

# The Corporation of the Town of Tillsonburg

## Council Meeting

### AGENDA



Monday, October 21, 2024  
6:00 PM  
LPRCA  
4 Elm St  
Tillsonburg

1. Call to Order
2. Closed Session (4:00 p.m.)

Proposed Resolution #

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

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

THAT Council move into Closed Session to consider the following:

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

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

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

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

#### **2.4.2 ERTN Negotiations Update - CLD-CAO-24-004**

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

(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could

reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

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

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

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

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

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

## **2.1 Adoption of Agenda**

## **2.2 Disclosures of Pecuniary Interest**

## **2.3 Adoption of Closed Council Minutes**

## **2.4 Reports**

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

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

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

## **2.5 Back to Open Session**

## **3. Moment of Silence**

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

Proposed Resolution #

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

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

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

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

## 6. Adoption of Council Minutes of Previous Meeting

Proposed Resolution #

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

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

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

## 7. Presentations

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

## 8. Public Meetings

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

Proposed Resolution #

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

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

THAT Council move into the Committee of Adjustment to hear applications for Minor Variances at \_\_\_\_ p.m.

Proposed Resolution #

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

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

THAT the Town of Tillsonburg Committee of Adjustment **approve** Application A07-24, submitted by Rob and Carrie Hutchison for lands described as Lot 2, Plan 1646, in the Town of Tillsonburg, municipally known as 73 Concession Street West as it relates to:

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

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

1. The proposed relief represents a minor variance from the provisions of the Town's Zoning By-law in that the reduced zone provision is from the minimum distance from the centreline of an arterial road in the R1 Zone, is compatible with surrounding land uses, is minor and is desirable for the development of the lands.

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

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

Proposed Resolution #

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

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

THAT the Town of Tillsonburg Committee of Adjustment **approve** Application File A10-24t, submitted by Ella Agranov on behalf of Perovich Holdings Inc. and M & J Property Holdings Inc, for lands described as Lots 1475 and 1476, Plan 500, 50 Broadway, Town of Tillsonburg, as it relates to:

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

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

1. The proposed relief represents minor variances from the provisions of the Town's Zoning By-law in that the reduced provisions permit the expansion of a legal non-conforming setback and recognize a deficiency in parking

spaces, is compatible with surrounding land uses, is minor and is desirable for the development of the lands.

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

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

Proposed Resolution #

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

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

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

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

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

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

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

Proposed Resolution #

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

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

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

**9. Planning Reports**

**10. Delegations**

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

Proposed Resolution #

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

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

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

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

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

Proposed Resolution #

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

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

- A. THAT report titled "Scattering Garden" be received as information; and
- B. THAT Council approve the recommendation of the Parks, Beautification &

Cemeteries Advisory Committee as follows: *THAT the Parks, Beautification & Cemeteries Advisory Committee does not recommend that the Council address the scattering gardens until current cemetery infrastructure has been updated and improved.*

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

Proposed Resolution #

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

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

- A. THAT report titled “Addition to Trails Subcommittee” be received as information; and
- B. THAT Council approve the recommendation of the Parks, Beautification & Cemeteries Advisory Committee as follows: *THAT Council approve adding a representative of Oxford County to the subcommittee to assist with expediting actionable items related to Trans Canada Trail use and maintenance.*

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

Proposed Resolution #

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

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

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

**12. Information Items**

Proposed Resolution #

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

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

THAT the following items be received as information:

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

**12.1 Long Point Region Conservation Authority Board Minutes - September 4, 2024**

**12.2 Long Point Region Conservation Authority Hearing Board Minutes - September 4, 2024**

**12.3 September 2024 Tillsonburg Detachment Board Report**

**13. Staff Reports**

**13.1 Chief Administrative Officer**

**13.1.1 Roulstons Pharmacy Advertising Clinic Space Request - CAO-24-022**

Proposed Resolution #

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

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

- A. THAT report titled “Roulston’s Pharmacy Advertising Clinic Space Request” be received as information; and
- B. THAT Council approve the recommendation of the Community Health Care Committee to use Town resources and channels to advertise and promote the Roulston’s Pharmacy clinical space.

**13.2 Corporate Services**

**13.2.1 Committee Vacancies Update - CS-24-107**

Proposed Resolution #

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

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

- A. THAT report CS 24-107 titled “Committee Vacancies Update” be received as information; and
- B. THAT the Terms of Reference of the Community Health Care Committee be amended with removal of item G, under Section 3.0; and
- C. THAT a By-Law be brought forward for Council’s consideration to remove members from committee membership that are no longer serving on their respective committee.

**13.3 Economic Development**

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

Proposed Resolution #

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

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

- A. THAT report EDM 24-036 titled “Film Industry Opportunities –



Update and Next Steps” be received; and,

- B. THAT the Film Policy be approved in principle, subject to final 2025 Budget and Business Plan approval, as a three year pilot program commencing January 1, 2025 or thereafter and expiring December 31, 2027 with staff support being included in the 2025 Budget and Business Plans for consideration;
- C. That film application fees be waived for the duration of the pilot program with productions only required to offset any direct municipal staffing costs; and,
- D. That a bylaw authorizing the Film Policy be brought forward for Council’s consideration upon completion of public consultation and engagement.

## 13.4 Finance

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

Proposed Resolution #

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

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

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

## 13.5 Fire and Emergency Services

## 13.6 Operations and Development

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

Proposed Resolution #

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

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

- A. THAT report OPD 24-057 titled “New Town Hall 2024 Alternative Design and Location Options” be received; and [Council to select option]
- B. THAT staff continue with the detail design of 10 Lisgar representing a complete demo and rebuild authorizing the Director of Operations and Development to execute +VG Architect’s proposed Amended Services Work Request No.1, dated July 30, 2024, in the amount of \$82,131.00 (excluding HST) where this overage will be funded through the Tax Rate Stabilization

Reserve; **OR**

- C. THAT staff refine location options including investigating any necessary preliminary negotiations options through to the appropriate due diligence and feasibility of the following alternative locations for a New Town Hall:
- a. Option 2: Greyfield Site (Northeast corner of Brock and Harvey Streets);
  - b. Option 4b: 4 Elm Street (East Elgin Concrete/Long Point Region Conservation Authority Building- South); and

THAT Staff provide a report, including any potential agreements, to Council for review and consideration.

### 13.7 Recreation, Culture and Parks

## 14. New Business

## 15. Consideration of Minutes

### 15.1 Advisory Committee Minutes

Proposed Resolution #

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

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

THAT Council receives as information:

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

## 16. Motions/Notice of Motions

### 16.1 Motions

#### 16.1.1 Local Government Week in Ontario - Deputy Mayor Beres

Proposed Resolution #

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

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

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

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

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

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

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

**18. By-Laws**

Proposed Resolution #

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

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

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

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

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

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

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

**19. Confirm Proceedings By-law**

Proposed Resolution #

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

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

THAT By-Law 2024-095, A By-Law to Confirm the proceedings of the Council Meeting held on October 21, 2024, be read for a first, second and third and final reading and that the

Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**20. Items of Public Interest**

**21. Adjournment**

Proposed Resolution #

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

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

THAT the Council meeting of October 21, 2024, be adjourned at \_\_\_\_\_ p.m.

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



Monday, October 7, 2024  
6:00 PM  
LPRCA  
4 Elm St  
Tillsonburg

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

Staff: Kyle Pratt, Chief Administrative Officer  
Tanya Daniels, Director of Corporate Services/Clerk  
Renato Pullia, Director of Finance/Treasurer  
Jonathon Graham, Director of Operations & Development  
Cephas Panschow, Development Commissioner  
Andrea Greenway, Director of Recreation, Culture and Parks

Regrets: Graig Pettit, Hydro Operations Manager

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**1. Call to Order**

Meeting called to order at 5:30 p.m.

**2. Closed Session (5:30 p.m.)**

**Resolution # 2024-448**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT Council move into Closed Session to consider the following:

**2.4.1 Request for Extension - 2776807 Ontario Inc. - CLD-EDM-24-013**

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

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

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

**Carried**

**2.1 Adoption of Agenda**

**2.2 Disclosures of Pecuniary Interest**

**2.3 Adoption of Closed Council Minutes**

**2.4 Reports**

**2.4.1 Request for Extension - 2776807 Ontario Inc - CLD-EDM-24-013**

**2.5 Back to Open Session**

**2.6 Lift from the Table**

**2.7 Reports**

**2.7.1 1. CLD-EDM-24-013 titled Request for Extension – 2776807 Ontario Inc.**

**2.8 Back to Open Session**

**3. Moment of Silence**

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

**Resolution # 2024-453**

**Moved By:** Deputy Mayor Beres  
**Seconded By:** Councillor Parsons

THAT the Agenda as prepared for the Council meeting of Monday, October 7, 2024, be adopted, with the following amendment:

- Item 10.1. being heard directly following Item 8 (Public Meetings).

**Carried**

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

None

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

**Resolution # 2024-454**

**Moved By:** Councillor Parsons  
**Seconded By:** Councillor Luciani

THAT the Council meeting minutes dated September 23, 2024 and the Special Council meeting minutes dated October 1, 2024 be approved.

**Carried**

**7. Presentations**

**8. Public Meetings**

**8.1 ZN 7-24-10 Application for Zone Change (79 Tillson Avenue)**

Laurel Davies-Snyder attended before Council to provide an overview on Item 8.1 and answer various questions from members of Council.

Manny Garcia, Applicant, attended before Council to speak in support of the application.

No one came forward to speak in opposition of the application.

**Resolution # 2024-456**

**Moved By:** Councillor Luciani  
**Seconded By:** Councillor Parker

It is recommended THAT the Council of the Town of Tillsonburg approve the zone change application submitted by Nancy and Manny Garcia, whereby the lands described as Lot 1247, Plan 500, Town of Tillsonburg,

known municipally as 79 Tillson Avenue, are to be rezoned from 'Entrepreneurial District' to 'Special Entrepreneurial Zone (EC-sp)' to permit the development of a detached additional residential unit (ARU) on the subject lands.

**Carried**

## **8.2 ZN 7-24-11 Application for Zone Change (356 Tillson Avenue)**

Laurel Davies-Snyder attended before Council to provide an overview on Item 8.2 and answer various questions from members of Council.

Rene Byvank, applicant, attended before Council to speak in support of their application.

No one attended before Council to speak in opposition.

### **Resolution # 2024-457**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Spencer

It is recommended THAT the Council of the Town of Tillsonburg approve the zone change application submitted by Rene Byvank, whereby the lands described as Part Lots 3,4, 6 Plan 500, Part 1, 41R-1860, Town of Tillsonburg, known municipally as 356 Tillson Avenue are rezoned to permit a broader range of commercial uses on the subject property.

**Carried**

## **8.3 A08-24 Minor Variance Application (32 Seaton Cres)**

Laurel Davies-Snyder attended before Committee of Adjustment to provide an overview on Item 8.3 and answer various questions from members of Council.

Mr. Ursal and Ms. Ursal, applicant, attended before Committee to speak in support of their application.

No one attended before Committee to speak in opposition.

### **Resolution # 2024-458**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart



THAT Council move into the Committee of Adjustment to hear applications for Minor Variances at 6:36 p.m.

**Carried**

**Resolution # 2024-459**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Rosehart

THAT the Town of Tillsonburg Committee of Adjustment **approve** Application A08-24, submitted by Nikolay and Elena Ursal for lands described as Lot 15, Plan 41M372, in the Town of Tillsonburg, municipally known as 32 Seaton Crescent as it relates to:

1. Relief from **Section 5.37.1 – Permitted Projections Into Required Yards**, to increase the permitted projection into the required yard from 1.5 m (4.92 ft) to 3.1 m (10.2 ft); and,
2. Relief from **Section 5.37.1 – Permitted Projections Into Required Yards**, to reduce the minimum setback between projection and rear lot line from the required 7.5 m (24.6 ft) to 4.4 m (14.5 ft).

As the requested variances are considered to be:

3. Relief from **Section 5.37.1 – Permitted Projections Into Required Yards**, to reduce the minimum setback between projection and rear lot line from the required 7.5 m (24.6 ft) to 4.4 m (14.5 ft).i) minor variances from the provisions of the Town of Tillsonburg Zoning By-Law;ii) desirable for the appropriate development or use of the land;iii) in keeping with the general intent and purpose of the County's Official Plan, and;iv) in keeping with the general intent and purpose of the Town of Tillsonburg Zoning By-law.

**Carried**

**8.4 A09-24 Minor Variance Application (7 Tanager Drive)**

Laurel Davies-Snyder attended before Committee of Adjustment to provide an overview on Item 8.4 and answer various questions from members of Council.

Johan Peters, applicant, attended before Committee in support of their application.

No one attended before Committee to speak in opposition.

**Resolution # 2024-460**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT the Town of Tillsonburg Committee of Adjustment **approve** Application A09-24, submitted by Johan Peters for lands described as Lot 60, Plan 41M-16, municipally known as 7 Tanager Drive in the Town of Tillsonburg, as it relates to:

1. **Section 5.1.1.4.1 v) – Accessory Uses, Buildings, Structures**, to increase the maximum lot coverage for all accessory buildings and structures from 100 m<sup>2</sup> (1,076.4 ft<sup>2</sup>) of ground floor area to 135 m<sup>2</sup> (1,453.1 ft<sup>2</sup>) to facilitate the construction of a detached accessory building.

As the requested variance is considered to be:

- i) a minor variance from the provisions of the Town of Tillsonburg Zoning By-Law;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the County's Official Plan, and;
- iv) in keeping with the general intent and purpose of the Town of Tillsonburg Zoning By-Law.

**Resolution # 2024-461**

**Moved By:** Councillor Rosehart

**Seconded By:** Deputy Mayor Beres

THAT Council move out of the Committee of Adjustment and move back into regular Council session at 6:50 p.m.

**Carried**

**9. Planning Reports**

**10. Delegations**

**10.1 Hanna Domagala, Director of Land Development and Design, The BMI Group Re: Station District Development Presentation**

Item 10.1 was heard in advance of item 8.

Hanna Domagala, Director of Land Development and Design, The BMI Group attended before Council to provide a presentation to Council.

Highlights of the presentation include:

- An overview of the proposed mixed-use development located in the downtown core for those seeking easy and comfortable living
- A summary of the process to-date and proposed next steps
- Design partners and considerations
- Project inspirations and design goals

**Resolution # 2024-455**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT the delegation from Hanna Domagala, Director of Land Development and Design, The BMI Group Re: Station District Development Presentation be received as information.

**Carried**

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

**11.1 DTBIA Board of Directors Appointment - Decision Letter**

Amended motion presented by Mover and Seconder.

**Resolution # 2024-462**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Spencer

- A. THAT the decision letter titled "Motion to Recommend Board Appointment to the Council of the Town of Tillsonburg" to be received; and
- B. THAT AJ (Joost) Van Campen be appointed as a member of the Tillsonburg Business Improvement Area Board of Directors;
- C. THAT Jessy Rhora be removed as a member of the Tillsonburg Business Improvement Area Board of Directors; and

- D. THAT a by-law to appoint members to the Tillsonburg Business Improvement Area Board of Directors be brought forward for Council consideration.

**Carried**

**11.2 DTBIA Board of Directors - Reimbursement of Legal Fees**

Amended motion presented by Mover and Seconder.

**Resolution # 2024-463**

**Moved By:** Councillor Parsons

**Seconded By:** Deputy Mayor Beres

- A. THAT the decision letter titled "Formal Request to the Town of Tillsonburg to Reimburse Legal Fees - Council Appointed Board Members" be received as information.
- B. THAT the loan issued to the BIA to cover legal expenses in the amount of \$21,054.97, inclusive of interest charges and administrative fee, be forgiven, and be covered by the Tax Rate Stabilization Reserve.

**Carried**

**12. Information Items**

**13. Staff Reports**

**13.1 Chief Administrative Officer**

**13.1.1 Payroll Compliance Review - CAO-24-020**

**Resolution # 2024-464**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parsons

- A. THAT report CAO 24-020 titled "Payroll Compliance Review" be received as information; and
- B. THAT a payroll compliance review engagement with Sability Human Capital Consulting, up to a maximum of \$45,000 to be funded from the Tax Rate Stabilization Reserve, be approved.

**Carried**

### **13.1.2 Succession Planning Update - CAO-24-021**

#### **Resolution # 2024-465**

**Moved By:** Councillor Rosehart

**Seconded By:** Deputy Mayor Beres

A. THAT report CAO-24-021 titled “Succession Planning Update” be received as information; and

B. THAT a by-law to adopt the updated Succession Planning policy be brought forward to Council for consideration.

**Carried**

## **13.2 Corporate Services**

### **13.2.1 IT Services - Positions - CS-24-106**

#### **Resolution # 2024-466**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Luciani

A. THAT report CS 24-106 titled “IT Services - Positions Realignment” be received as information; and

B. THAT Human Resources be directed to revise the two positions approved as outlined in report CS-24-106.

**Carried**

## **13.3 Economic Development**

### **13.3.1 Surplus Land Declaration – Westerly Portion of Moose Street Right-of-Way (Revised) - EDM-24-038**

#### **Resolution # 2024-467**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

- A. THAT report titled EDM 24-038 Surplus Land Declaration – Westerly Portion of Moose Street Right-of-Way (Revised) be received; and,
- B. THAT the Westerly Portion of the municipally owned Moose Street Right-of-Way, described as part of Part 2 on Plan 41R-1403, save and except for any easements as may be required by public authorities, be declared surplus to the needs of the Town of Tillsonburg in accordance with Bylaw 2021-031 (land disposition) including suitable notification to the public; and,
- C. THAT the Westerly Portion of the Moose Street Right-of-Way, described as part of Part 2 on Plan 41R-1403, be closed with a bylaw being brought forward for Council's consideration; and,
- D. THAT the Development Commissioner be authorized to negotiate an Agreement of Purchase and Sale for these lands subject to being brought back to Council for approval.

**Carried**

#### **13.4 Finance**

##### **13.4.1 2025 Budget Survey Results - FIN-24-047**

###### **Resolution # 2024-468**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Spencer

THAT Council receives report FIN-24-047 2025 Public Budget Survey Results as information.

**Carried**

#### **13.5 Fire and Emergency Services**

#### **13.6 Operations and Development**

##### **13.6.1 2000 Model Franchise Agreement with Enbridge Gas Inc - OPD-24-052**

###### **Resolution # 2024-469**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parsons

- A. THAT report OPD 24-052 titled “2000 Model Franchise Agreement with Enbridge Gas Inc.” be received as information;
- B. THAT the “Guideline to Municipalities Respecting the Renewal of Franchise Agreements with Enbridge Gas Inc.” be received as information;
- C. THAT a draft by-law to “Authorize a Franchise Agreement Between the Corporation of the Town of Tillsonburg and Enbridge Gas Inc.” be presented to Council for consideration;
- D. THAT a draft resolution be presented to Council for consideration to resolve that
  - a. This Council approves the form of the draft by-law and franchise agreement attached hereto and authorizes the submission thereof to the Ontario Energy Board for approval pursuant to the provisions of Section 9 of the Municipal Franchises Act.
  - b. That Council requests that the Ontario Energy Board make an Order declaring and directing that the assent of the municipal electors to the attached draft by-law and franchise agreement pertaining to the Corporation of the Town of Tillsonburg is not necessary pursuant to the provisions of Section 9(4) of the Municipal Franchises Act.; and
- E. THAT the Director of Operations and Development be recognized as the “Engineer/Road Superintendent” defined in the Agreement.

**Carried**

**13.6.2 CMHC Housing Accelerator Fund Application Update Round 2  
- OPD-24-056**

**Resolution # 2024-470**

**Moved By:** Councillor Rosehart

**Seconded By:** Deputy Mayor Beres

- A. THAT report titled “CMHC Housing Accelerator Fund Application Update/Round 2” be received as information; and
- B. THAT should the Town be successful in its application, Council affirm its commitment to achieving the Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund 2 (HAF2) application initiatives; and
- C. THAT further and should the Town be successful in its application, Council will commit to implementing 4 units as-of-right by-laws as part of the current Comprehensive Zoning By-Law review currently in progress.

**Carried**

## **13.7 Recreation, Culture and Parks**

### **13.7.1 Community Sport and Recreation Infrastructure Fund - RCP-24-048**

#### **Resolution # 2024-471**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parsons

- A. THAT report RCP 24-048 titled “Community Sport and Recreation Infrastructure Fund” be received as information; and
- B. THAT the Director of Recreation, Culture and Parks be directed to apply to the Community Sport and Recreation Infrastructure Fund - Stream 1: Repair and Rehabilitation grant program for project A: Indoor Pool Roof replacement at a cost with net HST of \$477,000; and
- C. THAT the selected project be included in the 2025 capital budget for consideration to meet the 50/50 cost sharing requirement.

**Carried**



**13.7.2 Pop Up Pickleball Courts - RCP-24-047****Resolution # 2024-472****Moved By:** Councillor Parsons**Seconded By:** Councillor Luciani

- A. THAT report RCP 24-047 titled “Pop Up Pickleball Courts” be received as information; and
- B. THAT Council approve the proposed line painting for two Pop-Up Pickleball Courts at Southridge Park and Memorial Park.

**Carried****14. New Business****15. Consideration of Minutes****15.1 Advisory Committee Minutes****Resolution # 2024-473****Moved By:** Councillor Luciani**Seconded By:** Councillor Parker

THAT Council receives as information:

- The Museum, Culture, Heritage and Special Awards Committee minutes dated September 18, 2024;
- The Tillsonburg Airport Advisory Committee minutes dated September 19, 2024;
- The Community Health Care Committee minutes dated September 3, 2024; and
- The Youth Advisory Committee minutes dated June 5, 2024.

**Carried****16. Motions/Notice of Motions****16.1 Motion****16.1.1 Councillor Luciani - Continued Transit Funding**

**Resolution # 2024-474****Moved By:** Councillor Luciani**Seconded By:** Councillor Spencer

Whereas the County of Brant, Middlesex County, Municipality of Strathroy Caradoc, Norfolk County, Municipality of East Zorra Tavistock, Grey County, Perth County, City of Stratford, Municipality of Lambton Shores, and Wellington County have successfully utilized government funding to create and sustain local community transit through Southwest Community Transit; and

Whereas 85,000 riders have utilized the Southwest Community Transit services in the first half of 2024 alone, demonstrating significant community reliance on these services; and

Whereas the economic impact of this transit system is estimated to be \$748,800,000 annually, largely due to its role in providing transportation to employment opportunities; and

Whereas the current funding for this critical small urban and rural inter-community transit service is set to expire in March 2025, putting the sustainability of the service at risk:

Therefore be it resolved that the Town of Tillsonburg council urges the provincial government to continue funding Southwest Community Transit beyond March 2025 to ensure the ongoing viability of this essential service for small urban and rural Ontario

Be it further resolved that this resolution be circulated to the County of Brant, Elgin County, Middlesex County, Norfolk County, Oxford County, Municipality of Strathroy Caradoc, Municipality of East Zorra Tavistock, Perth County, City of Stratford, Municipality of Lambton Shores, Wellington County, Bruce County, Municipality of Bayham, Municipality of Thames Centre and other relevant stakeholders for their support and advocacy.

**Carried****16.2 Notice of Motion****17. Resolutions/Resolutions Resulting from Closed Session**

**18. By-Laws**

18.7 By-Law 2024-116 was pulled from the By-Law listing to be presented at a later date.

**Resolution # 2024-475**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

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

**Carried**

**18.1 By-Law 2024-110 - A By-Law to Amend Zoning By-Law 3295, as amended (ZN 7-23-11)**

**18.2 By-Law 2024-111 - A By-Law to Amend Zoning By-Law 3295, as amended (ZN 7-24-11)**

**18.3 By-Law 2024-112 - A By-Law to Amend Zoning By-Law 3295, as amended (ZN 7-24-10)**

**18.4 By-Law 2024-113 - A By-Law to appoint Directors to the Board of Management of the Tillsonburg BIA**

**18.5 By-Law 2024-114 - A By-Law to Adopt a Succession Management Policy**

**18.6 By-Law 2024-115 - A By-Law to Appoint a Treasurer to the Town of Tillsonburg (Renato Pullia)**

**18.7 By-Law 2024-116 - A By-Law to Authorize a Franchise Agreement Between The Corporation of the Town of Tillsonburg and Enbridge Gas Inc.**

**18.8 By-Law 2024-117 - A By-Law to Appoint OPP Detachment Board 3 Members**

**19. Confirm Proceedings By-law****Resolution # 2024-476**

**Moved By:** Councillor Rosehart

**Seconded By:** Deputy Mayor Beres

THAT By-Law 2024-094, A By-Law to Confirm the proceedings of the Council Meeting held on October 7, 2024, be read for a first, second and third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried**

**20. Items of Public Interest**

This portion of the meeting is not recorded.

**21. Return to Close**

Note: The broadcasted portion of the meeting ended as Council moved to Closed Session to complete item 2.4.1.

**Resolution # 2024-477**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT Council return to Closed Session for the completion of Item report CLD-EDM-24-013 titled Request for Extension – 2776807 Ontario Inc.

**Carried**

**22. Adjournment**

**Resolution # 2024-481**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parsons

THAT the Council meeting of October 7, 2024, be adjourned at 8:34 p.m.

**Carried**



**Community Planning**

P. O. Box 1614, 21 Reeve Street  
Woodstock, ON N4S 7Y3  
Phone: 519-539-9800 • Fax: 519-421-4712  
[www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Our File: **A07-24t**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Town of Tillsonburg Committee of Adjustment  
**MEETING:** October 24, 2024  
**REPORT NUMBER:** 2024-344

**OWNERS/APPLICANTS:** Rob and Carrie Hutchinson  
73 Concession Street West, Tillsonburg, ON N4G 1R7

**VARIANCE REQUESTED:**

Relief from the following Section of Zoning By-law No. 3295:

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

**LOCATION:**

The subject lands are described as Lot 2, Plan 1646, in the Town of Tillsonburg. The lands are located on the south side of Concession Street West and east of Charlotte Avenue and are municipally known as 73 Concession Street West.

**COUNTY OF OXFORD OFFICIAL PLAN:**

Schedule “T-1”	Town of Tillsonburg Land Use Plan	Residential
Schedule “T-2”	Town of Tillsonburg Residential Density Plan	Low Density Residential

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

Existing Zoning: ‘Low Density Residential – Type 1 Zone (R1)’

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

The application for minor variance is to request relief from the provisions in Tab 6.2 of the Town of Tillsonburg Zoning By-law that regulates the minimum setback from the centreline of an arterial road.

In this instance, the proposed location of a covered front deck is closer than the minimum distance from the centreline of an arterial road. The applicant is requesting relief to decrease this setback for the covered deck into the front yard from 20.5 m (67.3 ft) to 19 m (62.3 ft) to facilitate the issuance of a building permit.

Surrounding land uses consist of single detached dwellings on similar lot sizes.

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

Plate 2, 2020 Aerial Map, provides an aerial view of the subject lands and existing zoning in the immediate vicinity.

Plate 3, Applicants' Sketch, illustrates the location of the house and deck on the subject lands, as submitted by the applicants.

(b) Agency Comments

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

Town of Tillsonburg Building Services Department, Oxford County Public Works, and Tillsonburg Hydro indicated that they do not have any comments or concerns.

(c) Public Consultation

Public Notice was mailed to surrounding property owners on October 11, 2024, in accordance with the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan

The subject lands are designated as 'Low Density Residential' in the Official Plan.

Low Density Residential Districts are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including both executive and smaller single detached dwellings, semi-detached, duplex, and converted dwellings, street-fronting townhouses, and other similar forms of development. Within these areas, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use.

The use of the subject lands for residential purposes together with buildings and structures accessory to the residential use generally complies with the relevant policies of the Official Plan

and staff are satisfied that the request is in-keeping with the intent of the Official Plan for lands designated for Low Density Residential purposes.

(e) Intent and Purpose of the Zoning By-law

The subject property is zoned 'Low Density Residential Type 1 Zone (R1)' in the Town of Tillsonburg Zoning By-law, which permits several types of residential uses, including an additional residential unit, a group home, home occupation, a public use, and a single detached dwelling.

The provisions in Table 6.2 regulate how close a structure can be to the centreline of an arterial road. These provisions are intended to ensure adequate setbacks are provided to act as buffers between adjacent properties and uses, provide amenity area, and provide for adequate drainage. Specifically, the setback provisions to the centreline of an arterial road are established to ensure that dwelling units are not situated near a busy arterial roadway.

In this instance, the covered deck projects 2.5 m (8.3 ft) into the front yard from the existing residence, whereas the current zoning provisions would allow for a projection of 1.7 m (5.4 ft) from the existing residence. Considering that the existing dwelling is setback slightly further than adjacent properties to the east and west as illustrated by Plates 1 and 2, staff is of the opinion that the layout is sufficient to accommodate the requested variance for the covered deck without negatively impacting abutting properties or the function of the adjacent arterial road.

Planning staff are satisfied that the requested variance will maintain the general intent and purpose of the Zoning By-law and the requested relief from the provisions in Table 6.2 regulating the front yard setback for the covered deck is reasonable.

(f) Desirable Development/Use:

Planning staff have reviewed the applicants' request and are of the opinion that the applicants' request can be considered minor and desirable for the development of the subject property.

Plate 3 – Applicants' Sketch - illustrates the proposed location of the covered deck on the property. The deck is in line with the scale and form of the surrounding neighbourhood. Planning staff are satisfied that the deck has minimal impact on surrounding properties in terms of compatibility and form, and that it does not interfere with the normal use of nearby properties.

It is the opinion of this Office that the proposed relief is minor and in keeping with the general intent and purpose of the Official Plan and Town Zoning By-law and can be given favourable consideration.

**RECOMMENDATION:**

That the Town of Tillsonburg Committee of Adjustment **approve** Application A07-24t, submitted by Rob and Carrie Hutchison for lands described as Lot 2, Plan 1646, in the Town of Tillsonburg, municipally known as 73 Concession Street West as it relates to:

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

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

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

Authored by:

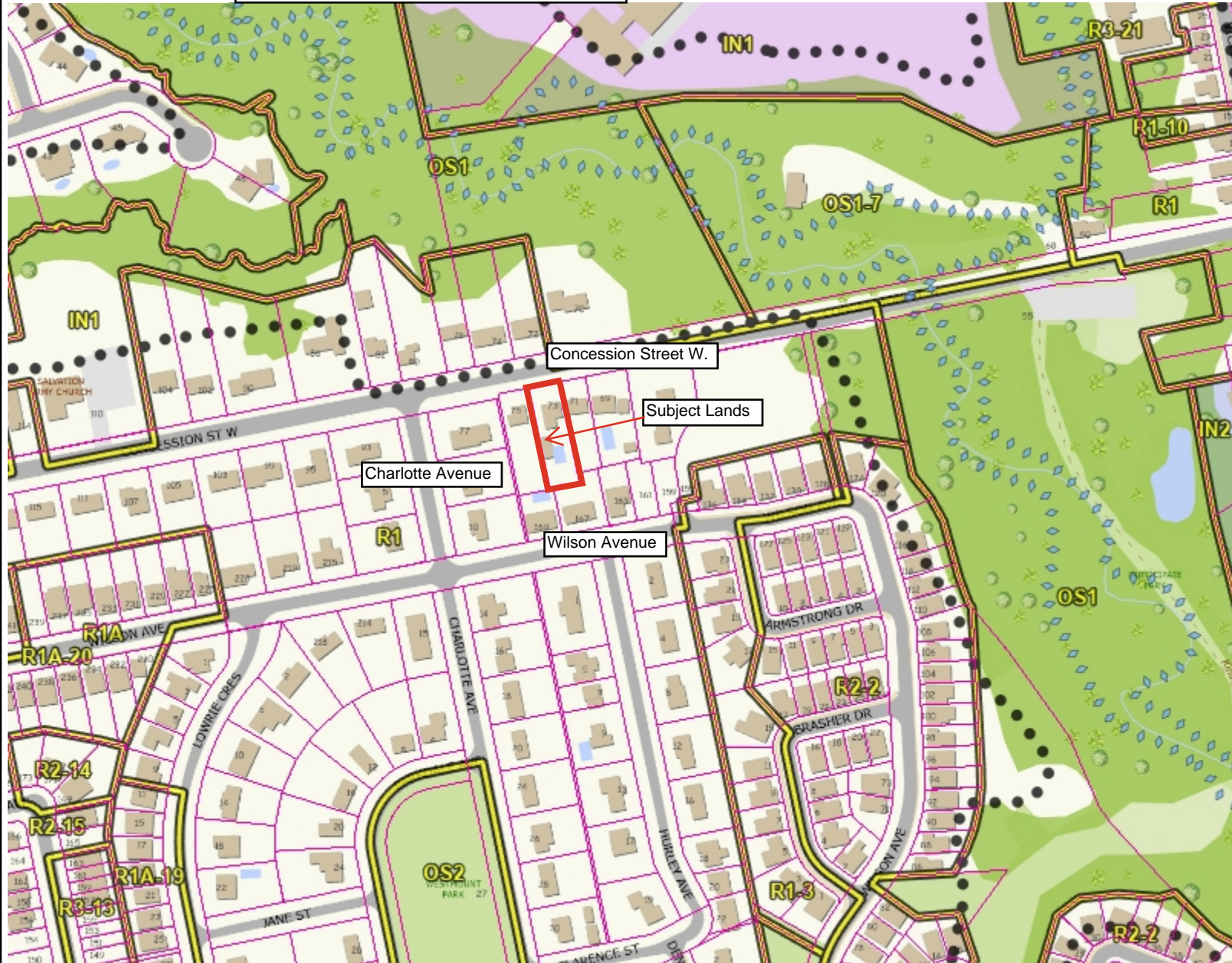
Marc Davidson  
Senior Development Planner

Reviewed by:

Eric Gilbert, RPP, MCIP  
Manager of Development Planning



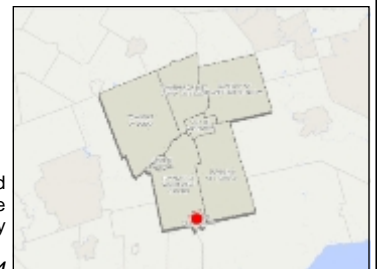
Plate 1: Location Map with Existing Zoning  
File No.: A07-24t - Hutchison  
Lot 2, Plan 1646. 73 Concession  
Street W., Tillsonburg



Legend

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

Notes



0 96 192 Meters

NAD\_1983\_UTM\_Zone\_17N



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

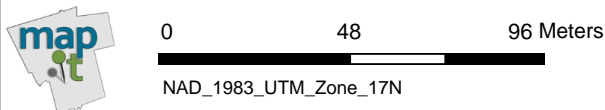
October 10, 2024



**Legend**

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

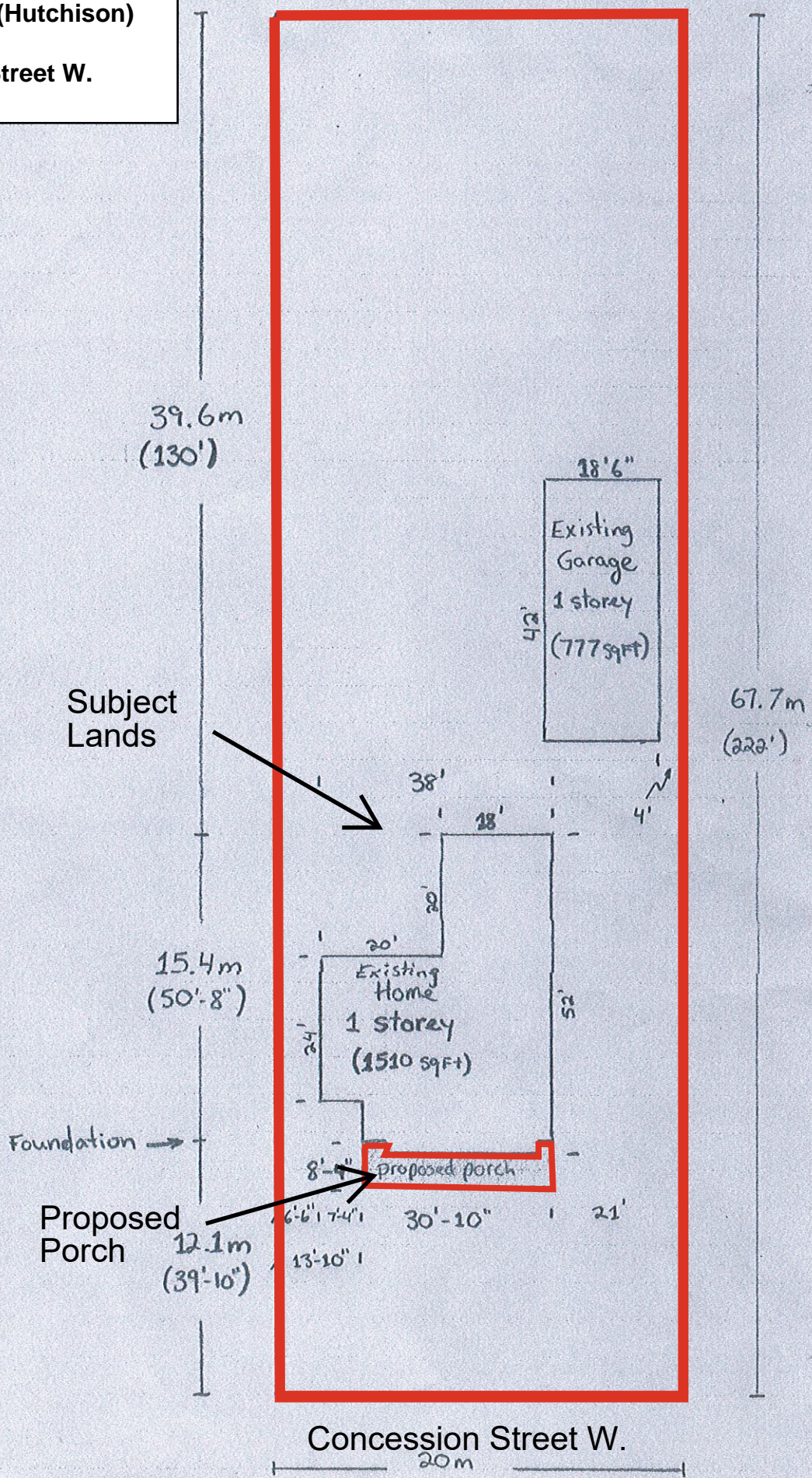
**Notes**



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

October 10, 2024

**Plate 3: Applicants' Sketch**  
File No. A07-24t (Hutchison)  
Lot 2, Plan 1646,  
73 Concession Street W.  
Tillsonburg



**SKETCH**

PREPARED FOR MINOR VARIANCE APPLICATION

FOR: ROB & CARRIE HUTCHISON

#73 CONCESSION ST. WEST

SCALE 1:100



**METRIC**

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**PROPERTY DESCRIPTION:**

LOT 12

REGISTRAR'S COMPILED PLAN No. 1646

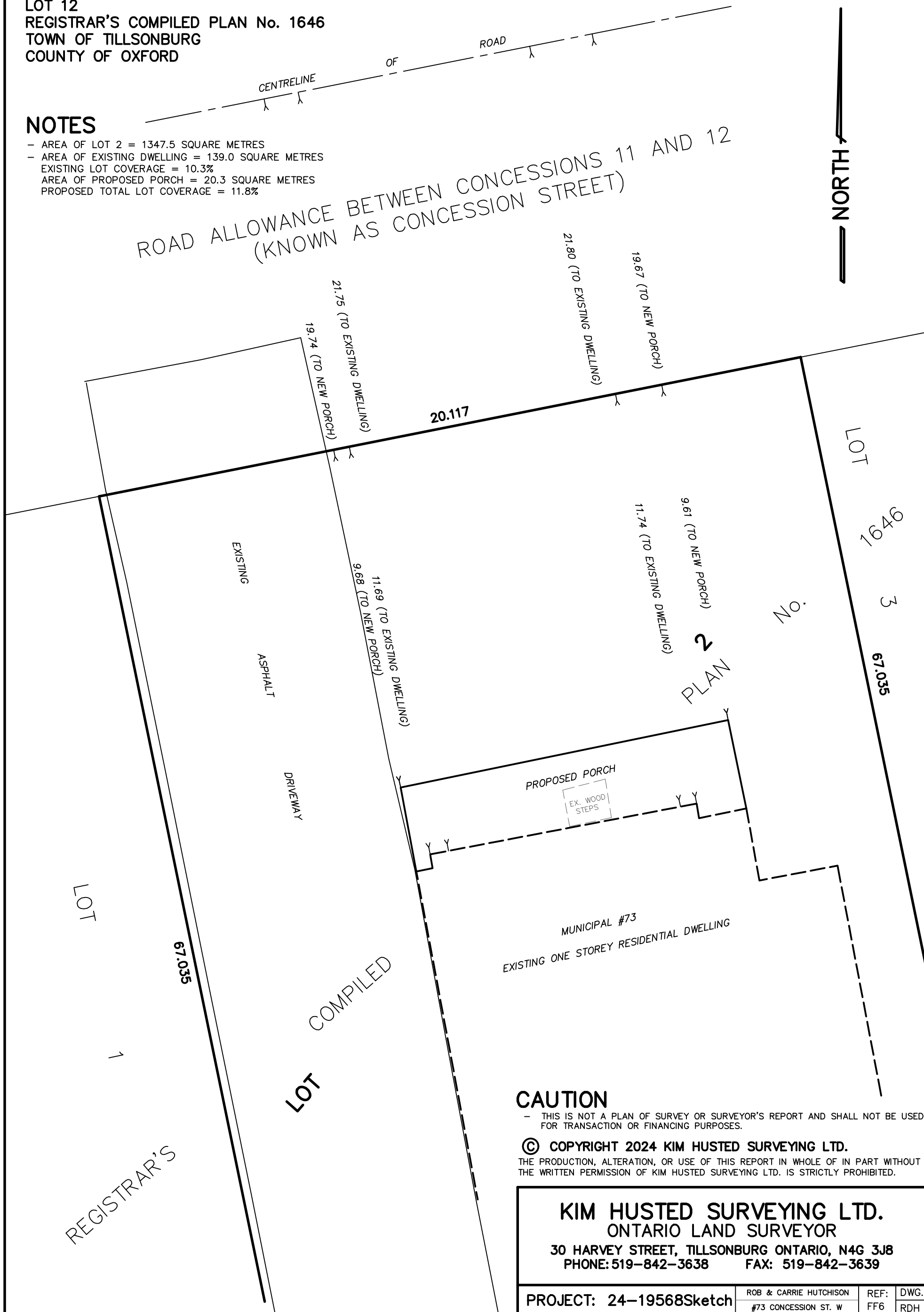
TOWN OF TILLSONBURG

COUNTY OF OXFORD

**NOTES**

- AREA OF LOT 2 = 1347.5 SQUARE METRES
- AREA OF EXISTING DWELLING = 139.0 SQUARE METRES
- EXISTING LOT COVERAGE = 10.3%
- AREA OF PROPOSED PORCH = 20.3 SQUARE METRES
- PROPOSED TOTAL LOT COVERAGE = 11.8%

ROAD ALLOWANCE BETWEEN CONCESSIONS 11 AND 12  
(KNOWN AS CONCESSION STREET)



**CAUTION**

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PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 24-19568Sketch

ROB & CARRIE HUTCHISON  
#73 CONCESSION ST. W

REF:  
FF6

DWG.  
RDH

**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock, Ontario, N4S 7Y3

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

Website: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)Our File: **A10-24t****APPLICATION FOR MINOR VARIANCE**

**TO:** Town of Tillsonburg Committee of Adjustment  
**MEETING:** October 21, 2024  
**REPORT NUMBER:** 2024-xxx

**OWNER:** Perovich Holdings and M & J Property Holdings Inc.  
 55 Broadway Street, Tillsonburg, ON, N4G 3P4

**APPLICANT:** Ella Agranov, OBO Objective Engineering  
 A-151 Oxford Street, Ingersol, ON, N5V 2V8

**REQUESTED VARIANCES:**

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

**LOCATION:**

The subject lands are described as Lots 1475 and 1476, Plan 500, Town of Tillsonburg. The property is located on the west side of Broadway, south of Baldwin/Oxford Streets and north of London Street East and West and known municipally as 55 Broadway.

**COUNTY OF OXFORD OFFICIAL PLAN:**

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

Central Business District

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

Existing Zoning:

Central Commercial (CC)

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

The applicant is proposing relief from the above-noted provisions of the Town's Zoning By-law to facilitate the construction of an addition comprising approximately 123.46 m<sup>2</sup> (1,328.91 ft<sup>2</sup>) to the existing commercial use, which will consist of additional retail space.

The subject property is approximately 1,805.09 m<sup>2</sup> (19430 ft<sup>2</sup>) in area and contains an existing tire shop (constructed circa 1951). The existing building presently extends to almost the entirety of the property along the south lot line (forming a reverse 'L' shaped pattern). The intent of this application is to extend the legal non-conforming setback to the north to facilitate the proposed addition. If approved, the structure would be modified to be rectangular in shape.

In order to facilitate the proposed addition there are three (3) variances that are required:

- Relief from Section 5.24.2.1 (Parking Provisions). This relief is required as the Owners cannot provide the additional two (2) parking spaces that are required as a result of the proposed addition;
- Relief from Section 13.2 (Zone Provisions) to permit a rear yard setback of 0.1 metres (0.4 feet) whereas 6.0 metres (19.7 feet) are required. This relief proposes to extend the existing legal non-conforming setback for the proposed addition to the structure; and
- Relief from Section 13.2.6 (Location of Public Garages) which requests to allow for the enlargement of a non-permitted use on the subject property.

For Committee's information, the subject property will be proceeding through a future rezoning application to permit a vehicle sales establishment on the site. In addition, the proponents are presently proceeding through the Site Plan Control process for the proposed addition. This route was chosen by the Applicant in order to expedite the building permit process.

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

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

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

(b) Agency Comments:

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

Town of Tillsonburg Building Services Department, Town of Tillsonburg Development Commissioner, Oxford County Public Works, and Tillsonburg Hydro indicated that they do not have any comments or concerns.

(c) Public Consultation

Notice was provided to surrounding property owners on October 11, 2024, in accordance with the requirements of the Planning Act. As of the writing of this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject lands are located within the 'Central Business District' designation according to the Town of Tillsonburg Land Use Plan, as contained in Schedule T-1 of the Official Plan.

Central Business Districts are those lands that are intended to be the most intensive functionally diverse business, cultural and administrative centre in the Town. This designation permits a full range of commercial, office, administrative, cultural, entertainment, recreation, institutional, open space and multiple residential uses.

The use of the subject lands will remain commercial. The use of the lands for commercial purposes is supported by the policies of the Official Plan for the Central Business District and based on the applicant's submission, Planning staff are generally satisfied that the proposed addition will have minimal impact on surrounding properties in terms of compatibility and form.

(e) Intent and Purpose of the Zoning By-law:

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

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

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

effects on environmental resources and the proposed use is more compatible than the existing use relative to the relevant Official Plan policies.

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

The subject property is zoned 'Central Commercial (CC)' in the Town of Tillsonburg Zoning By-law, which permits a public garage, a public library, a public use, a retail food store, a retail nursery and garden centre, a retail pet store, a retail store, a service shop, a shopping centre, a studio, a taxi stand or station, a veterinary clinic (excluding kennel facilities), a video rental establishment and a wholesale outlet. With regard to the permitted uses, as noted above, relief from Section 13.2.6 is required as this provision does not allow a public garage on lands fronting or flanking onto Broadway. As also noted above, the existing use is presently in operation, as such a variance for the extension of the legal non-conforming is being requested for the proposed addition.

The intent of the rear yard depth provisions in the Central Commercial zone are to provide adequate setbacks and ensure that opportunities exist for servicing (specifically storm water) on the site. In this regard, staff notes that the Public Works Department has reviewed the application and has noted no concerns with the proposed addition. Once again, the existing structure presently has a legal non-conforming setback of 0.1 metres (0.4 feet). The applicants are requesting to extend this legal non-conforming setback.

Finally, Section 5.24.2.1(Parking Space Requirements) requires that the proposed addition provide an additional two (2) parking spaces on site. The proposed structure will make the inclusion of any parking spaces impossible to achieve. However, staff notes that the existing site does have a parking lot which presently has seventeen (17) spaces. In addition, there is a municipal parking lot situated immediately west of Fox Alley, which will provide additional parking opportunities near the site.

(f) Desirable Development/Use:

Planning staff have reviewed the applicants' request and are of the opinion that the applicants' request can be considered minor and desirable for the development of the subject property. Specifically, the proposed addition will increase the usability of the subject lands while remaining within the maximum allowable coverage. Furthermore, the addition will be generally compatible with the surrounding neighbourhood. The Applicant will proceed through a rezoning application to propose a vehicle sales operation on the subject lands. In addition, the site is presently proceeding through a Site Plan Control application.

In light of the foregoing, it is the opinion of this Office that the requested relief is in keeping with the general intent and purpose of the Official Plan and Town Zoning By-law and can be given favourable consideration.

**RECOMMENDATION:**

That the Town of Tillsonburg Committee of Adjustment **approve** Application File A10-24t, submitted by Ella Agranov on behalf of Perovich Holdings Inc. and M & J Property Holdings Inc, for lands described as Lots 1475 and 1476, Plan 500, 50 Broadway, Town of Tillsonburg, as it relates to:



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

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

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

Authored by:

Marc Davidson  
Senior Development Planner

Reviewed by:

Eric Gilbert, RPP, MCIP  
Manager of Development Planning

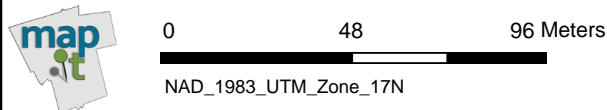
Plate One: Location Map with Existing Zoning  
File No.: A10-24t (Perovich Holdings and M&J Property Holdings Inc.)  
Lots 1474 and 1476, Plan 500, 55 Broadway, Tillsonburg



**Legend**

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

**Notes**



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October 10, 2024

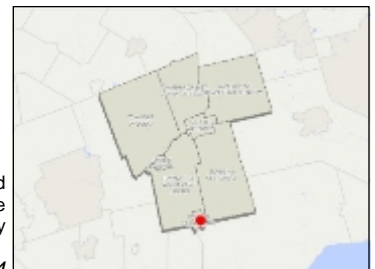
Plate 2: Aerial Map  
File No.: A10-24t (Perovich Holdings and M&J Property Holdings Inc.  
Lots 1474 and 1476, Plan 500, 55 Broadway, Tillsonburg



**Legend**

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

**Notes**



0 48 96 Meters

NAD\_1983\_UTM\_Zone\_17N



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October 10, 2024

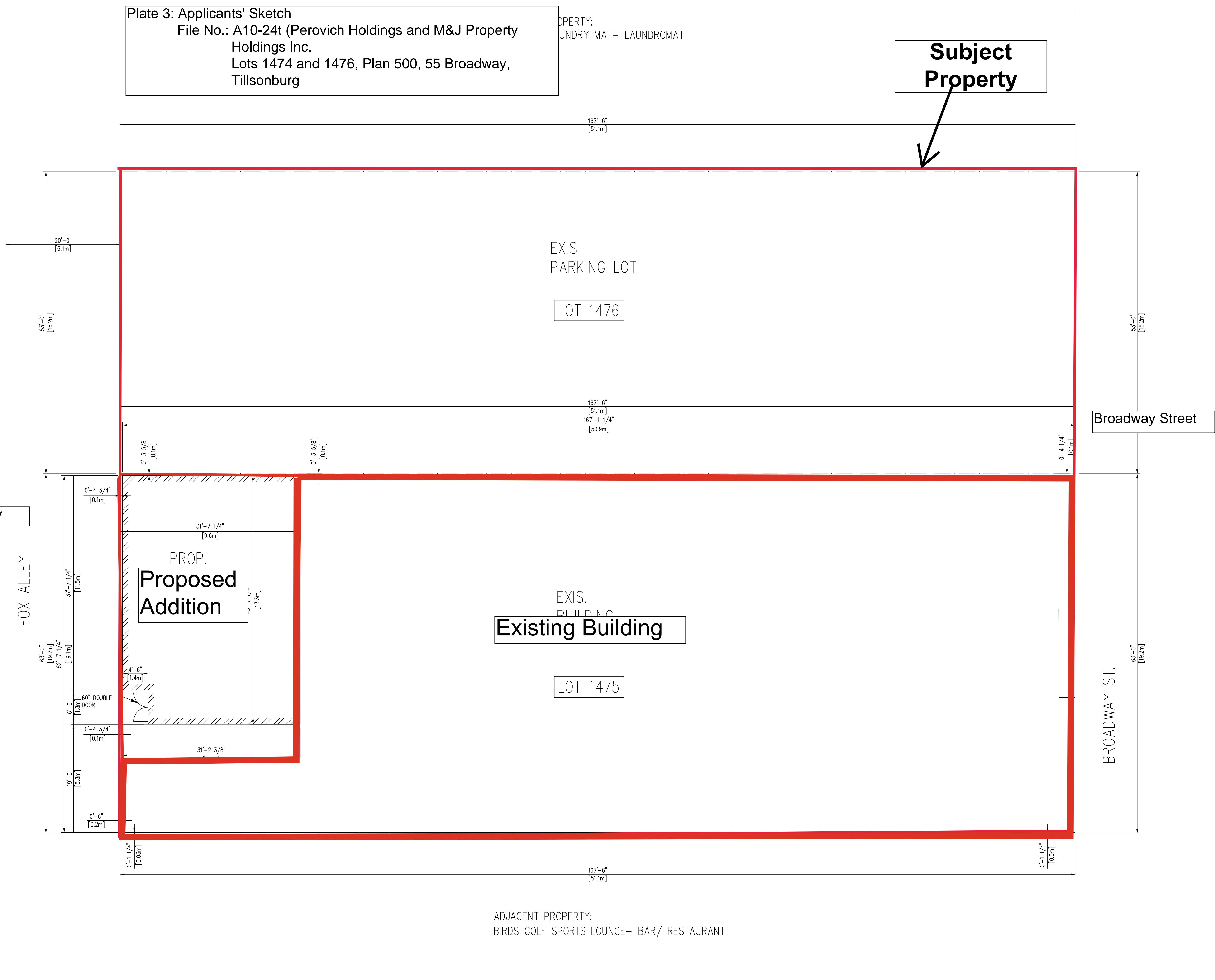
NOTES:

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Plate 3: Applicants' Sketch  
 File No.: A10-24t (Perovich Holdings and M&J Property Holdings Inc.  
 Lots 1474 and 1476, Plan 500, 55 Broadway, Tillsonburg

PROPERTY:  
 UNDRY MAT- LAUNDROMAT

**Subject Property**



Fox Alley

Broadway Street

BROADWAY ST.

