics Centre Tour

This item was added at the adoption of the agenda.

Once the elevator in the aquatics area is operating the tour will be scheduled.

Resolution # 4

Moved By: Trevor Ford

Seconded By: Michelle Wegg

THAT the Accessibility Advisory Committee's next committee meeting on June 17, 2025, be held at the Tillsonburg Community Centre with a site tour dependent upon the Aquatic Rehabilitation Project's completion.

Carried

10. Adjournment

Resolution # 5

Moved By: Brittany Vaughan

Seconded By: Christine Lamers

THAT the meeting be adjourned at 5:25 p.m.

Carried

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



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

ATTENDANCE: Carrie Lewis, Chair
Lindsay Munroe
Isaac Card
Doug Cooper
Joan Weston
Tabitha Verbuyst
Courtney Booth
Rosemary Dean
Deb Gilvesy, Mayor

Regrets: Kelly Spencer, Councillor

Staff: Andrea Greenway, Director of Recreation, Culture and Parks
Duncan Bryce, Records and Legislative Coordinator
Kate Bakos, Cultural Heritage Manager/Curator

1. Call to Order

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

Chair Lewis introduced and welcomed Kate Bakos, the Town's new Cultural Heritage Manager/Curator, to the Committee.

2. Adoption of Agenda

Resolution # 1**Moved By:** Joan Weston**Seconded By:** Doug Cooper

THAT the agenda as prepared for the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of March 19, 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:** Courtney Booth**Seconded By:** Lindsay Munroe

THAT the minutes of the February 19, 2025 Museum, Culture, Heritage and Special Awards Advisory Committee meeting be approved.

Carried**5. Presentations****6. General Business & Reports****6.1 Museum Report**

Staff provided an overview of the Museum Report.

6.2 Heritage Listings

The Committee discussed the requirements of the Ontario Heritage Act.

The Committee brainstormed ideas for potential heritage listings and designations.

Resolution # 3**Moved By:** Doug Cooper**Seconded By:** Joan Weston

THAT the Museum, Culture, Heritage, and Special Awards Advisory Committee advise Council to direct staff to assess the following as potential heritage designations:

- Pillars in Memorial Park
- Oddfellow Lodge
- Tillsonburg Masonic Centre
- 186 Bidwell Street
- Gibson House
- Lake Lisgar

Carried

6.3 Founder's Day

Vice-Chair Weston provided an update to the Committee regarding plans for Founder's Day thus far.

The Committee used this time to have an open discussion on future ideas for the Founder's Day Event, being held on October 18, 2025.

Resolution # 4

Moved By: Deb Gilvesy, Mayor

Seconded By: Courtney Booth

THAT the Museum, Heritage, Culture and Special Awards Advisory Committee request from Council that the Founder's Day Subcommittee meet on an as needed basis pending staff availability.

Carried

7. Next Meeting

8. Adjournment

Resolution # 5

Moved By: Rosemary Dean

Seconded By: Lindsay Munroe

THAT the meeting be adjourned at 5:24 p.m.

Carried

The Corporation of the Town of Tillsonburg

Community Health Care Advisory Committee Meeting

MINUTES



Thursday, March 20, 2025

9:00 AM

Electronic Meeting

ATTENDANCE: Mayor Deb Gilvesy
Deputy Mayor Dave Beres
Councillor Kelly Spencer

Regrets: Nadia Facca
Dr. John Andrew
Dr. Clay Inculet
Dr. Will Cheng
Dr. Mohammed Abdalla
Teresa Martins
Pauline Markus, NP
Zach Buchner, Chamber of Commerce Representative

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

1. Call to Order

No quorum was present. Meeting adjourned at 9:15 a.m.

2. Adoption of Agenda

Proposed Resolution #1

THAT the Agenda as prepared for the Community Health Care Advisory Committee meeting of Thursday, March 20, 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 Health Care Advisory Committee of January 7, 2025, be approved.

5. Closed Session

Proposed Resolution #3

THAT the Community Health Care Committee moves into closed session to consider the following:

1.4 TDMH Emergency Department Data and Overview - N. Facca

239 (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization

5.1 Adoption of Closed Session Agenda

5.2 Disclosures of Pecuniary Interest and the General Nature Thereof

5.3 Adoption of Closed Session Minutes

5.4 TDMH Emergency Department Data and Overview - N. Facca

6. General Business and Reports

6.1 Health Care Recruitment Coordinator Discussion

6.2 Temporary Clinic Status Update

6.3 Schulich Summer Camp

7. Next Meeting

8. Adjournment

Proposed Resolution #4

THAT the Health Care Advisory Committee meeting of Thursday, March 20, 2025 be adjourned at _____ a.m.

The Corporation of the Town of Tillsonburg

Traffic Advisory Committee Meeting

MINUTES



Thursday, March 13, 2025
9:00 AM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Pete Luciani, Councillor (Chair)
Bob Parsons, Councillor
Chris Rosehart, Councillor
Larry Scanlan, Oxford O.P.P. Detachment Board Tillsonburg
Chair

Staff: Inspector Anthony Hymers, Detachment Commander
Cameron Cyr, Building and By-Law Enforcement Supervisor
Carlos Reyes, Director of Operations and Development
Amelia Jaggard, Deputy Clerk

-
1. **Call to Order**
 2. **Closed Session**
 3. **Adoption of Agenda**

Moved By: Larry Scanlan, Oxford O.P.P. Detachment Board Tillsonburg Chair

Seconded By: Bob Parsons, Councillor

THAT the agenda of the Traffic Advisory Committee meeting of March 13, 2025,
be approved.

Carried

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

No disclosures of pecuniary interest declared.

