

The Corporation of the Town of Tillsonburg

Council Meeting

AGENDA



Monday, April 13, 2026
6:00 PM
LPRCA
4 Elm St
Tillsonburg

1. Call to Order
2. Closed Session (5:00 p.m.)

Moved By: _____

Seconded By: _____

THAT Council move into Closed Session to consider the following:

2.4.1 Museum, Culture, Heritage and Special Award Advisory Committee Recommendation - Volunteer Achievement Award- CS-CLD-26-009

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

2.4.2 Updated Offer to Purchase - Portion of Ground Lease Lands (Harvey) - CLD-EDM-26-009

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

239(2)(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 Updated Offer to Purchase - Parts 2-8, Plan 41R-10784, VIP Phase 1 - CLD-EDM-26-010

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

239(2)(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

2.4.4 Feasibility Analysis (Sanders) - CLD-EDM-26-011

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

239(2)(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 and the General Nature Thereof

2.3 Adoption of Previous Meeting Minutes

2.4 Reports

2.4.1 Museum, Culture, Heritage and Special Award Advisory Committee Recommendation – Volunteer Achievement Award - CS-CLD-26-009

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

2.4.2 Updated Offer to Purchase - Portion of Ground Lease Lands (Harvey) - CLD-EDM-26-009

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2.4.3 Updated Offer to Purchase - Parts 2 - 8, Plan 41R-10784, VIP Phase 1 - CLD-EDM-26-010

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2.4.4 Feasibility Analysis (Sanders) - CLD-EDM-26-011

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

239(2)(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

3. **Moment of Silence**

4. **Adoption of Agenda**

Moved By: _____

Seconded By: _____

THAT the Agenda as prepared for the Council meeting of Monday, April 13, 2026, be adopted.

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

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

Moved By: _____

Seconded By: _____

THAT the minutes of the Council meeting of March 23, 2026, be approved.

7. **Presentations**

8. **Public Meetings**

Moved By: _____

Seconded By: _____

THAT Council move into the Committee of Adjustment to hear an application for Minor Variance at _____ p.m.

8.1 **Minor Variance - A02-26 - 53 Canary Street (Chatrath)**

Moved By: _____

Seconded By: _____

That the Committee of Adjustment approves Application File A02-26, submitted by Mansha Chatrath for lands described as Part Lot 90, Plan 41M-378; Parts 1 & 2, municipally known as 53 Canary Street in the Town of Tillsonburg as it relates to:

- 1. Relief from **Section 5.24.1.4.1 – General Provisions – Parking Provisions – General Requirements for Parking Areas – Use of Parking Areas and Spaces**, to reduce the minimum required length for a parking space from 6 m (19.7 ft) to 5.59 m (18.34 ft).

Moved By: _____

Seconded By: _____

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

8.2 Official Plan Amendment and Zone Change Application - Tillsonburg Non-Profit Housing Corp. - OP 26-05-7 and ZN 7-26-03 - 288 and 296 Tillson Avenue

Moved By: _____

Seconded By: _____

- A. THAT Council advise County Council that the Town supports the application to amend the Official Plan (File No. OP 26-05-7), submitted by the Town of Tillsonburg Non-Profit Housing Corporation for lands legally described as Lots 48, 48A, 49 and 49A, Plan 500, in the Town of Tillsonburg to facilitate the development of a 3 storey, 30 unit apartment building on the subject lands;
- B. THAT Council approve in principle the zone change application (File No. ZN 7-26-03) submitted by the Town of Tillsonburg Non-Profit Housing Corporation for lands legally described as Lots 48, 48A, 49 and 49A, Plan 500, in the Town of Tillsonburg, to rezone the lands to 'Special Medium Density Residential Zone (RM-sp)' to facilitate a 3 storey 30 unit apartment building with site-specific provisions.

9. Planning Reports

9.1 Amendment to Site Plan Control By-Law 4151 and Site Plan Control Guidelines

Moved By: _____

Seconded By: _____

- A. THAT Council approve the proposed updates to the Site Plan Control By-Law and associated schedules and appendices;
- B. THAT Council repeal existing Site Plan Control By-law No. 4151; and
- C. THAT By-law 2026-029 being a by-law to approve a Site Plan Control By-law, be referred to the By-law section of the agenda.

10. Delegations

10.1 Tillsonburg Firefighters Association - Ice Rink Donation

Moved By: _____

Seconded By: _____

THAT Council receives the delegation from Tillsonburg Firefighters Association regarding ice rink donation, as information.

10.2 Order to Discontinue Activity - Violation in Environmental Protected Area - Kristine and Marshall Vandebussche

Moved By: _____

Seconded By: _____

THAT Council receives the delegation from Kristine and Marshall Vandebussche regarding Order to Discontinue Activity in Environmental Protected Area, as information.

11. Deputation(s) on Committee Reports

12. Information Items

12.1 Proposed Amendment to Safe and Well Oxford Plan 2026-2030 - Township of Norwich

12.2 2025 Long Point Region Conservation Authority Annual Report and Financial Statements

12.3 Annual Waste Management Report - Oxford County

12.4 Right-of-Way Vegetation Management - CN Rail

12.5 Letter from Minister of Municipal Affairs and Housing regarding Bill 98

12.6 Oxford County Pride Committee - Advertising 2026

Moved By: _____

Seconded By: _____

THAT Council receives the following items as information:

- 12.1 Proposed Amendment to Safe and Well Oxford Plan 2026-2030 - Township of Norwich
- 12.2 2025 Long Point Region Conservation Authority Annual Report and Financial Statements
- 12.3 Annual Waste Management Report - Oxford County
- 12.4 Right-of-Way Vegetation Management - CN Rail
- 12.5 Letter from Minister of Municipal Affairs and Housing regarding Bill 98
- 12.6 Oxford County Pride Committee Advertising 2026

13. Financial Results - Fourth Quarter 2025

13.1 2025 Q4 Departmental Results - Consolidated

Moved By: _____

Seconded By: _____

THAT report titled FIN 26-012 2025 Consolidated Q4 Financial Results be received

as information.

- 13.2 2025 Q4 Departmental Results - Office of the CAO
- 13.3 2025 Q4 Departmental Results - Corporate Services
- 13.4 2025 Q4 Departmental Results - Economic Development and Marketing
- 13.5 2025 Q4 Departmental Results - Finance
- 13.6 2025 Q4 Departmental Results - Fire Services
- 13.7 2025 Q4 Departmental Results – Operations and Development Services
- 13.8 2025 Q4 Departmental Results - Building, Planning and By-Law Services
- 13.9 2025 Q4 Departmental Results – RCP

Moved By: _____

Seconded By: _____

THAT the 2025 fourth quarter department results be received for information.

14. Staff Reports

14.1 Chief Administrative Officer

14.1.1 Restricted Act and Delegation of Authority - Election 2026 - CAO-26-008

Moved By: _____

Seconded By: _____

THAT report CAO 26-008 titled “Restricted Act and Delegation of Authority – Election 2026” be received as information.

14.2 Economic Development

14.3 Finance

14.4 Fire and Emergency Services

14.5 Operations and Development

14.5.1 Request for Exemption to Seasonal Load Restrictions under Municipal By-law 2022-029 - OPD-26-015

Moved By: _____

Seconded By: _____

- A. THAT report OPD 26-015 titled “Request for Exemption to Seasonal Load Restrictions” be received as information; and
- B. THAT a by-law be brought forward for Council consideration to amend Section 28 of By-law 2022-029 to add the Director of Operations & Development be granted the authority to waive load restrictions on specific days which fall within a reduced load period to accommodate vehicles completing municipal capital projects on, or that require access to, Reduced Load Limit Roads.

14.6 Recreation, Culture and Parks

14.6.1 Clock Tower Masonry Repair Study - Follow Up - RCP-26-010

Moved By: _____

Seconded By: _____

- A. THAT report RCP-26-010 titled “Clock Tower Masonry Repair Study – Follow Up” be received as information; and
- B. THAT Council confirm that the Clock Tower aesthetic finish be completed with brick; and
- C. THAT staff be directed to proceed with a tender for the Clock Tower project; and
- D. THAT if the 2026 ROD grant funding application submitted for the Clock Tower project is unsuccessful, that:
 - i. the masonry repair portion of the project, budgeted at \$200K under Capital Project #693 proceed forth; and
 - ii. the Clock Tower roof repair and window & door replacement components of the project be considered by the Mayor for the 2027 Capital budget.

15. New Business

16. Consideration of Minutes

16.1 Advisory Committee Minutes

Moved By: _____

Seconded By: _____

THAT Council receives the following advisory committee minutes as information:

- Affordable and Attainable Housing Committee, March 25, 2026

16.2 Oxford OPP Detachment Board Minutes

Moved By: _____

Seconded By: _____

THAT Council receives the Oxford OPP Detachment Board minutes dated January 21, 2026, as information.

16.3 Long Point Region Conservation Authority Board of Directors Minutes

Moved By: _____

Seconded By: _____

THAT Council receives the Long Point Conservation Authority Board of Directors minutes dated March 6, 2026, as information.

17. Motions/Notice of Motions

17.1 Notice of Motion

Moved By: Councillor Parker

Seconded By: Councillor Spencer

THAT Council directs the Clerk to complete a Zoning Amendment Application for By-Law 3295 (Zoning Bylaw) to amend Table 5.24.2.1 - Parking Standards, Land Use Category: Residential Uses, Number of Vehicle Parking Spaces Required from 1.25 per dwelling unit to 1.5 per dwelling unit.

18. Resolutions/Resolutions Resulting from Closed Session

19. By-Laws

19.1 By-Law 2026-025, a by-law to amend By-law 3859, being a by-law to adopt the Town of Tillsonburg Special Events Policy.

19.2 By-Law 2026-027, a by-law to amend By-Law 2022-029, a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg

19.3 By-Law 2026-029, a by-law to authorize a Site Plan Control Bylaw and to repeal By-Law 4151

Moved By: _____

Seconded By: _____

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

- By-Law 2026-025, a by-law to amend by-law 3859, being a by-law to adopt the Town of Tillsonburg Special Events Policy
- By-Law 2026-026, a by-law to amend by-law 2022-029, a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg
- By-Law 2026-029, a by-law to authorize a Site Plan Control By-Law and to

repeal By-Law 4151

20. Confirm Proceedings By-law

Moved By: _____

Seconded By: _____

THAT By-Law 2026-026, to Confirm the Proceedings of the Council Meeting held on Monday, April 13, 2026, be read for a first, second, 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.

21. Items of Public Interest

22. Adjournment

Moved By: _____

Seconded By: _____

THAT the Council meeting of Monday, April 13, 2026 be adjourned at _____ p.m.

The Corporation of the Town of Tillsonburg
Council Meeting
MINUTES



Monday, March 23, 2026
6:00 PM
LPRCA
4 Elm St
Tillsonburg

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

Regrets: Deputy Mayor Beres

Staff: Kyle Pratt, Chief Administrative Officer
Renato Pullia, Director of Finance/Treasurer
Carlos Reyes, Director of Operations and Development
Andrea Greenway, Director of Recreation, Culture and Parks
Cephas Panschow, Development Commissioner
Laura Pickersgill, Acting Deputy Clerk
Trisha McKibbin, Manager of Legislative Services/Clerk

1. Call to Order

The meeting was called to order at 5:15 p.m. with Mayor Gilvesy presiding.

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

Resolution # 2026-106

Moved By: Councillor Parsons

Seconded By: Councillor Luciani

THAT Council move into Closed Session to consider the following:

1.4.1 Offer to Purchase – Portion of Lot 25, Plan 966 and Lots 1350-1354, Plan 500 (Earle)

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

239 (2) (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

1.4.2 Communications for an Identifiable Individual (verbal update)

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

Carried

2.1 Adoption of Agenda

2.2 Disclosures of Pecuniary Interest and the General Nature Thereof

2.3 Adoption of Previous Meeting Minutes

2.4 Reports

2.4.1 Offer to Purchase – Portion of Lot 25, Plan 966 and Lots 1350-1354, Plan 500 (Earle) CLD-EDM-26-008

2.4.2 Communications for an Identifiable Individual (verbal update)

3. Moment of Silence

Resolution # 2026-107

Moved By: Councillor Parsons

Seconded By: Councillor Luciani

THAT Council reconvenes open session at 6:06 p.m. and reports the following from the Meeting Closed to the Public:

THAT Council received a verbal update about an Identifiable Individual and report Offer to Purchase – Portion of Lot 25, Plan 966 and Lots 1350-1354, Plan 500 (Earle) CLD-EDM-26-008 and provided direction to staff.

Carried

4. Adoption of Agenda

Resolution # 2026-108

Moved By: Councillor Luciani

Seconded By: Councillor Parker

THAT the Agenda as prepared for the Council meeting of Monday, March 23, 2026, be adopted with the addition that Council will move into closed session regarding communications for an identifiable individual prior to item 13.5.1.

Carried

5. Disclosures of Pecuniary Interest and the General Nature Thereof

Councillor Rosehart declared a pecuniary interest on the following item:

1. Item 12.1 with the reason being she is related to individuals involved with the application.

6. Adoption of Council Minutes of Previous Meeting

Resolution # 2026-109

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

THAT the minutes of the Council meeting of March 09, 2026, be approved.

Carried

7. Presentations

8. Public Meetings

Resolution # 2026-110

Moved By: Councillor Rosehart

Seconded By: Councillor Spencer

THAT Council move into the Committee of Adjustment to hear applications for Minor Variance at 6:09 p.m.

Carried

8.1 **Minor Variance - A01-26 - 25, 29-31 and 35 Queen Street (Hiebert)**

Amy Hartley, Development Planner, provided an overview of the application. Staff recommend support of the application.

Opportunity was provided for questions from Committee members.

Danieli Sikelero, Zelinka Priamo Ltd., agent for the applicant, was in attendance and spoke in favour of the application and provided further information on the updated application. Ms. Sikelero addressed previously raised concerns related to: parking, drainage, setbacks and property usage. Ms. Sikelero answered questions from Committee members.

George Hiebert, Tririse Inc., applicant, was in attendance and spoke in favour of the application and provided further information on the intended usage of the proposed development. Mr. Hiebert answered questions from Committee members.

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

Resolution # 2026-111

Moved By: Councillor Spencer

Seconded By: Councillor Parsons

That the Town of Tillsonburg Committee of Adjustment **approve** Application A01-26, submitted by Tririse Inc. for lands described as Lots 1196 and 1197, and Part of Lot 1199, Plan 500, municipally known as 25, 29/31 and 35 Queen Street in the Town of Tillsonburg, as it relates to:

1. Relief from **Section 12.2 - EC Zone Provisions - Table 12.2B: Zone Provision - Interior Side Yard**, to reduce the minimum required interior side yard width for a multiple unit dwelling from 6 m (19.6 ft) to 1.6 m (5.2 ft); and
2. Relief from **Section 12.2 - EC Zone Provisions - Table 12.2B: Zone Provision - Rear Yard Depth**, to reduce the minimum required rear yard depth for a multiple unit dwelling from 12.5 m (41 ft) to 9.5 m (31.1 ft);

Subject to the following conditions:

- a. That the relief granted is only applicable upon completion of related Consent Applications B25-58-7 and B25-59-7;

- b. That the Owner provide a master grading plan for all three parcels to the satisfaction of the Town of Tillsonburg Engineering Department; and
- c. That the Owner provide an Ontario Building Code Matrix for each building, identifying applicable spatial separation and limiting distance requirements to the satisfaction of the Town of Tillsonburg Building Department.

Carried

Resolution # 2026-112

Moved By: Councillor Parsons

Seconded By: Councillor Luciani

THAT Council move out of the Committee of Adjustment and move back into regular Council session at 6:28 p.m.

Carried

9. Planning Reports

10. Delegations

10.1 Randi-Lee Durham - Free TGO Transit Rides for Job Fair Attendees

Randi-Lee Durham, Director of Employment and Literacy Programs, Multi-Service Centre attended before Council to request that transit fares be waived for attendees traveling to and from the April 22nd and upcoming fall Job Fair between the hours of 1:00 p.m. to 5:00 p.m.

Carlos Reyes, Director of Operations and Development, answered questions regarding ridership usage tracking.

Renato Pullia, Director of Finance/Treasurer, provided an overview of donation expenses in the budget for tracking purposes.

Resolution # 2026-113

Moved By: Councillor Luciani

Seconded By: Councillor Parker

THAT Council receive the delegation from Randi-Lee Durham regarding Free TGO Transit Rides for Job Fair Attendees, as information;

AND THAT Council supports fare free TGO bus service April 22 between 1:00 p.m. to 5:00 p.m. to provide starting and ending at transit stop 14 for attendees attending the job fair.

Carried

11. Deputation(s) on Committee Reports

11.1 Memorial Plaque Program - RCP-26-006

Adam Kannawin, Manager of Parks and Facilities, provided an overview of the report and answered questions from members of Council.

Resolution # 2026-114

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

- A. THAT report RCP 26-006 titled “Memorial Plaque Program” be received as information; and
- B. THAT Council direct staff to report back with options and proposals for implementation of a Memorial Plaque Program at the Tillsonburg Cemetery.

Carried

11.2 Removal of Wooden Structure at Cemetery - RCP-26-007

Mr. Kannawin answered questions from members of Council.

Resolution # 2026-115

Moved By: Councillor Rosehart

Seconded By: Councillor Spencer

- A. THAT report RCP 26-007 titled “Removal of Wooden Structure at Cemetery” be received as information; and
- B. THAT Council direct staff to remove the wooden arbor/structure located in Division 5D of the Tillsonburg Cemetery.

Carried

11.3 Shade Area Proposal - RCP-26-008

Mayor Gilvesy left the Chair at 6:45 p.m. to present the following motion.
Councillor Luciani assumed the Chair.

Resolution # 2026-116

Moved By: Mayor Gilvesy

Seconded By: Councillor Rosehart

BE IT RESOLVED THAT staff can determine location of shade trees in consultation with the fair board as long as the trees are deemed to be included in the 2026 budget without a report coming back to Council;

AND FURTHERMORE if the 2026 budget does not allow for a few shade trees or this is not the best scenario to provide some shade in the bandshell area then any other recommendations be brought forward to the future Mayor for consideration into the 2027 budget.

Carried

Mayor Gilvesy assumed the Chair at 6:49 p.m.

12. Information Items

12.1 Integrity Commissioner Report - Application 2025-03

Councillor Rosehart declared a pecuniary interest on item 12.1 and abstained from discussion and voting on this matter.

Resolution # 2026-117

Moved By: Councillor Parsons

Seconded By: Councillor Luciani

THAT Council receives Integrity Commissioner Report - Application 2025-03 as information.

Carried

13. Staff Reports

13.1 Chief Administrative Officer

13.1.1 Municipal Employed Physician Model as a Recruitment and Retention Strategy - CAO-26-004

Peter Raji, Manager of Innovation and Strategic Initiatives, provided an overview of the report and answered questions from members of Council.

Resolution # 2026-118

Moved By: Councillor Spencer

Seconded By: Councillor Parsons

- A. THAT report titled “Municipal Employed Physician Model as a Recruitment and Retention Strategy” be received as information; and
- B. THAT Council adopts the recommendation from the Tillsonburg Community Health Care Advisory Committee of its March 3rd, 2026, meeting, as follows: *THAT the Community Health Care Advisory Committee receive the report titled "Municipally Employed Physician Model as a Recruitment and Retention Strategy"; and THAT the Committee recommend that Tillsonburg Town Council proceeds with Option C and D.*

Carried

13.2 Economic Development

13.3 Finance

13.3.1 2025 Statement of Remuneration and Expenses for Elected and Appointed Officials - FIN-26-006

Resolution # 2026-119

Moved By: Councillor Luciani

Seconded By: Councillor Parker

THAT report FIN 26-006 titled “2025 Statement of Remuneration and Expenses for Elected and Appointed Officials” be received as information.

Carried

13.4 Fire and Emergency Services

13.5 Operations and Development

13.5.1 Contract Award RFP2026-003 Airport Management Services - OPD-26-012

Council moved back into closed session at 6:57 p.m.

C. Panschow, A. Greenway and R. Pullia left the meeting at 6:57 p.m.

Resolution # 2026-120

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

THAT Council move into closed session to consider the following:

1.4.2 Communications for an Identifiable Individual

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

Carried

The meeting resumed open session at 7:25 p.m.

C. Panschow, A. Greenway and R. Pullia rejoined the meeting at 7:26 p.m.

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

Resolution # 2026-121

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

- A. THAT Council refers item 13.5.1 back to staff to review governance and management at the Tillsonburg Airport;
- B. AND THAT a short term extension be worked on with the current airport management company.

Carried

13.6 Recreation, Culture and Parks

13.6.1 Cultural Masterplan Contract Award - RCP-26-011

Andrea Greenway, Director of Recreation, Culture and Parks provided an overview of the report and answered questions from members of Council.

Resolution # 2026-122

Moved By: Councillor Rosehart

Seconded By: Councillor Spencer

THAT report RCP 26-011 “Cultural Master Plan Contract Award” be received as information.

Carried

13.6.2 Pickleball Court Project Update - RCP-26-012

Mr. Kannawin provided an overview of the report and answered questions from members of Council.

Resolution # 2026-123

Moved By: Councillor Spencer

Seconded By: Councillor Parsons

THAT report RCP-26-012 titled “Pickleball Court Project Update” be received as information.

Carried

13.6.3 Special Events Policy Update - RCP-26-009

Ms. Greenway provided an overview of the report and answered questions from members of Council.

Resolution # 2026-124

Moved By: Councillor Parsons

Seconded By: Councillor Luciani

- A. THAT report RCP 26-009 titled “Special Events Policy Update” be received as information; and
- B. THAT a by-law to amend by-law number 3859, being a by-law to adopt the Town of Tillsonburg Special Events Policy be prepared for Council consideration.

Carried

14. New Business

15. Consideration of Minutes

15.1 Advisory Committee Minutes

Resolution # 2026-125

Moved By: Councillor Luciani

Seconded By: Councillor Parker

THAT Council receives the following advisory committee minutes as information:

- Community Health Care Advisory Committee March 3, 2026
- Accessibility Advisory Committee March 3, 2026
- Economic Development Advisory Committee March 10, 2026
- Youth Advisory Council March 4, 2026

Carried

15.2 Long Point Region Conservation Authority Board of Directors Minutes

Resolution # 2026-126

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

THAT Council receive the Long Point Region Conservation Authority Board of Director minutes dated February 4, 2026, as information.

Carried

16. Motions/Notice of Motions

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

18.1 By-Law 2026-023, a by-law to appoint a Clerk for the Town of Tillsonburg

Resolution # 2026-127**Moved By:** Councillor Rosehart**Seconded By:** Councillor Spencer

THAT the following by-law be read for a first, second, 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.

- By-Law 2026-023 A By-Law to Appoint a Clerk for the Town of Tillsonburg

Carried**19. Confirm Proceedings By-law****Resolution # 2026-128****Moved By:** Councillor Spencer**Seconded By:** Councillor Parsons

THAT By-Law 2026-024, to Confirm the Proceedings of the Council Meeting held on Monday, March 23, 2026, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

Carried**20. Items of Public Interest**

This portion of the meeting is not recorded.

21. Adjournment**Resolution # 2026-128****Moved By:** Councillor Parsons**Seconded By:** Councillor Luciani

THAT the Council meeting of Monday, March 23, 2026 be adjourned at 7:43 p.m.

Carried

**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.caOur File: **A02-26****APPLICATION FOR MINOR VARIANCE****TO:** Town of Tillsonburg Committee of Adjustment**MEETING:** April 13, 2026**REPORT NUMBER:** CP 2026-116**OWNER/APPLICANT:** Mansha Chatrath
53 Canary Street, Tillsonburg ON N4G 0K3**VARIANCE REQUESTED:**

1. Relief from **Section 5.24.1.4.1 – General Provisions – Parking Provisions – General Requirements for Parking Areas – Use of Parking Areas and Spaces**, to reduce the minimum required length for a parking space from 6 m (19.7 ft) to 5.59 m (18.34 ft).

LOCATION:

The subject lands are described as Part Lot 90, Plan 41M-378; Parts 1 & 2, in the Town of Tillsonburg. The lands are located on the south side of Canary Street, lying between Martin Street and Braun Avenue, and is municipally known as 53 Canary Street.

BACKGROUND INFORMATION:**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 Zone: 'Special Low Density Residential Type 3 Zone (R3-20)'

SURROUNDING USES: Surrounding uses include a variety of low-density residential land uses including single-detached, and street-facing townhouse dwellings. Forested parkland is located to the northwest of the subject lands.

COMMENTS:(a) Purpose of the Application:

The applicant proposes to construct an additional residential unit (ARU) in the basement of the existing street-fronting townhouse dwelling on the subject lands. The construction of the ARU requires one additional required parking space to be located on the subject lands for a total of three required parking spaces. As one of the required parking spaces would now be within the attached garage, which requires a minimum length of 6 m, the variance is required to lower the minimum length required of this parking space in the garage, from 6 m to 5.59 m.

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

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

Plate 3, Applicant's Sketch, illustrates the site plan of the subject property, and includes the required parking spaces. Photos of the garage are also included.

(b) Agency Comments

The application was circulated to several public agencies considered to have an interest in the proposal.

Circulated agencies, including Town of Tillsonburg Building Services, Town Development Commissioner and Oxford County Public Works had no questions or concerns.

The Town's Engineering Services Department provided a general comment indicating that granting the reduction would limit the types of vehicles that would fit in the garage, noting the average length of a sedan is about 4.8 – 5 m, which would only leave about 2 ft +/- of space to walk around behind the vehicle if the vehicle is parked right up to the wall.

Tillsonburg Hydro noted that any request for new or upgraded electrical service would need to be made with a completed Electrical Planning Form.

(c) Public Consultation

The application was circulated on March 6, 2026, in accordance with the requirements of the Planning Act. As of the writing of this report, no concerns or objections with the application have been raised.

(d) Intent and Purpose of the Official Plan:

The subject lands are designated 'Residential' according to the Town of Tillsonburg Land Use Plan and 'Low Density Residential' according to the Town of Tillsonburg Residential Density Plan, as contained 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 single-detached, semi-detached, duplex, and converted dwellings, street-fronting townhouses, additional residential units 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 development of additional residential units within Low Density Residential Districts is encouraged, where appropriate, with the goal of increasing the range and availability of affordable housing options while maintaining the low-density residential character of the housing and neighbourhoods comprising such districts.

Section 8.2.4.3 notes that the general intent is to allow for the establishment of additional residential units in existing and newly developing residential areas, subject to complying with applicable zone provisions and development standards, where the City has deemed it to be appropriate based on such considerations as the location, nature and character of existing development, existing level of services and presence of natural hazards and/or other constraints.

From Section 8.2.4.3, for the establishment of an additional residential unit, the principal dwelling and lot need to be of sufficient size to accommodate the creation of the unit, and to provide for adequate off-street parking, landscaping, stormwater management, and outdoor amenity area, without detracting from the visual character of the lot or area. In addition, all additional residential units shall generally use the same driveway and parking area as the principal dwelling. Staff note that the parking area for the additional residential unit would be accommodated into the existing garage. The requested variance would ensure that there would be minimal disturbance to the streetscape and low-density character of the dwelling and area, as no alterations to the exterior of the dwelling would be needed to accommodate the required parking space for the additional residential unit. The interior required parking space would also remain larger than the two required parking spaces located on the driveway.

Based on the policy direction provided by the Official Plan, staff are of the opinion that the proposed relief to the length of the required parking space within the attached garage satisfies the policies and intent of the Official Plan.

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

The subject property is zoned 'Special Low Density Residential Type 3 Zone (R3-20)'. The 'R3-20' zone permits residential uses including a street-fronting townhouse dwelling, an additional residential unit (in accordance with the provisions of Section 5.1.4 of the Zoning By-law), a converted dwelling, and a home occupation use.

Section 5.1.4, Additional Residential Units allows for the construction of an ARU as an accessory use to a single-detached dwelling house, semi-detached dwelling house, street-fronting townhouse dwelling. Table 5.1.4 – Regulations for Additional Residential Units (ARUs) lay out the criteria for ARUs in the Town of Ingersoll, including the provisions for parking. Of note, a minimum of 1 additional parking space shall be provided per ARU (in addition to the required parking spaces of the primary dwelling) and the required ARU parking space may be a tandem space. The requested change in relief is to reduce the length of a required parking space within a garage from 6.00 m (19.7 ft) to 5.59 m (18.34 ft).