EXIST. BUILDING  
**Existing Building**

PROP.  
**Proposed Addition**

ADJACENT PROPERTY:  
 BIRDS GOLF SPORTS LOUNGE- BAR/ RESTAURANT

A PROP. SITE PLAN  
 S100 SCALE: 1/8" = 1'-0"

A	ISSUED FOR SUBMISSION	EA	2024/09/16
REV:	DESCRIPTION:	BY:	DATE:
STATUS:	ISSUED FOR SUBMISSION		

STAMP:	STAMP:

CLIENT: PEROVICH HOLDINGS, M&J PROPOERTY HOLDINGS

DRAWING: PROP. SITE PLAN

PROJECT: 55 BROADWAY, TILLSONBURG  
 55 BROADWAY AVENUE, TILLSONBURG, ON N4G 3P4

SCALE: 1/8" = 1'-0"	DATE: 2024/06/25	DRAWN: EA	CHECKED: ALB
WORK ORDER NO: OE1352	DRAWING NO: 23-1352-S100	REVISION: A	

**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

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

Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)Our File: **A11-24t****APPLICATION FOR MINOR VARIANCE**

**TO:** Town of Tillsonburg Committee of Adjustment  
**MEETING:** October 21, 2024  
**REPORT NUMBER:** 2024-346

**OWNER:** Simon Wagler Homes Inc. (Jacob Wagler)  
 R.R #4, LCD Main, Aylmer ON N5H 2R3

**AGENT:** Kim Husted  
 30 Harvey Street, Tillsonburg ON N4G 3J8

**VARIANCES REQUESTED:**

Relief from the following Sections of Zoning By-law No. 3295:

1. **Section 6.2 – Zone Provisions – Table 6.2: Zone Provisions – Low Density Residential (R1) Zone – Front Yard, Minimum Depth**, to reduce the minimum front yard depth from 7.5 m (24.6 ft) to 6.02 m (19.75 ft); and
2. **Section 6.2 – Zone Provisions – Table 6.2: Zone Provisions – Low Density Residential (R1) Zone – Rear Yard, Minimum Depth**, to reduce the minimum rear yard depth from 12 m (39.3 ft) to 10.5 m (34.4 ft).

**LOCATION:**

The subject lands are described as Part of Lot 543, Plan 500, in the Town of Tillsonburg. The lands are located on the south side of Delevan Crescent, lying between First and Second Streets and are municipally known as 9 Delevan Crescent, Tillsonburg.

**COUNTY OF OXFORD OFFICIAL PLAN:**

Schedule “T-1”	Town of Tillsonburg Land Use Plan	Residential
Schedule “T-2”	Town of Tillsonburg Residential Density Plan	Low Density Residential

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

Existing Zoning: 'Low Density Residential Type 1 Zone (R1)

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

An application for Minor Variance has been received requesting a decrease in both the front and rear yard setbacks of the Low Density Residential (R1) Zone. The proponents have requested to reduce the front yard depth from 7.5 m (24.6 ft) to 6.02 m (19.75 ft); the second request is to reduce the rear yard depth from 12 m (39.3 ft) to 10.5 m (34.4 ft).

The subject lands are approximately 564 m<sup>2</sup> (approximately 6070 ft<sup>2</sup>) in size. A single detached dwelling is proposed on the subject lands, as illustrated on Plate 3.

Surrounding uses are predominately residential in nature, with the south-westerly portion of the site situated within the 100-Year Flood Line; and the entirety of the property located within the Regulatory Flood and Fill Lines.

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

Plate 2, 2020 Aerial Map, shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, identifies the location of the proposed single detached dwelling on the subject lands as submitted by the applicant.

(b) Agency Comments

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

Town of Tillsonburg Building Services Department, Oxford County Public Works Department, Town of Tillsonburg Hydro, and Town of Tillsonburg Engineering Department indicated that they do not have any comments at this time.

(c) Public Consultation

Public notice was mailed to surrounding property owners on October 11, 2024, in accordance with the *Planning Act*. At the time of the writing of this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject lands are designated as 'Low Density Residential' in the Official Plan.

Low Density Residential Districts are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including both executive and smaller single detached dwellings, semi-detached, duplex, and converted dwellings, street-fronting townhouses, and other similar forms of development. Within these areas, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use.

The use of the subject lands for residential purposes together with buildings and structures accessory to the residential use generally complies with the relevant policies of the Official Plan and staff are satisfied that the request is in-keeping with the intent of the Official Plan for lands designated for Low Density Residential purposes.

(e) Intent and Purpose of the Zoning By-law:

The subject property is zoned 'Low Density Residential Type 1 Zone (R1)' in the Town of Tillsonburg Zoning By-law, which permits single detached dwellings, group homes, home occupations, and public uses, subject to the relevant sections of the By-law.

The provisions in Section 6.2 – Zone Provisions, set out the regulations governing the use, location, form, and massing of principal structures. These provisions are intended to ensure that permitted uses, buildings, and structures are used appropriately, maintain an appropriate amount of amenity area for residents on the same lot as their dwelling and structure, are complimentary to the size and scale of principal structures and/or buildings and uses on adjacent lots, and that they do not create an undesirable situation for the development of the lands and neighbouring properties (e.g. visual impact, impact on privacy). Furthermore, these provisions ensure that sufficient room area is maintained for access, adequate drainage, and maintenance of accessory and principal uses.

It is the intent that minimum yard provisions ensure that sufficient space is available on private property to accommodate for an appropriate building envelope while providing sufficient space for adequate drainage and grading, maintenance, access, amenity space, parking, and to ensure adequate privacy and compatibility with adjacent uses and functions.

Regarding this application, it is noted in the application that the applicants were of the understanding that the property was zoned Residential Low Density Type A (R1A). As noted above the lands are zoned Low Density Residential Type 1 (R1). As a result of the design, the applicants are requesting relief from the front and rear yard setback provisions. Staff notes that the proposed structure would comply with the provisions of the R1A zone.

The application was circulated to the Long Point Regional Conservation Authority (LPRCA) at the time of the writing of this report no comments have been received. Staff notes that the subject lands are within the regulated area, and the applicant will be required to obtain a permit from that office.

Planning staff are satisfied that the requested variance will maintain the general intent and purpose of the Zoning By-law.

(f) Desirable Development/Use:

Planning staff have reviewed the applicants' request and are of the opinion that the applicants' request can be considered minor and desirable for the development of the subject property.

Plate 3 – Applicants' Sketch - illustrates the proposed location of the single detached dwelling on the property. The dwelling is in line with the scale and form of the surrounding neighbourhood. Planning staff are satisfied that the dwelling has minimal impact on surrounding properties in terms of compatibility and form, and that it does not interfere with the normal use of nearby properties.

It is the opinion of this Office that the proposed relief is minor and in keeping with the general intent and purpose of the Official Plan and Town Zoning By-law and can be given favourable consideration.

**RECOMMENDATION:**

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

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

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

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

Authored by:

Marc Davidson  
Senior Development Planner

Reviewed by:

Eric Gilbert, RPP, MCIP  
Manager of Development Planning

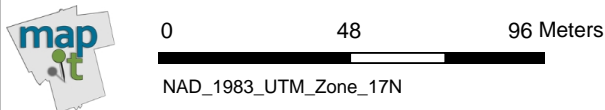




Legend

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

Notes



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October 10, 2024



**Legend**

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- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



0 96 192 Meters

NAD\_1983\_UTM\_Zone\_17N

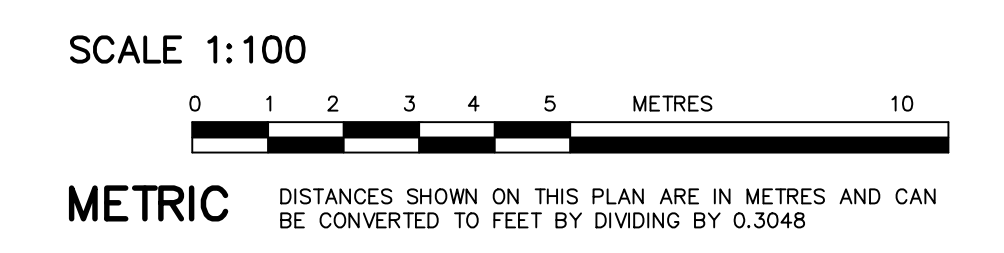


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October 10, 2024

**Plate 3: Applicant's Sketch**  
**File No.: A11-24 (Wagler)**  
**Part Lot 543, Plan 500, 9 Delevan Crescent, Tillsonburg**

**SITE PLAN**  
 PREPARED FOR BUILDING PERMIT  
 AND LOT GRADING  
 FOR: SIMON WAGLER HOMES



**CAUTION**

- THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK
- DO NOT CONVEY FROM THIS PLAN
- THE PROPOSED BUILDING AND ITS LOCATION SHOWN HEREON MAY BE SUBJECT TO CHANGES PRIOR TO CONSTRUCTION. THIS SKETCH SHOULD NOT BE RELED UPON AS CERTIFICATION THAT THE DWELLING WAS ACTUALLY CONSTRUCTED AS SHOWN.
- ELEVATION OF EXISTING GROUND WATER TABLE AND SOIL CONDITIONS NOT DETERMINED
- LOCATION OF UNDER GROUND UTILITIES NOT DETERMINED

- NOTES**
- (1) - PROPERTY DIMENSIONS ARE AS SHOWN ON DEPOSITED PLAN 41R-10627
  - (2) - PROPOSED BUILDING POSITIONED BY CALCULATIONS, NOT BY ACTUAL SURVEY
  - (3) - PROPOSED FINAL GRADES ARE SHOWN (35.75) AND ARE IN METERS
  - (4) - T.F.W. DENOTES TOP OF FOUNDATION WALL
  - (5) - U.S.F. DENOTES UNDERSIDE OF FOOTING
  - (6) - SITE BENCHMARK #1 TOP NUT OF FIRE HYDRANT LOCATED AT NORTH-WEST CORNER OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION OF 237.66 metres
  - (7) - SITE BENCHMARK #2 TOP FOUNDATION WALL ADJOINING DWELLING TO THE WEST MUNICIPAL #11 HAVING A GEODETIC ELEVATION OF 237.25 meters
  - (8) - ELEVATIONS ARE REFERRED TO CANADIAN GEODETIC DATUM 1928, GEOID MODEL HT2\_2010v70, REFERENCE FRAME NAD83 (CSRS) (2010.0)
  - (9) - ADD 200.00m TO ELEVATIONS SHOWN HEREON TO OBTAIN GEODETIC DATUM
  - (10) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ELEVATION OF THE UPPER LIMIT OF THE GROUND WATER TABLE, SOIL BEARING CAPACITY AND THE ELEVATION OF THE UNDER SIDE OF FOOTING PRIOR TO EXCAVATION.
  - (11) - LOCATION OF UNDERGROUND UTILITIES NOT DETERMINED
  - (12) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE SITE BENCH MARKS PRIOR TO EXCAVATION
  - (13) - THIS PROPOSED GRADING PLAN WAS COMPLETED FROM FIELD WORK COMPLETED ON THE 3rd DAY OF JANUARY, 2024
  - (14) - DISTANCE FROM T.F.W TO U.S.F IS 2.54m OR (8"4") THIS TO BE CONFIRMED BY CONTRACTOR PRIOR TO EXCAVATION.
  - (15) - LOCATION OF UNDER GROUND SERVICES ARE AS SHOWN ON TOWN OF TILLSONBURG DRAWINGS DATED SEPTEMBER 2005 PROJECT 2005-002 SHEET 1
  - (16) - AREA OF PART 2, PLAN 41R-10627 IS 564.5 SQ.M. AREA OF PROPOSED DWELLING AND GARAGE = 158.9 SQ. M. PROPOSED LOT COVERAGE = 28.2%

- LEGEND**
- AREA OF PROPOSED SUBJECT LANDS = 564.5 SQ. METRES
  - AREA OF PROPOSED DWELLING AND ATTACHED GARAGE = 174.05 SQ. M.
  - PROPOSED LOT COVERAGE 30.8%
  - [Symbol] DENOTES BELL PEDESTAL
  - [Symbol] DENOTES PROPERTY LINE
  - [Symbol] DENOTES UTILITY POLE
  - [Symbol] DENOTES CATCH BASIN
  - [Symbol] DENOTES FIRE HYDRANT
  - [Symbol] DENOTES GUY WIRE
  - [Symbol] DENOTES PROPOSED DWELLING
  - [Symbol] DENOTES DECIDUOUS TREE
  - [Symbol] DENOTES PROPOSED FINISHED GRADE
  - [Symbol] DENOTES EXISTING ELEVATION
  - T.F.W DENOTES TOP OF FOUNDATION WALL
  - U.S.F DENOTES UNDERSIDE OF FOOTING
  - DIAZ. DENOTES DIAMETER

**PROPERTY DESCRIPTION:**  
 PART OF LOT 543  
 JUDGE'S PLAN REGISTERED AS PLAN 500  
 PART 2, PLAN 41R-10627  
 TOWN OF TILLSONBURG  
 COUNTY OF OXFORD

"THIS IS NOT AN ORIGINAL COPY UNLESS EMBOSSED WITH SEAL"

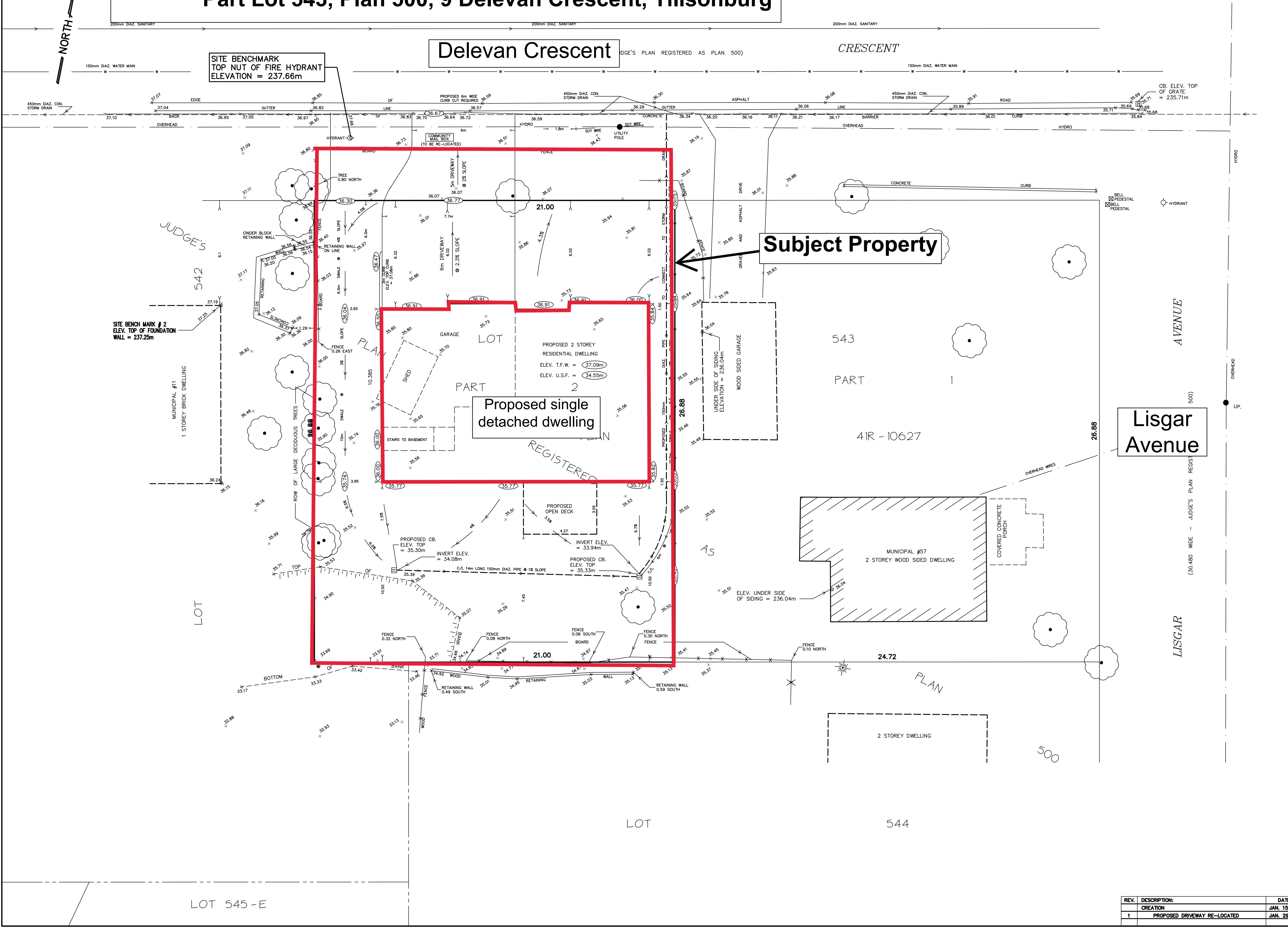
JULY 2, 2024

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**KIM HUSTED SURVEYING LTD.**  
 ONTARIO LAND SURVEYOR  
 30 HARVEY STREET, TILLSONBURG ONTARIO, N4G 3J8  
 PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 24-19468

REV.	DESCRIPTION	DATE	BY
1	PROPOSED DRIVEWAY RE-LOCATED	JAN. 29/24	TWP



PARKINSON | SOCIETY  
SOUTHWESTERN  
ONTARIO

is pleased to present to

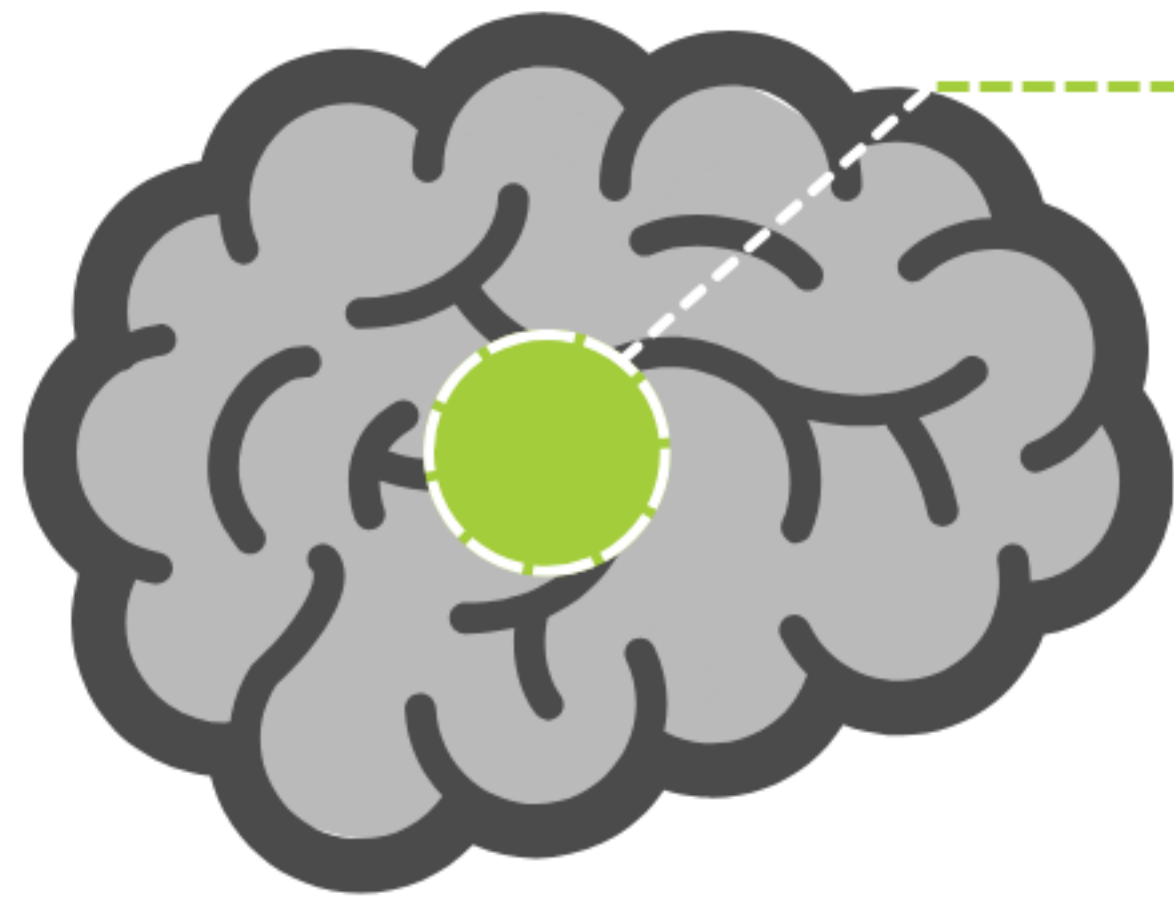
Tillsonburg  
CONNECTED. ENRICHED. INSPIRED.

# Hope is Close to Home

Information about Parkinson's Disease & Support Available

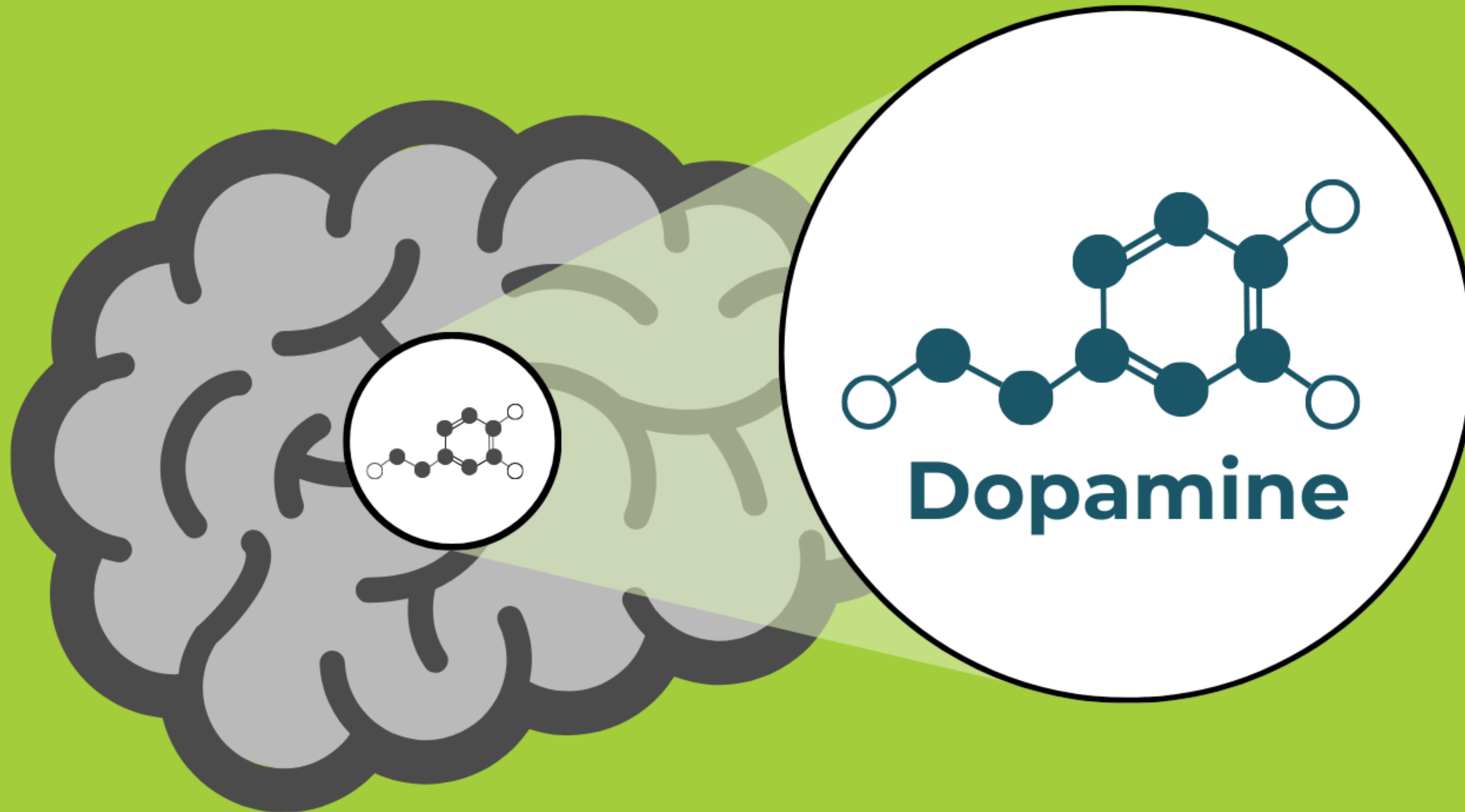


# Parkinson's Disease



Parkinson's is a progressive, degenerative, neurological disorder **caused by the loss of neurotransmitter, dopamine.**

# Parkinson's Disease

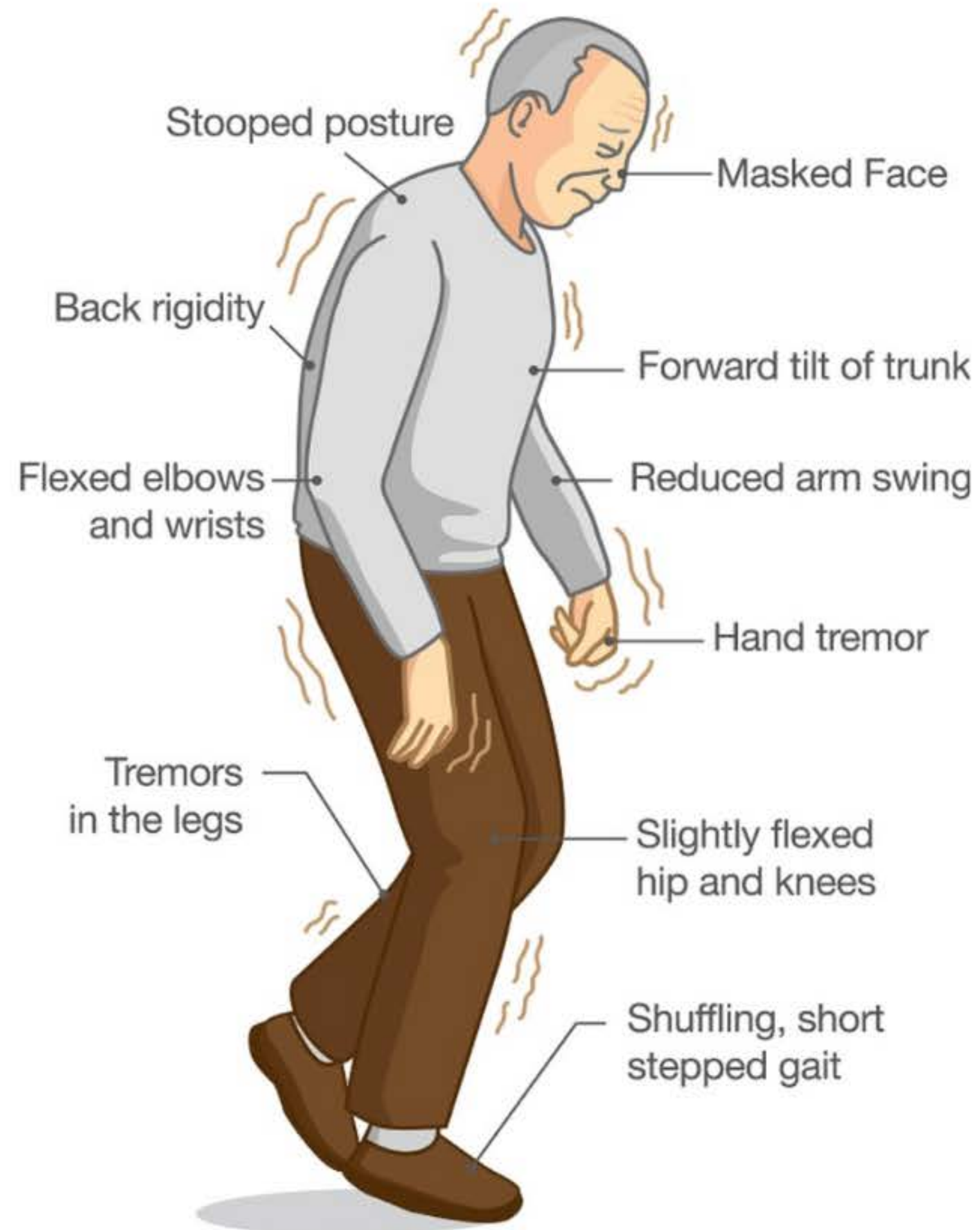




**Parkinson's is the  
fastest growing  
neurological disease  
in the world.**



# Motor Symptoms of Parkinson's



**P** Posture

**A** Akinesia

**R** Rigidity

**T** Tremors

# Non- Motor Symptoms of Parkinson's



## CENTRAL

- depression
- anxiety
- cognitive challenges
- dizziness/fainting



## LUNGS

- upper airway obstruction
- abnormalities of ventilatory control



## MUSCULAR

- weakness
- aches



## INTESTINAL

- constipation



## SKIN

- increased sweating



## EYES

- forced closure of the eyelids (blepharospasm)



## MOUTH

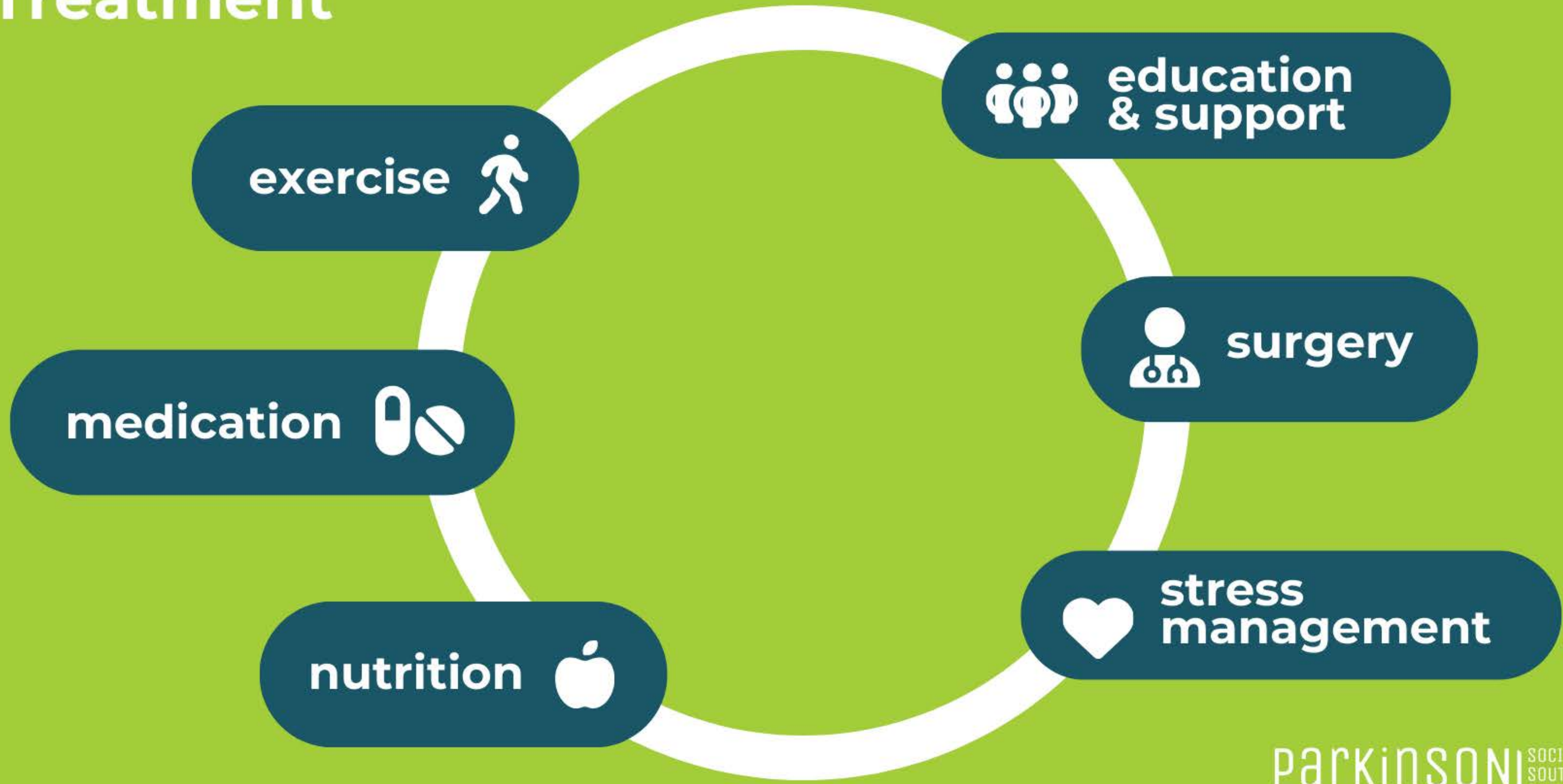
- difficulty speaking
- excessive salivation
- difficulty swallowing
- a soft or low voice



## SYSTEMIC SYMPTOMS

- Tremor and slowness
- Impaired balance
- Small handwriting
- Sleepiness
- Trouble moving or walking
- Masked face

# Treatment



# About Parkinson Society Southwestern Ontario

# Parkinson Society Southwestern Ontario

## MISSION

PSSO enhances the quality of life and care for people living with Parkinson's in Southwestern Ontario.

## VISION

To reach every person in Southwestern Ontario affected by Parkinson's.



## Support

Support Groups  
Funding  
Referrals



## Awareness



## Counselling



## Education



## Programs



## Research



## Support

Support Groups  
Funding  
Referrals



## Awareness



## Counselling Partnerships



## Education



## Programs



## Research





## Support

Support Groups  
Funding  
Referrals



## Awareness



## Counselling

Partnerships



## Education



## Programs

Boxing  
Dance



## Research



## Support

Support Groups  
Funding  
Referrals



## Awareness

Walk for PD  
Parkinson's Day  
Community events



## Counselling

Partnerships



## Education



## Programs

Boxing  
Dance



## Research



## Support

Support Groups  
Funding  
Referrals



## Awareness

Walk for PD  
Parkinson's Day  
Community events



## Counselling

Partnerships



## Education

Conferences  
Workshops  
Webinars



## Programs

Boxing  
Dance



## Research



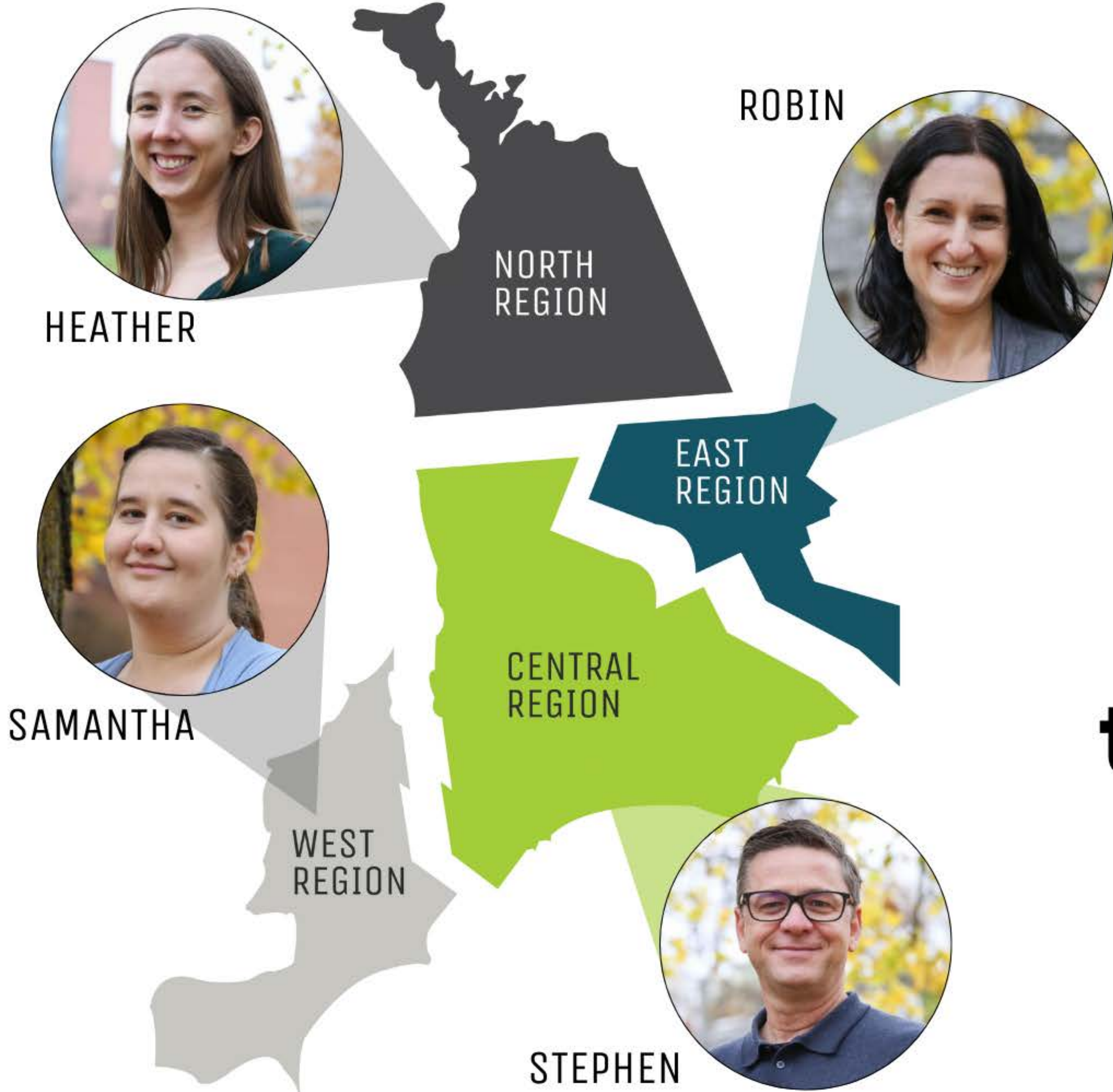
**\$10,702\*** raised for  
**Oxford County Walk!**

\* number could rise by end-of-year

**Our community  
represents all of  
Southwestern Ontario**

**We serve in 15 unique  
and diverse regions**





**People on the ground, local, to support you.**



# Understanding more

We all need to grow in our knowledge of Parkinson's disease

- General public
- Family physicians
- Healthcare professionals
- Mental health
- Social workers

# Thank you



# 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 \***

Stephen

**Last Name \***

Owen

**Street Address \***

123 - 4096 Meadowbrook Dr

**Town/City \***

London

**Postal Code \***

N6L 1G4

**Phone Number \***

519-652-9437

**E-mail \***

stephen.owen@pssso.ca

**Subject \***Parkinson Society Southwestern Ontario  
Awareness Presentation**Name of Group or Person(s) being represented (if applicable)****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: \***

Parkinson Society Southwestern Ontario currently convenes a Support Group (for folks living with Parkinson's and their carepartners) in Tillsonburg. We would love to build community awareness of our organization with the hopes of bringing some of the programs and services offered in larger centres to Tillsonburg.

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

10/21/2024

**Do you or any members of your party require accessibility accommodations? \*** Yes No

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

Yes

No

**Please attach a copy of your presentation. If you experience technical difficulties please submit your presentation materials via email to [clerks@tillsonburg.ca](mailto:clerks@tillsonburg.ca)**

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

I accept

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

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

**Subject: Scattering Garden****Report Number:** RCP 24-049

Committee Name: Parks, Beautification &amp; Cemeteries Committee

Submitted by: Margaret Puhr

Meeting Type: Council Meeting

Meeting Date: Monday, October 21, 2024

**RECOMMENDATION**

- A. THAT report titled "Scattering Garden" be received as information; and
- B. THAT Council approve the recommendation of the Parks, Beautification & Cemeteries Advisory Committee as follows:

Moved by: Maurice Verhoeve

Seconded by: Kristine Vandebussche

*THAT the Parks, Beautification & Cemeteries Advisory Committee does not recommend that the Council address the scattering gardens until current cemetery infrastructure has been updated and improved.*

Carried

**BACKGROUND**

On April 22, 2024, the Town of Tillsonburg Council passed the following resolution:

***Motion - Councillor Spencer - Scattering Garden******Resolution # 2024-196******Moved By: Councillor Spencer******Seconded By: Councillor Luciani***

*WHEREAS there are many cemetery options and personalized memorials for those choosing cremation; and*

*WHEREAS A cremation garden offers a peaceful final resting place, as well as a place for friends and family to remember and reflect for generations to come; and*

*WHEREAS A scattering garden is a designated area in a cemetery where cremated remains are meant to be scattered.*

*THEREFORE BE IT RESOLVED THAT staff provide a report to the Parks, Beautification and Cemeteries Advisory Committee on the feasibility of a scatter garden at the Tillsonburg cemetery.*

Carried

RCP 24-049

**DISCUSSION**

At its September 25, 2024 meeting, the Parks, Beautification & Cemeteries Advisory Committee reviewed the attached report RCP 24-043 Scattering Garden and passed the resolution recommending that the scattering garden proposal be deferred until more pressing work has been completed at the Tillsonburg Cemetery:

**Resolution #5****Moved By:** Maurice Verhoeve**Seconded By:** Kristine Vandebussche

THAT the Parks, Beautification & Cemeteries Committee does not recommend the Council address the scattering gardens until the current cemetery infrastructure has been updated and improved.

**Carried****CONSULTATION**

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

**FINANCIAL IMPACT/FUNDING SOURCE**

This report does not have financial impact.

**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.

RCP 24-049

**Goal** – N/A

**Strategic Direction** – N/A

**Priority Project** – N/A

**ATTACHMENTS**

Appendix A – RCP 24-049 Scattering Garden

**Subject: Scattering Garden****Report Number:** RCP 24-043

Department: Recreation, Culture and Parks Department

Submitted by: Margaret Puhr

Meeting Type: Advisory Committee Meeting

Meeting Date: Tuesday, September 24, 2024

**RECOMMENDATION**

THAT report RCP 24-043 titled “Scattering Garden” be received as information.

**BACKGROUND**

The following resolution was passed at the April 22, 2024 Town of Tillsonburg Council Meeting:

***Motion - Councillor Spencer - Scattering Garden******Resolution # 2024-196******Moved By: Councillor Spencer******Seconded By: Councillor Luciani***

*WHEREAS there are many cemetery options and personalized memorials for those choosing cremation; and*

*WHEREAS A cremation garden offers a peaceful final resting place, as well as a place for friends and family to remember and reflect for generations to come; and*

*WHEREAS A scattering garden is a designated area in a cemetery where cremated remains are meant to be scattered.*

*THEREFORE BE IT RESOLVED THAT staff provide a report to the Parks, Beautification and Cemeteries Advisory Committee on the feasibility of a scatter garden at the Tillsonburg cemetery.*

***Carried***

Additionally, the recently Council approved Parks and Recreation Master Plan also identified researching the option for scattering gardens, on pages 101 – 103.



## RCP 20-043 Scattering Gardens

**DISCUSSION**

In Ontario, cremains can legally be scattered in a wide range of public places including provincial parks, crown lands and on private property. Some municipalities have created areas for scattering in cemeteries by establishing sites where human ashes can be scattered for a fee. The scattering of cremains is regulated by Bereavement Authority of Ontario (BAO) and must be registered with BAO. Cemeteries can choose to have a community scattering garden or private family scattering gardens.

The nearest municipalities to Tillsonburg with scattering gardens operating currently are London (Mount Pleasant Cemetery) and two sites in Kitchener (Williamsburg Cemetery and Woodland Cemetery). Both Brantford and Norfolk are in process of creating their own Cemetery Master Plan and will be inviting public input on scattering gardens to the plans.

Selecting a scattering garden can be an economical and environmentally friendly option for families. It also offers a permanent resting place, unlike scattering at a private location such as a cottage. Typically, during the scattering, staff will ceremonially pull back the mulch, scatter remains on top of earth and then rake the mulch back over remains. The upkeep is relatively simple, mulch is preferred as the cremains alter the pH levels of soil otherwise, making it unsuitable for many plants with exception of some perennials.

Kitchener has the following criteria for scattering:

- A charge \$300 plus HST per scattering, Care and maintenance contribution is \$30 per scattering
- They complete in-ground cremation interments all year, but scattering and ossuary interments are seasonal, June 1<sup>st</sup> to November 1<sup>st</sup> when there isn't snow and or frost.
- Have families sign an additional document (beyond the sales contract) stating that they recognize and agree scattering interments are "forever irretrievable"
- A bronze name plaque can be added to the large boulder adjacent to scattering garden

The Mount Pleasant Cemetery fee for scattering is \$615.00 per person; a small bronze plaque may be attached to a central monument containing the name, year of birth and year of death.

## RCP 20-043 Scattering Gardens

Both London and Kitchener cemetery operators indicated that actual scatterings amount to approximately 2% of burial activity. They also report unauthorized scattering activity as a common occurrence.

The idea of designated scattering area at the Tillsonburg cemetery has been discussed in the past, with the support of funeral directors and the Tillsonburg Horticultural Society.

Staff is developing plans to include a scattering garden as part of the larger vision for what is now being called the "Memorial Walkway."

This concept involves more than just the garden. The plan includes the installation of a new driveway around the Tillson plots, additional parking, and a paved walking trail that would wind through the wooded area south and east of the main office. The scattering garden would be an integral part of this larger vision, which may also include a columbarium or two, as well as some family columbaria.

## CONSULTATION

This report was prepared in consultation with cemetery operators in London, Kitchener, Brantford, Norfolk, the Manager of Parks and Facilities

## FINANCIAL IMPACT/FUNDING SOURCE

The Parks and Recreation Master Plan Recommendation PCT 26 proposes \$90,000.00 in the first 3 years for the implementation of scattering gardens.

The average number for London and Kitchener scattering garden is approximately 2% of all burials. The total number of burials in Tillsonburg in 2023 was 172 and in 2022 – 157, therefore following the trend, we can anticipate to have 2 – 3 scatterings per year. \$30 is the minimum amount needed to put in the care and maintenance fund as prescribed by BAO. [Care and Maintenance Calculator - Updated - Bereavement Authority of Ontario \(thebao.ca\)](#). Provided that Tillsonburg Scattering Fee would be approximately \$300.00, the total annual revenue is expected to be under \$1000.00.

## CORPORATE GOALS

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

## RCP 20-043 Scattering Gardens

- 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** – Provide an expanded, accessible network of parks and trails.

**Priority Project** – N/A

**ATTACHMENTS**

N/A



**Subject: Addition to Trails Subcommittee**

**Report Number:** RCP 24-050

Committee Name: Parks, Beautification & Cemeteries Committee

Submitted by: Margaret Puhr

Meeting Type: Council Meeting

Meeting Date: Monday, October 21, 2024

**RECOMMENDATION**

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

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

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

**BACKGROUND**

The Parks, Beautification and Cemeteries Advisory Committee includes a Trails Subcommittee which reviews and advises the committee on trail-related issues and ideas.

Town of Tillsonburg has an agreement with the County of Oxford dating January 1, 2016 regarding maintenance of section of the Tillsonburg Trans Canada Trail where the town staff provide the operation and maintenance of the trail on behalf of the County. The cost of the operation are shared equally between the town and the county.

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

**Resolution # 3**

**Moved By:** Pete Luciani

**Seconded By:** Martha Kirkpatrick

THAT the Parks, Beautification & Cemeteries Committee recommends that Council approve adding a representative of Oxford County to the subcommittee to assist with expediting actionable items related to Trans Canada Trail use and maintenance.

**Carried**

RCP 24-050

**DISCUSSION**

The subcommittee proposes the addition of Oxford County staff to the member roster in order to gain a direct path to information regarding any updates or plans, as well as expediting any actionable items which otherwise would require notification to the County. Several other Advisory Committees also have a County representative as a member, for this exact purpose.

**CONSULTATION**

This report was prepared with input from the Parks, Beautification & Cemeteries Advisory Committee and its Trails Subcommittee, the Manager of Parks and Facilities and the Director of Recreation, Culture and Parks.

**FINANCIAL IMPACT/FUNDING SOURCE**

There is no financial aspect associated with this report.

**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** – Provide an expanded, accessible network of parks and trails.

**Priority Project** – *Immediate Term* – Enhanced tree planting

**ATTACHMENTS**

N/A



**Subject: Founder's Day Event – Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation**

**Report Number:** CS 24-109

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

Submitted by: Laura Pickersgill, Executive Assistant

Meeting Type: Council Meeting

Meeting Date: Monday, October 21, 2024

**RECOMMENDATION**

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

**BACKGROUND**

The Museum, Culture, Heritage and Special Awards Committee has a part of its mandate “to advise and make recommendations to Council on all matters with respect to tourism and culture in the Town of Tillsonburg.” Given this mandate, the below information fits exactly within this mandate.

**DISCUSSION**

The Committee would like to recognize and celebrate the 200<sup>th</sup> year of George Tillson’s arrival to the Town.

The Committee would like to host the event on October 18, 2025 in the Lion’s Auditorium. The day would be known as “Founders Day”. The Committee is in the preliminary planning stages and are proposing to have an incorporation of some of the following: pancake breakfast, museum road show celebrating the history of Tillsonburg, play by Theatre Tillsonburg, blacksmiths and wood workers working in the parking lot, re-enactment, kids activities, log cutting competition, displays of vintage/period farm equipment and props, wool spinning demonstration, photo booth, wagon rides, pioneer games and people walking around in period costumes,

The theme of the event would be around thankfulness and living in the Town. The Scouts would be willing to provide the pancake breakfast free of charge. The Committee has many connections where many of the aforementioned activities above would be

CS 24-109

donated and/or done free of charge. There still will be a cost for some of the activities however. The Director of Recreation, Culture and Parks will be including in 2025 budget deliberations a nominal amount in the budget for Council's consideration to help cover the costs of this event.

### **CONSULTATION**

Museum, Culture, Heritage and Special Awards Advisory Committee.

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

As mentioned above, there will be a cost consideration included in 2025 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** – Increase opportunities to enjoy culture, events and leisure activities in Tillsonburg.

**Priority Project** – *Short Term* - Create additional community events.

### **ATTACHMENTS**

None



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of September 4, 2024**  
**Approved October 2, 2024**

---

Members in attendance:

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

Regrets:

Shelley Ann Bentley	Haldimand County
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Staff in attendance:

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

**1. Welcome and Call to Order**

Chair, Robert Chambers called the meeting to order at 7:25 p.m., Wednesday, September 4, 2024.

**2. Additional Agenda Items**

**A-97/24**

Moved by M. Columbus  
 Seconded by J. Palmer

THAT the LPRCA Board of Directors adds an additional item to the closed meeting agenda regarding litigation or potential litigation, including matters before administrative tribunals affecting the Authority.

**Carried**

**3. Approval of the Agenda**

**A-98/24**

Moved by D. Brunton  
 Seconded by R. Weisler

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**FULL AUTHORITY COMMITTEE MEMBERS**

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



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

**Carried**

**4. Declaration of Conflicts of Interest**

None were declared.

**5. Minutes of the Previous Meeting**

**a) Board of Directors Meeting Minutes - July 3, 2024**

There were no errors or omissions.

**A-99/24**

Moved by D. Beres

Seconded by P Ypma

THAT the minutes of the LPRCA Board of Directors Meeting held July 3, 2024 be adopted as circulated.

**Carried**

**6. Business Arising**

**a) Proposed 2026 LPRCA Budget Meeting (J. Mawell)**

**A-100/24**

Moved by R. Weisler

Seconded by M. Columbus

THAT the LPRCA Board of Directors approves scheduling the 2026 LPRCA Budget Meeting for Thursday, November 13, 2025.

**Carried**

**7. Review of Committee Minutes**

**a) Audit and Finance Committee Meeting - August 16, 2024**

There were no errors or omissions.

**A-101/24**

Moved by D. Beres

Seconded by S. Patterson

THAT the minutes of the Audit and Finance Committee Meeting held August 16, 2024 be adopted as circulated.

**Carried**

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**FULL AUTHORITY COMMITTEE MEMBERS**

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

**8. Correspondence**

There was no correspondence to discuss.

**9. Planning Department**

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

There were no questions or comments.

**A-102/24**

Moved by J. Palmer

Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated September 4, 2024 as information.

**Carried**

**10. New Business**

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

Judy Maxwell provided a report summarizing operations this past month. No questions or comments were received from the Board.

**A-103/24**

Moved by C. Van Paassen

Seconded by R. Weisler

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

**Carried**

**b) Q2 Financial Report – June 30, 2024 (A. LeDuc)**

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

**A-104/24**

Moved by T. Masschaele

Seconded by P. Ypma

THAT the LPRCA Board of Directors receives the Q2 Financial Report – June 30, 2024 for the period up to and including June 30th, 2024 as information.

**Carried**

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**FULL AUTHORITY COMMITTEE MEMBERS**

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

**c) LPRCA Purchasing Policy (A. LeDuc)**

Aaron LeDuc reviewed the report.

Dave Beres, Audit and Finance Committee Chair, informed the Board that the Committee reviewed the document in August and supports the draft Purchasing Policy.

**A-105/24**

Moved by D. Beres

Seconded by C. Van Paassen

THAT the Staff Purchasing Policy and Tendering Regulations Part 1 Section 14 of the LPRCA Personnel Policy be removed:

And,

THAT the Draft Purchasing Policy be approved as presented.

**Carried**

**d) Draft Watershed-based Resource Management Strategy (J. Maxwell)**

Judy Maxwell reviewed the Draft Watershed-based Resource Management Strategy and invited the Board to complete the online survey or attend the Public Consultation on October 1, 2024 6:30 p.m. to 8:00 p.m. to provide feedback.