5. Adoption of Minutes of Previous Meeting

Moved By: Bob Parsons, Councillor

Seconded By: Larry Scanlan, Oxford O.P.P. Detachment Board Tillsonburg Chair

THAT the Traffic Advisory Committee Minutes dated December 12, 2024, be approved.

Carried

6. Delegations

6.1 Claud Archambault Re: Hickory Hills Residents Concerns on Wilson Avenue

Claude Archambault presented to the Committee regarding traffic concerns on Wilson Avenue in Hickory Hills. Mr. Archambault's concerns included Wilson Avenue being used as a "shortcut" to downtown, in addition to speed and volume of traffic on Wilson Avenue. Mr. Archambault requested that the Town reclassify Wilson Ave from collector to local avenue, street or road, and that the Town implement traffic calming measures.

Moved By: Larry Scanlan, Oxford O.P.P. Detachment Board Tillsonburg Chair

Seconded By: Bob Parsons, Councillor

THAT the delegation from Claude Archambault Re: Hickory Hills Residents Concerns on Wilson Avenue, be received for information.

Carried

7. Information Items

7.1 Resident Traffic Concern Re: Windemere and Allen

Inspector Hymers to request a collision report.

Moved By: Larry Scanlan, Oxford O.P.P. Detachment Board Tillsonburg Chair

Seconded By: Chris Rosehart, Councillor

THAT the Traffic Advisory Committee recommends that Council direct staff to investigate the feasibility of a three-way stop at the intersection of Windemere and Allen.

Carried

7.2 Resident Traffic Concern Re: Eleanor Court

Received as information.

8. General Business & Reports

8.1 Wilson Avenue Stop Sign

Moved By: Bob Parsons, Councillor

Seconded By: Larry Scanlan, Oxford O.P.P. Detachment Board
Tillsonburg Chair

THAT the Traffic Advisory Committee recommends that Council direct staff to investigate traffic concerns on Wilson Avenue, including reaching out to the residents association, and bring forward recommendations on traffic measures at the intersection of Wilson and Jackson.

Carried

8.2 1st Street - Stop Sign (Councillor Rosehart)

Staff to confirm if there are parking restrictions on First Street; it is possible the signage was removed during adjacent construction.

9. Next Meeting

10. Adjournment

Moved By: Larry Scanlan, Oxford O.P.P. Detachment Board Tillsonburg Chair

Seconded By: Chris Rosehart, Councillor

THAT the Traffic Advisory Committee meeting be adjourned at 9:46 a.m.

Carried

The Corporation of the Town of Tillsonburg

Recreation and Sports Advisory Committee Meeting

MINUTES



Thursday, April 3, 2025
5:30 PM
Boardroom CSC
10 Lisgar Ave.

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

Regrets: Carrie Lewis

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

1. Call to Order

The meeting was called to order at 5:03pm

2. Adoption of Agenda

Resolution # 1

Moved By: Scott Vitias

Seconded By: Stephen Gradish

THAT the agenda, as prepared, for the April 3rd Recreation & Sports Advisory 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: Scott Vitias

Seconded By: Kristy Milmine

THAT the minutes as amended from March 6 Recreation & Sports Advisory Committee meeting, be adopted.

Carried

5. Presentations

5.1 Tennis

Presentation as attached to the agenda by Brett Rabb and Mike Adair.

6. Information Items

6.1 MURF - council resolution

Andrea provided information that there will be a feasibility study, this is especially important for any grant applications. The tender is in process for this study.

6.2 Pickleball

Julie provided information per memo included with the agenda.

Resolution # 3

Moved By: Susie Wray

Seconded By: Andrew Gradish

THAT the Recreation & Sports Advisory Committee recommend that Council implement dedicated pickleball club rates for use of pickleball courts to ensure access for both the pickleball club and general public use; and THAT there are no pickleball lines added to the tennis courts for 2025 season.

Carried

7. General Business & Reports

7.1 Hall of Fame

The vote was deferred at the November 2024 meeting for a couple of small changes to be made. These have been included.

Resolution # 4

Moved By: Stephen Gradish

Seconded By: Deb Gilvesy, Mayor

Resolution # 4

Moved By: Stephen Gradish

Seconded By: Scott Vitias

THAT the Recreation & Sports Advisory Committee recommends that Council approve and adopt the updated Tillsonburg Hall of Fame Application and Scoring Criteria.

Carried

7.2 Sports Facilities Allocation Policy

The committee did not have any concerns with the policy as it stands at this review. The policy will be reviewed again in 2026.

8. Next Meeting

May 1

9. Adjournment

Resolution # 5

Moved By: Christian Devlin

Seconded By: Kristy Milmine

THAT the April 3rd meeting of the Recreation & Sports Advisory Committee be adjourned at 6:41pm

Carried



tion of the Town of Tillsonburg ication & Cemeteries Committee Meeting MINUTES

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

ATTENDANCE: Ron Walder
Mike Dean
Kristine Vandebussche
Isaac Card
Joan Weston
Paul DeCloet
Pete Luciani, Councillor
Deb Gilvesy, Mayor

Regrets: Maurice Verhoeve
Barbara Wareing
Martha Kirkpatrick

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 5:00pm

2. Adoption of Agenda

Resolution # 1**Moved By:** Joan Weston**Seconded By:** Mike Dean

THAT the agenda, as prepared, for March 25 Parks, Beautification & Cemeteries Committee, be adopted.

Carried**3. Disclosures of Pecuniary Interest and the General Nature Thereof****4. Adoption of Minutes of Previous Meeting****Resolution # 2****Moved By:** Ron Walder**Seconded By:** Kristine Vandebussche

THAT the minutes from February 25th Parks, Beautification & Cemeteries Committee, be adopted.