The intent and purpose of the required parking space size within a garage provision in the Zoning By-law is to ensure adequate space for vehicles which maintain functionality, safety, and accessibility. Planning note that the applicants have provided pictures of the interior of the garage, found in [Plate 3](#). Planning staff are of the opinion that the proposal to reduce the length of the required parking space within the garage is favourable in this instance. Adequate space appears to be maintained within the garage and the proposal would allow for the required parking space of the ARU to be located within, minimizing the visual impact to the neighbourhood from an additional vehicle.

Based on the above, planning staff are satisfied that the proposed reduction in the length of the parking space within the detached garage will maintain the general intent and purpose of the Zoning By-law.

(f) Desirable Development/Use:

The Official Plan directs that the Committee of Adjustment, when considering an application for minor variance to the Zoning By-law and determining desirability, shall take into account whether constraints and/or restrictions to meeting the requirements of the Zoning By-law exist due to physical or inherent conditions and whether alternative designs of the proposal which would be in conformity with the relevant by-law are clearly not feasible. Further, the Official Plan directs that other matters should be considered, such as the concerns of the effect on adjacent owners, residents and community in general; whether the approval of the minor variance would create an undesirable precedent and whether compliance with the standards of the relevant by-law would be unreasonable or impossible and would impose an undue hardship on the applicant.

The application for the minor variance for relief from the length of a required parking space located within an attached garage has been requested to facilitate the accommodation of an ARU within the existing street-fronting townhouse dwelling. It is of the opinion of Planning staff that the proposed relief to decrease the length of the required parking space in the garage from 6 m to 5.59 m can be considered minor and desirable for the development of the subject lands.

RECOMMENDATION:

That the Town of Tillsonburg Committee of Adjustment **approve** Application File A02-26, submitted by Mansha Chatrath for lands described as Part Lot 90, Plan 41M-378; Parts 1 & 2, municipally known as 53 Canary Street in the Town of Tillsonburg as it relates to:

1. Relief from **Section 5.24.1.4.1 – General Provisions – Parking Provisions – General Requirements for Parking Areas – Use of Parking Areas and Spaces**, to reduce the minimum required length for a parking space from 6 m (19.7 ft) to 5.59 m (18.34 ft).

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

- I. The proposed relief is a minor variance from the provisions of the Town of Tillsonburg Zoning By-law in that the reduction in the length of the required parking space in the garage would have minimal impact to the property, allowing the space to be accommodated within the existing garage;
- II. The proposed relief maintains the general intent and purpose of the Town of Tillsonburg Zoning By-law as the development would have minimal impact to the low-density character of the neighbourhood;
- III. The proposed relief is desirable for the appropriate development and use of the land as the said relief will allow for a development that is permitted by the Zoning By-law; and
- IV. The relief maintains the intent and purpose of the Official Plan as the requested relief would facilitate the development of the site for continued low density residential use.

File Number: A02-26

Report Number CP 2026-116
Page 5

Authored by: *original signed by*

Adam Gignac
Development Planner

Reviewed by: *original signed by*

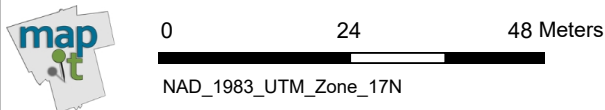
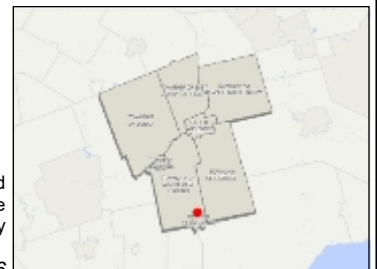
Eric Gilbert, MCIP, RPP
Manager of Development Planning



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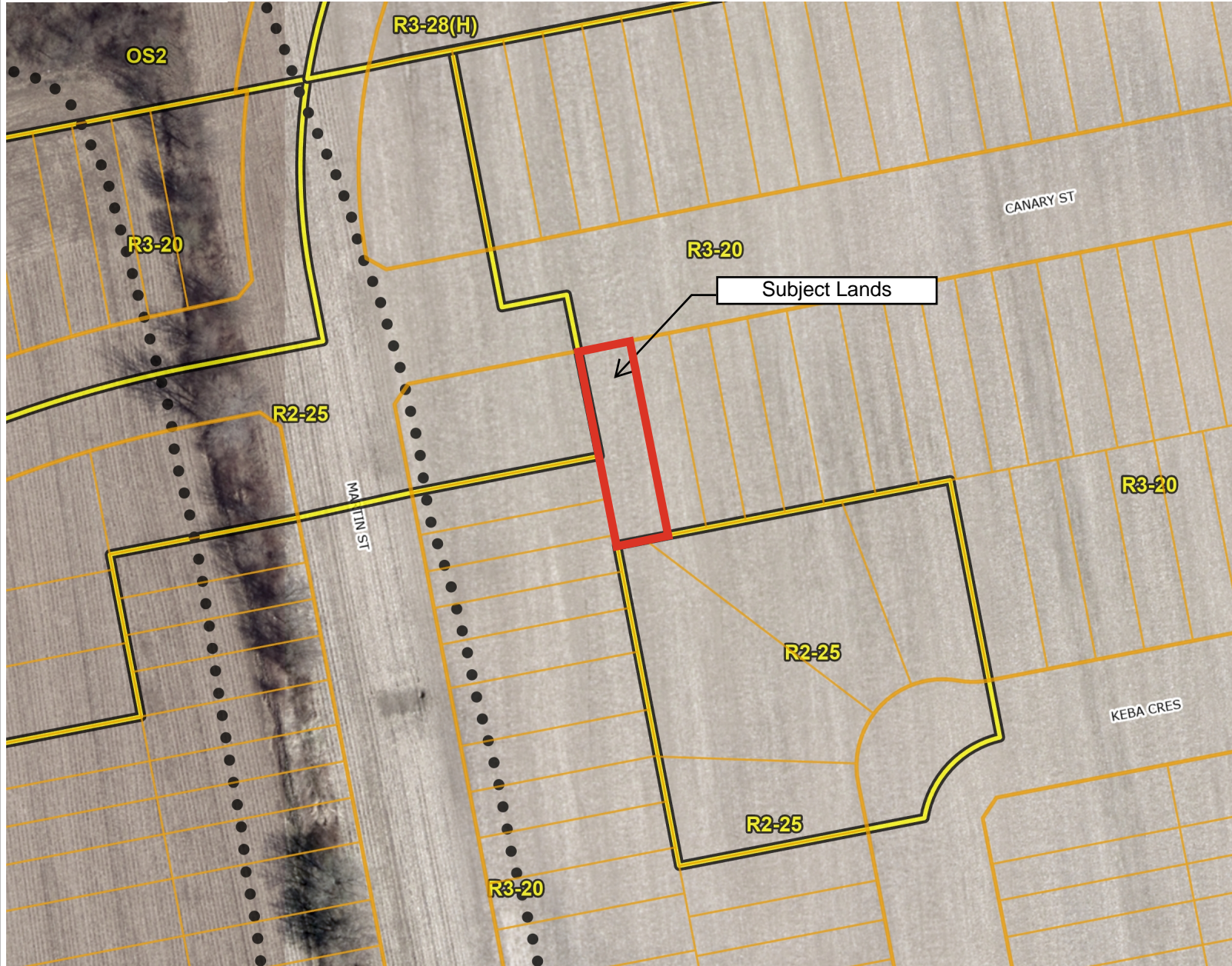
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 - Municipal Boundary
 - Property Boundary
 - Assessment Boundary
 - Road
 - Unit
- Zoning Floodlines Regulation Limit**
 - ◆ 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- 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

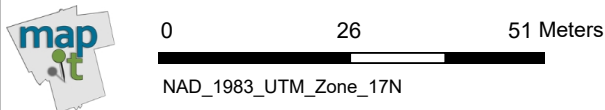
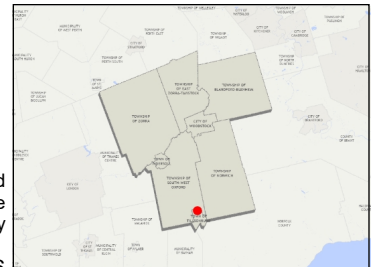
March 26, 2026



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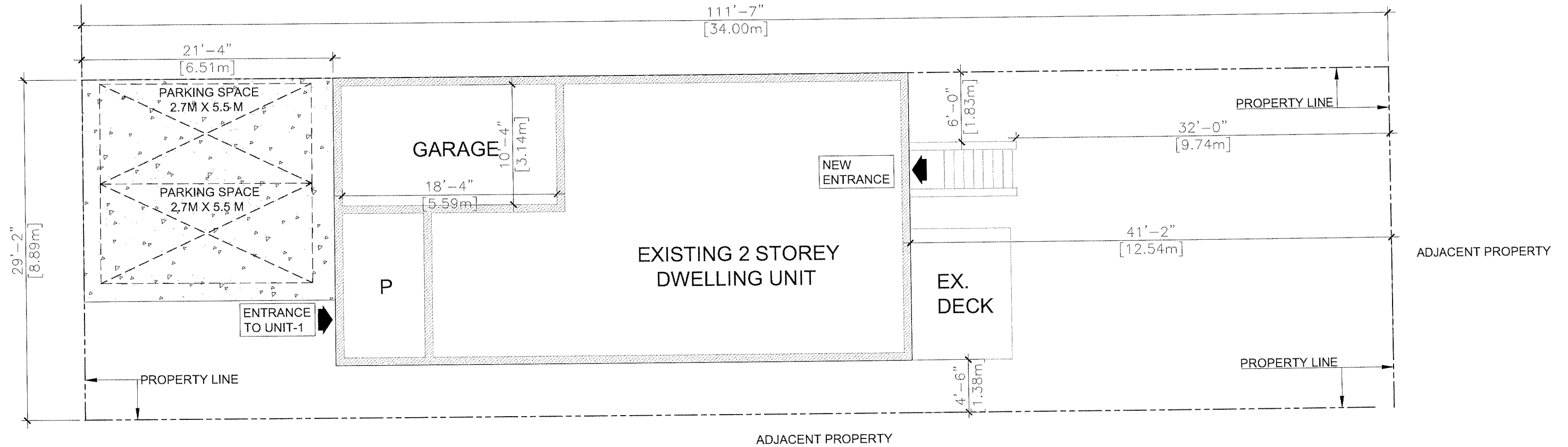
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- Regulation Limit**
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Notes



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April 1, 2026



1 SITE PLAN
 Scale: 3/32"=1'-0"

The undersigned has reviewed & taken responsibility for this design, and has the Qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

QUALIFICATION INFORMATION
 Required unless design is exempt under 3.2.5 of the building code

PAWANDEEP GREWAL	116883
NAME	BCIN
<i>P. Grewal</i>	
SIGNATURE	Date
REGISTRATION INFORMATION	
Required unless design is exempt under 3.2.5 of the building code	
GREYWALL DESIGNS	125028
FIRM NAME	FIRM BCIN

GREYWALL DESIGNS	NOTES		DRAWING TITLE SITE PLAN	PROJECT TITLE PROJECT FOR MR. TILLSONBURG, ON	PROJECT ADDRESS :- 53 CANARY STREET, TILLSONBURG, ON	SHEET NO: A101	DESIGNER Pawandeep Grewal +1519-504-5433 Grewal.17@gmail.com











To: Mayor and Members of Town of Tillsonburg Council

From: Amy Hartley, Development Planner, Community Planning

Applications for Official Plan Amendment and Zone Change OP 26-05-7 and ZN 7-26-03 – Town of Tillsonburg Non-Profit Housing Corporation

REPORT HIGHLIGHTS

- Applications have been initiated to amend the Official Plan and Town’s Zoning By-law to facilitate the development of a three storey, 30-unit apartment building.
- The subject lands are proposed to be developed to accommodate the 30-unit apartment building containing affordable housing units in partnership with Oxford County’s Human Services Department.
- The zone change application proposes to rezone a portion of the subject lands from ‘Service Commercial Zone (SC)’ to ‘Special Medium Density Residential Zone (RM-sp)’ to permit 30 apartment units with a number of site-specific provisions to facilitate the development.
- Planning staff support the applications as they are consistent with PPS direction and Official Plan policies respecting residential intensification, increased supply and diversity of dwelling types and locational criteria respecting the designation of new medium density residential areas.

DISCUSSION

BACKGROUND

OWNERS: Town of Tillsonburg Non-Profit Housing Corporation
 53 Queen Street, Tillsonburg, Ontario N4G 3G9

AGENT: City Planning Solutions c/o John Fleming
 59 Coachwood Crescent, London, Ontario N6K 3C8

LOCATION:

The subject lands are described as Lots 48, 48A, 49 and 49A, Plan 500, Town of Tillsonburg. The lands are located on the east side of Tillson Avenue, lying between Lindsay Street and Barker Street and are municipally known as 288 and 296 Tillson Avenue, Town of Tillsonburg.

COUNTY OF OXFORD OFFICIAL PLAN:

Existing:

Schedule "T-1"	Town of Tillsonburg Land Use Plan	'Service Commercial'
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Proposed:

Schedule "T-1"	Town of Tillsonburg Land Use Plan	'Residential'
Schedule "T-2"	Town of Tillsonburg Residential Density Plan	'Medium Residential Density' with special development policies

TOWN OF TILLSONBURG ZONING BY-LAW 3295:

Existing Zoning: 'Service Commercial Zone (SC)'

Proposed Zoning: 'Special Medium Density Residential Zone (RM-sp)'

PROPOSAL:

Applications have been initiated to amend the Official Plan and the Town's Zoning By-law to permit the construction of a three storey apartment building containing 30 apartment units. The Official Plan amendment proposes to redesignate the subject lands from 'Service Commercial' to 'Medium Density Residential' with special development policies to permit an increased residential density on the site being higher than the permitted net residential density for medium density developments.

The zone change application proposes to rezone the subject lands from 'Service Commercial Zone (SC)' to 'Special Medium Density Residential Zone (RM-sp)'. The proposed zoning will facilitate the proposed 30-unit apartment building with the following site-specific provisions:

- to permit a reduced lot area per dwelling unit of 125 m² (1,345.5 ft²) where 160 m² (1,722.2 ft²) is required;
- to deem Tillson Avenue as the required front lot line;
- to reduce the front yard setback to 4.5 m (14.7 ft) where 7.5 m (24.6 ft) is required;
- to reduce the exterior side yard setback to 3.4 m (11.1 ft) where 7.5 m (24.6 ft) is required;
- to reduce the required setback from an arterial road (Tillson Avenue) to 14.5 m (47.6 ft) where 20.5 m (67.3 ft) is required; and
- to reduce the required parking to 1 space per unit where 1.25 spaces per unit is required.

Surrounding land uses include existing low density residential development consisting primarily of single detached dwellings, industrial uses to the immediate west, service commercial uses to the south, and Gylveszy Park to the northeast of the subject lands.

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

Plate 2, Aerial Map (2020) with Existing Zoning, provides an aerial view of the subject lands and surrounding uses as existing in the Spring of 2020.

Plate 3, Applicant's Sketch, identifies the general site area as provided by the applicant.

Plate 4, TGO Transit Route Map, identifies the subject site in context to the TGO Transit Route, stop # 6 is located immediately in front of the subject lands.

APPLICATION REVIEW

2024 PROVINCIAL PLANNING STATEMENT

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the *Planning Act*, where a municipality is exercising its authority affecting a planning matter, such decisions, "shall be consistent with" all policy statements issued under the Act. The following outlines the key PPS policies that have been considered but is not intended to be an exhaustive list.

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

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

Section 2.2.1- Housing provides that Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

- a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options, including affordable housing needs;
- b) permitting and facilitating:
 1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including *additional needs housing* and needs arising from demographic changes and employment opportunities; and

2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g. shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;
- c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation.

Section 2.3.1 of the PPS indicates that settlement areas shall be the focus of growth and development and land use patterns within settlement areas shall be based on densities and a mix of land uses which;

- a) Efficiently use land and resources;
- b) Optimize existing and planned infrastructure and public service facilities;
- c) Support active transportation;
- d) Are transit-supportive as appropriate, and
- e) Are freight supportive.

Section 2.3.1.3 also directs that planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritize planning and investment in infrastructure and public service facilities.

Section 2.8.1.3 provides that on lands within 300 m of employment areas, development shall avoid, or where avoidance is not possible, minimize and mitigate potential impacts on the long-term economic viability of employment uses within existing or planned employment areas, in accordance with Provincial guidelines.

Section 2.8.2 provides that planning authorities shall designate, protect and plan for all employment areas in settlement areas by:

- a) Planning for employment area uses over the long-term that require those locations including manufacturing, research and development in connection with manufacturing, warehousing and goods movement, and associated retail and office uses and ancillary facilities;
- b) Prohibiting residential uses, commercial uses, public service facilities and other institutional uses;
- c) Prohibiting retail and office uses that are not associated with the primary employment use;
- d) Prohibiting other sensitive land uses that are not ancillary to uses permitted in the employment area; and
- e) Including an appropriate transition to adjacent non-employment areas to ensure land use compatibility and economic viability.

OFFICIAL PLAN

Section 2.1.1 of the Official Plan provides that growth and development will be focused in settlement areas and their vitality and regeneration will be promoted. Development will be directed to settlements with centralized wastewater and water supply facilities to minimize risks of contamination to air, land, surface water and groundwater, to preserve agricultural land and to reduce the cost of public service facilities and infrastructure. Settlements will be required to develop with land use patterns and a mix of uses and densities that efficiently use land and resources, are appropriate for, and efficiently use, existing or planned infrastructure and public

service facilities, support active transportation and minimize negative impacts to air quality and climate change and promote energy efficiency.

Additionally, all forms of housing are required to meet the social, health and well-being needs of current and future residents which will be facilitated through the County. A minimum target of 20 percent shall be established as the proportion of all housing in the County which is to be affordable.

Intensification will be promoted in appropriate locations within settlements, particularly those served by centralized wastewater and water supply facilities and all forms of housing required to meet the social, health and well-being needs of current and future residents will be permitted and facilitated in appropriate locations throughout the County.

Section 8.2.2.1 ensures that adequate affordable housing for low and moderate income households and those with special needs are available in the Town.

Section 8.2.2.2 – Tenure and Mix, provides that it is an objective of the Official Plan to provide a range of tenure forms throughout the Town, consistent with the demand, and to maintain an appropriate supply of affordable rental and ownership housing in the Town, while recognizing that housing needs to be suitably maintained and adequate for habitation. Town Council shall encourage the creation of housing opportunities that may result in a mix of tenure forms, such as ownership, rental and cooperative, throughout the Town. Such encouragement will include the provisions of opportunities for the development of a variety of housing forms and by permitting sensitive infilling and accessory apartments in built-up areas.

The subject lands are designated 'Service Commercial', according to the Town of Tillsonburg Land Use Plan. The subject application proposes to redesignate the lands to facilitate medium density residential development.

Areas designated for Service Commercial use are generally intended to provide a broad range of commercial uses that, for the most part, are not suited to locations within the Central Area because of their site area, access or exposure requirements or due to compatibility conflicts with residential development, while providing limited amount of retail use and serving vehicular traffic and single purpose shopping trips.

Areas designated for Medium Density Residential uses are primarily developed or planned for low profile municipal unit development that exceed densities established for Low Density Residential Districts. These districts are intended to include townhouses, converted dwellings and apartment buildings. In these Districts, it is intended that there will be a mixing and integration of different forms of housing to achieve a medium overall density of use.

The maximum net residential density in the Medium Density Residential Districts is 62 units per hectare (25 units per acre) and no building shall exceed four storeys in height at street elevation. The proposed development, at 30 units, would have a net residential density of 80 units per hectare (33 units per acre). Special development policies have been requested to recognize an increased net density for this medium density residential development.

Any further Medium Density Residential designations [beyond those currently in the Official Plan] will be consistent with the following location criteria:

- sites which abut arterial or collector roads or sites situated in a manner which prevents traffic movements from the site from flowing through any adjoining Low Density Residential Districts;
- sites which are close to community supportive facilities such as schools; shopping plazas, institutional, recreational and open space areas;

- sites which are adjacent to the Central Area, designated Shopping Centres and Service Commercial Areas, Community Facilities, High Density Residential Districts or developed Medium Density Residential Districts.

In addition to the requirement for compliance to the locational policies; when considering proposals to designate lands for medium density residential development, Town Council and County Council will be guided by the following:

- the size, configuration and topography of the site provides sufficient flexibility in site design to mitigate adverse effects on the amenities and character of any adjacent Low Density Residential area through adequate buffering and screening;
- the location of vehicular access points and the likely effects of traffic generated by the proposal on the public road system and surrounding properties relative to pedestrian and vehicular safety is acceptable;
- adequate hard service capacity including water distribution, sanitary and storm sewers, power and gas distribution facilities is available or will be available to accommodate the proposed development;
- adequate off-street parking and outdoor amenity areas can be provided;
- the availability of, and proximity to, existing or proposed services and amenities such as day care, schools, leisure facilities, shopping and parks to serve the new development;
- the effect of the proposed development on environmental resources or the effect of environmental constraints on the proposed development will be addressed and mitigated as outlined in Section 3.2.

ZONING BY-LAW

The subject lands are currently zoned 'Service Commercial Zone (SC)'. The applicant proposes to rezone the subject lands to 'Special Medium Density Residential Zone (RM-sp)' to facilitate the proposed three storey, 30 unit apartment building.

The RM zone requires a minimum lot area of 160 m² (1,722 ft²) per dwelling unit, lot frontage of 20 m (65.5 ft), maximum lot coverage of 40%, front yard depth of 7.5 m (24.6 ft), rear yard depth of 10.5 m (34.4 ft), interior side yard of 7.5 m (24.6 ft), exterior side yard width of 7.5 m (24.6 ft), minimum 30% landscaped open space and a minimum amenity area of 40 m² (430.6 ft²) per dwelling unit.

The proposed apartment building requires a number of site-specific zoning provisions to facilitate the development. The following amendments have been requested:

- to permit a reduced lot area per dwelling unit of 125 m² (1,345.5 ft²) where 160 m² (1,722.2 ft²) is required;
- to deem Tillson Avenue as the required front lot line;
- to reduce the front yard setback to 4.5 m (14.7 ft) where 7.5 m (24.6 ft) is required;
- to reduce the exterior side yard setback to 3.4 m (11.1 ft) where 7.5 m (24.6 ft) is required;
- to reduce the required setback from an arterial road (Tillson Avenue) to 14.5 m (47.6 ft) where 20.5 m (67.3 ft) is required; and
- to reduce the required parking to 1 space per unit where 1.25 spaces per unit is required.

The parking requirements as contained in Section 5.24 require 38 parking spaces be provided for the 30 units proposed. The applicant has indicated approximately 30 regular spaces which include the required accessible parking spaces will be accommodated on site.

AGENCY COMMENTS

Town of Tillsonburg Fire Department and Tillsonburg Hydro indicated they had no comments or concerns with the application.

Canada Post indicated that the project will be serviced by developer/owner installed Lock Box Assembly within the building.

Town of Tillsonburg Engineering Department noted that the front yard setback reduction would limit future road widenings and noted high truck traffic on Tillson Avenue. All other comments will be addressed through site plan approval.

Town of Tillsonburg Building Services indicated the required parking is 1.25 spaces per unit and the accessible spaces required. Based on the layout provided, relief is required to be made to 1 space per unit including accessible parking spaces. A record of site condition will be required prior to building permit issuance.

Southwestern Public Health indicated no objection to the applications and provided the attached Built Environment and Health Public Policy comments in support of the application.

Oxford County Public Works noted that the Applicant should be aware that water servicing capacity within the Town of Tillsonburg is limited. Approval of this Official Plan Amendment does not constitute or imply the reservation or allocation of water servicing capacity. Available water capacity will be evaluated at time of Site Plan Application.

PUBLIC CONSULTATION

Notice of complete application regarding this proposal was provided to the public and surrounding neighbours on February 24, 2026, and notice of public meeting was issued on March 30, 2026, in accordance with the requirements of the Planning Act. As of the date of this report no comments have been received.

Planning Analysis

Applications have been received to amend the Official Plan and the Town's Zoning By-law to facilitate the construction of a three storey apartment building containing 30 units. The applicant proposes to redesignate the subject lands from 'Service Commercial' to 'Medium Density Residential' with special development policies to permit the increased residential density on the site being higher than the permitted net residential density for medium density developments.

Provincial Planning Statement (PPS) 2024

Planning staff are of the opinion that the subject proposal is consistent with the policies of the PPS as the development is considered to be an efficient use of land and municipal services within a fully serviced settlement area. The proposal will increase the housing supply to help address the full range of housing affordability needs and will assist the Town with providing and building homes that respond to changing market needs and local demand, to support a diverse and growing population and workforce in the Town and broader region. The development is also consistent with Sections 2.1.4, and 2.2.1 of the PPS as it will permit and facilitate housing options required to meet the social, health, economic and well-being requirements for current and future

residents, facilitate residential intensification, including the development and redevelopment of underutilized commercial and institutional sites for residential uses, represents the development and introduction of new housing options within previously developed areas and redevelopment, which results in a net increase in residential units. The proposed development will also serve as a transition between the employment uses to the west and existing low density residential development to the south, east and north.

County of Oxford Official Plan

The Official Plan recognizes the importance of increasing the supply of affordable housing within Tillsonburg and directs that the Town Council may consider the use of reduced municipal infrastructure requirements and lot standards on a site-specific basis to facilitate the delivery of affordable housing provided that the use of such measure continues to meet the overall objectives of the Plan.

With respect to the proposed Official Plan amendment to provide increased residential density on the site, it is the opinion of Planning staff that the Official Plan criteria respecting the designation of additional Medium Density Residential areas have been satisfactorily addressed and are assessed below.

The size of the subject site is adequate and of a sufficient size to accommodate the proposed medium density development. The subject lands are a total of approximately 0.37 ha (0.91 ac) in size, are generally flat and bounded by public street on three sides, including Tillson Avenue, an arterial road on the Transportation Network Plan (Schedule T-4). The subject lands are in close proximity to existing residential development, some service commercial uses to the south including a café/restaurant, massage therapist and chiropractor, and Gylveszy Park. As such, staff are satisfied that the proposed developable lands provide flexibility for site design, transitioning to surrounding existing low-density development, buffering between the adjacent industrial uses west along Tillson Avenue, and provide adequate access to amenities in the surrounding area.

While no designated shopping are within the immediate area, a TGO Transit stop is located in front of the subject property on Tillson Avenue, as identified on Plate 4 of this report. Both the red and blue line transit routes stop immediately in front of the subject property which will utilize existing infrastructure (municipal transit) to support residential intensification. Sufficient recreation and community facilities exist nearby with Gylveszy Park and the Trans Canada Trail being located to the northeast and north of the subject lands, respectively. Staff are satisfied that the subject property being located on an arterial road (being Tillson Avenue) and having direct access to municipal transit service will allow the residents to access shopping and amenities within Town that are in close proximity accessed by vehicle or public transit.

The proposed net residential density of the site is higher than what is contemplated by the Medium Density Residential designation, however, the proposed building height is within the range permitted, further the typology of a low-rise apartment is an appropriate type of development within this designation. The proposed apartment building will contain affordable housing units, as such, the number of units has been increased in order to maximize the efficient use of the lands and accommodate the need for affordable housing units resulting in an overall increased net residential density of 80 units per hectare (33 units per acre). Planning staff are satisfied that the proposed additional density within the Medium Density Residential designation is appropriate as the proposed building will physically represent a medium density development and the increased unit count will contribute towards the County's goal of a minimum target of 20% of housing being

affordable. Additionally, the proposed development will achieve a strategic direction outlined in the Town of Tillsonburg Community Strategic Plan for sustainable Community Growth.

Town of Tillsonburg Zoning By-law

With respect to the proposed zoning amendment, the lot area requirements for apartment dwellings are intended to ensure that the overall density of development is appropriate and adequate space is available for parking, stormwater management, and amenity areas. Staff are satisfied that the proposed lot area per dwelling unit of 125 m² (1,345 ft²) will still provide for sufficient residential living space.

The applicants have requested that the frontage of the subject property be deemed to be Tillson Avenue for clarity and transparency and reduces the number of site-specific provisions required to accommodate the development.

Additionally, a reduction to the front yard setback from 7.5 m (24.6 ft) to 4.5 (14.7 ft) from Tillson Avenue and to reduce the minimum exterior side yard from 7.4 m (24.2 ft) to 3.4 m (11 m). Front yard and exterior side yard provisions are intended to ensure that such structures remain sufficiently setback from the public right of way to allow for uniform sightlines for vehicle and pedestrian safety and to provide adequate space for typical road maintenance efforts. Due to the irregular shape of the subject lands the proposed building is situated in a way to accommodate an appropriate location for the proposed driveway which is sufficiently setback from the intersection. The proposed location of the building further provides sufficient buffering between the surrounding low-density development in the area and will serve as an appropriate transition to existing industrial development present on the west side of Tillson Avenue. Staff are satisfied that the proposed reduction to the front and exterior side yard setbacks are appropriate to accommodate the development.