Chris Van Paassen questioned the action item under the Flood Forecasting and Warning Program to “Develop an outreach program for property owners”. Chris suggested that it could be updated to say “Work with EMS to develop an outreach program”. Long Point Region Conservation Authority provides technical support to municipal officials to develop an outreach program.

**A-106/24**

Moved by R. Weisler

Seconded by J. Palmer

THAT the LPRCA Board of Directors receives the draft Watershed-based Resource Management Strategy as information;

AND,

THAT LPRCA Board of Directors directs staff to undertake public consultation on the draft Strategy;

AND,

THAT the LPRCA Board of Directors send a letter to participating municipalities to advise them of the consultation period for the draft Strategy.

**Carried**

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**FULL AUTHORITY COMMITTEE MEMBERS**

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

**e) Draft Conservation Land Strategy (Judy Maxwell)**

Judy Maxwell presented a summary of the Draft Conservation Land Strategy noting that Conservation Ontario worked with all of the conservation authorities as a group to create consistency in the land classifications.

Chris Van Paassen suggested expanding on the collaborative efforts with partners and other organizations mentioned on agenda page 127.

**A-107/24**

Moved by C. Van Paassen

Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the draft Conservation Land Strategy as information;

AND,

THAT LPRCA Board of Directors directs staff to undertake public consultation on the draft Strategy;

AND,

THAT the LPRCA Board of Directors send a letter to participating municipalities to advise them of the consultation period for the draft Strategy.

**Carried**

**f) Lee Brown Waterfowl Management Area – Capital Reserve (J. Maxwell)**

The report was presented and reviewed by Judy Maxwell.

Peter Ypma asked if this change would reduce expenses from the general budget. In reply, Judy Maxwell stated that the budget would not change. This is similar to the capital reserve established for park equipment purchases and replacements from the operations surplus.

**A-108/24**

Moved by M. Columbus

Seconded by D Brunton

THAT the LPRCA Board of Directors receives the LBWMA Capital Reserve report as information;

AND,

THAT the LPRCA Board of Directors approves an increase to 70% of LBWMA surplus be transferred at year-end to the LBWMA Capital Reserve.

**Carried**

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**FULL AUTHORITY COMMITTEE MEMBERS**

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

**11. Closed Session**

**A-109/24**

Moved by J. Palmer  
Seconded by D. Beres

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

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

**Carried**

The members entered the closed session at 7:57 p.m. and reconvened in open session at 8:17 p.m.

Next meeting: October 2, 2024, Board of Directors, 6:30 p.m.

**Adjournment**

The Chair adjourned the meeting at 8:18 p.m.

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Robert Chambers  
Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

/dm

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**FULL AUTHORITY COMMITTEE MEMBERS**

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



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Hearing Board Meeting Minutes of September 4, 2024**  
**Approved October 2, 2024**

---

Members in attendance:

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

Regrets:

Shelley Ann Bentley	Haldimand County
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Staff in attendance:

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

**1. Roll Call and Call to Order**

The Chair called the Hearing to order at 6:30 p.m., Wednesday, September 4, 2024.

The roll was called to conduct the following Hearing under Section 28 of the *Conservation Authorities Act*.

**2. Declaration of Conflicts of Interest**

None were declared.

**3. Hearing: LPRCA-104/24 – Ken and Susan Nieuwhof**

**4. Chair's Opening Remarks**

The Chair's opening remarks were read and the guidelines and process to be followed for the hearing were reviewed.

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**FULL AUTHORITY COMMITTEE MEMBERS**

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

## **5. Presentation by Long Point Region Conservation Authority Staff**

Leigh-Anne Mauthe introduced the applicant Susan Nieuwhof and builder, Sam Bunting, then proceeded to present the staff report.

Staff recommended refusal to grant a permit for this application for the following reasons:

1. The construction of the proposed structure is contrary to Long Point Region Conservation Authority shoreline policies for development in the Lake Erie flood hazard. These policies have been implemented to reduce or eliminate preventable risk to life and property damage from flooding,
2. The control of flooding is affected by the development as the overall risk to property damage is increase,
3. The control of flooding is affected by the development as the second storey area could be utilized as habitable space and would therefore put additional risk to life and property for both the occupants and emergency personnel and first responders.

Jim Palmer asked what engineering study is required to obtain approval. Leigh-Anne Mauthe replied there is usually modelling completed to address the hydro-dynamic forces.

Michael Columbus and Stewart Patterson inquired about the process if the uninhabitable space becomes habitable and were advised that it can be inspected by the County Building Department.

Doug Brunton asked for clarification of the flood elevation and Leigh-Anne Mauthe explained that the design flood elevation is 176.8m.

## **6. Presentation by the Applicant**

Sam Bunting addressed the board on behalf of the client requesting approval of the application. A presentation was submitted by the applicant in advance of the hearing and included in the agenda package.

Staff and the proponent responded to questions from the Board.

Peter Ypma asked if the existing boathouse was to be demolished. Mr. Bunting explained the existing walls will be retained, a second storey will be added, and there will be an addition to the backside.

Chris Van Paassen noted that the engineered drawings did not include wet flood-proofing as required. Sam Bunting explained that those engineered blueprints will be submitted during the Norfolk County permitting stage.

The members entered the closed session of the Hearing Board at 7:01 p.m.

### **A-96/24**

Moved by J. Palmer

Seconded by P. Ypma

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

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

**Carried**

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### **FULL AUTHORITY COMMITTEE MEMBERS**

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

The LPRCA Hearing Board reconvened in open session at 7:18 p.m.

The Chair advised Susan Nieuwhof that the permit has been approved with conditions. The Notice of Decision will be forwarded by staff.

**Adjournment**

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

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Robert Chambers  
Chair

---

Judy Maxwell  
General Manager/Secretary-Treasurer

/dm

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**FULL AUTHORITY COMMITTEE MEMBERS**

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





# Oxford Detachment



## Police Services Board Report

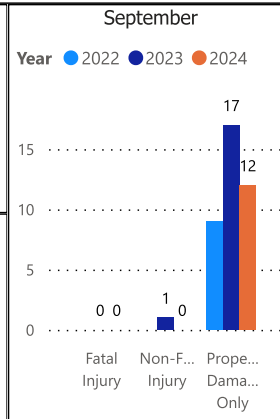


**OPP Detachment Board Report  
Collision Reporting System  
September 2024**

<b>Motor Vehicle Collisions by Type</b>						
September						
Year	2022		2023		2024	
CollisionType	Incidents	% Change	Incidents	% Change	Incidents	% Change
Fatal Injury	0	--	0	--	0	--
Non-Fatal Injury	0	--	1	--	0	-100.0%
Property Damage Only	9	-25.0%	17	88.9%	12	-29.4%
<b>Total</b>	<b>9</b>	<b>-25.0%</b>	<b>18</b>	<b>100.0%</b>	<b>12</b>	<b>-33.3%</b>

YTD						
Year	2022		2023		2024	
CollisionType	Incidents	% Change	Incidents	% Change	Incidents	% Change
Fatal Injury	1	0.0%	0	-100.0%	0	--
Non-Fatal Injury	12	300.0%	5	-58.3%	4	-20.0%
Property Damage Only	104	9.5%	121	16.3%	137	13.2%
<b>Total</b>	<b>117</b>	<b>18.2%</b>	<b>126</b>	<b>7.7%</b>	<b>141</b>	<b>11.9%</b>



Data source (Collision Reporting System) date:  
07-Oct-2024

Detachment 65 - OXFORD  
Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg  
Data source date:  
07-Oct-2024

Report Generated on:  
07-Oct-2024 10:00:17 AM

**OPP Detachment Board Report  
Collision Reporting System  
September 2024**

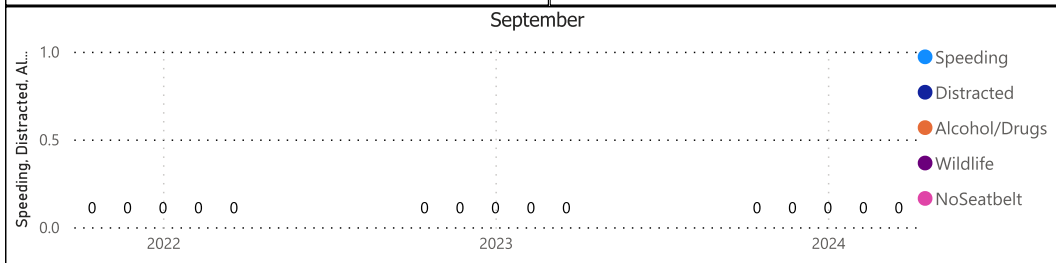
Fatalities in Detachment Area - Incidents									
September									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	0	0	--	0	0	--	0	0	--
2023	0	0	--	0	0	--	0	0	--
2024	0	0	--	0	0	--	0	0	--

YTD									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	1	1	0.0%	0	0	--	0	0	--
2023	0	0	-100.0%	0	0	--	0	0	--
2024	0	0	--	0	0	--	0	0	--

Fatalities in Detachment Area - Persons Killed							
September							
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle		
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change	
2022	0	--	0	--	0	--	
2023	0	--	0	--	0	--	
2024	0	--	0	--	0	--	

YTD							
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle		
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change	
2022	1	0.0%	0	--	0	--	
2023	0	-100.0%	0	--	0	--	
2024	0	--	0	--	0	--	

Primary Causal Factors in Fatal Motor Vehicle Collisions						
	September			YTD		
	2022	2023	2024	2022	2023	2024
Speeding	0	0	0	1	0	0
Speeding % Change	--	--	--	--	-100.0%	--
Distracted	0	0	0	0	0	0
Distracted % Change	--	--	--	-100.0%	--	--
Alcohol/Drugs	0	0	0	1	0	0
Alcohol/Drugs % Change	--	--	--	--	-100.0%	--
Wildlife	0	0	0	0	0	0
Wildlife % Change	--	--	--	--	--	--
NoSeatbelt	0	0	0	1	0	0
NoSeatbelt YoY%	--	--	--	--	-100.0%	--



Data source (Collision Reporting System) date:  
07-Oct-2024

Detachment 65 - OXFORD  
Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg  
Data source date:  
07-Oct-2024

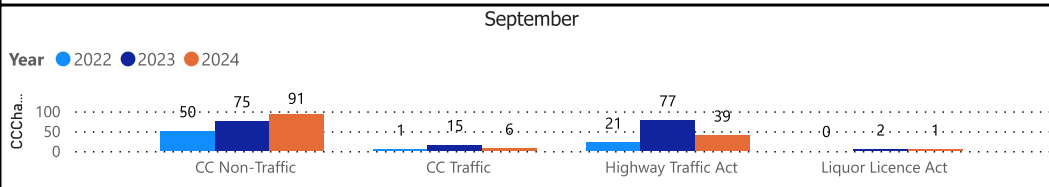
Report Generated on:  
07-Oct-2024 10:00:17 AM

**OPP Detachment Board Report  
Records Management System  
September 2024**

**Criminal Code and Provincial Statute Charges Laid**

September						
Year	2022		2023		2024	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
CC Non-Traffic	50	28.2%	75	50.0%	91	21.3%
CC Traffic	1	-88.9%	15	1400.0%	6	-60.0%
Highway Traffic Act	21	5.0%	77	266.7%	39	-49.4%
Liquor Licence Act	0	--	2	--	1	-50.0%
<b>Total</b>	<b>72</b>	<b>5.9%</b>	<b>169</b>	<b>134.7%</b>	<b>137</b>	<b>-18.9%</b>

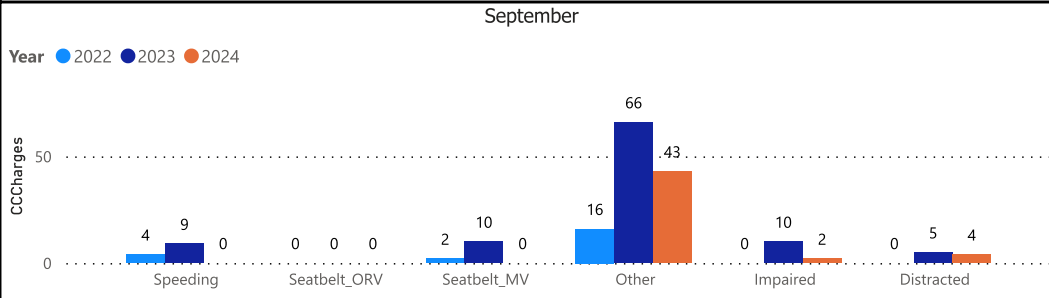
YTD						
Year	2022		2023		2024	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
CC Non-Traffic	521	20.9%	623	19.6%	738	18.5%
CC Traffic	52	-5.5%	62	19.2%	79	27.4%
Highway Traffic Act	241	35.4%	336	39.4%	352	4.8%
Liquor Licence Act	10	400.0%	20	100.0%	21	5.0%
<b>Total</b>	<b>824</b>	<b>23.7%</b>	<b>1041</b>	<b>26.3%</b>	<b>1190</b>	<b>14.3%</b>



**Traffic Related Charges**

September						
Year	2022		2023		2024	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	4	0.0%	9	125.0%	0	-100.0%
Seatbelt_ORV	0	--	0	--	0	--
Seatbelt_MV	2	-33.3%	10	400.0%	0	-100.0%
Other	16	0.0%	66	312.5%	43	-34.8%
Impaired	0	-100.0%	10	--	2	-80.0%
Distracted	0	--	5	--	4	-20.0%

YTD						
Year	2022		2023		2024	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	17	0.0%	24	41.2%	29	20.8%
Seatbelt_ORV	1	--	1	0.0%	1	0.0%
Seatbelt_MV	8	-74.2%	29	262.5%	21	-27.6%
Other	267	64.8%	347	30.0%	361	4.0%
Impaired	39	-17.0%	44	12.8%	45	2.3%
Distracted	3	-62.5%	15	400.0%	15	0.0%



Detachment 65 - OXFORD

Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg

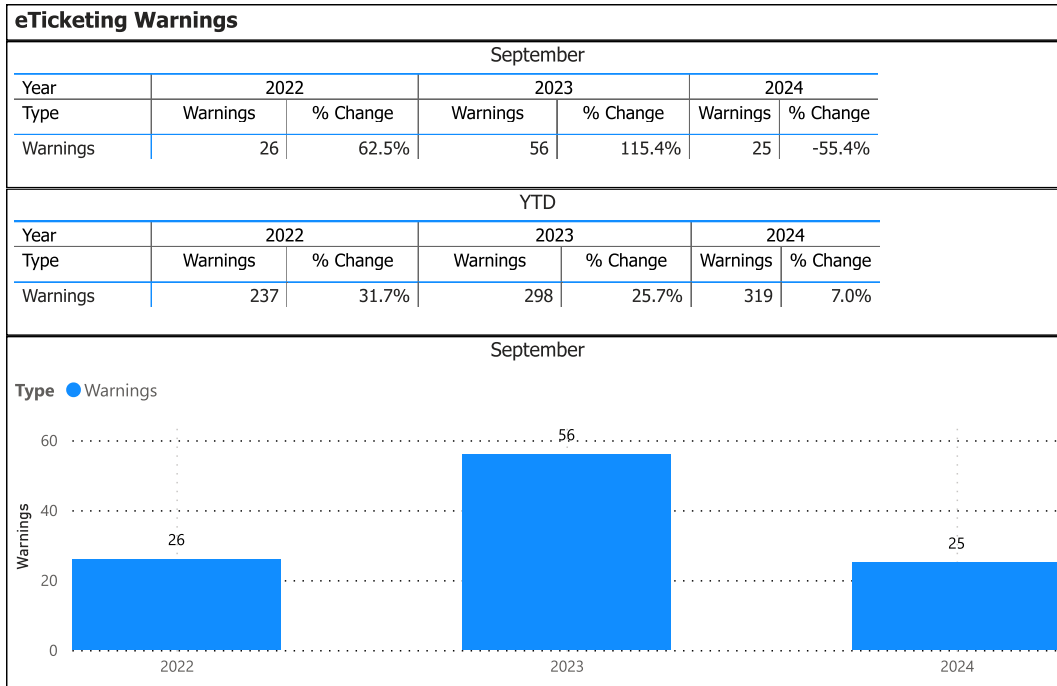
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07-Oct-2024

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07-Oct-2024 10:00:17 AM

**OPP Detachment Board Report  
Records Management System  
September 2024**



Detachment 65 - OXFORD

Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg

Data source date:

07-Oct-2024

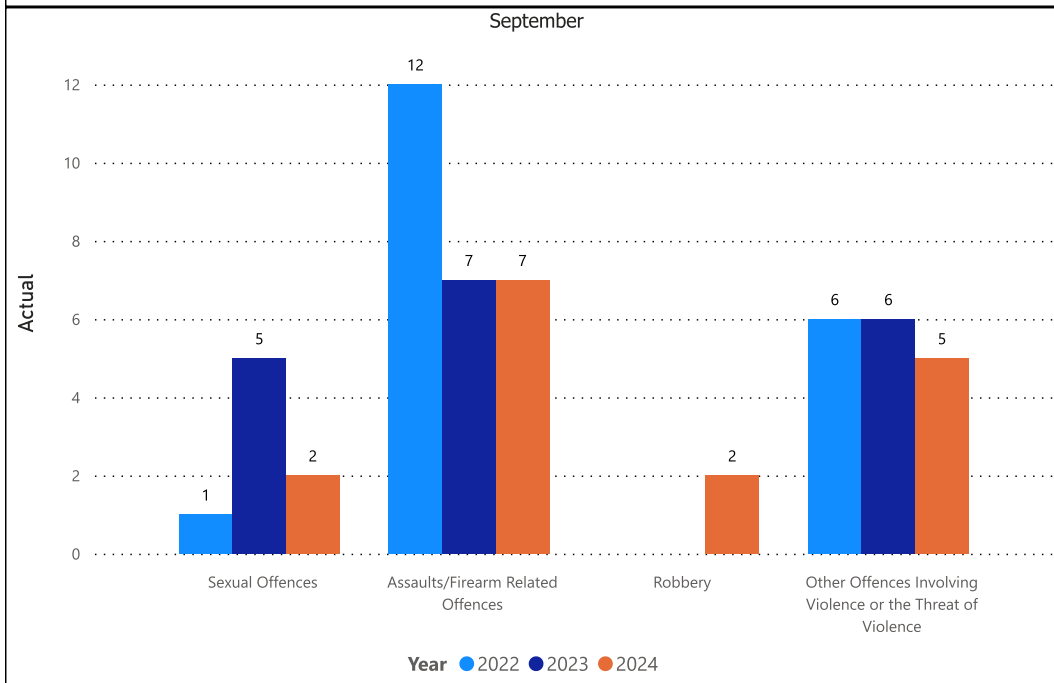
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07-Oct-2024 10:00:17 AM

**OPP Detachment Board Report  
Records Management System  
September 2024**

Violent Crime						
September						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	1	--	5	400.0%	2	-60.0%
Assaults/Firearm Related Offences	12	20.0%	7	-41.7%	7	0.0%
Offences Resulting in the Deprivation of Freedom	0	--	0	--	0	--
Robbery	0	--	0	--	2	--
Other Offences Involving Violence or the Threat of Violence	6	200.0%	6	0.0%	5	-16.7%
Offences in Relation to Sexual Services	0	--	0	--	0	--
<b>Total</b>	<b>19</b>	<b>58.3%</b>	<b>18</b>	<b>-5.3%</b>	<b>16</b>	<b>-11.1%</b>

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	--	0	--	0	--
Sexual Offences	26	100.0%	20	-23.1%	21	5.0%
Assaults/Firearm Related Offences	77	26.2%	76	-1.3%	94	23.7%
Offences Resulting in the Deprivation of Freedom	0	-100.0%	2	--	0	-100.0%
Robbery	0	-100.0%	2	--	4	100.0%
Other Offences Involving Violence or the Threat of Violence	44	46.7%	43	-2.3%	48	11.6%
Offences in Relation to Sexual Services	0	--	0	--	0	--
<b>Total</b>	<b>147</b>	<b>34.9%</b>	<b>143</b>	<b>-2.7%</b>	<b>167</b>	<b>16.8%</b>



Detachment: 65 - OXFORD

Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg

Data source date:

07-Oct-2024

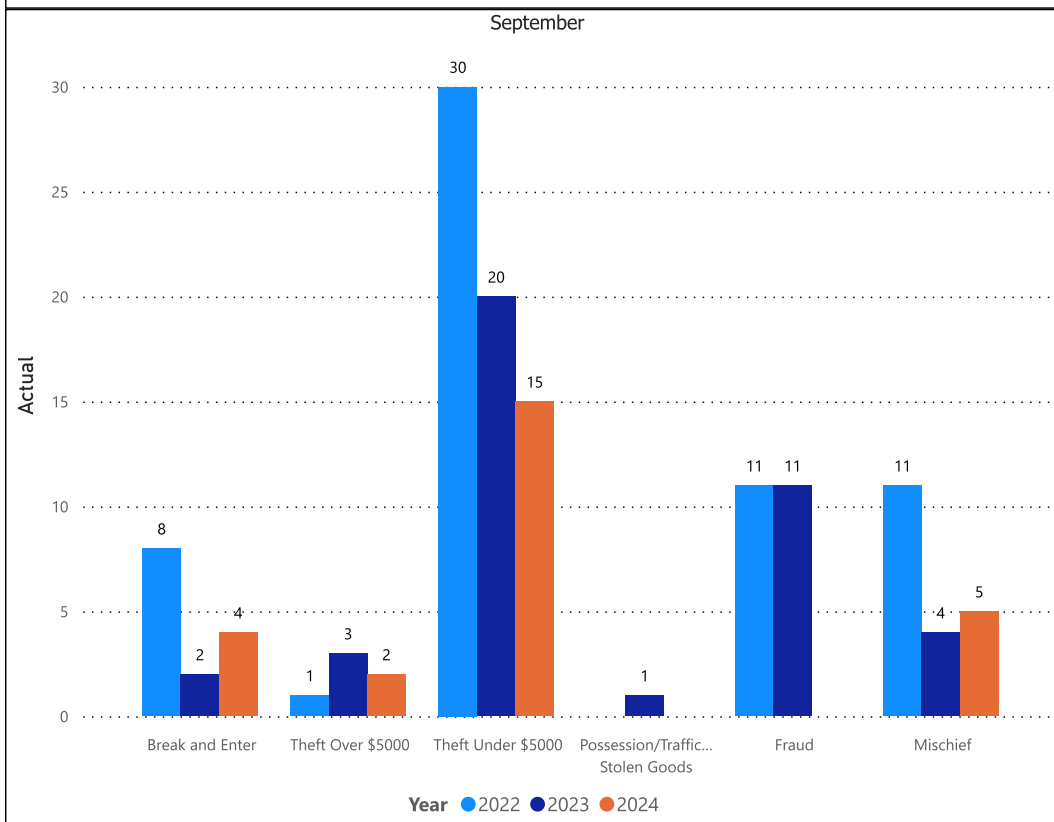
Report Generated on:

07-Oct-2024 10:00:17 AM

**OPP Detachment Board Report  
Records Management System  
September 2024**

Property Crime						
September						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	0	--	0	--	0	--
Break and Enter	8	100.0%	2	-75.0%	4	100.0%
Theft Over \$5000	1	0.0%	3	200.0%	2	-33.3%
Theft Under \$5000	30	7.1%	20	-33.3%	15	-25.0%
Possession/Trafficking Stolen Goods	0	-100.0%	1	--	0	-100.0%
Fraud	11	-15.4%	11	0.0%	0	-100.0%
Mischief	11	0.0%	4	-63.6%	5	25.0%
<b>Total</b>	<b>61</b>	<b>5.2%</b>	<b>41</b>	<b>-32.8%</b>	<b>26</b>	<b>-36.6%</b>

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	1	--	1	0.0%	0	-100.0%
Break and Enter	48	60.0%	50	4.2%	30	-40.0%
Theft Over \$5000	27	68.8%	22	-18.5%	17	-22.7%
Theft Under \$5000	219	31.1%	188	-14.2%	197	4.8%
Possession/Trafficking Stolen Goods	8	300.0%	8	0.0%	6	-25.0%
Fraud	83	-1.2%	108	30.1%	89	-17.6%
Mischief	90	28.6%	74	-17.8%	62	-16.2%
<b>Total</b>	<b>476</b>	<b>29.0%</b>	<b>451</b>	<b>-5.3%</b>	<b>401</b>	<b>-11.1%</b>



Detachment 65 - OXFORD

Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg

Data source date:

07-Oct-2024

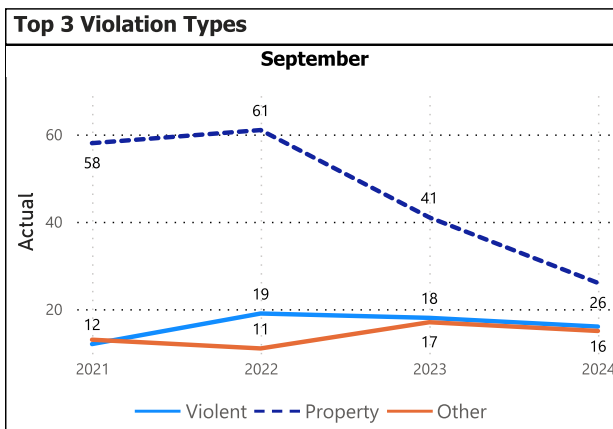
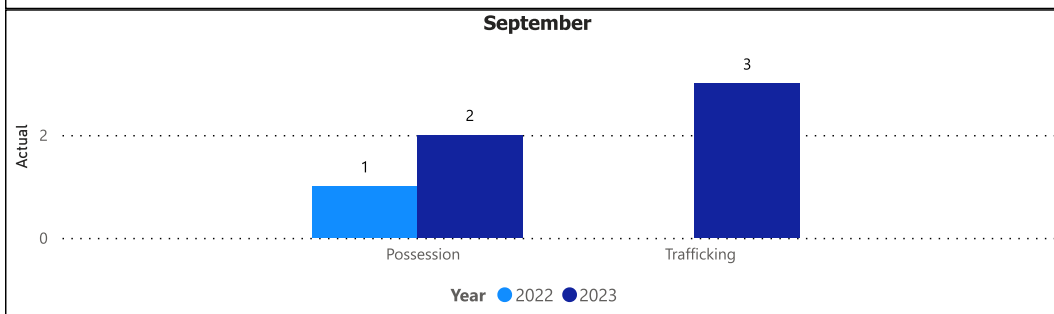
Report Generated on:

07-Oct-2024 10:00:17 AM

**OPP Detachment Board Report  
Records Management System  
September 2024**

<b>Drug Crime</b>						
<b>September</b>						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	1	--	2	100.0%	0	-100.0%
Trafficking	0	-100.0%	3	--	0	-100.0%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	--	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
<b>Total</b>	<b>1</b>	<b>-50.0%</b>	<b>5</b>	<b>400.0%</b>	<b>0</b>	<b>-100.0%</b>

<b>YTD</b>						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	17	30.8%	13	-23.5%	6	-53.8%
Trafficking	4	-71.4%	9	125.0%	6	-33.3%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	0	--	0	--
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	2	100.0%	0	-100.0%	0	--
Other Cannabis Violations	0	--	0	--	0	--
<b>Total</b>	<b>23</b>	<b>-17.9%</b>	<b>22</b>	<b>-4.3%</b>	<b>12</b>	<b>-45.5%</b>



<b>Top 5 Violation Groups</b>					
<b>September</b>					
ViolationGrp	2021	2022	2023	2024	Total
Theft Under \$5000	28	30	20	15	<b>93</b>
Assaults/Firearm Related Offences	10	12	7	7	<b>36</b>
Fraud	13	11	11	0	<b>35</b>
Failure to Comply	7	4	13	11	<b>35</b>
Mischief	11	11	4	5	<b>31</b>

Detachment: 65 - OXFORD

Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg

Data source date:

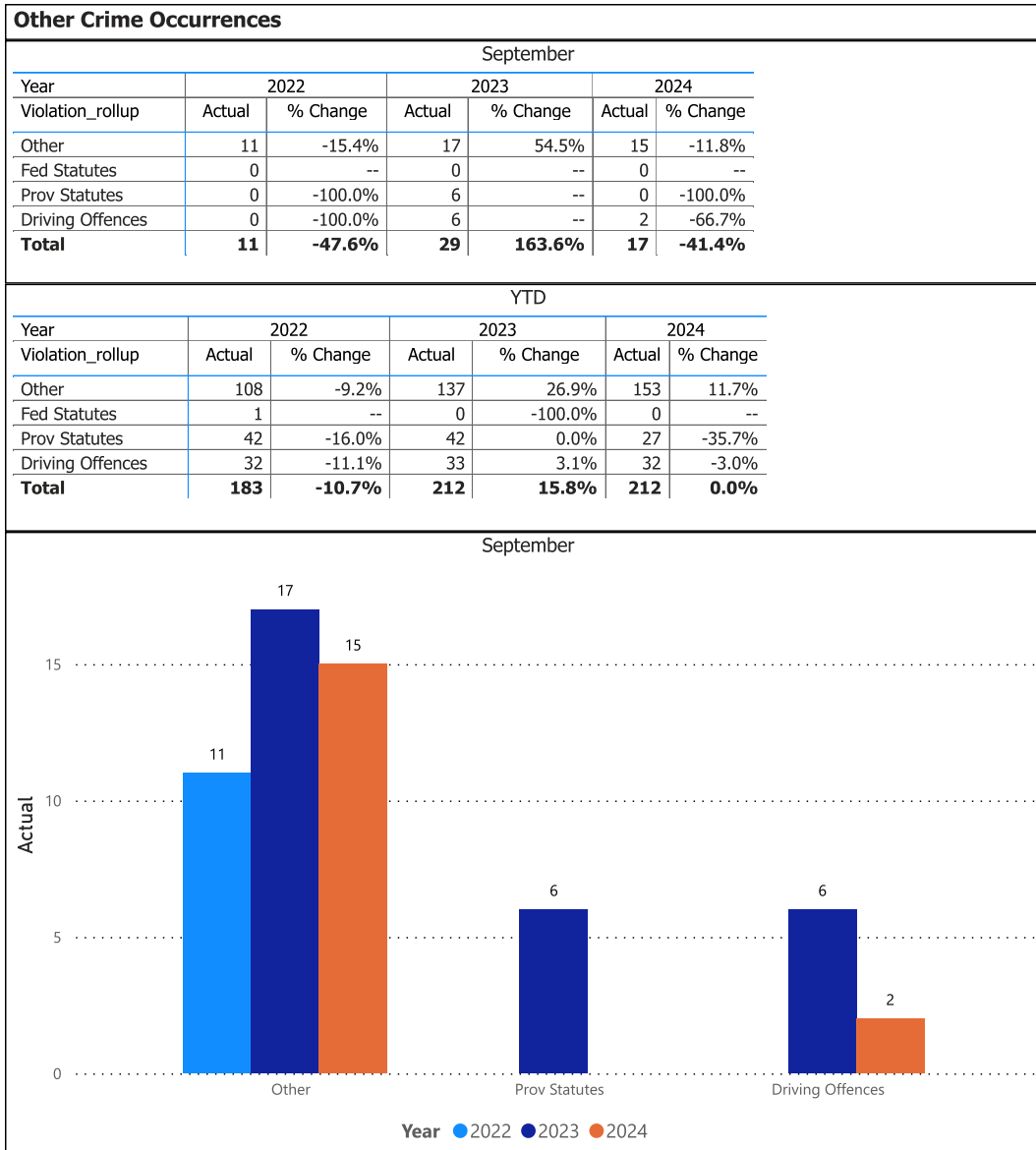
07-Oct-2024

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**OPP Detachment Board Report  
Records Management System  
September 2024**



Detachment 65 - OXFORD  
Location code(s): 6500 - OXFORD

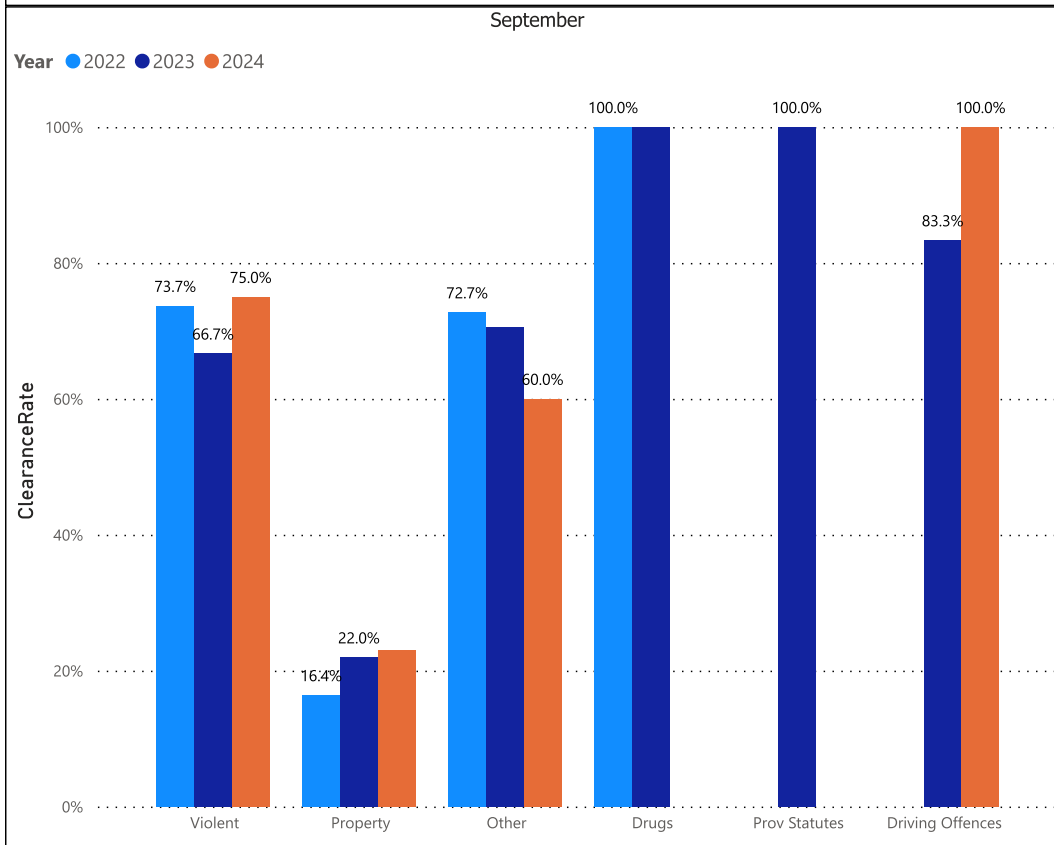
Area(s): 6208 - Tillsonburg  
Data source date:  
07-Oct-2024

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07-Oct-2024 10:00:17 AM

**OPP Detachment Board Report  
Records Management System  
September 2024**

Clearance Rate						
September						
Year	2022		2023		2024	
	%	% Change	%	% Change	%	% Change
Violent	73.7%	10.5%	66.7%	-9.5%	75.0%	12.5%
Property	16.4%	18.9%	22.0%	33.9%	23.1%	5.1%
Other	72.7%	5.1%	70.6%	-2.9%	60.0%	-15.0%
Drugs	100.0%	0.0%	100.0%	0.0%		-100.0%
Fed Statutes						
Prov Statutes		-100.0%	100.0%	--		-100.0%
Driving Offences		-100.0%	83.3%	--	100.0%	20.0%

YTD						
Year	2022		2023		2024	
	%	% Change	%	% Change	%	% Change
Violation_rollup						
Violent	67.3%	2.0%	72.0%	7.0%	71.9%	-0.2%
Property	17.9%	24.3%	19.7%	10.5%	19.0%	-4.0%
Other	68.5%	-11.4%	65.7%	-4.1%	71.2%	8.4%
Drugs	82.6%	21.7%	90.9%	10.0%	91.7%	0.8%
Fed Statutes	100.0%	--		-100.0%		
Prov Statutes	88.1%	-6.3%	95.2%	8.1%	92.6%	-2.8%
Driving Offences	93.8%	2.3%	84.8%	-9.5%	87.5%	3.1%



Detachment: 65 - OXFORD

Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg

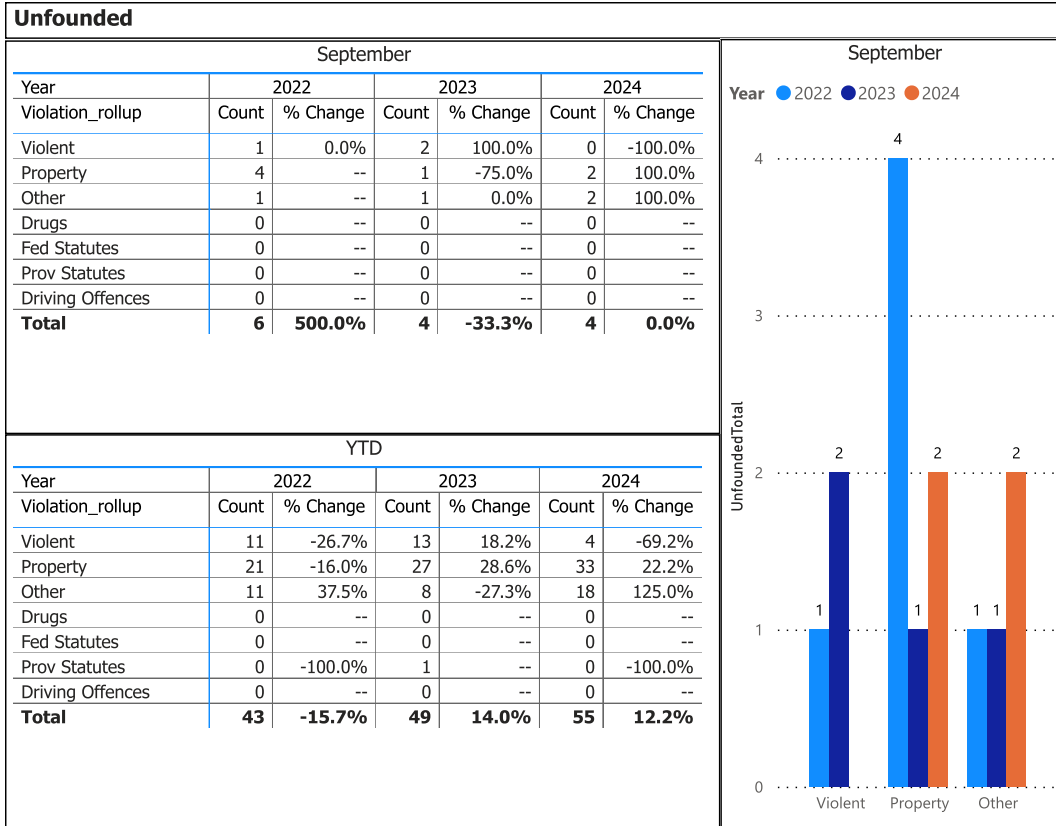
Data source date:

07-Oct-2024

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**OPP Detachment Board Report  
Records Management System  
September 2024**



Detachment 65 - OXFORD

Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg

Data source date:

10-May-2024

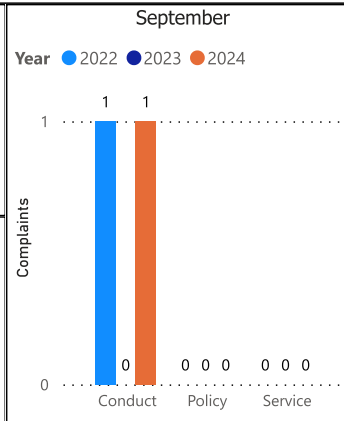
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**OPP Detachment Board Report  
Records Management System  
September 2024**

<b>Public Complaints (Detachment Level Only)</b>						
September						
Year	2022		2023		2024	
INCIDENT_TYPE	Count	% Change	Count	% Change	Count	% Change
Conduct	1	--	0	-100.0%	1	--
Policy	0	--	0	--	0	--
Service	0	--	0	--	0	--
<b>Total</b>	<b>1</b>	<b>--</b>	<b>0</b>	<b>-100.0%</b>	<b>1</b>	<b>--</b>

YTD						
Year	2022		2023		2024	
INCIDENT_TYPE	Count	% Change	Count	% Change	Count	% Change
Conduct	3	-66.7%	10	233.3%	6	-40.0%
Policy	0	--	1	--	0	-100.0%
Service	0	--	0	--	0	--
<b>Total</b>	<b>3</b>	<b>-66.7%</b>	<b>11</b>	<b>266.7%</b>	<b>6</b>	<b>-45.5%</b>

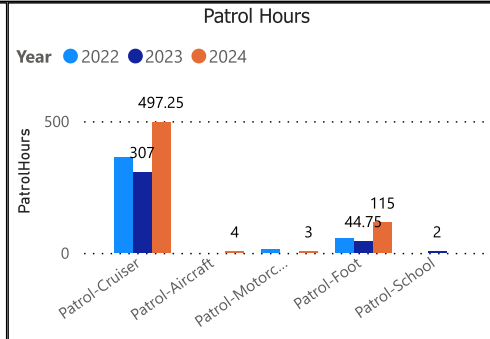


Data source: RMS Data Feed  
Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System

Data source date:  
07-Oct-2024

**Daily Activity Reporting**

<b>Daily Activity Reporting Patrol Hours</b>			
September			
ODCdescr	2022	2023	2024
Patrol-Cruiser	361.50	307.00	497.25
Patrol-Aircraft	0.00	0.00	4.00
Patrol-Motorcycle	12.00	0.00	3.00
Patrol-Marine	0.00	0.00	0.00
Patrol-ATV	0.00	0.00	0.00
Patrol-Snowmobile	0.00	0.00	0.00
Patrol-Bicycle	0.00	0.00	0.00
Patrol-Foot	55.50	44.75	115.00
Patrol-School	0.00	2.00	0.00
<b>Total</b>	<b>429.00</b>	<b>353.75</b>	<b>619.25</b>



Data source (Daily Activity Reporting System) date:  
07-Oct-2024

Detachment 65 - OXFORD  
Location code(s): 6500 - OXFORD

Data source date:  
07-Oct-2024

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**OPP Detachment Board Report  
Records Management System  
September 2024**

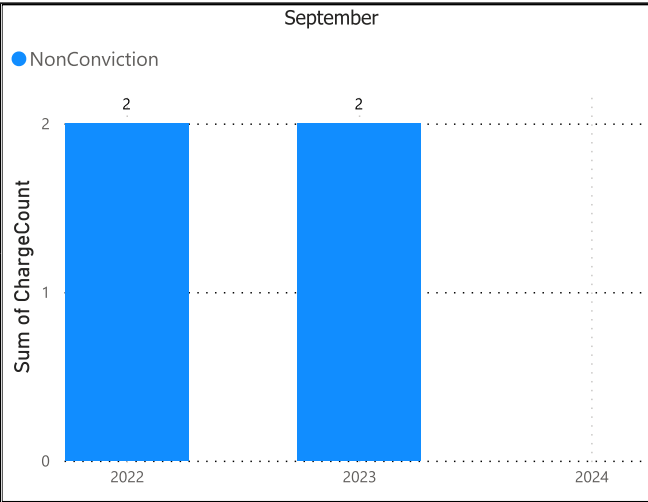
Youth Charges by Disposition Type			
September			
Disposition_Type	2022	2023	2024
Bail	0	0	0
Conviction	0	0	0
Diversion	0	0	0
NonConviction	2	2	0
NotAccepted	0	0	0
POATicket	0	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>0</b>
YTD			
Disposition_Type	2022	2023	2024
Bail	0	0	0
Conviction	3	3	5
Diversion	0	0	1
NonConviction	24	12	14
NotAccepted	0	1	2
POATicket	0	1	0
<b>Total</b>	<b>27</b>	<b>17</b>	<b>22</b>

Youth Charges by Disposition and Occurrence Type	
September	
Year	2024
OccType	
<b>Total</b>	<b>0</b>

YTD							
Year	2024						Total
OccType	Bail	Conviction	Diversion	NonConviction	NotAccepted	POATicket	
Assault	0	3	0	10	0	0	<b>13</b>
Other criminal code		2	0	4	2		<b>8</b>
Threats		0	1	0	0		<b>1</b>
<b>Total</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>22</b>



The tables and chart on this page present summarized youth charges by disposition and occurrence type that have been recorded in the OPP Niche RMS application. Of note... the Niche data sourced for this report page only lists youth charges that have had a disposition type entered against them. Therefore, please be aware that the counts of youth charges entries on this report page are under stating the potential sum of youth charges that are in OPP Niche RMS.

Detachment 65 - OXFORD

Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg

Data source date:

07-Oct-2024

Report Generated on:

07-Oct-2024 10:00:17 AM

**OPP Detachment Board Report  
Records Management System  
September 2024**

<b>Mental Health Act Occurrences</b>		
September		
Year	Occurrences	Unfounded
2022	19	0
2023	14	0
2024	14	0

<b>September</b>		
Year	Occurrences	Unfounded
2022	19	0
2023	14	0
2024	14	0

<b>YTD</b>		
Year	Occurrences	Unfounded
2022	216	0
2023	226	0
2024	172	0

<b>Mental Health Act Occurrences by Occurrence Type</b>		
September		
Year	2024	
OccurrenceType	Occurrences	Unfounded
Attempt or threat of suicide	3	0
Mental health act	11	0
<b>Total</b>	<b>14</b>	<b>0</b>

Detachment: 65 - OXFORD

Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg

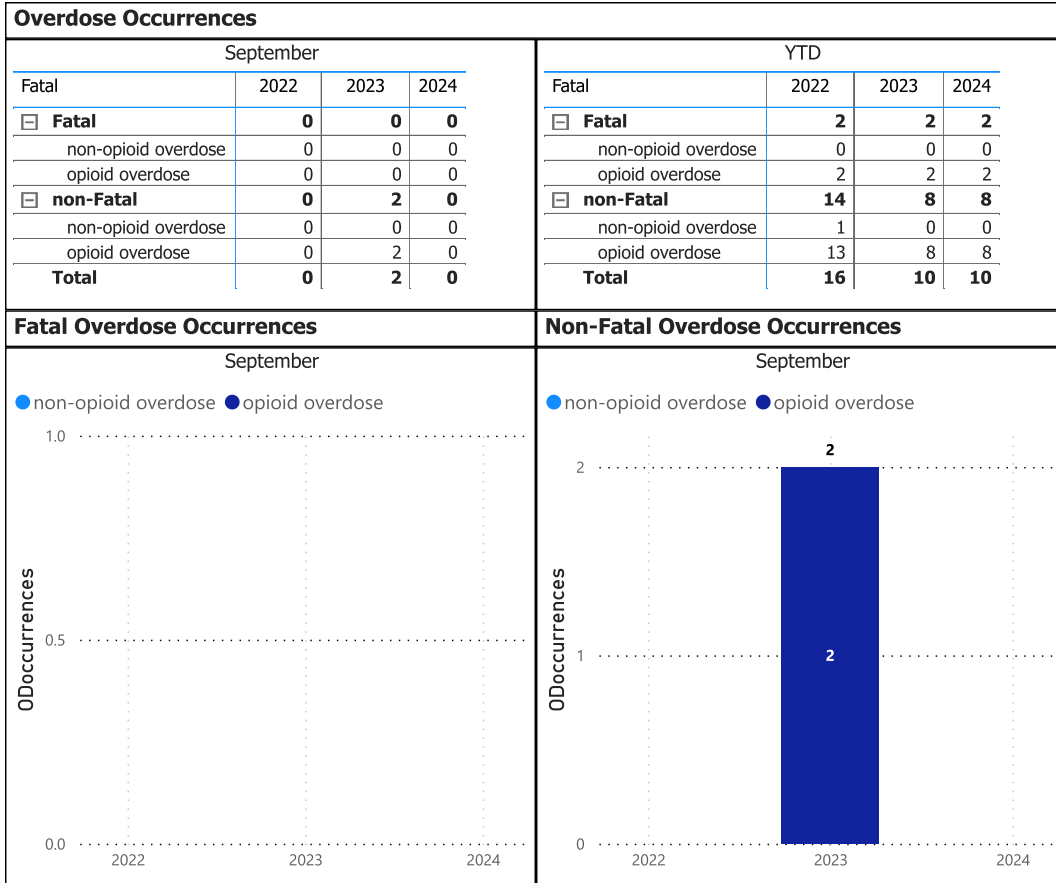
Data source date:

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**OPP Detachment Board Report  
Records Management System  
September 2024**



Detachment 65 - OXFORD

Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg

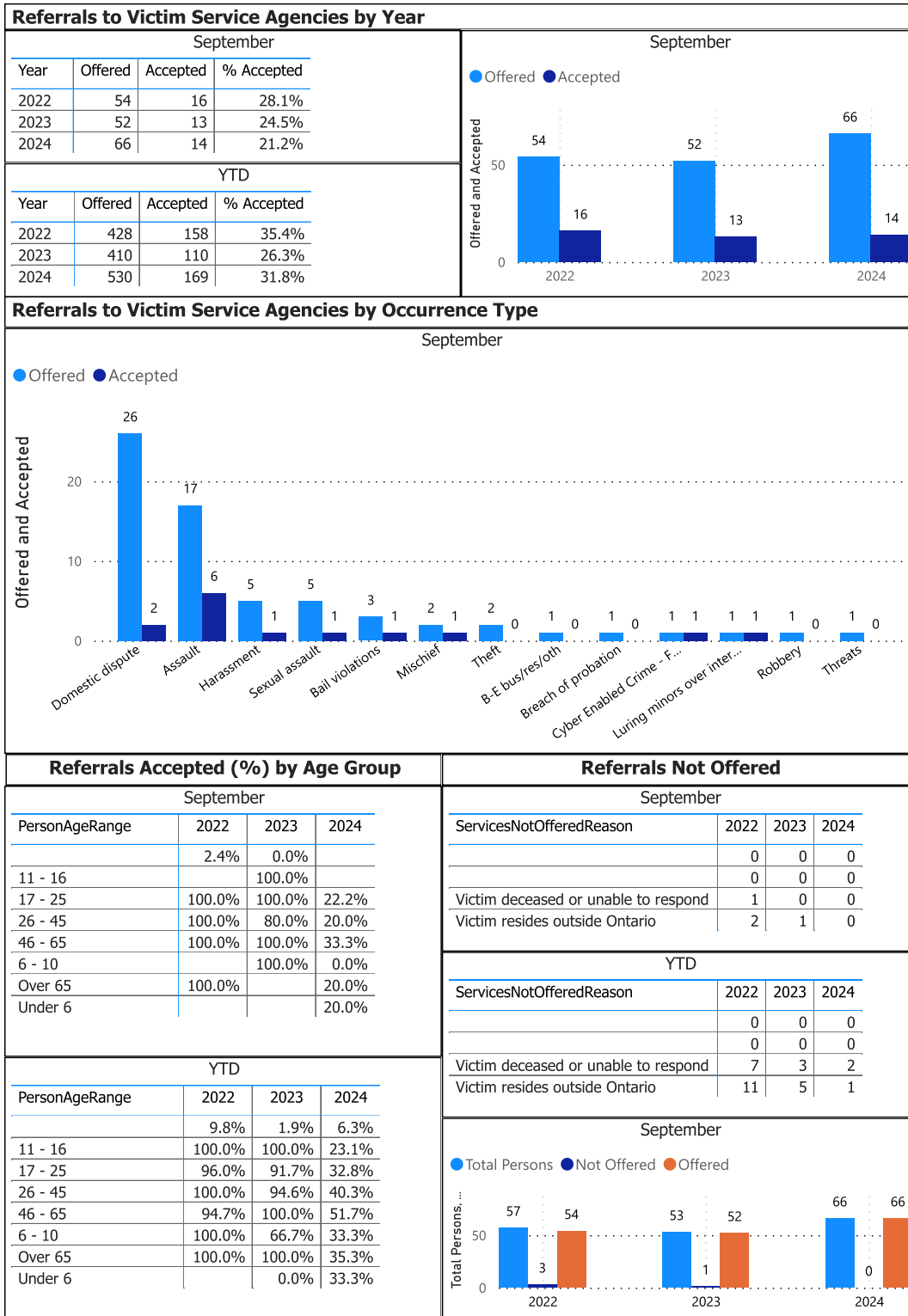
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07-Oct-2024

Report Generated on:

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**OPP Detachment Board Report  
Records Management System  
September 2024**



Detachment 65 - OXFORD

Location code(s): 6500 - OXFORD

Area(s): 6208 - Tillsonburg

Data source date:

07-Oct-2024

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**Police Services Board Report for Oxford  
2024/September**

<b>Secondary Employment</b>	
0	
<b>Staffing Updates</b>	
Transfers:	1 member retired 1 S/Sgt transferred out 4 recruits hired 1 Auxiliary member hired
Promotions:	2 members promoted to Sgt, (one transferring out) 1 Sgt promoted to S/Sgt - transferring out 1 member promoted to S/Sgt – transferred in 2 members promoted to DAII
Awards:	
Recognition:	
<b>Detachment Initiatives</b>	
Number of Targeted Media Releases:	Sep 18, 2024 – Young driver faces multiple charges /// Sep 27, 2024 – Theft investigation results in multiple charges
Crime and Traffic Campaigns/Initiatives:	
Public Education Campaigns:	
Safeguard Ontario:	
Lock It or Lose It:	
Other:	Auxiliary hours: 45.5 Jeep Show and Shine Wings and Wheels Event Library – Fraud Prevention Presentation



**Coordinator:** O.P.P. Constable Randi Crawford  
W.P.S. Denise Pacheco  
**E-mail:** oxfordcs@execulink.com  
**Web site:** www.oxfordcrimestoppers.com

To: Board of Directors, Crime Stoppers of Oxford Inc.  
Cc: Inspector Tony Hymers, Oxford OPP  
Staff Sgt Mike Salminen, Oxford OPP  
Det/Sgt. Mike Haegens, Woodstock PS

### **Monthly Statistics for MONTH**

- 24 Total tips received this month. (September)
- 11 Woodstock PS tips.
- 8 OPP – Oxford tips.
- 3 Assigned to other Crime Stoppers programs or another Agency.
- 2 Not Assigned.

### **Stats for OPP: TIPS RECEIVED PER ZONE**

- 2 Tillsonburg
- 2 Ingersoll
- 0 Zorra
- 1 Norwich
- 2 South-West Oxford
- 1 East Zorra Tavistock
- 0 Blandford Blenheim

### **Meetings/Events Attended This Month**

- September 10, 2024 – Monthly Crime Stoppers Board Meeting.
- Golf Tournament and Greg Morton comedy night.
- Jeep show and shine.