Carried**5. Presentations****6. Information Items****6.1 Memorial benches and trees**

Adam provided update per memo.

6.2 Cemetery care lots by-law review by sub-committee

Isaac presented the results from subcommittee meeting.

Resolution # 3**Moved By:** Mike Dean**Seconded By:** Pete Luciani, Councillor

THAT the PB&C committee recommend that the Care of Lots section of the Cemetery By-Law remain as is and be revisited when the cemetery is being expanded.

Carried

6.3 Cemetery trees and storage building

Adam provided update per memo.

Discussion was whether the building could be turned into an indoor/outdoor columbarium space and beautified space.

6.4 TCT boundary update

Adam provided update following communication with the County.

6.5 Tillsonburg 200th**7. General Business & Reports****8. Next Meeting****9. Adjournment****Resolution # 4**

Moved By: Joan Weston

Seconded By: Pete Luciani, Councillor

THAT the March 25 meeting be adjourned at 5:58pm.

Carried

The Corporation of the Town of Tillsonburg

Economic Development Advisory Committee Meeting

MINUTES

Tuesday, April 8, 2025

12:00 PM

Thompson Goossens Accountants Boardroom

21 Oxford Street, Tillsonburg

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

Regrets: Randi-Lee Durham

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

1. Call to Order

The meeting was called to order at 12:06 p.m.

2. Adoption of Agenda

Resolution # 1

Moved By: Lisa Gilvesy

Seconded By: Ashley Edwards

THAT the Agenda as prepared for the Economic Development Advisory Committee meeting of Tuesday, April 8, 2025, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Councillor Parsons

Seconded By: Dane Willson

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

Carried

5. General Business and Reports

5.1 Monthly Activity Update

5.1.1 March 2025

C. Panschow provided an overview of the report.

Opportunity was provided for members to ask questions.

There was a discussion regarding the archaeological investigations at the VanNorman Innovation Park.

5.1.2 2024 Year-End Report

C. Panschow provided an overview of the 2024 Economic Development results.

Opportunity was provided for members to ask questions.

5.2 Zoning Discussion - D. Willson

D. Willson brought concerns forward regarding the limited allowable uses under the service commercial zoning. There was a discussion regarding

the potential to attempt to decrease property owners coming to Council for zone changes if the central commercial zoning was expanded in certain areas of the Town.

Staff will invite the Planner to the next Committee meeting to provide some greater context on this issue.

6. Information Items

6.1 Tillsonburg Town Council - February 24, 2025 Resolution re- EDAC Recommendation

6.2 Oxford County - Notice of Passing - Development Charge By-Law

C. Panschow presented to County Council in following the direction from Town Council.

There was discussion regarding the lack of timing allowable for consultation on this process to adequately allow advisory committees to provide input.

7. Planning Items Circulation

None

8. Community Strategic Plan

Staff are working with the consultant to determine if the floor plan for a new Town Hall would fit within the existing footprint of the Customer Service Centre or at the stand-alone 'Greyfield' site.

The planning justification study was received today regarding the 31 Earle Street affordable housing project.

The Town is currently investigating potential partnership options to move forward with the hiring of a shared health care recruiter for the Town.

9. Boundary Adjustment

None

10. Community Organization Updates

10.1 Downtown Business Improvement Association

10.1.1 Reports from BIA ED - March and April

Opportunity was provided for members to ask questions.

10.2 Tillsonburg District Chamber of Commerce

10.2.1 Report from CEO

A. Edwards provided a brief summary of the report.

Opportunity was provided for members to ask questions.

The Chamber is still looking for nominations for the Awards of Excellence. Members provided suggestions for enhancing the Awards of Excellence and creating new award categories.

D. Gilvesy left the meeting at 1:11 p.m.

10.3 Woodstock, Ingersoll, Tillsonburg and Area Association of Realtors**10.3.1 Monthly Statistics**

D. Willson provided a brief overview of the real estate statistics.

11. Round Table

C. Panschow provided information about new businesses purchasing existing buildings and expanding into Town.

Tickets are still available for the Chamber's Mayors Luncheon scheduled for April 17th.

12. Next Meeting

May 13, 2025 12:00 p.m.

13. Adjournment**Resolution # 3**

Moved By: Kirby Heckford

Seconded By: Dane Willson

THAT the Economic Development Advisory Committee meeting of Tuesday, April 8, 2025 be adjourned at 1:20 p.m.

Carried



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Annual General Meeting Minutes of March 7, 2025
Approved, April 2, 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
Peter Ypma	Township of South-West Oxford

Regrets:

None

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

Chair, Dave Beres, introduced himself and welcomed everyone to the Long Point Region Conservation Authority's 2024 Annual General Meeting. The meeting was called to order at 1:30 pm, Friday, March 7, 2025 in the Tillsonburg Administration Office Boardroom.

2. Declaration of Conflicts of Interest

None were declared.

3. Additional Agenda Items

There were no additional agenda items.

4. Approval of the Agenda

A-28/25

Moved by T. Masschaele
 Seconded M. Columbus

That the Board of Directors approves the agenda as circulated.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

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

5. Minutes of the Previous Meeting

a) Board of Directors Meeting of February 5, 2025

A-29/25

Moved by R. Weisler

Seconded by S. Bentley

That the minutes of the Board of Directors Meeting held February 5, 2025 be adopted as circulated.

Carried

6. Introduction of the Board of Directors and Committees

The members of the Board and the community members of the Lee Brown Marsh Management Committee and the Backus Museum Committee were introduced by Chair Beres.