A reduction is proposed to the setback from the centreline of an arterial road (Tillson Avenue) to 14.5 m (47.5 ft) where 20.5 m (67.2 ft) is required. The setbacks from the centreline of arterial roads are required to ensure there is sufficient space for future road widenings if needed. Staff are satisfied that the setback from the centreline of Tillson Avenue is appropriate as the other buildings along Tillson Avenue are setback closer to or at a similar distance than what is being proposed and is in keeping with the character of the neighbourhood. If a road widening on Tillson Avenue is required, it will be transferred through the site plan approval process.

The applicants are further requesting a reduction to the overall parking ratio from 1.25 spaces per unit to 1 space per unit, including the required accessible spaces. The applicant has a large portfolio operating seniors affordable housing developments and have recognized a trend where there is no need for more than one parking space per unit. It is anticipated that many of the tenants have modest incomes and due to their age or circumstances, they do not own or operate a motor vehicle based on the applicant's experience with their other developments in Town. Planning staff are satisfied that due to the tenancy of the building, secured through agreements registered on title, the future parking demand is expected to be in line with past experience as well as the presence of the TGO Transit stop in front of the building will provide an alternative form of transportation to lessen the demand the parking onsite.

Conclusion

This office is of the opinion that the proposed amendment to the Official Plan to accommodate the proposed development of the subject lands generally conforms with the relevant policies of the Official Plan, and the proposed zoning by-law amendment is appropriate and can be given favourable consideration.

RECOMMENDATIONS

That the Council of the Town of Tillsonburg advise County Council that the Town supports the application to amend the Official Plan (File No. OP 26-05-7), submitted by the Town of Tillsonburg Non-Profit Housing Corporation for lands legally described as Lots 48, 48A, 49 and 49A, Plan 500, in the Town of Tillsonburg to facilitate the development of a 3 storey, 30 unit apartment building on the subject lands;

That the Council of the Town of Tillsonburg approve in principle the zone change application (File No. ZN 7-26-03) submitted by the Town of Tillsonburg Non-Profit Housing Corporation for lands legally described as Lots 48, 48A, 49 and 49A, Plan 500, in the Town of Tillsonburg, to rezone the lands to 'Special Medium Density Residential Zone (RM-sp)' to facilitate a 3 storey 30 unit apartment building with site-specific provisions.

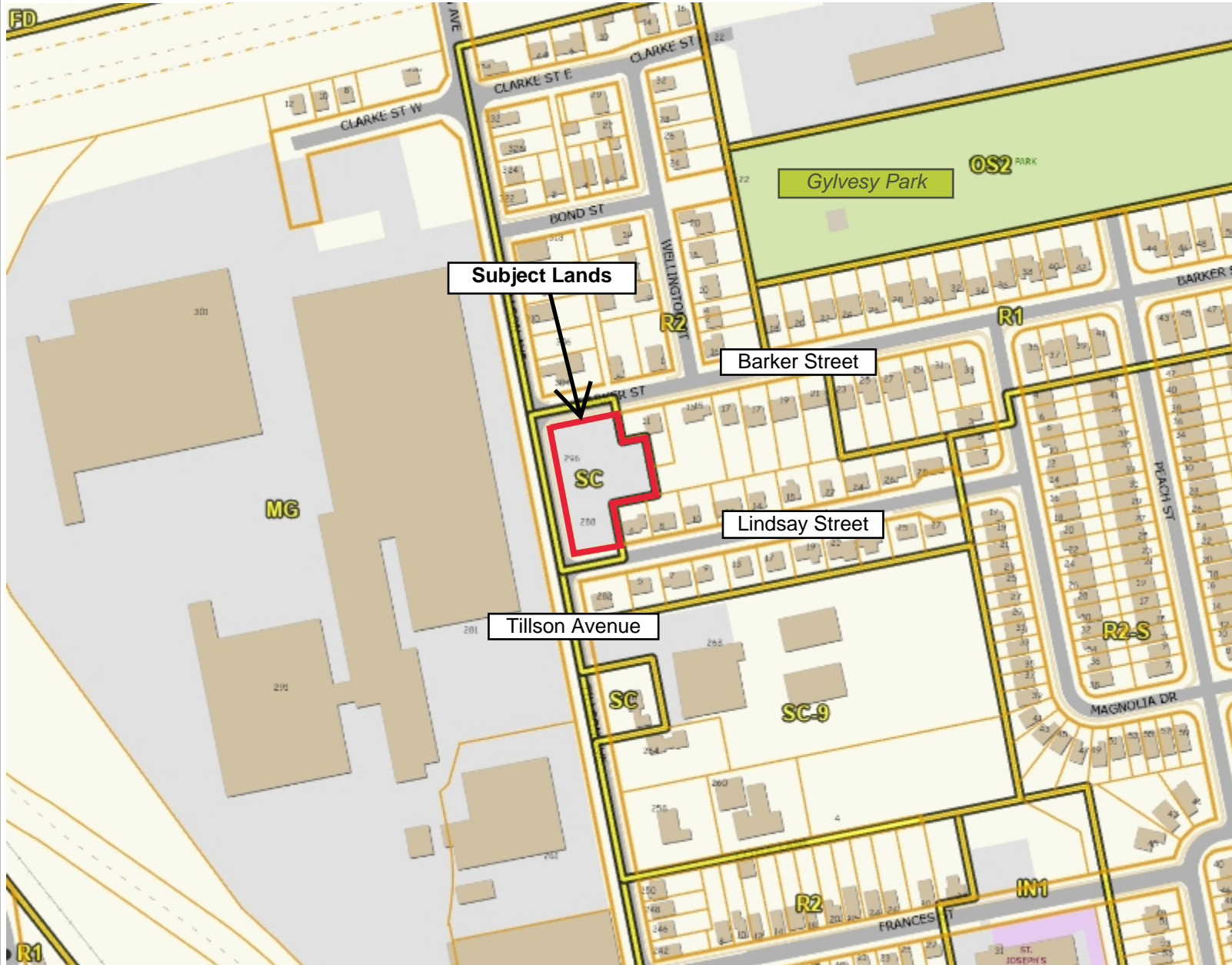
SIGNATURES

Authored by: *Original signed by*

Amy Hartley
 Development Planner

Approved for submission: *Original signed by*

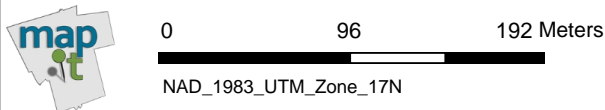
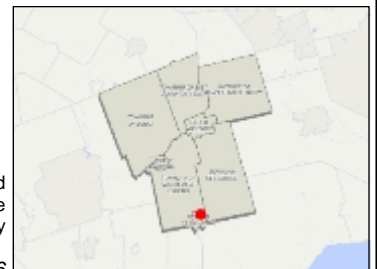
Eric Gilbert, MCIP, RPP
 Manager of Development Planning



Legend

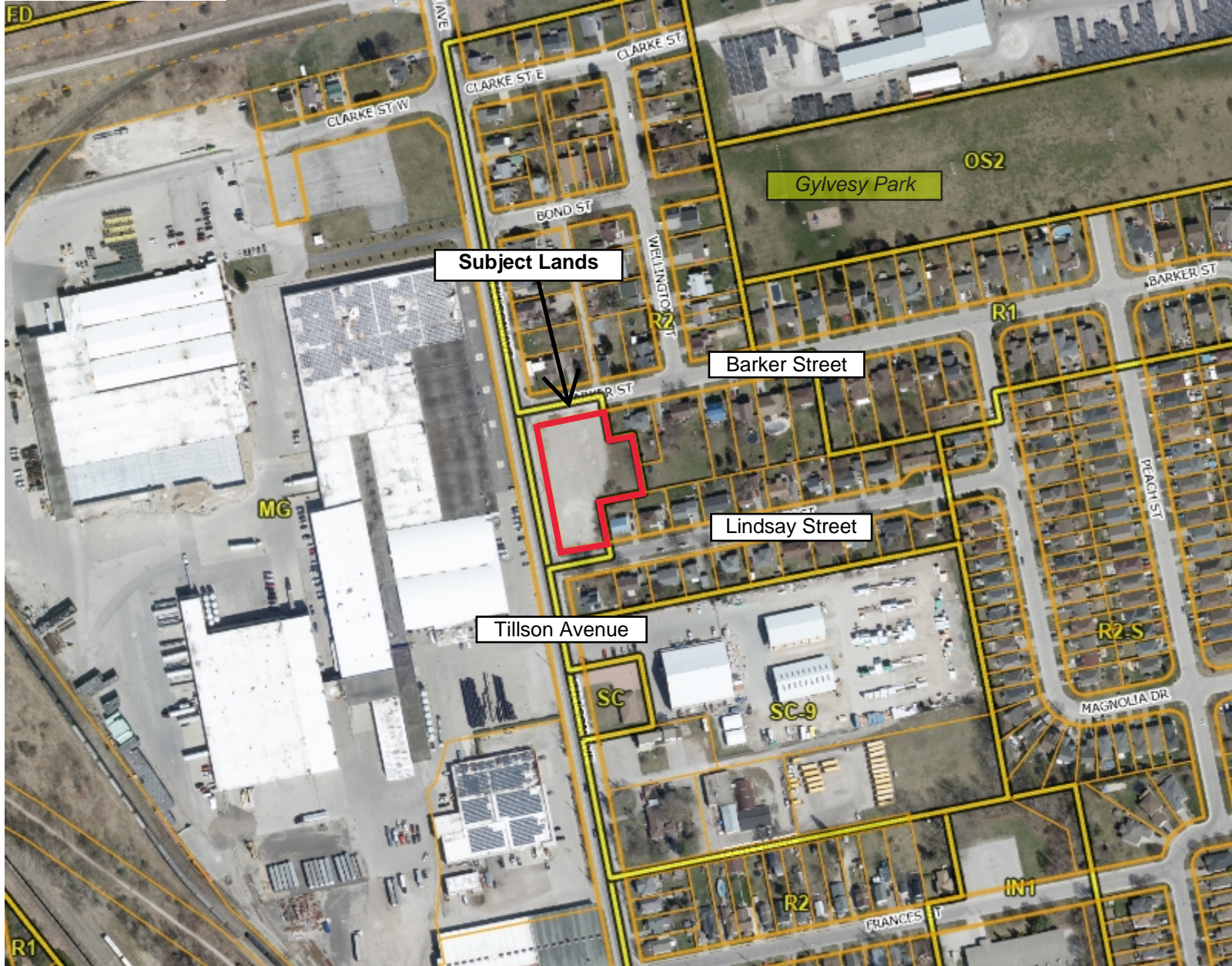
- Parcel Lines
- Municipal Boundary
- Property Boundary
- Assessment Boundary
- Road
- Unit
- Zoning Floodlines
- Regulation Limit
- ◆ 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

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

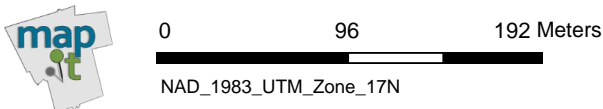
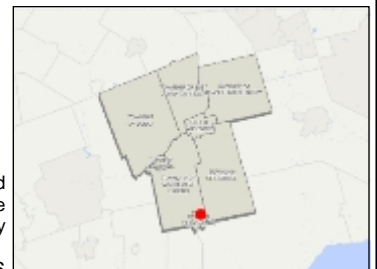
February 20, 2026



Legend

- Parcel Lines**
 - Municipal Boundary
 - Property Boundary
 - Assessment Boundary
 - Road
 - Unit
- 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)
- Constructed Drains**
 - Open or Unknown
 - Closed/Tiled

Notes



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March 27, 2026



Figure 4 - Illustration of Existing Residential and Industrial Land Uses



SCHEDULE AND ROUTES

The T:GO In-Town Transit Service operates From Monday to Friday from 5:55 AM to 5:55 PM. Each routes takes approximately one hour to complete. One bus swaps between Blue Line and Red Line routes.

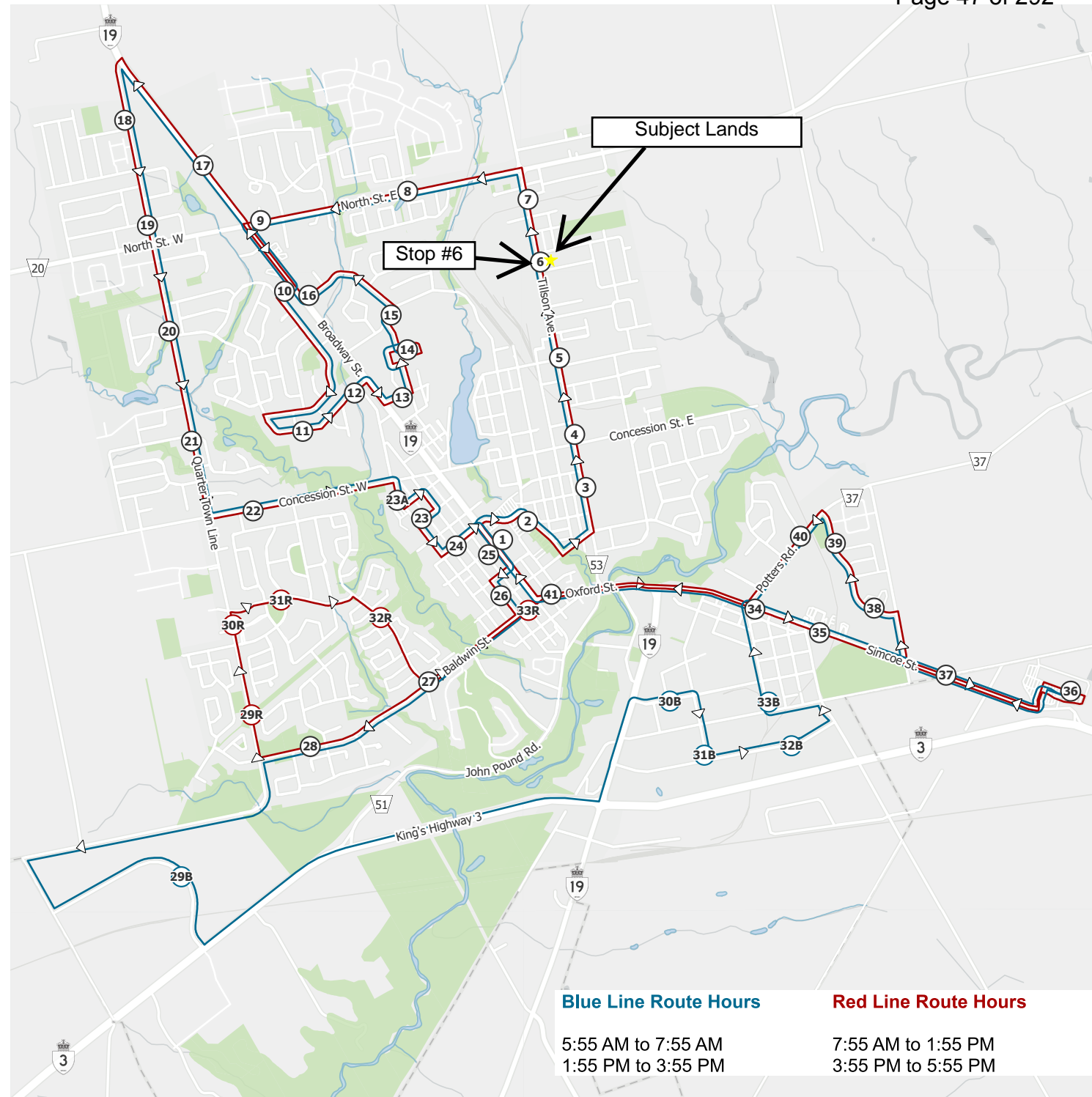
IN-TOWN FARE INFO

	Adult	Senior/Student*
Single Ride	\$3.25	\$2.75
10-Ride Pass	\$22.50	\$18.25
Day Pass	\$9.25	\$7.00
Monthly Pass	\$66.75	\$53.75

*Senior: Ages 60+ Student: Ages 18 and under
Veterans, support persons, and children (under 5) may ride free of charge.

Exact cash fare is required for a single ride.
Drivers do not carry cash. All passes must be purchased at a vendor.

Visit www.tillsonburg.ca/TGO for ticket vendor locations and alternative transportation options.



Blue Line Route Hours

5:55 AM to 7:55 AM
1:55 PM to 3:55 PM

Red Line Route Hours

7:55 AM to 1:55 PM
3:55 PM to 5:55 PM



To: Mayor and Members of Town of Tillsonburg Council

From: Amy Hartley, Development Planner, Community Planning

Amendment to Site Plan Control By-law 4151 and Site Plan Control Guidelines

REPORT HIGHLIGHTS

- The purpose of this report is to advise Council of a proposal to revise the Town's Site Plan Control By-law, and associated guidelines.
- A draft copy of the revised By-law and guidelines are attached for Council's consideration.

DISCUSSION

BACKGROUND/PROPOSAL:

The Town of Tillsonburg Site Plan Control (SPC) By-law 4151 and associated guidelines were passed November 17, 2017, replacing the former site plan control by-law approved in 2011.

The site plan approval process, as regulated by Section 41 of the Planning Act, provides the municipality with the ability to regulate site-specific concerns regarding development, such as building location, access, servicing, grading, drainage, waste storage facilities, lighting, landscaping and road widenings.

A SPC By-law, and associated guidelines, further assists the municipality to ensure development follows approved municipal standards with respect to grading, servicing, storm water management, access, snow removal and other elements of design that can affect surrounding properties and overall function of the Town. The Official Plan contains policies and objectives that specifically apply to the use of Site Plan Control within the local municipalities.

Since 2017, there have been many legislative changes to the Planning Act respecting SPC. Staff have reviewed the changes and incorporated them into the draft By-law and guidelines. Additionally, over time, staff continually review the SPC process to identify gaps or ways in which the process can be improved for applicant's and staff.

The following provides an overview of the legislative changes and internal changes proposed to the SPC By-law and guidelines.

Legislative Changes

There have been multiple amendments to the Planning Act since the passing of the current site plan by-law.

Forms of Developments

Bill 23 amended Section 41(1.2) of the Planning Act to no longer require SPC for development of residential buildings containing 10 units or less. Additionally, Bill 23 removed exterior design of a development (except for the exterior access of a building containing affordable units) from being subject to SPC, and the placing of portables on any school property is exempt from SPC.

Delegated Authority

In Bill 109, Section 41(4.0.1) was added which required a municipality that has a Site Plan Control By-law, to delegate an officer, employee, or agent of the municipality as the authorized person to approve site plan applications. Council has previously delegated their authority for approval of site plan applications to the Town Clerk and the County Development Planner.

Within the current by-law provisions Council had the ability to oversee and request to make decisions on certain site plan applications or hold a public meeting to review a site plan application. The amended wording of the Planning Act requires Council to delegate this authority to staff and does not provide the opportunity for a public meeting and Council to review applications. The updated by-law proposes that the delegated authority be amended to further include the Town of Tillsonburg Director of Operations, or their designate, as an appointed officer for approval of site plan applications.

Pre-consultation

Legislative changes introduced through Bill 185 permit applicants to consult with the municipality before submitting plans and drawings for approval. While pre-consultation is no longer mandatory, staff strongly suggest conducting a pre-consultation meeting with applicants prior to submission in order to identify high level issues and reduce the number of required submissions and resulting delays and additional costs.

Through the update to the Guidelines, the pre-consultation process has been refined in Section 2.1 to clarify what pre-consultation is, the benefits, and the outcomes of the pre-consultation meeting. The Town holds regular pre-consultation meetings every two weeks where staff have the ability to review and provide comments on preliminary designs and proposals.

Internal Updates

Development Coordinating Committee

A Development Coordinating Committee has been established to function as a decision authority for minor additions or alterations to existing buildings and site plan approvals. The Committee can meet and review a request by an applicant as to whether a proposal requires site plan approval, is a major or minor approval, or if it is exempt or can be red-lined from a previous approval.

The proposed Development Coordinating Committee would consist of the following members:

- County Development Planner, responsible for providing planning services to the Town
- Town Director of Operations and Development
- Town Chief Building Official
- Town Manager of Engineering
- Development Engineering Technologist

The Committee can also meet to discuss disputes or discrepancies identified by the applicant when needed.

Minor/Major and Exempt from Site Plan

As noted, the Committee can review proposals and decide whether a proposal is a major site plan approval, minor approval, amendment, or exempt from SPC.

The difference between a minor and major site plan approval application have been outlined in Sections 2.3 and 2.4 of the Guidelines and the criteria for both applications. Different approximate circulation periods have also been outlined in the guidelines to assist with expected timeframes.

Securities

Performance securities are collected as part of a site plan application to ensure that certain works are installed and maintained as agreed upon by the Town and the applicant. Previously securities were not required for development less than \$5,000, this amount has been increased to \$10,000 to reflect updated costs of development.

Additionally, it is being proposed that the Town will hold a minimum of \$10,000 security until all deficiencies from an inspection have been addressed. This will allow the Town to hold funds in case the deficiencies are not addressed, and the Town is required to undertake the work to remedy the issues.

Minor Amendments

A number of minor text amendments are also proposed to ensure the existing SPC By-law, and associated guidelines, are brought up to date with current standards and regulations.

AGENCY COMMENTS

The proposed draft By-law and Guidelines were circulated to staff and related agencies for comment. Comments received have been incorporated into the drafts attached to this report.

PUBLIC CONSULTATION

As part of the update to the draft By-law and Guidelines, and in keeping with the Strategic Plan Goal of 'enhanced public engagement in planning policies and placemaking', County Planning staff and Town Building and Engineering staff undertook the following public engagement measures during the Site Plan By-law and Guidelines update:

- The proposed amendments and open house invitation was presented at the Tillsonburg Builders Forum on February 26, 2026;
- A newspaper notice was included in the February 24, 2026, issue of the Norfolk & Tillsonburg News;
- A website notice was posted on the Town of Tillsonburg website advertising the Open House event;
- Staff attended the March 10, 2026, Economic Development Advisory Committee (EDAC) meeting to present the proposed amendments;

- An Open House event was held on March 11, 2026, open to the public and email invitations sent out to the Town's development contacts list.

Comments were received during the EDAC meeting and the Open House event and have been incorporated into the drafts attached to this report.

Conclusion

A draft copy of the amended Site Plan Control By-law and Guidelines are attached for Council's consideration.

RECOMMENDATIONS

That the Council of the Town of Tillsonburg approve the proposed updates to the Site Plan Control By-Law and associated schedules and appendices;

That Council of the Town of Tillsonburg repeal existing Site Plan Control By-law No. 4151; and

That By-law 2026-029 being a by-law to approve a Site Plan Control By-law, be referred to the By-law section of the agenda.

SIGNATURES

Authored by: *original signed by* Amy Hartley
Development Planner

Approved for Submission: *original signed by* Eric Gilbert, MCIP, RPP
Manager of Development Planning



Town of Tillsonburg
By-Law Enforcement

10 Lisgar Avenue, Tillsonburg, ON N4G 5A5

Tel: (519) 688-3009

Fax: (519) 688-0759

Proposed Changes to Tillsonburg's Site Plan Control By-Law No. 4151 – Fact Sheet

Item	Changes
General – Administrative Changes	<ul style="list-style-type: none"> • Update title references for Development Guidelines and Design Criteria • Update title references for Site Plan Approval Guidelines • Update legislative references where they have been amended in the Planning Act
Section 1 – Definitions	<ul style="list-style-type: none"> • Administrative corrections to coordinate definitions with by-law references (i.e. Appointed Officers) • Update to “Development” definition to reflect Planning Act amendments
Section 2 – Site Plan Control Area	<ul style="list-style-type: none"> • Updates to classes of development not requiring site plan approval to reflect Planning Act changes • Residential development containing less than ten (10) units does not require site plan approval
Section 5 – Delegation to Appointed Officers	<ul style="list-style-type: none"> • Update references to reflect Planning Act amendments • Council shall delegate their authority under Section 41 of the Planning Act to an authorized person/appointed officer
Section 8 – Failure to Act/Appeal to the Tribunal	<ul style="list-style-type: none"> • Updates to appeal process and dispute resolution to reflect Planning Act requirements • The Tribunal is the appeal body for decisions on site plan applications
Section 9 – Approval by Town Council	<ul style="list-style-type: none"> • As Council is required to delegate their approval authority, the ability for public consultation and Council review of site plan applications has been removed
Schedule B	<ul style="list-style-type: none"> • Updated list of appointed officers of the Corporation to align with Delegation By-law



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Schedule C	<ul style="list-style-type: none">• Outline purpose and function of the Development Coordinating Committee
------------	--------------------------------------------------------------------------------------------------------------------------



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Proposed Changes to Tillsonburg's Site Plan Control By-Law No. 4151 Guidelines – Fact Sheet

Item	Changes
General- Several Administration Changes	<ul style="list-style-type: none"> • Changes to the planning act have removed the requirement for public and Council consultation all reference to consultation has been removed. • References to specific zoning by-law sections have been removed and now only reference the Town Zoning By-law No.3295 • Tillsonburg branding has been added • The CAO has been removed from the Development Coordinating Committee and replaced with the Director of Operations and Development. • Formatting has been updated; document is now separated into numbered sections, and a table of contents including clickable hyperlinks has been included for ease of navigation, readability and flow. • Updates have been made to address new provincial legislation and planning act requirements. • Duplicate information was removed • Removed reference to the "Town Utility Manager" • Removed Ontario Municipal Board (OMB) references and replaced with Ontario Land Tribunal (OLT) • Appendices and references to appendices have been removed from the document. Applicants are now directed to the Town and County websites and the Customer Service Center for applications and sample templates.
Section 1 – Introduction	<ul style="list-style-type: none"> • Removed references to the Site Plan Control Area, the entire town is considered the Site Plan Control Area. • The criteria to assess whether a site plan application is required has been relocated to be in the same vicinity as the criteria for site plan exemptions.
Section 2 – Site Plan Control Process	<ul style="list-style-type: none"> • More clarity was provided as to how the Town/County classify major and minor site plan applications • Timelines for circulation periods have been included in a table • A table was added detailing security requirements for various types of developments



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	<ul style="list-style-type: none"> • The security release requirement details have been removed from the guidelines and transferred to the Site Plan Agreement template, where they are more appropriately addressed. • The previous version allowed projects under \$5,000.00 to be exempt from providing securities. This amount has been increased to \$10,000.00 • Minimum requirements for a complete application have been added
<p>Section 3 – Application Requirements</p>	<ul style="list-style-type: none"> • The Fire Department Access section was renamed to Emergency Services Access and was expanded
<p>Section 4 – Site Plan Control Objectives and Guidelines</p>	<ul style="list-style-type: none"> • Stormwater Management requirements have been updated and expanded • Reference to potential shadow study requirements for large buildings has been added • Vehicle lighting impact mitigation language has been added • Garbage storage and handling section updated to address Oxford County’s collection requirements

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 *

Tony

Last Name *

Hietkamp

Street Address *

80

Town/City *

concession street east

Postal Code *

N4G 4Z8

Phone Number *

[REDACTED]

E-mail *

[REDACTED]

Subject *

Ice Rink Donation

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

Tillsonburg Firefighters Association

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: *

Dear Members of Council,

On behalf of the Tillsonburg Firefighters Association, we are pleased to present a proposal for a community-focused charity hockey game and family skate featuring our local first responders: Fire Services versus the Ontario Provincial Police (OPP).

This year marks our third annual charity game, an event that has continued to grow both community support and impact. It is organized not only to foster camaraderie among our emergency services, but more importantly, to raise funds for a cause that is deeply meaningful to all of us- this year's recipient being Parkwood Hospital.

As first responders, we are often on the front lines of traumatic incidents. Many of the individuals we serve are transported to Victoria Hospital with life-altering injuries, and their recovery journey frequently continues at Parkwood Hospital. This facility plays a vital role in rehabilitation, providing care for patients facing significant physical and emotional challenges. Nearly every one of us knows someone whether a patient, colleague, or community member whose life has been impacted by the care they received there.

Our goal is to raise as much funding as possible to support the incredible work done at Parkwood Hospital. To help us maximize the funds directed to this cause, we are respectfully requesting that the Town of Tillsonburg donate the ice time for this event being held in April.

By removing this operational cost, we can ensure that a greater portion of the proceeds goes directly to the charity. This support from the Town would not only enhance the success of the event but also demonstrate a shared commitment to community well-being and support for those recovering from serious injuries.

This charity game also presents an opportunity to bring the community together in a positive and engaging way, supporting local first responders while contributing to a meaningful cause.