## Awareness

### Media Relations:

- Randi and Inspector Taylor prepare media releases along with social media posts for Oxford OPP Woodstock PS, which are then picked up by local media outlets.
- Website still has Greg Morton comedy event on main page. Do we want to change this?

### Fundraising:

- Nothing planned at time of meeting.

### Promotions:

- Tote bags – We have approximately 50 in stock at time of meeting.
- Various advertising avenues are being discussed, priced and ordered, such as, community signage, truck wrap, bumper stickers.
- Santa Claus Parades – Discussion about attending?

## Upcoming Events

- October 22, 2024 – SW Zone meeting – Simcoe 10am-2pm
- November 12, 2024 – Crime Stoppers of Oxford Board meeting



## Statistics

### Current month & YTD

	<b>This Month</b>	<b>YTD</b>	<b>SI (1991)</b>
Tips Received	24	269	12,204
Arrests total	0	13	2065
WPS Arrests	0	10	n/a
OPP Arrests	0	5	n/a
Web/Mobile Tips	15	151	2226 (2006)
In-House	2	44	1745 (2004)
Call Centre	7	52	2558 (2004)
E-Transfer	n/a	n/a	1352 (2004)
<b>Cases Cleared</b>			
Total Cleared	0	45	1497
Total Charges Laid	0	39	2,890
WPS Charges	0	27	n/a
OPP Charges	0	39	n/a
Rewards Approved	0	3	1504
Property Recovered	0	0	\$2,308,805
Narcotics recovered	\$83,000	\$135,540	\$8,944,739
		<b>Total Narcotics &amp; Property</b>	<b>\$11,253,544</b>

Respectfully Submitted by,

Cst. Randi Crawford and Denise Pacheco  
 Oxford County O.P.P. / Woodstock Police Service  
 Co-coordinators  
 Crime Stoppers of Oxford



**Subject: Roulston's Pharmacy Advertising Clinic Space Request**

**Report Number:** CAO 24-022

Committee Name: Community Health Care Committee Meeting

Submitted by: Laura Pickersgill, Executive Assistant

Meeting Type: Council Meeting

Meeting Date: Monday, October 21, 2024

**RECOMMENDATION**

- A. THAT report titled "Roulston's Pharmacy Advertising Clinic Space Request" be received as information; and
- B. THAT Council approve the recommendation of the Community Health Care Committee to use Town resources and channels to advertise and promote the Roulston's Pharmacy clinical space.

**BACKGROUND**

The co-owners of the new Roulston's Pharmacy, that is being built in the new north Broadway plaza, approached staff about undergoing joint efforts to advertise the available space this pharmacy will have for medical space in their new location.

**DISCUSSION**

This request was brought to the Community Health Care Committee and by consensus the Committee was in agreement to using Town resources and channels to advertise this clinical space.

While the Town typically, would not permit an open private business advertising policy in the absence of a sponsorship activity (i.e. Free Skates), the Committee and secretary feel that allowing this would be in fulfillment of one of Council's major strategic initiatives – Lifestyle and Amenities - Physician Recruitment Program and to secure a new walk-in clinic. It is important to note that the Director of Corporate Services is not aware of any Municipalities that have undertaken advertising for for-profit business operations on their websites or social media channels without a link to a sponsorship policy or activity. Commencing this practice may produce additional requests that will need to be considered by Council.

With this in mind, the Treasurer was consulted on any impacts to the Municipal Act 'bonusing' regulations. The Treasurer did not feel this met the criteria and has been not deemed to be bonusing therefore this activity is permitted from that review. The Treasurer has noted that, as an activity that is part of the Town's Physician Recruitment Program,

CAO 24-022

Section 108(3) of the Municipal Act allows a municipality to provide for the use of the services of any municipal employee by an eligible small business, as part of encouraging the establishment and initial growth of small businesses or any class of them in the municipality, as referenced in Section 108(2).

The plan for this space is to have this allocated space be fully functional and contain the furnishings needed to practice (eg. exam beds, waiting room, etc.). This space is an opportunity to support residents of Tillsonburg and beyond who are unattached to a primary healthcare provider. This space could be used by a physician, nurse practitioner, specialist or hybrid/multiple to use this space. If possible, this could serve as an opportunity for an emergency care or walk-in style clinic.

### **CONSULTATION**

Community Health Care Committee, Director of Finance/Treasurer, Director of Corporate Services / Clerk

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

Minimal cost – staff time to post the advertisements on our channels.

### **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** – *Ongoing* - Physician Recruitment Program; *Short-term* - Secure a new walk-in clinic.

CAO 24-022

**ATTACHMENTS – N/A**

**Subject: Committee Vacancies Update****Report Number:** CS 24-107

Department: Corporate Services Department

Submitted by: Laura Pickersgill, Executive Assistant

Meeting Type: Council Meeting

Meeting Date: Monday, October 21, 2024

**RECOMMENDATION**

- A. THAT report CS 24-107 titled “Committee Vacancies Update” be received as information; and
- B. THAT the Terms of Reference of the Community Health Care Committee be amended with removal of item G, under Section 3.0; and
- C. THAT a By-Law be brought forward for Council’s consideration to remove members from committee membership that are no longer serving on their respective committee.

**BACKGROUND**

Staff have been notified of a couple resignations from the Accessibility Advisory Committee and the Community Health Care Committee.

**DISCUSSION**

Yvonne Kearns is a member of the Accessibility Advisory Committee. She has indicated she is moving away from the Town and is no longer able to serve on the Committee. The Terms of Reference for this Committee indicate a minimum membership of seven people and a maximum membership of twelve people. With Yvonne’s departure, that would still leave ten members on the Committee. Given that this is over the minimum number, staff are not recommending to fill this vacancy at this time.

Mike Bastow, Vice-President of Finance/Chief Operating Officer, TDMH, is a member of the Community Health Care Committee. The Committee has agreed that Mike’s membership on the Committee is not necessary as there are two other TDMH representatives on the Committee that can relay any information required. Staff are recommending that the Terms of Reference, as attached, be amended to remove item G from Section 3.0 Organization of the Committee. Given the number of others on this Committee, it is not recommended that any vacancy on this Committee be posted at this time.



## CS 24-107 Committee Vacancies Update

**CONSULTATION**

Accessibility Advisory Committee  
Community Health Care Committee

**FINANCIAL IMPACT/FUNDING SOURCE**

None

**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**

Appendix A – Community Health Care Committee Terms of Reference – red-lined  
Appendix B – Draft By-Law Amendment



## Community Health Care Committee

### TERMS OF REFERENCE

#### **Mandate:**

To acknowledge the importance of health care in the community and recruitment and retention of health care professionals to the Tillsonburg District Memorial Hospital (TDMH), Town of Tillsonburg and Physicians practicing in Tillsonburg. To plan and implement an integrated approach to: health care, recruitment and retention of Medical Practitioners with a focus on primary care.

#### **Goals for 2022-2026 Term:**

To increase health care capacity in the Town of Tillsonburg. Each member is responsible for providing regular reports to their constituency/sponsoring organization and for seeking support for strategies proposed by the Committee. Any action plan will clearly identify the responsibility of individual organizations.

#### **1.0 Role of the Community Health Care Committee**

1. Review current physician recruitment and retention initiatives, identify strengths, opportunities and barriers to successful recruitment.
2. Formulate action plans for recruitment, including numbers of physicians required.
3. Review successful initiatives elsewhere in Ontario, including proximal communities with whom collaboration might make sense.
4. Educate the Committee membership and their sponsoring organizations on the issues of physician recruitment in Ontario.
5. Educate the community on the physician resource shortage and the strategies of the Committee.
6. Identify sources and solicit resources to support the recruitment activities of the community, hospital, and local physician practices.
7. Develop criteria for and monitor the use of these resources.
8. Monitor eligibility for Ministry of Health and Health Force Ontario Northern and Rural Recruitment and Retention Initiative.

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

The Committee should be composed of people representing each of the partners. A cross-section of people should attempt to be chosen in order to bring to the Committee relevant technical and professional expertise as well as strong advocacy, communication and organizational skills.

The Committee shall meet at a minimum on a quarterly basis.

- 2.1 Town Committee Members appointed by Council.
- 2.2 The term of a Committee Member is four (4) years.
- 2.3 Additional members may be appointed throughout the term.
- 2.4 One member will be appointed by vote of the Committee at the first meeting of each

term to chair the meetings for that term.

2.6 A Municipal staff person shall act as secretary to the Committee.

### **3.0 Composition of the Committee**

3.1 The Committee shall be composed of the following:

- A) Mayor of the Town of Tillsonburg
- B) Two (2) Town of Tillsonburg Councillors
- C) One (1) representative from the Town of Tillsonburg, Chief Administrative Officer
- D) Three (3) representatives from the Medical Staff Association Family Health Organizations
- E) Chief of Staff, Tillsonburg District Memorial Hospital
- F) President, Tillsonburg District Memorial Hospital
- ~~G) Vice-President of Finance & Chief Operating Officer~~
- H) Chamber of Commerce representative
- I) One (1) representative of a Nurse Practitioner Office
- J) One (1) Additional Physician from Tillsonburg District Memorial Hospital
- K) One (1) representative Oxford Ontario Health Team

### **4.0 Meetings:**

4.1 The Committee will hold a minimum of four (4) meetings a year.

4.2 The date and time of the regular meetings will be established at the first meeting of each term.

4.3 Meetings will have a formal agenda.

4.4 Agendas and information packages, that will include the Minutes from the previous meeting, will be sent electronically to Committee Members prior to each meeting.

4.5 A majority of Committee Members will constitute quorum for the transaction of business.

### **5.0 Role of the Chair:**

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

5.1 Calling the meetings to order.

5.2 The Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as using a roundtable format.

5.3 Creating an Agenda in consultation with the Secretary.

5.4 Chairing the meetings.

5.5 Acting as spokesperson.

5.6 Representing the Committee on other committees when necessary.

5.7 The Chair shall conduct meetings in accordance with the Town's Procedural By-law.

### **6.0 Role of the Secretary:**

The Secretary is responsible for insuring a complete up-to-date record for the Committee.

6.1 In liaison with the Chair, arrange date, time and venue for meetings.

6.2 In liaison with the Chair, set agendas and circulate to the members a minimum of three business days prior to the meeting.

6.3 Circulate draft minutes to the members.

6.4 Keep a complete up-to-date record of the committee minutes

**7.0 Role of Members:**

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

7.1 Attend all regular scheduled meetings. Members are required to notify the Chair or the Secretary if they are unable to attend a meeting.

7.2 Review all information supplied to them.

7.3 Prepare information for use in the development of materials for the Committee.

7.4 Promote the role of the Committee.

7.5 Attend training as required to effectively perform their role as a Committee member.

7.6 Committee Members are subject to *The Municipal Conflict of Interest Act R.S.O, 1990, c.M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the Minutes of the meeting.

**8.0 Reports to Council:**

The Committee may advise and make recommendations to Council in accordance with its role.

Reports may be submitted as follows:

8.1 Verbally by a Council representative.

8.2 Verbally by the Chair or the designated representative.

8.3 Written reports

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

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 2024-###**

**A BY-LAW to amend By-Law 2023-009 being a by-law to appoint members to Town of Tillsonburg advisory committees.**

**WHEREAS** these are members of Town of Tillsonburg Council advisory committees who will no longer be serving as members;

**AND WHEREAS** it is deemed necessary and expedient to amend By-Law 2023-009;

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

1. THAT By-Law 2023-009 be amended to remove Mike Bastow on the Community Health Care Committee and to remove Yvonne Kearns on the Accessibility Advisory Committee;
2. That this by-law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 21st day of OCTOBER, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 21st day of OCTOBER, 2024.**

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MAYOR – Deb Gilvesy

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CLERK – Tanya Daniels



**Subject: Film Industry Opportunities – Update and Next Steps**

**Report Number:** EDM 24-036

Department: Economic Development Department

Submitted by: Cephas Panschow, Development Commissioner

Meeting Type: Council Meeting

Meeting Date: Monday, October 21, 2024

**RECOMMENDATION**

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

**BACKGROUND**

Tillsonburg Town Council approved the following motion at their October 10, 2023 meeting:

*THAT report titled “Film Industry Opportunities” be received as information; and,*

*THAT staff be directed to:*

- i. improve the Town’s current process by enhancing the Ontario Creates registry with all municipal properties, parks, trails and cemeteries;*
- ii. create a permitting process and fees; and create a central point of contact for film enquiries in the Economic Development and Marketing department.*

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

Ontario's film and television production industry is a \$4.5 billion dollar industry. Over 80 municipal film offices have been set-up across the province to take advantage of the opportunities this industry presents. Filming activities often have far-reaching impacts on a destination, benefiting local businesses through additional revenue, enhancing film related tourism or raising the overall profile of a community as a film destination. The filming sector relies on various adjacent and sub-industries for their operations and success. These include local restaurants, catering, accommodations, trades (electricians, painters, carpenters, etc.) and location rentals. Specifically, film shoots can:

- Enhance funding for local historical sites and museums during the off season or when visitor numbers are down;
- Supplement local business revenues during cooler seasons as that is typically when movie shoots occur;
- Promote awareness of local attractions to a wider audience; and,
- Promoting the community, thereby enhancing marketing efforts and the Town's brand.

To date, the following actions have been completed:

- Researched approximately a dozen municipal websites throughout southwestern Ontario to view what others are doing in regards to promoting their areas as "film-friendly" communities. These include:
  - County of Brant
  - City of Brantford
  - City of Cambridge
  - County of Elgin
  - City of Hamilton
  - City of Kingston
  - City of London
  - County of Middlesex
  - County of Oxford and
  - City of Toronto.
- Attended a Film London event on January 25, 2024;
- Met with Ontario Creates on February 23, 2024 to discuss the potential of Tillsonburg becoming a film-friendly location;
- Preparation of a list of potential municipal and private sector sites to be considered for inclusion in the Ontario Creates location photo inventory (currently the only local attraction listed is the Annandale National Historic Site);

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

- Occasional participation in bi-weekly municipal zoom meetings hosted by Ontario Creates to garner information on promoting the film industry locally;
- Reached out to a number of Film Industry stakeholders including location scouts, producers, actors and other municipalities to provide expertise/input on how to develop a film-friendly community;
- Sent additional municipal facilities/locations to Ontario Creates to be included in their list of filming locations;
- Prepared a draft business plan to guide this process;
- Reached out to film location scouts, Film London and other film production stakeholders regarding setting up a tour of potential locations for filming locations in Tillsonburg;
- Prepared an inventory of potential filming locations as well as developing highlights of the Town's previous film experience as support materials;
- Joined various stakeholder groups (Southwestern Ontario Film Alliance and Film London) in order to boost Tillsonburg's profile in the filming industry;
- Staff has drafted a film policy, application, and production checklist to assist with this initiative.

## DISCUSSION

In order to advance Tillsonburg's interest in becoming a potential location for filming, the following actions are recommended to be implemented over the next three years.

### 2024

- 1) Host an open house to gauge interest from local stakeholders and property owners in becoming a film-friendly community and to confirm potential film locations by having property owners sign up (Q4-on-going);
- 2) Enhance internal and external marketing of this new service/program (Q4);
- 3) Review any financial considerations during 2025 Budget process;
- 4) Tour industry reps through Tillsonburg to potential film locations with goal of attracting potential shoots (Q3-Q4);

### 2025

- 1) Continue/strengthen participation with film stakeholders (Ontario Film Commission, Southwestern Ontario Film Alliance, Film London, etc.) (on-going);



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

- 2) Secure small shoots (e.g. film school productions) to get word-of-mouth started and use productions for marketing purposes (Q3);
- 3) Work with industry stakeholders to encourage provincial government to enhance film credits for all productions (Q1-Q4);

### 2026

- 1) Examine whether Town has potential/is becoming a preferred film location choice for industry (Q1);
- 2) If yes, review/renew Film Policy and Fee schedule to ensure relevancy (Q1);
- 3) Consider extension of fee waiver policy in order to encourage attraction of larger film productions (Q1); and,
- 4) Update location inventory (Q2).

### CONSULTATION

Discussions took place with Brant, Middlesex and Oxford counties as well as the City of London. The draft report, Film Policy and appendices were circulated to the Town's Managers group and the Town's Recreation, Culture and Parks staff, along with Building & Bylaw Department were directly consulted with their suggestions considered and/or incorporated into the final draft of the documents. .

If Council approves the recommendations contained herein, additional consultation with external agencies (Ontario Provincial Police, Downtown Business Improvement Area, the Tillsonburg District Chamber of Commerce and the community, particularly property owners with potential film assets, will be engaged.

### FINANCIAL IMPACT/FUNDING SOURCE

Most municipalities charge permit and related fees in order to recover some or all of the costs related to reviewing and enabling filming to occur in their municipality. Based on the research conducted, it appears most of the fees are at a modest level, perhaps with the intent to incentivize more film production in any given municipality. Further, some municipalities (London) have lower requirements for student or other smaller scale production. Again, this is likely for reasons of not discouraging these smaller, lower budget productions from taking place in the municipality.

The Development Commissioner is proposing the following fee schedule be implemented through the Town's Rates & Fees bylaw at the end of the three year pilot project should the Town decide to proceed with attracting film productions to the community.

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

<b>Municipality</b>	<b>Permit Fee</b>	<b>Administration Fee</b>	<b>Security Deposit</b>	<b>Associated Costs (policing, fire, public works)</b>	<b>Insurance</b>
Tillsonburg	\$100 (permit and 1 <sup>st</sup> day of shooting)	\$100 per additional day or request	\$1,000	Responsibility of production company	Minimum of \$5 M but \$2 M for smaller/student productions
Brant County	\$375 (permit and 1 <sup>st</sup> day of shooting)	\$100 per additional day	N/A	Responsibility of production company	Minimum of \$5 M
Brantford	\$0 (crew size up to 15) \$50 (crew size 15-99) \$100 (crew size over 100)	\$90 plus 5% admin fee on facility, space and parking rentals, plus hourly fee for additional film liaison staff support	N/A	Responsibility of production company	Minimum of \$5 M per incident - \$10 M aggregate
Cambridge	\$105	\$1,000/request	\$5,000	Responsibility of production company	Minimum of \$2 M
Kitchener	\$105	\$1,000/request	\$5,000	Responsibility of production company	Minimum of \$2 M
London	\$102/day (commercial/for profit); \$51/flat (Not for Profit); \$0 (student); \$25.50 (B Roll)	N/A	N/A	Use of City vehicles (\$50/transaction) Responsibility of production company	Minimum of \$5 M per incident - \$25 million (aircraft), \$5 million (watercraft)

In order to implement the Film Policy on a three year, pilot-project basis, the staff complement (full-time contract) in the Economic Development & Marketing Department will have to be maintained for the next three years. The draft budget as submitted includes \$65,000 in funding towards this contract position. This would be a continuation of the current contract, but with additional funding. This position would also be responsible for other tasks within the Economic Development and Marketing Department. If Council approves the above recommendation, the anticipated staffing request will be included in the 2025 budget deliberations.

In terms of application fee revenues from the pilot project, these are anticipated to be foregone for the duration of the pilot project, albeit with any municipal staffing costs directly incurred from a film project being invoiced to the film production company.

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

**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 all residents the amenities, services and attractions they require to enjoy balanced lifestyles

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

**Priority Project** – *Immediate Term* - Filming Location Registry

**ATTACHMENTS**

- Appendix A – Film Policy By-Law
- Appendix B – Film Permit Application
- Appendix C – Film Production Checklist
- Appendix D – Film Location Inventory

**THE CORPORATION OF THE TOWN OF TILLSONBURG****BY-LAW 2024-###****A BY-LAW to Regulate Film Events on Municipal Premises and on Municipal Roads.**

**WHEREAS** Section 8 (10) of the Municipal Act, 2001, S.O. 2001 c.25 as amended, no states that a municipality may pass by-laws respecting economic, social and environmental well-being of the municipality;

**WHEREAS** Section 11 of the Municipal Act, 2001, S.O. 2001 c.25 as amended gives the Town of Tillsonburg the power to pass by-laws respecting culture and its highways, including parking and traffic on highways;

**WHEREAS** Section 23.2 (5) of the Municipal Act, 2001, S.O. 2001 c.25 as amended authorizes the Town of Tillsonburg to delegate an employee of the municipality, subject to any conditions the Town of Tillsonburg may impose, the power to close its streets temporarily for any purpose specified in the by-law;

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

**Definitions**

1. In this By-law:
  - (1) "Commissioner" means the Development Commissioner for the Town or any successor positions or his or her designate;
  - (2) "competent person" means the Filming Event supervisor or his or her designate;
  - (3) "filming" means filming, videotaping, photography or any other form of visual recording for a feature film, television film, television program, documentary, commercial, music video, educational film or other purpose but does not include interviews, newscasts or press conferences on Town premises;
  - (4) "Filming Event" means filming upon Town premises or filming that requires a Town lane closure or a Town road closure or may interfere with the normal flow of traffic on a Town road;
  - (5) "Filming Event Permit" means a Filming Event Permit as issued under this By-law;

- (6) "Filming Event supervisor" means the person designated in accordance with section 5(2) of this By-law;
- (7) "lane" means that part of a roadway that accommodates a single line of moving or parked vehicles;
- (8) "local municipality" means the Town of Tillsonburg;
- (9) "municipal fees and charges" means fees and charges prescribed by the Town;
- (10) "municipal law enforcement officer" means a by-law enforcement officer appointed by the Town;
- (11) "person" includes, but is not limited to, an individual, sole proprietorship, partnership, association or corporation;
- (12) "road" includes, but is not limited to, a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, 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;
- (13) "Town" means the Town of Tillsonburg;
- (14) "Town lane closure" means a closure of one or more lanes on a Town road such that the traffic flow in all directions existing before the closure is maintained and no diversion of traffic to another road is required;
- (15) "Town premises" means land owned by the Town and the buildings on it, but does not include a Town road;
- (16) "Town road" means a road under the jurisdiction of the Town; and
- (17) "Town road closure" means a closure of one or more lanes on a Town road such that a diversion of traffic to another road is required.

### **Prohibitions**

- 2. No person shall undertake a commercial Filming Event without first having obtained a Filming Event Permit in accordance with this By-law.
- 3. No person shall participate in a commercial Filming Event unless a Filming Event Permit has been granted in accordance with this By-law.

### Filming Event Permit Application

4. Every person who intends to undertake a commercial Filming Event shall apply to the Commissioner for a Filming Event Permit.
5. Every person who applies for a Filming Event Permit shall provide the Commissioner with:
  - (1) the person's name, signature, position, organization, street address, telephone number, fax number and e-mail address;
  - (2) the name, position, organization, street address, telephone number before and during the Filming Event, fax number and e-mail address of the Filming Event supervisor who will carry out the responsibilities listed in sections 14 and 15 of this By-law;
  - (3) the contact name, position, legal name, street address, telephone number, fax number and e-mail address of the organization undertaking the Filming Event;
  - (4) the type and purpose of the Filming Event;
  - (5) the date(s) and day(s) of the week when the Filming Event is to be held and, if the Filming Event is postponed, an alternative date(s), day(s) of the week and times;
  - (6) for each date of the Filming Event, the time that set-up will commence, the time that the Filming Event will commence, and the time that the Filming Event will finish including clean-up time;
  - (7) the requested list of Town premises, if any, to be used for the Filming Event, with a minimum of four months notice for high-use facilities, and a minimum of one month notice for all others. The Commissioner may, with review/approval by the applicable department, consider requests to use Town facilities with less notice, but subject to final approval in the Town's sole and absolute discretion;
  - (8) the Town roads, if any, to be used for the Filming Event;
  - (9) any potentially hazardous activities associated with the Filming Event;
  - (10) a Certificate of Insurance, satisfactory to the Commissioner, showing a comprehensive policy of public liability and property damage insurance for the Filming Event in respect to any one accident, against loss or damage resulting

although the Town, may, in their sole and absolute discretion, consider lesser amounts commensurate with the risk level for smaller productions;

(11) a signed indemnity, satisfactory to the Commissioner, indemnifying and saving harmless the Town from any and all claims, demands, suits, actions and judgments made, brought or recovered against the Town, and from all loss, costs, damages, charges or expenses that may be incurred, sustained or paid by the Town by reason of the granting of the Filming Event Permit;

(12) payment at the time of application in the form of cash, a money order or a certified cheque in an amount equal to the anticipated municipal fees and charges for the Filming Event;

(13) a security deposit in the form of cash, a money order, a letter of credit or a certified cheque in an amount satisfactory to the Commissioner; and

(14) any additional information or documentation for the purposes of administering this By-law as requested by the Commissioner.

(15) Any Production requiring use of a municipal park will need to pay an additional fee as contained in the current Rates and Fees bylaw.

6. No person applying for a Filming Event Permit shall knowingly provide false information to the Commissioner.
7. Every person who applies for a Filming Event Permit shall make their application at least 14 days in advance of the Filming Event.
8. All productions will adhere to the Town of Tillsonburg's Health & Safety, and Contractor policies with appropriate documents signed at least fourteen (14) days before start of production.

#### **Grant, Refusal or Revocation of Filming Event Permit**

9. The Commissioner may grant a Filming Event Permit, refuse to grant a Filming Event Permit or may grant a Filming Event Permit imposing conditions as a requirement of obtaining and continuing to hold it, including, but not limited to, the condition that a notice setting out the location, date, time and other information as required be delivered not less than 7 days or as required by the Commissioner in advance of the Filming Event to all affected homes, businesses and institutions, as determined by the Commissioner.
10. In considering the grant, refusal or grant with conditions of a Filming

- (1) whether or not, considering past Filming Events, the Filming Event is likely to be carried out in compliance with the Filming Event Permit and this By-law;
  - (2) a conflict with a previously scheduled activity for which the Town has granted a permit;
  - (3) the disruption to municipal work of any type;
  - (4) the disruption of traffic or public transit;
  - (5) the response of Ontario Provincial Police Services to the application; and
  - (6) whether or not the Filming Event may result in a threat to public safety or conflict with municipal by-laws, resolutions or policies.
11. At any time after a Filming Event Permit has been granted by the Commissioner, the Commissioner may revoke the Filming Event Permit or impose a condition on the Filming Event Permit upon giving verbal notice, in person or over the telephone, or written notice, by regular mail, fax or e-mail to the person who applied for the Filming Event Permit or the Filming Event supervisor.

### **General**

12. The Commissioner may modify the time period prescribed for submitting an application for a Filming Event Permit set out in section 7 of this By-law.
- (1) The Commissioner may use the advance payment and the security deposit to pay for municipal fees and charges for the Filming Event. The Commissioner may also use the security deposit to pay for any municipal damages, costs or expenses in connection with the Filming Event;
  - (2) If the municipal fees and charges together with municipal damages, costs and expenses in connection with the Filming Event are more than the amount of the advance payment provided, the Commissioner will invoice for the difference; and
  - (3) If the municipal fees and charges together with municipal damages, costs and expenses in connection with the Filming Event are less than the amount of the advance payment provided, the Commissioner will return the difference along with the security deposit.



13. The person applying for a Filming Event Permit shall comply with any conditions imposed under section 8 of this By-law and ensure that the Filming Event supervisor complies with sections 14 and 15 of this By-law.
14. While a Filming Event is underway, the Filming Event supervisor shall:
  - (1) be present at the Filming Event;
  - (2) produce the Filming Event Permit to the Commissioner, a municipal by-law enforcement officer or any police officer on his or her demand;
  - (3) ensure that there is a minimum of disruption to businesses, residents and institutions during the Filming Event;
  - (4) ensure proper site security and safety;
  - (5) pay any invoices from the Commissioner for the Filming Event;
  - (6) ensure compliance with any conditions imposed under section 8 of this By-law that are required to be carried out while the Filming Event is underway; and
  - (7) advise the Commissioner of the name, position, organization, street address, telephone number before and during the Filming Event, fax number and e-mail address of the Filming Event supervisor, should there be any change in this information as identified on the Filming Event Permit.
15. The Filming Event supervisor shall clean up and restore the Town premises or the Town road immediately following the finish of the Filming Event.
16. When a Town lane or a Town road is closed by the Commissioner for a Filming Event, any utility may enter at any time to carry out their services.
17. The person applying for a Filming Event Permit under this By-law, the Filming Event supervisor and the participants in the Filming Event shall not do or permit to be done on Town premises or on a Town road anything that may:
  - (1) constitute a nuisance;
  - (2) make structural alterations;

- (3) cause damage;
  - (4) cause injury or annoyance to the occupants of neighbouring premises;
  - (5) make void or voidable any applicable insurance; or
  - (6) constitute a breach of any by-law, statute, order or regulation of any municipal, provincial, federal or other competent authority, including those pertaining to filming, special events, fees, charges, work within a road, signs, traffic, parking, noise, pyrotechnics, alcohol, firearms, building, smoking, and use of municipal property and equipment.
18. No person shall install, maintain, move or remove signing and barricades on Regional roads without the permission of the Commissioner except a competent person who may, at an appropriate location, move and then immediately restore a barricade to its original position to allow access/egress to the Filming Event site without changing the intent of the barricade set-up.
19. The person who applied for the Filming Event Permit, the Filming Event supervisor and the organization undertaking the Filming Event as identified in the Filming Event Permit shall not permit:
  - (1) anything that has excessively violent or sexual content to take place during the Filming Event; or
  - (2) a product resulting from the Filming Event to be included in any project that has excessively violent or sexual content, including a film that would be refused approval or classified as an adult sex film by the Ontario Film Review Board.
20. A permit granted under this By-law:
  - (1) shall not be transferable from one person to another, from one Filming Event to another, from one date and time to another nor from one location to another without the permission of the Commissioner; and
  - (2) shall expire when the Filming Event finishes as indicated on the Filming Event Permit.

**Penalty**

21. Every person who contravenes a provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.

**Administration and Enforcement**

22. Any administrative forms required under this By-law may be prescribed from time to time by the Commissioner.
23. This By-law may be enforced by the Commissioner, a municipal by-law enforcement officer or a police officer.
24. If any section or sections of this By-law or parts thereof are found by any Court to be illegal or beyond the power of the Council to enact, such section or sections or parts shall be deemed to severable and all other sections or parts of this By-law shall be deemed to be separate and independent and shall continue in full force.
25. This By-law may be cited as the "Filming Event Permit By-law".

**READ A FIRST AND SECOND TIME THIS — day of \_\_\_\_\_, 202#.**

**READ A THIRD AND FINAL TIME AND PASSED THIS \_\_\_ day of \_\_\_\_\_, 202#.**

\_\_\_\_\_  
MAYOR – Deb Gilvesy

\_\_\_\_\_  
CLERK – Tanya Daniels



<b>Film Permit Application</b>	Town of Tillsonburg – 10 Lisgar Ave Tillsonburg ON N4G 5A5 519-688-3009 Email: clerks@tillsonburg.ca
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**We welcome your interest in locating your film project to Tillsonburg.**

Tillsonburg's goal is to be a film-friendly community with the resources to make your production a unique, easily managed, cost-effective experience. Enclosed you will find the materials needed to obtain a Film Permit from the Town of Tillsonburg. Please read all documents and follow the directions provided. A Production Company Checklist is included with this package to further assist you in planning your project. Your Production must have the signed application and all requested documentation submitted for approval by Town of Tillsonburg staff, and in some cases Town of Tillsonburg Council, before the Film Permit can be issued.

The Economic Development and Marketing Department will be your primary contact and will assist you through this process. The Film Permit Application is intended to identify and assist the organizer of a film production in following the requirements of the Town of Tillsonburg and associated agencies such as the Ontario Provincial Police, as well as, Oxford County Public Health & Emergency Services.

The Town of Tillsonburg may request a meeting with the Producer(s) for the purpose of coordinating the proposed event.

If you have any questions or concerns, please contact the Economic Development and Marketing Department at 519.688.3009 or online at [www.tillsonburg.ca](http://www.tillsonburg.ca)

We appreciate your feedback and comments in regard to this application at any time.

**Project Name/Title:** \_\_\_\_\_

**Project Type:** Please select \_\_\_\_\_ *(includes drop down box with selections)*

(If other, Please specify) \_\_\_\_\_

**Production Company:**

Corporate Full Legal Name: \_\_\_\_\_

Studio/Distributor/Broadcaster/Service/Independent: \_\_\_\_\_

Producer(s): \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Applicant

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

Title/Position of Applicant: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Film Location Manager: (if different than applicant)

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

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Assistant Location Manager:

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

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

On-Set Contact

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

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Financial Officer/Accountant

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

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Publicity Contact

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

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Production Dates:**

Set Dress: \_\_\_\_\_

Filming: \_\_\_\_\_

Wrap: \_\_\_\_\_

Total number of days in Tillsonburg: \_\_\_\_\_

Total # of cast/crew: \_\_\_\_\_

**Budget Information:**

Total Budget: \_\_\_\_\_ (If TV/VOD/Web - per episode budget)

Total Local Budget: \_\_\_\_\_

**Brief synopsis of scenes being filmed in Tillsonburg:**

**Locations**

Location 1 (Required)

Location 1: \_\_\_\_\_

Address/Intersection: \_\_\_\_\_

Location 1: Type: \_\_\_\_\_ *(drop down with choices)*

Location 1: General Description: \_\_\_\_\_

Location 1: Scene(s) Bering Interior/Exterior \_\_\_\_\_

Location 1: Set Prep/Dress Dates (list each date or a range of dates with start/end times)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location 1: Filming Dates (list each date or a range of dates with start/end times)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location 1: Wrap Up Dates (list each date or a range of dates with start/end times)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location 1: Road Occupancy, Closures, ITC

- None
- Road/Sidewalk Occupancy
- Road Closure
- Intermittent Traffic Stoppages (ITC)
- Other (describe below)

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Location 1: Parking

- None
  - Downtown Street Parking
  - Town Lot Parking
  - Residential Area Parking
  - Commercial/Industrial Area Parking
  - Other (describe below)
- 
- 
- 

Location 1: Local Impact

- None
  - After Hours/Night Filming
  - Noise Exemption
  - Residents
  - Businesses
  - Institutions
  - Other (describe below)
- 
- 
- 

Location 1: Police, Fire and Paramedic Support

- None
  - Police Paid Duty Officers (PDOs)
  - Fire Department
  - Paramedics
  - Other (describe below)
-

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Location 1: Site Requirements

- None
  - Traffic Signage/Signals
  - Street Lights
  - Fire Hydrant Access/Painting
  - Surfaces/Finishes (turf, road, walls)
  - Production Lighting at Night
  - Other (describe below)
- 
- 

Location 1: Special Effects and Drones

- None
  - Explosives, Pyrotechnics, Hazardous Materials
  - Fires/Burning
  - Simulated Gunfire
  - Mock Weapons, Officers, Vehicles
  - Drones/UAV
  - Other (describe below)
- 
- 

Location 1: Town Parks, Facilities and Land

- None
  - Town Park Land
  - Town Sporting Facilities
  - Town Building(s)
  - Other Town Property
  - Other (describe below)
- 
-



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**Location 1: Additional Requests**

- None
  - Building Modifications
  - Tent Permit
  - Bridges/Dykes
  - Performance Platform/Stage
  - Stakes/Grounding
  - Flags from Other Countries
  - Special Waste Accommodations
  - Other Jurisdictional Involvement
  - Animals On-Set
  - Other (describe below)
- 
- 
- 

**Location 1: Describe Activities (special effects, arrangements, planned activities)**

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**Location 1: Additional Notes**

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**Location 2 (If Required)**

Location 2: \_\_\_\_\_

Address/Intersection: \_\_\_\_\_

Location 2: Type: *(drop down with choices)* \_\_\_\_\_

Location 2: General Description: \_\_\_\_\_

Location 2: Scene(s) Bering Interior/Exterior \_\_\_\_\_

Location 2: Set Prep/Dress Dates (list each date or a range of dates with start/end times)

\_\_\_\_\_

\_\_\_\_\_

Location 2: Filming Dates (list each date or a range of dates with start/end times)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location 2: Wrap Up Dates (list each date or a range of dates with start/end times)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location 2: Road Occupancy, Closures, ITC

- None
- Road/Sidewalk Occupancy
- Road Closure
- Intermittent Traffic Stoppages (ITC)
- Other (describe below)

\_\_\_\_\_

\_\_\_\_\_

Location 2: Parking

- None
- Downtown Street Parking
- Town Lot Parking
- Residential Area Parking

- Commercial/Industrial Area Parking
  - Other (describe below)
- 
- 

Location 2: Local Impact

- None
  - After Hours / Night Filming
  - Noise Exemption
  - Residents
  - Businesses
  - Institutions
  - Other (describe below)
- 
- 

Location 2: Police, Fire and Paramedic Support

- None
  - Police Paid Duty Officers (PDOs)
  - Fire Department
  - Paramedics
  - Other (describe below)
- 
- 
- 

Location 2: Site Requirements

- None
  - Traffic Signage / Signals
  - Street Lights
  - Fire Hydrant Access/Painting
  - Surfaces/Finishes (turf, road, walls)
  - Production Lighting at Night
-

- Other (describe below)
- 
- 

Location 2: Special Effects and Drones

- None
  - Explosives, Pyrotechnics, Hazardous Materials
  - Fires/Burning
  - Simulated Gunfire
  - Mock Weapons, Officers, Vehicles
  - Drones/UAV
  - Other (describe below)
- 
- 

Location 2: Town Parks, Facilities and Land

- None
  - Town Park Land
  - Town Sporting Facilities
  - Town Building(s)
  - Other Town Property
  - Other (describe below)
- 
- 

Location 2: Additional Requests

- None
  - Building Modifications
  - Tent Permit
  - Bridges/Dykes
  - Performance Platform/Stage
  - Stakes/Grounding
  - Flags from Other Countries
-

- Special Waste Accommodations
- Other Jurisdictional Involvement
- Animals On-Set
- Other (describe below)

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**Location 2: Describe Activities (special effects, arrangements, planned activities)**

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**Location 2: Additional Notes**

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**Location 3 (If required)**

Location 3: \_\_\_\_\_

Address/Intersection: \_\_\_\_\_

Location 3: Type: *(drop down with choices)* \_\_\_\_\_

Location 3: General Description: \_\_\_\_\_

Location 3: Scene(s) Bering Interior/Exterior \_\_\_\_\_

Location 3: Set Prep/Dress Dates (list each date or a range of dates with start/end times)

\_\_\_\_\_

\_\_\_\_\_

Location 3: Filming Dates (list each date or a range of dates with start/end times)

\_\_\_\_\_

\_\_\_\_\_

Location 3: Wrap Up Dates (list each date or a range of dates with start/end times)

\_\_\_\_\_

\_\_\_\_\_

Location 3: Road Occupancy, Closures, ITC

- None
- Road/Sidewalk Occupancy
- Road Closure
- Intermittent Traffic Stoppages (ITC)
- Other (describe below)

\_\_\_\_\_

Location 3: Parking

- None
- Downtown Street Parking
- Town Lot Parking
- Residential Area Parking

- Commercial/Industrial Area Parking
- Other (describe in text box below)

Location 3: Local Impact

- None
  - After Hours/Night Filming
  - Noise Exemption
  - Residents
  - Businesses
  - Institutions
  - Other (describe below)
- 
- 

Location 3: Police, Fire, and Paramedic Support

- None
  - Police Paid Duty Officers (PDOs)
  - Fire Department
  - Paramedics
  - Other (describe below)
- 
- 

Location 3: Site Requirements

- None
- Traffic Signage/Signals
- Street Lights
- Fire Hydrant Access/Painting
- Surfaces/Finishes (turf, road, walls)
- Production Lighting at Night
- Other (describe below)

Location 3: Special Effects and Drones

- None
- Explosives, Pyrotechnics, Hazardous Materials
- Fires/Burning
- Simulated Gunfire
- Mock Weapons, Officers, Vehicles
- Drones/UAV
- Other (describe below)

Location 3: Town Parks, Facilities and Land

- None
  - Town Park Land
  - Town Sporting Facilities
  - Town Building(s)
  - Other Town Property
  - Other (describe below)
- 
- 
- 

Location 3: Additional Requests

- None
  - Building Modifications
  - Tent Permit
  - Bridges/Dykes
  - Performance Platform/Stage
  - Stakes/Grounding
  - Flags from Other Countries
  - Special Waste Accommodations
  - Other Jurisdictional Involvement
  - Animals On-Set
  - Other (describe below)
- 
- 
-



**Location 3: Describe Activities (special effects, arrangements, planned activities)**

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**Location 3: Additional Notes**

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**Compliance**

In addition, the Production is responsible for ensuring all requirements and policies (i.e. Health & Safety, Contractor) by the Town of Tillsonburg are complied with, and all licensing, permits and approvals required by county, provincial and federal jurisdictions are in place. Compliance or failure to comply does not invalidate enforcement by other agencies.

**Special Event Policies and Procedures**

The amount of time required for the Town of Tillsonburg to process each application for productions varies depending on the complexity of each request. Therefore, the application must be submitted a minimum of four months prior to filming, but, particularly for large or filming of longer duration, additional time is recommended. If there is insufficient time to circulate the application, permission may be denied.

**Booking procedures for Parks and Facilities**

Before proceeding with any plans for a production involving municipal parks and/or greenspace and other natural features, the Town’s Recreation, Culture and Parks Department must be contacted to ensure the availability of the park or facility. Parks and facilities can be booked up to 1 years in advance. A reservation is not official until there is a signed Facility Booking Contract and associated fees and deposits paid. Additional terms and conditions in the Facility Booking Contract, such as liability insurance must be followed before a Film Permit is granted.

Applications will be processed on a ‘First come, first serve’ basis, so plan early.

The Town of Tillsonburg reserves the right to approve/reject any application at its sole discretion.

**Use of Town Property**

All productions within Town limits must be approved for operation on the Town streets, sidewalks, parks and facilities. The safety of production crews, as well as, respectful use of the Town property and its maintenance are mandatory. Productions are responsible for any damages caused to Town property by their activity.

### **Events held on Private Property**

Use of private property for productions may require obtaining special permits. Please contact the Building and Fire departments at 519.688.3009 for more information.

### **Electrical Power**

Town of Tillsonburg may provide electrical power for productions. Applicants may be charged based on usage. Applicants may also provide their own power according to their specific needs, subject to Electrical Safety Agency (ESA) inspection.

Ontario's Electrical Safety Code specifies that any electrical equipment installed, temporarily or otherwise, must be inspected by ESA. This includes all film and television productions. Inspection fees are imposed by ESA. Failure to comply could result in unsafe sites, production downtime and fines.

An application for an inspection must be submitted at least fourteen (14) days prior to production set up to the Tillsonburg Customer Service Centre, Tillsonburg at: tel. 519-688-3009.or email: [csr@tillsonburg.ca](mailto:csr@tillsonburg.ca).

### **Important Information**

- The Corporation of the Town of Tillsonburg is not responsible for any damages to persons or property, or accidents resulting from the issuance of a Film Permit.
- A Film Permit can only be used on dates and times specified in the Permit and is not transferrable without written permission from the Town of Tillsonburg.
- The Film Permit must be available on site during the production.
- Depending on the nature and the size of the production, a security deposit may be required by the Town of Tillsonburg.
- Town of Tillsonburg reserves the right to modify the requirements as deemed necessary and to cancel, suspend or reschedule productions.
- The Producer(s) of the event is fully responsible for ensuring that all aspects of the production comply with all conditions, by-laws, policies and requirements.

### **WAIVER/INDEMNIFICATION**

A signed Waiver/Indemnification Form must be signed by an authorized Signing Officer(s)

of the Production or entity of the Production and submitted with the Film Application.

## **INSURANCE**

A Certificate of Insurance including General Liability specifying “Corporation of the Town of Tillsonburg” as an Additional Insured and Cross Liability endorsement, Completed Products and Operations, Auto and Non-owned Auto coverage must be provided by the organizers at least 14 days prior to the event. Coverage shall include, but not be limited to: bodily injury, property damage, cross liability and contractual liability.

The Town of Tillsonburg might assist with insurance compliance through the corporate insurance for a nominal fee.

Minimum insurance requirements:

Simple Production - \$2,000,000

Standard Production - \$5,000,000

Production involving watercraft - \$5,000,000

Production involving aircraft - \$25,000,000

Large Production - to be determined based on requirements

The Corporation of the Town of Tillsonburg reserves the right to modify or request additional requirements based on each individual Film Permit Application.

## **FEES**

All applicable fees must be paid before a Film Permit will be issued. Cheques are to be made payable to the Town of Tillsonburg.

## **SPECIAL PRODUCTION REQUIREMENTS**

### **Notification**

The Producer(s) may be required to provide a written notification of the production to all affected area residents and businesses two weeks prior to production starting. The Town will be responsible, through the approval process, of notifying the Ontario Provincial Police (OPP), Fire & Rescue Services and Oxford County EMS.

### **Site Inspection**

Designated Town Staff will conduct a site inspection prior to the start of event to determine that all requirements for the event have been met. Should any deficiencies not be rectified within seven (7) business days or by the start of filming, the Town may, in its sole and absolute discretion, but acting reasonably, terminate the contract and rescind any previous approvals. The Production Company will be responsible for any costs as well as additional costs, incurred by the Town in terminating the contract.



## **Building Department Requirements: Permit**

Section 8(1) of the Building Code Act states: “No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefore by the Chief Building Official.”

A tent is considered a building under the definitions of the Ontario Building Code and therefore requires a building permit.

A tent or a group of tents is exempt from the requirement of a building permit and is exempt from compliance with the Ontario Building Code provided that the tent or a group of tents are:

1. Not more than 60 square metres (645 square feet) in aggregate ground area;
2. Not attached to a building; and
3. Constructed with more than 3 metres (9 feet) from other structures.

Where the distance between tents is less than 3 metres (9 feet), the tents will be considered as one tent for the purpose of determining the combined area.

## **Fencing and staking**

To avoid interference with underground utilities, a clearance certificate must be obtained from each utility (e.g. Hydro, Bell etc.) before installing fences, tents, poles or any digging. For all locates, contact Ontario One Call at 800.400.2255 or [www.On1Call.com](http://www.On1Call.com) a minimum 14 days prior to the scheduled start of production.

## **Emergency Services**

The Town of Tillsonburg will determine if any emergency services are required for the production. In an emergency the Director of Operations or designate, OPP, Fire & Rescue Services or Oxford County EMS may re-route or cancel any production for public safety.

## **Parking**

An assessment of available parking should be made in advance of the production and arrangements made to accommodate overflow parking if required.

## **Road Closures**

Requests for any road, sidewalk and/or parking lot temporary closures must be included with the *Film Permit Application* and be submitted at least 30 days prior to the scheduled production start for circulation and approval by the Town of Tillsonburg.

Temporary or Emergency road closures must be approved by Director of Operations and



## Development.

A detailed map must be submitted and include a layout/route of the proposed production on Town roadways, sidewalks or parking lots, as well as, a list of any barricades or traffic cones as requested.

All participants must obey all traffic and control signs, unless a police officer is present to control traffic.

Costs to setting up barricades, detours, signage, public notices etc. per Public Works Department requirements, may be the responsibility of the production.

## Propane Inspection

All equipment is subject to inspection and must conform to applicable regulations.

Propane cylinders must be secured and stored outside of tents or structures in a safe, ventilated location. All compressed gas cylinders must be stored in racks and tied securely.

## Fireworks and Pyrotechnics

All use of fireworks/pyrotechnics must be in compliance with the Federal Explosives Act and the Explosives Regulations and Town of Tillsonburg By-Law #4293 as amended. A Fireworks Permit application must be submitted by the production at least 21 days prior to the scheduled start of filming.

## Washrooms and Sanitary Facilities

The Production will be responsible for providing sufficient washroom and hand sinks if the location of the production does not have sufficient facilities for the crew. Accessibility must be considered when providing washrooms and hand sinks.

### Recommended Minimum Number of Toilets

Number of Crew	Minimum Number of Toilets	Minimum Number of Hand Basins
0 to 50	2	2
51 to 150	4	2



Film Permit Application

151 to 300	6	4
301 to 500	8	4
More than 500	10	6

## Noise

Noise, amplified and non-amplified, associated with productions may be regulated to ensure the success of the event while limiting the impact to residents.

**By-Law# 3002 as amended (#4255 according to Town website)**

## Garbage

The Production is responsible for all litter control, including regular removal of waste to maintain a sanitary environment.

After the Production, the organizer is responsible for all garbage collection, removal and for restoring the Town property to its original condition within 24 hours of wrap up.

Removal of dumpsters cannot take place between the hours of 11:00pm and 7:00am.

## Damages

All Town parks and facilities must be protected from damages and vandalism. Town staff will direct the Production regarding activities that may impact vulnerable areas.

The Production is responsible for any damages to Town property and facilities, and for staffing required for clean up after the production (i.e. litter pickup).

## Fire Department

The Tillsonburg Fire Department shall regulate all indoor and outdoor productions as it pertains to access for emergency vehicles, access to fire protection equipment, placement of road closure pylons, tents, production vehicles and equipment, as well as, the control of hazardous conditions dangerous to life and property.

If a Production includes cooking, tents, street closings or the discharging of fireworks, the Production must ensure that the applicable fire and life safety measures are taken as outlined herein.

If there is information that requires clarification, please contact the Tillsonburg Fire Department by phone at 519.688.3009 or by e-mail at [fire@tillsonburg.ca](mailto:fire@tillsonburg.ca).

## GENERAL REQUIREMENTS FOR PRODUCTIONS

*Film Permit Application*

To ensure the safety of the public, municipal staff and film crew, Productions are required to abide by the following general safety requirements:

- a) Waste material to be kept a distance of at least 3.0m from tents and exits of structures;
- b) Waste materials shall be kept in containers and removed daily. Dumpsters are to be emptied as often as necessary to ensure they do not overflow;
- c) Combustible materials shall be flame resistant (table cloths and covers are excluded);
- d) Production location, tents, trailers, stages, egress routes, etc. shall be minimum of 3.0m from flammable vegetation, unless lesser setback approved by the Chief Fire Official;
- e) Exits, aisles, and passageways shall not be blocked or their width obstructed in any manner. Widths will meet Ontario Building Code and Ontario Fire Code requirements;
- f) Roads for egress, ingress and emergency evacuation routes must be unobstructed;
- g) Access to buildings, fire hydrants and Fire Department Connections must be unobstructed; and
- h) All portable fire extinguishers must have valid monthly inspection & annual service tag.



## TENTS AND AIR SUPPORTED STRUCTURES

The following requirements are for all large tents and in part for smaller commercial tents where cooking and/or heating is to take place therein.

A Building Permit is required to erect a tent in excess of 60m<sup>2</sup> (645 ft<sup>2</sup>). The Permit is obtained from the Building Department, 10 Lisgar Avenue, Tillsonburg. The tent must meet Ontario Building Code (OBC) requirements.

An Approved Fire Safety Plan is required for tents, or groupings of tents, in excess of 30m<sup>2</sup> (322ft<sup>2</sup>). This Plan must address the foregoing and be posted in a conspicuous and easily accessible locations, near exits and cooking areas. Generic templates are available. Fire Safety Plans must be submitted for approval at least 10 business days prior to the event.

Portable fire extinguishers (minimum 2A-10BC rating) are required for non-cooking tents. All fire extinguishers provided shall be appropriate for the hazards present. Cooking activities may require a Class K or 40BC rated fire extinguisher. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months and that subsequent monthly checks have been completed by a competent person.

Exit signs are required for each designated exit. Commercially available card type signs may be acceptable when adequately illuminated.

Emergency lighting must be provided and maintained for any functions being held at night. The required emergency lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

Where a fire alarm is not provided in conformance with the Ontario Building Code or the Ontario Fire Code, a person must be employed for fire watch duty to patrol the area to ensure the means of egress are kept clear and to enforce the requirements of the approved Fire Safety Plan. This shall be done through a systematic series of tours through the identified structure. The person shall have a means to communicate with the occupants in the structure, the other person(s) employed to perform fire watch, and also to summon the fire department (9-1-1).

Smoking and the use of open flame devices is not permitted unless approved by the Chief Fire Official.

Only approved heating and cooking equipment may be used. Cooking in an enclosed tent, canopy or other similar structure is prohibited. Any canopy used to cover a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701 / 705 or Note 4 of Test Method 27.1 of the CAN 24.2 or CAN/ULC S-109. This equipment must not be located adjacent to exits or access to exits. These requirements apply to ALL sizes of tents.





## MOBILE FOOD SERVICE EQUIPMENT

Mobile Food Service Equipment (MFSE) is mobile equipment, whether or not permanently parked, containing propane or other hydrocarbon fired fuel cooking equipment and, if applicable, associated fuel storage. MFSE can be commonly known as, but not limited to, “Coffee Trucks,” “Chip Wagons,” “Hot Dog Carts,” and “Hamburger Carts.”

The fire and safety requirements contained herein, may not fully encompass requirements of the *Technical Standards and Safety Act 2000, S. O. 2000, c. 16, s.31* and the Regulations made under the Act, as well as, any Town of Tillsonburg Directors’ orders made regarding Mobile Food Service Equipment.

Mobile Food Service Equipment shall be located a minimum of 3.0m from all buildings, structures, vehicles, combustible materials and other Mobile Food Service Equipment.

## STREET CLOSING

All street closings must be in conformance with the requirements of the Town of Tillsonburg Public Works, Building and Fire Departments. The Fire Department will also review street closure requests to ensure that at minimum:

- 1) The barriers used, permit emergency vehicle access to the closed portion of the street;
- 2) All hydrants remain visible and are not obstructed in any manner, leaving at least a 3m radius around each hydrant;
- 3) A 6m wide emergency lane (fire route) shall be provided; and
- 4) All standpipe connections are visible and accessible.

## FUEL SAFETY

The following requirements for using hydrocarbon fuel fired equipment were established by the Technical Standards and Safety Authority (TSSA). The information herein should be used as a guide only and does not represent the full regulatory requirements of TSSA.

### Approval Requirements

Appliances and equipment using hydrocarbon based fuel must be approved by a testing organization recognized by the Province of Ontario, such as the Canadian Standards Association (CSA) and Underwriters Laboratories of Canada (ULC), to name two. Contact TSSA if there is a concern about an appliance approval.