7. Introduction and Greetings from Special Guests

Greetings were extended from Councillor Robert Chambers, County of Brant, Mayor David Mayberry, Township of South-West Oxford, Mayor Ed Ketchabaw, the Municipality of Bayham, Deputy Mayor Doug Brunton, Norfolk County, Mayor Shelley Ann Bentley, Haldimand County, Mayor Jim Palmer, Township of Norwich, and Deputy Mayor Dave Beres, Town of Tillsonburg.

8. Remarks from Bobbi Ann Brady, MPP Haldimand-Norfolk

Bobbi Ann Brady acknowledged and thanked the Authority for the invite and how nice it was to be back in the boardroom. Bobbi Ann spoke on the passion that the Authority staff has for their job and the region and acknowledged that the Authority works with the community and always finds a way to work positively with the community. Bobbi Ann is proud of her ridings municipal representation on the Authority Board and supports the work carried out by the LPRCA as environmental stewards.

9. Service Awards Presentation

The following staff were recognized for reaching service milestones with LPRCA this past year.

5-Year Service Award

Nicole Sullivan, HR Coordinator/Executive Assistant

15-Year Service Award

Judy Maxwell, General Manager

Darrel Rohrer, Maintenance Operations Labourer

10. Audit and Finance Committee

The Chair called upon Chris Van Paassen, Chair of the Audit and Finance Committee, to present the financial statements.

FULL AUTHORITY COMMITTEE MEMBERS

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

Chair Van Paassen reported that the Committee met on February 14, 2025 and received and reviewed the financial statements in detail. MNP issued a clean opinion of the Authority's 2024 financial reports and found that the financial statements fairly presented the Authority's position.

The Chair introduced the auditors, Ashley Didone and Julia Aubertin of MNP, and thanked MNP for their services.

Ashley Didone, Audit partner MNP, presented the 2024 Audit findings report and communicated to the Board auditor independence.

A-30/25

Moved by S. Bentley

Seconded by M. Columbus

THAT the minutes of the LPRCA Audit and Finance Committee's meeting held February 14, 2025 be adopted as circulated.

Carried

A-31/25

Moved by P. Ypma

Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the LPRCA 2025 Audit Findings Report from MNP, LLP Chartered Professional Accountants as information.

Carried

A-32/25

Moved by J. Palmer

Seconded by R. Weisler

THAT the LPRCA Board of Directors approves the financial statements for the year ended December 31st, 2024 audited by MNP, LLP, Chartered Professional Accountants.

Carried

A-33/25

Moved by P. Ypma

Seconded by R. Chambers

THAT the LPRCA Board of Directors approves the appointment of MNP, LLP Chartered Accountants as LPRCA's auditors for the 2025 fiscal period.

Carried

11. Notice of Formal Motions

a) Designate Signing Officers

A-34/25

Moved by M. Columbus

Seconded by J. Palmer

That the LPRCA Board of Directors approves the Chair, Vice-chair, General Manager, and Manager of Corporate Services as designated signing officers for Authority business for the

FULL AUTHORITY COMMITTEE MEMBERS

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

year 2025.

Carried

b) Borrowing

A-35/25

Moved by T. Masschaele

Seconded by R. Weisler

That the LPRCA Board of Directors authorizes the Chair or Vice-Chair and the General Manager or Manager of Corporate Services to borrow funds as required for the day-to-day operations of the Authority.

Carried

c) Designate Conservation Ontario Council Representatives

A-36/25

Moved by R. Weisler

Seconded by C. Van Paassen

That the LPRCA Board of Directors designates the Authority Chair as the Authority's representative to Conservation Ontario (CO), with the Vice-Chair designated as alternate,

AND

Further that the General Manager be directed to participate on appropriate committees of CO and be authorized to vote in the absence of the designated representatives.

Carried

12. 2024 Annual Report

Judy Maxwell presented the 2024 annual report and provided an overview of the year's activities. Hard copies are available at the head office and the report is available on the LPRCA website, <https://www.lprca.on.ca/wp-content/uploads/2025/03/2024-Annual-Report-compressed.pdf>

On behalf of the staff, GM Maxwell thanked staff, the Board, municipal partners, the various community partners, and customers for their continued support.

13. Chair's Remarks

Chair, Dave Beres, addressed the Board and guests to highlight the successes and accomplishments of Long Point Region Conservation Authority in 2024.

The Chair then thanked the current and former members of the Board, the Lee Brown Marsh Management Committee, the Backus Museum committee, Norfolk Fibre Arts Guild Volunteers, and the staff for their dedication and support.

14. Stewardship Award Presentation

Chair Beres stated that the Long Point Region Conservation Stewardship award was created to recognize those individuals or groups who have made a commitment to environmental sustainability and conservation.

FULL AUTHORITY COMMITTEE MEMBERS

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

Brian Woolley was nominated by members of ALUS Norfolk and was selected as the recipient of the 2024 Long Point Region Conservation Stewardship Award.

Brian, a proud resident of Norfolk County, has dedicated a large portion of his life to conservation advocacy, efforts and commitments. Brian obtained his Bachelor of Science degree in Agriculture with a Crop Science major. Brian, on his own farm, has been working to address field erosion by implementing best management practices for erosion control, such as grassed waterways and cover crops. In 2019, he partnered with LPRCA and ALUS under the 50 Million Tree Program to plant over 4,000 trees. He controls invasive species, like Phragmites, European buckthorn and spongy moth, on his property.

15. Introduction of Keynote Speaker

Chair Beres introduced Pete Zuzek, founder and President of Zuzek Inc., a professional services company dedicated to increasing the health and resilience of the world's coastal communities and ecosystems.