We would be incredibly grateful for Council's consideration of this request. Your support would directly impact our ability to give back to a facility that has supported so many members of our community in their most critical times.

Thank you for your time and consideration.

Respectfully submitted,
Sarah Barclay
On behalf of the Tillsonburg Firefighters Association

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

4/13/2026



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

Yes

No

Will there be a display presentation? *

Yes

No

I acknowledge that my display presentation must be submitted in PDF format to the Office of the Clerk by 4:30 p.m. the Wednesday before the Council meeting date.

I accept

I acknowledge that speakers are required to bring a printed copy of their presentation and speaking notes to the meeting.

I accept

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

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

Delegation Request Form

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

First Name *

Kristine and Marshall

Last Name *

Vandenbussche

Street Address *

[Redacted]

Town/City *

Tillsonburg

Postal Code *

[Redacted]

Phone Number *

[Redacted]

E-mail *

[Redacted]

Subject *

Order to Discontinue Activity - Violation in Environmental Protected Area

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

[Redacted]

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: *

Owner received an Order to Discontinue Activity behind their property. Order notes violation in the Environmental Protected Area. Would like to speak to Council in opposition to this order.

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

4/13/2026 

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

Yes

No

Will there be a display presentation? *

Yes

No

I acknowledge that my display presentation must be submitted in PDF format to the Office of the Clerk by 4:30 p.m. the Wednesday before the Council meeting date.

I accept

I acknowledge that speakers are required to bring a printed copy of their presentation and speaking notes to the meeting.

I accept

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 Fax: (519) 688-0759

Order to Discontinue Activity

April 2, 2026

Kristine and Marshall Vandebussche
 [REDACTED]

RE: Parks By-Law 2024-073

Violation behind [REDACTED] in the Environmental Protected Area

Legal Description: [REDACTED]

Roll No. [REDACTED]

Order No. OTC-26-002

Be advised that on March 26, 2026, and April 01, 2026, site inspections were conducted at the above-mentioned property. During the inspections, the following by-law violation was observed on town property.

Item	By-Law & Section	Section	Location	Violation	Required Remedial Action
1	Parks By-Law 2024-073 3.1 (35) Activities - prohibited	In any Park or Recreation Area within the Town, no Person shall: encroach on Town-owned lands or erect fences, buildings or structures on Town-owned lands without the written consent of the Town and any such object encroaching shall be removed by the abutting land owner forthwith at their expense;	Town Property behind [REDACTED] Passive Use Open Space/ Environmental Protected Area Roll No. [REDACTED]	Encircled two saplings with metal chicken wire encroaching outside of the 3 ft maintenance buffer granted by the town.	Discontinue activity <u>immediately</u> and do not encroach, plant, maintain, cut, trim, rake, or erect anything on Town-owned lands. Without prior approval. <u>AND</u> Remove the chicken wire from the Environmental Protected Area <u>by April 12, 2026</u>



Town of Tillsonburg
By-Law Enforcement

10 Lisgar Avenue, Tillsonburg, ON N4G 5A5

Tel: (519) 688-3009

Fax: (519) 688-0759

You are hereby requested to address the above matters before **April 12, 2026**

A re-inspection of the property will take place on or about **April 12, 2026**, to ascertain compliance.

Where a Person defaults in complying with a direction, requirement or Order under this By-law to do a matter or thing, the Officer may, with such assistance from others as may be required, enter the land on which the contravention occurred at any reasonable time, and carry out such direction, requirement or Order and all expenses will be the responsibility of the Person.

In accordance with section 446 of the Municipal Act, the Town may recover the costs from the Person directed, required or ordered to do a matter or thing under this By-law, by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes, and such expenses shall include interest at a monthly rate of 1.25 percent and or annual rate of 15 percent.

In addition, you will be invoiced \$230.00 for this order, plus the cost of the registered mail as per the Rates & Fees By-law.

Every Person who contravenes any provision of this By-law is guilty of an offence under the provisions of the Provincial Offences Act, R.S.O 1990, c P.33, as amended, and is liable on conviction to a penalty not exceeding \$5,000, exclusive of costs, subject to the provisions of the Act.

Thank you for your understanding and we appreciate your immediate attention to this matter. Should you require further information pertaining to this matter, please feel free to contact me.

Regards,

Cooper DesRoches

Municipal Law Enforcement Officer

Town of Tillsonburg

10 Lisgar Ave

Tillsonburg, ON

N4G 5A5

E-mail: cdesroches@tillsonburg.ca

Phone: 519-688-3009 Ext. 4608

Photos attached, see Schedule "A"

Schedule "A"





The Corporation of the Township of Norwich

March 6, 2026

Mayor and Council
Town of Tillsonburg
10 Lisgar Ave,
Tillsonburg ON N4G 5A5

Dear Mayor Gilvesy and members of Council,

Re: Proposed Amendment to Safe and Well Oxford Plan 2026-2030

At their meeting held Tuesday February 24, 2026, the Council of the Township of Norwich passed the following resolution:

“That report CAO 2026-11, Community Safety and Well-being Plan Options, be received for information; and

That Council direct staff to move forward with “Option 2 – Ask other local municipalities to agree to specific changes to the Plan”; and

That Council hereby requests that other municipalities in Oxford County consider amending the Safe and Well Oxford Plan 2026-2030 by replacing the words “priority groups” with the words “groups of a particular concern” in eight places in the body of the report and in one footnote.”

Council has expressed concerns that identifying certain groups as “priority groups” suggests that other groups are of a lower priority, and could be exclusionary for individuals that are not part of the identified priority groups. Council does not wish to adopt the Safe and Well Oxford Plan 2026-2030 while it includes the phrase “priority groups”, and hopes that partner municipalities across Oxford County will be willing to adopt an amendment to the Plan to update the language to “groups of particular concern”.

Thank you for your consideration.

The Corporation of The Township of Norwich
285767 Airport Road | Norwich, Ontario N0J 1P0
Phone (519) 667-2000 | Fax: (519) 468-2414 | www.norwich.ca

Yours sincerely,

A handwritten signature in cursive script that reads "Kimberley Armstrong". The signature is written in black ink and is positioned above the printed name.

Kim Armstrong
Clerk / Director of Corporate Services



Long Point Region Conservation Authority

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

March 12, 2026

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

Attention: Mr. Pratt

Dear Members of Council, Residents, and Ratepayers,

The Long Point Region Conservation Authority held our Annual General Meeting on Friday March 6, 2026 and I am pleased to inform the Authority had another successful year in 2025.

The Annual Report highlights the activities of the Authority for the year 2025. The Authority issued 222 planning permits, consulted on 123 municipal applications, and participated in 20 pre-consultations. We treated 11 of our forest tracts (717 acres) for a range of invasive species with a focus in 2025 on Hemlock Woolly Adelgid with over 4,000 Hemlock trees treated. We funded one erosion control project and 1,609 acres of cover crops on landowners' properties, and planted 39,740 trees throughout the watershed.

The Teeterville Dam Class Environmental Assessment is in the final phase with the preferred alternative of repairing the dam selected. We celebrated the completion of the multi-year Conservation Education Centre Revitalization project at the Backus Heritage Conservation Area, ensuring environmental education for students in the watershed can continue for years to come in an updated space. LPRCA was successful in securing a multi-year commitment of over \$1.1 million in federal funding from the Canada Water Agency for reducing phosphorus loading in the Big Otter Creek sub-watershed and for the decommissioning of the Vittoria Dam.

Our Flood Forecasting & Warning team issued 12 flood messages over five events in partnership with our municipal emergency management teams.

Financially, the Authority ended 2025 in a positive financial position. The 2025 LPRCA financial statements, audited by MNP LLP of London, and a copy of our 2025 Annual Report highlighting the programs, services, and accomplishments the Authority achieved in 2025 are attached.

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

Yours truly,

Judy Maxwell

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

CC. Laura Pickersgill, Acting Deputy Clerk

Attachment 1: 2025 Annual Report
Attachment 2: 2025 LPRCA financial statements

Hard Copies sent by mail

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Message from the Chair & General Manager

2025 was a year full of accomplishments worth celebrating in the Long Point Region watershed. On behalf of the Board of Directors and staff, we are proud to showcase these accomplishments in the 2025 Annual Report.

LPRCA was successful in securing a multi-year commitment of over \$1.1 million in federal funding from the Canada Water Agency's Great Lakes Freshwater Ecosystem Initiative towards reducing phosphorus loading in the Big Otter Creek sub-watershed and advancing the decommissioning of the Vittoria Dam.

We celebrated the completion of the multi-year Conservation Education Centre Revitalization project at Backus Heritage Conservation Area, ensuring environmental education for students in the watershed can continue on for years to come in an updated space. Staff continue to make significant progress on several studies and mapping projects, safety improvements at our flood control structures, upgrades to our campgrounds and conservation areas, and multiple capital projects.

Change has remained constant for Conservation Authorities, and 2025 was no different. The Province announced the creation of a new governing agency and the proposed amalgamation of 36 Conservation Authorities into seven regional authorities. Although the detailed framework of the proposed amalgamation has yet to be released, the Board of Directors and management will be proceeding forward with the best interests of our watershed residents, member municipalities and staff.

LPRCA's vision and mission has remained clear. The Authority continues to work together to shape the future well-being of our watershed by delivering excellent services; protecting, advancing and rejuvenating the watershed; and optimizing the health and well-being of the watershed through education and best practices.

Thank you to the Board of Directors for their support and to staff for all of their hard work and dedication that ensured meaningful progress continued.

Dave Beres
Chair, LPRCA Board of Directors

Judy Maxwell
General Manager, LPRCA

Protecting Life & Property Flood Forecasting & Warning

In 2025, the Long Point Region watershed experienced a total of five flood-related events with staff issuing 12 messages during the events. LPRCA also monitors low water levels by measuring precipitation, stream flow and groundwater levels. With consultation and support from the Joint Water Response Team, one *Level 1 Low Water Advisory* was issued in August 2025 asking users to voluntarily reduce water usage by 10%. The advisory remained in place until mid-December.

	2025	2024
Water Conditions Statements	7	6
Flood Watches	4	2
Flood Warnings	1	3

LPRCA's Flood Forecasting and Warning team works on rotation 24/7/365 to fulfill Conservation Authorities' core mandate of protecting people and property from natural hazards. The team monitors both lake and riverine conditions across the watershed and with coordination with municipal emergency response staff, delivers flood-related messages to the public for storm events. The messages are also relayed to LPRCA's website and posted to all LPRCA social media channels.

Source Water Protection

The Grand River Conservation Authority manages the source water program for the Lake Erie Source Protection Region which includes Long Point, Grand River, Catfish Creek and Kettle Creek Conservation Authorities. In compliance with the *Clean Water Act, 2006* a plan to protect the sources of municipal drinking water is in place for each watershed.

The Long Point Region Source Protection Plan has been in effect since 2015 and addresses risks related to contamination and overuse. In accordance with *Ontario Regulation 287/07, section 52*, the Long Point Region Source Protection Authority submits annual progress reports to the Ministry of Environment, Conservation and Parks (MECP) on the progress made in implementing our Source Protection Plan.

The Section 36 update to the Assessment Report and Source Water Protection Plan for Long Point Region was released for consultation with implementing bodies and the public and closed on December 19, 2025. The update for the plan is due for submission to MECP on December 31, 2026.

Engineering & Infrastructure

Teeterville Dam

A Conservation Ontario Class Environmental Assessment (EA) was initiated for Teeterville Dam. LPRCA held Public Information Centres in February and June. Based on a weighted evaluation, the preferred alternative is to repair the dam. Repairing the dam will resolve the stability issues, improve still-water habitat and recreational opportunities, retain emergency fire water supply and maintain the historic visual character of the site. The EA process is in the final phase for Teeterville Dam.

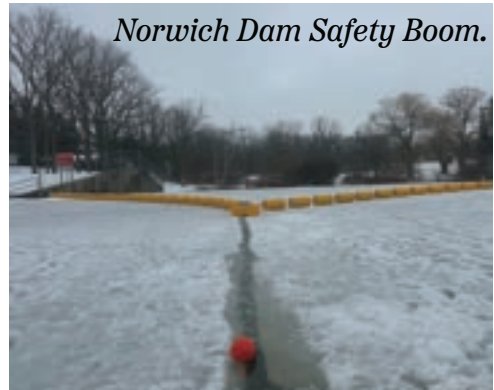
Teeterville Dam.



Other Projects:

- A Public Safety Boom was installed at Norwich Dam;
- A Dam Safety Review (DSR) was completed on Deer Creek Dam;
- A design report for repairs was completed for Hay Creek Dam;
- A design brief was prepared for proposed structure alterations and channel realignment at Sutton Dam; and
- A DSR commenced on Lehman Dam.

Norwich Dam Safety Boom.



Staff performing dam inspection.



Vittoria Dam

In 2025, LPRCA was successful in securing \$635,000 in federal funding over four years from the Canada Water Agency as part of the Great Lakes Freshwater Ecosystem Initiative to support the Vittoria Dam decommissioning. The funding will support restoring the ecological connectivity to Young's Creek while improving Lake Erie nearshore water quality. A kick-off meeting was held with Canada Water Agency to start the planning process for the decommissioning.

Planning & Regulations

LPRCA is responsible for regulating development in natural hazard areas to protect people, property and the environment from damage due to flooding, erosion and other natural hazards. Regulating development also aids in the protection of natural features including rivers, streams, floodplains, wetlands, valley lands and the Lake Erie Shoreline. LPRCA completed a comprehensive update to regulation mapping which reflects new floodplain and hazard mapping studies and new topographic information. Additional updates to LPRCA's regulation mapping were made to ensure alignment with the updated provincial legislation, *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits*. LPRCA held a consultation period for the draft mapping, giving the public an opportunity to submit comments/feedback. Following the consultation, the comprehensive mapping update was finalized and approved by the Board of Directors in December of 2025. In accordance with the new Regulation, LPRCA will proceed with updating mapping annually.

Updated interactive regulation mapping.

In 2025, LPRCA issued 222 permits with the following average turnaround times:

Minor Applications: 4.7 days
Major Applications: 5.6 days

	2025	2024
Permit Applications Issued	222	198
Municipal Applications Reviewed and Comments Provided	123	84
Formal Pre-consultation Meetings	20	14

To aid LPRCA's planning and flood forecasting and warning staff, updates were made to LPRCA's hydrology model that will enable new and updated flood and erosion hazard mapping for 46km of Nanticoke Creek and 32km of Upper Big Creek. Nanticoke Creek mapping will be finalized in 2026 and Upper Big Creek will be completed in 2027.

Enhancing Watershed Health Stewardship Programs

LPRCA's stewardship programs help residents preserve and enhance their property through best management practices (BMP). Projects such as cover crops, planting trees, restoring land, erosion control and rural water quality programs benefit the watershed's health by decreasing sediment and nutrient loading, restoring the natural hydrology, habitat restoration and improving biodiversity.

In 2025, LPRCA was successful in securing a federal funding commitment of \$512,000 over four years from the Canada Water Agency as part of the Great Lakes Freshwater Ecosystem Initiative. This funding will support efforts to reduce phosphorus loading in the Big Otter Creek sub-watershed through the implementation of BMP. LPRCA is working closely with private landowners and farmers to implement these programs. To raise awareness and encourage participation, staff distributed program brochures throughout the rural areas of the sub-watershed and hosted a public information session.

Through Forests Canada's 50 Million Program and Ontario Power Generation's Regional Biodiversity Program, LPRCA facilitated the planting of 39,740 trees (seedlings/seeds). ALUS Norfolk coordinated funding from Environment and Climate Change Canada's Integrated Conservation Action Plan to help fund 1,609 acres of cover crops and one erosion control project on private lands. The Invasive Phragmites Control Fund provided funding to treat Phragmites within the Lee Brown Marsh Waterfowl Management Area.



Scouts Canada and LPRCA tree planting event.



Forests Canada and OPG funded tree planting site at Backus Heritage CA.

In October, LPRCA hosted Forests Canada Fall Partner Delivery Agency field tour event. The tour highlighted four restoration sites around the watershed where attendees were able to discuss best practices when facilitating a restoration.

Invasive Species Control



HWA treatment/prevention.

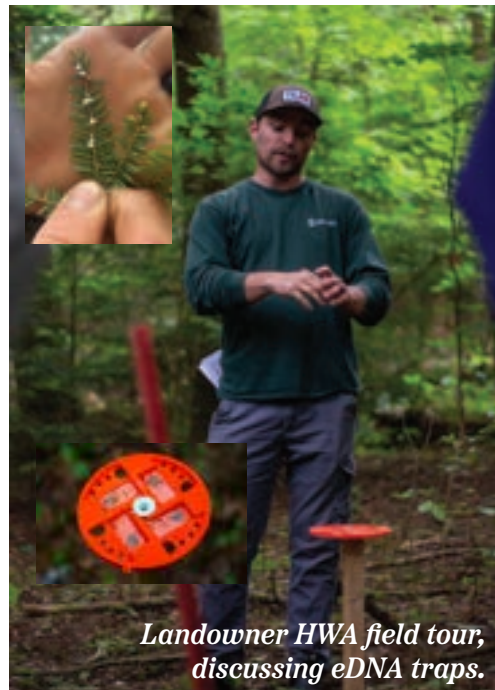
In 2025, forestry staff treated 717 acres across 11 properties, concentrating on the following species, Multi-flora Rose, Garlic Mustard, Buckthorn, Autumn Olive, Manitoba Maple, Japanese Knotweed, Norway Maple, Phragmites and Periwinkle, among others. LPRCA forestry staff will continue to treat for invasive species and monitor for new threats to the watershed.



Forestry staff examining eDNA samples.

With funding support from the Invasive Species Centre Council, LPRCA forestry staff installed environmental DNA (eDNA) traps across LPRCA properties to monitor for Hemlock Woolly Adelgid (HWA). Staff were then able to analyze caught HWA specimens under a microscope to confirm its presence in forest tracts. This is a cost effective method for monitoring the early detection of HWA on LPRCA forest tracts.

Forestry staff held a field tour for local private landowners and partners on the identification and treatment options for HWA. In 2025, a total of 7,984 Hemlock trees were inventoried with over 4,000 treated for Hemlock Woolly Adelgid throughout six forest tracts. The following LPRCA properties have tested positive for HWA and have been confirmed positive by the Canadian Food Inspection Agency - Haldimand CA, Harvey Tract and Coppens/Ferris/Armstrong Tract. Emergency use of Xytect 2F and Starkle has been extended for Ontario, allowing treatment of HWA to continue. LPRCA's goal is to continue working with partners and private landowners to monitor and fight against HWA in the watershed.



Landowner HWA field tour, discussing eDNA traps.

Forest Management & Land Holdings

LPRCA Forest Tract.

LPRCA uses good forestry practices to maintain the Authority's commitment of sustainable forest management that enhances the biodiversity and health of the watershed while balancing social, economic and environmental values. LPRCA owns over 11,000 acres of land including 90 forest tracts, over 7,500 acres of managed forest tracts, 1,145 acres of protected & classified natural heritage woodlands, and 800 acres of uplands and marsh. Protecting the watershed's forests and the management of them is guided by LPRCA's *Forest Management Plan 2020-2039*.

Annually, LPRCA retains an ecologist to complete ecological surveys on forested properties proposed for timber harvest. A total of five properties were surveyed in 2025 and data was documented for Species at Risk, Species of Conservation Concern, rare vegetation communities and invasive species. The surveys are to ensure that the species are protected in accordance with the *Endangered Species Act*.

On an annual basis, staff prepares prescriptions/operating plans for each individual tract that will receive some form of silvicultural treatment. Following Board approval, the forest tracts are marked and tendered for revenue. In 2025, there were four tenders awarded.

In 2025, forestry staff worked with the Ruffed Grouse Society to create habitat on one of LPRCA's properties.

Forestry staff hosted a tour for the Sustainable Forestry Initiative group in October, where they visited logging operations and forest tracts that have been treated for Hemlock Woolly Adelgid. Staff also attended the Ontario (Norfolk) Woodlot Owners Association meeting where they set up an informational booth for community outreach.



Forestry staff measuring a tulip tree.

Water Quality Monitoring

As a mandatory program and service, LPRCA monitors surface and ground water quality throughout the Long Point Region watershed. The Ministry of the Environment, Conservation and Parks (MECP) oversees the Provincial (Stream) Water Quality Monitoring Network (PWQMN) and the Provincial Ground Monitoring Network (PGMN). Samples are collected throughout the year and sent for testing for parameters such as chloride, nutrients and metals. In 2025, samples for PWQMN were collected eight times at ten different locations. Ground water quality testing for PGMN is completed annually through a process of water collection from any of LPRCA's 11 sampling wells. The information collected by analyzing these samples are added to a provincial dataset and uploaded to the MECP website. With funding provided from the federal government as part of the Great Lakes Freshwater Ecosystems Initiative, LPRCA purchased a phosphorus sensor to monitor phosphorus concentrations in the Big Otter Creek.



Phosphorus sensor installation.

LPRCA also monitors the region's stream health by collecting samples using the protocol under the Ontario Benthos Bio-monitoring Network (OBBN). LPRCA gathered benthic invertebrate samples from 15 separate sites around the watershed and sent them for identification following OBBN guidelines once the invertebrates were sorted by LPRCA staff. The LPRCA team also worked with Norfolk County staff, with funding from the Department of Fisheries and Oceans, to classify seven unrated drains. This is done by identifying fish species (through the practice of electrofishing), identifying different plant species and assessing flows within the watercourses.



Big Otter Creek, Tillsonburg, ON.

Connecting People to Nature

Backhouse Historic Site

The Backhouse Historic Site welcomed approximately 1,000 visitors who enjoyed immersive period demonstrations throughout the village, including tinsmithing, traditional school lessons, historic games, and hands-on crafts. Guests also enjoyed the Field to Flour/Field to Fabric event, witnessing wheat transformed into flour and fibres into fabric.

The Norfolk Fibre Arts Guild showcased the art of fibre spinning both during the event and throughout the season in the Community Hall. Visitors were also able to explore the Backhouse Mill through guided tours. Additionally, the War of 1812 Re-Enactment returned as another highly successful weekend filled with engaging interpretation and family-friendly fun.



Field to Flour/Field to Fabric event.

Education Programming

In 2025, the Conservation Education Centre multi-year revitalization project was completed and reopened to the public on June 21, 2025. The Education Centre hosted just over 2,000 visitors over the course of the summer. The revitalization project would not have been possible without the generous support from individuals, community groups, displaying partners, community foundations, and federal grants.



Conservation Education Centre, Backus Heritage Conservation Area. Port Rowan, ON.

In 2025, LPRCA's education programming welcomed 3,900 students from two local school boards and out-of-contract classes from around the watershed. The interactive heritage and outdoor education programs encourage the community to connect with the environment and heritage of the watershed.

Leighton & Betty Brown Scholarship

Lee Brown Marsh Aerial Photo, courtesy of Earl Hartlen.



Lee Brown Marsh Management Committee with scholarship recipient. Lou Kociuk, William Culford, Doug Brunton, Tom Haskett, Larry Chanda.

The Leighton & Betty Brown Scholarship honours Leighton, former LPRCA employee, and Betty, Leighton's wife, who both spent their lives contributing to waterfowl management. For nearly two decades, the Lee Brown Marsh Management Committee and LPRCA have been awarding the Leighton & Betty Brown scholarship to students within the watershed that demonstrate a passion for nature and are pursuing their passion in post-secondary school. In 2025, the \$1,000 scholarship was awarded to William Culford to help support his upcoming full-time studies in the Fish & Wildlife Technology program at Fleming College.

Conservation Stewardship Award

Woodstock Ingersoll Echo
May 24, 2020

The simple act of planting trees leads to positively complex outcomes

JEFF TRIIBE
Local Conservationist

An simple act of planting trees leads to positively complex outcomes. "It's amazing what happens as you plant a tree," said L...



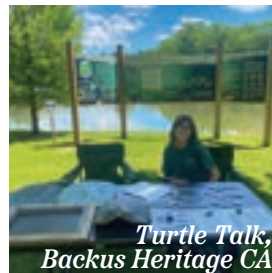
Jeff Tribe and Paul Gagnon on Tribe's tree plant site.



The LPRCA Conservation Stewardship Award is awarded annually to an individual or group for their contribution to the natural heritage within the Long Point Region watershed. This year's recipient, Jeff Tribe of Oxford County, is a journalist, photographer, videographer and content creator who is passionate about the environment. Jeff, with the help of Ducks Unlimited Canada, facilitated a wetland restoration project on the Tribe Family Farm resulting in 1.4 acres of newly created wetland, including 2 wetland cells, several smaller water features and 8.9 acres of surrounding upland habitat. Around the wetland, Jeff planted 450 trees and shrubs. Most recently, Jeff planted another 550 trees on the farm through Forests Canada's 50 Million Tree Planting Program.

Conservation Areas

The 2025 season welcomed 8,463 nightly campers and 426 seasonal campers across LPRCA's five campgrounds. LPRCA education staff continued to bring the educational workshop, *Turtle Talk*, to all five campgrounds for campers and visitors to enjoy.



*Turtle Talk,
Backus Heritage CA*

A new playground was installed at Waterford North CA and two day-use, reservable picnic sites were introduced to the park. Deer Creek CA later introduced one picnic site to the park after a well received trial run at Waterford North CA. Norfolk CA and Haldimand CA received washroom upgrades. The parking lots at Trout Pond, Hay Creek CA, Brooks CA, Fisher CA and Norwich CA were upgraded for visitor safety and enjoyment.

New playground, Waterford North CA.



*Parking lot upgrades,
Hay Creek CA.*



*Picnic site,
Waterford North CA.*

Extensive renovations to Haldimand CA created 8 new campsites and upgraded 21 campsites, including improved services.

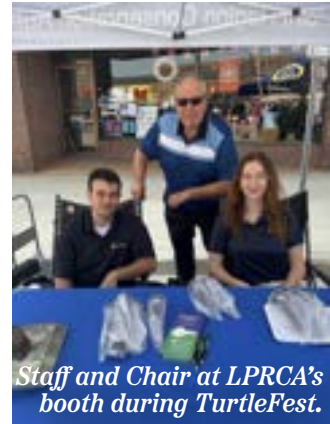
Haldimand CA campsite renovations, south side.



*Services upgrades,
Haldimand CA.*

Community Relations

LPRCA had a busy 2025 with lots of community outreach and involvement. The year kicked off with a collaborative presentation with Forests Canada discussing Canada's forestry sector delivered to the senior environmental class at Holy Trinity Catholic High School by LPRCA forestry staff. The Scouts of Port Dover and the Port Rowan Girl Guides joined LPRCA for a spring tree planting session, teaching the children how to properly plant and care for trees. LPRCA had an information booth at TurtleFest, promoting what the Authority has to offer its residents. Staff participated in ALUS Norfolk's farm tour as a guest speaker, discussing shoreline erosion, wetlands and Bank Swallows. Staff also volunteered at the annual Children's Water Festival and the Carolinian Forest Festival alongside Upper Thames CA, Kettle Creek CA and Catfish Creek CA.



Staff and Chair at LPRCA's booth during TurtleFest.



Lands & Waters staff presenting during ALUS Norfolk's tour.

Children's Fishing Derby

The 2025 Deer Creek Children's Fishing Derby (Kids, Cops & Canadian Fishing Days) saw an increase in young anglers hitting the water with 130 participants – one of highest attendance rates since it started in 1996! This annual event would not be possible without the continuous generosity of our community donors and all of their contributions.



Great catch at Deer Creek CA!



Memorial Forest Dedication Service



The Memorial Forest is a forest located within Backus Heritage Conservation Area meant to act as a living tribute to loved ones. A service is held annually on the third Sunday in September where donors and families are invited to remember their loved ones in the form of creating new life by expanding the forest each year in their memory. In 2025, we honoured 153 loved ones in the presence of over 100 guests. LPRCA Chair, Dave Beres, took to the podium alongside Pastor Rev. Ted Smith to deliver the service. Throughout the event, Brenda Atkinson performed a series of musical performances.



Meet the Authority

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Staff Christmas tree decorating, 2025.