### Safety Concerns

Common safety concerns associated with propane include:

- a) Equipment has not been maintained by a qualified and ticketed Registered Contractor;
- b) Cylinders do not have clearly marked test dates less than 10 years from current date;
- c) Inadequate clearances from heat sources to combustibles;



- d) Improperly supported and protected regulators, hose and piping;
- e) Unsecured cylinders (to be chained/mounted in upright position);
- f) Maximum hose length of 3.0m is exceeded;
- g) Unused piping and valve openings are not capped;
- h) Certified hose and hose assemblies are often not used; and
- i) The use of rubber and/or vinyl hose inside enclosures/trailers, etc. Piping or tubing must be used.

### **Fuel Containers for Gasoline and/or Diesel Power Generators**

Fuel containers shall have been built in conformance with one of the following Standards or Regulations:

- a) The Transportation of Dangerous Goods Regulations (Canada);
- b) CSA-8736, "Portable Containers for Gasoline and Other Petroleum Fuels;"
- c) ULC/ORD-C30, "Safety Containers."

All Approved containers shall be imprinted or labelled with the appropriate approving organization.

### **Rental Equipment & Accessories**

Where equipment is leased, rented or loaned to a person or production, the owner shall:

- a) Provide documentation affirming the equipment is in safe working condition and certified
- b) Provide adequate training/explanation to ensure the lessee is aware of the hazards of operation and the proper procedures to take when installing and using the equipment.

## **II. Equipment Users**

Where a person or organization intends to use propane, natural gas, or other hydrocarbon fueled equipment at a production, the person responsible shall:

- a) Ensure that equipment to be used is in safe working condition and meets the requirements of all applicable legislation (local and provincial);
- b) That the equipment is installed and operated in a safe manner;
- c) That all persons operating the equipment are trained in its safe use;
- d) That all persons operating the equipment are trained in the Emergency Procedures and of their duties under these procedures;
- e) Where equipment is to be used indoors, that specific permission for such use is gained from the Authority Having Jurisdiction (AHJ) unless approved for the use;
- f) Equipment must be certified for use by any one of the following agencies:
  - a. Canadian Gas Association (CGA)
  - b. Underwriters Laboratories of Canada (ULC)
  - c. Underwriters Laboratories Inc. (CUL or ULc)
  - d. Warnoch Hersey (WH)
  - e. Canadian Standards Association (CSA)
  - f. International Approval Services (IAS)



- g. TSSA Fuels Safety
- h. Any other testing agency approved by the Province of Ontario
- g) Special effects equipment which utilizes hydrocarbon fuel shall be properly engineered and approved for use prior to the event by the Authority Having Jurisdiction (AHJ).

Open flame construction heaters are NOT to be used to heat structures utilized at film productions.

## **ELECTRICAL SAFETY**

### **Electrical & Extension Cords**

All electrical cords utilized at production sites shall be CSA or ULC approved. Ensure that the cords are not frayed, damaged or pinched prior to use. A power bar with circuit breaker shall be utilized when multiple items are to be plugged in, so as not to create a hazard.

Extension cords shall have an intact ground and be listed for exterior use as applicable. Extension cords shall not be used in lieu of hard-wiring and shall not be used where they can be exposed to mechanical damage. Where it is necessary to place extension cords within pedestrian walkways, the cords shall be protected from damage at all times while in use. Where possible, extension cords shall be unplugged after each daily use.

### **Generators**

Generators and all other internal combustion engines shall be located minimum 6.0m from tents and air supported structures unless the generator is used exclusively for providing power to a specific tent. All engine-driven sources of power shall be separated from the public by barriers, such as physical guards, fencing or enclosures.

Fuel tanks should be filled to the capacity needed for uninterrupted operation during normal operating hours and refueling should only be conducted during non-operating hours. Any engine-driven source of power shall be shut down and surfaces cool to the touch prior to refueling from a portable container.

The exhaust from generators and other internal combustion engines shall be directed away from buildings including tents and air supported structures. Further, generators and other internal combustion engines shall be located a minimum of 3.0m from openings and air intakes, as well as, from any means of egress.

## **ROLES & RESPONSIBILITIES**

### **Facility Operators**

Facility operators shall:

- a) Ensure that the Production can be safely accommodated by the facility;
- b) Ensure that prospective users are made aware of all local requirements prior to the scheduled start of production;



- c) Ensure through an appropriate process that all safety/operational procedures are followed during production of an event; and
- d) Ensure that municipal equipment to be utilized throughout the production is done so according to the manufacturer's specifications.

### **Producers**

Producers shall:

- a) Ensure that crew members are aware of the rules and requirements for the production;
- b) Ensure that the fire safety plan (if required) for tents have been completed and submitted for approval to the fire department a minimum of ten (10) business days in advance of scheduled film start;
- c) Ensure that all crew have training in the fire safety plan, if required;
- d) Ensure that crew members have training in the operation of any fire protection equipment in the tent or structure of which they are working;
- e) Ensure that equipment to be utilized throughout the production is done so in accordance with the manufacturer's written specifications;
- f) Arrange for pre-event inspections as required;
- g) Ensure that all required safety/operator documentation, where applicable, is available for review by the Authority Having Jurisdiction; and
- h) That any applicable Town's Health & Safety and Contractor policies are followed.

### **CHECKLIST "D" – MOBILE FOOD SERVICE EQUIPMENT**

In addition the General Safety (Checklist "A") requirements, the following requirements apply to Mobile Food Service Equipment at a special event.

- No public seating permitted within the mobile food truck/trailer.
- Adequate clearance from buildings, structures, vehicles, other MFSE and any combustible with minimum clearance of 3.0m.
- Adequate fire department access routes and access provided.
- Adequate clearance provided for fire department access to fire hydrants and fire department connections.
- Verify portable fire extinguishers are installed and adequately serviced and inspected.
- Verify cleanliness and service date of exhaust and hood system(s), as per NFPA 96.
- Verify that appliances are protected by a listed fire extinguishing system. Ensure that the fire extinguishing system has been adequately serviced and inspected.
- Copy of ANNUAL TSSA Inspection Certificate to be available upon request.
- Clear accessible exit from the interior of the MFSE shall be maintained at all times.



*Film Permit Application*

- Canopies covering cooking equipment shall be certified to NFPA 701/705 or Note 4 of Test Method 27.1 of CAN 24.2 or CAN/ULC S-109.

**The Town of Tillsonburg requests to be recognized within the production credits as a location of filming.**

**Town of Tillsonburg | 10 Lisgar Ave. | Tillsonburg, Ontario | N4G 5A5 | (519)-688-3009**



# Filming in Tillsonburg

## Production Company's Checklist and Information

Thank you for choosing Tillsonburg! We are here to assist you with your production. Here are some helpful reminders when filming in Tillsonburg:

### Have you completed the Town of Tillsonburg Production Information Sheet and included the appropriate fees?

- If you are filming on public space of any kind (roadways, parks, parking lots, libraries, etc) a permit is required (cost: **\$100** plus HST)
- **\$100** plus HST Administration Fee is required for each additional day of filming or request.
- **NOTE:** if you are filming on **private property** and not utilizing municipal property, (including all associated crew and vehicles), Filming Permits are not required.

### Have you provided the Town with your security deposit cheque of **\$1,000**

- If filming in Tillsonburg multiple times in the same year, the Town holds the deposit until year end. The deposit is required 5 business days prior to filming.

### Have you purchased insurance and forwarded us the most recent copy?

- The Town of Tillsonburg (and Oxford County, if applicable) must be listed as additional insured on your Certificate of Insurance (**Minimum of \$5 million liability**).

### Do you require the Tillsonburg branch of the Ontario Provincial Police (OPP)?

- All costs associated with services provided by the OPP (such as Paid Duty Officers) are the responsibility of the Production Company.
- OPP Contact: Paid Duty Coordinator, 90 Concession St E, Tillsonburg, ON N4G 4Z8.  
Telephone: (519) 688-6540

### Will you be using Special Effects (fireworks, gunshots, etc)?

Please contact our office early in your process to ensure we can arrange for the appropriate approvals and/or by-law exemptions.

### Have you prepared and circulated a notice to all business owners and residents in the area you are filming?

- For film projects impacting businesses and residential properties, public notices are required. Delivery of notices must be done a minimum of 14 **days** prior to filming commencing and are the responsibility of the Production Company. All notices must be approved by the Town of Tillsonburg prior to delivery. Contact us for a template.

### Have you filled out the Parking Permit Application? This is required anytime you will be utilizing parking on Town property (Municipal Streets, Parking Lots, and Parks).

- The Production Company is responsible for monitoring the on-street and off-street parking spaces to ensure that they are clear of parked vehicles well in advance of filming and other associated production film area(s).

- Town of Tillsonburg Transportation Contact:

**Mr. Richard Sparham**

Manager of Public Works

20 Spruce St,

Tillsonburg, ON N4G 4Y5

Tel: 519-688-3009 ext. 4420

E-mail: [rsparham@tillsonburg.ca](mailto:rsparham@tillsonburg.ca)

### Do you require permission from any other Agencies? (examples and contacts below)

Our staff is happy to assist you in gaining approvals – Lights! Camera! Action! – Tillsonburg!

- **Tillsonburg BIA**

Mr. Mark Renaud, Executive

Director

Tel: 519-550-3780

Email: [m.renaud@tillsonburgbia.ca](mailto:m.renaud@tillsonburgbia.ca)

Website:

[www.downtowntillsonburg.com](http://www.downtowntillsonburg.com)

E-mail: [gvanhaelewyn@tillsonburg.ca](mailto:gvanhaelewyn@tillsonburg.ca)

Website: [www.tillsonburg.ca/business-and-development/](http://www.tillsonburg.ca/business-and-development/)

- **Tillsonburg Fire and Rescue Services**

Mr. Shane Caskanette, Fire Chief

Tel: 519-688-3009, ext. 4900

E-mail: [scakanette@tillsonburg.ca](mailto:scakanette@tillsonburg.ca)

Website: [www.tillsonburg.ca/living-here/fire-and-emergency-services](http://www.tillsonburg.ca/living-here/fire-and-emergency-services)

**Tillsonburg Hydro Inc.**

10 Lisgar Ave

Tillsonburg, ON N4G 5A5

Phone: (519) 688-3009

**Email: [info@tillsonburghydro.ca](mailto:info@tillsonburghydro.ca)**

**Oxford County**

Mr. Mike Amy, Facilities Supervisor

Tel: 519-539-9800

Email: [mamy@oxfordcounty.ca](mailto:mamy@oxfordcounty.ca)

- **Tillsonburg Building Services**

Mr. Geno Vanhaelewyn

Chief Building Official

Tel: 519-688-3009, ext. 4601

**HELPFUL INFORMATION:****Example Costs for a standard Filming Permit Application:**

- A Film Permit Application including a schedule of dates, times, and locations (see Example Time Schedule below). **Cost: \$100**
- Administration fee of **\$100 plus HST**
- **\$1,000 per Million of production budget** certified cheque as a Security Deposit. This cheque will be held until the project has been completed and verified by Town Staff. Cheque is made out to **The Town of Tillsonburg.**

**Note:** There may be additional costs associated with permits based on individual permit requirements, as noted above and may include parking spaces, rental fees and municipal work (road closures, clean up, etc).

**Example Filming Schedule to be submitted to Municipality:**

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Start Time</b>	<b>End Time</b>
Monday, June 5, 2019	Brock Street – Tillson to Broadway	Initial set-up	7pm	7am
Tuesday, June 6, 2019	Brock Street – Tillson to Broadway	Filming	7am	6pm
Wednesday, June 7, 2019	Brock Street – Tillson to Broadway	Strike of set	6pm	4am

Any additional questions? Please contact:

**Cephas Panschow, Development Commissioner**

Town of Tillsonburg, Economic Development Office

55 Brock St

Tillsonburg, ON N4G1Z7

Telephone: 519-688-5651

Email: [cpanschow@tillsonburg.ca](mailto:cpanschow@tillsonburg.ca)

Website: [www.tillsonburg.ca/town-hall/departments/economic-development](http://www.tillsonburg.ca/town-hall/departments/economic-development)



**Potential Municipal Film Locations**

<b>Location</b>	<b>Address</b>	<b>Notes</b>
Annandale National Historic Site and Museum	30 Tillson Ave	Staff says film scouts love Annandale NHS's inlaid floors, painted ceilings, ornate wallpaper and separated areas that can be used as holding spaces. However, scouts also say the rooms are too small for what they need – with mounted mirrors over the fireplaces that cannot be removed.
Lake Lisgar/Gibson House	24 Concession St E	Present facilities include fountains, a gazebo, a clubhouse for the rowing club and boardwalks. The site provides visually attractive natural scenery in a small urban setting with wildlife, walkers and fishing enthusiasts readily available.
Tillsonburg Community Centre	45 Hardy Ave	Has both swimming pool and 2 in-door ice rinks which could be utilized for many sport-related production scenes.
Tillsonburg Municipal Water Reservoir		North of Tillsonburg, just west of Highway #19. These types of facilities often offer the "technical facility" backdrop required for some productions.
Tillsonburg Regional Airport	244411 Airport Rd	The Airport offers the intimacy required by many film productions, has the Harvard Club for specific period pieces, and can be manipulated in many ways because of its rural location - to fit the needs of a wide variety of film projects.
Lake Lisgar Waterpark	8 Ross St	Waterpark is visually attractive and offers a controlled atmosphere for productions.
Rotary Clock Tower	Located on the southwest corner of Broadway and Bridge St (across from Town Centre Mall).	The Rotary Clock Tower location is a focal point which is often desirable for critical scenes in productions.
Participark Railroad Trestle	Located between Venison St and Quartertown Line (south of St. Mary's Roman Catholic Church).	The bridge, trail and park offer many different angles for a production - without having to trot equipment all over the place.
J.L. Scott McLean Outdoor Rink & Basketball Court	45 Hardy Ave	The duality of this location can accommodate various sport-themed productions.
Kinsmen Participark/Trans Canada Trail	55 Concession St W	The location offers many natural scenic views.
Pioneer Cemetery	13 Cedar St	Many of the original markers and monuments with their surviving inscriptions remain. A wrought iron fence now surrounds the property.
Cenotaph	200 Broadway	The cenotaph is located in front of the current Town Centre Mall and has not moved from its original location in front of the old Town Hall for the Town of Tillsonburg. It was first unveiled November 11, 1929 as a monument to the Great War.

**Subject: 2025 Fees By-law Update****Report Number:** FIN 24-051

Department: Finance Department

Submitted by: Renato Pullia, Interim Director of Finance / Treasurer

Meeting Type: Council Meeting

Meeting Date: Monday, October 21, 2024

**RECOMMENDATION**

THAT Council receives report FIN-24-051 2025 Fees By-law Update; and

THAT a By-Law to provide a schedule of fees for certain municipal applications, services, and permits for 2025 be brought forward for Council consideration.

**BACKGROUND**

Sec. 391(1) of the Municipal Act, 2001, c.25, authorizes a municipality to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control. 2006, c. 32, Sched. A, s. 163 (1).

Sec. 391(2) allows that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time.

Sec. 391(3) also allows that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

Further, at its November 27, 2023 meeting, Council passed the following resolution:

**Resolution # 2023-566****Moved By:** Mayor Gilvesy**Seconded By:** Councillor Parsons

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

- A. THAT Council receives report FIN 23-32 - 2024 Updated Rates and Fees; and
- B. THAT, where other than prohibited by Legislation or set by another legislative body, all rates and fees set annually under the control of the Town be increased by a minimum of the consumer price index applied to wages or higher as warranted, to reflect the increase in costs of delivering such services, but excluding the following fees:
  - 1. infant graves;
  - 2. taxi rates; and
- C. THAT a By-Law to provide a schedule of fees for certain municipal applications, services, and permits be brought forward for Council consideration at the next meeting of Council; and
- D. THAT staff be directed to prepare a report to include a non-resident surcharge for services & programs offered at the Tillsonburg Community Centre.

**DISCUSSION**

Annually, staff review the fees charged by the Town to ensure fees reflect current costs to deliver the respective service.

In keeping with the aforementioned resolution, fees that are under the control of the Town have been increased by a minimum of 3.08%, being the rate of CPI calculated for the Town for 2025. Staff have also reviewed opportunities where fees could be expanded to diversify the Town's revenue mix, a process that will continue as part of developing a financial sustainability plan.

This report is before Council at this time to adopt the by-law earlier, to inform both the 2025 budget revenues and the Recreation Winter Guide, while also providing additional time to adjust our systems prior to a Jan 1<sup>st</sup> implementation.

To note, the Building Department is currently undertaking a formal fee study, the results of which may require a future amendment to Schedule and By-law. As a result, Building permit fees have not changed for now.

The proposed changes to all fees, including new fees, are identified by reviewing the percentage (%) change column. The non-controlled Town fees are shown as information for the public and Council.

It is ideal that this revised fee structure be approved and take effect as of January 1, 2025. Staff is seeking Council's approval of all fees and charges listed in the column entitled "Proposed 2025 Fee".

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

**CONSULTATION**

All departments have been asked to review the fees and charges associated with the services they provide for reasonableness and to consider any new services that may warrant a user fee or charge.

**FINANCIAL IMPACT/FUNDING SOURCE**

With the inflationary factor applied across all fees, assuming the same volume of activity, the increase in fee revenue would be approximately \$400K, and is being incorporated into the draft 2025 budget. The risk of not adopting the amended fees and charges would be a loss in revenue expected for cost recovery from direct users that would otherwise become part of the general tax levy.

**CORPORATE GOALS**

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

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

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

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

**Strategic Direction** – N/A

**Priority Project** – N/A

**ATTACHMENTS**

1. Appendix A – 2025 Fee Schedule

# Town of Tillsonburg

## 2025 Fees Schedule

By-law 2024-xxx, Schedule A

Effective January 1, 2025

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## Town-Wide

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Town-wide</b>					
Photocopying/ Printing double sided	0.65	0.68	4.62%	HST	
Photocopying/ Printing single sided	0.55	0.57	3.64%	HST	
Rzone Appeal	50.00	50.00	0.00%	Exempt	Set per policy.
Register Document on Title	317.00	327.00	3.15%	Exempt	
Remove/Release Document from Title	317.00	327.00	3.15%	Exempt	
Title Search	85.00	88.00	3.53%	Exempt	
OPP False Alarm	200.00	207.00	3.50%		per incident, set by Fees by-law per By-law 2021-037
OPP False Alarm - appeal fee	45.00	-	0%		Appeals removed by By-law 2023-019

## Clerk

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Clerk Issued Documents -Licences</b>					Refer to Town Business Licence Bylaw for definitions and requirements for Clerk Issued Licences.
<b>Business Licence</b>					
New Business	153.00	158.00	3.27%	Exempt	Schedule V Part VI (ETA)- Exempt
Home occupation Business	153.00	158.00	3.27%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>Business Licence per year</b>					
Auctioneer Licence	222.00	229.00	3.15%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Licence - renewal	74.00	77.00	4.05%	Exempt	
Pawnbroker Licence - new	222.00	229.00	3.15%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Security Deposit - refundable	2,000.00	2,000.00	0.00%	Exempt	Fee prescribed by Pawnbrokers Act, s. 6 at \$2,000
Vending/Salesperson Licence	222.00	229.00	3.15%	Exempt	Schedule V Part VI (ETA)- Exempt
Food Vending Licence	222.00	229.00	3.15%	Exempt	Schedule V Part VI (ETA)- Exempt
Event Organizer Licence	222.00	229.00	3.15%	Exempt	Charge does not apply to not for profit organizations
<b>Marriages</b>					
Marriage Licence	148.00	153.00	3.38%	Exempt	Schedule V Part VI (Excise Tax Act (ETA))- Exempt
Marriage Ceremony - Council Chambers	285.00	294.00	3.16%	HST	In Council Chambers during business hours.
Marriage Ceremony - Other Location (plus applicable mileage)	343.00	354.00	3.21%	HST	Within Town limits - outside Town limits subject to mileage.
Witness if required	32.00	33.00	3.13%	HST	Two witnesses are required for each ceremony.
<b>Other</b>					
Burial Permits	27.00	28.00	3.70%	Exempt	Schedule V Part VI (ETA)- Exempt
Commissioner of Oaths	32.00	33.00	3.13%	Exempt	Not applicable to Pension applications and Bankruptcy forms.
Freedom of Information Request (FOI) - Application Fee	5.00	5.00	0.00%	Exempt	Initial fee; Costs to fulfill request may apply, per S. 45(1) of MFIPPA.

## By-law, Building, Planning

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Animal Control</b>					
Boarding Fee Cat	25.00	25.00	0.00%	HST	As per Animal Control Contract
Boarding Fee Dog	25.00	25.00	0.00%	HST	As per Animal Control Contract
Call out fee for service	115.00	115.00	0.00%	HST	As per Animal Control Contract
Euthanasia and Disposal - Cat	60.00	60.00	0.00%	HST	As per Animal Control Contract
Euthanasia and Disposal - Dog	80.00	80.00	0.00%	HST	As per Animal Control Contract
Live Trap Placement	115.00	115.00	0.00%	HST	As per Animal Control Contract
Muzzle Order Appeal	264.00	273.00	3.41%	Exempt	
Dangerous or Muzzle Dog Licence	106.00	110.00	3.77%	Exempt	Excise Tax Act Schedule V Part VI
<b>By-law Enforcement</b>					
Invoice admin processing fee	317.00	327.00	3.15%	HST	
Issue Order	211.00	225.00	6.64%	Exempt	Schedule V Part VI (ETA)- Exempt
Title Corporate Search	50.00	52.00	4.00%	HST	
Registration or Discharge Order on Title (per registration/discharge)	300.00	310.00	3.33%	HST	
Registered Mail	Actual Cost	Actual Cost		Exempt	
By-law Enforcement Officer hourly rate (one hour min)	49.00	51.00	4.08%	Exempt	
By-Law Enforcement Supervisor hourly rate (one hour minimum)	58.00	60.00	3.45%	Exempt	
Execute Search Warrant	528.00	545.00	3.22%	Exempt	
Locksmith Service	Cost + 15%	Cost + 15%		HST	
Re-issuance of Permit/License/Document	58.00	60.00	3.45%	Exempt	Schedule V Part VI (ETA)- Exempt
Fortification By-Law Exemption Application - single family dwelling or not-for-profit	164.00	170.00	3.66%	Exempt	
Fortification By-Law Exemption Application - Multi-Residential, Commercial, Industrial	433.00	447.00	3.23%	Exempt	
Property Standards - Issuance of Certificate of Compliance ( Residential - per unit)	111.00	115.00	3.60%	HST	
Property Standards - Issuance of Certificate of Compliance (Commercial - per unit )	120.00	124.00	3.33%	HST	
Property Standards - Issuance of Certificate of Compliance (Industrial/Institutional - per unit )	27.00 per 92.9 sq.metre (1000 ft2) of building area 200.00 minimum	28.00 per 92.9 sq.metre (1000 ft2) of building area 207.00 minimum	3.70%  3.50%	HST	
Property Standards - Issuance of Certificate of Compliance (vacant and/or derelict	111.00	115.00	3.60%	HST	
Property Standards Appeal	450.00	464.00	3.11%	Exempt	
Superior Court Judge - Appeal Property Standards Decision	450.00	464.00	3.11%	Exempt	
Noise By-Law Exemption Permit - Minor	400.00	413.00	3.25%	Exempt	
Noise By-law Exemption Permit - Major	425.00	439.00	3.29%	Exempt	
<b>Building - Fees</b>					
Building - photocopies - larger than ledger	3.25	4.00	23.08%	HST	
Building Certificate	60.00	62.00	3.33%	Exempt	Schedule V Part VI (ETA)- Exempt
Building Certificate - urgent request - 5 business days or less	80.00	83.00	3.75%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - amend existing permit	64.00	66.00	3.13%	Exempt	
Permit Review Fee (per hour) - major amendment to existing permit	64.00	66.00	3.13%	HST	Per hour fee to review major changes to existing permit(s) in accordance with By-Law 3198
Chief Building Official hourly rate (one half hour minimum)	85.00	88.00	3.53%	Exempt	
Deputy Chief Building Official hourly rate (one half hour minimum)	66.00	69.00	4.55%	Exempt	
Building Inspector (one hour minimum)	60.00	62.00	3.33%	Exempt	
Building Enforcement Supervisor (one hour minimum)	60.00	62.00	3.33%	Exempt	



By-law, Building, Planning

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Building - Permit Fees</b>					Fees in this section are per the Building Code Act, 1992, SO 1992, c 23. As legislatively required, a formal fee study is underway. No inflation added for 2025 as further update to be brought to Council on completion of fee study.
Residential – New Low Density - Single Detached & Townhouses	Minimum permit fee \$2,500.00, Maximum permit fee \$5,000.00 OR \$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	Minimum permit fee \$2,500.00, Maximum permit fee \$5,000.00 OR \$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt.
Residential – Mobile Homes, Low Density, Medium Density, Additions, Alterations, etc.	\$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential – New	\$140.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Major Alterations/Renovations/Additions (> 100,000)	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Minor Alteration/Renovations/Additions (\$100,000 or less)	\$275.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$275.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Decks, Sheds, Accessory Buildings, Pools, etc.	\$140.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	\$140.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Part 9 Residential Demolition	140.00	140.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Demolition – all others	550.00	550.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Water Connection, Sewer Connection or repair	140.00	140.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Change of Use Permit (no construction)	270.00	270.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Conditional Permit Agreement	270.00	270.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Alternative Solution Review (Fee + Cost of Peer Review)	540.00	540.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Occupant Load Inspection Analysis & Report (per hr, one hr minimum)	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
AGCO Agency Approval	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Re-inspection	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Issue Order	200.00	200.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Transfer Permit	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Construction w/o Permit	Double the initial permit rate	Double the initial permit rate		Exempt	Schedule V Part VI (ETA)- Exempt

## By-law, Building, Planning

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Signs</b>					
Permit fees - signs - permanent	a) \$106.00 first \$1,000.00 of estimated value of construction plus b) \$7.50 per each additional \$1,000.00 or part there of	a) \$106.00 first \$1,000.00 of estimated value of construction plus b) \$7.50 per each additional \$1,000.00 or part there of	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, Part of Fee Study
Permit fees - signs - mobile	40.00	42.00	5.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - sign - construction/placement without a permit	double initial permit fee	double initial permit fee		Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Minor Variance - Director Approval	350.00	361.00	3.14%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Major Variance - Council Approval	500.00	516.00	3.20%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Appeal Application	350.00	361.00	3.14%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - after the fact	1.5 the initial application rate	1.5 the initial application rate		Exempt	
Sign Removal - General	132.00	137.00	3.79%	HST	per sign
Sign Removal - Mobile Sign	375.00	387.00	3.20%	HST	
Sign Removal - Posters	27.00 each + cost to repair any damage to public property	28.00 each + cost to repair any damage to public property	3.70%	HST	
Sign Removal - Temporary Signs	27.00	28.00	3.70%	HST	each sign
Sign Removal - A-Frame/Sandwich Board/Sidewalk Signs	106.00	110.00	3.77%	HST	each sign
Sign Removal - Banner Sign	275.00	284.00	3.27%	HST	each sign
Permit fees - temporary buildings	2,110.00	2,175.00	3.08%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - transfer of permit	69.00	69.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, Part of Fee Study
<b>Building Licences</b>					
Taxi Cab Driver's Licence	35.00	35.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, No increase per Council Resolution
Taxi Cab Owner Stand	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, No increase per Council Resolution
Taxi Cab Owner Licence	50.00	50.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, No increase per Council Resolution
Taxi Cab Vehicle Licence	65.00	65.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, No increase per Council Resolution
Group Transportation Owner Licence	53.00	55.00	3.77%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Drivers Licence	37.00	39.00	5.41%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Vehicle Licence	80.00	83.00	3.75%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Vehicle Licence Renewal	53.00	55.00	3.77%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Driver's Licence	69.00	72.00	4.35%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Owner Licence	74.00	77.00	4.05%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Vehicle Licence	76.00	79.00	3.95%	Exempt	Schedule V Part VI (ETA)- Exempt
Kennel - new	125.00	129.00	3.20%	Exempt	Schedule V Part VI (ETA)- Exempt
Kennel - renewal	125.00	129.00	3.20%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>Planning &amp; Development</b>					
Cash-in-lieu of parkland (low density residential consents)	8,000.00	8,250.00	3.13%	Exempt	Per Section 42.1 of the Planning Act - Up to 5% of lot value for residential & 2.5% for commercial - based on 160k residential lot
Planning Application - Minor Variance	1,318.00	1,835.00	39.23%	Exempt	As per Planning Fee Study
Planning Application - Minor Variance - after the fact	2,636.00	3,670.00	39.23%	Exempt	
Planning Application - Site Plan - Minor	686.00	790.00	15.16%	Exempt	As per Planning Fee Study
Planning Application - Site Plan - Minor - after construction	1,371.00	1,580.00	15.24%	Exempt	
Planning Application - Site Plan - Major	1,687.00	1,739.00	3.08%	Exempt	
Planning Application - Site Plan - Major - after construction	3,374.00	3,478.00	3.08%	Exempt	
Planning Application - Site Plan - Amendment Application	712.00	734.00	3.09%	Exempt	

## By-law, Building, Planning

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
Planning Application - Site Plan - Amendment Application after-the-fact	1,424.00	1,468.00	3.09%	Exempt	
Site Plan Application - 3rd & subsequent submissions	712.00	734.00	3.09%	Exempt	
Site Plan Agreement Administration Fee (includes registration on title)	712.00	734.00	3.09%	Exempt	
Planning Application - Zone Change- prior to use	1,793.00	2,590.00	44.45%	Exempt	As per Planning Fee Study
Planning Application - Zone Change- after use has occupied	3,585.00	5,180.00	44.49%	Exempt	
Planning Application - Zoning - Removal of (H)	317.00	350.00	10.41%	Exempt	
Subdivision Certificate	100.00	104.00	4.00%	Exempt	
Zoning Certificate	58.00	60.00	3.45%	Exempt	Schedule V Part VI (ETA)- Exempt
Zoning Certificate - urgent request - less than 5 business days	80.00	83.00	3.75%	Exempt	
Civic Addressing - Readdressing	143.00	148.00	3.50%	Exempt	
Land Division (severance) Clearance Letter	80.00	83.00	3.75%	Exempt	
Severance Agreement	1,477.00	1,523.00	3.11%	Exempt	
Planning - Preserving Agreement Administration fee	2,109.00	2,174.00	3.08%	HST	
Subdivision Agreement Administration Fee	2,320.00	2,392.00	3.10%	HST	
Subdivision Drawing Review Fee (per lot) - 1st and 2nd submission	132.00	137.00	3.79%	Exempt	
Subdivision Drawing Review Fee (per lot) - 3rd submission & thereafter	70.00	73.00	4.29%	Exempt	
Engineering Inspection Fee	225.00	232.00	3.11%	Exempt	To cover staff & vehicle time (roughly 2.5 hours)
Storm Water Management Pond Review	686.00	708.00	3.21%	HST	
Storm Water System Development Review	600.00	619.00	3.17%	HST	Part of Consolidated Linear Infrastructure – Environmental Compliance Approval
Storm Water Application to Connect Review (Infill only)	-	78.00	New	Exempt	per Service
Storm Water Consolidated ECA Storm sewers including appurtenances	-	1,237.00	New	Exempt	
Storm Water ECA Inspections	-	1.50%	New	Exempt	Percentage of development securities for storm infrastructure
Connection to existing sewer (sewer depth 0-3 metres)	-	Actual Cost 6,700.00 Minimum	New	Exempt	If work completed by owner's contractor, amount collected as security deposit
Connection to existing sewer (sewer depth >3 metres)	-	Actual Cost 9,800.00 Minimum	New	Exempt	If work completed by owner's contractor, amount collected as security deposit
Encroachment Agreement Fee	1,690.00	1,743.00	3.14%	Exempt	Schedule V Part VI (ETA)- Exempt
Encroachment Permit Fee	50.00	52.00	4.00%	Exempt	a more realistic estimate of staff time
Easement Research Request	153.00	158.00	3.27%	Exempt	
Utility Authorization Permit Review	100.00	104.00	4.00%	Exempt	This involves review of the utilities'/proponents' proposal, site visit etc.
Engineering Certificate Request	153.00	158.00	3.27%	Exempt	

## Finance

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Finance - Taxes</b>					
Addition to the Tax Roll - Cost Recovery + 25%	25% of AR invoice amount	25% of AR invoice amount		Exempt	Unpaid AR invoices added to the tax roll
Mortgage Billing Fee	11.00	12.00	9.09%	Exempt	per roll number/per billing
New Account Fee	32.00	33.00	3.13%	Exempt	
Past Due Notice Fee	6.00	7.00	16.67%	Exempt	
Payment Redistribution	16.00	17.00	6.25%	Exempt	
Payment Refund Administration Fee	27.00	28.00	3.70%	Exempt	
Tax Bill reprint	11.00	12.00	9.09%	Exempt	
Tax certificate	58.00	60.00	3.45%	Exempt	
Tax receipt	11.00	12.00	9.09%	Exempt	
Tax Sale Procedure service costs	25% of direct RealTax costs	25% of direct RealTax costs		Exempt	Tax Sale Registrations are handled by Realtax Recovery Specialists.
Tax Statement	11.00	12.00	9.09%	Exempt	Charge for paper copy only

## Fire

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>Fire</b>						
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 1st Offence	1/2 Current MTO Rates	1/2 Current MTO Rates		Exempt	Per Incident	First Offence 50% of Regular MTO Rates
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 2nd and any additional Offence	Current MTO Rates	Current MTO Rates		Exempt	Per Incident	2 Apparatus response
False Alarm Response Fee - Work is being performed on a fire alarm system and the owner fails to notify Fire Department or alarm company and the alarm company reports the alarm to fire department.	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	Each incident based on 2 Apparatus response
False alarm response fee, when failure to maintain systems results in a preventable response		2 x Current MTO Rates	New	Exempt	Per Incident	This fee is charged when failure to maintain systems results in a preventable response
Motor Vehicle Accident / Vehicle Fire Response Fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee is charged to the registered owner of the vehicle and divided equally between all parties involved in the incident. The owners are encouraged to submit invoice to their insurer for payment.
Motor Vehicle Accident or Vehicle Fire Response fee on a Provincial Highway	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee will be charged to the Ministry of Transportation for all vehicle accident or vehicle fire related services that occur on provincial highways.
Natural Gas Leak Response Fee - Caused by an individual or company	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour + materials	This fee is chargeable to the property owner or contractor where the fire department responds to a gas line strike and determines the incident is caused directly by a person or company.
Hazardous Materials Response fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee is charged to the person or company in control of a Hazardous Materials that release resulting in a response by the Fire Services.
Fire Watch or Stand By Authorized by the Fire Chief	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour	This fee is charged to the property owner or insurer for fire services to provide watch or stand by at a fire event or to maintain scene security after a fire or where in the opinion of the fire chief a fire may occur or where fire protection systems are not functioning properly.
Violation of Conditions of Burn Permit - 1st and any additional Offence	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	This fee is charged when complaint is received and property owner is in violation of burn permit conditions.
Open Air Burning -Illegal/Unauthorized Fire	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	This fee is charged to property owner when complaint is received and open air burn is in violation of Town By-law regulations.
Fee for expenses Incurred by Fire Services for equipment, expertise, or materials required to mitigate an incident including but not limited to heavy equipment, speicized equipment, tow trucks, foam, engineers, absorbant etc. 15% Administrative Fee Applies	Actual Cost	Actual Cost		Exempt	Per Incident	This fee is charged to the insurance company of the registered owner of a property, otherwise the registered owner of the property where in the opinion of the fire chief or his designate it is necessary to employ heavy equipment to extinguish a fire or protect adjacent properties from the spread of fire.
Administrative fee for MTO - ARIS Owner / Contact Information Search	\$53 + hourly time	55.00 + hourly time	3.77%	HST	Per Incident	Fee added to the hourly fire department response charge any time that the fire department is required to access the MTO ARIS database.
Fee for Fire Department Incident Report	150.00	155.00	3.33%	HST	each	Fee for copy of Incident Report
Fee for Fire Department Investigation Report	259.00	267.00	3.09%	HST	each	Fee to provide Fire Investigation reports
Fee for Fire Department File Search for Outstanding Orders / Inspection Reports / Incident Reports	135.00	140.00	3.70%	HST	per request	
Fee Fire Department Request Fire Code Inspection - Commercial, Industrial, or Institutional building less than 930m2 (10,000 sq.ft.)	280.00	289.00	3.21%	HST	each	OBC Classification A, B, D, E & F. Residential (OBC C) listed separately.

## Fire

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Fee for Fire Department Request Fire Code Inspection Each additional 185m2 (2,000 sq.ft.) in a Commercial, Industrial or Institutional building	40.00	42.00	5.00%	HST	each	New fee for additional area over base fee
Fee Fire Department Request Fire Code Inspection a Residential building up to and including 4 suites or apartments	280.00	289.00	3.21%	HST	each	OBC Classification C. Separated from other occupancies.
Fee Fire Department Request Fire Code Inspection each additional suite or apartment over base fee	40.00	42.00	5.00%	HST	each	New fee for additional unit(s). Fee per apartment over base fee.
Fee Fire Department Request Fire Code Inspection of a licensed Occupancy excluding a daycare	280.00	289.00	3.21%	HST	each	Inspection fee
Fee Fire Department Request Fire Code Inspection of a Daycare Facility	106.00	110.00	3.77%	HST	each	Inspection fee
Fee for Fire Department Request to Conduct Verification of Vulnerable Occupancy Fire Drill Scenario	280.00	289.00	3.21%	HST	each	Fee for Vulnerable Occupancy fire drills
Fee to Conduct Business License Inspection	106.00	110.00	3.77%	Exempt	each	Inspection fee
Fee for Re-Inspections if Violations not Remedied	280.00	289.00	3.21%	HST	each	Fee for subsequent follow-up inspection required when fire code violations are not corrected.
Residential Smoke or Carbon Monoxide Alarm provided to a resident per alarm	65.00	68.00	4.62%	HST	each	Fee for response to residential alarms and providing Smoke or CO alarms to ensure Fire Code Compliance
Fire Department approval of a Demolition Permit issued by the Building Department.	143.00	148.00	3.50%	HST	each	Fee for Fire Service to review and approve Demolition Permits through Building Department.
Fee to review an application for a licence to sell Consumer Fireworks (F.1) including a site inspection and review of Fire Safety Plan	227.00	234.00	3.08%	HST	each	Fee to review and inspect Fireworks Safety plan and site
Fee to Review Fireworks Display Application (F.2) Event	160.00	165.00	3.13%	HST	each	Town of Tillsonburg sponsored events exempt from this fee.
Fee to Review Licence to Conduct a Pyrotechnics (F.3) Display Application, Safety Plan Review, Site Plan Inspection	232.00	240.00	3.45%	HST	each	Town of Tillsonburg sponsored events exempt from this fee.
Fee for Open Air Burn Permit	80.00	83.00	3.75%	HST	each	Fee to issue burn permits
Fee to Review Fire Safety Plan	132.00	137.00	3.79%	HST	each	Fee to review Fire Safety Plans
Fee to Review, Approve a Level 1 Risk Management Plan for TSSA Licence for Propane Storage	370.00	382.00	3.24%	HST	each	Fee to review Level 1 TSSA Risk Management Plans
Fee to Review, Approve Level 2 Risk Management Plan for TAAS Licence for Propane Storage, plus actual costs to retain a 3rd part engineer or other firm if required.	844.00	870.00	3.08%	HST	each	Plus actual costs to retain a 3rd party engineer or other firm if required.
Fee for Fire Safety Training, plus cost of materials	127.00	131.00	3.15%	HST	per hour	Plus cost of materials
Fee for Fire Extinguisher Training (Theory)	127.00	131.00	3.15%	HST		Max 20 students
Fee for Fire Extinguisher Training (Practical with Burn Prop)	227.00	234.00	3.08%	HST		
Fee to Recharge SCBA Breathing Cylinder	37.00	39.00	5.41%	HST	per cylinder	Excludes customers with special agreement
Rental of Training Room (excluding town emergency services)	248.00	256.00	3.23%	HST	per day	

## Tillsonburg Community Centre

Programs	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>Community Centre - Aquatics</b>						
Water Fitness - 10 passes	65.40	67.50	3.21%	HST	10 passes	User Fee Surcharge (UFS) applicable
Land Fitness - 10 passes	65.40	67.50	3.21%	HST	10 passes	UFS applicable
Land Fitness (1/2 hour class) - 10 passes	32.70	33.80	3.36%	HST	10 passes	
Water Fitness - 20 passes	105.60	108.90	3.13%	HST	20 passes	UFS applicable
Land Fitness - 20 passes	105.60	108.90	3.13%	HST	20 passes	UFS applicable
Land Fitness (1/2 hour class) - 20 passes	52.90	54.60	3.21%	HST	20 passes	
30 minute Swimming Lesson	7.80	8.10	3.85%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
45 minute Swimming Lesson	8.30	8.60	3.61%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
60 minute Swimming Lesson	8.70	9.00	3.45%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
Bronze Star	71.20	73.40	3.09%	HST	per course	UFS applicable
Bronze Medallion	88.50	91.30	3.16%	HST	per course	UFS applicable
Bronze Cross	88.50	91.30	3.16%	HST	per course	UFS applicable
First Aid	112.00	115.50	3.13%	HST	per course	UFS applicable
First Aid Recert	78.40	80.90	3.19%	HST	per course	UFS applicable
National Lifeguard	244.60	252.20	3.11%	HST	per course	UFS applicable
National Lifeguard Recert	58.20	60.00	3.09%	HST	per course	UFS applicable
Assistant Swimming Instructors School	75.40	77.80	3.18%	HST	per course	UFS applicable
Additional Fee	31.20	32.20	3.21%	HST	per course	UFS applicable
Swim for Life Instructors School	118.90	122.60	3.11%	HST	per course	UFS applicable
Lifesaving Instructors	118.90	122.60	3.11%	HST	per course	UFS applicable
Swim/Lifesaving Instructors	244.60	252.20	3.11%	HST	per course	UFS applicable
Private Lessons (14+ years)	22.00	22.70	3.18%	HST	per lesson	UFS applicable
Private Lessons (Under 14)	22.00	22.70	3.18%	Exempt	per lesson	Youth, UFS applicable
Semi-Private Lessons	15.20	15.70	3.29%	Exempt	per lesson	
Lifesaving Sport Fundamentals	8.30	8.60	3.61%	Exempt	per lesson	Youth
Swim Synchro Swimming Lessons	8.30	8.60	3.61%	Exempt	per lesson	Youth
Synchronized Swimming Team	565.20	582.70	3.10%	Exempt	9 Months	Youth, UFS applicable
First Aid Instructor	120.00	123.70	3.08%	HST	per course	
National Lifeguard Instructor	172.30	177.70	3.13%	HST	per course	UFS applicable
Examiner Standards/Advanced Instructors	43.30	44.70	3.23%	HST	per course	UFS applicable
<b>Community Centre - classes, courses, and camps</b>						
Babysitting Course	61.80	63.80	3.24%	Exempt	8hr course	Schedule V, Part VI
Youth Program 30 min class	7.10	7.40	4.23%	Exempt	per lesson	Schedule V, Part VI
Youth Program 45 min class	8.10	8.40	3.70%	Exempt	per lesson	
Youth Program 60 min class	9.20	9.50	3.26%	Exempt	per lesson	Schedule V, Part VI
Youth Program - Specialty Course	12.90	13.30	3.10%	Exempt	per lesson	
Teen Program 30 min	7.10	7.40	4.23%	HST	per lesson	
Teen Program 45 min	8.10	8.40	3.70%	HST	per lesson	
Teen Program 60 min	9.20	9.50	3.26%	HST	per lesson	
Workshops - 1/2 day	30.80	31.80	3.25%	HST		
Workshops - Specialty Course	93.10	96.00	3.11%	HST		
Workshops - 8 hours	123.50	127.40	3.16%	HST		
Youth Camp - week	157.80	162.70	3.11%	Exempt	week	Schedule V, Part VI
Youth Camp day	39.20	40.50	3.32%	Exempt	daily	Schedule V, Part VI
Youth Camp Lunch	8.50	8.80	3.53%	Exempt	each	Schedule V, Part VI
Youth Camp Special	217.60	224.40	3.13%	Exempt	week	Schedule V, Part VI
Youth Camp - short week	127.10	131.10	3.15%	Exempt		Schedule V, Part VI
<b>Community Centre - Events</b>						
<b>Community Centre - Facility Rentals</b>						
Arena - Internet Access Fee	105.50	108.80	3.13%	HST	per year	
Arena - Weekdays before 5pm & after 11pm	107.40	110.80	3.17%	HST	hour	Effective April through March
Arena - Weekdays after 5pm & weekends	199.50	205.70	3.11%	HST	hour	Effective April through March
Arena - Minor	140.20	144.60	3.14%	HST	hour	Effective April through March
Arena - Shiny	6.50	6.80	4.62%	HST	per person	

Programs	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Arena - Ice Flat Rate	484.50	499.50	3.10%	HST	per day	
Arena Floor - Commercial	2,552.90	2,631.60	3.08%	HST	per day	
Arena Floor - Full Use	1,923.40	1,982.70	3.08%	HST	per day	
Arena Floor - Flat Fee (no set up)	629.30	648.70	3.08%	HST	per day	
Arena Floor - Chilled Floor (additional fee)	2,422.10	-	-100.00%	HST	per day	Service no longer offered
Arena Floor - Hourly League Fee	77.70	80.10	3.09%	HST	per hour	
Arena Floor - Set up Day/Tear Down Day	961.80	991.50	3.09%	HST	per day	
Arena Storage Room A	30.30	31.30	3.30%	HST	per month	
Arena Storage Room B	18.30	18.90	3.28%	HST	per month	
Arena Storage Room C	6.30	6.50	3.17%	HST	per month	
Arena - Mini Practice Rink	51.70	53.30	3.09%	HST	hour	
Auditorium - Friday or Saturday	605.50	624.20	3.09%	HST	per day	
Auditorium - Sunday - Thursday	338.40	348.90	3.10%	HST	per evening	
Auditorium - Hourly	68.40	70.60	3.22%	HST		
Room Set up/tear down & Decorating Fee (Day before/after)	127.00	131.00	3.15%	HST		
Statutory Holiday rental fee	50% surcharge on applicable rental fee			HST	per rental	
Ball Diamond - Occasional Use	90.90	93.70	3.08%	HST	per day	
Ball Diamond - Hourly	-	20.00		HST	per hour	New
Ball Diamond - Seasonal Youth Team	90.90	93.70	3.08%	HST		
Ball Diamond - Seasonal Team Practice	320.60	330.50	3.09%	HST	per team	
Ball Diamond - Seasonal Adult Team	528.50	544.80	3.08%	HST	per team	
Ball Diamond - 2-day Tournament (Annandale Diamonds)	623.40	642.70	3.10%	HST	2 days	
Ball Diamond - Tournament per diamond per day	90.90	93.70	3.08%	HST	per diamond/day	
Ball Diamond - portable washrooms - 1 day tournament	253.10	260.90	3.08%	HST	2 units	
Ball Diamond - portable washrooms - 2 day tournament	316.30	326.10	3.10%	HST	2 units	
Tractor with Groomer - Prep Friday	90.40	93.20	3.10%	HST	per event	
Tractor with Groomer - Prep Saturday	47.50	49.00	3.16%	HST	per event	
Tractor with Groomer - Prep Sunday	47.50	49.00	3.16%	HST	per event	
Tractor with Groomer - Repair Monday	88.50	91.30	3.16%	HST	per event	
Administrative Fees	118.70	122.40	3.12%	HST	per event	
Site clean up - 1 or 2 day event	193.30	199.30	3.10%	HST	3 staff	
Ball Diamond - Key Deposit	15.90	16.40	3.14%	HST	each	per key
Ball Diamonds - Lights left on/equipment not stored properly	58.20	60.00	3.09%	HST	per occurrence	
Damage Deposit	593.50	611.80	3.08%	Exempt		
Den - Fri or Sat	207.00	213.40	3.09%	HST	per day	
Den - Sun - Thursday	150.80	155.50	3.12%	HST	per day	
Den - Hourly	36.20	37.40	3.31%	HST		
Entire TCC Building - 1 arena 9am-4pm	2,410.30	2,484.60	3.08%	HST		
Entire TCC Building - 2 arenas 9am-4pm	3,027.60	3,120.90	3.08%	HST		
Gibson House	80.30	82.80	3.11%	HST	per day	
Gibson House - Hourly	31.40	32.40	3.18%	HST	per hour	
Kinsmen Canteen	30.90	31.90	3.24%	HST	per day	
Kitchen Rental - Daily	79.10	81.60	3.16%	HST	per event	
Kitchen Rental - 3 Day Weekend	210.90	217.40	3.08%	HST	per event	
Lobby Area	37.20	38.40	3.23%	HST		
Marwood B or C	80.30	82.80	3.11%	HST	per day	
Marwood BC	156.70	161.60	3.13%	HST	per day	
Marwood B or C - Hourly	30.30	31.30	3.30%	HST		
Marwood BC - Hourly	36.20	37.40	3.31%	HST		
Memorial Pavilion (full) or Kinsmen Bandshell	104.70	108.00	3.15%	HST	per day	
Memorial Pavilion hourly	20.00	20.70	3.50%	HST	per hour	
set up/tear down for parks events	122.86	126.70	3.13%	HST	per day	
Memorial Park for Major Concert (includes bandshell & pavilion)	741.80	764.70	3.09%	HST	per event up to 4 days	
Memorial park greenspace between pavilion, bandshell and ball diamond	-	192.00		HST	per day	New
Newman Park Gazebo	63.50	-	-100.00%	HST	per day	Park no longer has a gazebo
Parking Lot	127.00	131.00	3.15%	HST	per day	
School Lessons	4.50	4.70	4.44%	Exempt	per person	Youth, UFS applicable



## Tillsonburg Community Centre

Programs	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Soccer Field Rental - Adults (Gyulveszi Park)	5.30	5.50	3.77%	HST	per hour	
Soccer Field Rental - Under age 14 (Gyulveszi Park)	5.30	5.50	3.77%	Exempt	per hour	
Outdoor Recreation Pad Rental	25.00	25.80	3.20%	HST	per hour	
Swim to Survive Rentals	104.10	107.40	3.17%	Exempt	per hour	Youth, UFS applicable
Swim to Survive Instructor Fee	26.40	27.30	3.41%	HST	per hour	
Swim Meet	357.50	368.60	3.10%	HST	per day	UFS applicable
Swim Meet Evening	175.40	180.90	3.14%	HST	per day	UFS applicable
Swim Team Practice	79.80	82.30	3.13%	HST	per hour	
Storage Pool Deck	31.40	32.40	3.18%	HST	per month	
Swim Lane	17.80	18.40	3.37%	HST	per hour	
Storage Office A	30.80	31.80	3.25%	HST	per month	
Storage Office B	18.70	19.30	3.21%	HST	per month	
Storage Office C	6.40	6.60	3.13%	HST	per month	
Pool - 0-50 swimmers	105.00	108.30	3.14%	HST	per hour	UFS applicable
Pool - 101+swimmers	266.00	274.20	3.08%	HST	per hour	UFS applicable
Pool - 51-100 swimmers	143.00	147.50	3.15%	HST	per hour	UFS applicable
WaterPark - 0-100 swimmers	363.40	374.60	3.08%	HST	hour	UFS applicable
WaterPark- 0-100 swimmers - extra hour	242.20	249.70	3.10%	HST	add. Hr.	UFS applicable
Waterpark 101-300 swimmers	495.30	510.60	3.09%	HST	hour	UFS applicable
Waterpark 101-300 swimmers - extra hour	363.40	374.60	3.08%	HST	add. Hr.	UFS applicable
Waterpark 300+ swimmers	666.20	686.80	3.09%	HST	hour	UFS applicable
Waterpark 300+ swimmers - extra hour	526.80	543.10	3.09%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100 swimmers	322.30	332.30	3.10%	HST	hour	UFS applicable
Waterpark Board of Ed 100 swimmers add. Hr.	179.10	184.70	3.13%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100+ swimmers	573.00	590.70	3.09%	HST	hour	UFS applicable
Waterpark Board of Ed 100+ swimmers add. Hr.	286.70	295.60	3.10%	HST	add. Hr.	UFS applicable
<b>Community Centre - Leagues and Memberships</b>						
Adult League - Individual	67.70	-	-100.00%	HST	each	Not required, using OVA fee
Adult League - Team	437.10	-	-100.00%	HST	per team	Not required, using OVA fee
Adult League - OVA Refs Volleyball	634.50	654.10	3.09%	HST	per team	
Court Membership - Adult	60.60	62.50	3.14%	HST	Seasonal	
Court Membership - Youth	21.80	22.50	3.21%	HST	Seasonal	
Tennis Lessons - 1 hour	12.10	12.50	3.31%	HST	per lesson	
Tennis Lessons - 1/2 hour	5.40	5.60	3.70%	HST	per lesson	Youth
Tennis Advanced Lessons - 1 hour	12.70	13.10	3.15%	HST	per lesson	
Tennis Lessons - 1 hour	96.80	99.80	3.10%	HST	8 lessons	UFS applicable
Tennis Lessons - 1/2 hour	42.50	43.90	3.29%	HST	8 lessons	
Tennis Advanced Lessons - 1 hour	101.00	104.20	3.17%	HST	8 lessons	
Adult Pickleball Program (11 weeks)	46.40	47.90	3.23%	HST	11 weeks	
Adult Pickleball - per session fee	-	4.35		HST	per 2 hour session	New
Membership - Land Fitness - 12 mo	357.40	368.50	3.11%	HST	12 month	
Membership - Water Fitness - 12 mo	357.40	368.50	3.11%	HST	12 month	
Membership - Personal Training - 20	225.90	232.90	3.10%	HST	20 sessions 1/2 hr	UFS applicable
Membership - Personal Training - 10	128.40	132.40	3.12%	HST	10 sessions 1/2 hr	UFS applicable
Membership - Pool - 12 month	226.80	233.80	3.09%	HST	each	
Membership - Pool - 6 month	159.10	164.10	3.14%	HST	each	
Membership - Pool 20 Pass	75.40	77.80	3.18%	HST	each	
Membership - Skate 20 Pass	75.40	77.80	3.18%	HST	each	
Membership - Weight Training	64.70	66.70	3.09%	HST	up to 6 hours	
Membership - HC Plus - 12 Month	674.80	695.60	3.08%	HST	12 month	
Membership - HC Adult - 01 month	83.70	86.30	3.11%	HST	1 month	