16. Keynote Presentation – Overview & Progress on the North Shore Resilience Project, Pete Zuzek

Pete's presentation detailed and gave a progress update on the Lake Erie North Shore Resilience Project, in which Pete works as a consultant. The Project started in 2023, when a working group of stakeholders and technical advisors came together to discuss the erosion on the North Shoreline from Port Glasgow to Long Point sandspit. The Long Point Biosphere Region was successful in securing \$900,000 of funding over 3 years by the Canada Water Agency.

The focus on the project is to help with the recovery of the North Shore of Lake Erie and to learn about how to better create resilience along the coast with all of its interconnected ecosystems.

The Project has three goals: First goal is to develop scientific knowledge on the movement of the sediment along the shore; Second goal is to complete dune restorations with native plants to increase the resilience of the beaches in the area; and the third goal is to work with stakeholders and organizations along with engaging with communities to develop an action plan along the broad study area.

Pete thanked the Board and the Authority for the opportunity to speak.

14. Adjournment

The Chair adjourned the meeting at 2:31 p.m.

Dave Beres
Chair
/ns

Judy Maxwell
General Manager

FULL AUTHORITY COMMITTEE MEMBERS

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

Tillsonburg OPP Detachment Board Minutes

Date: January 15, 2025

Time: 8:30 a.m.

Location: Board Room

Present:

Larry Scanlan, Inspector Hymers, Mayor Gilvesy, Art Baumunk, Councillor Rosehart, Becky Turrill

Absent with Regrets:

Also Present:

1. Call to Order

The meeting was called to order at 8:30 a.m.

2. Adoption of Agenda

Resolution #1

Moved by: Mayor Gilvesy

Seconded by: Councillor Rosehart

THAT the Agenda as prepared for the OPP Detachment Board meeting of January 15, 2025, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

4. Adoption of Minutes of Previous Meeting

Resolution #2

Moved by: A. Baumunk

Seconded by: Mayor Gilvesy

THAT the Tillsonburg OPP Detachment Board Meeting Minutes of December 18, 2024, be approved.

Carried

5. Elections

5.1 Election of Officers – Board Administrator called for nominations for Tillsonburg OPP Detachment Board Chair

L. Scanlan

Nominated by: Councillor Rosehart

Seconded by: Mayor Gilvesy

With no additional nominations, L. Scanlan Elected as Board Chair for 2025

Election of Officers – Board Chair called for nominations for Tillsonburg OPP Detachment Board Vice Chair

Mayor Gilvesy

Nominated by: L. Scanlan

Seconded by: Councillor Rosehart

With no additional nominations received, Mayor Gilvesy Elected as Board Vice Chair for 2025

6. Presentations/Deputations

6.1. Inspector Hymers presented December reports to the board.

7. General Business & Reports

7.1. Ontario Restoring Safety to Parks and Public Spaces. Discussion

7.2. Paradigm Transportation Master Plan OPP Detachment Board response to Council: Discussion, Copy of report to members for review

7.3. 2025 Costing Review, 2024 Overtime Costs: discussion of breakdown year over year

7.4. Town Centre Mall 5-year Calls for Service, Installation of CCTV Cameras: Discussion. Calls down slightly. Have a SEPTED report completed.

7.5. OAPSB Membership Dues for 2025

Resolution #25-1

Moved by: Mayor Gilvesy

Seconded by: A. Baumunk

THAT the approves the Administrator pay the OAPSB Annual Deus totalling \$1932.33 for 2025

Carried (4-0)

8. Correspondence

8.1. Legal Fees – final amount received

8.2. Board will no longer receive cheques from Auctions

9. Other Business

10. Next Meeting – Wednesday March 19, 2025

11. Adjournment

Resolution #3

Moved by: Councillor Rosehart

Seconded by: Mayor Gilvesy

THAT the January 15, 2025, Tillsonburg OPP Detachment Board meeting be adjourned at 10:25a.m.

Carried

Original Signed by: L. Scanlan

Original Signed by: B. Turrill

Tillsonburg OPP Detachment Board Chair

Tillsonburg OPP Detachment Board Administrator

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 2025-032**

**A BY-LAW to authorize a consent to agreement of purchase and sale with
1000639911 Ontario Inc. and Graham Estates Inc.**

WHEREAS the Town of Tillsonburg is desirous of entering into a consent to agreement of purchase and sale for lands municipally known as 1001 Progress Drive.

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

1. That the consent to agreement of purchase and sale attached hereto as Schedule A forms part of this By-Law;
2. That the Mayor and Clerk be hereby authorized to execute the consent to agreement of purchase and sale attached hereto as Schedule A on behalf of the Corporation of the Town of Tillsonburg and to execute any documents required to effect the assignment.
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 14th of April, 2025.

MAYOR – Deb Gilvesy

DEPUTY CLERK – Amelia Jaggard

THIS CONSENT TO AGREEMENT OF PURCHASE AND SALE (this “**Agreement**”) is made as of the ____ day of _____, 2025,

B E T W E E N:

THE CORPORATION OF THE TOWN OF TILLSONBURG
(the “**Town**”)

OF THE FIRST PART

- and -

1000639911 ONTARIO INC.
(the “**Owner**”)

OF THE SECOND PART

- and -

GRAHAM ESTATES INC.
(the “**Purchaser**”)

OF THE THIRD PART

WHEREAS:

- A. pursuant to an Agreement of Purchase and Sale between the Town and the Owner dated the 27th day of June 2023, and as amended from time to time (the “**APS**”), the Owner purchased from the Town and the Town sold to the Owner the lands and premises municipally known as 1001 Progress Drive in the geographic Town of Tillsonburg, in the County of Oxford, as more particularly described in Schedule “A” attached hereto (the “**Property**”), which transaction was completed on September 7, 2023 (“**Closing**”);
- B. the purchase and sale of the Property is subject to certain development covenants by the Owner in favour of the Town, as set forth in Schedule “E” attached to the APS (the “**Development Covenants**”), which Development Covenants survived and did not merge on Closing;
- C. the Development Covenants provide that the Owner shall not sell the Property or any part thereof to any person, firm, or corporation without first offering, in writing, to sell the Property to the Town for consideration equal to or less than the consideration paid by the Owner to the Town in the original conveyance of the Property, less the costs of the Town incurred in reacquiring the Property;