Judy Maxwell General Manager/Secretary-Treasurer
Aaron Le Duc Manager of Corporate Services
Leigh-Anne Mauthe Manager of Watershed Services
Lorrie Minshall Project Manager, Watershed Services
Saifur Rahman Manager of Engineering & Infrastructure

Chloe Anna	Curator	Chloe Krouse	Water Resource Technician
Kim Brown	Marsh Manager	Parker Landry	Engineering Technologist
Paige Burke	Accounting Clerk	Barry Norman	Workshop Operations Labourer
Greg Butcher	Grounds Maintenance	Chris Reinhart	Forestry Technician
Bob Dewdney	Marsh Operations Labourer	Braedan Ristine	Resource Planner
Evan Forbes	Superintendent of CAs	Darell Rohrer	Workshop Operations Labourer
Paul Gagnon	Lands & Waters Supervisor	Frank Schram	Workshop Supervisor
Melanie Hadlock	Junior Forestry Technician	James Shaver	Workshop Operations Labourer
Alex Huber	Receptionist	Jeffery Smithson	Workshop Operations Labourer
Brock Hussey	Lands & Waters Technician	Jess Staton	Heritage Programmer
Isabel Johnson	Resource Planner	Nicole Sullivan	HR Associate/Executive Assistant
Amanda Kaye	Accounting Clerk	Debbie Thain	Supervisor of Forestry
Ryan Kindt	Workshop Technician		
Jessica King	Marketing & Social Media Associate		

As well as our many seasonal staff and summer students.

The Long Point Region Watershed

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

2025 Board of Directors



Dave Beres, Chair
Deputy Mayor
Town of Tillsonburg



Doug Brunton, Vice Chair
Councillor Norfolk County



Tom Masschaele
Councillor Norfolk County



Chris Van Paassen
Councillor Norfolk County



Debera McKeen
Councillor Haldimand County



Michael Columbus
Councillor Norfolk County



Ed Ketchabaw
Mayor Municipality
of Bayham



Pete Ypma
Councillor Township of
South-West Oxford



Jim Palmer
Mayor Township of Norwich



Robert Chambers
Councillor County of Brant



Shelley Ann Bentley
Mayor Haldimand County

Lee Brown Marsh Management Committee

Tom Haskett, Chair
Doug Brunton
Larry Chanda
Michael Columbus
Lou Kociuk

Backus Museum Committee

Tom Masschaele, Chair
Wanda Backus-Kelly
Dave Beres
Doug Brunton
Mary Charles
Jim Palmer
Trevor Shelley
Heather Smith
Julie Stone
Madaline Wilson
Pete Ypma

Facts & Figures

Financial Highlights

2025 Revenue

Municipal Levy - Operating	\$ 2,237,681	31%
Municipal Levy - Capital	\$ 182,638	3%
Provincial Funding	\$ 35,229	0%
Fees	\$ 4,301,177	59%
Forestry Sales	\$ 533,965	7%
Gain on Sale of Assets	\$ 17,108	0%
Total	\$ 7,307,798	100%

2025 Expenditures

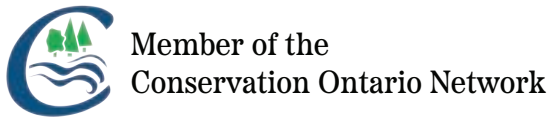
Planning and Watershed Services	\$ 1,346,148	22%
Backus Heritage CA/Education/Heritage	\$ 415,304	7%
Maintenance Operations Services	\$ 951,021	16%
Forestry Services	\$ 403,830	7%
Conservation Parks	\$ 1,517,684	25%
Corporate Services	\$ 1,350,373	23%
Total	\$ 5,984,360	100%

Use of 2025 Operating Levy

Corporate Services	\$ 933,317	42%
Planning and Watershed Services	\$ 666,515	30%
Backus Heritage CA/Education/Heritage	\$ 3,945	0%
Maintenance Operations Services	\$ 633,903	28%
Total	\$ 2,237,681	100%

Share of 2025 Operating Levy

Haldimand County	\$324,627	15%
Norfolk County	\$1,136,959	51%
Oxford County	\$497,571	22%
Brant County	\$162,960	7%
Bayham Municipality	\$99,651	4%
Malahide Township	\$15,913	1%
Total	\$2,237,681	100%



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

THANK YOU TO OUR MUNICIPAL PARTNERS

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

LONG POINT REGION CONSERVATION AUTHORITY

**Financial Statements
December 31, 2025**

LONG POINT REGION CONSERVATION AUTHORITY**INDEX TO THE FINANCIAL STATEMENTS****DECEMBER 31, 2025**

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MANAGEMENT REPORT

Management's Responsibility for the Financial Statements

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

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

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

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

Doug Brunton

Doug Brunton
Chairman of the Board

Judy Maxwell

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

Tillsonburg, Canada
March 6, 2026

Independent Auditor's Report

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

Opinion

We have audited the financial statements of Long Point Region Conservation Authority (the "Authority"), which comprise the statement of financial position as at December 31, 2025, and the statements of operations and change in accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2025, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

London, Ontario

March 6, 2026

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2025

	<u>2025</u>	<u>2024</u>
Financial Assets		
Cash (note 3)	\$ 3,176,870	\$ 2,865,947
Investments (note 4)	10,745,634	10,420,467
Accounts receivable (note 11)	242,094	162,954
Accrued receivable (note 11)	47,712	46,941
Other assets (note 11)	107,219	127,479
	14,319,529	13,623,788
Financial Liabilities		
Accounts payable and accrued liabilities (note 11)	333,199	349,044
Deferred revenue (schedule 1)	924,468	1,027,817
	1,257,667	1,376,861
Net financial assets	13,061,862	12,246,927
Non-Financial Assets		
Tangible capital assets (schedule 2)	8,896,191	8,387,688
	\$ 21,958,053	\$ 20,634,615
Commitment (note 6)		
Contingent liabilities (note 8)		
Accumulated Surplus		
Accumulated surplus - internally restricted (schedule 3)	7,058,571	6,249,829
Accumulated surplus - externally restricted (schedule 4)	6,003,291	5,997,098
Accumulated surplus - tangible capital assets	8,896,191	8,387,688
	\$ 21,958,053	\$ 20,634,615
Total accumulated surplus	\$ 21,958,053	\$ 20,634,615

On behalf of the Board of Directors:

Doug Brunton

Doug Brunton
Chair, Board of Directors

Dave Beres

Dave Beres
Chair, Audit and Finance Committee

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF OPERATIONS AND CHANGE IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2025

	Budget <u>2025</u> (note 5)	Actual <u>2025</u>	Actual <u>2024</u>
Revenues			
Municipal levies:			
General	\$2,237,681	\$2,237,681	\$2,145,963
Special	257,500	182,638	216,424
Government grants:			
Provincial	35,229	35,229	35,229
Corporate services (note 7)	254,250	691,302	406,347
Planning and watershed services	373,490	551,191	501,757
Forestry services	492,394	533,965	505,027
Backus Heritage conservation area	202,335	250,129	148,542
Conservation parks	2,025,200	2,199,896	2,152,252
Maintenance operations services	679,096	608,659	333,978
Gain on disposal of tangible capital assets	-	17,108	-
Total Revenues	6,557,175	7,307,798	6,445,519
Expenditures			
Corporate services	1,315,736	1,350,373	1,368,009
Planning and watershed services	1,104,776	1,346,148	1,130,016
Forestry services	466,689	403,830	398,958
Backus Heritage conservation area	334,746	415,304	308,323
Conservation parks	1,713,973	1,517,684	1,499,324
Maintenance operations services	1,146,345	951,021	900,671
Total Expenditures	6,082,265	5,984,360	5,605,301
Annual Surplus	\$474,910	\$1,323,438	\$840,218
Accumulated surplus, beginning of the year	20,634,615	20,634,615	19,794,397
Accumulated surplus, end of the year	<u>\$21,109,525</u>	<u>\$21,958,053</u>	<u>\$20,634,615</u>

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2025

	Budget <u>2025</u> (note 5)	Actual <u>2025</u>	Actual <u>2024</u>
Annual surplus	\$461,260	\$1,323,438	\$840,218
Acquisition of tangible capital assets	(808,864)	(912,531)	(645,031)
Gain on disposal of tangible capital assets	-	(17,108)	-
Proceeds on disposal of tangible capital assets	-	18,109	-
Amortization of tangible capital assets	-	403,027	320,540
Change in net financial assets	(347,604)	814,935	515,727
Net financial assets, beginning of year	12,246,927	12,246,927	11,731,200
Net financial assets, end of year	<u>\$11,899,323</u>	<u>\$13,061,862</u>	<u>\$12,246,927</u>

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2025

	<u>2025</u>	<u>2024</u>
Cash Flows from Operating Activities		
Operating activities:		
Annual surplus	\$1,323,438	\$840,218
Items not affecting cash:		
Amortization of tangible capital assets	403,027	320,540
Gain on disposal of tangible capital assets	(17,108)	-
	1,709,357	1,160,758
Change in non-cash working capital:		
Accounts receivable	(79,140)	225,677
Accrued receivable	(771)	(33,366)
Other assets	20,260	(51,655)
Accounts payable and accrued liabilities	(15,845)	(7,244)
Deferred revenue	(103,349)	148,689
	1,530,512	1,442,859
Investing activities:		
Acquisition of tangible capital assets	(912,531)	(645,031)
Change in investments	(325,167)	(1,990,890)
Proceeds on disposal of tangible capital assets	18,109	-
	(1,219,589)	(2,635,921)
Change in cash	310,923	(1,193,062)
Cash, beginning of year	2,865,947	4,059,009
Cash, end of year	\$3,176,870	\$2,865,947

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

1. Purpose of the Organization

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

2. Significant Accounting Policies

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

[a] Revenue Recognition

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

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

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

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

[b] Accrual Accounting

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

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

2. Significant Accounting Policies (continued from previous page)

[c] Internal Transactions

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

[d] Investments

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

[e] Reserve Fund Balances

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

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

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

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

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

2. Significant Accounting Policies (continued from previous page)

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

[f] Tangible Capital Assets

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

Asset	Useful Life - Years
Land improvements	10 - 20 years
Buildings and building improvements	40 - 50 years
Machinery & equipment	5 - 20 years
Furniture and fixtures	10 years
Computers	5 years
Motor vehicles	10 - 20 years
Infrastructure	40 - 50 years

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

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

During the year, management completed a review of the estimated useful lives of certain tangible capital assets. As a result of this review, management determined that revisions to the estimated useful lives of these assets were necessary to better reflect their expected remaining service potential.

This change represents a change in accounting estimate and has been accounted for prospectively, in accordance with PSAS Section PS 2120, Accounting Changes. Accordingly, the effect of the change has been reflected in amortization expense for the current year and future periods. Prior period financial information has not been restated.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

2. Significant Accounting Policies (continued from previous page)

[g] Donations

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

[h] Use of Estimates

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

[i] Contaminated Sites

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

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

[j] Deferred Revenue

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

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

2. Significant Accounting Policies (continued from previous page)

[k] Financial instruments

(i) Measurement of financial instruments

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

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

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

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

(ii) Fair value measurements

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

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

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

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

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

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

2. Significant Accounting Policies (continued from previous page)

(iii) Impairment

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

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

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

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

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

[I] Asset Retirement Obligations

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

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

There have been no asset retirement obligations identified.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

3. Cash

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

	2025	2024
General	\$3,165,708	\$2,862,738
Externally restricted:		
Backus Heritage Village	4,446	295
Leighton and Betty Brown Scholarship	6,716	2,914
	\$3,176,870	\$2,865,947

General cash includes a bank account earning interest at 2.65% (2024 – 3.40%).

4. Investments

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

	2025	2024
Government and corporate bonds, maturing at various dates between 2026 and 2037 (2024 – 2025 and 2035), yields varying between 1.40% and 5.21% (2024 – 1.40% and 5.21%)	\$5,810,000	\$5,890,000
Guaranteed investment certificates maturing at various dates in 2026 (2024 – 2025), yielding between 2.80% and 3.35% (2024 – 3.75% and 5.10%)	4,810,000	3,459,000
Principal protected notes – fixed income note, yields varying between 0% and index return multiplied by the participation rate	-	1,000,000
Money market funds, no specified maturity or yield	11,868	11,743
Cash	115,984	92,279
	10,747,852	10,453,022
Plus: accrued interest	41,356	35,916
Plus: unamortized purchase premium	(43,574)	(68,471)
	(2,218)	(32,555)
	\$10,745,634	\$10,420,467

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

5. Budget Figures

The unaudited budget data presented in these financial statements are based upon the 2025 operating and capital budgets approved by the Board of Directors on January 8, 2025.

6. Commitment

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

2026	117,654
2027	120,007
2028	122,407
2029	124,855
2030	127,352
Thereafter	1,083,351
	1,695,627

7. Investment Income

Included in corporate services revenue is interest income on investments of \$464,170 (2024 - \$362,458).

8. Contingent Liabilities

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

9. Pension Agreements

The Authority makes contributions to the Ontario Municipal Employees Retirement System ("OMERS") plan, which is a multi-employer plan, on behalf of full-time and qualifying part-time employees. The plan is a defined benefit pension plan, which specifies the amount of the retirement benefit to be received by employees based on the length of service, pension formula and employee earnings. Employees and employers contribute equally to the plan. In 2025, the Authority's contribution to OMERS was \$221,023 (2024 - \$219,415).

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

9. Pension Agreements (continued from previous page)

The latest available report for the OMERS plan was December 31, 2024. At that time the plan reported a \$2.9 billion actuarial deficit (2023 - \$4.2 billion deficit), based on actuarial liabilities of \$140.8 billion (2023 - \$134.6 billion) and actuarial assets of \$137.9 billion (2023 - \$130.4 billion).

Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

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

10. Segmented Information

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

Corporate services

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

Planning and watershed

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

Forestry services

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

Backus Heritage conservation area

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

Conservation parks

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

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

10. Segmented Information (continued from previous page)

Maintenance operations services

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

11. Financial Instruments and Risks

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

Credit risk

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

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

	2025					
	Current	31-60 days	61-90 days	91-120 days	Over 120 days	Total
Cash	\$3,176,870	\$-	\$-	\$-	\$-	\$3,176,870
Accounts receivable	221,055	5,163	5,642	10,234	-	242,094
Accrued receivable	47,712	-	-	-	-	47,712
Other assets	107,219	-	-	-	-	107,219
Total	\$3,552,856	\$5,163	\$5,642	\$10,234	\$-	\$3,573,895

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

11. Financial Instruments and Risks (continued from previous page)

2024

	Current	31-60 days	61-90 days	91-120 days	Over 120 days	Total
Cash	\$2,865,947	\$-	\$-	\$-	\$-	\$2,865,947
Accounts receivable	160,510	2,208	-	236	-	162,954
Accrued receivable	46,941	-	-	-	-	46,941
Other assets	127,479	-	-	-	-	127,479
Total	\$3,200,877	\$2,208	\$-	\$236	\$-	\$3,203,321

Liquidity risk

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

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

2025

	Within 1 year	1-5 years	Over 5 years	Total
Accounts payable and accrued liabilities	\$333,199	\$-	\$-	\$333,199
Total	\$333,199	\$-	\$-	\$333,199

2024

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

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2025

11. Financial Instruments and Risks (continued from previous page)

Interest rate risk

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

12. Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's presentation.

During the year, management reviewed the classification of tangible capital assets and determined that certain assets were more appropriately presented in different asset categories. As a result, assets with a net book value of \$103,745 as at December 31, 2024 were reclassified from motor vehicles to machinery and equipment in the comparative figures.

These reclassifications did not result in any change to total tangible capital assets, accumulated amortization, annual surplus, or accumulated surplus for the prior year.

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 1 –SCHEDULE OF DEFERRED REVENUE FOR THE YEAR ENDED DECEMBER 31, 2025

	2025	2024
Balance, beginning of year	\$1,027,817	\$879,128
Externally restricted contributions	466,611	503,195
Interest earned, restricted	158,167	36,292
Contributions used in operations	(728,127)	(390,798)
Balance, end of year	\$924,468	\$1,027,817

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 2 – SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2025

For the year ended December 31, 2025									
Cost				Accumulated Amortization					
2025									
	Opening Balance	Additions	Disposals	Balance End of Year	Accumulated Amortization Beginning of Year	Reversals	Amortization	Accumulated Amortization End of Year	Net Carrying Amount End of Year
Land	\$ 4,605,258	\$ -	\$ -	4,605,258	\$ -	\$ -	\$ -	\$ -	\$ 4,605,258
Land improvements	164,568	127,343	-	291,911	31,080	-	14,804	45,884	246,027
Buildings	2,659,946	103,204	-	2,763,150	1,310,541	-	69,082	1,379,623	1,383,527
Machinery and equipment	863,898	89,867	12,594	941,171	343,649	11,593	55,670	387,726	553,445
Furniture and fixtures	8,595	360,331	-	368,926	4,862	-	36,893	41,755	327,171
Computers	221,014	10,584	-	231,598	197,714	-	9,390	207,104	24,494
Motor vehicles	868,154	112,790	34,674	946,269	410,778	34,674	78,057	454,161	492,108
Infrastructure	2,399,154	108,412	-	2,507,566	1,104,275	-	139,131	1,243,406	1,264,160
Total	\$ 11,790,587	\$ 912,531	\$ 47,268	\$ 12,655,850	\$ 3,402,899	\$ 46,267	\$ 403,027	\$ 3,759,659	\$ 8,896,191

For the year ended December 31, 2024									
Cost				Accumulated Amortization					
2024									
	Opening Balance	Additions	Disposals	Balance End of Year	Accumulated Amortization Beginning of Year	Reversals	Amortization	Accumulated Amortization End of Year	Net Carrying Amount End of Year
Land	\$ 4,605,258	\$ -	\$ -	\$ 4,605,258	\$ -	\$ -	\$ -	\$ -	\$ 4,605,258
Land improvements	117,114	47,454	-	164,568	23,905	-	7,175	31,080	133,488
Buildings	2,497,639	162,307	-	2,659,946	1,249,996	-	60,545	1,310,541	1,349,405
Machinery and equipment	759,086	104,812	-	863,898	298,675	-	44,974	343,649	520,249
Furniture and fixtures	8,595	-	-	8,595	4,002	-	860	4,862	3,733
Computers	210,250	10,764	-	221,014	191,762	-	5,952	197,714	23,300
Motor vehicles	589,645	278,509	-	868,154	334,607	-	76,171	410,778	457,376
Infrastructure	2,357,969	41,185	-	2,399,154	979,412	-	124,863	1,104,275	1,294,879
Total	\$ 11,145,556	\$ 645,031	\$ -	\$ 11,790,587	\$ 3,082,359	\$ -	\$ 320,540	\$ 3,402,899	\$ 8,387,688

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 3 –SCHEDULE OF INTERNALLY RESTRICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2025

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
OPG Forest Corridor	30,337	-	-	30,337
Memorial Woodlot	22,439	1,621	-	24,060
Lee Brown Waterfowl Capital	86,049	50,324	-	136,373
Dam Reserve	50,000	-	-	50,000
Administration Office	569,567	-	-	569,567
Strategic Investments in operations/capital	210,938	-	-	210,938
Motor Pool Reserve	192,405	11,950	-	204,355
User Fee Reserve	1,313,179	553,746	258,380	1,608,545
Capital Levy	569,626	72,276	298,161	343,741
Unrestricted Reserve	3,205,289	1,253,796	578,430	3,880,655
	\$ 6,249,829	\$ 1,943,713	\$ 1,134,971	\$7,058,571

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 4 –SCHEDULE OF EXTERNALLY RESTRICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2025

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Backus Heritage Village	\$ 81,556	\$ 3,153	\$ -	\$ 84,709
Leighton & Betty Brown Scholarship	133,002	4,040	1,000	136,042
Backus Woods	4,872,500	-	-	4,872,500
Disposition of Lands Reserve	910,040	-	-	910,040
	<u>\$ 5,997,098</u>	<u>\$ 7,193</u>	<u>\$1,000</u>	<u>\$ 6,003,291</u>

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 5 –SCHEDULE OF SEGMENTED REPORTING (continued) FOR THE YEAR ENDED DECEMBER 31, 2025

2025 Schedule of Segmented Reporting

	Corporate services	Planning and watershed services	Forestry services	Backus Heritage	Conservation parks	Maintenance operations services	2025 Total
Revenue:							
Levies	\$933,317	\$731,707	-	\$14,445	-	\$740,850	\$2,420,319
Grants	-	35,229	-	-	-	-	35,229
Fees	691,301	551,192	-	250,129	2,199,896	608,659	4,301,177
Forestry	-	-	533,965	-	-	-	533,965
Gain on disposal of tangible capital assets	17,108	-	-	-	-	-	17,108
Total revenue	1,641,726	1,318,128	533,965	264,574	2,199,896	1,349,509	7,307,798
Expenditures:							
Compensation	808,473	806,943	310,341	207,417	912,945	455,964	3,502,083
Administration	137,599	6,667	846	36,675	210,824	194,105	586,716
Professional/ contracted services	209,694	352,727	49,464	14,407	130,435	29,040	785,767
Materials and Supplies	16,782	103,292	43,179	76,873	128,679	25,852	394,657
Amortization	47,140	61,212	-	60,314	101,501	132,860	403,027
Repairs and maintenance	130,685	15,307	-	17,920	33,147	40,499	237,558
Motor pool	-	-	-	1,698	153	72,701	74,552
Total expenditures	1,350,373	1,346,148	403,830	415,304	1,517,684	951,021	5,984,360
Surplus	\$291,353	(\$28,020)	\$130,135	(\$150,730)	\$682,212	\$398,488	\$1,323,438

LONG POINT REGION CONSERVATION AUTHORITY

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

2024 Schedule of Segmented Reporting

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

REPORT TO COUNTY COUNCIL

2025 Annual Waste Management Reports

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATION

1. That County Council receive Report PW 2026-08 entitled “2025 Annual Waste Management Reports”, in accordance with the conditions listed in the facility’s Environmental Compliance Approvals and Section 15 of Ontario Regulation 101/94 under the *Ontario Environmental Protection Act*.

REPORT HIGHLIGHTS

- This report summarizes the annual performance of the Oxford County Waste Management Facility (OCWMF), Closed Landfill Sites and waste diversion programs in 2025.
- The County achieved an overall landfill waste diversion rate (residential and Industrial, Commercial and Institutional (ICI) waste material handled through the Oxford County program) of 45% in 2025 and has an estimated remaining landfill service life of 30 years.
- The 2025 achievements include the diversion of 36,882 tonnes of materials handled through County waste management programs.
- Other accomplishments include the rollout of the curbside green bin program and business recycling programs, transition of the blue box program to full producer responsibility, and upgrades to the landfill gas collection and flaring system.

IMPLEMENTATION POINTS

The 2025 Annual Waste Management Reports will be submitted to the Ministry of Environment, Conservation and Parks (MECP) by March 31, 2026, in accordance with regulatory requirements and posted on the County’s website for public access.

Financial Impact

There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2026 Business Plan and Budget for Waste Management.

Communications

Upon Council's receipt of Report PW 2026-08, regulatory reports will be shared with the MECP for their annual review, and a copy of this report will be circulated to Area Municipalities and Zero Waste Oxford. Additionally, the 2025 Annual Waste Management Reports will be available for public viewing on the County's website at <https://www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx#Public-Works-Annual-Reports>.




In addition, the County will communicate 2025 performance highlights of key Public Works systems (Water, Wastewater and Waste Management) to the public through an annual social media campaign after the last performance report has been submitted to Council later this year. As well, highlights will be further promoted through social media during National Public Works Week (May 17 – 23, 2026).

2023-2026 STRATEGIC PLAN

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

The recommendation in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
	<p>Goal 2.1 – Climate change mitigation and adaptation</p> <p>Goal 2.2 – Preserve and enhance our natural environment</p>	<p>Goal 3.1 – Continuous improvement and results-driven solutions</p>

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

DISCUSSION

Background

The purpose of this report is to provide County Council with a summary of waste management service delivery and operations for 2025, provided by the County, municipal partners and contracted services, as it pertains to program service delivery, environmental regulatory compliance, and due diligence monitoring and reporting.

Waste Management Program Service Delivery

In 2025, the County was responsible for residential curbside waste collection (garbage, recycling, large items) and the management of waste generated within the County through landfill disposal, waste diversion, and resource recovery programs.

Residential waste collection services are provided by the County through third-party contractors and municipal service agreements with Area Municipalities (City of Woodstock and Township of South-West Oxford).

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

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

Environmental Regulatory Compliance

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

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

Closed Landfill Monitoring and Reporting

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

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

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

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

Comments

Summary of County-Wide Waste Generation

Approximately 111,764 tonnes of waste (0.6% decrease over 2024) was generated in Oxford County in 2025. Of the total amount of waste generated 79,074 tonnes (4.5% decrease over 2024) was processed at the OCWMF. The remaining approximately 32,691 tonnes of waste was exported out-of-County (without direct handling at the OCWMF). This includes an estimated 29,806 tonnes of waste from the ICI sector (disposed of by private haulers) and 2,885 tonnes of Blue Box material from the City of Woodstock's curbside collection program exported directly to an out-of-County processing facility. Overall, approximately 29% (10.4% increase from 2024) of the total waste generated is being exported out-of-County.

A summary of County-wide waste generation in 2025 is depicted in Figure 1 with a historical summary of County-wide waste generation illustrated in Table 1 (note that numbers may vary slightly between the Figure and the Table due to rounding). The total waste and large item generation tonnage per household (hh) for 2025 was 374 kg/hh for the entire County, representing a 3.9% decrease over 2024.

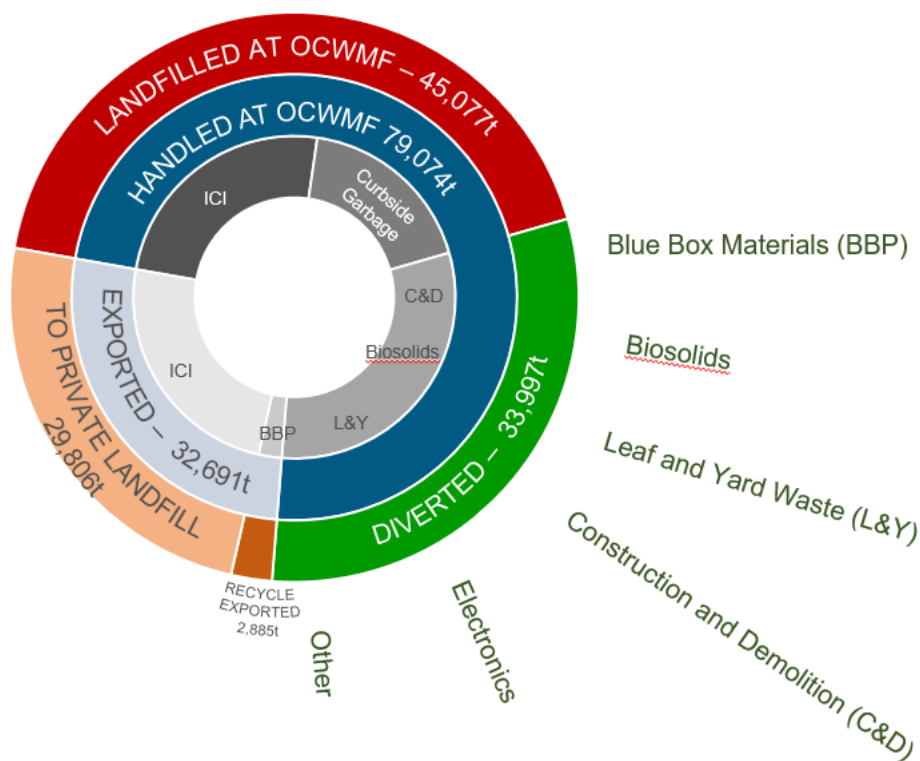


Figure 1: 2025 County-wide Waste Generation

Table 1: Historical County-Wide Waste Generation Summary (2020-2025)

Year	Total Waste Generated in Oxford County (tonnes)	Waste Exported out of County (tonnes)	Waste Processed at OCWMF & Recycled Exported (tonnes)	Waste Diverted and Recycle Exported (tonnes)	Landfill Diversion Rate
2025	111,764	32,691	81,959	36,882	45%
2024	112,450	29,610	82,840	38,000	46%
2023	112,780	29,425	83,355	37,350	45%
2022	109,454	29,232	80,222	36,280	45%
2021	115,195	29,040	86,155	40,095	47%
2020	122,610	26,025	96,585	40,320	42%

2025 Annual Waste Management Reports

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

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

- [Oxford County Waste Management Facility, Salford 2025 Operations and Monitoring Report – Executive Summary](#)
- [Oxford County Waste Management Facility, Landfill Gas Collection and Flaring System, 2025 Annual Monitoring Report – Executive Summary](#)
- [Holbrook Landfill 2025 Water Monitoring Report – Executive Summary](#)
- [2025 Due Diligence Monitoring Programs for Closed Landfill Sites – Blandford-Blenheim, Otterville and Tillsonburg¹](#)
- [Oxford County Compost Facility 2025 Stormwater Analytical Results](#)
- [Oxford County Permanent Household Hazardous Waste Depot 2025 Annual Report](#)
- [Brush, Leaf and Yard Waste System 2025 Annual Report](#)

¹ Annual reporting to the MECP for the County-owned closed landfills is not a regulatory requirement and will therefore be posted on the County website and not sent to the MECP.