Programs	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Membership - HC Adult - 03 month	184.60	190.30	3.09%	HST	3 month	
Membership - HC Adult - 12 month	491.60	506.80	3.09%	HST	12 month	
Membership - HC Adult - 5 pass	52.00	53.70	3.27%	HST	5 visits	
Membership - HC Adult - 10 pass	101.70	104.90	3.15%	HST	10 visits	
Membership - HC Adult - 20 Pass	194.70	200.70	3.08%	HST	20 Visits	
Membership - HC Family - 01 month	188.80	194.70	3.13%	HST	1 month	
Membership - HC Family - 03 month	416.40	429.30	3.10%	HST	3 month	
Membership - HC Family - 12 month	985.50	1,015.90	3.08%	HST	12 month	
Membership - HC Student/Senior - 01 month	67.70	69.80	3.10%	HST	1 month	
Membership - HC Student/Senior - 03 month	154.40	159.20	3.11%	HST	3 month	
Membership - HC Student/Senior - 12 month	363.30	374.50	3.08%	HST	12 month	
Membership - Student - 5 Passes	29.70	30.70	3.37%	HST	5 visits	
Membership - Student - 10 Passes	53.70	55.40	3.17%	HST	10 visits	
Membership - Student - 20 Passes	96.30	99.30	3.12%	HST	20 Visits	
Membership - HC Glendale Student	111.70	115.20	3.13%	HST	5 Month	
Membership - Replacement Card	6.00	6.20	3.33%	HST	each	
Membership - Squash Adult - 10 pass	101.00	104.20	3.17%	HST	per court (1hr)	
<b>Pay as you go - Admission</b>						
Aquatfit/Fitness/Yoga Class	9.00	9.30	3.33%	HST included	each	
Fitness / Yoga (1/2 hr class)	4.40	4.60	4.55%	HST included	each	
Board of Education - Squash/HC	3.10	3.20	3.23%	HST included		UFS applicable
Board of Education - Arena/Pool	3.40	3.60	5.88%	HST included		UFS applicable
Drop In Swimming Lessons	9.70	10.00	3.09%	HST included	per lesson	Min Age of 12
Drop In Swimming Lessons - ea. Additional child	6.00	6.20	3.33%	HST included	per lesson	
Drop-in Pickleball	7.20	7.50	4.17%	HST included	each	
Health Club Adult	11.80	12.20	3.39%	HST included	each	
Squash	12.10	12.50	3.31%	HST included	per court (1 hr)	UFS applicable
Roller Skate - Admission No skate rental	3.20	3.30	3.13%	HST included		UFS applicable
Swim Child	2.70	2.80	3.70%	HST included	each	
Swim Family	12.70	13.10	3.15%	HST included	each	
Swim - Over 14	5.20	5.40	3.85%	HST included	each	
Skate Child	2.70	2.80	3.70%	HST included	each	
Skate Family	12.70	13.10	3.15%	HST included	each	
Skate - Over 14	5.20	5.40	3.85%	HST included	each	UFS applicable
Wallyball	12.60	13.00	3.17%	HST included	per court (1 hr)	UFS applicable
Waterpark 60 years & over	6.80	7.10	4.41%	HST included	each	UFS applicable
Waterprak 60 years & Over Half Price	3.40	3.60	5.88%	HST included	each	UFS applicable
Waterpark 6-14 yrs	6.20	6.40	3.23%	HST included	each	UFS applicable
Waterpark 6-14 yrs Half Price	3.20	3.30	3.13%	HST included	each	UFS applicable
Waterpark Additional Family Member	2.70	2.80	3.70%	HST included	each	UFS applicable
Waterpark Adult	9.00	9.30	3.33%	HST included	each	UFS applicable
Waterpark Adult Half Price	4.50	4.70	4.44%	HST included	each	UFS applicable
Waterpark Family	31.30	32.30	3.19%	HST included	per family of 5	UFS applicable
Waterpark Family Half Price	15.70	16.20	3.18%	HST included	per family of 5	UFS applicable
Waterpark Tillsonburg Resident Pass (6 +)	43.10	44.50	3.25%	HST	per person	Resident 6+ years
Waterpark Non-resident Pass (Youth & Srs 60+)	59.20	61.10	3.21%	HST	per person	Youth and Seniors 60+
Waterpark Non-resident Pass (Adult under 60)	80.70	83.20	3.10%	HST	per person	Adult under 60
<b>Community Centre - Other fees</b>						
LLWP Sponsorship	1,266.00	1,305.00	3.08%	Exempt	each	
Community Swim/Skate Sponsorship	211.00	217.50	3.08%	Exempt	each	Effective April through March
Special Events	Expenses + 5% Administrative Fee			HST		
Capital Re-Investment Fee - Ice Rentals	3.00	3.10	3.33%	Exempt	per hour	Effective April through March

## Tillsonburg Community Centre

Programs	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Capital Re-Investment Fee - Hall/Meeting room Rentals	5.00	5.20	4.00%	Exempt	per booking	
Capital Re-Investment Fee - Ball Diamonds	25.00	25.80	3.20%	Exempt	per team	
Capital Re-Investment Fee - Ball Diamonds occasional use	5.00	5.20	4.00%	Exempt	per booking	
Aquatic User Fee Surcharge - pay as you go admission	1.50	1.60	6.67%	Exempt	per booking	
User Fee Surcharge - pay as you go admission	-	1.60		Exempt	per booking	New
Aquatic User Fee Surcharge -	5.00	5.20	4.00%	Exempt	per booking	
League and Membership User Fee Surcharge (Health Club, Adult sports and fitness)	5.00	5.20	4.00%	HST	per booking	
Non-resident Fee	10% additional on program/membership fees			Exempt		New
Admin - Refund Admin Fee	17.40	18.00	3.45%	Exempt	each	
Admin - Reprint receipt	5.80	6.00	3.45%	Exempt	each	
Admin - Consolidated Receipts (Child Tax Credit)	11.60	12.00	3.45%	HST		Operational requirements
Admin - Copies - Single sided	0.55	0.60	9.09%	HST		
Admin - Copies - Double sided	0.62	0.70	12.90%	HST		
Rentals - 8' wooden tables	6.30	6.50	3.17%	HST		
Rentals - Black plastic chairs	2.40	2.50	4.17%	HST	each	
Delivery of Table & Chairs	30.30	31.30	3.30%	HST	per round trip	
Rentals - Black curtains/hardware	3.10	3.20	3.23%	HST	per foot	
<b>ADVERTISING</b>						
<b>10% - 30% Reductions may apply to multiple advertising</b>	A 2nd advertisement gets 10% off both, a 3rd ad gets 20% off all 3 and a 4th ad gets 30% off the total for all 4.					
Advertising - Memorial Arena Board Back Lit	1,234.80	1,272.90	3.09%	HST	each	
Advertising - Community Arena Backlit	617.40	636.50	3.09%	HST	each	
Advertising - Memorial Arena Board	801.50	826.20	3.08%	HST	each	
Advertising - Community Arena Board	492.80	508.00	3.08%	HST	each	
Advertising - Ice Re-Surfacers - Side	617.40	636.50	3.09%	HST	each	
Advertising - Ice Re-Surfacers - Top	1,234.80	1,272.90	3.09%	HST	each	
Advertising - Ice Re-Surfacers - 3 sides	2,730.80	2,815.00	3.08%	HST	each	
Advertising - Skate Aid	11.40	11.80	3.51%	HST	per month	
Advertising - Inside Front/Back Page Glossy	1,810.70	1,866.50	3.08%	HST	each	
Advertising - Back Page Glossy	2,422.10	2,496.80	3.08%	HST	each	
Advertising - Brochure 1/8 page	123.50	127.40	3.16%	HST	each	
Advertising - Brochure 1/4 page	216.10	222.80	3.10%	HST	each	
Advertising - Brochure 1/2 page	369.20	380.60	3.09%	HST	each	
Advertising - Brochure 1/2 page Inside/Back Page Glossy	726.60	749.00	3.08%	HST	each	
Advertising - Brochure Full page	738.50	761.30	3.09%	HST	each	
Advertising - Brochure Full page (internal corporate)	242.30	249.80	3.10%	HST	each	
Advertising - Miscellaneous	123.50	127.40	3.16%	HST	each	
Advertising - Digital Ad Set up	24.10	24.90	3.32%	HST	each	
Advertising - Digital Ad - Monthly(min. 3 mos term)	60.60	62.50	3.14%	HST	each	
Advertising - Digital Ad - Tournament/Special Events	60.60	62.50	3.14%	HST	each	
Advertising - Fence - Per Season	135.40	139.60	3.10%	HST	per season	
Advertising - Fence - Per Year	270.90	279.30	3.10%	HST	annually	
Advertising - Infocaster Set Up	56.00	57.80	3.21%	HST	each	
Advertising - Infocaster - Small Ad	28.00	28.90	3.21%	HST	per month	
Advertising - Infocaster - Large Ad	56.00	57.80	3.21%	HST	per month	
Advertising - Infocaster - Tournament/Special Event	56.00	57.80	3.21%	HST	each	

## Museum

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>Museum</b>						
Museum-Admission-Adult	6.86	7.08	3.21%	HST	daily	
Museum-Admission-Annual-Family Rate	51.11	52.88	3.46%	HST	yearly	
Museum-Admission-Annual-Individual	22.57	23.45	3.90%	HST	yearly	
Museum-Admission-Child	2.43	2.65	9.05%	HST	daily	
Museum-Admission-Family Rate	13.72	14.16	3.21%	HST	daily	
Museum-Admission-Group Rate	5.53	5.75	3.98%	HST	daily	
Museum-Admission-Senior	5.75	5.97	3.83%	HST	daily	
Museum-Admission-Student	3.54	3.76	6.21%	HST	daily	
Museum Volunteer-Admission-Free	FREE	-			daily	
Museum - Research (Genealogy)	31.64	32.74	3.48%	HST	per hour	
Museum-Permission Fees-Personal Use	15.50	16.15	4.19%	HST	each	
Museum-Permission Fees-Publication Use	17.50	18.14	3.66%	HST	each	
Museum-Rentals-Audio Visual Equipment-Corporate	FREE	-			each	
Museum-Rentals-Program Room or Grounds & Gardens- Non-Profit	42.26	43.58	3.12%	HST	each	
Museum-Rentals-Grounds & Gardens-Corporate	200.00	206.19	3.10%	HST	each	
Museum-Rentals-Program Room - half day -non profit	57.96	59.96	3.45%	HST	half day	
Museum-Rentals-Program Room -full day - non profit	105.53	108.85	3.15%	HST	full day	
Museum-Rentals-Program Room-Corporate - half day	105.53	108.85	3.15%	HST	half day	
Museum-Rentals-Program Room-Corporate - full day	126.55	130.53	3.15%	HST	full day	
Museum-Rentals-Tour Surcharge-Groups 100-150	126.55	130.53	3.15%	HST	each	
Museum-Rentals-Tour Surcharge-Groups 25-50	73.89	76.33	3.30%	HST	each	
Museum-Rentals-Tour Surcharge-Groups 51-100	89.82	92.70	3.21%	HST	each	
Museum- School Program- per student (1 hour)	3.25	3.50	7.69%	Exempt	each	
Museum - School Program - per student (2 hours)	4.25	4.50	5.88%	Exempt	each	
Museum - School Program - In Class	37.00	38.25	3.38%	Exempt	each	
Museum - School Program - per student (1.5 hours)	3.50	3.75	7.14%	Exempt	each	
Museum - Youth Camp	157.80	162.75	3.14%	Exempt	weekly	
Museum- Programs & Workshops	100% recovery of program costs	100% recovery of program costs		HST	each	
Museum-Admission - Pratt Gallery only	3.32	3.54	6.63%	HST	each	
Museum- Special Event- Lunch & Learn Series Pass	105.53	108.85	3.15%	HST		
Museum- Special Event - Lunch & Learn- Single ticket	31.64	32.74	3.48%	HST		
Museum - Special Event - Luncheon	36.95	38.27	3.57%	HST		
Museum - Special Event - Dinner	65.93	68.14	3.35%	HST	per event	
Museum - Special Event - Performance	43.14	44.47	3.08%	HST		
Special Events Admin: Expenses + 5% admin fee	5%	5%		HST		

## Cemetery

Item	2024 Town Fee	2024 Perpetual Care Fee	2024 Total Fee	Proposed 2025 Town Fee	Proposed 2025 Perpetual Care Fee	Proposed 2025 Total Fee	% Change	Tax	Unit	Notes
<b>Perpetual care fees regulated by the Province</b>										
<b>Interment Rights</b>										
Grave 10 ft x 4 ft	506.00	338.00	844.00	522.00	348.00	870.00	3.08%	HST	grave	Perpetual Care Fee is set by the Bereavement Authority of Ontario (BAO) as a % of the total selling price.
Infant Grave 3 ft X 3 ft	50.00	175.00	225.00	50.00	175.00	225.00	0.00%	HST	grave	Perpetual Care Fee is set by the BAO as a % of the total selling price.
Cremation Grave 3 ft X 3 ft	379.00	254.00	633.00	391.00	262.00	653.00	3.16%	HST	grave	Perpetual Care Fee is set by the BAO as a % of the total selling price.
Columbarium Niche - Level 1	1,433.00	254.00	1,687.00	1,478.00	261.00	1,739.00	3.08%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 2	1,479.00	261.00	1,740.00	1,524.00	270.00	1,794.00	3.10%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 3	1,524.00	269.00	1,793.00	1,571.00	278.00	1,849.00	3.12%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 4	1,569.00	277.00	1,846.00	1,617.00	286.00	1,903.00	3.09%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 5	1,613.00	285.00	1,898.00	1,663.00	294.00	1,957.00	3.11%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 6	1,658.00	293.00	1,951.00	1,710.00	302.00	2,012.00	3.13%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 7	1,703.00	301.00	2,004.00	1,756.00	310.00	2,066.00	3.09%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 8	1,747.00	309.00	2,056.00	1,802.00	318.00	2,120.00	3.11%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Family Columbarium	9,320.00	1,645.00	10,965.00	9,607.00	1,696.00	11,303.00	3.08%	HST	columbarium (4 niches)	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
<b>Cemetery Services</b>										
Burial and cremation license recovery fee	30.00		30.00	30.00		30.00	0.00%	Exempt	interment	Fee is set by the BAO
Columbarium Niche Open/Close	211.00		211.00	218.00		218.00	3.32%	HST	each	
Adult Interment	881.00		881.00	909.00		909.00	3.18%	HST	each	
Lead in fee, per 1/2 hour minimum	32.00		32.00	33.00		33.00	3.13%	HST	per 1/2 hour	Charged if lead in requested by Funeral Home
Child/ Infant Interment	317.00		317.00	327.00		327.00	3.15%	HST	each	Length is 5' or less
Cremated Remains Interment Infant	211.00		211.00	218.00		218.00	3.32%	HST	each	
Cremated Remains Interment Adult	370.00		370.00	382.00		382.00	3.24%	HST	each	
Statutory Holidays - Funeral Fee	50% surcharge on applicable interment fee			50% surcharge on applicable interment fee				HST	each	
Weekend - Funeral Fee 10:00am - 3:00pm	25% surcharge on applicable interment fee			25% surcharge on applicable interment fee				HST	each	
Weekend - Funeral Fee - before 10:00am or after 3:00pm	50% surcharge on applicable interment fee			50% surcharge on applicable interment fee				HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery-Adult Casket in Vault	2,201.00		2,201.00	2,269.00		2,269.00	3.09%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,981.00		1,981.00	2,043.00		2,043.00	3.13%	HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery-Child Casket in Vault	1,651.00		1,651.00	1,702.00		1,702.00	3.09%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Child Casket in Vault	1,486.00		1,486.00	1,532.00		1,532.00	3.10%	HST	each	
Disinterment/Exhumation-Child Casket	791.00		791.00	816.00		816.00	3.16%	HST	each	Length is 5' or less
Disinterment/Exhumation-Adult Cremains (Ground)	501.00		501.00	517.00		517.00	3.19%	HST	each	
Disinterment/Exhumation-Child/Infant Cremains	317.00		317.00	327.00		327.00	3.15%	HST	each	
<b>Marker/Foundation Services</b>										
Upright Monument Foundation (5' depth)	29.00		29.00	30.00		30.00	3.45%	HST	per cubic foot	
Veteran Standing Monument Setting	211.00		211.00	218.00		218.00	3.32%	HST	each	
Flat Marker with Granite Border & no concrete	53.00		53.00	55.00		55.00	3.77%	HST	each	
Flat Marker with 4" concrete border	132.00		132.00	137.00		137.00	3.79%	HST	each	
<b>Monument Care &amp; Maintenance</b>										
Flat Markers	-	100.00	100.00	-	100.00	100.00	0.00%	HST	each	Perpetual Care fees are set by the Bereavement Authority of Ontario (BAO)
Upright Markers Up to 48"	-	200.00	200.00	-	200.00	200.00	0.00%	HST	each	
Upright Markers Over 48"	-	400.00	400.00	-	400.00	400.00	0.00%	HST	each	
<b>Other Fees &amp; Services</b>										
Transfer Fee/Replacement - Interment Rights Certificate	48.00		48.00	50.00		50.00	4.17%	HST	each	
Memorial (Park) Benches	3,042.00	338.00	3,380.00	3,136.50	348.50	3,485.00	3.11%	HST	each	Perpetual Care fee established by Town @ 10%, per Cemetery Reserve Policy
Brass Plaque			750.00			774.00	3.20%	HST	each	
Genealogy Requests (per 1/2 hr) by appointment	32.00		32.00	32.00		33.00	3.13%	HST	per 1/2 hour	

## Airport - Roads

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>Airport</b>						
Airport - Aircraft Parking Fees - Daily	11.00	12.00	9.09%	HST	per day	
Airport - Aircraft Parking Fees - Monthly	64.00	66.00	3.13%	HST	per month	
Airport - Aircraft Parking Fees - Yearly	633.00	653.00	3.16%	HST	per year	
Airport - Basement Boardroom rental (15'x29') half day	48.00	50.00	4.17%	HST	per half day	
Airport - Basement Boardroom rental (15'x29') full day	85.00	88.00	3.53%	HST	per full day	
Airport - Basement Rental per hour	16.00	17.00	6.25%	HST	per hour	
Airport - Boardroom Long term rental	306.00	316.00	3.27%	HST	per week	
Airport - Hangar Land Lease per Sq. Ft. Fee Annually	0.37	0.39	5.41%	HST	per Sq. Ft.	
Airport - Infrastructure fee < 5,000 SF hangar	580.00	598.00	3.10%	HST	upon signing	
Airport - Infrastructure fee > 5,000 SF hangar	1,160.00	1,196.00	3.10%	HST	upon signing	
Airport - Maintenance fee	150.00	155.00	3.33%	HST	per year	
Airport Toque	17.00	18.00	5.88%	HST	per unit	
Airport Fuel Call Out Fee - After Hours	200.00	207.00	3.50%	HST	per call out	
Airport Administration Fee	50.00	52.00	4.00%	HST	per unit	
Airport Hangar Application Fee	327.00	338.00	3.36%	HST	per application	
Airport Hangar Transfer Fee	169.00	175.00	3.55%	HST	per application	
Airport Development Permit Fee	654.00	675.00	3.21%	HST	per application	
Airport MNR Landing Fee	275.00	284.00	3.27%	HST	per landing	
Airport Medavac (EMS) Landing Fee	350.00	361.00	3.14%	HST	per landing	
Airport Hangar Sublet Fee, per Sq. Ft. Annually, on top of the Land Lease	-	0.25	New	HST	per Sq. Ft.	New fee in 2025
Airport Jet Fuel Surcharge Fee	0.0125	0.02	60.00%	Exempt	per liter	
Airport Standard Fuel Surcharge	0.01	0.02	100.00%	Exempt	per liter	
Airport Corporate Parking Fee (waived with fuel purchase)	27.00	28.00	3.70%	HST	up to 4 hrs	
Airport Corporate Parking Fee (waived with fuel purchase)	53.00	55.00	3.77%	HST	per day	
Airport Corporate Landing Fee (waived with fuel purchase)	43.00	45.00	4.65%	HST	per landing	
Airport Facility Event Rental	-	1,000.00	New		per event	
<b>Roads</b>						
Public Works Administration Fee	55.00	57.00	3.64%	HST	flat rate	
Roads-Labourer/Operator	44.00	46.00	4.55%	HST	per hour	
Roads-Labourer/Operator Overtime	65.00	68.00	4.62%	HST	per hour	
Roads-Labour Double Time	85.00	88.00	3.53%	HST	per hour	
1/2 Ton Pickup Truck	16.00	17.00	6.25%	HST	per hour	
1-Ton Truck	37.00	39.00	5.41%	HST	per hour	
Single Axle Dump Truck	85.00	88.00	3.53%	HST	per hour	
With Plow & Wing	16.00	17.00	6.25%	HST	per hour	
With Sander/Salter	22.00	23.00	4.55%	HST	per hour	
With Plow, Wing & Sander/Salter	37.00	39.00	5.41%	HST	per hour	
With Anti-Icing System	6.00	7.00	16.67%	HST	per hour	
Front End Loader	75.00	78.00	4.00%	HST	per hour	
With Plow Blade	8.50	9.00	5.88%	HST	per hour	
With Snowblower	190.00	196.00	3.16%	HST	per hour	
Backhoe	53.00	55.00	3.77%	HST	per hour	
Grader	80.00	83.00	3.75%	HST	per hour	
Street Sweeper	85.00	88.00	3.53%	HST	per hour	
Sidewalk Machine	50.00	52.00	4.00%	HST	per hour	
With Plow	7.50	8.00	6.67%	HST	per hour	

## Airport - Roads

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
With Sander	6.50	7.00	7.69%	HST	per hour	
With Snowblower	22.00	23.00	4.55%	HST	per hour	
With Plow & Sander	14.00	15.00	7.14%	HST	per hour	
With Snowblower & Sander	26.50	28.00	5.66%	HST	per hour	
With Angle Broom	9.50	10.00	5.26%	HST	per hour	
With Flail Mower	12.75	14.00	9.80%	HST	per hour	
With Cold Planer	37.50	39.00	4.00%	HST	per hour	
Leaf Vacuum	100.00	104.00	4.00%	HST	per hour	
Line Striper	13.00	14.00	7.69%	HST	per hour	
Sewer Rodder	101.00	105.00	3.96%	HST	per hour	
Wood Chipper	27.00	28.00	3.70%	HST	per hour	
Zero Radius Mower	32.00	33.00	3.13%	HST	per hour	
Portable Pump	37.00	39.00	5.41%	HST	per hour	
Walk Behind Snowblower	3.25	3.50	7.69%	HST	per hour	
Walk Behind Push Mower	3.25	3.50	7.69%	HST	per hour	
Chainsaw	3.25	3.50	7.69%	HST	per hour	
Trimmer	3.25	3.50	7.69%	HST	per hour	
Small Generator	10.75	12.00	11.63%	HST	per hour	
Utility Trailer	10.75	12.00	11.63%	HST	per hour	
Construction & Demolition Disposal Cost Recovery Fee	40.00	42.00	5.00%	HST	per load	
Barricades	-	5.00	New	HST	each, per day	
Barrels	-	3.00	New	HST	each, per day	
Cones	-	2.00	New	HST	each, per day	

**EXTERNALLY CONTROLLED FEES - Proposed fees subject to Oxford County by-law change**

Bag Tags	2.00	2.00	0.00%	incl HST	per tag	County of Oxford bylaw
Blue Box (apartment )	3.60	3.60	0.00%	incl HST	per tag	County of Oxford bylaw
Blue Box (83 Litre)	6.50	6.50	0.00%	incl HST	per tag	County of Oxford bylaw
Blue Box Lid (83 Litre)	2.80	2.80	0.00%	incl HST	per tag	County of Oxford bylaw
Composter	20.00	20.00	0.00%	incl HST	per tag	County of Oxford bylaw
Rain barrels	65.00	65.00	0.00%	incl HST	per tag	County of Oxford bylaw
Green Cones	51.50	51.50	0.00%	incl HST	per tag	County of Oxford bylaw

## Transit

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>T-GO IN-TOWN</b>						
Ticket - Adult - Single Ride	2.75	3.00	9.09%	Exempt	Single Ride	
Ticket - Adult - 10 Ride Pass	21.25	22.00	3.53%	Exempt	10 Ride Pass	
Ticket - Adult - Day Pass	8.50	9.00	5.88%	Exempt	Day Pass	
Ticket - Adult - Monthly Pass	63.25	65.25	3.16%	Exempt	Monthly Pass	
Ticket - Seniors (60+) - Single Ride	2.25	2.50	11.11%	Exempt	Single Ride	
Ticket - Seniors (60+) - 10 Pass Ride	17.00	17.75	4.41%	Exempt	10 Ride Pass	
Ticket - Seniors (60+) - Day Pass	6.50	6.75	3.85%	Exempt	Day Pass	
Ticket - Seniors (60+) - Monthly Pass	50.75	52.50	3.45%	Exempt	Monthly Pass	
Ticket - Students - Single Ride	2.25	2.50	11.11%	Exempt	Single Ride	
Ticket - Students - 10 Ride Pass	17.00	17.75	4.41%	Exempt	10 Ride Pass	
Ticket - Students - Day Pass	6.50	6.75	3.85%	Exempt	Day Pass	
Ticket - Students - Monthly Pass	50.75	52.50	3.45%	Exempt	Monthly Pass	
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride	
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass	
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass	
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass	
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride	
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass	
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass	
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass	
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride	
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass	
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass	
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass	
Advertising – T:GO In-Town Vehicle (1 Month)	462.00	477.00	3.25%	HST		
Advertising – T:GO In-Town Vehicle (3 Months)	1,063.00	1,096.00	3.10%	HST		
Advertising – T:GO In-Town Vehicle (6 Months)	1,917.00	1,977.00	3.13%	HST		
<b>T-GO INTER-COMMUNITY</b>						
Ticket - Adult - Single Ride	10.75	11.25	4.65%	Exempt	Single Ride	
Ticket - Adult - 10 Ride Pass	84.50	87.25	3.25%	Exempt	10 Ride Pass	
Ticket - Adult - Day Pass	21.25	22.00	3.53%	Exempt	Day Pass	
Ticket - Adult - Monthly Pass	211.00	217.50	3.08%	Exempt	Monthly Pass	
Ticket - Seniors (60+) - Single Ride	8.50	9.00	5.88%	Exempt	Single Ride	
Ticket - Seniors (60+) - 10 Pass Ride	68.75	71.00	3.27%	Exempt	10 Ride Pass	
Ticket - Seniors (60+) - Day Pass	17.00	17.75	4.41%	Exempt	Day Pass	
Ticket - Seniors (60+) - Monthly Pass	168.75	174.00	3.11%	Exempt	Monthly Pass	
Ticket - Students - Single Ride	8.50	9.00	5.88%	Exempt	Single Ride	
Ticket - Students - 10 Ride Pass	68.75	71.00	3.27%	Exempt	10 Ride Pass	
Ticket - Students - Day Pass	17.00	17.75	4.41%	Exempt	Day Pass	
Ticket - Students - Monthly Pass	168.75	174.00	3.11%	Exempt	Monthly Pass	
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride	
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass	



## Transit

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass	
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass	
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride	
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass	
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass	
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass	
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride	
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass	
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass	
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass	
Advertising – T:GO Inter-Community Vehicle (1 Month)	535.00	552.00	3.18%	HST		
Advertising – T:GO Inter-Community Vehicle (3 Months)	1,136.00	1,171.00	3.08%	HST		
Advertising – T:GO Inter-Community Vehicle (6 Months)	1,990.00	2,052.00	3.12%	HST		

## Hydro - Water

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>Hydro Utility</b>						
Utility-Returned Cheque Fee (plus bank charges)	15.00	15.00	0.00%	HST	each	as per OEB rate schedule
Utility-Account Set Up / Change of Occupancy Fee	30.00	30.00	0.00%	HST	each	as per OEB rate schedule
Utility-Late Payment (per annum)	19.56%	19.56%	0.00%	HST	%	as per OEB rate schedule
Utility-After Hour Reconnect (at meter)	185.00	185.00	0.00%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at meter)	65.00	65.00	0.00%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at mpole)	185.00	185.00	0.00%	HST	each	as per OEB rate schedule
Utility-Special Meter Reading	30.00	30.00	0.00%	HST	each	Changes to rates must be approved by the OEB
Utility-Service Call (after hours)	165.00	165.00	0.00%	HST	each	as per OEB rate schedule
Utility-Access to Utility Poles - per pole, per year (with the exception of wireless attachments).	36.05	36.05	0.00%	HST	each	as per OEB rate schedule
Utility-Miscellaneous Materials Mark Up	0.25	-	-100.00%	HST	%	No longer being provided - to be removed
Utility-Pole Rental - 30 ft	1.50	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Pole Rental - 35 ft	2.25	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Sentinal Light Rental - 150 W	3.75	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Sentinal Light Rental - 175 W	3.75	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Sentinal Light Rental - 250 W	4.00	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Sentinal Light Rental - 400 W	4.00	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Sentinal Light Rental - 70 W	3.50	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Labour	74.09	77.42	4.49%	HST	hour	
Utility-Truck Charges - #26	21.78	22.76	4.50%	HST	hour	
Utility-Truck Charges - #30	21.78	22.76	4.50%	HST	hour	
Utility-Truck Charges - #41	21.78	22.76	4.50%	HST	hour	
Utility-Truck Charges - #49	21.78	22.76	4.50%	HST	hour	
Utility-Truck Charges - #66	73.51	76.82	4.50%	HST	hour	
Utility-Truck Charges - #68	81.68	85.36	4.51%	HST	hour	
Utility-Truck Charges - #74	73.51	76.82	4.50%	HST	hour	
<b>Water</b>						
Water-Labour	74.09	77.42	4.49%	HST	per hour	
Water-Backhoe Charges - #86	81.68	85.36	4.51%	HST	per hour	
<b>EXTERNALLY CONTROLLED FEES - Proposed fees subject to Oxford County by-law change</b>						
Sewer Camera - Labour	62.00	62.00	0.00%	HST	per hour	County of Oxford bylaw
Sewer Camera - Equipment	75.00	75.00	0.00%	HST	per hour	County of Oxford bylaw

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 2024-XXX**

**A BY-LAW to provide a schedule of fees for certain municipal applications, services and permits.**

**WHEREAS** Section 391(1) of the Municipal Act, 2001, c.25, (the Act) authorizes a municipality to impose fees or charges on persons, for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control; and

**WHEREAS** Section 391(2) of the Act allows that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time; and

**WHEREAS** Section 391(3) of the Act also allows that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets; and

**WHEREAS** it is necessary and expedient to establish a schedule of fees for certain municipal applications, services and permits;

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

1. THAT Schedule "A" to this By-Law is adopted as the schedule of fees for certain municipal applications services and permits listed therein.
2. THAT should the provisions of any other By-Law of the Town of Tillsonburg or other document purporting to set the fees listed in Schedule "A" be in conflict with the provisions of this By-Law, the provisions of this By-Law shall prevail, other than the provisions under By-law 4013, as amended, being a By-law that allows for reductions to be applied to user fees for Recreation, Culture and Parks programs and services.
3. THAT the Treasurer is authorized to amend Schedule "A" as required to reflect adjustments to any rate from a related legislative change, or for an administrative adjustment.
4. THAT Schedule "A" to this By-Law forms part of this By-Law as if written herein.
5. THAT this By-Law shall come into full force and effect on the **1<sup>st</sup> day of January, 2025**.
6. THAT By-Law 2024-074 be hereby repealed.

**READ A FIRST AND SECOND TIME THIS 21<sup>st</sup> day of OCTOBER, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 21<sup>st</sup> day of OCTOBER, 2024.**

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MAYOR

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CLERK



**Subject: New Town Hall 2024 Alternative Design and Location Options**

**Report Number:** OPD 24-057

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operations & Development; Cephas Panschow, Development Commissioner; Laura Pickersgill, Executive Assistant

Meeting Type: Council Meeting

Meeting Date: Monday, October 21, 2024

**RECOMMENDATION**

- A. THAT report OPD 24-057 titled “New Town Hall 2024 Alternative Design and Location Options” be received; and [Council to select option]
  
- B. THAT staff continue with the detail design of 10 Lisgar representing a complete demo and rebuild authorizing the Director of Operations and Development to execute +VG Architect’s proposed Amended Services Work Request No.1, dated July 30, 2024, in the amount of \$82,131.00 (excluding HST) where this overage will be funded through the Tax Rate Stabilization Reserve; **OR**
  
- C. THAT staff refine location options including investigating any necessary preliminary negotiations options through to the appropriate due diligence and feasibility of the following alternative locations for a New Town Hall:
  - a. Option 2: Greyfield Site (Northeast corner of Brock and Harvey streets; and
  - b. Option 4b – 4 Elm Street (East Elgin Concrete/Long Point Region Conservation Authority building - South); and
 Staff to provide a report, including any potential agreements, to Council for review and consideration.

**BACKGROUND**

In 2019, Council considered three options for a New Town Hall under a Design/Build and Leaseback scenario. Generally, the building sizes ranged from 25,025 square feet to 27,198 square feet with estimated 30 year Total Lease Costs ranging from \$23.8 million to \$25.1 million. In December 2019, Council terminated the Design/Build and Leaseback process and directed options for a new corporate space for the Town with lower costs to be examined overall.

Subsequently, three options were presented to Council in 2022, based on a [Town Hall Steering Committee Recommendation](#), that generally consisted of the following:

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

- Option A – 200 Broadway (Town Centre Mall),
- Option B – 10 Lisgar Avenue (Customer Service Centre); and
- Option C – Greyfield Site (northeast corner of Brock and Harvey Streets).

An estimated cost for each location along with the pros and cons for each was provided.

The Town Hall Steering Committee identified Option C as their preferred option for the New Town Hall where at the time of the identified report from the CAO's office in 2022 the "*Maximum Scenario*" Initial Capital Cost was \$8,247,733 (excluding HST). However, at the February 28, 2022 Council meeting, Council did not accept/endorse the recommendation and directed that other options to be reviewed.

At the June 16, 2022 Council meeting, Council directed staff to complete an environmental investigation at the "Greyfield Site". This work was subsequently completed.

At the special meeting of Council held on April 6, 2023, Council directed staff to focus efforts on providing options for the New Town Hall to be located at 10 Lisgar Avenue.

An [information report](#) was presented to Council on July 8<sup>th</sup> 2024, summarizing current efforts and findings to date in regards to Detail Design of the Town's New Town Hall. Subsequently Town Council carried the following motion through a recorded vote:

**"Resolution # 2024-336**

***Moved By:*** Councillor Parker

***Seconded By:*** Councillor Parsons

*A. THAT report OPD 24-048 titled "July 2024 – New Town Hall Project Status Update" be received as information; and*

*B. THAT Council direct/select Option 3 to finalize the New Town Hall's Design Development process.*

Option 3 represented a complete demo & new two (2) storey build with basement on the 10 Lisgar site.

At the August 12, 2024 regular council meeting and in consideration to a [New Town Hall - Design Scope Change Update](#) report presented to Town Council the following resolution was passed:

**Resolution # 2024-379**

**Moved By:** Councillor Luciani

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

**Seconded By:** Deputy Mayor Beres

*THAT Item 14.6.4 be referred to staff for a report that includes alternative location options, sale details for 10 Lisgar, and furnishing costs.*

**Carried**

The recommendation which was referred back included the following:

THAT Council direct the Town's Director of Operations and Development to proceed with +VG Architect's proposed Amended Services Work Request No.1, dated July 30, 2024, in the amount of \$82,131.00 (excluding HST); and

THAT Council direct the above overage amount to be funded through the Tax Rate Stabilization Reserve.

This report on potential alternative locations for a new Town Hall is being brought forward for Council's consideration.

### DISCUSSION

As advised in the past to Council, and in a continued effort to meet Council's goal to reduce/minimize (overall) costs, Value Engineering will become more prevalent through the Construction Document stage through to Tendering. To this effect, Council may consider the following market trends towards known construction cost:

Township of Zorra		Township of East Zorra-Tavistock	
Footprint (Sq. Ft.)	19,250.2	Footprint (Sq. Ft.)	13,422
Township Office (Sq. Ft.)	11,953.4	Tender Bid	\$5,575,000
Child Care (Sq. Ft.)	7,296.8	Architect Fee	\$198,000
Design Bid Amount	\$5,899,752	Change Orders & Pending Change Orders	N/A
Change Orders & Pending Change Orders	\$745,653	Total Bid Amount & Architect Fees	\$5,773,000
Total Design Build Cost + Change Orders	\$6,645,405	<b>Cost/Sq. Ft.</b>	<b>\$430</b>
<b>Cost/Sq. Ft.</b>	<b>\$345</b>		

**OPD 24-057 New Town Hall 2024 Alternative Design and Location Options**Alternative Location Options**Option 1 - 10 Lisgar Avenue – Current Direction and Staff Recommendation**

The current direction to staff would be to continue with the demolition and renovation of the current Customer Service Centre building located at 10 Lisgar Avenue. This would be subject to +VG's recently considered Amended Services Work Request No.1, dated July 30, 2024, in the amount of \$82,131.00 (excluding HST) as attached.

Furthermore and through previous reports to Council, this was the most recent option considered and was subsequently deferred upon further consideration toward location overall. This site does offer close proximity to the downtown and the Town already owns the land and building. If the project is to continue forward within this location staff is recommending to demolish and completely rebuild a New Town Hall at a current and updated (as of Sept. 12, 2024) Order of Magnitude \$17,913,000; however in application of valued engineering and in accounting for inflation the New Town Hall cost can be further refined to an estimated \$13-15 million as subject to detail design. Additionally, Council may consider a future amenities option/allowance that is completely discretionary towards landscape at an added cost \$750,000 (see Appendix A - Order of Magnitude (Demo/Rebuild)).

However, upon conducting additional due diligence, additional concerns have been identified including:

- The property with the building “as-is” is worth significant value and demolishing the building would reduce that value to “land value” only, which would be significantly less than the current value (\$3 million (+/-) compared to \$1 million (+/-))

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

Figure 1 – 10 Lisgar Ave Property



**Option 2 – Greyfield Site (Northeast corner of Brock and Harvey streets) – Recommended For Further Investigation in Alternative Option**

Please note that this site is formally known as *Option C – Greyfield Site* (Northeast corner of Brock and Harvey streets) from a previous report to Council in 2022, [Town Hall Steering Committee Recommendation](#).

The Greyfield site offers the opportunity to construct a stand-alone building with access to more surrounding parking and was, at that time, the most cost effective option.

While this was the recommended option in 2022 from the former Town Hall Steering Committee, there were concerns at the time related to the cost of completing such a project. In order to change to this location, staff would need to work with +VG in a scope change.



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

This site also has a few items to be addressed including:

- Minor contamination of the subsoil;
- Constrained by the North/South Hydro Line that runs along the West side of the Canada Post building and the East/West Hydro line that runs from Harvey Street to Lisgar Avenue;

The Lands are within the Ground Lease for the Town Centre Mall and will require negotiation with SBLP Tillsonburg Town Centre Inc (Salthill) in terms of obtaining a release to use the lands, any replacement parking that may be requested by Salthill. Nevertheless, this site is Town owned and, should development be determined to be feasible through the due diligence process, it could offer the lowest cost option for a New Town Hall where in consideration of this proposal +VG has offer the attached Appendix B - Order of Magnitude Greyfeild update. Furthermore applied valued engineering through detail design would reduce construction cost further in estimated \$11-13 million as subject to detail design.

**Figure 2 – Municipal Parking Lot at Brock/Harvey Streets (the Greyfield Site)**



**OPD 24-057 New Town Hall 2024 Alternative Design and Location Options****Option 3 – 200 Broadway (Town Centre Mall) – Not Recommended**

The proposal provided for space in the Town Centre Mall included renovating the existing location with the addition of an entrance and customer service wickets on the Broadway frontage of the mall with the majority of space and staff being located on the second floor of the Town Centre Mall.

Staff are not recommending that this option be revisited due to a variety of factors:

- The Town does not own the building and has recently terminated an over 40 year lease arrangement with the mall owner after the original plan was for the Town to be an anchor tenant for 10 years;
- The leasehold improvements required to update the Town's former office space were more expensive, both in total and per square foot costs, than the current construction cost estimate for a new Town Hall;
- Ownership of the Town Hall is more desirable than continuing a leasing arrangement;
- New development is underway in the mall that may make the original proposal no longer possible
- This would take away retail space for the downtown core;
- Lack of designated parking for Town Hall visitors, lack of visibility and less than ideal access into the potential office space.

**Option 4a – 4 Elm Street (East Elgin Concrete/Long Point Region Conservation Authority building) – Not Recommended**

The current registered owner T. Van Leeuwen acquired the 4 Elm Street property from the Long Point Region Conservation Authority in 2018 and has approached the Town with a proposal to sell the 5.3 Acre property, which includes a 12,000 square foot building with an additional 6,000 square foot basement, the total cost of acquiring this property could be in excess of \$5 Million, which is not cost effective.

Based on the dated nature of the 4 Elm St building, significant renovations would be required as well as a 10,000 to 15,000 square foot expansion. At \$500 per square foot, an expansion of 10,000 square foot would add another \$5 Million in cost plus the renovation costs for the existing building, which could be around \$3.6 Million at \$300 per square foot. All in, this proposal could cost the Town in excess of \$14 Million for a half new/half refurbished facility.

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

Certainly, the property is quite large and could accommodate the Town's current and future growth needs, but it seems like a significant amount of funding required for an older building.

Another option reviewed would be to align the Public Works building at 20 Spruce Street with Elm St property and sell existing property. (since the 4 Elm Street property is within the Forest Hill Industrial Park). However, as the existing 20 Spruce Street property is approximately 5 acres on its own, it doesn't appear that the use could be relocated to a similarly sized property, particularly if other town uses are relocated to this property as well.

**Figure 3 – 4 Elm St (East Elgin Concrete)**



### **Option 4b – 4 Elm Street (East Elgin Concrete/Long Point Region Conservation Authority building - South) – Recommended For Further Investigation in Alternative Option**

The 4 Elm Street property does lend itself to another opportunity, that being to seek to purchase the current excess lands totaling approximately 2.3 Acres to the South of the existing building and parking lot (see Figure 4 below). This greenfield site is located on the corner of Highway 19 and Lincoln Street and provides high visibility and is one of

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

the largest sites available for development. If these lands could be acquired construction costs would likely be the lower end due to less complexity for developing compared to a downtown or infill development site.

**Figure 4 – 4 Elm Street (Greenfield Site)**



### **Option 5 – 57 & 43 Harvey St (Municipal Parking Lot) – Not Recommended**

This proposal provided for space within the vicinity of the Town Centre Mall where the location is currently occupied by a parking lot(s).

Staff are not recommending that this option be used due to a variety of factors:

- Generally this site is the smallest site in consideration
- Constrained by the North/South Hydro Line that runs along the West side of the property line.
- Constrained by the North/South watermain and stormwater sewer with Cat Alley (i.e. a set back will be required)

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

- The Lands are within the Ground Lease for the Town Centre Mall may require negotiation with SBLP Tillsonburg Town Centre Inc (Salthill) in terms of obtaining a release to use the lands (subject to legal cost), any replacement parking that may be requested by Salthill.

**Figure 6 - 57 & 43 Harvey St (Municipal Parking Lot)**



### Sale of 10 Lisgar Avenue

If the decision is to have the Town Hall elsewhere than at 10 Lisgar Avenue, this property would be sold to generate revenue, which could help offset the costs of the proposed New Town Hall.

The appraisal done in 2021 offered a value of approximately \$3 million for that property. Given that this appraisal is over three years old and as subject to current market conditions it is very plausible that the value has slightly decreased. Regardless, the 10 Lisgar Avenue property is clearly worth more with a building on it than just as land value

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

and generating even \$2.5 Million while avoiding demolition and site preparation costs would create a significant change in the financial proforma for a new Town Hall

Finding a site that can be acquired for less than the sale value of the 10 Lisgar Avenue or that does not impose a requirement to replace parking (as may be requested for any Ground Lease lands) is key. Based on this analysis, it appears that the Greyfield Site at Brock/Harvey or the excess lands on the South side of the 4 Elm Street property are the best options to pursue further. Hence, staff are seeking Council's authorization to explore both of these potential sites further, including potential negotiations with the property owners/Lessee subject to bringing any potential agreements back to Council for review and consideration within a time frame of 2-6 months (+/-).

### CONSULTATION

Chief Administrative Officer, Development Commissioner, Chief Building Official, CAO's Executive Assistant, Director of Finance/Treasurer, Senior Leadership Team (at touch points) and effected Town staff through the staff consultation period.

### FINANCIAL IMPACT/FUNDING SOURCE

Relative to total sunk cost to date and at the time of preparing this report, **\$220,338** has been incurred per the contract of **\$770,220** (excluding HST). Furthermore and subject to the schedule identified in +VG's contract where if an alternative location is ultimately chosen said scheduled would have to be revisited where essentially the Town would begin the Design Development stage again with scope creep to the Schematic Design if so determined. This scheduled effect would at a minimum add 3 to 4 months to the process where Town admin staff would remain scattered in different locations resulting in prolonged inefficiencies including the extension of leases at 51 and 55 Brock St as necessary.

**Preliminary Milestone Schedule**  
(To be further developed with Client)

	Phase	Dates
1	Schematic Design modifications if required	April 1, 2024 to April 19, 2024
2	Design Development	April 22, 2024 to June 17, 2024
3	Construction Documents	June 24, 2024 to August 30, 2024
4	Tendering and award of Tender	September 2, 2024 to September 27, 2024
5	Construction/Contract Admin	October 7, 2024 to December 15, 2025
6	Project Close-Out	December 22, 2025 to January 30, 2026

Nevertheless and in a continued effort to meet Council's goal to reduce/minimize (overall) costs, Value Engineering will become more prevalent through the Construction

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

Document stage (**Item 3**) through to Tendering (**Item 4**). To this effect, staff will continue to bring updated reports to Council prior to Tendering.

### Lost Opportunity

There has been a variety of surveys, studies and projects conducted in fulfilling this project per the current/proposed location 10 Lisgar Ave and staff are recommending that a firm direction be established to eliminate having to undergo more costly surveys, studies or projects.

Studies undergone:

- Geotechnical investigation (10 Lisgar Ave)
- Mechanical and Electrical Design (10 Lisgar Ave)
- Structural Analysis (10 Lisgar Ave)
- Land Survey (10 Lisgar Ave)
- Etc...

### Future and/or Immediate Cost

Subject to the original agreement with +VG and in consideration to an alternative site location, an Amended Services Work Request would be required in order to proceed/restart detail design. Therefore, cost impacts are anticipated to be similar to previously presented Amended Services Work Request No.1, dated July 30, 2024, in the amount of \$82,131.00 (excluding HST) where staff is seeking Council's direction to proceed with the necessary Amended Services Work Request, in principle, but not to exceed \$90,000 (excluding HST).

### Furnishing Costs

At the time of preparing this report furnishing costs remain static as a direct correlation to the overall build and the total square footage of the proposed New Town Hall (yet to be refined and as subject to site location). However, standard application would suggest that an additional \$700,000 or \$30per square foot will be required to "outfit" the New Town Hall.

### Fire Coms/Dispatch - Possible Funding

In discussion and evaluation of the current space needs where if the Fire Coms/Dispatch's primary location continues to be preferred within the New Town Hall it has been confirmed that in this instance facility construction and renovations were not grantable through the most recent awarded NG911 funding.

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

**CONSOLIDATED SUMMARY**

Consolidating the options and to summarize the information provided throughout this report, Council may consider the following:

Option	Address	Lot Size (acres)	Investigations & Due Diligence Estimate	Additional Comment(s)	Attachment
1	10 Lisgar Avenue <b>Maintaining a complete demo &amp; new two (2) storey build with basement</b>	1.14	Subject to \$82,131.00 (excluding HST) +VG scope change	<ul style="list-style-type: none"> <li>- Engineered fill required</li> <li>- Sanitary sewer conflict minimized</li> <li>- Basement</li> <li>- 3D scan fees unrecoverable</li> <li>- Loss of some fees already accrued.</li> </ul>	<b>Appendix A</b> Order of Magnitude (Demo/Rebuild)  <b>Estimated Construction Cost</b> \$17,913,000  <b>Valued Engineering Est.</b> \$13-15 million
2	Grey Field Site (Northeast corner of Brock and Harvey streets)	1.33	Refined Geotechnical \$35,000  Site Plan Development/Survey \$40,000	Requires a complete redesign and Scope Change cost from +VG  May require negotiation with Salthill.  Hydro Line Relocation Required at an additional cost of \$250,000	<b>Appendix B</b> Order of Magnitude (Greyfeild)  <b>Estimated Construction Cost</b> \$15,838,513  <b>Valued Engineering Est.</b> \$11-13 million  <b>10 Lisgar Sale Est. (Revenue)</b> \$2-3 million
3	200 Broadway (Town Center Mall)	N/A	See Council Report <a href="#">Town Hall Steering Committee Recommendation</a>		
4	4 Elm Street	4.a = 5.4 while			No Attachments



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

		retaining existing building  4.b = 2.31 vacant land	Geotechnical \$40,000  Site Plan Development/Survey \$40,000		<b>Estimated Construction Cost</b> Unknown
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Option	Address	Lot Size (acres)	Investigations & Due Diligence Estimate	Additional Comment(s)	Attachment
5	57 & 43 Harvey St.	0.85 (+)	Geotechnical \$40,000  Site Plan Development/Survey \$40,000	Most likely will require negotiation with Salthill.  Alley/Building setbacks are a concern.  Hydro Line Relocation	No Attachments  <b>Estimated Construction Cost</b> \$16,000,000

**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.

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

**Strategic Direction** – Position Tillsonburg as a leader in the municipal sector.

**Priority Project** – *Immediate Term* – Consolidated Town Hall initiative.

**ATTACHMENTS**

Appendix A - Order of Magnitude (Demo/Rebuild)

Appendix B - Order of Magnitude (Greyfeild)

Amended Services Work Request No.1

**PRELIMINARY ORDER OF MAGNITUDE CONSTRUCTION COST**

<b>Area of Demolition</b>	<b>18,794 sf</b>			
<b>Area of new Construction</b>	<b>23,351 sf</b>			
<b>Total Construction Area</b>	<b>23,351 sf</b>			
• Division 2-Demo	18,794 sf	@ \$ 20.00 /sf		\$ 375,880.00
• Division 2-Site Work***	<b>SUM</b>			\$ 550,000.00
• Division 3-Concrete***	23,351 sf	@ \$ 50.00 /sf		\$ 1,167,550.00
• Basement***	9,500 sf	@ \$ 150.00 /sf		\$ 1,425,000.00
• Division 4-Masonry	23,351 sf	@ \$ 10.00 /sf		\$ 233,510.00
• Division 5-Metals	23,351 sf	@ \$ 55.00 /sf		\$ 1,284,305.00
• Division 6-Carpentry	23,351 sf	@ \$ 10.00 /sf		\$ 233,510.00
• Division 7-Building Envelope	23,351 sf	@ \$ 120.00 /sf		\$ 2,802,120.00
• Division 8-Doors/Hardware	23,351 sf	@ \$ 25.00 /sf		\$ 583,775.00
• Division 9-Drywall/Flooring/Finishes	23,351 sf	@ \$ 50.00 /sf		\$ 1,167,550.00
• Division 10-Specialties	23,351 sf	@ \$ 3.00 /sf		\$ 70,053.00
• Division 11-Equipment (IT/AV/Sec.)	23,351 sf	@ \$ 25.00 /sf		\$ 583,775.00
• Division 12-N/A				
• Division 13-Abatement				
• Division 14-Elevator (Incl. Pit, Elec/Mech)	<b>SUM</b>			\$ 250,000.00
• Plumbing	23,351 sf	@ \$ 20.00 /sf		\$ 467,020.00
• HVAC	23,351 sf	@ \$ 50.00 /sf		\$ 1,167,550.00
• Electrical	23,351 sf	@ \$ 45.00 /sf		\$ 1,050,795.00
• Cash Allowances (Testing, etc)	<b>SUM</b>			\$ 50,000.00
• Other Allowances				
<b>Subtotal</b>	23,351 sf	@ \$ 577 /sf		<b>\$13,462,000.00</b>
• Contractor's Gen Requirements & Fees @ 13%				\$ 1,751,000.00
<b>Subtotal</b>	23,351 sf	@ \$ 651 /sf		<b>\$ 15,213,000.00</b>
*** Soils Condition/Water Table issues - from soils report				\$ 1,000,000.00
<b>Subtotal</b>	23,351 sf	@ \$ 694 /sf		<b>\$ 16,213,000.00</b>
• Construction Contingency Allowance				\$ 1,000,000.00
• Furniture/Fitments				\$ 700,000.00
<b>Total</b>	23,351 sf	@ \$ 767 /sf		<b>\$ 17,913,000.00</b>

• Civic Square \$ 750,000.00

- NOT INCLUDED IN COST ESTIMATE: soft costs, applicable taxes, permit fees, speciality consultant fees, speciality equip., solar, geothermal, etc. and anything else not specifically included. Presumes existing hydro, water and swerage service is adequate and existing parking area can be reused.

- See "General Notes" at the end of this order of magnitude costing report

**PRELIMINARY ORDER OF MAGNITUDE CONSTRUCTION COST**

\* This preliminary order of magnitude construction cost includes only those costs directly related to construction activities (i.e. General Contractor contract value), and does not include soft costs or project costs such as permit fees, consultant fees, etc.