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- D. the Purchaser is the registered owner of certain lands and premises adjoining the Property, municipally known as 1015 Progress Drive, in the geographic Town of Tillsonburg, in the County of Oxford, and as more particularly described in Schedule “B” attached hereto (the “**Adjoining Property**”);
- E. the Owner wishes to sell the Property to the Purchaser and the Purchaser wishes to purchase the Property from the Owner (the “**Resale Transaction**”) for the total consideration in the amount of Three Hundred Twenty-Five Thousand Dollars (\$325,000.00) (the “**Resale Price**”); and,
- F. the Town is prepared to waive its right to repurchase the Property from the Owner and to consent to the Resale Transaction subject to the terms and conditions as hereinafter set forth;

NOW THEREFORE, in consideration of the sum of Two Dollars (\$2.00) now paid by each of the parties to the others, the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby irrevocably acknowledged, the parties hereto hereby agree as follows:

- 1. **Recitals.** The parties hereto acknowledge and confirm that the foregoing recitals are true, both in substance and fact.
- 2. **Defined Terms.** Unless the context otherwise requires, capitalized terms used but not defined in this Agreement shall have the respective meanings given to them in the Development Covenants.
- 3. **Due Incorporation & Subsistence.** The Purchaser represents and warrants to the Town that it is a corporation, duly incorporated and organized and validly subsisting under the laws of the Province of Ontario and has the corporate power to enter into this Agreement.
- 4. **Receipt.** The Purchaser hereby confirms having received and reviewed copies of the APS and the Development Covenants, together with any amendments made thereto.
- 5. **Consent.** Notwithstanding anything else contained in the APS or the Development Covenants to the contrary, the Town hereby consents to the Resale Transaction, subject to such terms and conditions as are herein contained.
- 6. **Condition.** The Purchaser represents and warrants to the Town that it is purchasing the Property for the purpose of consolidating the Property with the Adjoining Property and not for the purpose of speculating in land. As a condition to the Town providing its consent to the Resale Transaction, the

Purchaser shall take title to the Property in the same name in which the Purchaser holds title to the Adjoining Property.

7. **Consolidation of PINs.** The Purchaser hereby undertakes to register such instrument(s) as may be required by the Land Titles Office to consolidate the Property with the Adjoining Property into one PIN, and to provide the Town with registration particulars of same as soon as possible following completion of the Resale Transaction.
8. **Resale Price.** The Owner and the Purchaser represent and warrant to the Town that the amount of the Resale Price set out in the foregoing recitals is accurate and is the only consideration being given by the Purchaser to the Owner for the Property. In the event that the amount of the Resale Price is higher than the amount set out in the foregoing recitals, the Owner and the Purchaser shall be jointly and severally liable to the Town in the amount equal to Seventy-Five Percent (75%) of the difference between the increased Resale Price and the amount of the Resale Price set out in the foregoing recitals. For greater certainty, the Town shall not be liable to either of the Owner or the Purchaser in the event that the Resale Price is less than the amount set out in the foregoing recitals. For the purposes of this section, any adjustments to the Resale Price in the statement of adjustments between the Owner and the Purchaser in respect of any realty taxes or local improvement rates shall have no effect.
9. **Assumption.** As of and from the date that the Resale Transaction is completed, the Purchaser shall assume the Owner's obligations under the Development Covenants, as amended herein, as well as those obligations of the Owner that have survived Closing, and the Purchaser hereby covenants and agrees with the Town to comply with same.
10. **Amendment.** Paragraphs 1(a), (b), (c), and (d) of the Development Covenants shall be automatically deleted upon completion of the Resale Transaction.
11. **Non-Waiver.** Any failure by the Town to require the performance by the Owner or the Purchaser of any obligation of the Owner or the Purchaser arising from the Development Covenants or any surviving obligation under the APS shall in no way affect the Town's right thereafter to enforce such obligation of the Owner or the Purchaser. Unless agreed to in writing by the Town, any waiver by the Town of the performance of any obligation under the Development Covenants, as amended by this Agreement, or any surviving provision of the APS, shall not be taken or held to be a waiver of the performance of same or any other obligation at a later time. The Town

specifically reserves the right to enforce the Development Covenants and the surviving provisions of the APS.

- 12. *Separate Agreement.*** The Owner and the Purchaser may have, by separate agreement, set out other terms and conditions between them for the Resale Transaction, to which agreement the Owner and the Purchaser acknowledge and confirm that the Town is not bound. The Purchaser hereby postpones and subordinates the Purchaser's right, title, estate, and interest in and to the Property arising from such separate agreement in all respects to and in favour of the Town's right, title, estate, and interest in and to the Property arising from this Agreement, the surviving provisions of the APS, and the Development Covenants.
- 13. *Indemnity.***