Staff are pleased that in 2025 the County's waste management facilities and programs had no adverse environmental impacts were observed.

Oxford County Waste Management Facility, Salford 2025 Operations and Monitoring Report

- Approximately 79,074 tonnes of waste was handled at the site, with approximately 33,997 tonnes being diverted and recovered as material resources. Overall resource recovery material brought to the OCWMF in 2025 decreased by 2.9% and landfilled material decreased by 5.8%.
- The total trips by all vehicles using the facility averaged about 4,973 per month in 2025, an increase of 5.8% compared to 2024.
- The remaining landfill site service life in 2025 is calculated to be approximately 30 years based on the current landfilling rate and waste diversion rate (approximately 47%). At present the County is on track to complete the North Fill Area (NFA) move to the South Fill Area (SFA) in or around 2033.
- There were no influences of leachate in the groundwater at the site boundaries.
- Ground water quality at the property boundary complied with regulatory guidelines and any exceedances observed were non-landfill related.
- Surface water quality was not impacted by landfill operations in 2025. However, to ensure that surface water is not impacted by landfill operations, the County will undertake a sediment removal project in 2026 for the two onsite stormwater ponds. Initial bathymetric surveying indicates a significant amount of sediment in each pond which can affect sampling results, particularly if there is a significant amount of organic matter in the sediment.
- Private well monitoring showed no landfill influence.

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Oxford County Waste Management Facility, Landfill Gas Collection and Flaring System, 2025 Annual Monitoring Report

- The Landfill Gas Collection and Flaring System (LGCFS) operated as intended in 2025 even though volumes and concentrations of methane gas continue to remain low.
- The flare had an average run time of 50% compared to 65% in 2024. This decrease in run time is due to scheduled down times for flare optimization and overall lower gas volumes.
- In 2025, the flare ran at an average flow of 89 cubic feet of gas volume per minute (cfm), down from 97 cfm in 2024 and an average 46.1% methane by volume, up from 39% in 2024. This increase in methane concentrations is the result of the extended downtime noted above to allow for accumulation of landfill gas despite lower overall run times.
- In 2025, there was one occurrence where the LGCFS was offline for more than 48 hours due to equipment issues and required notification to the MECP's Spills Action Centre (SAC) and District Office in accordance with the ECA.

Holbrook Landfill 2025 Water Monitoring Report

- There was no clear indication of leachate influence in the shallow observation wells at the downgradient property boundaries to the east/south of the site.
- Except for elevated nitrate in one observation well, of which the concentration level is likely due to agricultural activities in the area, the shallow groundwater quality complied with the MECP's Guideline B-7 which identifies acceptable levels of leachate impacts on the groundwater system.
- There was no clear indication of leachate influence in the deeper groundwater system at the property boundaries and all sampling complied with the MECP's Guideline B-7 with the exception of hardness and iron at three monitoring wells and are considered to be naturally occurring.
- No groundwater trigger criteria were exceeded at the site.
- No methane gas was detected during the monitoring event.
- In May 2025, the MECP conducted a Closed Landfill ECA Inspection. Outcomes from this inspection resulted in additional sampling for polyfluoroalkyl substances (PFAS), equipment upgrades to some of the monitoring wells, the addition of a shallow landfill gas probe, and the amendment of Schedule B of the County Forests and County Lands Recreation By-Law 6606-2024 by removing public uses at the Holbrook landfill site.
- Staff will continue to perform inspections at this facility to ensure the site is secure and to assess any potential environmental concerns.

2025 Due Diligence Monitoring Programs, Closed Landfill Sites – Blandford-Blenheim, Otterville and Tillsonburg

Monitoring programs for landfill gas, surface water and groundwater were undertaken at County-owned closed landfill sites of Blandford-Blenheim, Otterville and Tillsonburg as a due diligence exercise and to identify any offsite adverse environmental impacts. The findings and recommendations of the 2025 Due Diligence Monitoring Program are highlighted below:

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- The monitoring results do not indicate landfill impacts via landfill gas movement. However, continued annual monitoring is recommended to observe parameter concentration trends of potential historic impacts to the surface water and shallow groundwater to the east of the Blandford-Blenheim site.
- The monitoring results do not indicate landfill impacts via groundwater. However, continued monitoring is recommended to verify the isolated trace Volatile Organic Compounds (VOC) concentrations noted in 2025.
- The monitoring results do not indicate landfill impacts to the downstream station in Big Otter Creek via surface water. However, continued monitoring is recommended to observe parameter concentration and flow rate trends at surface water monitoring locations to the east/southeast of the site.

Oxford County Compost Facility 2025 Stormwater Analytical Results

- There were minor Provincial Water Quality Objectives/Canadian Environmental Quality Guidelines (PWQO/CEQG) exceedances for field pH, iron, total phosphorus reported.
- The 2025 sampling results were generally consistent with historical results, with no discernable increasing or decreasing trends.

Oxford County Permanent Household Hazardous Waste Depot, 2025 Annual Report

- The depot serviced approximately 5,271 vehicles, a 4.5% decrease from 2024.
- Approximately 227 tonnes of HHW materials were collected, a 4.13% increase over 2024.
- The depot operations resulted in no complaints, operational concerns or adverse impact on the environment.

Oxford County Brush, Leaf and Yard Waste System 2025 Annual Report

- Over 16,627 tonnes of material was received, representing a 6.8% decrease over 2024.
- Approximately 13,169 tonnes of finished compost was sold to end market and generated over \$270,000 in County revenue, a 4% decrease in annual quantity from 2024 but a 2% increase in revenue as a result of higher market rates in 2025.
- A total of 203 composters and 51 green cones were sold to residents, an increase of 22% from 2024.
- Home composters and green cones are sold throughout the County at a subsidized rate of \$21 and \$53 each, respectively.

Residential Blue Box Collection

- 2024 represents the last year that the County had to submit a report under Ontario Regulation 101/94 to the MECP on its residential blue box collection program. For internal purposes the County continued to track program metrics until the end of 2025. As of December 31, 2025, the program transferred to the new common collection system and no further program reporting by the County is required.

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- The recycling collection tonnage per household for 2025 was 143 kg/hh for the entire County, representing a 5.9% decrease from 2024. A contributing factor to the decrease is due to changes in material weights.
- 8,058 tonnes of residential curbside Blue Box material was collected (2.5% increase from 2024). Following the removal of contaminated material (residual waste) during processing, approximately 6,700 tonnes of processed material was sent to end markets.
- The contamination rate of the 2025 County single stream recycling program was 14% and the South-West Oxford single stream recycling program is estimated at 3.7% based on third-party audit data. The variance between the diversion rates is due to the amount of sorting performed at the curb by the collector, the amount of urban versus rural stops and more specifically, the decrease in multi-residential collections, which typically have a higher blue box contamination rate. The average contamination rate for single-stream recycling programs is 11% based on industry audit data, placing the South-West Oxford contamination rate below and the County higher than the industry average.
- The contamination rate for the two-stream recycling program in Woodstock was estimated at 12% based on third-party audit data, placing the contamination rate above the industry average of 7%.
- On December 31, 2025, the County's residential Blue Box program transitioned to Producer responsibility.

Depot Collection

In addition to the Small Vehicle Transfer Station (SVTS) located at the OCWMF, the County also funds the operations of the City of Woodstock's Enviro Depot, the Town of Tillsonburg Transfer Station and the Township of South-West Oxford Film Plastic depots. The operating hours of these depots vary as well as material type collected; for details, please refer to Attachment 1. Table 2 below provides a breakdown of material types and tonnage collected by each depot. In 2025 the County diverted 5,547 tonnes of material from landfill through depot collection.

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Table 2: Depot Material Tonnages

Material Type	OCWMF (tonnes)	City of Woodstock Enviro Depot (tonnes)	Town of Tillsonburg Transfer Station (tonnes)	Township of South-West Oxford (tonnes)	Total Diverted (tonnes)
Tires	64	30	N/A	N/A	94
Construction and Demolition	3,568	699	75	N/A	4,342
Scrap Metal	231	249	42	N/A	522
Electronics	41	40	N/A	N/A	81
Cardboard	89	Data included in Blue Box Tonnage	31	N/A	120
Textiles	2	3	N/A	N/A	5
Household Hazardous Waste	231	120	N/A	N/A	351
Bulky Styrofoam	4	7	4	N/A	15
Film Plastic	4	Data included in Blue Box Tonnage	4	1	9
Agricultural Plastic	8	N/A	N/A	N/A	8
Total	4,242	1,148	156	1	5,547

Of note, the County initiated three speciality diversion depots between 2020 and 2024 to handle hard to recycle materials like Agricultural Bale Wrap, Film Plastic and Bulky Styrofoam. Starting in 2026, Film Plastic and Bulky Styrofoam generated by the residential sector will be collected through the Common Collection System for Blue Box materials. Agricultural Bale Wrap will continue to be collected at the OCWMF. While annual material tonnages remain stagnate around 8 tonnes annually, there is the potential to increase this capture rate. Prior to 2015 when the County closed its Agricultural Bale Wrap Depot due to market instability and lack of processors, the County was collecting up to 14 tonnes annually. Continued promotion of this program among the agricultural community in 2026 will be undertaken to increase the material capture rate.

Curbside Garbage and Organics Collection Program

In 2025, County Council approved changes to the curbside collection program that started in 2026 as a result of the transition of the municipal blue box program to Full Producer Responsibility. The changes included a six day collection cycle and phased-in implementation of

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a County-wide organics (green bin) program co-collected with garbage starting January 2026 for the City of Woodstock and the Township of South-West Oxford, and May 2027 for the remaining six area municipalities.

Phase 1 coordination for the implementation of the new program was a significant undertaking involving staff from various County departments as well as Area Municipality representatives. Extensive public outreach was undertaken to communicate these changes to residents and businesses as well as implementing new route changes for the City of Woodstock, container deliveries for the City of Woodstock and the Township of South-West Oxford, as well as staff training for County and participating area municipal customer service staff. Phase 2 will follow a similar implementation model for May 2027.

Business, Commercial, and Institutional (BCI) Recycling Collection

New to the County is the BCI recycling collection program. This program was developed to address the loss of blue box collection service to this sector once the blue box program transitioned to Full Producer Responsibility on December 31, 2025. Only a handful of municipalities across Ontario have implemented a BCI collection program, however, many are now considering its implementation.

Oxford's BCI program was implemented County-wide and not just in urban core areas. Participating businesses receive same weekday collection between Tuesday and Thursday and are required to registered with the County, enabling the County to communicate directly with participants on program changes.

Significant outreach was undertaken for six months leading up to the start of the program and consisted of two direct mailings to affected properties and advertising through social media and print. With businesses having to register for the program the County was also able to communicate directly with registrants to ensure that they either identified their set out with a BCI identification sticker, to be applied to existing recycling containers, or through the purchase of new recycling containers that are dark grey. The coordination of ordering containers and delivery was also undertaken.

2025 Accomplishments

Wasteline Newsletter

In 2025 a newsletter was issued twice annually in place of the annual Wasteline calendar. The calendar was costly to produce and did not include distribution to Woodstock residents. The newsletter was intended to focus on seasonal programs at the time of issuance and provide links to additional information on municipal websites as applicable

Feedback from residents on the newsletter has been mostly positive due to key program information that could be easily posted at home for reference and is distributed to all residents allowing for more consistent messaging about various waste management programs.

South Fill Area (SFA) Expansion Project at the OCWMF

In 2025, the County retained a third-party consultant to assist with the approval process required to expand landfilling operations to the SFA. The SFA is already approved for landfilling activities; however, the County is required to submit an updated Design and Operations Report

**Report PW 2026-08
PUBLIC WORKS
Council Date: March 11, 2026**

for MECP approval in advance of developing the SFA. All required studies, reports and stakeholder consultation has been completed and will be submitted to the MECP early 2026. Once MECP approval is received, the County will proceed with detailed design and construction of the SFA as part of a multi-year undertaking.

Final Cover Application in the North Fill Area (NFA) at the OCWMF

Significant efforts were made in 2025 for the placement of final cap and cover in parts of the NFA that have reached final elevations. Final cap and cover will continue as the NFA reaches end of life.

Landfill Gas Collection and Flaring System

In 2025, the County undertook a Landfill Gas Collection and Flaring System (LGCFS) Upgrade Project that involved replacement of the existing control building, instrumentation and control equipment including a new power supply, air compressor, gas analyzer and Supervisory Control and Data Acquisition (SCADA) control. This project is expected to reduce unplanned shutdowns associated with equipment malfunctions and improve overall system operation.

Also, in 2025 Phase 2-1 of the wellfield expansion project was initiated with construction extending into 2026. Phase 2-2 of the wellfield expansion project will proceed in 2026 with completion expected in 2027. Phase 2-3 of this project will be aligned with final completion of the NFA in the next three to five years.

Environment and Climate Change Canada's (ECCC) Landfill Methane Regulations came into force on December 12, 2025. The OCWMF is obligated under the regulations to comply with an initial methane generation assessment by June 10, 2026, with further obligations to begin on January 1 of 2028 and 2029. The work underway for Phase 2-1 and 2-2 of the wellfield expansion project will support the County in meeting ECCC's regulatory requirements

Diversion Rate

Historically the County has reported on both the residential diversion rate and landfill diversion rate. The residential diversion rate was calculated after data submission to the Province for the blue box and yard waste programs. With the transition of the blue box program to Full Producer Responsibility, the residential diversion rate will no longer be reported. The landfill diversion rate takes into account all of the waste received at the OCWMF and is expected to increase in future years with green-bin program implementation. Under the Food and Organic Waste Policy Statement, organics produced by single-family dwellings within the City of Woodstock and the Town of Tillsonburg are required to divert 50% of food and organic waste generated.

Advancing to Zero Waste

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

CONCLUSIONS

The 2025 Annual Waste Management Reports demonstrate that Oxford County's waste management programs and facilities continue to operate in compliance with regulatory compliance.

Residents and businesses across the County continue to receive convenient access to curbside and depot collection diversion programs.

SIGNATURES

Report author:

Original signed by

Pamela Antonio, BES, MPA
Supervisor of Waste Management

Departmental approval:

Original signed by

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

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1 - 2025 Residential Waste Management Collection Services/County Service Providers

Report PW 2026-08
Attachment 1

2025 Residential Waste Management Collection Services/County Service Providers

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

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



Box 8100
Montréal, Québec Canada
H3C 3N4

Boite 8100
Montréal, Québec/Canada
H3C 3N4

March 26, 2026

RE: CN RIGHT-OF-WAY VEGETATION MANAGEMENT

Dear Mayor,

At CN, we are committed to operating a safe and efficient railway while fostering trust and collaboration with the communities we serve. As part of this commitment, we are reaching out to inform you of our upcoming vegetation management activities in your area, scheduled to take place between April and October 2026. You can find a regularly updated schedule at www.cn.ca/vegetation.

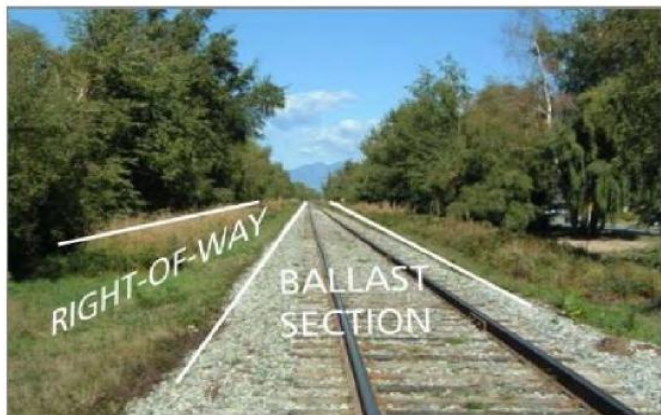
Vegetation management is a crucial component of railway safety and regulatory compliance. In accordance with Transport Canada's requirements, our program mitigates potential risks to railway operations. By proactively managing vegetation, we enhance safety for both rail operations and the surrounding communities.

Management Strategies

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

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

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



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

Inquiries

Should your community have any noxious weed management requests, we ask that you contact CN's Public Inquiry Line at contact@cn.ca or fill out the form at www.cn.ca/vegetation before June 1, 2026 with the specific information and location. CN will make every effort to include those locations as part of our 2026 Vegetation Management Program. All notices sent after the above-mentioned date will be included in the 2027 Vegetation Management Plan.

We look forward to working with you and answering any questions you may have regarding our vegetation control activities in your community.

Please find attached the notices CN is publishing in local papers to advise the public. We would kindly ask that you post copies on your community's website and at City Hall or other central locations for a wider distribution.

For any questions or more information, please contact the CN Public Inquiry Line by telephone at 1-888-888-5909, or by email at contact@cn.ca.

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



ANNUAL VEGETATION MANAGEMENT PROGRAM

Each year, CN is required to manage vegetation on its right-of-way. Managing this vegetation contributes to mitigating fire risks and enhances the efficiency of inspection of track infrastructure.

The spray program is not being done for aesthetic reasons.

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

CN may use the following products:

Product Name	Active Ingredient	Pest Control Product Act #
Arsenal Powerline	Imazapyr	30203
Aspect	Picloram, 2,4-D	31641
Clearview	Aminopyralid, Metsulfuron-Methyl	29752
Credit Xtreme	Glyphosate	29888
Detail	Salflufenacil	32773
Esplanade	Indaziflam	31333
Garlon RTU	Triclopyr	29334
Garlon XRT	Triclopyr	28945
Gateway (Adjuvant)	Paraffinic Oil	31470
Hasten (Adjuvant)	Methyl & ethyl oleate	31760
Milestone NXT	Aminopyralid	28517
Navius Flex	Aminocyclopyrachlor, Metsulfuron-Methyl	30922
Overdrive	Diflufenzopyr, Dicamba	30065
Telar XP	Chlorsulfuron	30036
Torpedo EZ	Flumioxazin, Pyroxasulfone	33872
Vision Max	Glyphosate	27736

CN only uses herbicides that have been approved for use in Canada and in the province within which they are applied. The program is expected to take place from April to October 2026.

All CN land is private property, accessible to CN employees and approved contractors only.

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

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



234-2026-1123

April 1, 2026

On March 30, 2026, our government introduced the *Building Homes and Improving Transportation Infrastructure Act, 2026*, (Bill 98). Through this legislation and accompanying measures, we are creating the conditions for Ontario to build the housing and infrastructure it needs to grow and remain competitive. These changes will help get shovels in the ground faster for much-needed housing, and housing enabling-infrastructure projects, while improving the way people and goods move across Ontario.

A brief description of the proposals in this bill are included in this letter below. You are also invited to review the [Environmental Registry of Ontario](#) and [Regulatory Registry of Ontario](#) posting links provided with this letter and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at Tanner.Zelenko@ontario.ca

I look forward to our continued collaboration with our municipal partners as we build a more prosperous, resilient and competitive economy that will enhance affordability and the quality of life for Ontario residents and families.

Sincerely,

A handwritten signature in blue ink that reads 'Robert J. Flack'.

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Prabmeet Sarkaria, Minister of Transportation
 Todd McCarthy, Minister of the Environment, Conservation and Parks
 Graydon Smith, Associate Minister of Municipal Affairs and Housing
 Robert Dodd, Chief of Staff, Minister's Office
 Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing
 Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing
 Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing
 Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
 David McLean, Assistant Deputy Minister, Municipal Affairs and Housing
 Laurie Miller, Assistant Deputy Minister, Municipal Affairs and Housing
 Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing

Development Charges Act, 1997 – Ministry of Municipal Affairs and Housing

Schedule 3 of the Bill would make amendments to the *Development Charges Act, 1997*.

New section 4.5 would provide that non-profit retirement home developments are exempt from development charges.

The Schedule would also make technical amendments to address out-of-date cross-references in provisions related to front-ending agreements.

You may provide your comments on the proposed changes to the *Development Charges Act, 1997* through the Ontario Regulatory Registry

<https://www.regulatoryregistry.gov.on.ca/proposal/52054>

Municipal Act, 2001 – Ministry of Municipal Affairs and Housing

The Schedule repeals and remakes section 93 of the *Municipal Act, 2001*, to address barriers to the development of communal water and wastewater systems and increase housing supply across Ontario.

New subsection 93 (1) of the Act provides that no person shall construct, maintain or operate a non-municipal water or sewage public utility without first applying for and obtaining the consent of the municipality. Under new subsection 93 (2) of the Act, a municipality that receives an application for one of these utilities must review that application and either provide consent subject to conditions and limits that are agreed upon, or, in the case of a regulation having been made setting out criteria or conditions that must be met, and the municipality is of the opinion that regulated requirements have been met, the municipality must provide consent to the application. Regulation-making authority would be made to establish the criteria or conditions related to applications for consent and for the proposed public utility.

You may provide your comments on the proposed changes to the *Municipal Act, 2001* through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([ERO 026-0302](#)) from March 30, 2026 to April 29, 2026.

Planning Act – Ministry of Municipal Affairs and Housing

Schedule 7 of the Bill proposes the following amendments to the *Planning Act* that would help create the conditions necessary to support housing and community development. If passed, the proposed changes would:

- Specify a standardized structure and a standardized set of land use designations for local official plans (i.e., lower- and single-tier municipalities and planning boards).
- Provide a two-phased implementation approach for the new official plan framework which focuses on the 29 large and fast-growing municipalities in the first phase,
- Remove redundant requirement for municipalities to include climate change policies in their official plans,
- Provide the Minister with authority to exempt lower-tier municipalities from requirement to conform with upper-tier official plan to facilitate voluntary early implementation of the proposed official plan framework,

- Provide that for an already approved Protected Major Transit Station Area (PMTSA), only official plan amendments changing the boundaries of the PMTSA or the planned population and jobs for the area would require the Minister's approval,
- Remove the legislative requirement for the Minister to provide notice on proposed amendments to or revocations of Minister's Zoning Orders (MZOs),
- Provide flexibility for removing Simcoe County's planning responsibilities in up to three separate phases, based on municipal readiness, and
- Facilitate the implementation of provisions from Bill 23, the *More Homes Built Faster Act, 2022*, that provide for a new framework for developer-identified land, including encumbered land and privately owned public spaces (POPS) arrangements, to count toward municipal parkland dedication requirements.
- Remove references to "sustainable design" from site plan control and restrict municipalities from requiring an owner of land to provide electric vehicle supply equipment in connection with off-street vehicular parking facilities, so that municipalities may not impose 'enhanced' development standards at the lot level that are not required for health, safety, or environmental performance (e.g., stormwater).
- Provide the Minister with authority to establish a minimum lot size through regulation.

We are interested in receiving your comments on these proposed measures. Comments can be made through the Environmental Registry of Ontario and the Ontario Regulatory Registry from March 30, 2026, to April 29, 2026:

- [ERO 026-0300](#): Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026).

We are also interested in receiving any comments you may have on other associated proposals:

- [ERO 026-0315](#): Consultation on upper-tier official plans, secondary plans, and site and area-specific policies
- [ERO 026-0310](#): Consultation on site plan control reform under the *Planning Act* and the *City of Toronto Act, 2006*
- [ERO 026-0305](#): Proposed Changes to Various Regulations Under the *Planning Act* to Facilitate the Electronic Submission of Information and Materials to Approval Authorities and Allow Notices to be Given Electronically to the Province
- [ERO 026-0314](#): Proposed Changes to Various Regulations Under the *Planning Act* and the *City of Toronto Act, 2006* to Specify Additional "Prescribed Professions" for the Purposes of a Complete Application
- [ERO 026-0313](#): Streamlining the Information and Material that Planning Authorities can Require as Part of a Complete Application
- [ERO 026-0309](#): Proposed Regulation to Prohibit Mandatory Enhanced Development Standards as a Condition of Land Division Approvals
- [ERO 026-0311](#): Proposed Regulatory Approach to Establish a Minimum Residential Lot Size in Urban Areas
- [ERO 026-0304](#): Draft Projection Methodology Guideline to support the implementation of the Provincial Planning Statement, 2024
- [ERO 026-0312](#): Proposed Changes to Support Standardizing of Parkland Requirements Under the *Planning Act*

The Environmental Registry postings provide additional details regarding the proposed changes.

Building Code Act, 1992 – Ministry of Municipal Affairs and Housing

Schedule 1 amends the *Building Code Act, 1992* to clarify that standards for the protection or conservation of the environment are included in the meaning of municipal by-laws respecting the construction or demolition of buildings for the purposes of section 35 of the Act.

[ERO 026-0300](#): Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026.

City of Toronto Act, 2006 – Ministry of Municipal Affairs and Housing

The proposed change would, through various amendments to section 114 of the *City of Toronto Act, 2006*, remove references to “sustainable design” in site plan control. Changes would also be made to allow the Minister to establish a minimum lot size through regulation under the *Planning Act*.

[ERO 026-0300](#): Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026

Water and Wastewater Public Corporations Act, 2025 – Ministry of Municipal Affairs and Housing

The ministry is proposing legislative amendments to the *Water and Wastewater Public Corporations Act, 2025*. These include:

- Explicitly prohibiting private ownership in any new Water and Wastewater Public Corporation (WWPC) to align with the government’s intent to maintain 100% public sector ownership and respond to the strong feedback we have heard on the issue from the public, unions, associations and municipalities regarding privatization.
- Supporting the continuation of services and existing contracts – so that transferred contracts and agreements are not affected by a transfer to a new WWPC. This includes contracts such as employment or insurance, permits, licenses or a collective agreement, helping to support an efficient transfer and continuity of service during the transfer process.
- Supporting labour and employment continuity by clarifying that certain rights (such as successor, employment, and pay equity rights) are carried forward to a new WWPC.
- This would include regulation-making authority to help ensure continuity of services related to contracts and employees that are transferred to a new WWPC.
- Prohibiting the transfer of long-term municipal water and wastewater debt to a WWPC to provide clarity and reduce lender uncertainty, while creating new regulation-making authority to enable future regulations to address other matters related to municipal debt.

You may provide your comments on the proposed changes to the *Water and Wastewater Public Corporations Act, 2025* through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([026-0301](https://ero.ontario.ca/notice/026-0301)) from March 30, 2026 to April 29, 2026.

<https://ero.ontario.ca/notice/026-0301>

Safe Drinking Water Act, 2002 – Ministry of the Environment, Conservation and Parks

Schedule 8 of the Bill proposes a change to the *Safe Drinking Water Act, 2002 (SDWA)* to clarify that a drinking water system owned by a WWPC would be considered a municipal drinking water system under the SDWA. This change would ensure that WWPCs are subject to the same public health and safety requirements under the SDWA that apply to all municipal drinking water systems.

The Bill also proposes changes to the *Safe Drinking Water Act* that would deem municipal consent to have been provided under the *Safe Drinking Water Act* for a proposed non-municipal drinking water system if consent has been provided by a municipality under the *Municipal Act* and regulated requirements under that Act were met. This avoids duplication of the municipal consent and helps to remove a barrier to development on communal systems.

You may provide your comments on the proposed changes to the *Safe Drinking Water Act, 2002* through the Environmental Registry of Ontario (ERO) notices related to the *Municipal Act, 2001*, [026-0302](https://ero.ontario.ca/notice/026-0302), and the *Water and Wastewater Public Corporations Act, 2025*, [026-0301](https://ero.ontario.ca/notice/026-0301) from March 30, 2026 to April 29, 2026.

<https://ero.ontario.ca/notice/026-0301>

<https://ero.ontario.ca/notice/026-0302>

Fare Alignment and Seamless Transit Act, 2026 – Ministry of Transportation

Schedule 4 of the bill enacts the *Fare Alignment and Seamless Transit Act, 2026*. The proposed legislation would authorize the Minister of Transportation to make regulations:

1. **Prescribing local transit systems** in the GTHA that are subject to the Act.
2. **Establishing One Fare 2.0**, including: setting fare prices and categories; defining eligibility and fare discount policies; establishing fare and transfer policies between prescribed transit systems (e.g., free transfers); requiring participation in a unified fare payment system approved by the Minister (e.g., PRESTO); and determining how fares shall be apportioned among prescribed transit systems in a geographic zone, which could result in the reallocation of fare revenue collected in one prescribed transit system to another prescribed transit system in a different municipality.
3. **Improving service to key regional destinations** by designating new and existing routes as “priority routes”, including routes that may cross municipal boundaries; setting service standards for priority routes; and prescribing requirements for service integration between prescribed transit systems, including requiring a prescribed transit system to provide services outside of its primary service area (i.e., in other municipalities).