**PRELIMINARY ORDER OF MAGNITUDE CONSTRUCTION COST**

<b>Area of new Construction</b>	<b>23,351 sf</b>			
<b>Total Construction Area</b>	<b>23,351 sf</b>			
• Division 2-Demo	0 sf	@ \$	20.00 /sf	\$ -
• Division 2-Site Work (incl Services)	<b>SUM</b>			\$ 550,000.00
• Division 3-Concrete	23,351 sf	@ \$	50.00 /sf	\$ 1,167,550.00
• Basement	4,000 sf	@ \$	150.00 /sf	\$ 600,000.00
• Division 4-Masonry	23,351 sf	@ \$	10.00 /sf	\$ 233,510.00
• Division 5-Metals	23,351 sf	@ \$	55.00 /sf	\$ 1,284,305.00
• Division 6-Carpentry	23,351 sf	@ \$	10.00 /sf	\$ 233,510.00
• Division 7-Building Envelope	23,351 sf	@ \$	120.00 /sf	\$ 2,802,120.00
• Division 8-Doors/Hardware	23,351 sf	@ \$	25.00 /sf	\$ 583,775.00
• Division 9-Drywall/Flooring/Finishes	23,351 sf	@ \$	50.00 /sf	\$ 1,167,550.00
• Division 10-Specialties	23,351 sf	@ \$	3.00 /sf	\$ 70,053.00
• Division 11-Equipment (IT/AV/Sec.)	23,351 sf	@ \$	25.00 /sf	\$ 583,775.00
• Division 12-N/A				
• Division 13-Abatement				
• Division 14-Elevator (Incl. Pit, Elec/Mech)	<b>SUM</b>			\$ 250,000.00
• Plumbing	23,351 sf	@ \$	20.00 /sf	\$ 467,020.00
• HVAC	23,351 sf	@ \$	50.00 /sf	\$ 1,167,550.00
• Electrical	23,351 sf	@ \$	45.00 /sf	\$ 1,050,795.00
• Cash Allowances (Testing, etc)	<b>SUM</b>			\$ 50,000.00
• Hydro Relocation Allowance	<b>SUM</b>			\$ 250,000.00
<b>Subtotal</b>	23,351 sf	@ \$	536 /sf	<b>\$12,511,513.00</b>
• Contractor's Gen Requirements & Fees @ 13%				\$ 1,627,000.00
<b>Subtotal</b>	23,351 sf	@ \$	605 /sf	<b>\$ 14,138,513.00</b>
• Construction Contingency Allowance				\$ 1,000,000.00
• Furniture/Fitments				\$ 700,000.00
<b>Total</b>	23,351 sf	@ \$	678 /sf	<b>\$ 15,838,513.00</b>

- Civic Square \$ 750,000.00
- **NOT INCLUDED IN COST ESTIMATE:** soft costs, applicable taxes, permit fees, speciality consultant fees, specialty equip., solar, geothermal, etc. and anything else not specifically included. Presumes existing hydro, water and swerage service is adequate and existing parking area can be reused.
- See "General Notes" at the end of this order of magnitude costing report
- This preliminary order of magnitude construction cost includes only those costs directly related to construction activities (i.e. General Contractor contract value), and does not include soft costs or project costs such as permit fees, consultant fees, etc.

**AMENDED SERVICES WORK REQUEST No. 1****Page 1 of 1**

<b>Client:</b>	Town of Tillsonburg	<b>Date:</b>	July 30, 2024
<b>Reason:</b>	Client Request – Change in Scope of Work	<b>Project Name:</b>	Tillsonburg New Town Hall
<b>Reference:</b>	attached ASWR Analysis	<b>Project No.:</b>	22384

## Description:

For the change in the scope of the original work for the development of Option 2A from the Town Hall Feasibility Study to now redesigning for the complete demolition of the entire existing building at Lisgar Avenue and construction of a new Town Hall, based on the current approved space program, space needs, room size, quantity and types and adjacency. This is to bring the new design of the project to the same level of progress of the current project as of the date of this ASWR (at 90% DD).

<b>Total Additional Fees(excluding HST)</b>	<b>\$82,131.00</b>
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The project costs are hereby amended as follows:

Original Total Consultant's fee	=	\$770,220.00 + HST
Discount on DD per Paul Sapounzi re: Invoice 33970 on project 22355	=	-\$ 15,200.00 + HST
Increase in fees due to this ASWR#1 – Change Order 1	=	+\$82,131.00 + HST
New Total Consultant's fee	=	\$837,151.00 + HST

Prepared by the Architect

<u>Paul Sapounzi, CEO</u>		<u>2024.07.30</u>
<i>Name and title of person signing</i>	<i>signature</i>	<i>date</i>

*The undersigned agrees with the scope of work and the associated cost for additional consulting services as described above and authorizes +VG Architects to proceed with this work.*

<u>Jonathon Graham, Director of Operations &amp; Development</u>	<u>signature</u>	<u>date</u>
--	------------------	-------------

[https://ventingroup-my.sharepoint.com/personal/jmakey\\_plusvg\\_com/Documents/ASWR#1\\_2024.07.30.docx](https://ventingroup-my.sharepoint.com/personal/jmakey_plusvg_com/Documents/ASWR#1_2024.07.30.docx)

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1340 Wellington Street West, Ottawa, Ontario K1Y 3B7 | T: 613.680.5557

### TILLSONBURG TOWN HALL\_ASWR ANALYSIS

#### SD

**We can save time on** 33%  
 Programming,  
 Office Space size & Requirements  
 Part of Spatial relationship / adjacency requirements (since we are changing the foot print)

**We still need to redesign & repeat work on** 67%  
 Floor plan layout design based on the new scenario  
 Space saving strategies  
 Site plan design  
 Exterior concept design  
 Code review  
 Costing Updates

#### DD

**We can save time on** 10%  
 Understanding site condition & constraints (Including review of current reports)

**We still need to repeat work on** 90%  
 Floor plan Developed layout Design  
 Project data and briefs based on the new design  
 Site plan Developed Design  
 Coord. of the work of engineers based on the new design layout  
 Engineering design  
 Continue reviewing the code for the new design  
 Costing Updates

	Previous Project	Current Project Contract						
		DD	CD	Tender	CA	Closeout	Other	Subtotal
	SD Previous	28.30%	28.20%	2.60%	38.10%	2.18%		
Tillsonburg New town 2023-2024	\$19,000	\$217,992	\$222,008	\$20,000	\$293,451	\$16,769		\$770,220
Discount on DD per Paul Sapounzi re: Invoice 33970 on project 22355		-\$15,200						-\$15,200
<b>SUBTOTAL</b>		\$202,792	\$222,008	\$20,000	\$293,451	\$16,769		\$755,020
Completed to-date	100%	90%						
Billed to-date	\$19,000	\$182,513						
Increase in project area/scope during DD (@10%) =\$ 77,022								
Reduced fee (ASWR) Request*		\$82,131						\$82,131
								\$837,151

\* Additional fee (ASWR) to bring the modified new design to the same progress stage as the current design @ 90%DD

#### Executive Summary

Contract Value as per RFP	\$770,220	
Increase in project area/scope during DD (@10%)	\$77,022	
<b>Subtotal_Revised as presently designed</b>	<b>\$847,242</b>	
Work completed todate (90% x 28.3% x \$770,220)	\$196,175	23.70%
ASWR for Changes to bring it to current stage (90%DD)	\$82,131	10.66%

Out of the 23.7% (work completed to-date) we are providing 13.04% credit for the work that can be recovered/saved from base contract efforts towards the new design .

# The Corporation of the Town of Tillsonburg Accessibility Advisory Committee Meeting MINUTES



Thursday, September 5, 2024  
5:30 PM  
Boardroom CSC  
10 Lisgar Ave.

ATTENDANCE:        Scott Gooding  
                             Chris Parker  
                             Deb Gilvesy  
                             Scott Vitias  
                             Taylor Campbell  
                             Stephen Gradish  
                             Carrie Lewis  
                             Susie Wray  
                             Christian Devlin

Regrets:                                Andrew Gradish  
   Kristy Milmine

Staff:                                     Andrea Greenway

Regrets:                                Julie Ellis  
   Margaret Puhr

- 
1.     **Call to Order**  
      Call to order 5:31
  2.     **Adoption of Agenda**  
      **Resolution # 1**



**Moved By:** Stephen Gradish

**Seconded By:** Scott Vitias

THAT the agenda as prepared for September 5 Recreation & Sports Advisory Committee, be adopted.

**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:** Carrie Lewis

**Seconded By:** Scott Gooding

THAT the minutes of June 6 Recreation & Sports Advisory Committee be adopted

**Carried**

**5. Presentations**

**6. Information Items**

**6.1 Parks & Recreation Master Plan update**

Committee members reviewed the approved Master Plan.

**7. General Business & Reports**

**7.1 Selection of additional member for Naming Policy Sub-committee**

**Resolution # 4**

**Moved By:** Stephen Gradish

**Seconded By:** Scott Gooding

THAT Carrie Lewis be appointed to the Naming Policy Sub-committee to replace Joe Sym.

**Carried**

**8. Next Meeting**

**9. Adjournment**

**Moved By:** Carrie Lewis

**Seconded By:** Christian Devlin

THAT the September 5 Recreation & Sports Advisory Committee meeting be adjourned at 6:22pm

**Carried**

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



Tuesday, September 24, 2024  
5:00 PM  
Boardroom CSC  
10 Lisgar Ave.

ATTENDANCE: Ron Walder  
Maurice Verhoeve  
Kristine Vandebussche  
Martha Kirkpatrick  
Joan Weston  
Pete Luciani  
Deb Gilvesy

Regrets: Mike Dean  
Barbara Wareing  
Isaac Card  
Paul DeCloet

Staff: Margaret Puhr  
Andrea Greenway

Regrets: Matt Johnson

---

**1. Call to Order**

The meeting was called to order at 5:00pm

**2. Adoption of Agenda**

**Resolution # 1**

**Moved By:** Maurice Verhoeve

**Seconded By:** Pete Luciani

THAT the agenda, as amended for the September 24, 2024 meeting of Parks, Beautification & Cemeteries Advisory Committee, 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:** Martha Kirkpatrick

**Seconded By:** Ron Walder

THAT the minutes from the June 25, 2024 committee meeting, be adopted.

**Carried**

**5. Presentations**

**6. Information Items**

**6.1 Parks and Recreation Master Plan - update memo**

Andrea and Mayor spoke to the Master Plan document - Mayor noted that the Plan is a living document.

**6.2 Sub-committee motion for additional member**

The Trans Canada Trail is owned by the County, therefore having a member of the county would be helpful in accelerating any actions related to it.

**Resolution # 3**

**Moved By:** Pete Luciani

**Seconded By:** Martha Kirkpatrick

THAT the Parks, Beautification & Cemeteries Committee recommends that Council approve adding a representative of Oxford County to the subcommittee to assist with expediting actionable items related to Trans Canada Trail use and maintenance.

**Carried**

**6.3 Westmount Park playground update memo**

The playground was installed in August and is in use. It is an accessible playground.

**6.4 Custom Mosaic program**

This item might be better addressed by the Heritage, Culture and Special Awards Committee. The expense for such project should be carefully considered vs more pressing expenditures.

**6.5 Subcommittee update memo**

**Resolution # 4**

**Moved By:** Pete Luciani

**Seconded By:** Martha Kirkpatrick

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

**Carried**

**6.6 Weir update - Joan Weston**

Joan Weston found the original Lake Lisgar dam documents and blueprints in her family files. The documents were copied by town engineering department.

Andrea informed that someone was found who can fix the weir, and this item is being added to the 2025 budget.

**7. General Business & Reports**

**7.1 Scattering Gardens**

Andrea spoke to the report

**Resolution #5**

**Moved By:** Maurice Verhoeve

**Seconded By:** Kristine Vandenbussche

THAT the Parks, Beautification & Cemeteries Committee does not recommend the Council address the scattering gardens until the current cemetery infrastructure has been updated and improved.

**Carried**

## **7.2 Dog Park Signage**

Councillor Luciani brought to the committee that the community board located on the dog park signage remains unused as it is not accessible to the members of the public. Looking for solutions to make the board up to date and useful. Staff will look into some ideas and bring them back to the committee.

## **7.3 Flat marker area in cemetery**

Mayor Gilvesy brought discussion to a new gazebo at the front of the cemetery with stone walkway and flowerbeds which has not come to the committee for review. Any new infrastructure and landscaping should be carefully considered and planned for long term.

## **8. Next Meeting**

October 29, 2024

## **9. Adjournment**

### **Resolution # 6**

**Moved By:** Pete Luciani

**Seconded By:** Maurice Verhoeve

THAT the September 24th meeting of Parks, Beautification & Cemeteries committee be adjourned at 5:45 pm

**Carried**

# The Corporation of the Town of Tillsonburg

## Economic Development Advisory Committee Meeting

### MINUTES



Tuesday, September 10, 2024  
12:00 PM

Thompson Goossens Accountants Boardroom  
21 Oxford Street, Tillsonburg

ATTENDANCE: Dane Willson  
Deb Gilvesy, Mayor  
Lisa Gilvesy  
Andrew Burns  
Randy Thornton  
Gurvir Hans  
Randi-Lee Durham  
Jesse Goossens  
Mark Renaud, Executive Director, Tillsonburg BIA

Regrets: Suzanne Renken  
Councillor Bob Parsons  
Steve Spanjers  
Kirby Heckford

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

#### 1. Call to Order

The meeting was called to order at 12:08 p.m.

#### 2. Adoption of Agenda

##### Resolution # 1

**Moved By:** Randi-Lee Durham

**Seconded By:** Mayor Gilvesy

THAT the Agenda as prepared for the Economic Development Advisory Committee meeting of Tuesday, September 10, 2024, be adopted.

**Carried**

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

No disclosures of pecuniary interest were declared.

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

**Resolution # 2**

**Moved By:** Mayor Gilvesy

**Seconded By:** Randy Thornton

THAT the minutes of the Economic Development Advisory Committee of August 13, 2024, be approved.

**Carried**

**5. Presentations**

**5.1 Stationview Project Update**

Hanna Domagala, Director of Land Development and Design and Erica Patenaude, Project Coordinator and Customer Relations, BMI Group provided a summary of the Station District development and its anticipated timelines.

Opportunity was provided for members to ask questions.

Erica and Hanna left the meeting at 1:00 p.m.

**6. General Business and Reports**

**6.1 Monthly Activity Update**

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

L. Pickersgill to add the draft Provincial Policy Statement updates that came from AMO to the next Committee meeting for review.

**6.2 Draft Transportation Master Plan**



J. Graham, Director of Operations & Development, provided an overview of the Draft Transportation Master Plan.

Opportunity was provided for members to ask questions.

D. Willson left the meeting at 1:30 p.m.

## **7. Planning Items Circulation**

There were no new items.

## **8. Community Strategic Plan**

### **8.1 Town Hall Update**

J. Graham provided an update on the latest direction from Council with regards to the Town Hall project.

### **8.2 Affordable and Attainable Housing Committee**

There is a Committee meeting scheduled for tomorrow to review the Environmental Impact Study for 31 Earle Street.

### **8.3 Health Care Committee**

The Health Care Recruiter has resigned his position and staff will be looking at the next steps for this shared position.

## **9. Boundary Adjustment**

There were no new updates.

## **10. Community Organization Updates**

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

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

M. Renaud provided a brief summary of the report.

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.

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

**10.3.1 Monthly Statistics****10.3.1.1 July 2024****10.3.1.2 August 2024**

There were no questions on these reports.

**11. Round Table**

The amount of industrial development and investment this year is substantial.

**12. Next Meeting****13. Adjournment****Resolution # 3****Moved By:** Mark Renaud**Seconded By:** Andrew Burns

THAT the Economic Development Advisory Committee meeting of Tuesday, September 10, 2024 be adjourned at 1:47 p.m.

**Carried**

# The Corporation of the Town of Tillsonburg

## Affordable and Attainable Housing Committee Meeting

### MINUTES



Wednesday, September 25, 2024  
4:15 PM  
Boardroom CSC  
10 Lisgar Ave.

- ATTENDANCE:** Councillor Chris Parker  
Deb Gilvesy, Mayor  
Jean Martin  
Lauren Johnson  
Ashley Edwards, CEO, Tillsonburg District Chamber of Commerce
- Regrets:** Dane Willson  
Gary Green  
Stephen Culig  
Michael Adams
- Staff:** Cephass Panschow, Development Commissioner  
Rebecca Smith, Manager of Housing Development, Oxford County  
Kyle Pratt, Chief Administrative Officer  
Laura Pickersgill, Executive Assistant

---

**1. Call to Order**

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

**2. Adoption of Agenda**

**Resolution # 1**

**Moved By:** Jean Martin

**Seconded By:** Mayor Gilvesy

THAT the Agenda as prepared for the Affordable and Attainable Housing Advisory Committee meeting of Wednesday, September 25, 2024, 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:** Jean Martin

**Seconded By:** Lauren Johnson

THAT the minutes of the Affordable and Attainable Housing Advisory Committee of September 11, 2024, be approved.

**Carried**

**5. Presentations**

**6. Information Items**

**6.1 Municipal World - Housing Crisis in a Rural Setting**

**6.2 Municipal World - Community Resilience in a Housing Crisis**

**6.3 Ontario City approves \$3.8M, 50-cabin plan for homeless**

**7. General Business & Reports**

**7.1 Peer Reviewer Comments Discussion - Environmental Impact Study**

C. Panschow provided an overview of the peer reviewer comments.

There was a discussion regarding the potential impacts to the wood lot with the higher density option.

R. Smith will look into options related to a condo project where home ownership is offered to citizens as a way of funding affordable units. It was suggested that condos that are saleable may be more intriguing to developers. R. Smith will look into this further and advise back on a legal perspective.

There was discussion regarding partnering with Habitat for Humanity or Daniel's First Home.

**Resolution # 3**

**Moved By:** Lauren Johnson

**Seconded By:** Jean Martin

THAT the Affordable and Attainable Housing Advisory Committee supports that an expression of interest be released from Oxford County for submissions based on a medium-density/reduced scale model and a mid-rise option with home-ownership option net of the woodlot.

**Carried**

**8. Next Meeting**

November 27, 2024 4:15 p.m.

**9. Adjournment**

**Resolution # 4**

**Moved By:** Ashley Edwards

**Seconded By:** Mayor Gilvesy

THAT the Affordable and Attainable Housing Advisory Committee meeting of Wednesday, September 25, 2024 be adjourned at 4:54 p.m.

**Carried**

**THE CORPORATION OF THE TOWN OF TILLSONBURG**  
**BY-LAW 2024-105**

**A BY-LAW to Amend By-Law 2024-099 being By-Laws to Appoint a Municipal Law Enforcement Officer and a By-Law to repeal By-Law 2024-051.**

**WHEREAS** pursuant to the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Council of a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act, to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

**AND WHEREAS** pursuant to the Municipal Act, 2001, S.O. 2001, c.25, as amended, requires that a municipality's capacity, rights, powers and privileges, shall be exercised by by-law;

**AND WHEREAS** pursuant to the Building Code Act, S.O. 1992, c. 23, as amended, defines "officer" as a property standards officer who has been assigned the responsibility of administering and enforcing by-laws passed under Section 15. Of the Act;

**AND WHEREAS** Section 55 of the Community Safety and Policing Act, S.O. 2019, c 1, Sch 1, as amended, municipalities may appoint persons to enforce the by-laws of the municipality, and municipal by-law enforcement officer appointed under this section are peace officers for the purpose of enforcing municipal by-laws;

**AND WHEREAS** pursuant to the Fire Protection and Prevention Act, 1997, c. 4, as amended, provides that a municipality may appoint officers to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with the Act are being complied with;

**AND WHEREAS** the Council of the Corporation of the Town of Tillsonburg considers it

desirable to appoint a Property Standards Officer and Municipal Law Enforcement Officer;

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

1. THAT By-Law 2024-099 (bullet 2) to appoint Cooper DesRoches as a Municipal Law Enforcement Officer be amended to also appoint Cooper DesRoches as a Property Standards Officer.
2. THAT By-Law 2024-052 to appoint Theresa Rocco as a Municipal Law Enforcement Officer be repealed.
3. THAT this By-Law shall come into force and take effect on the date it is passed.

READ A FIRST AND SECOND TIME THIS 21st day of OCTOBER, 2024.

READ A THIRD AND FINAL TIME AND PASSED THIS 21st day of OCTOBER, 2024.

---

MAYOR – Deb Gilvesy

---

CLERK – Tanya Daniels

**THE CORPORATION OF THE TOWN OF TILLSONBURG**  
**BY-LAW 2024-118**

**A BY-LAW to amend By-Law 2023-009 being a by-law to appoint members to Town of Tillsonburg advisory committees.**

**WHEREAS** these are members of Town of Tillsonburg Council advisory committees who will no longer be serving as members;

AND WHEREAS it is deemed necessary and expedient to amend By-Law 2023-009;

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

1. THAT By-Law 2023-009 be amended to remove Mike Bastow on the Community Health Care Committee and to remove Yvonne Kearns on the Accessibility Advisory Committee;
2. That this by-law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 21st day of OCTOBER, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 21st day of OCTOBER, 2024.**

---

MAYOR – Deb Gilvesy

---

CLERK – Tanya Daniels



**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 2024-119**

**A BY-LAW to provide a schedule of fees for certain municipal applications, services and permits.**

**WHEREAS** Section 391(1) of the Municipal Act, 2001, c.25, (the Act) authorizes a municipality to impose fees or charges on persons, for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control; and

**WHEREAS** Section 391(2) of the Act allows that a fee or charge imposed for capital costs related to services or activities may be imposed on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time; and

**WHEREAS** Section 391(3) of the Act also allows that the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets; and

**WHEREAS** it is necessary and expedient to establish a schedule of fees for certain municipal applications, services and permits;

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

1. THAT Schedule "A" to this By-Law is adopted as the schedule of fees for certain municipal applications services and permits listed therein.
2. THAT should the provisions of any other By-Law of the Town of Tillsonburg or other document purporting to set the fees listed in Schedule "A" be in conflict with the provisions of this By-Law, the provisions of this By-Law shall prevail, other than the provisions under By-law 4013, as amended, being a By-law that allows for reductions to be applied to user fees for Recreation, Culture and Parks programs and services.
3. THAT the Treasurer is authorized to amend Schedule "A" as required to reflect adjustments to any rate from a related legislative change, or for an administrative adjustment.
4. THAT Schedule "A" to this By-Law forms part of this By-Law as if written herein.
5. THAT this By-Law shall come into full force and effect on the **1<sup>st</sup> day of January, 2025**.
6. THAT By-Law 2024-074 be hereby repealed.

**READ A FIRST AND SECOND TIME THIS 21<sup>st</sup> day of OCTOBER, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 21<sup>st</sup> day of OCTOBER, 2024.**

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MAYOR

---

CLERK

**Town of Tillsonburg**

**2025 Fees Schedule By-**

**law 2024-119, Schedule A**

**Effective January 1, 2025**

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## Town-Wide

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Town-wide</b>					
Photocopying/ Printing double sided	0.65	0.68	4.62%	HST	
Photocopying/ Printing single sided	0.55	0.57	3.64%	HST	
Rzone Appeal	50.00	50.00	0.00%	Exempt	Set per policy.
Register Document on Title	317.00	327.00	3.15%	Exempt	
Remove/Release Document from Title	317.00	327.00	3.15%	Exempt	
Title Search	85.00	88.00	3.53%	Exempt	
OPP False Alarm	200.00	207.00	3.50%		per incident, set by Fees by-law per By-law 2021-037
OPP False Alarm - appeal fee	45.00	-	0%		Appeals removed by By-law 2023-019

## Clerk

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Clerk Issued Documents -Licences</b>					Refer to Town Business Licence Bylaw for definitions and requirements for Clerk Issued Licences.
<b>Business Licence</b>					
New Business	153.00	158.00	3.27%	Exempt	Schedule V Part VI (ETA)- Exempt
Home occupation Business	153.00	158.00	3.27%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>Business Licence per year</b>					
Auctioneer Licence	222.00	229.00	3.15%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Licence - renewal	74.00	77.00	4.05%	Exempt	
Pawnbroker Licence - new	222.00	229.00	3.15%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Security Deposit - refundable	2,000.00	2,000.00	0.00%	Exempt	Fee prescribed by Pawnbrokers Act, s. 6 at \$2,000
Vending/Salesperson Licence	222.00	229.00	3.15%	Exempt	Schedule V Part VI (ETA)- Exempt
Food Vending Licence	222.00	229.00	3.15%	Exempt	Schedule V Part VI (ETA)- Exempt
Event Organizer Licence	222.00	229.00	3.15%	Exempt	Charge does not apply to not for profit organizations
<b>Marriages</b>					
Marriage Licence	148.00	153.00	3.38%	Exempt	Schedule V Part VI (Excise Tax Act (ETA))- Exempt
Marriage Ceremony - Council Chambers	285.00	294.00	3.16%	HST	In Council Chambers during business hours.
Marriage Ceremony - Other Location (plus applicable mileage)	343.00	354.00	3.21%	HST	Within Town limits - outside Town limits subject to mileage.
Witness if required	32.00	33.00	3.13%	HST	Two witnesses are required for each ceremony.
<b>Other</b>					
Burial Permits	27.00	28.00	3.70%	Exempt	Schedule V Part VI (ETA)- Exempt
Commissioner of Oaths	32.00	33.00	3.13%	Exempt	Not applicable to Pension applications and Bankruptcy forms.
Freedom of Information Request (FOI) - Application Fee	5.00	5.00	0.00%	Exempt	Initial fee; Costs to fulfill request may apply, per S. 45(1) of MFIPPA.

## By-law, Building, Planning

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Animal Control</b>					
Boarding Fee Cat	25.00	25.00	0.00%	HST	As per Animal Control Contract
Boarding Fee Dog	25.00	25.00	0.00%	HST	As per Animal Control Contract
Call out fee for service	115.00	115.00	0.00%	HST	As per Animal Control Contract
Euthanasia and Disposal - Cat	60.00	60.00	0.00%	HST	As per Animal Control Contract
Euthanasia and Disposal - Dog	80.00	80.00	0.00%	HST	As per Animal Control Contract
Live Trap Placement	115.00	115.00	0.00%	HST	As per Animal Control Contract
Muzzle Order Appeal	264.00	273.00	3.41%	Exempt	
Dangerous or Muzzle Dog Licence	106.00	110.00	3.77%	Exempt	Excise Tax Act Schedule V Part VI
<b>By-law Enforcement</b>					
Invoice admin processing fee	317.00	327.00	3.15%	HST	
Issue Order	211.00	225.00	6.64%	Exempt	Schedule V Part VI (ETA)- Exempt
Title Corporate Search	50.00	52.00	4.00%	HST	
Registration or Discharge Order on Title (per registration/discharge)	300.00	310.00	3.33%	HST	
Registered Mail	Actual Cost	Actual Cost		Exempt	
By-law Enforcement Officer hourly rate (one hour min)	49.00	51.00	4.08%	Exempt	
By-Law Enforcement Supervisor hourly rate (one hour minimum)	58.00	60.00	3.45%	Exempt	
Execute Search Warrant	528.00	545.00	3.22%	Exempt	
Locksmith Service	Cost + 15%	Cost + 15%		HST	
Re-issuance of Permit/License/Document	58.00	60.00	3.45%	Exempt	Schedule V Part VI (ETA)- Exempt
Fortification By-Law Exemption Application - single family dwelling or not-for-profit	164.00	170.00	3.66%	Exempt	
Fortification By-Law Exemption Application - Multi-Residential, Commercial, Industrial	433.00	447.00	3.23%	Exempt	
Property Standards - Issuance of Certificate of Compliance ( Residential - per unit)	111.00	115.00	3.60%	HST	
Property Standards - Issuance of Certificate of Compliance (Commercial - per unit )	120.00	124.00	3.33%	HST	
Property Standards - Issuance of Certificate of Compliance (Industrial/Institutional - per unit )	27.00 per 92.9 sq.metre (1000 ft2) of building area 200.00 minimum	28.00 per 92.9 sq.metre (1000 ft2) of building area 207.00 minimum	3.70%  3.50%	HST	
Property Standards - Issuance of Certificate of Compliance (vacant and/or derelict	111.00	115.00	3.60%	HST	
Property Standards Appeal	450.00	464.00	3.11%	Exempt	
Superior Court Judge - Appeal Property Standards Decision	450.00	464.00	3.11%	Exempt	
Noise By-Law Exemption Permit - Minor	400.00	413.00	3.25%	Exempt	
Noise By-law Exemption Permit - Major	425.00	439.00	3.29%	Exempt	
<b>Building - Fees</b>					
Building - photocopies - larger than ledger	3.25	4.00	23.08%	HST	
Building Certificate	60.00	62.00	3.33%	Exempt	Schedule V Part VI (ETA)- Exempt
Building Certificate - urgent request - 5 business days or less	80.00	83.00	3.75%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - amend existing permit	64.00	66.00	3.13%	Exempt	
Permit Review Fee (per hour) - major amendment to existing permit	64.00	66.00	3.13%	HST	Per hour fee to review major changes to existing permit(s) in accordance with By-Law 3198
Chief Building Official hourly rate (one half hour minimum)	85.00	88.00	3.53%	Exempt	
Deputy Chief Building Official hourly rate (one half hour minimum)	66.00	69.00	4.55%	Exempt	
Building Inspector (one hour minimum)	60.00	62.00	3.33%	Exempt	
Building Enforcement Supervisor (one hour minimum)	60.00	62.00	3.33%	Exempt	

By-law, Building, Planning

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Building - Permit Fees</b>					Fees in this section are per the Building Code Act, 1992, SO 1992, c 23. As legislatively required, a formal fee study is underway. No inflation added for 2025 as further update to be brought to Council on completion of fee study.
Residential – New Low Density - Single Detached & Townhouses	Minimum permit fee \$2,500.00, Maximum permit fee \$5,000.00 OR \$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	Minimum permit fee \$2,500.00, Maximum permit fee \$5,000.00 OR \$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt.
Residential – Mobile Homes, Low Density, Medium Density, Additions, Alterations, etc.	\$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$9.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential – New	\$140.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$140.00 Flat Rate + \$5.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Major Alterations/Renovations/Additions (> 100,000)	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$1,000.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI & High Density Residential Minor Alteration/Renovations/Additions (\$100,000 or less)	\$275.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$275.00 Flat Rate + \$8.00 per each additional \$1000.00 in value of construction. - plumbing permit fees included	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Decks, Sheds, Accessory Buildings, Pools, etc.	\$140.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	\$140.00 Flat Rate + \$10.00 per each additional \$1000.00 in value of construction.	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Part 9 Residential Demolition	140.00	140.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Demolition – all others	550.00	550.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Water Connection, Sewer Connection or repair	140.00	140.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Change of Use Permit (no construction)	270.00	270.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Conditional Permit Agreement	270.00	270.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Alternative Solution Review (Fee + Cost of Peer Review)	540.00	540.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Occupant Load Inspection Analysis & Report (per hr, one hr minimum)	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
AGCO Agency Approval	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Re-inspection	90.00	90.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Issue Order	200.00	200.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Transfer Permit	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Construction w/o Permit	Double the initial permit rate	Double the initial permit rate		Exempt	Schedule V Part VI (ETA)- Exempt

## By-law, Building, Planning

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Signs</b>					
Permit fees - signs - permanent	a) \$106.00 first \$1,000.00 of estimated value of construction plus b) \$7.50 per each additional \$1,000.00 or part there of	a) \$106.00 first \$1,000.00 of estimated value of construction plus b) \$7.50 per each additional \$1,000.00 or part there of	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, Part of Fee Study
Permit fees - signs - mobile	40.00	42.00	5.00%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - sign - construction/placement without a permit	double initial permit fee	double initial permit fee		Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Minor Variance - Director Approval	350.00	361.00	3.14%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Major Variance - Council Approval	500.00	516.00	3.20%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Appeal Application	350.00	361.00	3.14%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - after the fact	1.5 the initial application rate	1.5 the initial application rate		Exempt	
Sign Removal - General	132.00	137.00	3.79%	HST	per sign
Sign Removal - Mobile Sign	375.00	387.00	3.20%	HST	
Sign Removal - Posters	27.00 each + cost to repair any damage to public property	28.00 each + cost to repair any damage to public property	3.70%	HST	
Sign Removal - Temporary Signs	27.00	28.00	3.70%	HST	each sign
Sign Removal - A-Frame/Sandwich Board/Sidewalk Signs	106.00	110.00	3.77%	HST	each sign
Sign Removal - Banner Sign	275.00	284.00	3.27%	HST	each sign
Permit fees - temporary buildings	2,110.00	2,175.00	3.08%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - transfer of permit	69.00	69.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, Part of Fee Study
<b>Building Licences</b>					
Taxi Cab Driver's Licence	35.00	35.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, No increase per Council Resolution
Taxi Cab Owner Stand	125.00	125.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, No increase per Council Resolution
Taxi Cab Owner Licence	50.00	50.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, No increase per Council Resolution
Taxi Cab Vehicle Licence	65.00	65.00	0.00%	Exempt	Schedule V Part VI (ETA)- Exempt, No increase per Council Resolution
Group Transportation Owner Licence	53.00	55.00	3.77%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Drivers Licence	37.00	39.00	5.41%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Vehicle Licence	80.00	83.00	3.75%	Exempt	Schedule V Part VI (ETA)- Exempt
Group Transportation Vehicle Licence Renewal	53.00	55.00	3.77%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Driver's Licence	69.00	72.00	4.35%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Owner Licence	74.00	77.00	4.05%	Exempt	Schedule V Part VI (ETA)- Exempt
Limousine Vehicle Licence	76.00	79.00	3.95%	Exempt	Schedule V Part VI (ETA)- Exempt
Kennel - new	125.00	129.00	3.20%	Exempt	Schedule V Part VI (ETA)- Exempt
Kennel - renewal	125.00	129.00	3.20%	Exempt	Schedule V Part VI (ETA)- Exempt
<b>Planning &amp; Development</b>					
Cash-in-lieu of parkland (low density residential consents)	8,000.00	8,250.00	3.13%	Exempt	Per Section 42.1 of the Planning Act - Up to 5% of lot value for residential & 2.5% for commercial - based on 160k residential lot
Planning Application - Minor Variance	1,318.00	1,835.00	39.23%	Exempt	As per Planning Fee Study
Planning Application - Minor Variance - after the fact	2,636.00	3,670.00	39.23%	Exempt	
Planning Application - Site Plan - Minor	686.00	790.00	15.16%	Exempt	As per Planning Fee Study
Planning Application - Site Plan - Minor - after construction	1,371.00	1,580.00	15.24%	Exempt	
Planning Application - Site Plan - Major	1,687.00	1,739.00	3.08%	Exempt	
Planning Application - Site Plan - Major - after construction	3,374.00	3,478.00	3.08%	Exempt	
Planning Application - Site Plan - Amendment Application	712.00	734.00	3.09%	Exempt	

## By-law, Building, Planning

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
Planning Application - Site Plan - Amendment Application after-the-fact	1,424.00	1,468.00	3.09%	Exempt	
Site Plan Application - 3rd & subsequent submissions	712.00	734.00	3.09%	Exempt	
Site Plan Agreement Administration Fee (includes registration on title)	712.00	734.00	3.09%	Exempt	
Planning Application - Zone Change- prior to use	1,793.00	2,590.00	44.45%	Exempt	As per Planning Fee Study
Planning Application - Zone Change- after use has occupied	3,585.00	5,180.00	44.49%	Exempt	
Planning Application - Zoning - Removal of (H)	317.00	350.00	10.41%	Exempt	
Subdivision Certificate	100.00	104.00	4.00%	Exempt	
Zoning Certificate	58.00	60.00	3.45%	Exempt	Schedule V Part VI (ETA)- Exempt
Zoning Certificate - urgent request - less than 5 business days	80.00	83.00	3.75%	Exempt	
Civic Addressing - Readdressing	143.00	148.00	3.50%	Exempt	
Land Division (severance) Clearance Letter	80.00	83.00	3.75%	Exempt	
Severance Agreement	1,477.00	1,523.00	3.11%	Exempt	
Planning - Preserving Agreement Administration fee	2,109.00	2,174.00	3.08%	HST	
Subdivision Agreement Administration Fee	2,320.00	2,392.00	3.10%	HST	
Subdivision Drawing Review Fee (per lot) - 1st and 2nd submission	132.00	137.00	3.79%	Exempt	
Subdivision Drawing Review Fee (per lot) - 3rd submission & thereafter	70.00	73.00	4.29%	Exempt	
Engineering Inspection Fee	225.00	232.00	3.11%	Exempt	To cover staff & vehicle time (roughly 2.5 hours)
Storm Water Management Pond Review	686.00	708.00	3.21%	HST	
Storm Water System Development Review	600.00	619.00	3.17%	HST	Part of Consolidated Linear Infrastructure – Environmental Compliance Approval
Storm Water Application to Connect Review (Infill only)	-	78.00	New	Exempt	per Service
Storm Water Consolidated ECA Storm sewers including appurtenances	-	1,237.00	New	Exempt	
Storm Water ECA Inspections	-	1.50%	New	Exempt	Percentage of development securities for storm infrastructure
Connection to existing sewer (sewer depth 0-3 metres)	-	Actual Cost 6,700.00 Minimum	New	Exempt	If work completed by owner's contractor, amount collected as security deposit
Connection to existing sewer (sewer depth >3 metres)	-	Actual Cost 9,800.00 Minimum	New	Exempt	If work completed by owner's contractor, amount collected as security deposit
Encroachment Agreement Fee	1,690.00	1,743.00	3.14%	Exempt	Schedule V Part VI (ETA)- Exempt
Encroachment Permit Fee	50.00	52.00	4.00%	Exempt	a more realistic estimate of staff time
Easement Research Request	153.00	158.00	3.27%	Exempt	
Utility Authorization Permit Review	100.00	104.00	4.00%	Exempt	This involves review of the utilities'/proponents' proposal, site visit etc.
Engineering Certificate Request	153.00	158.00	3.27%	Exempt	



## Finance

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Notes
<b>Finance - Taxes</b>					
Addition to the Tax Roll - Cost Recovery + 25%	25% of AR invoice amount	25% of AR invoice amount		Exempt	Unpaid AR invoices added to the tax roll
Mortgage Billing Fee	11.00	12.00	9.09%	Exempt	per roll number/per billing
New Account Fee	32.00	33.00	3.13%	Exempt	
Past Due Notice Fee	6.00	7.00	16.67%	Exempt	
Payment Redistribution	16.00	17.00	6.25%	Exempt	
Payment Refund Administration Fee	27.00	28.00	3.70%	Exempt	
Tax Bill reprint	11.00	12.00	9.09%	Exempt	
Tax certificate	58.00	60.00	3.45%	Exempt	
Tax receipt	11.00	12.00	9.09%	Exempt	
Tax Sale Procedure service costs	25% of direct RealTax costs	25% of direct RealTax costs		Exempt	Tax Sale Registrations are handled by Realtax Recovery Specialists.
Tax Statement	11.00	12.00	9.09%	Exempt	Charge for paper copy only

## Fire

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>Fire</b>						
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 1st Offence	1/2 Current MTO Rates	1/2 Current MTO Rates		Exempt	Per Incident	First Offence 50% of Regular MTO Rates
False Alarm Response Fee - Preventable Fire Alarm - Panel Alarms - 2nd and any additional Offence	Current MTO Rates	Current MTO Rates		Exempt	Per Incident	2 Apparatus response
False Alarm Response Fee - Work is being performed on a fire alarm system and the owner fails to notify Fire Department or alarm company and the alarm company reports the alarm to fire department.	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	Each incident based on 2 Apparatus response
False alarm response fee, when failure to maintain systems results in a preventable response		2 x Current MTO Rates	New	Exempt	Per Incident	This fee is charged when failure to maintain systems results in a preventable response
Motor Vehicle Accident / Vehicle Fire Response Fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee is charged to the registered owner of the vehicle and divided equally between all parties involved in the incident. The owners are encouraged to submit invoice to their insurer for payment.
Motor Vehicle Accident or Vehicle Fire Response fee on a Provincial Highway	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee will be charged to the Ministry of Transportation for all vehicle accident or vehicle fire related services that occur on provincial highways.
Natural Gas Leak Response Fee - Caused by an individual or company	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour + materials	This fee is chargeable to the property owner or contractor where the fire department responds to a gas line strike and determines the incident is caused directly by a person or company.
Hazardous Materials Response fee	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour + materials	This fee is charged to the person or company in control of a Hazardous Materials that release resulting in a response by the Fire Services.
Fire Watch or Stand By Authorized by the Fire Chief	Current MTO Rate + Consumables	Current MTO Rate + Consumables		Exempt	per hour or half hour	This fee is charged to the property owner or insurer for fire services to provide watch or stand by at a fire event or to maintain scene security after a fire or where in the opinion of the fire chief a fire may occur or where fire protection systems are not functioning properly.
Violation of Conditions of Burn Permit - 1st and any additional Offence	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	This fee is charged when complaint is received and property owner is in violation of burn permit conditions.
Open Air Burning -Illegal/Unauthorized Fire	Current MTO Rates	Current MTO Rates		Exempt	per hour or half hour	This fee is charged to property owner when complaint is received and open air burn is in violation of Town By-law regulations.
Fee for expenses Incurred by Fire Services for equipment, expertise, or materials required to mitigate an incident including but not limited to heavy equipment, speicized equipment, tow trucks, foam, engineers, absorbant etc. 15% Administrative Fee Applies	Actual Cost	Actual Cost		Exempt	Per Incident	This fee is charged to the insurance company of the registered owner of a property, otherwise the registered owner of the property where in the opinion of the fire chief or his designate it is necessary to employ heavy equipment to extinguish a fire or protect adjacent properties from the spread of fire.
Administrative fee for MTO - ARIS Owner / Contact Information Search	\$53 + hourly time	55.00 + hourly time	3.77%	HST	Per Incident	Fee added to the hourly fire department response charge any time that the fire department is required to access the MTO ARIS database.
Fee for Fire Department Incident Report	150.00	155.00	3.33%	HST	each	Fee for copy of Incident Report
Fee for Fire Department Investigation Report	259.00	267.00	3.09%	HST	each	Fee to provide Fire Investigation reports
Fee for Fire Department File Search for Outstanding Orders / Inspection Reports / Incident Reports	135.00	140.00	3.70%	HST	per request	
Fee Fire Department Request Fire Code Inspection - Commercial, Industrial, or Institutional building less than 930m2 (10,000 sq.ft.)	280.00	289.00	3.21%	HST	each	OBC Classification A, B, D, E & F. Residential (OBC C) listed separately.

## Fire

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Fee for Fire Department Request Fire Code Inspection Each additional 185m2 (2,000 sq.ft.) in a Commercial, Industrial or Institutional building	40.00	42.00	5.00%	HST	each	New fee for additional area over base fee
Fee Fire Department Request Fire Code Inspection a Residential building up to and including 4 suites or apartments	280.00	289.00	3.21%	HST	each	OBC Classification C. Separated from other occupancies.
Fee Fire Department Request Fire Code Inspection each additional suite or apartment over base fee	40.00	42.00	5.00%	HST	each	New fee for additional unit(s). Fee per apartment over base fee.
Fee Fire Department Request Fire Code Inspection of a licensed Occupancy excluding a daycare	280.00	289.00	3.21%	HST	each	Inspection fee
Fee Fire Department Request Fire Code Inspection of a Daycare Facility	106.00	110.00	3.77%	HST	each	Inspection fee
Fee for Fire Department Request to Conduct Verification of Vulnerable Occupancy Fire Drill Scenario	280.00	289.00	3.21%	HST	each	Fee for Vulnerable Occupancy fire drills
Fee to Conduct Business License Inspection	106.00	110.00	3.77%	Exempt	each	Inspection fee
Fee for Re-Inspections if Violations not Remedied	280.00	289.00	3.21%	HST	each	Fee for subsequent follow-up inspection required when fire code violations are not corrected.
Residential Smoke or Carbon Monoxide Alarm provided to a resident per alarm	65.00	68.00	4.62%	HST	each	Fee for response to residential alarms and providing Smoke or CO alarms to ensure Fire Code Compliance
Fire Department approval of a Demolition Permit issued by the Building Department.	143.00	148.00	3.50%	HST	each	Fee for Fire Service to review and approve Demolition Permits through Building Department.
Fee to review an application for a licence to sell Consumer Fireworks (F.1) including a site inspection and review of Fire Safety Plan	227.00	234.00	3.08%	HST	each	Fee to review and inspect Fireworks Safety plan and site
Fee to Review Fireworks Display Application (F.2) Event	160.00	165.00	3.13%	HST	each	Town of Tillsonburg sponsored events exempt from this fee.
Fee to Review Licence to Conduct a Pyrotechnics (F.3) Display Application, Safety Plan Review, Site Plan Inspection	232.00	240.00	3.45%	HST	each	Town of Tillsonburg sponsored events exempt from this fee.
Fee for Open Air Burn Permit	80.00	83.00	3.75%	HST	each	Fee to issue burn permits
Fee to Review Fire Safety Plan	132.00	137.00	3.79%	HST	each	Fee to review Fire Safety Plans
Fee to Review, Approve a Level 1 Risk Management Plan for TSSA Licence for Propane Storage	370.00	382.00	3.24%	HST	each	Fee to review Level 1 TSSA Risk Management Plans
Fee to Review, Approve Level 2 Risk Management Plan for TAAS Licence for Propane Storage, plus actual costs to retain a 3rd part engineer or other firm if required.	844.00	870.00	3.08%	HST	each	Plus actual costs to retain a 3rd party engineer or other firm if required.
Fee for Fire Safety Training, plus cost of materials	127.00	131.00	3.15%	HST	per hour	Plus cost of materials
Fee for Fire Extinguisher Training (Theory)	127.00	131.00	3.15%	HST		Max 20 students
Fee for Fire Extinguisher Training (Practical with Burn Prop)	227.00	234.00	3.08%	HST		
Fee to Recharge SCBA Breathing Cylinder	37.00	39.00	5.41%	HST	per cylinder	Excludes customers with special agreement
Rental of Training Room (excluding town emergency services)	248.00	256.00	3.23%	HST	per day	

## Tillsonburg Community Centre

Programs	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>Community Centre - Aquatics</b>						
Water Fitness - 10 passes	65.40	67.50	3.21%	HST	10 passes	User Fee Surcharge (UFS) applicable
Land Fitness - 10 passes	65.40	67.50	3.21%	HST	10 passes	UFS applicable
Land Fitness (1/2 hour class) - 10 passes	32.70	33.80	3.36%	HST	10 passes	
Water Fitness - 20 passes	105.60	108.90	3.13%	HST	20 passes	UFS applicable
Land Fitness - 20 passes	105.60	108.90	3.13%	HST	20 passes	UFS applicable
Land Fitness (1/2 hour class) - 20 passes	52.90	54.60	3.21%	HST	20 passes	
30 minute Swimming Lesson	7.80	8.10	3.85%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
45 minute Swimming Lesson	8.30	8.60	3.61%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
60 minute Swimming Lesson	8.70	9.00	3.45%	Exempt	per lesson	Schedule V, Part VI, UFS Applicable
Bronze Star	71.20	73.40	3.09%	HST	per course	UFS applicable
Bronze Medallion	88.50	91.30	3.16%	HST	per course	UFS applicable
Bronze Cross	88.50	91.30	3.16%	HST	per course	UFS applicable
First Aid	112.00	115.50	3.13%	HST	per course	UFS applicable
First Aid Recert	78.40	80.90	3.19%	HST	per course	UFS applicable
National Lifeguard	244.60	252.20	3.11%	HST	per course	UFS applicable
National Lifeguard Recert	58.20	60.00	3.09%	HST	per course	UFS applicable
Assistant Swimming Instructors School	75.40	77.80	3.18%	HST	per course	UFS applicable
Additional Fee	31.20	32.20	3.21%	HST	per course	UFS applicable
Swim for Life Instructors School	118.90	122.60	3.11%	HST	per course	UFS applicable
Lifesaving Instructors	118.90	122.60	3.11%	HST	per course	UFS applicable
Swim/Lifesaving Instructors	244.60	252.20	3.11%	HST	per course	UFS applicable
Private Lessons (14+ years)	22.00	22.70	3.18%	HST	per lesson	UFS applicable
Private Lessons (Under 14)	22.00	22.70	3.18%	Exempt	per lesson	Youth, UFS applicable
Semi-Private Lessons	15.20	15.70	3.29%	Exempt	per lesson	
Lifesaving Sport Fundamentals	8.30	8.60	3.61%	Exempt	per lesson	Youth
Swim Synchro Swimming Lessons	8.30	8.60	3.61%	Exempt	per lesson	Youth
Synchronized Swimming Team	565.20	582.70	3.10%	Exempt	9 Months	Youth, UFS applicable
First Aid Instructor	120.00	123.70	3.08%	HST	per course	
National Lifeguard Instructor	172.30	177.70	3.13%	HST	per course	UFS applicable
Examiner Standards/Advanced Instructors	43.30	44.70	3.23%	HST	per course	UFS applicable
<b>Community Centre - classes, courses, and camps</b>						
Babysitting Course	61.80	63.80	3.24%	Exempt	8hr course	Schedule V, Part VI
Youth Program 30 min class	7.10	7.40	4.23%	Exempt	per lesson	Schedule V, Part VI
Youth Program 45 min class	8.10	8.40	3.70%	Exempt	per lesson	
Youth Program 60 min class	9.20	9.50	3.26%	Exempt	per lesson	Schedule V, Part VI
Youth Program - Specialty Course	12.90	13.30	3.10%	Exempt	per lesson	
Teen Program 30 min	7.10	7.40	4.23%	HST	per lesson	
Teen Program 45 min	8.10	8.40	3.70%	HST	per lesson	
Teen Program 60 min	9.20	9.50	3.26%	HST	per lesson	
Workshops - 1/2 day	30.80	31.80	3.25%	HST		
Workshops - Specialty Course	93.10	96.00	3.11%	HST		
Workshops - 8 hours	123.50	127.40	3.16%	HST		
Youth Camp - week	157.80	162.70	3.11%	Exempt	week	Schedule V, Part VI
Youth Camp day	39.20	40.50	3.32%	Exempt	daily	Schedule V, Part VI
Youth Camp Lunch	8.50	8.80	3.53%	Exempt	each	Schedule V, Part VI
Youth Camp Special	217.60	224.40	3.13%	Exempt	week	Schedule V, Part VI
Youth Camp - short week	127.10	131.10	3.15%	Exempt		Schedule V, Part VI
<b>Community Centre - Events</b>						
<b>Community Centre - Facility Rentals</b>						
Arena - Internet Access Fee	105.50	108.80	3.13%	HST	per year	
Arena - Weekdays before 5pm & after 11pm	107.40	110.80	3.17%	HST	hour	Effective April through March
Arena - Weekdays after 5pm & weekends	199.50	205.70	3.11%	HST	hour	Effective April through March
Arena - Minor	140.20	144.60	3.14%	HST	hour	Effective April through March
Arena - Shiny	6.50	6.80	4.62%	HST	per person	

## Tillsonburg Community Centre

Programs	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Arena - Ice Flat Rate	484.50	499.50	3.10%	HST	per day	
Arena Floor - Commercial	2,552.90	2,631.60	3.08%	HST	per day	
Arena Floor - Full Use	1,923.40	1,982.70	3.08%	HST	per day	
Arena Floor - Flat Fee (no set up)	629.30	648.70	3.08%	HST	per day	
Arena Floor - Chilled Floor (additional fee)	2,422.10	-	-100.00%	HST	per day	Service no longer offered
Arena Floor - Hourly League Fee	77.70	80.10	3.09%	HST	per hour	
Arena Floor - Set up Day/Tear Down Day	961.80	991.50	3.09%	HST	per day	
Arena Storage Room A	30.30	31.30	3.30%	HST	per month	
Arena Storage Room B	18.30	18.90	3.28%	HST	per month	
Arena Storage Room C	6.30	6.50	3.17%	HST	per month	
Arena - Mini Practice Rink	51.70	53.30	3.09%	HST	hour	
Auditorium - Friday or Saturday	605.50	624.20	3.09%	HST	per day	
Auditorium - Sunday - Thursday	338.40	348.90	3.10%	HST	per evening	
Auditorium - Hourly	68.40	70.60	3.22%	HST		
Room Set up/tear down & Decorating Fee (Day before/after)	127.00	131.00	3.15%	HST		
Statutory Holiday rental fee	50% surcharge on applicable rental fee			HST	per rental	
Ball Diamond - Occasional Use	90.90	93.70	3.08%	HST	per day	
Ball Diamond - Hourly	-	20.00		HST	per hour	New
Ball Diamond - Seasonal Youth Team	90.90	93.70	3.08%	HST		
Ball Diamond - Seasonal Team Practice	320.60	330.50	3.09%	HST	per team	
Ball Diamond - Seasonal Adult Team	528.50	544.80	3.08%	HST	per team	
Ball Diamond - 2-day Tournament (Annandale Diamonds)	623.40	642.70	3.10%	HST	2 days	
Ball Diamond - Tournament per diamond per day	90.90	93.70	3.08%	HST	per diamond/day	
Ball Diamond - portable washrooms - 1 day tournament	253.10	260.90	3.08%	HST	2 units	
Ball Diamond - portable washrooms - 2 day tournament	316.30	326.10	3.10%	HST	2 units	
Tractor with Groomer - Prep Friday	90.40	93.20	3.10%	HST	per event	
Tractor with Groomer - Prep Saturday	47.50	49.00	3.16%	HST	per event	
Tractor with Groomer - Prep Sunday	47.50	49.00	3.16%	HST	per event	
Tractor with Groomer - Repair Monday	88.50	91.30	3.16%	HST	per event	
Administrative Fees	118.70	122.40	3.12%	HST	per event	
Site clean up - 1 or 2 day event	193.30	199.30	3.10%	HST	3 staff	
Ball Diamond - Key Deposit	15.90	16.40	3.14%	HST	each	per key
Ball Diamonds - Lights left on/equipment not stored properly	58.20	60.00	3.09%	HST	per occurrence	
Damage Deposit	593.50	611.80	3.08%	Exempt		
Den - Fri or Sat	207.00	213.40	3.09%	HST	per day	
Den - Sun - Thursday	150.80	155.50	3.12%	HST	per day	
Den - Hourly	36.20	37.40	3.31%	HST		
Entire TCC Building - 1 arena 9am-4pm	2,410.30	2,484.60	3.08%	HST		
Entire TCC Building - 2 arenas 9am-4pm	3,027.60	3,120.90	3.08%	HST		
Gibson House	80.30	82.80	3.11%	HST	per day	
Gibson House - Hourly	31.40	32.40	3.18%	HST	per hour	
Kinsmen Canteen	30.90	31.90	3.24%	HST	per day	
Kitchen Rental - Daily	79.10	81.60	3.16%	HST	per event	
Kitchen Rental - 3 Day Weekend	210.90	217.40	3.08%	HST	per event	
Lobby Area	37.20	38.40	3.23%	HST		
Marwood B or C	80.30	82.80	3.11%	HST	per day	
Marwood BC	156.70	161.60	3.13%	HST	per day	
Marwood B or C - Hourly	30.30	31.30	3.30%	HST		
Marwood BC - Hourly	36.20	37.40	3.31%	HST		
Memorial Pavilion (full) or Kinsmen Bandshell	104.70	108.00	3.15%	HST	per day	
Memorial Pavilion hourly	20.00	20.70	3.50%	HST	per hour	
set up/tear down for parks events	122.86	126.70	3.13%	HST	per day	
Memorial Park for Major Concert (includes bandshell & pavilion)	741.80	764.70	3.09%	HST	per event up to 4 days	
Memorial park greenspace between pavilion, bandshell and ball diamond	-	192.00		HST	per day	New
Newman Park Gazebo	63.50	-	-100.00%	HST	per day	Park no longer has a gazebo
Parking Lot	127.00	131.00	3.15%	HST	per day	
School Lessons	4.50	4.70	4.44%	Exempt	per person	Youth, UFS applicable