 - (a) The Owner and the Purchaser shall jointly and severally indemnify and hold the Town harmless from and against any and all losses, liabilities, suits, actions, proceedings, claims, causes of action, damages, judgments, costs, or charges incurred by the Town as a result of a breach of the terms, covenants, representations, warranties, and undertakings set out herein by the Owner and the Purchaser.
 - (b) The Owner shall indemnify and hold the Town harmless from and against any and all losses, liabilities, suits, actions, proceedings, claims, causes of action, damages, judgments, costs, or charges whatsoever arising out of the APS or the Development Covenants, or any breach thereof, occurring or arising prior to the date of this Agreement, by the Owner.
 - (c) The Purchaser shall indemnify and hold the Town harmless from and against any and all losses, liabilities, suits, actions, proceedings, claims, causes of action, damages, judgments, costs, or charges whatsoever, including all claims arising out of, incidental to, or in connection with any breach by the Purchaser of any of the obligations under the surviving provisions of the APS and the Development Covenants, as amended herein, including the Town's actual legal costs of enforcing any of the obligations under the Development Covenants, as amended herein, or the surviving obligations under the APS, against the Purchaser.
- 14. *Release.*** The Owner hereby releases the Town from and against all claims, actions, demands, manner of actions, causes of action, suits, debts, duties, accounts, bonds, warranties, claims over, indemnities, contracts, losses,

injuries, undertakings, covenants, and liabilities of whatever nature and kind whether actual, pending, or potential, and whether in equity or at law, which the Owner now has or may hereafter, can, or shall have for or by reason of any cause, matter, or thing whatsoever existing up to the present time, arising out of, connected with, or related to the purchase and sale of the Property, including, without limiting the generality of the foregoing, the APS and the Development Covenants.

15. **Costs.** The Owner shall, within thirty (30) days following written demand by the Town therefor, reimburse the Town for its actual costs associated with any matter arising from or in any way connected to this Agreement, including, without limiting the generality of the foregoing, the Town's legal costs associated with creating and reviewing this Agreement.
16. **Further Assurances.** Each of the parties hereto shall promptly do, make, execute, or deliver, or cause to be done, made, executed, or delivered, all such further acts, documents, or things as any other party hereto may reasonably require from time to time for the purpose of giving effect to this Agreement.
17. **Time.** Time shall be of the essence with respect to this Agreement.
18. **Enurement.** This Agreement shall enure to the benefit of and shall be binding upon the parties hereto and their respective successors and permitted assigns.
19. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and shall be treated in all respects as an Ontario contract.
20. **Severability.** Any provision in this Agreement held to be illegal or unenforceable shall be ineffective to the extent of the illegality or unenforceability without invalidating the remaining provisions of this Agreement.
21. **Counterparts.** This Agreement may be executed in several counterparts and by facsimile or other form of electronic transmission of an originally executed document, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same document.
22. **Electronic Signatures.** The parties hereto consent and agree to the use of electronic signatures pursuant to the *Electronic Commerce Act, 2000*, S.O. 2000, c. 17, as amended from time to time, with respect to this Agreement.

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[Remainder of page left blank. Signing page follows.]

- 7 -

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**THE CORPORATION OF THE
TOWN OF TILLSONBURG**

Per: _____
Name: Deb Gilvesy
Title: Mayor

Per: _____
Name: Amelia Jaggard
Title: Deputy Clerk

*We have authority to bind The
Corporation of the Town of
Tillsonburg.*

1000639911 ONTARIO INC.

Per: _____
Name: Daniel Kimura
Title: Director

*I have authority to bind the
corporation.*

GRAHAM ESTATES INC.

Per: _____
Name: Benjamin Paul Graham
Title: President

*I have authority to bind the
corporation.*

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SCHEDULE "A"**Legal Description of the Property**

PART BLOCK 3 PLAN 41M381, PARTS 20, 21 & 22 41R10330 TOGETHER WITH AN EASEMENT OVER PART LOTS 1 & 2 CONCESSION 5 NORTH TALBOT ROAD MIDDLETON, PARTS 14, 16, 17 & 18 41R8326 AS IN CO85675 SUBJECT TO AN EASEMENT IN GROSS OVER PART 20 41R10330 AS IN CO285986 SUBJECT TO AN EASEMENT IN GROSS OVER PART 22 41R10330 AS IN CO285987 TOWN OF TILLSONBURG

PIN: 00038-0453 (LT)

- 10 -

SCHEDULE "B"**Legal Description of the Adjoining Property**

PART BLOCK 3 PLAN 41M381, PARTS 9, 10, 11 & 12 41R10330 SUBJECT TO AN EASEMENT IN GROSS OVER PARTS 10 & 12 41R10330 AS IN CO274665 SUBJECT TO AN EASEMENT IN GROSS OVER PART 9 41R10330 AS IN CO274666 TOGETHER WITH AN EASEMENT OVER PART LOTS 1 & 2 CONCESSION 5 NORTH TALBOT ROAD MIDDLETON, PARTS 14, 16, 17 & 18 41R8326 AS IN CO85675 TOWN OF TILLSONBURG

PIN: 00038-0452 (LT)

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 2025-033**

**A By-Law to adopt a Policy for the Use and Acceptance of Electronic Signatures
for the Town of Tillsonburg.**

WHEREAS the Electronic Commerce Act, 2000, allows the use of electronic signatures,
subject to prescribed requirements;

AND WHEREAS Council deems it expedient to establish an Electronic Signatures Policy
for the Town of Tillsonburg;

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

1. That the Use and Acceptance of Electronic Signatures attached as Schedule A to
and forming part of this By-Law be approved;
2. That this By-Law shall come into force and take effect on the date it is passed.

READ A First, Second, Third and Final time and passed this 14th of April, 2025.

MAYOR – Deb Gilvesy

DEPUTY CLERK – Amelia Jaggard



ADMINISTRATION

Policy ____: Use and Acceptance of Electronic Signatures

Approval Date: Month, DD, YYYY

Approval Authority: SLT OR Council, Resolution #

Effective Date:

Next Scheduled Review Year:

Department:

Last reviewed: Month, DD, YYYY

Revision Date/s:

Schedules:

POLICY STATEMENT

It is the policy of the Town of Tillsonburg to use and accept electronic signatures with the same force and effect as the wet signature, wherever appropriate, unless specifically provided otherwise by applicable legislation or the Town's policies and procedures. Appropriate uses will be determined in accordance with the policy and include the Town's internal and external processes, as well as acceptance of externally generated records which have been electronically signed.