4. **Improving specialized transit service**, including requiring prescribed specialized transit systems to: participate in a unified trip booking system approved by the Minister; and provide transportation a prescribed distance outside of its primary service area (i.e., in another municipality) without requiring a person with a disability to transfer to a different passenger transportation system.
5. **Creating exemptions** from the Act or regulations.

Metrolinx Act, 2006 – Ministry of Transportation

Schedule 5 amends *the Metrolinx Act, 2006* to create a voluntary, streamlined compliance reporting process for Metrolinx which will be more scoped than the traditional building permit process. The proposed compliance reporting process does not override the existing building permit process. Instead, it allows for more flexibility for Metrolinx by creating a streamlined process to get building science expertise from municipalities.

The proposed legislative amendments require municipalities, upon receiving a proposed construction or demolition notice from Metrolinx, to provide Metrolinx with a report that includes:

- An assessment of whether the proposal would contravene the Building Code.
 - Municipalities would not include a review of certain *Planning Act* requirements such as municipal zoning bylaw and site plan approvals.
- An assessment of the applicability of the Architects Act or the Professional Engineers Act.
- An assessment of whether every person who prepared the relevant building documents had the correct qualifications under the Building Code.
- Any other prescribed information.

The proposed legislation also enables the Minister of Transportation, through regulation, to prescribe additional exemptions to applicable law and specific timelines for municipal inspections and conveyance of occupancy reports, among other items.



Pride Sponsor Advertising 2026

Dear Community Partners,

The Oxford County Pride Committee is a diverse group of community members representing the 2SLGBTQIA+ community across Oxford County. We work to celebrate, advocate, and educate, while creating opportunities for local residents to connect, participate, and access supportive resources.

We are proud to once again develop the Oxford County Pride Guide, a resource that brings together local businesses and community service providers in a shared commitment to inclusion and allyship. The Pride Guide highlights diversity, equity, and inclusion across Oxford County and features resources, articles, and advertisements from our valued sponsors. It is distributed in both print and digital formats and is also available on our website to be shared widely through social media.

Sponsoring the Pride Guide is a meaningful way to promote your business or organization while supporting Oxford County Pride events throughout the community. We invite you to join us as a sponsor for our annual Oxford County Pride Family Day on **June 13, 2026**, and we are also gratefully accepting donations for our Silent Auction in support of Pride programming. Your support helps ensure we can continue to offer safe, inclusive social, leisure, and recreational opportunities for the 2SLGBTQIA+ community in Oxford County.

If you are unable to sponsor at this time but would still like to participate in Family Day, community tables are available for \$50. Please note that a table at Family Day is included with all sponsorship packages.

To become a sponsor or reserve a table, please contact Oxford County Pride at **226-557-9904** or mail@oxfordpride.ca. You may also register through our website at <https://oxfordpride.ca/community-partners/>, and a committee member will follow up to gather any required information and arrange payment.

Sponsor Levels	Platinum	Gold	Silver	Bronze	Friend
Value	\$1000	\$500	\$300	\$150	Silent auction item under \$150
Ad in Pride Guide Colour	Full Page colour Prime spot	½ page colour	¼ Page colour	Logo listed	Names listed
Family Day Poster	Large logo	Small logo	No	No	No
Inclusion on Social Media	Logo with optional message	Logo	Mention	Mention	Group mention
Inclusion on Oxfordpride.ca	Logo & link to website	Logo & link to website	Logo link to website	Listed under Bronze	Listed under Friends
Table at our Family day event	Yes	Yes	Yes	Yes	If value is over \$50
Recognition at event Sponsor boards	Large Logo	Medium Logo	Small Logo	Name large text	Name small text
Speak at Family Day event	Yes	No	No	No	No
Radio Interview mention	Yes	No	No	No	No

Oxford County Pride Family Day Saturday June 13, 2026

Please note we are not a registered charity and therefore we cannot provide tax receipts.



Subject: 2025 Consolidated Q4 Financial Results

Report Number: FIN 26-012

Department: Finance Department

Submitted by: Renato Pullia, Director of Finance/Treasurer

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

RECOMMENDATION

THAT report titled FIN 26-012 2025 Consolidated Q4 Financial Results be received as information.

BACKGROUND

To provide Council with the January 1, 2025 to December 31, 2025 Town-wide consolidated financial results.

DISCUSSION

The attached data summarizes the variances between 2025 actual operating and capital results for the period of January 1, 2025 to December 31, 2025.

Questions or comments relative to the departmental 2025 fourth quarter revenues and expenditures should be referred to the applicable members of the Senior Leadership Team for commentary.

CONSULTATION

All Town departments.

FINANCIAL IMPACT/FUNDING SOURCE

The unaudited **2025 Operating Budget** results currently reflect an overall Town wide 2025 favourable variance of \$1,725,010, as shown in **Appendix A**. This may change, based on additional reconciliations and audit findings.

This current amount includes a \$335,344 transfer from Building Reserve to cover a deficit in the Building operational budget. It also includes a \$57,001 transfer to the Parking Reserve from a surplus in the Parking operations.

Once audited, the final year-end report will also look to transfer the surplus in the Fleet budget of \$162,737 to the Fleet Reserve, along with the labour surplus of \$766,439 to

FIN 26-012 2025 Consolidated Q4 Financial Results

be transferred to the Employment Reserve (of which \$636,500 has been utilized in the 2026 budget). That will currently leave \$795,834 remaining to be distributed to other Reserves, per the Reserve and the Surplus Allocation Policy.

The consolidated variance is still subject to year-end balancing adjustments, and any other adjustments as staff work through the year-end audit. On completion of the audit, staff will recommend any reserve transfers as part of the year-end final report.

The unaudited **2025 Capital Budget** results currently reflect an overall Town wide 2025 deficit (unfavorable variance) of \$80,702 as shown in **Appendix B**.

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 Q4 Consolidated Operating Results
2. Appendix B – 2025 Q4 Consolidated Capital Results


FIN 26-012 2025 Consolidated Q4 Financial Results

Appendix A – 2025 Q4 Consolidated OPERATING Results

100 Council	(45,612)	 <p>Financial Plan Operating Plan - Cost Code Summary Town As of December 31, 2025</p> <table border="1"> <thead> <tr> <th></th> <th>2025</th> <th>2025</th> <th>Actual</th> <th>%</th> </tr> <tr> <th></th> <th>Budget</th> <th>Actuals</th> <th>Variance</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td colspan="5">Revenues</td> </tr> <tr> <td>Levy, PILS</td> <td>22,956,143</td> <td>23,277,429</td> <td>321,286</td> <td>(1%)</td> </tr> <tr> <td>Grants</td> <td>2,058,875</td> <td>2,103,893</td> <td>45,018</td> <td>(2%)</td> </tr> <tr> <td>User Charges</td> <td>8,540,085</td> <td>8,573,701</td> <td>33,616</td> <td></td> </tr> <tr> <td>Other Revenue</td> <td>496,889</td> <td>618,396</td> <td>121,507</td> <td>(24%)</td> </tr> <tr> <td>Specified Revenue</td> <td></td> <td>412,327</td> <td>412,327</td> <td></td> </tr> <tr> <td>Contribution from Reserves</td> <td>1,279,030</td> <td>2,936,691</td> <td>1,657,661</td> <td>(130%)</td> </tr> <tr> <td>Total Revenues</td> <td>35,331,022</td> <td>37,922,437</td> <td>2,591,415</td> <td></td> </tr> <tr> <td colspan="5">Expenditures</td> </tr> <tr> <td>Labour</td> <td>15,207,595</td> <td>14,441,156</td> <td>766,439</td> <td>5%</td> </tr> <tr> <td>Purchases</td> <td>6,590,246</td> <td>5,370,106</td> <td>1,220,140</td> <td>19%</td> </tr> <tr> <td>Contracted Services</td> <td>6,854,504</td> <td>6,630,149</td> <td>224,355</td> <td>3%</td> </tr> <tr> <td>Contribution to Reserves</td> <td>686,730</td> <td>3,805,290</td> <td>(3,118,560)</td> <td>454%</td> </tr> <tr> <td>Interfunctional Adjustments</td> <td>617,842</td> <td>649,852</td> <td>(32,010)</td> <td>5%</td> </tr> <tr> <td>Debt Principal & Interest</td> <td>1,806,859</td> <td>1,733,628</td> <td>73,231</td> <td>4%</td> </tr> <tr> <td>Total Expenditures</td> <td>31,763,776</td> <td>32,630,181</td> <td>(866,405)</td> <td></td> </tr> <tr> <td>Total Net Levy</td> <td>3,567,246</td> <td>5,292,256</td> <td>1,725,010</td> <td></td> </tr> </tbody> </table>		2025	2025	Actual	%		Budget	Actuals	Variance	Variance	Revenues					Levy, PILS	22,956,143	23,277,429	321,286	(1%)	Grants	2,058,875	2,103,893	45,018	(2%)	User Charges	8,540,085	8,573,701	33,616		Other Revenue	496,889	618,396	121,507	(24%)	Specified Revenue		412,327	412,327		Contribution from Reserves	1,279,030	2,936,691	1,657,661	(130%)	Total Revenues	35,331,022	37,922,437	2,591,415		Expenditures					Labour	15,207,595	14,441,156	766,439	5%	Purchases	6,590,246	5,370,106	1,220,140	19%	Contracted Services	6,854,504	6,630,149	224,355	3%	Contribution to Reserves	686,730	3,805,290	(3,118,560)	454%	Interfunctional Adjustments	617,842	649,852	(32,010)	5%	Debt Principal & Interest	1,806,859	1,733,628	73,231	4%	Total Expenditures	31,763,776	32,630,181	(866,405)		Total Net Levy	3,567,246	5,292,256	1,725,010	
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110 Corporate Services	252,419																																																																																																
115 Office of the CAO	59,492																																																																																																
120 Customer Service Centre	11,611																																																																																																
150 Fire	13,531																																																																																																
160 Police	(90,765)																																																																																																
180 Protection	(2,235)																																																																																																
190 Building	–																																																																																																
130 Fleet	162,737																																																																																																
200 OPS Admin	(19,833)																																																																																																
210 Engineering	(53,214)																																																																																																
220 Public Works	156,738																																																																																																
230 Parking	–																																																																																																
240 Airport	33,572																																																																																																
280 Waste Management	8,797																																																																																																
480 Transit Services	(12,056)																																																																																																
300 Cem	4,101																																																																																																
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467 Elliott Faifbairn Centre	2,454																																																																																																
475 Museum	24,209																																																																																																
500 Devel & Communication Serv	–																																																																																																
505 Economic Dev	14,576																																																																																																
600 Municipal - Taxes	318,665																																																																																																
145 Enterprise Services	(200,484)																																																																																																
2025 Q4 Surplus/(Deficit) - Operating	\$1,725,010																																																																																																

FIN 26-012 2025 Consolidated Q4 Financial Results

Appendix B – 2025 Q4 Consolidated CAPITAL Results

		Quarterly Reports - Capital	
		For period ending December 31, 2025	
	2025	YTD	Budget
	Budget	Actuals	Variance
110 IT Capital		2,705	(2,705)
130 Fleet		0	
150 Fire		374	(374)
210 Engineering		509	(509)
220 Public Works	1,061,000	1,118,300	(57,300)
235 Streetlights		48,624	(48,624)
240 Airport		0	
260 Storm Sewers	1,146,600	1,092,295	54,305
450 Parks	241,700	267,245	(25,545)
465 Rec - Bldg Mtce	1,256,000	1,255,950	50
505 Economic Dev		(0)	
Total Town	3,705,300	3,786,002	(80,702)



Subject: Q4 Office of the CAO Department Results

Report Number: CAO 26-006

Department: Office of the CAO

Submitted by: Kyle Pratt, Chief Administrative Officer

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

RECOMMENDATION

Report recommendation contained within the omnibus motion for all department results reports.

BACKGROUND

To provide Council with the financial results of the Office of the CAO from January 1, 2025, to December 31, 2025.

DISCUSSION

1. Department Overview

The following chart overviews the areas within the Office of the CAO included within this results report:

Area	Relationship	Staff
Office of the CAO	Internal	3 FTE
Human Resources	Internal	3 FTE
Departments	Internal	All remaining departments independently report their results (Fire, Ec. Dev., OPS, RCP, and Finance).

2. Budget Overview

The Office of the CAO's budget has been separated out, beginning in 2025. It had previously been reported as part of the Corporate Services operational budget. The Human Resources budget is approved and maintained as a branch within the Office of the CAO operational budget.

3. Summary of Operational Results

CAO 26-006

Office of the Chief Administrative Officer

The following chart provides an overview of the Office of the CAO operational results for Q4 2025:

Objective	Owner	Target Date	Status
Physician Recruitment (Physician Matrix and Health Care Recruiter)	CAO	Ongoing	<p>Recruitment Matrix has been updated and approved by Town Council.</p> <p>Rural Ontario Development Program application is successful. This funding is intended to support physician recruitment marketing. Staff are working on a new recruitment marketing strategy.</p> <p>Staff investigated physician recruitment through the Colwood, BC Model and its potential application in Tillsonburg. The review is now complete. Staff are implementing Council approved recommendations.</p>
Town Hall Project – Project Support	CAO	TBD	<p>Report brought to Council in 2025.</p> <p>At the February 23, 2026, Council Meeting, Council provided direction to staff with a report regarding the Customer Service Centre renovation to be provided as soon as practicable.</p>
Attainable and Affordable Housing – 31 Earle St	CAO	Q4	<p>Council directed the Development Commissioner to move forward with the immediate sale of the Elliot Fairbairn building portion, with other portions of the property to be offered for sale later to maximize value for the Town.</p> <p>On November 10, 2025, Council approved the zone change application to rezone the lands to Special Medium Density</p>

CAO 26-006

			<p>Residential Zone to facilitate a 4 storey 47-unit apartment building with reduced lot area per dwelling unit requirements.</p> <p>On January 12, 2026, Council approved a land value contribution equal to the contribution to be provided by the County, up to a maximum of \$1,500,000, in support of the affordable and attainable housing project.</p> <p>The County released the RFP in February 2026. RFP closed on April 1, 2026.</p>
Assist Oxford Ontario Health Team in securing a temporary walk-in clinic	CAO	Q2	Complete - Funding was sent for the clinic. Clinic opened in Q3. Clinic operations are running successfully.
Carry out Strategic Plan Initiatives	CAO	Ongoing	Staff are undertaking various Strategic Plan initiatives like the film policy and exploring grant opportunities to support the Clock Tower Project.

Human Resources

The following chart provides an overview of the Human Resources operational results for Q4 2025:

Objective	Owner	Target Date	Status
Implementation of Electronic Performance Management System	Manager of Human Resources	Q3 Q2 2026	Moved to 2026 due to time and resource constraints (involvement of external resources and IT).
Implementation of Electronic Onboarding and Learning Module for Staff	Manager of Human Resources	Q3 Q2 2026	Moved to 2026 due to time and resource constraints (involvement of external resources and IT).

CAO 26-006

Review and Update of HR and Health and Safety Policies	Manager of Human Resources	Ongoing	Ongoing - Policies reviewed YTD: <ul style="list-style-type: none"> • Heat Stress • Workplace Anti-Violence, Harassment and Sexual Harassment • R-Zone Policy • Short Term Disability Policy • Respiratory Protection Equipment Policy Policies in Progress: <ul style="list-style-type: none"> • Personnel Policy
Payroll Audit	Manager of Human Resources	Q1	Complete

CONSULTATION

Director of Finance/ Treasurer

FINANCIAL IMPACT/FUNDING SOURCE

The Consolidated Q4 Office of the CAO overall variance of \$59,492 surplus is summarized in the attached appendix.

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.

CAO 26-006

Strategic Direction – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.


Priority Project – N/A

ATTACHMENTS

Appendix A – Office of the CAO Q4 Financials

Appendix A

Office of the CAO – Q4 Financials

		Financial Plan Operating Plan - Cost Code Summary Office of the CAO As of December 31, 2025			
		2025 Budget	2025 Actuals	Actual Variance	% Variance
Revenues					
Contribution from Reserves	390,851	135,052	(255,799)	(65%)	1
Total Revenues	390,851	135,052	(255,799)		
Expenditures					
Labour	970,800	837,282	133,518	14%	2
Purchases	468,655	313,181	155,474	33%	3
Contracted Services	53,115	26,690	26,425	50%	4
Interfunctional Adjustments	(37,578)	(37,452)	(126)		
Total Expenditures	1,454,992	1,139,701	315,291		
Total Net Levy	(1,064,141)	(1,004,649)	59,492		
Notes					
1. Manager of Strategic Initiatives funded from employment reserves start date Sept. 29; Special projects funded from reserves under					
2. Staff Vacancies					
3. Training and Workshops Under \$16,338 ; Special Project Expenses under \$135,780					
4. Under on Human Resources Legal and Consulting Fees					



Subject: 2025 Q4 Corporate Services and Council Department Results

Report Number: CS-26-008

Department: Corporate Services Department

Submitted by: Renato Pullia, Director of Finance/Treasurer and Trisha McKibbin,
Manager of Legislative Services/Clerk

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

To provide Council with the financial results of the Corporate Services Department and Council from January 1, 2025 to December 31, 2025.

DISCUSSION

1. Department Overview

1.1 Corporate Services (CS) Department Overview

The following chart overviews the **2025** Corporate Services Department included within this results report:

Divisions	STAFF
Clerks Office	3 FTE
Communications	2 FTE
Customer Service	4 FTE
Technology Service (IT)	3 FTE

2. Budget Overview

2.1 Corporate Services and Customer Service

The Corporate Services Department financials, shown as Appendix A, for 2025 included the Divisions of Clerks Office, Communications and IT. The financials for the Division of Customer Service (CS) is reported separately, as shown in Appendix B.

CS 26-008 Q4 Corporate Services Departmental Results

2.2 Council

The operating budget results for Council are shown separately as Appendix C.

3. Summary of Operational Results**3.1 Corporate Services**

The following chart provides an overview of the Corporate Services operational results for Q4 2025:

Objective	Owner	Target Date	Status
Youth Engagement Program	Director of Corporate Services/ Clerk Deputy Clerk	Ongoing	<ul style="list-style-type: none"> Youth Advisory Council meet on matters affecting youth and youth engagement.
Procedure By-Law Review	Director of Corporate Services/ Clerk	Q1-Q3 2026 Q1 2026 Q3	<ul style="list-style-type: none"> Originally slated for 2024 Q1 however competing priorities have delayed the review – pushed to Q3 per 2026 Business Plan
Business Licensing Program Review	Clerks and Customer Service Team	Q4 2026 Q2	<ul style="list-style-type: none"> The paper workflow is under review for digitization. There is a By-law component to be reviewed. Delayed to 2026 Q2.
Records Modernization and Program Audit	Deputy Clerk	Ongoing	<ul style="list-style-type: none"> Electronic records management plan and program update process in progress.
Implement IT Plan	Director of Corporate Services/ Clerk Manager of IT	Multi-year plan	<ul style="list-style-type: none"> 2025 annual computer hardware replacements completed. Network transition to Town mostly completed.
Insurance and Risk Reviews	Acting Director of Corporate Services/ Clerk	Renewal in Q1 '26	<ul style="list-style-type: none"> Annual insurance renewal completed in Q1. Annual information report CS-25-019 was provided to Council at the Dec. 8, 2025 meeting.

CS 26-008 Q4 Corporate Services Departmental Results

Communications

Metric	2024	2025
Average monthly visits (sessions) to municipal website	24,405	26,994
Number of public engagement campaigns	11	18
Followers on Town social media channels - #	13,342	16,363
Social media engagement rate - %	5.1%	3.74%*

*fewer posts through staff/systems transitions

3.2 Goals for Next Quarter

- Continued service level improvements in all areas with a goal to leverage technology already available as a Town resource.

CONSULTATION

Corporate Services Team.

FINANCIAL IMPACT/FUNDING SOURCE

The Consolidated Q4 2025 financial reports, as attached, show a Corporate Services surplus of \$252,419 mostly from rent and labour savings, a Customer Service surplus of \$11,611, and a Council deficit of \$45,612 mostly from Integrity Commissioner matters, with notes within each respective Appendix.

CORPORATE GOALS

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

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

CS 26-008 Q4 Corporate Services Departmental Results

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 – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.


Priority Project – N/A

ATTACHMENTS

1. Appendix A – Corporate Services
2. Appendix B – Customer Service
3. Appendix C – Council


CS 26-008 Q4 Corporate Services Departmental Results

Appendix A – Corporate Services

	Financial Plan Operating Plan - Cost Code Summary Corporate Services As of December 31, 2025				
	2025	2025	Actual	%	Note
	Budget	Actuals	Variance	Variance	Reference
Revenues					
User Charges	35,000	38,744	3,744	(11%)	
Contribution from Reserves	219,600	175,997	(43,603)	(20%)	1
Total Revenues	254,600	214,741	(39,859)		
Expenditures					
Labour	1,034,400	824,838	209,562	20%	2
Purchases	546,710	326,552	220,158	40%	3
Contracted Services	640,727	581,391	59,336	9%	4
Contribution to Reserves		196,452	(196,452)		5
Interfunctional Adjustments	(782,462)	(782,136)	(326)		
Debt Principal & Interest	23,177	23,177			
Total Expenditures	1,462,552	1,170,274	292,278		
Total Net Levy	(1,207,952)	(955,533)	252,419		
Notes					
1. IT Services F/T position and Clerks summer student funded from reserves					
2. Net Labour under - Vacant positions & Staff time allocated to NG 911 Project					
3. Heat-Light-Water under \$56,731 ; Advertising and Promo under \$18,962 ; Training and Workshops under \$10,126 ; Rent Expenses under \$146,809 (surplus in rent transferred to Town Hall Reserve).					
4. Consultant/Legal Expense under \$ 30,673; Subcon Expense - IT Services under \$59,208; Building Maintenance & Equipment Maintenance Contract expenses over \$7,865					
5. Rent and HLW savings contributed to Town Hall Reserve					


CS 26-008 Q4 Corporate Services Departmental Results

Appendix B – Customer Service

	Financial Plan Operating Plan - Cost Code Summary Customer Service Centre As of December 31, 2025				
	2025	2025	Actual	%	Note
	Budget	Actuals	Variance	Variance	Reference
Revenues					
User Charges	154,855	175,609	20,754	(13%)	1
Total Revenues	154,855	175,609	20,754		
Expenditures					
Labour	387,700	393,064	(5,364)	1%	
Purchases	112,965	105,807	7,158	6%	2
Contracted Services	51,856	61,659	(9,803)	19%	3
Interfunctional Adjustments	(341,177)	(340,044)	(1,133)		
Debt Principal & Interest	6,507	6,508	(1)		
Total Expenditures	217,851	226,994	(9,143)		
Total Net Levy	(62,996)	(51,385)	11,611		
Notes					
1. Rent Revenue over \$24,478 - additional rent from Rogers (new tower) ; Merchandise and License Fees were slightly under projections					
2. Supplies Expense over \$12,100; Heat, Light and Water Expense under \$20,100; Building maintenance and repairs over \$6,700 ; Training and Workshops under \$3,000					
3. Winter Snow Removal Costs Over					

CS 26-008 Q4 Corporate Services Departmental Results

Appendix C – Council

	Financial Plan Operating Plan - Cost Code Summary Council As of December 31, 2025				
	2025 Budget	2025 Actuals	Actual Variance	% Variance	Note Reference
Revenues					
Contribution from Reserves	9,000	25,542	16,542	(184%)	1
Total Revenues	9,000	25,542	16,542		
Expenditures					
Labour	235,600	230,307	5,293	2%	
Purchases	69,640	48,288	21,352	31%	2
Contracted Services	4,500	93,303	(88,803)	1,973%	3
Contribution to Reserves	17,500	17,500			
Interfunctional Adjustments	51,544	51,540	4		
Total Expenditures	378,784	440,938	(62,154)		
Total Net Levy	(369,784)	(415,396)	(45,612)		
Notes					
1. Tax Rate Stabilization Reserve - one-time items					
2. Training Expense under \$19,400; Special Event Expenses under \$12,700; Grant Expenditures over \$9,600 (funded from Reserve)					
3. Integrity Commissioner matters					



Subject: 2025 Q4 Departmental Results - Economic Development and Marketing

Report Number: EDM 26-007

Department: Economic Development Department

Submitted by: Cephas Panschow, Development Commissioner

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

Economic Development Activity

	2024 ACTUAL	2025 Target	2025 ACTUAL
Lead Files Opened	65	70	67
Lead Files Closed	31	60	35
Corporate Visits	23	24	23
Client Visits	12	20	23
New Businesses Opened	44	15	29
Businesses Closed	19	N/A	7
New Businesses to Closed Businesses Ratio	2.3 to 1	N/A	4 to 1

New Businesses

Quarter	Business Name/Address
Q1	Care First Physio – 102 Tillson Ave David Kane Renovations**

EDM 26-007 2025 Q4 EDM Results

Quarter	Business Name/Address
	Emily Rice, Registered Psychotherapist – 264 Tillson Ave Lisa Baubie, Mortgage Agent** Sue Wilson, Ayurvedic Treatment Provider – 264 Tillson Ave
Q2	Mortality - 19 Baldwin St Beautifully Obsessed Boutique – 21 Ridout St W Chuck's Roadhouse – 671 Broadway Express Medi Spa* - 55 Brock St E Fresh Barbers – 102 Tillson Ave Lakeside Property Maintenance* Osmows – 671 Broadway Paws & Claws Veterinary Clinic – 356 Tillson Ave Roulston's Pharmacy – 671 Broadway Shades3 Window Fashions – 17 Brock St E Snackrite Foodie Services Inc - 145 Simcoe St Stacked Pancakes & Breakfast House – 200 Broadway
Q3	Correy and Rita's No Frills - 671 Broadway Foil & Fade Hair Studio* – 7A Brock St E Grappler's Grove - 1418 Bell Mill Side Road Rain or Shine PlayCentre – 55 Broadway Tillsonburg Unattached Care Clinic - 671 Broadway Calmly Connected Consultancy**
Q4	Flawless Finish Laser Hair Removal and Skin Rejuvenation* JMY Legal Help - 164 Broadway Mimi's Mini's Daycare** The Blush Bar by Nicole** The Health Hut – 5 Harvest Ave Schep's Bakeries Inc – 1030 Progress Dr

*Denotes business that replaced or took over an existing business/location with no material change in use

**Denotes Home Occupation. Starting in 2020, these businesses have been included in new business start-ups to help identify entrepreneurial activity

EDM 26-007 2025 Q4 EDM Results

Closed Businesses

Quarter	Business Name/Address
Q1	Prouse Supply – 75 Spruce St
Q2	PeaveyMart – 121 Concession St E Broadway Cinema – 518 Broadway Split Ends Hair Studie – 55 Brock St E Bufferzone Detailing
Q3	Brock Street Barber – 7A Brock St E Mortality – 19 Baldwin St
Q4	

The below tables summarize the status of the 2025 Business Plan Operating and Capital Budget objectives.

Table 1: 2025 Business Plan Objectives

Objective	Budget Value	Target Date	Status
Community Improvement Plan (Applications)	\$30,000	Ongoing	6 applications approved by Council: <ul style="list-style-type: none"> • 2 Innovation Way • 167 Simcoe St • 102 Tillson Ave, Units I & F • 146 Tillson Ave • 356 Tillson Ave
Discover Tillsonburg (Additional Video Production)	\$5,000	Q4	Ongoing
Enhanced Business Processes (Zoho)	\$3,000	Q1 – Q4	Ongoing improvements to Customer Relationship Management software
Chamber Awards - Grant	\$4,000	Q3	Completed
Chamber Awards - Sponsorship	\$5,500	Q3	Completed
CF Oxford Partnership (Pop-up Guest Speakers)	\$2,000	Q4	Pop-up Entrepreneurial Services events held on May 14 and November 13
Town Hall Project Support	\$11 M offset by \$5.5 M in revenue	Ongoing	31 Earle St (building portion) made available for sale 31 Earle St (lands) rezoning approved in principle by Town Council on November 10 with County approval in 2026

EDM 26-007 2025 Q4 EDM Results

Objective	Budget Value	Target Date	Status
Project Big Swing	\$6,000,000	Ongoing	Public engagement plan and supporting information being finalized
Engineering Design Services for Rokeby Road Property	\$265,000 with offsets per Report DCS 20-22	Q4 2025	Rokeby Rd Rehabilitation Design at 100% stage with determination made to leave hydro pole line "as-is"
Rokeby Road Property – Construction	\$400,000	Q4	Norfolk contribution confirmed. Tender to be issued in Q2 2026
Van Norman Innovation Park – Planning and Design	\$300,000	Q4 2025	Draft Plan of Subdivision submission made on July 11, 2026, working through comments to move towards draft plan approval in 2026
Van Norman Innovation Park – Construction	\$9,312,000 offset by \$8,096,000 in land sale and debt revenues	Q4 2025	Subject to final approvals and suitable tender prices
Van Norman Innovation Park – Marketing Campaign	\$10,000 (increased by \$11K per report EDM 25-012)	Q4	Marketing of first 15 acres underway with one conditional agreement for 5 acres in place
Progress Dr Extension	\$600,000 with offsetting \$600,000 in land sale revenues	Q4	Progress Dr Extension project completed. Negotiating land sale
Bridge St Re-Imagining	Asset Management Planning	Ongoing	Final streetscape plan approved in principle by Council on July 14 with additional report due Q2 2026 Council approved Operations recommendation to salvage bridge remnant
Ground Lease Enhancement	\$10,000	Q4	Financial review completed

EDM 26-007 2025 Q4 EDM Results

Objective	Budget Value	Target Date	Status
Asset Management Work, Land Assets	Staff Time	Q1 and ongoing	In process
Project Polyiso Investment Support	\$TBD per CLD EDM 23-02	Q4	In process. Agreement re rail corridor being finalized to be brought forward to Council

DISCUSSION

In terms of Economic Development & Marketing activity, some metrics were strong with client visits, arguably the most important investment indicator, being above target at 23 visits. New business openings were down from 2024's record levels but with lower business closures, the ratio of new businesses to closed businesses was nearly doubled with four businesses opening for each one that closed. Corporate visits to local companies were on-target with lead files opened around historical averages.