## Tillsonburg Community Centre

Programs	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Soccer Field Rental - Adults (Gyulveszi Park)	5.30	5.50	3.77%	HST	per hour	
Soccer Field Rental - Under age 14 (Gyulveszi Park)	5.30	5.50	3.77%	Exempt	per hour	
Outdoor Recreation Pad Rental	25.00	25.80	3.20%	HST	per hour	
Swim to Survive Rentals	104.10	107.40	3.17%	Exempt	per hour	Youth, UFS applicable
Swim to Survive Instructor Fee	26.40	27.30	3.41%	HST	per hour	
Swim Meet	357.50	368.60	3.10%	HST	per day	UFS applicable
Swim Meet Evening	175.40	180.90	3.14%	HST	per day	UFS applicable
Swim Team Practice	79.80	82.30	3.13%	HST	per hour	
Storage Pool Deck	31.40	32.40	3.18%	HST	per month	
Swim Lane	17.80	18.40	3.37%	HST	per hour	
Storage Office A	30.80	31.80	3.25%	HST	per month	
Storage Office B	18.70	19.30	3.21%	HST	per month	
Storage Office C	6.40	6.60	3.13%	HST	per month	
Pool - 0-50 swimmers	105.00	108.30	3.14%	HST	per hour	UFS applicable
Pool - 101+swimmers	266.00	274.20	3.08%	HST	per hour	UFS applicable
Pool - 51-100 swimmers	143.00	147.50	3.15%	HST	per hour	UFS applicable
WaterPark - 0-100 swimmers	363.40	374.60	3.08%	HST	hour	UFS applicable
WaterPark- 0-100 swimmers - extra hour	242.20	249.70	3.10%	HST	add. Hr.	UFS applicable
Waterpark 101-300 swimmers	495.30	510.60	3.09%	HST	hour	UFS applicable
Waterpark 101-300 swimmers - extra hour	363.40	374.60	3.08%	HST	add. Hr.	UFS applicable
Waterpark 300+ swimmers	666.20	686.80	3.09%	HST	hour	UFS applicable
Waterpark 300+ swimmers - extra hour	526.80	543.10	3.09%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100 swimmers	322.30	332.30	3.10%	HST	hour	UFS applicable
Waterpark Board of Ed 100 swimmers add. Hr.	179.10	184.70	3.13%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100+ swimmers	573.00	590.70	3.09%	HST	hour	UFS applicable
Waterpark Board of Ed 100+ swimmers add. Hr.	286.70	295.60	3.10%	HST	add. Hr.	UFS applicable
<b>Community Centre - Leagues and Memberships</b>						
Adult League - Individual	67.70	-	-100.00%	HST	each	Not required, using OVA fee
Adult League - Team	437.10	-	-100.00%	HST	per team	Not required, using OVA fee
Adult League - OVA Refs Volleyball	634.50	654.10	3.09%	HST	per team	
Court Membership - Adult	60.60	62.50	3.14%	HST	Seasonal	
Court Membership - Youth	21.80	22.50	3.21%	HST	Seasonal	
Tennis Lessons - 1 hour	12.10	12.50	3.31%	HST	per lesson	
Tennis Lessons - 1/2 hour	5.40	5.60	3.70%	HST	per lesson	Youth
Tennis Advanced Lessons - 1 hour	12.70	13.10	3.15%	HST	per lesson	
Tennis Lessons - 1 hour	96.80	99.80	3.10%	HST	8 lessons	UFS applicable
Tennis Lessons - 1/2 hour	42.50	43.90	3.29%	HST	8 lessons	
Tennis Advanced Lessons - 1 hour	101.00	104.20	3.17%	HST	8 lessons	
Adult Pickleball Program (11 weeks)	46.40	47.90	3.23%	HST	11 weeks	
Adult Pickleball - per session fee	-	4.35		HST	per 2 hour session	New
Membership - Land Fitness - 12 mo	357.40	368.50	3.11%	HST	12 month	
Membership - Water Fitness - 12 mo	357.40	368.50	3.11%	HST	12 month	
Membership - Personal Training - 20	225.90	232.90	3.10%	HST	20 sessions 1/2 hr	UFS applicable
Membership - Personal Training - 10	128.40	132.40	3.12%	HST	10 sessions 1/2 hr	UFS applicable
Membership - Pool - 12 month	226.80	233.80	3.09%	HST	each	
Membership - Pool - 6 month	159.10	164.10	3.14%	HST	each	
Membership - Pool 20 Pass	75.40	77.80	3.18%	HST	each	
Membership - Skate 20 Pass	75.40	77.80	3.18%	HST	each	
Membership - Weight Training	64.70	66.70	3.09%	HST	up to 6 hours	
Membership - HC Plus - 12 Month	674.80	695.60	3.08%	HST	12 month	
Membership - HC Adult - 01 month	83.70	86.30	3.11%	HST	1 month	

Programs	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Membership - HC Adult - 03 month	184.60	190.30	3.09%	HST	3 month	
Membership - HC Adult - 12 month	491.60	506.80	3.09%	HST	12 month	
Membership - HC Adult - 5 pass	52.00	53.70	3.27%	HST	5 visits	
Membership - HC Adult - 10 pass	101.70	104.90	3.15%	HST	10 visits	
Membership - HC Adult - 20 Pass	194.70	200.70	3.08%	HST	20 Visits	
Membership - HC Family - 01 month	188.80	194.70	3.13%	HST	1 month	
Membership - HC Family - 03 month	416.40	429.30	3.10%	HST	3 month	
Membership - HC Family - 12 month	985.50	1,015.90	3.08%	HST	12 month	
Membership - HC Student/Senior - 01 month	67.70	69.80	3.10%	HST	1 month	
Membership - HC Student/Senior - 03 month	154.40	159.20	3.11%	HST	3 month	
Membership - HC Student/Senior - 12 month	363.30	374.50	3.08%	HST	12 month	
Membership - Student - 5 Passes	29.70	30.70	3.37%	HST	5 visits	
Membership - Student - 10 Passes	53.70	55.40	3.17%	HST	10 visits	
Membership - Student - 20 Passes	96.30	99.30	3.12%	HST	20 Visits	
Membership - HC Glendale Student	111.70	115.20	3.13%	HST	5 Month	
Membership - Replacement Card	6.00	6.20	3.33%	HST	each	
Membership - Squash Adult - 10 pass	101.00	104.20	3.17%	HST	per court (1hr)	
<b>Pay as you go - Admission</b>						
Aquatfit/Fitness/Yoga Class	9.00	9.30	3.33%	HST included	each	
Fitness / Yoga (1/2 hr class)	4.40	4.60	4.55%	HST included	each	
Board of Education - Squash/HC	3.10	3.20	3.23%	HST included		UFS applicable
Board of Education - Arena/Pool	3.40	3.60	5.88%	HST included		UFS applicable
Drop In Swimming Lessons	9.70	10.00	3.09%	HST included	per lesson	Min Age of 12
Drop In Swimming Lessons - ea. Additional child	6.00	6.20	3.33%	HST included	per lesson	
Drop-in Pickleball	7.20	7.50	4.17%	HST included	each	
Health Club Adult	11.80	12.20	3.39%	HST included	each	
Squash	12.10	12.50	3.31%	HST included	per court (1 hr)	UFS applicable
Roller Skate - Admission No skate rental	3.20	3.30	3.13%	HST included		UFS applicable
Swim Child	2.70	2.80	3.70%	HST included	each	
Swim Family	12.70	13.10	3.15%	HST included	each	
Swim - Over 14	5.20	5.40	3.85%	HST included	each	
Skate Child	2.70	2.80	3.70%	HST included	each	
Skate Family	12.70	13.10	3.15%	HST included	each	
Skate - Over 14	5.20	5.40	3.85%	HST included	each	UFS applicable
Wallyball	12.60	13.00	3.17%	HST included	per court (1 hr)	UFS applicable
Waterpark 60 years & over	6.80	7.10	4.41%	HST included	each	UFS applicable
Waterpark 60 years & Over Half Price	3.40	3.60	5.88%	HST included	each	UFS applicable
Waterpark 6-14 yrs	6.20	6.40	3.23%	HST included	each	UFS applicable
Waterpark 6-14 yrs Half Price	3.20	3.30	3.13%	HST included	each	UFS applicable
Waterpark Additional Family Member	2.70	2.80	3.70%	HST included	each	UFS applicable
Waterpark Adult	9.00	9.30	3.33%	HST included	each	UFS applicable
Waterpark Adult Half Price	4.50	4.70	4.44%	HST included	each	UFS applicable
Waterpark Family	31.30	32.30	3.19%	HST included	per family of 5	UFS applicable
Waterpark Family Half Price	15.70	16.20	3.18%	HST included	per family of 5	UFS applicable
Waterpark Tillsonburg Resident Pass (6 +)	43.10	44.50	3.25%	HST	per person	Resident 6+ years
Waterpark Non-resident Pass (Youth & Srs 60+)	59.20	61.10	3.21%	HST	per person	Youth and Seniors 60+
Waterpark Non-resident Pass (Adult under 60)	80.70	83.20	3.10%	HST	per person	Adult under 60
<b>Community Centre - Other fees</b>						
LLWP Sponsorship	1,266.00	1,305.00	3.08%	Exempt	each	
Community Swim/Skate Sponsorship	211.00	217.50	3.08%	Exempt	each	Effective April through March
Special Events	Expenses + 5% Administrative Fee			HST		
Capital Re-Investment Fee - Ice Rentals	3.00	3.10	3.33%	Exempt	per hour	Effective April through March

## Tillsonburg Community Centre

Programs	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Capital Re-Investment Fee - Hall/Meeting room Rentals	5.00	5.20	4.00%	Exempt	per booking	
Capital Re-Investment Fee - Ball Diamonds	25.00	25.80	3.20%	Exempt	per team	
Capital Re-Investment Fee - Ball Diamonds occasional use	5.00	5.20	4.00%	Exempt	per booking	
Aquatic User Fee Surcharge - pay as you go admission	1.50	1.60	6.67%	Exempt	per booking	
User Fee Surcharge - pay as you go admission	-	1.60		Exempt	per booking	New
Aquatic User Fee Surcharge -	5.00	5.20	4.00%	Exempt	per booking	
League and Membership User Fee Surcharge (Health Club, Adult sports and fitness)	5.00	5.20	4.00%	HST	per booking	
Non-resident Fee	10% additional on program/membership fees			Exempt		New
Admin - Refund Admin Fee	17.40	18.00	3.45%	Exempt	each	
Admin - Reprint receipt	5.80	6.00	3.45%	Exempt	each	
Admin - Consolidated Receipts (Child Tax Credit)	11.60	12.00	3.45%	HST		Operational requirements
Admin - Copies - Single sided	0.55	0.60	9.09%	HST		
Admin - Copies - Double sided	0.62	0.70	12.90%	HST		
Rentals - 8' wooden tables	6.30	6.50	3.17%	HST		
Rentals - Black plastic chairs	2.40	2.50	4.17%	HST	each	
Delivery of Table & Chairs	30.30	31.30	3.30%	HST	per round trip	
Rentals - Black curtains/hardware	3.10	3.20	3.23%	HST	per foot	
<b>ADVERTISING</b>						
<b>10% - 30% Reductions may apply to multiple advertising</b>	A 2nd advertisement gets 10% off both, a 3rd ad gets 20% off all 3 and a 4th ad gets 30% off the total for all 4.					
Advertising - Memorial Arena Board Back Lit	1,234.80	1,272.90	3.09%	HST	each	
Advertising - Community Arena Backlit	617.40	636.50	3.09%	HST	each	
Advertising - Memorial Arena Board	801.50	826.20	3.08%	HST	each	
Advertising - Community Arena Board	492.80	508.00	3.08%	HST	each	
Advertising - Ice Re-Surfacers - Side	617.40	636.50	3.09%	HST	each	
Advertising - Ice Re-Surfacers - Top	1,234.80	1,272.90	3.09%	HST	each	
Advertising - Ice Re-Surfacers - 3 sides	2,730.80	2,815.00	3.08%	HST	each	
Advertising - Skate Aid	11.40	11.80	3.51%	HST	per month	
Advertising - Inside Front/Back Page Glossy	1,810.70	1,866.50	3.08%	HST	each	
Advertising - Back Page Glossy	2,422.10	2,496.80	3.08%	HST	each	
Advertising - Brochure 1/8 page	123.50	127.40	3.16%	HST	each	
Advertising - Brochure 1/4 page	216.10	222.80	3.10%	HST	each	
Advertising - Brochure 1/2 page	369.20	380.60	3.09%	HST	each	
Advertising - Brochure 1/2 page Inside/Back Page Glossy	726.60	749.00	3.08%	HST	each	
Advertising - Brochure Full page	738.50	761.30	3.09%	HST	each	
Advertising - Brochure Full page (internal corporate)	242.30	249.80	3.10%	HST	each	
Advertising - Miscellaneous	123.50	127.40	3.16%	HST	each	
Advertising - Digital Ad Set up	24.10	24.90	3.32%	HST	each	
Advertising - Digital Ad - Monthly(min. 3 mos term)	60.60	62.50	3.14%	HST	each	
Advertising - Digital Ad - Tournament/Special Events	60.60	62.50	3.14%	HST	each	
Advertising - Fence - Per Season	135.40	139.60	3.10%	HST	per season	
Advertising - Fence - Per Year	270.90	279.30	3.10%	HST	annually	
Advertising - Infocaster Set Up	56.00	57.80	3.21%	HST	each	
Advertising - Infocaster - Small Ad	28.00	28.90	3.21%	HST	per month	
Advertising - Infocaster - Large Ad	56.00	57.80	3.21%	HST	per month	
Advertising - Infocaster - Tournament/Special Event	56.00	57.80	3.21%	HST	each	



## Museum

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>Museum</b>						
Museum-Admission-Adult	6.86	7.08	3.21%	HST	daily	
Museum-Admission-Annual-Family Rate	51.11	52.88	3.46%	HST	yearly	
Museum-Admission-Annual-Individual	22.57	23.45	3.90%	HST	yearly	
Museum-Admission-Child	2.43	2.65	9.05%	HST	daily	
Museum-Admission-Family Rate	13.72	14.16	3.21%	HST	daily	
Museum-Admission-Group Rate	5.53	5.75	3.98%	HST	daily	
Museum-Admission-Senior	5.75	5.97	3.83%	HST	daily	
Museum-Admission-Student	3.54	3.76	6.21%	HST	daily	
Museum Volunteer-Admission-Free	FREE	-			daily	
Museum - Research (Genealogy)	31.64	32.74	3.48%	HST	per hour	
Museum-Permission Fees-Personal Use	15.50	16.15	4.19%	HST	each	
Museum-Permission Fees-Publication Use	17.50	18.14	3.66%	HST	each	
Museum-Rentals-Audio Visual Equipment-Corporate	FREE	-			each	
Museum-Rentals-Program Room or Grounds & Gardens- Non-Profit	42.26	43.58	3.12%	HST	each	
Museum-Rentals-Grounds & Gardens-Corporate	200.00	206.19	3.10%	HST	each	
Museum-Rentals-Program Room - half day -non profit	57.96	59.96	3.45%	HST	half day	
Museum-Rentals-Program Room -full day - non profit	105.53	108.85	3.15%	HST	full day	
Museum-Rentals-Program Room-Corporate - half day	105.53	108.85	3.15%	HST	half day	
Museum-Rentals-Program Room-Corporate - full day	126.55	130.53	3.15%	HST	full day	
Museum-Rentals-Tour Surcharge-Groups 100-150	126.55	130.53	3.15%	HST	each	
Museum-Rentals-Tour Surcharge-Groups 25-50	73.89	76.33	3.30%	HST	each	
Museum-Rentals-Tour Surcharge-Groups 51-100	89.82	92.70	3.21%	HST	each	
Museum- School Program- per student (1 hour)	3.25	3.50	7.69%	Exempt	each	
Museum - School Program - per student (2 hours)	4.25	4.50	5.88%	Exempt	each	
Museum - School Program - In Class	37.00	38.25	3.38%	Exempt	each	
Museum - School Program - per student (1.5 hours)	3.50	3.75	7.14%	Exempt	each	
Museum - Youth Camp	157.80	162.75	3.14%	Exempt	weekly	
Museum- Programs & Workshops	100% recovery of program costs	100% recovery of program costs		HST	each	
Museum-Admission - Pratt Gallery only	3.32	3.54	6.63%	HST	each	
Museum- Special Event- Lunch & Learn Series Pass	105.53	108.85	3.15%	HST		
Museum- Special Event - Lunch & Learn- Single ticket	31.64	32.74	3.48%	HST		
Museum - Special Event - Luncheon	36.95	38.27	3.57%	HST		
Museum - Special Event - Dinner	65.93	68.14	3.35%	HST	per event	
Museum - Special Event - Performance	43.14	44.47	3.08%	HST		
Special Events Admin: Expenses + 5% admin fee	5%	5%		HST		

## Cemetery

Item	2024 Town Fee	2024 Perpetual Care Fee	2024 Total Fee	Proposed 2025 Town Fee	Proposed 2025 Perpetual Care Fee	Proposed 2025 Total Fee	% Change	Tax	Unit	Notes
<b>Perpetual care fees regulated by the Province</b>										
<b>Interment Rights</b>										
Grave 10 ft x 4 ft	506.00	338.00	844.00	522.00	348.00	870.00	3.08%	HST	grave	Perpetual Care Fee is set by the Bereavement Authority of Ontario (BAO) as a % of the total selling price.
Infant Grave 3 ft X 3 ft	50.00	175.00	225.00	50.00	175.00	225.00	0.00%	HST	grave	Perpetual Care Fee is set by the BAO as a % of the total selling price.
Cremation Grave 3 ft X 3 ft	379.00	254.00	633.00	391.00	262.00	653.00	3.16%	HST	grave	Perpetual Care Fee is set by the BAO as a % of the total selling price.
Columbarium Niche - Level 1	1,433.00	254.00	1,687.00	1,478.00	261.00	1,739.00	3.08%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 2	1,479.00	261.00	1,740.00	1,524.00	270.00	1,794.00	3.10%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 3	1,524.00	269.00	1,793.00	1,571.00	278.00	1,849.00	3.12%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 4	1,569.00	277.00	1,846.00	1,617.00	286.00	1,903.00	3.09%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 5	1,613.00	285.00	1,898.00	1,663.00	294.00	1,957.00	3.11%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 6	1,658.00	293.00	1,951.00	1,710.00	302.00	2,012.00	3.13%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 7	1,703.00	301.00	2,004.00	1,756.00	310.00	2,066.00	3.09%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Columbarium Niche - Level 8	1,747.00	309.00	2,056.00	1,802.00	318.00	2,120.00	3.11%	HST	niche	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
Family Columbarium	9,320.00	1,645.00	10,965.00	9,607.00	1,696.00	11,303.00	3.08%	HST	columbarium (4 niches)	Perpetual Care Fee is set by the BAO as a % of the total selling price. Does not include engraving.
<b>Cemetery Services</b>										
Burial and cremation license recovery fee	30.00		30.00	30.00		30.00	0.00%	Exempt	interment	Fee is set by the BAO
Columbarium Niche Open/Close	211.00		211.00	218.00		218.00	3.32%	HST	each	
Adult Interment	881.00		881.00	909.00		909.00	3.18%	HST	each	
Lead in fee, per 1/2 hour minimum	32.00		32.00	33.00		33.00	3.13%	HST	per 1/2 hour	Charged if lead in requested by Funeral Home
Child/ Infant Interment	317.00		317.00	327.00		327.00	3.15%	HST	each	Length is 5' or less
Cremated Remains Interment Infant	211.00		211.00	218.00		218.00	3.32%	HST	each	
Cremated Remains Interment Adult	370.00		370.00	382.00		382.00	3.24%	HST	each	
Statutory Holidays - Funeral Fee	50% surcharge on applicable interment fee			50% surcharge on applicable interment fee				HST	each	
Weekend - Funeral Fee 10:00am - 3:00pm	25% surcharge on applicable interment fee			25% surcharge on applicable interment fee				HST	each	
Weekend - Funeral Fee - before 10:00am or after 3:00pm	50% surcharge on applicable interment fee			50% surcharge on applicable interment fee				HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery-Adult Casket in Vault	2,201.00		2,201.00	2,269.00		2,269.00	3.09%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,981.00		1,981.00	2,043.00		2,043.00	3.13%	HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery-Child/Infant Cremains (Ground)	1,651.00		1,651.00	1,702.00		1,702.00	3.09%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Child/Infant Cremains (Ground)	1,486.00		1,486.00	1,532.00		1,532.00	3.10%	HST	each	
Disinterment/Exhumation-Child Casket	791.00		791.00	816.00		816.00	3.16%	HST	each	Length is 5' or less
Disinterment/Exhumation-Adult Cremains (Ground)	501.00		501.00	517.00		517.00	3.19%	HST	each	
Disinterment/Exhumation-Child/Infant Cremains	317.00		317.00	327.00		327.00	3.15%	HST	each	
<b>Marker/Foundation Services</b>										
Upright Monument Foundation (5' depth)	29.00		29.00	30.00		30.00	3.45%	HST	per cubic foot	
Veteran Standing Monument Setting	211.00		211.00	218.00		218.00	3.32%	HST	each	
Flat Marker with Granite Border & no concrete	53.00		53.00	55.00		55.00	3.77%	HST	each	
Flat Marker with 4" concrete border	132.00		132.00	137.00		137.00	3.79%	HST	each	
<b>Monument Care &amp; Maintenance</b>										
Flat Markers	-	100.00	100.00	-	100.00	100.00	0.00%	HST	each	Perpetual Care fees are set by the Bereavement Authority of Ontario (BAO)
Upright Markers Up to 48"	-	200.00	200.00	-	200.00	200.00	0.00%	HST	each	
Upright Markers Over 48"	-	400.00	400.00	-	400.00	400.00	0.00%	HST	each	
<b>Other Fees &amp; Services</b>										
Transfer Fee/Replacement - Interment Rights Certificate	48.00		48.00	50.00		50.00	4.17%	HST	each	
Memorial (Park) Benches	3,042.00	338.00	3,380.00	3,136.50	348.50	3,485.00	3.11%	HST	each	Perpetual Care fee established by Town @ 10%, per Cemetery Reserve Policy
Brass Plaque			750.00			774.00	3.20%	HST	each	
Genealogy Requests (per 1/2 hr) by appointment	32.00		32.00	32.00		33.00	3.13%	HST	per 1/2 hour	

## Airport - Roads

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>Airport</b>						
Airport - Aircraft Parking Fees - Daily	11.00	12.00	9.09%	HST	per day	
Airport - Aircraft Parking Fees - Monthly	64.00	66.00	3.13%	HST	per month	
Airport - Aircraft Parking Fees - Yearly	633.00	653.00	3.16%	HST	per year	
Airport - Basement Boardroom rental (15'x29') half day	48.00	50.00	4.17%	HST	per half day	
Airport - Basement Boardroom rental (15'x29') full day	85.00	88.00	3.53%	HST	per full day	
Airport - Basement Rental per hour	16.00	17.00	6.25%	HST	per hour	
Airport - Boardroom Long term rental	306.00	316.00	3.27%	HST	per week	
Airport - Hangar Land Lease per Sq. Ft. Fee Annually	0.37	0.39	5.41%	HST	per Sq. Ft.	
Airport - Infrastructure fee < 5,000 SF hangar	580.00	598.00	3.10%	HST	upon signing	
Airport - Infrastructure fee > 5,000 SF hangar	1,160.00	1,196.00	3.10%	HST	upon signing	
Airport - Maintenance fee	150.00	155.00	3.33%	HST	per year	
Airport Toque	17.00	18.00	5.88%	HST	per unit	
Airport Fuel Call Out Fee - After Hours	200.00	207.00	3.50%	HST	per call out	
Airport Administration Fee	50.00	52.00	4.00%	HST	per unit	
Airport Hangar Application Fee	327.00	338.00	3.36%	HST	per application	
Airport Hangar Transfer Fee	169.00	175.00	3.55%	HST	per application	
Airport Development Permit Fee	654.00	675.00	3.21%	HST	per application	
Airport MNR Landing Fee	275.00	284.00	3.27%	HST	per landing	
Airport Medavac (EMS) Landing Fee	350.00	361.00	3.14%	HST	per landing	
Airport Hangar Sublet Fee, per Sq. Ft. Annually, on top of the Land Lease	-	0.25	New	HST	per Sq. Ft.	New fee in 2025
Airport Jet Fuel Surcharge Fee	0.0125	0.02	60.00%	Exempt	per liter	
Airport Standard Fuel Surcharge	0.01	0.02	100.00%	Exempt	per liter	
Airport Corporate Parking Fee (waived with fuel purchase)	27.00	28.00	3.70%	HST	up to 4 hrs	
Airport Corporate Parking Fee (waived with fuel purchase)	53.00	55.00	3.77%	HST	per day	
Airport Corporate Landing Fee (waived with fuel purchase)	43.00	45.00	4.65%	HST	per landing	
Airport Facility Event Rental	-	1,000.00	New		per event	
<b>Roads</b>						
Public Works Administration Fee	55.00	57.00	3.64%	HST	flat rate	
Roads-Labourer/Operator	44.00	46.00	4.55%	HST	per hour	
Roads-Labourer/Operator Overtime	65.00	68.00	4.62%	HST	per hour	
Roads-Labour Double Time	85.00	88.00	3.53%	HST	per hour	
1/2 Ton Pickup Truck	16.00	17.00	6.25%	HST	per hour	
1-Ton Truck	37.00	39.00	5.41%	HST	per hour	
Single Axle Dump Truck	85.00	88.00	3.53%	HST	per hour	
With Plow & Wing	16.00	17.00	6.25%	HST	per hour	
With Sander/Salter	22.00	23.00	4.55%	HST	per hour	
With Plow, Wing & Sander/Salter	37.00	39.00	5.41%	HST	per hour	
With Anti-Icing System	6.00	7.00	16.67%	HST	per hour	
Front End Loader	75.00	78.00	4.00%	HST	per hour	
With Plow Blade	8.50	9.00	5.88%	HST	per hour	
With Snowblower	190.00	196.00	3.16%	HST	per hour	
Backhoe	53.00	55.00	3.77%	HST	per hour	
Grader	80.00	83.00	3.75%	HST	per hour	
Street Sweeper	85.00	88.00	3.53%	HST	per hour	
Sidewalk Machine	50.00	52.00	4.00%	HST	per hour	
With Plow	7.50	8.00	6.67%	HST	per hour	

## Airport - Roads

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
With Sander	6.50	7.00	7.69%	HST	per hour	
With Snowblower	22.00	23.00	4.55%	HST	per hour	
With Plow & Sander	14.00	15.00	7.14%	HST	per hour	
With Snowblower & Sander	26.50	28.00	5.66%	HST	per hour	
With Angle Broom	9.50	10.00	5.26%	HST	per hour	
With Flail Mower	12.75	14.00	9.80%	HST	per hour	
With Cold Planer	37.50	39.00	4.00%	HST	per hour	
Leaf Vacuum	100.00	104.00	4.00%	HST	per hour	
Line Striper	13.00	14.00	7.69%	HST	per hour	
Sewer Rodder	101.00	105.00	3.96%	HST	per hour	
Wood Chipper	27.00	28.00	3.70%	HST	per hour	
Zero Radius Mower	32.00	33.00	3.13%	HST	per hour	
Portable Pump	37.00	39.00	5.41%	HST	per hour	
Walk Behind Snowblower	3.25	3.50	7.69%	HST	per hour	
Walk Behind Push Mower	3.25	3.50	7.69%	HST	per hour	
Chainsaw	3.25	3.50	7.69%	HST	per hour	
Trimmer	3.25	3.50	7.69%	HST	per hour	
Small Generator	10.75	12.00	11.63%	HST	per hour	
Utility Trailer	10.75	12.00	11.63%	HST	per hour	
Construction & Demolition Disposal Cost Recovery Fee	40.00	42.00	5.00%	HST	per load	
Barricades	-	5.00	New	HST	each, per day	
Barrels	-	3.00	New	HST	each, per day	
Cones	-	2.00	New	HST	each, per day	

**EXTERNALLY CONTROLLED FEES - Proposed fees subject to Oxford County by-law change**

Bag Tags	2.00	2.00	0.00%	incl HST	per tag	County of Oxford bylaw
Blue Box (apartment )	3.60	3.60	0.00%	incl HST	per tag	County of Oxford bylaw
Blue Box (83 Litre)	6.50	6.50	0.00%	incl HST	per tag	County of Oxford bylaw
Blue Box Lid (83 Litre)	2.80	2.80	0.00%	incl HST	per tag	County of Oxford bylaw
Composter	20.00	20.00	0.00%	incl HST	per tag	County of Oxford bylaw
Rain barrels	65.00	65.00	0.00%	incl HST	per tag	County of Oxford bylaw
Green Cones	51.50	51.50	0.00%	incl HST	per tag	County of Oxford bylaw

## Transit

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>T-GO IN-TOWN</b>						
Ticket - Adult - Single Ride	2.75	3.00	9.09%	Exempt	Single Ride	
Ticket - Adult - 10 Ride Pass	21.25	22.00	3.53%	Exempt	10 Ride Pass	
Ticket - Adult - Day Pass	8.50	9.00	5.88%	Exempt	Day Pass	
Ticket - Adult - Monthly Pass	63.25	65.25	3.16%	Exempt	Monthly Pass	
Ticket - Seniors (60+) - Single Ride	2.25	2.50	11.11%	Exempt	Single Ride	
Ticket - Seniors (60+) - 10 Pass Ride	17.00	17.75	4.41%	Exempt	10 Ride Pass	
Ticket - Seniors (60+) - Day Pass	6.50	6.75	3.85%	Exempt	Day Pass	
Ticket - Seniors (60+) - Monthly Pass	50.75	52.50	3.45%	Exempt	Monthly Pass	
Ticket - Students - Single Ride	2.25	2.50	11.11%	Exempt	Single Ride	
Ticket - Students - 10 Ride Pass	17.00	17.75	4.41%	Exempt	10 Ride Pass	
Ticket - Students - Day Pass	6.50	6.75	3.85%	Exempt	Day Pass	
Ticket - Students - Monthly Pass	50.75	52.50	3.45%	Exempt	Monthly Pass	
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride	
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass	
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass	
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass	
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride	
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass	
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass	
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass	
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride	
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass	
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass	
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass	
Advertising – T:GO In-Town Vehicle (1 Month)	462.00	477.00	3.25%	HST		
Advertising – T:GO In-Town Vehicle (3 Months)	1,063.00	1,096.00	3.10%	HST		
Advertising – T:GO In-Town Vehicle (6 Months)	1,917.00	1,977.00	3.13%	HST		
<b>T-GO INTER-COMMUNITY</b>						
Ticket - Adult - Single Ride	10.75	11.25	4.65%	Exempt	Single Ride	
Ticket - Adult - 10 Ride Pass	84.50	87.25	3.25%	Exempt	10 Ride Pass	
Ticket - Adult - Day Pass	21.25	22.00	3.53%	Exempt	Day Pass	
Ticket - Adult - Monthly Pass	211.00	217.50	3.08%	Exempt	Monthly Pass	
Ticket - Seniors (60+) - Single Ride	8.50	9.00	5.88%	Exempt	Single Ride	
Ticket - Seniors (60+) - 10 Pass Ride	68.75	71.00	3.27%	Exempt	10 Ride Pass	
Ticket - Seniors (60+) - Day Pass	17.00	17.75	4.41%	Exempt	Day Pass	
Ticket - Seniors (60+) - Monthly Pass	168.75	174.00	3.11%	Exempt	Monthly Pass	
Ticket - Students - Single Ride	8.50	9.00	5.88%	Exempt	Single Ride	
Ticket - Students - 10 Ride Pass	68.75	71.00	3.27%	Exempt	10 Ride Pass	
Ticket - Students - Day Pass	17.00	17.75	4.41%	Exempt	Day Pass	
Ticket - Students - Monthly Pass	168.75	174.00	3.11%	Exempt	Monthly Pass	
Ticket - Children (5 and under) - Single Ride	FREE	FREE			Single Ride	
Ticket - Children (5 and under) - 10 Ride Pass	FREE	FREE			10 Ride Pass	

## Transit

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
Ticket - Children (5 and under) - Day Pass	FREE	FREE			Day Pass	
Ticket - Children (5 and under) - Monthly Pass	FREE	FREE			Monthly Pass	
Ticket - Support Person - Single Ride	FREE	FREE			Single Ride	
Ticket - Support Person - 10 Ride Pass	FREE	FREE			10 Ride Pass	
Ticket - Support Person - Day Pass	FREE	FREE			Day Pass	
Ticket - Support Person - Monthly Pass	FREE	FREE			Monthly Pass	
Ticket - Veteran - Single Ride	FREE	FREE			Single Ride	
Ticket - Veteran - 10 Ride Pass	FREE	FREE			10 Ride Pass	
Ticket - Veteran - Day Pass	FREE	FREE			Day Pass	
Ticket - Veteran - Monthly Pass	FREE	FREE			Monthly Pass	
Advertising – T:GO Inter-Community Vehicle (1 Month)	535.00	552.00	3.18%	HST		
Advertising – T:GO Inter-Community Vehicle (3 Months)	1,136.00	1,171.00	3.08%	HST		
Advertising – T:GO Inter-Community Vehicle (6 Months)	1,990.00	2,052.00	3.12%	HST		

## Hydro - Water

Item	2024 Fee	Proposed 2025 Fee	% Change	Tax	Unit	Notes
<b>Hydro Utility</b>						
Utility-Returned Cheque Fee (plus bank charges)	15.00	15.00	0.00%	HST	each	as per OEB rate schedule
Utility-Account Set Up / Change of Occupancy Fee	30.00	30.00	0.00%	HST	each	as per OEB rate schedule
Utility-Late Payment (per annum)	19.56%	19.56%	0.00%	HST	%	as per OEB rate schedule
Utility-After Hour Reconnect (at meter)	185.00	185.00	0.00%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at meter)	65.00	65.00	0.00%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at mpole)	185.00	185.00	0.00%	HST	each	as per OEB rate schedule
Utility-Special Meter Reading	30.00	30.00	0.00%	HST	each	Changes to rates must be approved by the OEB
Utility-Service Call (after hours)	165.00	165.00	0.00%	HST	each	as per OEB rate schedule
Utility-Access to Utility Poles - per pole, per year (with the exception of wireless attachments).	36.05	36.05	0.00%	HST	each	as per OEB rate schedule
Utility-Miscellaneous Materials Mark Up	0.25	-	-100.00%	HST	%	No longer being provided - to be removed
Utility-Pole Rental - 30 ft	1.50	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Pole Rental - 35 ft	2.25	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Sentinal Light Rental - 150 W	3.75	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Sentinal Light Rental - 175 W	3.75	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Sentinal Light Rental - 250 W	4.00	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Sentinal Light Rental - 400 W	4.00	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Sentinal Light Rental - 70 W	3.50	-	-100.00%	HST	month	No longer being provided - to be removed
Utility-Labour	74.09	77.42	4.49%	HST	hour	
Utility-Truck Charges - #26	21.78	22.76	4.50%	HST	hour	
Utility-Truck Charges - #30	21.78	22.76	4.50%	HST	hour	
Utility-Truck Charges - #41	21.78	22.76	4.50%	HST	hour	
Utility-Truck Charges - #49	21.78	22.76	4.50%	HST	hour	
Utility-Truck Charges - #66	73.51	76.82	4.50%	HST	hour	
Utility-Truck Charges - #68	81.68	85.36	4.51%	HST	hour	
Utility-Truck Charges - #74	73.51	76.82	4.50%	HST	hour	
<b>Water</b>						
Water-Labour	74.09	77.42	4.49%	HST	per hour	
Water-Backhoe Charges - #86	81.68	85.36	4.51%	HST	per hour	
<b>EXTERNALLY CONTROLLED FEES - Proposed fees subject to Oxford County by-law change</b>						
Sewer Camera - Labour	62.00	62.00	0.00%	HST	per hour	County of Oxford bylaw
Sewer Camera - Equipment	75.00	75.00	0.00%	HST	per hour	County of Oxford bylaw

**THE CORPORATION OF THE TOWN OF TILLSONBURG****BY-LAW NUMBER 2024-120**

**A BY-LAW TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR FINANCING CERTAIN ONGOING CAPITAL WORK(S) OF THE CORPORATION OF THE TOWN OF TILLSONBURG (THE “LOWER-TIER MUNICIPALITY”); TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH CAPITAL WORK(S); AND TO AUTHORIZE LONG-TERM BORROWING FOR SUCH CAPITAL WORK(S) THROUGH THE ISSUE OF DEBENTURES BY THE COUNTY OF OXFORD (THE “UPPER-TIER MUNICIPALITY”) TO OILC**

**WHEREAS** the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** the Council of the Lower-tier Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (“**Schedule “A”**”) authorizing the capital work(s) described in column (2) of Schedule “A” (the “**Capital Work(s)**”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A”, subject in each case to approval by OILC of the financing for such Capital Work(s) requested by the Lower-tier Municipality in the Application as hereinafter defined;

**AND WHEREAS** before the Council of the Lower-tier Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Lower-tier Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Lower-tier Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Lower-tier Municipality;

**AND WHEREAS** subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is a lower-tier municipality in a regional municipality and it has approved the work and the upper-tier municipality has approved the issue of debentures for the work;

**AND WHEREAS** subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;



**AND WHEREAS** subsection 401(3) of the Act provides that a lower-tier municipality in a regional municipality does not have the power to issue debentures and accordingly the Lower-tier Municipality intends that the Upper-tier Municipality will issue debentures in respect of the Capital Work(s) and will request that the Upper-tier Municipality do so;

**AND WHEREAS** subsection 403(1) of the Act provides that a by-law of an upper-tier municipality authorizing the issuing of debentures for the purposes or joint purposes of one or more of its lower-tier municipalities may require those lower-tier municipalities to make payments in each year to the upper-tier municipality in the amounts and on the dates specified in the by-law;

**AND WHEREAS** the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act and subsection 403(7) of the Act provides that all debentures issued under a by-law passed by an upper-tier municipality under section 403 are direct, joint and several obligations of the upper-tier municipality and its lower-tier municipalities;

**AND WHEREAS** OILC has invited Ontario municipalities desirous of obtaining temporary and long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital work(s) to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

**AND WHEREAS** the Lower-tier Municipality requested the Upper-tier Municipality to issue debentures for the Capital Work(s) and in this connection the Upper-tier Municipality and the Lower-tier Municipality completed and submitted or is in the process of submitting an application to OILC, as the case may be (the "**Application**") to request financing for the Capital Work(s) by way of long-term borrowing pursuant to section 403 of the Act through the issue of debentures by the Upper-tier Municipality to OILC and by way of temporary borrowing by the Lower-tier from OILC pending the issue of such debentures;

**AND WHEREAS** OILC has accepted and has approved or will notify the Lower-tier Municipality only if it accepts and approves the Application, as the case may be;

**AND WHEREAS** the Upper-tier Municipality has approved the issue of debentures for the Capital Work(s) to OILC in the maximum aggregate principal amount of \$2,723,165 (the "**Debentures**"); and OILC has indicated that pending the issue of the Debentures it will provide financing by way of temporary advances to the Lower-tier Municipality in respect of the Capital Work(s);

**AND WHEREAS** the Lower-tier Municipality will enter into a financing agreement with OILC pursuant to the terms of which OILC will provide temporary advances to the Lower-tier Municipality in respect of the Capital Work(s);

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF TILLSONBURG ENACTS AS FOLLOWS:**

1. The Council of the Lower-tier Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC, in cooperation with the Upper-tier Municipality, for the financing of the Capital Work(s) by way of temporary borrowing from OILC, pending the issue of the Debentures, in the maximum aggregate principal amount of \$2,723,165 substantially in the form of Schedule "B" hereto and forming part of this By-law, with such changes thereon as such authorized official may

hereafter approve, such execution and delivery to be conclusive evidence of such approval.

2. The Mayor and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Lower-tier Municipality a financing agreement (a "**Financing Agreement**") with OILC that provides for temporary borrowing from OILC under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
3. The Mayor and/or the Treasurer are hereby authorized, pending the substantial completion of the Capital Work or of each Capital Work, as the case may be, or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of the Capital Work or of each Capital Work, as the case may be, on the terms and conditions provided in the Financing Agreement which Financing Agreement provides that the information contained in the Record, as defined in the Financing Agreement, in respect of such temporary borrowings shall be deemed final, conclusive and binding on the Lower-tier Municipality, and on such other terms and conditions as such authorized officials may agree; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowings allocated to the Capital Work or to each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Lower-tier Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Lower-tier Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Lower-tier Municipality, amounts not exceeding the amounts that the Lower-tier Municipality fails to pay to OILC on account of any unpaid indebtedness of the Lower-tier Municipality to OILC under any outstanding temporary borrowing and/or the Debentures, as the case may be (the "**Obligations**") and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. For the purposes of meeting the Obligations, the Lower-tier Municipality shall provide for raising in each year as part of the general lower-tier levy the amounts of principal and interest payable in each year under any outstanding temporary borrowing and/or any Debenture outstanding pursuant to the Financing Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
6. (a) The Mayor and the Treasurer are hereby authorized to enter into, execute and deliver the Financing Agreement, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Lower-tier Municipality in order to perform the Obligations of the Lower-tier Municipality under the Financing Agreement, to request and receive any temporary borrowing, and the Treasurer is authorized to affix the Lower-tier Municipality's municipal seal to any such documents and papers.

(b) The money realized in respect of any temporary borrowing for the Capital Work(s) and the Debentures, including any premium, and any earnings derived from the investment of that money after providing for the expenses related to any such temporary borrowing and to the issue of the Debentures by the Upper-tier Municipality, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.

7. This By-law takes effect on the day of passing.

**READ** a first and second time this 21<sup>st</sup> day of October, 2024.

**READ** a third time and finally passed this 21<sup>st</sup> day of October, 2024.

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DEB GILVESY, MAYOR

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TANYA DANIELS, CLERK

**Schedule "A"**  
**to By-Law Number 2024-120**  
**(Ongoing Capital Work(s))**

(1)	(2)	(3)	(4)
<u>By-Law Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
2024-069	Skid Steer and Attachments	\$205,000	\$128,400
2024-069	MT6 Sidewalk Machine	193,866	193,866
2024-069	Devonshire Ave Culvert	838,000	838,000
2023-053/2023-087	Sicard Snowblower	182,000	182,000
2022-039/2022-322	Snowblower/Sander	377,321	377,321
2021-062	Fire Unit 37	84,778	84,778
2020-058	Snowplow Truck	295,000	90,000
2020-058	TCC Indoor Pool Reno	1,500,000	828,800
<b>Total</b>		<b>\$3,675,965</b>	<b>\$2,723,165</b>

## Webloans Loan Application PDF

FA Number 1952

Application for Tillsonburg, The Corporation of The Town of

### Projects

Loan Application ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
955	Skid Steer and Attachments	04/11/2024	07/17/2024	\$205,000.00	128,400.00
955	MT6 Sidewalk Machine	03/04/2024	03/04/2024	\$193,866.00	193,866.00
955	Devonshire Ave Culvert	05/01/2024	09/30/2025	\$838,000.00	838,000.00
955	Sicard Snowblower	01/02/2024	12/15/2024	\$182,000.00	182,000.00
955	Snowplow Sander	01/02/2024	12/15/2024	\$377,321.00	377,321.00
955	Fire Unit 37	07/18/2023	11/30/2023	\$84,778.00	84,778.00
955	Snowplow Truck	01/02/2022	03/28/2022	\$295,000.00	90,000.00
955	TCC Indoor Pool Reno	04/01/2022	12/01/2024	\$1,500,000.00	828,800.00

### Details of Project Skid Steer and Attachments

Project Category Municipal Other Infrastructure

Work Type Others

Other Description Fleet

Project Name Skid Steer and Attachments

Construction/Purchase Start 04/11/2024

Construction/Purchase End 07/17/2024

Energy Conservation

Project Address 1 20 Spruce Street

Project Address 2

City / Town Tillsonburg

Province ON

Postal Code N4G 4Y4

Comments and/or Special Requests

Useful Life of Asset (Years)

10

## Project Financial Information

Type of Financing

Long-term only

Payment Frequency

Semiannually

Project Cost (A)

\$205,000.00

## Other Project Funding / Financing (B):

Description	Timing	Amount
Reserves	Existing	\$10,400.00
Taxation	Existing	\$66,200.00

Other Project Funding/Financing Total (B)

\$76,600.00

OILC Loan Amount (A-B)

\$128,400.00

## Only include long-term borrowing in this section

Required Date	Amount	Term	Type
12/02/2024	\$128,400.00	10	Serial
<b>Long-term Borrowing Total</b>	<b>\$128,400.00</b>		

## Details of Project MT6 Sidewalk Machine

Project Category

Municipal Other Infrastructure

Work Type

Others

Other Description

Fleet

Project Name

MT6 Sidewalk Machine

Construction/Purchase Start

03/04/2024

Construction/Purchase End

03/04/2024

Energy Conservation



Project Address 1 20 Spruce Street

Project Address 2

City / Town Tillsonburg

Province ON

Postal Code N4G 4Y5

Description Replacement

Comments and/or Special Requests

Useful Life of Asset (Years) 10

### Project Financial Information

Type of Financing Long-term only

Payment Frequency Semiannually

Project Cost (A) \$193,866.00

**Other Project Funding / Financing (B):**

Other Project Funding/Financing Total (B)

\$0.00

OILC Loan Amount (A-B)

\$193,866.00

**Only include long-term borrowing in this section**

Required Date	Amount	Term	Type
12/02/2024	\$193,866.00	10	Serial
<b>Long-term Borrowing Total</b>	\$193,866.00		

### Details of Project Devonshire Ave Culvert

Project Category Municipal Other Infrastructure

Work Type Others

Other Description Storm Water Infrastructure

Project Name Devonshire Ave Culvert

Construction/Purchase Start

05/01/2024

Construction/Purchase End

09/30/2025

Energy Conservation

Project Address 1

Devonshire Ave

Project Address 2

City / Town

Tillsonburg

Province

ON

Postal Code

Description

Replacement

Comments and/or Special Requests

Useful Life of Asset (Years)

50

### Project Financial Information

Type of Financing

Long-term only

Payment Frequency

Semiannually

Project Cost (A)

\$838,000.00

**Other Project Funding / Financing (B):**

Other Project Funding/Financing Total (B)

\$0.00

OILC Loan Amount (A-B)

\$838,000.00

Only include long-term borrowing in this section

Required Date	Amount	Term	Type
12/01/2025	\$838,000.00	20	Serial
<b>Long-term Borrowing Total</b>	\$838,000.00		

### Details of Project Sicard Snowblower

Project Category

Municipal Other Infrastructure



**Work Type** Others

**Other Description** Fleet

**Project Name** Sicard Snowblower

**Construction/Purchase Start** 01/02/2024

**Construction/Purchase End** 12/15/2024

**Energy Conservation**

**Project Address 1** 20 Spruce Street

**Project Address 2**

**City / Town** Tillsonburg

**Province** ON

**Postal Code** N4G 4K8

**Description** Replace 096

**Comments and/or Special Requests**

**Useful Life of Asset (Years)** 10

**Project Financial Information**

**Type of Financing** Long-term only

**Payment Frequency** Semiannually

**Project Cost (A)** \$182,000.00

**Other Project Funding / Financing (B):**

**Other Project Funding/Financing Total (B)** \$0.00

**OILC Loan Amount (A-B)** \$182,000.00

**Only include long-term borrowing in this section**

Required Date	Amount	Term	Type

Long-term Borrowing Total

\$182,000.00

Details of Project Snowplow Sander

Project Category Municipal Other Infrastructure

Work Type Others

Other Description Fleet

Project Name Snowplow Sander

Construction/Purchase Start 01/02/2024

Construction/Purchase End 12/15/2024

Energy Conservation

Project Address 1 20 Spruce Street

Project Address 2

City / Town Tillsonburg

Province ON

Postal Code N4G 4Y5

Description Replacement

Comments and/or Special Requests

Useful Life of Asset (Years) 10

Project Financial Information

Type of Financing Long-term only

Payment Frequency Semiannually

Project Cost (A) \$377,321.00

Other Project Funding/Financing Total (B)

OILC Loan Amount (A-B)

\$377,321.00

Only include long-term borrowing in this section

Required Date	Amount	Term	Type
12/02/2024	\$377,321.00	10	Serial
<b>Long-term Borrowing Total</b>	\$377,321.00		

Details of Project Fire Unit 37

Project Category: Municipal Other Infrastructure

Work Type: Others

Other Description: Fleet

Project Name: Fire Unit 37

Construction/Purchase Start: 07/18/2023

Construction/Purchase End: 11/30/2023

Energy Conservation:

Project Address 1: 20 Spruce Street

Project Address 2:

City / Town: Tillsonburg

Province: ON

Postal Code: N4G 4Y5

Description: Replacement

Comments and/or Special Requests

Useful Life of Asset (Years): 10

Type of Financing Long-term only

Payment Frequency Semiannually

Project Cost (A) \$84,778.00

**Other Project Funding / Financing (B):**

Other Project Funding/Financing Total (B) \$0.00

OILC Loan Amount (A-B) \$84,778.00

**Only include long-term borrowing in this section**

Required Date	Amount	Term	Type
12/02/2024	\$84,778.00	5	Serial
<b>Long-term Borrowing Total</b>	\$84,778.00		

**Details of Project Snowplow Truck**

Project Category Municipal Other Infrastructure

Work Type Others

Other Description Fleet

Project Name Snowplow Truck

Construction/Purchase Start 01/02/2022

Construction/Purchase End 03/28/2022

Energy Conservation

Project Address 1 20 Spruce Street

Project Address 2

City / Town Tillsonburg

Province ON

Postal Code N4G 4Y5

Description Replacement

Useful Life of Asset (Years)

10

**Project Financial Information**

Type of Financing

Long-term only

Payment Frequency

Semiannually

Project Cost (A)

\$295,000.00

**Other Project Funding / Financing (B):**

Description	Timing	Amount
Reserves	Existing	\$50,000.00
Taxation	Existing	\$155,000.00

Other Project Funding/Financing Total (B)

\$205,000.00

OILC Loan Amount (A-B)

\$90,000.00

**Only include long-term borrowing in this section**

Required Date	Amount	Term	Type
12/02/2024	\$90,000.00	10	Serial
<b>Long-term Borrowing Total</b>	<b>\$90,000.00</b>		

**Details of Project TCC Indoor Pool Reno**

Project Category

Recreation Infrastructure

Work Type

Muni Indoor & Outdoor Cap Infr

Project Name

TCC Indoor Pool Reno

Construction/Purchase Start

04/01/2022

Construction/Purchase End

12/01/2024

Energy Conservation



Project Address 1

45 Hardy Ave

Project Address 2

City / Town

Tillsonburg

Province

ON

Postal Code

N4G 3W9

Comments and/or Special Requests

Useful Life of Asset (Years)

30

## Project Financial Information

Type of Financing

Long-term only

Payment Frequency

Semiannually

Project Cost (A)

\$1,500,000.00

## Other Project Funding / Financing (B):

Description	Timing	Amount
Reserves	Existing	\$671,200.00

Other Project Funding/Financing Total (B)

\$671,200.00

OILC Loan Amount (A-B)

\$828,800.00

## Only include long-term borrowing in this section

Required Date	Amount	Term	Type
12/02/2024	\$828,800.00	20	Serial
<b>Long-term Borrowing Total</b>	<b>\$828,800.00</b>		

## Debt and Re-payments Summary

Has there been any new/undisclosed debt acquired since last FIR was submitted?

 Yes  No

Please describe any re-financing plans for any existing "interest only" debt, if applicable.

## Non Re-payments of Loans or Debenture

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

If yes, please provide details.

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

<b>Taxation</b>	100.00
<b>User Fees</b>	0.00
<b>Service Charges</b>	0.00
<b>Development Charges</b>	0.00
<b>Connection Fees</b>	0.00
<b>Repayment Subsidies</b>	0.00
<b>Other</b>	
<b>Total</b>	100.00%

**Documentation and Acknowledgements**

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

**Please note: OILC retains the right to request and review any additional information or documents at its discretion.**

**Confidential Information**

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

**Infrastructure Ontario**

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**THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 2024-095**

**A BY-LAW to confirm the proceedings of Council at its meeting held on OCTOBER 21, 2024.**

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

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

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

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

1. All actions of the Council of the Corporation of the Town of Tillsonburg at its meeting held on October 21, 2024, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. The Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Tillsonburg referred to in the preceding section.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the Town of Tillsonburg.
4. That this By-Law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 21<sup>st</sup> day of OCTOBER, 2024.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 21<sup>st</sup> day of OCTOBER, 2024.**

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MAYOR – Deb Gilvesy

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CLERK – Tanya Daniels