PURPOSE

This policy is designed to provide guidance on when electronic submissions are considered official and acceptable by the Town.

This policy applies to all Town employees, members of council, contractors and volunteers engaging in internal and external transactions involving signatures, which they conduct or in which they participate representing the Town. It also applies to members of the public, consultants, vendors, and other persons, when they engage in electronic transactions with the Town. This policy applies only to transactions between the Town and the other person(s), each of which has agreed to conduct transactions by

electronic means, as well as internal electronic processes, where the electronic signature is used.

BACKGROUND

The Personal Information Protection and Electronic Documents Act (PIPEDA) and the Electronic Commerce Act (2000) (the “Ontario Act”) govern the use of electronic signatures and equates them to paper-based signatures. According to these acts, electronic signatures are permitted for most records where a wet ink signature would be accepted.

ROLES AND RESPONSIBILITIES

The Corporate Services Department shall maintain the primary responsibility for coordinating the implementation and maintenance of this policy, as well as ensuring compliance with its requirements.

All employees, volunteers, and members of Council shall comply with this policy when participating in or coordinating Town electronic transactions.

Directors and the CAO, in collaboration with the Town’s information technology support team, if necessary, may decide on using and accepting the electronic signature in a specific transaction.

DEFINITIONS

Electronic record: a record created, generated, sent, communicated, received, or stored by electronic means.

Electronic signature: electronic information that a person creates or adopts in order to sign the document and that is in, attached to or associated with the document.

Electronic signature method: any form of an electronic representation of a person’s signature that can be linked or attached to an electronic document or transaction (e.g., signature block in an email, scanned hand-written signature, recorded voice command, user authentication to an internal application to approve a transaction, asymmetric cryptography based electronic signature, etc.).

Person: an individual or a business, government or other entity participating in an electronic transaction with the Town.

Record: information created, received, and maintained as evidence and information in the transaction of business or the pursuance of legal obligations.

Vital records: records containing vital information for the Town to continue its key functions and activities in case of an emergency/disaster.

Wet (manual) signature: signature made on the physical document using physical means, for example, ink signature by hand.

IMPLEMENTATION PROCEDURE

- 1.1 Use of an electronic signature will only be with the consent of all parties (including the consent of the Town, in accordance with this Policy and applicable procedures). The Town will not require other persons to use an electronic signature.
- 1.2 Where a wet signature is requested, the Town will consent to its use.
- 1.3 This policy does not mandate any specific electronic signature software, so long as the application adopted meets the requirements outlined in this policy and related policies and procedures. Any electronic signature software must undergo a review by the Director of Corporate Services, in collaboration with the Town's information technology support team, before it is adopted by the Town.
- 1.4 The method of the electronic signature used in a transaction will be determined based on:
 - the reason for or context of the signature;
 - risks associated with the particular type of transaction and the electronic record it is documented by;
 - legal requirements (including integrity and reliability);
 - retention requirements of the electronic record being signed; and
 - the ability of the method to validate the electronic signature throughout the retention period of the electronic record containing the electronic signature.
- 1.5 In order for a technology or process to be accepted for the purposes of the electronic signature, it must meet the following minimum requirements:
 - The electronic signature must be executed or adopted by the signer with an intent to sign.
 - The electronic signature must be unique to the signer.
 - The use of the technology or process adopted by the signer to incorporate, attach, or associate the electronic signature to an electronic document is under the sole control of the signer.
 - The technology or process can be used to identify the signer.
 - The electronic signature must be linked to an electronic document in such a way that it can be determined whether the electronic document has been changed since the electronic signature was incorporated in, attached to, or associated with the electronic document.
 - The continuing integrity of the electronic record, and its association or linkage to its electronic signature, and any associated data must be maintained, following the completion of the signing process.
 - The electronic record with the electronic signature incorporated in, attached to, or associated with it must be capable of being received, accessed and retained by the Town and any person who is entitled to have access to the

document that was originally created, sent or received, or who is authorized to require its production.

- The technology or process used must be able to include various supporting information (e.g., date and time associated with the signing transaction, origin, destination, etc.)

1.6 The Town shall not accept an electronic signing transaction if the method used by the other person does not meet the requirements outlined in this policy and the related Town procedures. The Director of Corporate Services, in collaboration with the Town's information technology support team, will establish whether the software meets these requirements.

1.7 In addition to this policy, the Corporate Services Department will maintain office procedures to:

- identify specific record types that can be signed electronically;
- identify specific record types that will not be signed electronically;
- identify electronic methods by which specific electronic record types may be signed;
- identify the manner in which electronic records with an electronic signature incorporated in, attached to or associated with must be created, internally shared, sent, received, and retained by the Town;
- identify methods of achieving consent;
- determine specific technical requirements for electronic signature methods and technologies (which address and may accede any requirements set out by applicable law); and
- establish other processes the Town will follow to implement this policy.

1.8 This policy will be reviewed every five years.

Documentation/References

Records and Information Management Policy

Record Retention By-Law

Electronic Commerce Act, 2000, SO 2000, c. 17

Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5

CAN/CGSB-72.34-2017 Electronic Records as Documentary Evidence (The National Standard of Canada)

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 2025-031**

A BY-LAW to confirm the proceedings of Council at its meeting held on APRIL 14, 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 April 14, 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 14th of April, 2025.

MAYOR – Deb Gilvesy

DEPUTY CLERK – Amelia Jaggard