Some key investments made into the community over the past year are:

- Hoover Industries - Purchase of adjacent 71 Lincoln Street property
- Wise Line Tools - First land sale in Phase 2 of the Van Norman Innovation Park
 - Will result in the construction of a 33,750 square foot warehouse, repair and sales building with the potential to increase to 48,752 square feet and job growth of 25 – 40 jobs in the future
- Buildings Under Construction or Completed Construction in 2025
 - East Elgin Concrete
 - Legend Rubber/Legend Metal building
 - Assignment of 2 acres of industrial land to enable future growth
 - Marwood International
 - Soprema

Two properties were declared surplus/sold in 2025:

- Moose Street Right-of-Way
- Clearview Drive Rear Lands

The Town of Tillsonburg continues to experience strong levels of investment and developer interest and additional opportunities will arise as the Town continues to invest in bringing additional industrial lands to market.

EDM 26-007 2025 Q4 EDM Results

CONSULTATION

The reporting of quarterly results helps demonstrate accountability to Senior Leadership, Town Council, and the public. In addition to this, the Economic Development Advisory Committee will be provided with a summary of these metrics.

FINANCIAL IMPACT/FUNDING SOURCE

The Economic Development & Marketing Department variances for 2024 are as follows:

Department	Variance (Brackets denote under budget)	Explanation
Development & Communications (500)	-	
Economic Development (505)	(\$14,576)	Rent Revenue increase - Industrial Agricultural Land Debt principal and interest under \$10,000 Supplies under \$2,000 Meeting expenses over \$3,000 PILs and Tax expenses over \$3,700 Consultant and legal expenses over \$7,000 Subcontractor expenses under \$18,000
TOTAL	(\$14,576)	

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

EDM 26-007 2025 Q4 EDM Results

- 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 – Not applicable

Priority Project – Not applicable


ATTACHMENTS

1. Appendix A – Q4 Dev & Comm Operating Financial Summary
2. Appendix B – Q4 Ec. Dev. Operating Financial Summary

Appendix A – Development & Communications Q4 Operating

					
Financial Plan Operating Plan - Cost Code Summary Devel & Communication Services As of December 31, 2025					
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	80,000	80,000			
Total Revenues	80,000	80,000			
Expenditures					
Purchases	20,000	20,000			
Total Expenditures	20,000	20,000			
Total Net Levy	60,000	60,000			

Appendix B – Q4 Economic Development Operating

		Financial Plan Operating Plan - Cost Code Summary Economic Dev			
		As of December 31, 2025			
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	6,500	4,688	(1,812)	(28%)	
User Charges	44,500	62,263	17,763	(40%)	1
Contribution from Reserves	67,935	57,935	(10,000)	(15%)	2
Total Revenues	118,935	124,886	5,951		
Expenditures					
Labour	265,500	262,852	2,648	1%	
Purchases	103,041	108,094	(5,053)	5%	3
Contracted Services	55,000	43,944	11,056	20%	4
Interfunctional Adjustments	20,096	20,100	(4)		
Debt Principal & Interest	57,935	57,957	(22)		
Total Expenditures	501,572	492,947	8,625		
Total Net Levy	(382,637)	(368,061)	14,576		
Notes					
1. Rent Revenue increase - Industrial Agricultural Land					
2. Debt principal and interest under \$10,000					
3. Supplies under \$2,000; Meeting expenses over \$3,000 ; PILs and Tax expenses over \$3,700					
4. Consultant and legal expenses over \$7,000 ; Subcontractor expenses under \$18,000					



Subject: 2025 Q4 Finance Department Results

Report Number: FIN 26-011

Department: Finance Department

Submitted by: Renato Pullia, Director of Finance/Treasurer

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

To provide Council with the January 1, 2025 to December 31, 2025 Finance Department financial results and business plan update.

DISCUSSION

Summary of Operational Results

Table 1: 2025 Business Plan

Project	Community Strategic Plan	Lead	Completion Target	Status
Asset Management Plan update July 1, 2025, deadline	Goal – Tillsonburg residents and businesses will be connected to each other, regional networks, and the world through effective traditional and digital infrastructure	Asset Mgmt Coordinator / Director / Asset Managers / SLT	Q1 2025 – first draft	First draft end of May
	Strategic Direction – Develop a robust, long-term asset mgmt. plan to inform evidence-based decisions on the maintenance, rehabilitation and replacements of municipal infrastructure		Q2 2025 – completion	Completed
	Priority Project – Short Term - Asset Management Plan			
Tangible Capital Asset (TCA) Policy Update	Goal – Customer Service, Communications and Engagement	Director / Asset Mgmt Coordinator / Deputy	Q1 2025	Delayed to Q1 Q2 2026
	Strategic Direction – Excellence & accountability in govt			

FIN 26-011 2026 Q4 Finance Department Results

Project	Community Strategic Plan	Lead	Completion Target	Status
	Priority Project – Short Term - Financial sustainability plan	Treasurer / Asset Managers		Tied to data rebuild
Reserve Policy Update	Goal – Customer Service, Communications and Engagement	Director / Deputy Treasurer	Q1 2025	Delayed to Q1 Q2 2026 tied to TCA Policy update
	Strategic Direction – Excellence & accountability in govt			
	Priority Project – Short Term – n/a			
CityWide Budgeting (FMW) Fund Manager implementation – Multi-year Capital Budget Development	Goal – Customer Service, Communications and Engagement	Director / Deputy Treasurer / Budgeting Coordinator	Q2 2025	AMP focus in '25 delaying this to Q2 2026
	Strategic Direction – Excellence and accountability in government			
	Priority Project – Short Term – Multi-year budgeting; Financial sustainability plan			
Debt (Capital Financing) Policy Update	Goal – Customer Service, Communications and Engagement	Director / Deputy Treasurer	Q2 2025	To align with TCA Policy, update and budget for 2027 - to Q2 2026
	Strategic Direction – Excellence & accountability in govt			
	Priority Project – Short Term - Financial sustainability plan			
Surplus/Deficit Allocation Policy Update	Goal – Customer Service, Communications and Engagement	Director / Deputy Treasurer	Q2 2025	Delayed to Q2 2026
	Strategic Direction – Excellence and accountability in government			
	Priority Project – Short Term - Financial sustainability plan			
PSD CityWide Salary Plan Module Implementation	Goal – Customer Service, Communications and Engagement	Budgeting Coordinator / Deputy Treasurer / Director /	Q3 2025	Staffing and training to align with pre-2027 budget; thus Q2 2026
	Strategic Direction – Position Tillsonburg as a leader in the municipal sector.			
	Priority Project – N/A			
	Goal – Customer Service, Communications and Engagement	Revenue Manager /	Q3 2025	Delayed to Q3 2026

FIN 26-011 2026 Q4 Finance Department Results

Project	Community Strategic Plan	Lead	Completion Target	Status
Accounts Receivable & Write-Off Policy	Strategic Direction – Excellence and accountability in government	Director / Deputy Treasurer		
	Priority Project – Short Term - Financial sustainability plan			
Caseware software implementation - preparation of financial statements and improving the year-end audit process	Goal – Customer Service, Communications and Engagement	Deputy Treasurer / Director	Q3 2025	Q4 20256 resources aligned in 2026
	Strategic Direction – Excellence and accountability in government			
	Priority Project – N/A			
Bids&Tender Purchasing Platform full implementation – Contracts & Vendor Performance	Goal – Customer Service, Communications and Engagement	Purchasing Coordinator / Director / Corporate Analysts	Q3 2025	Starting in Q1 '26, with completion by Q4 '26
	Strategic Direction – Excellence and accountability in government			
	Priority Project – N/A			
AP Digitalization & new PO Software Implementation	Goal – Customer Service, Communications and Engagement	Purchasing Coordinator / Director / Corporate Analysts	Q3 2025	Being reviewed with new financial system review. Q3-2026
	Strategic Direction – Position Tillsonburg as a leader in the municipal sector.			
	Priority Project – Short Term – n/a			
Citywide Maintenance Manager module implementation (Asset Mgmt Work Order system)	Goal – Customer Service, Communications and Engagement	Asset Mgmt Coordinator /Director / Asset Managers	2025-2026	2025-2027
	Strategic Direction – Excellence and accountability in government		Q1 2027 full transition	Q1 2027 full transition
	Priority Project – Short Term - Financial sustainability plan			

Table 2: 2025 Additional Information

<u>Objective</u>	<u>Target Date</u>	<u>Status</u>
2024 Financial Audit	Q3	Completed
2024 Audited Financial Statements	Q3	Completed
2025 Interim Audit	Q4	Scheduled

FIN 26-011 2026 Q4 Finance Department Results

CONSULTATION

Finance Dept staff

FINANCIAL IMPACT/FUNDING SOURCE

Q4 results for Finance reflects a surplus of \$399,341, due to timing of interest revenue recognized, grant funding, position vacancies, and other financial flow-throughs.

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 Q4 Finance Department Results

FIN 26-011 2026 Q4 Finance Department Results

Appendix A – Q4 Finance Report

		Financial Plan			
		Operating Plan - Cost Code Summary			
		Financial Services			
		As of December 31, 2025			
	2025	2025	Actual	%	Note
	Budget	Actuals	Variance	Variance	Reference
Revenues					
Grants	1,158,456	1,158,456			
User Charges	111,200	581,907	470,707	(423%)	1
Other Revenue	210,000	470,770	260,770	(124%)	2
Contribution from Reserves	273,600	2,297,518	2,023,918	(740%)	3
Total Revenues	1,753,256	4,508,651	2,755,395		
Expenditures					
Labour	1,270,016	989,095	280,921	22%	4
Purchases	283,724	91,536	192,188	68%	5
Contracted Services	60,500	38,847	21,653	36%	6
Contribution to Reserves	442,956	3,249,544	(2,806,588)	634%	7
Interfunctional Adjustments	(152,320)	(108,092)	(44,228)	29%	8
Total Expenditures	1,904,876	4,260,930	(2,356,054)		
Total Net Levy	(151,620)	247,721	399,341		
Notes					
1. \$19,200 in Solar Revenue ; \$411,600 in WSIB Rebate ; \$21,000 in PD Notice Fees and Mortgage Fees ; \$7,900 in False Alarm Revenue					
2. Interest Revenue Over					
3. 2024 Year End Surplus of \$2,248,391					
4. F/TLabour under due to position vacancies					
5. One- Time item expenses under \$209,200 ; Interest and Finance charges over \$14,200					
6. Year End Auditing Cost Under \$5,100 ; No spend of \$15,000 for Annual financial system modernization					
7. OCIF formula funding contributed to reserves - \$442,956; Bank interest earned relating to Reserve account \$146,545; 2024 YE Surplus \$2,248,391 ; \$411,652 in WSIB Rebate					
8. Labour inter-adjustments \$43,480					



Subject: 2025 Q4 Departmental Results - Fire and Rescue Services Report

Report Number: FRS 26-001

Department: Fire and Emergency Services

Submitted by: Scott Tegler, Fire Chief

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Departments results reports.

BACKGROUND

To provide Council with January 1, 2025, to December 31, 2025, key performance indicators and financial results for Tillsonburg Fire and Rescue Services.

DISCUSSION

SUMMARY OF BUSINESS PLAN OBJECTIVES

2025 Business Objectives

Objective	Target Date	Status
NG-911 Implementation	Q3 2026	In Progress
Cancer, PTSD, Mental Health Risk Reduction	Q4	Ongoing
Update Establishing & Regulating By-law	Q2-2020 Q2 2026	New Chief reviewing operations and needs.
Implementation Strategy for Master Fire Plan	Q4	Ongoing
Equipment Replacement	Q2	Completed
Emergency Management Program Annual Verification	Q4	Completed
Increase Communications Partnerships	Q4	Ongoing
Apparatus Floor and Drain Repairs w/Epoxy safety covering	Q2 2026	In Progress
Portable Radio Replacement Project	Q4-2025 Q2 2026	In Progress

FRS 26-001 2025 Q4 Departmental Results – Fire & Rescue Services

Key Performance Indicators**Tillsonburg Incident Response Data**

Incident Type	Number	Staff Hours	Avg. # of Responders	Avg. Response Time (1st Unit in Minutes)
Fire	29	600	15	05:23
Fire – No Fire	30	110	13	06:01
Open air burning	26	58	8	07:12
False Fire Alarms	159	461	9	07:35
CO False Alarms	28	155	7	08:57
CO incident	5	28	10	08:55
Rescue	56	205	11	05:41
Public Hazard	34	152	9	07:13
Medical	47	69	4	05:45
Assist Agency	22	37	7	05:32
Other	23	104	7	09:34
Total	459	1,979	10	7:26

Fire Prevention

Function	Q1	Q2	Q3	Q4	YTD Totals
Fire Safety Inspections	41	64	61	106	272
OFC Orders Issued	18	21	30	35	104
Business License Inspections	9	6	9	14	38
Vulnerable Occupancies Drills/Inspections	1	0	5	7	13
Fire Safety Plan Review	3	6	7	14	30
Inspections (outside Normal Business Hours)	3	3	2	3	11
Open Air Burning	2	4	4	1	11
Site Plan / Zoning Comments	4	4	7	14	29
Investigations	4	2	2	7	9

FRS 26-001 2025 Q4 Departmental Results – Fire & Rescue Services

Public Education Data

Types	Q1	Q2	Q3	Q4	YTD Totals
Public Education Events	2	8	8	15	33
Social Media Posts	83	78	55	99	315

Public Served	Q1	Q2	Q3	Q4	YTD Totals
Event Attendance	79	20,000	998	5,968	27,045
Social Media Posts (Shares and Views)	159,648	162,617	144,647	264,043	730,955

Fire Communication Report**Fire Communications Incident Data**

Type	Q1	Q2	Q3	Q4	YTD Totals
911 Calls	1,159	3,030	1,860	1,447	7,496
Burns/Alarm Calls	4,362	11,311	6,150	5,198	27,021
Administration/After Hours Calls	1,978	4,738	8,266	12,709	27,691
Tillsonburg On Call Activations	82	48	80	81	291
Incidents Dispatched	3,208	3,410	3,916	3,311	13,845

Fire Communications

Current Partners	28 Municipalities
Total Fire Stations	55 Fire Stations
Service Area	5838.97 KM ²
Total Population Served	351,652
Total Personnel Served	1,406

CONSULTATION

Fire and Finance staff were consulted on this report.

FRS 26-001 2025 Q4 Departmental Results – Fire & Rescue Services

FINANCIAL IMPACT/FUNDING SOURCE

Q4 results for Tillsonburg Fire & Rescue Services as shown in Appendix A reflect a surplus of \$13,531. With net labour and various building maintenance expenses being underspent. This, however, is offset by higher contracted services and lower revenues being recognized.

CORPORATE GOALS

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

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

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

Strategic Direction – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.


Priority Project - N/A

ATTACHMENTS

1. Appendix A – Fire Q4 Financial Report

FRS 26-001 2025 Q4 Departmental Results – Fire & Rescue Services

Appendix A – Fire Q4 Report

					
Financial Plan Operating Plan - Cost Code Summary Fire As of December 31, 2025					
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants		362	362		
User Charges	1,438,344	1,415,342	(23,002)	(2%)	1
Other Revenue		10,000	10,000		2
Total Revenues	1,438,344	1,425,704	(12,640)		
Expenditures					
Labour	2,118,106	2,087,545	30,561	1%	3
Purchases	264,794	225,284	39,510	15%	4
Contracted Services	162,251	205,532	(43,281)	27%	5
Contribution to Reserves	90,000	90,000			
Interfunctional Adjustments	327,542	328,212	(670)		
Debt Principal & Interest	68,178	68,127	51		
Total Expenditures	3,030,871	3,004,700	26,171		
Total Net Levy	(1,592,527)	(1,578,996)	13,531		
Notes					
1. Fire Communications Revenue under \$22,576 under					
2. Donation Revenue over \$10,000					
3. Net Labour under - Vacant positions & Staff time allocated to NG 911 Project					
4. Building maintenance under \$7,400 ; Heat, Light and Water Expense under \$6,300; Insurance under \$10,600 ; Training and Workshops under \$16,100					
5. Equipment Maintenance Expenses over \$43,281					



Subject: 2025 Q4 Department Results – Operations and Development Services

Report Number: OPD 26-014

Department: Operations and Development Department

Submitted by: Carlos Reyes, Director of Operations and Development

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department result reports.

BACKGROUND

To provide Council with a January 1st, 2025 through to December 31st, 2025 project and task updates inclusive of project and/or tasks that may have carried over from 2024 and as identified “In Progress”. This report highlights operational and financial results for the Operations and Development Department for the fourth quarter of 2025.

DISCUSSION

2025 Business Objectives and Capital Projects:

Table 1: 2025 Operating Business Plan

Objective	Target Date	Q4 Project Status
Renegotiations of West Town Line Boundary Road Agreement	Q2-2024 Q4-2022 Q4-2023 Q3-2024 Q3-2026	In progress – Draft agreement sent to Norwich for their comments
Renegotiations of the Traffic Signal maintenance Agreement	Q3-2022 Q3-2023 Q4-2023 Q4-2024 Q3-2026	The agreement contains provisions allowing for annual extensions.
Renegotiations of the Streetlights maintenance Agreement	Q3-2022 Q3-2023 Q4-2023 Q4-2024 Q3-2026	In progress

OPD 26-014 2025 Q4 Department Results – Operations and Development Services

Investigate Private Woodlot East of Runway 08-26 Removal Options	Q3-2022 Q3-2023 Q4-2023 Q4-2024 Q4-2026	In progress
Airport Apron Extension	Q4-2024 2027	Pending Airport Land Sales
Meet O. Reg. 588/17 reporting obligations as per Asset Management Reg.; in partnership with Finance	Q3	Completed

Table 2: 2025 Capital Business Plan

Objective	Target Date	Q4 Project Status
Kinsmen Bridge Upgrade(s)	Q2-2021 Q4-2022 Q4-2024 Q2 Q4 Q2-2026	In progress – Awarded to Lancoa Contracting Inc.
Lake Lisgar Weir Repair	Q3	Completed
2025 Bridge and Culvert inspection – Ontario Structure Inspection Manual (OSIM)	Q3 Q4 Q2-2026	In progress – Awarded to RJ Burnside
2025 Road Needs Study - Pavement Condition Index (PCI)	Q3 Q3-2026	In progress
2025 Sidewalk Connectivity	Q3 Q4	Completed for 2025
Cranberry Rd - Reconstruction	Q3 Q3-2026	In progress – Awarded to Sierra Infrastructure Inc.
Charlotte & Clarence Street – Construction	Q4 Q2 Q4-2027	Deferred to 2027
Quarter Town Line (at Stoney Creek)	2020 Q4-2022 Q3-2023 Q2	Completed
T:Go Bus Shelters	Q4 Q2	Completed
Devonshire Ave Culvert Replacement	Q3 / Q4 Q4	Completed

OPD 26-014 2025 Q4 Department Results – Operations and Development Services

Storm Pond Maintenance	Ongoing	In progress – To be included in the SWM Master Plan
Airport – OMAFRA RED Funding Program	Q4-2024 Q4	Cancelled – No eligible activities were completed within the funding period (March 2023 to March 2025)
Annual Road Resurfacing Program	Q4	Completed
Transportation Master Plan	Q4 2024 Q4 2025 Q1-2026 Q2 2026	In progress – Awarded to Paradigm TSL
New Town Hall	Ongoing	In progress
Light Duty Vehicles		
Scissor Lift (RCP)	Q4 2024 Q4-2025 Q4 2026	Deferred to 2026 – Waiting for RCP to confirm fleet specifications
Heavy Duty Vehicles		
New ice resurfacers	Q2 Q1 2026	In progress – Awarded (Canoe GPO purchase)
Tandem Axle Plow with Wing (2024) #63	Q4 2026	In progress - Awarded (Canoe GPO purchase)
Off Road Equipment		
Boom Flail Mower	Q3-2024 Q2	Completed
Fire ATV	Q3 Q4 2027	Deferred to 2027

Key indicators measure growth in terms of infrastructure i.e. roads, sewers, watermain, sidewalk, etc. and the associated maintenance level of service. The Towns ability to mitigate the associated incremental costs to maintain the additional infrastructures demonstrates the efficiencies of continuous internal improvement.

Table 3: Key Indicators

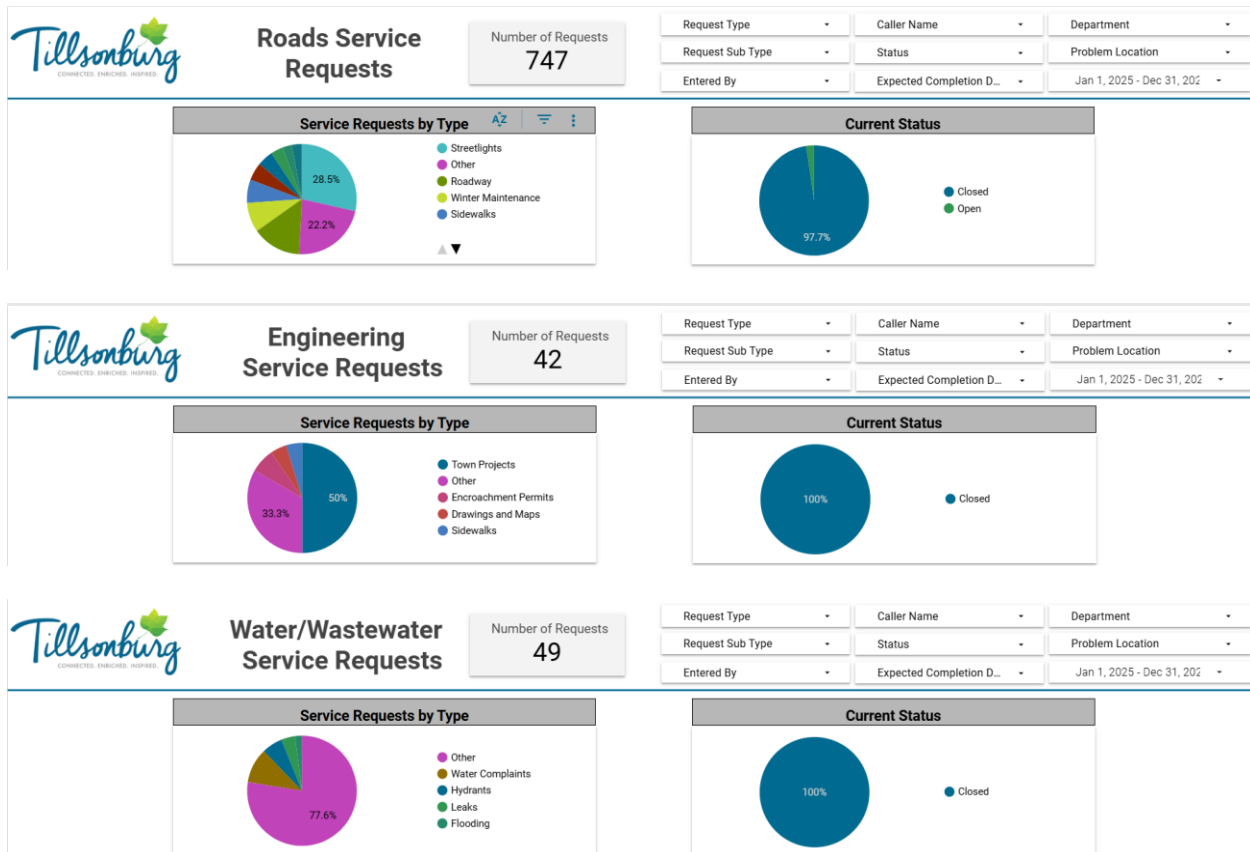
Key Indicators	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Roads (Lane km)	237.2	276	276	276	242.3	238.3	235.4	234.1	233.6	229.4
Sidewalks (km)	115.4	138.5	135	135	117.1	107.6	98.6	97.4	96.6	94.2

OPD 26-014 2025 Q4 Department Results – Operations and Development Services

*Note – Recent years were either overstated or used a different data source.

Table 4: Service Request/MESH Ticket(s)

Through the Town of Tillsonburg’s workflow management system (MESH), Town staff generate and create internal services request; furthermore, service tickets may also be created/requested from the general public using the Report a Problem function. The following represents services tickets from January 1st through to December 31st, 2025:



GOALS FOR NEXT QUARTER

- Continue renegotiation of boundary road agreement
- Implement items in the 2026 Business plan

CONSULTATION

The following staff/resources have been consulted for this report:

- Senior Analyst/Deputy Treasurer
- Manager of Public Works
- Interim Manager of Engineering

OPD 26-014 2025 Q4 Department Results – Operations and Development Services

FINANCIAL IMPACT/FUNDING SOURCE

Consolidated Operations & Development overall variance is as below:

Table 5: Fourth Quarter Budget vs. Actual Variance Summary

Department	Surplus / (Deficit)
Operations Administration	(19,833)
Engineering Services	(53,214)
Public Works	156,738
Municipal Parking	(16)
Airport Operations	33,572
Waste Management	8,797
Fleet Services	162,737
Transit Services (In-Town)	(12,056)
Total Variance	\$276,725 Surplus

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 – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.

Priority Project – N/A


OPD 26-014 2025 Q4 Department Results – Operations and Development Services

ATTACHMENTS

1. Appendix A – OPS Admin Q4 Report
2. Appendix B – Engineering Q4 Report
3. Appendix C – Public Works Q4 Report
4. Appendix D – Municipal Parking Q4 Report
5. Appendix E – Airport Operations Q4 Report
6. Appendix F – Waste Management Q4 Report
7. Appendix G – Fleet Services Q4 Report
8. Appendix H – Transit Services Q4 Report


Appendix A – OPS Admin Q4 Financials

OPD 26-014 2025 Q4 Department Results – Operations and Development Services

	Financial Plan Operating Plan - Cost Code Summary OPS Admin As of December 31, 2025				
	2025 YTD Budget	2025 YTD Actuals	Actual Variance	% Variance	Note Reference
Revenues					
Total Revenues					
Expenditures					
Labour	312,600	324,809	-12,209	4%	
Purchases	10,022	17,349	-7,327	73%	1
Interfunctional Adjustments	-68,409	-68,112	-297		
Total Expenditures	254,213	274,046	-19,833		
Total Net Levy	(254,213)	(274,046)	(19,833)		
Notes					
1. Special Project Expenses over \$10,257 for TMP Project					


OPD 26-014 2025 Q4 Department Results – Operations and Development Services

Appendix B – Engineering Q4 Financials

		Financial Plan Operating Plan - Cost Code Summary Engineering As of December 31, 2025			
		2025 YTD Budget	2025 YTD Actuals	Actual Variance	% Variance
Revenues					
User Charges	199,500	138,594	(60,906)	(31%)	1
Contribution from Reserves	140,000	15,086	(124,914)	(89%)	2
Total Revenues	339,500	153,680	(185,820)		
Expenditures					
Labour	647,700	677,522	-29,822	5%	
Purchases	204,120	57,832	146,288	72%	3
Contracted Services	22,925	26,046	-3,121	14%	4
Interfunctional Adjustments	32,281	13,020	19,261	60%	5
Total Expenditures	907,026	774,420	132,606		
Total Net Levy	(567,526)	(620,740)	(53,214)		
Notes					
1. Misc. Revenue under \$31,300 and Subdivision review revenue under \$31,700					
2. Expenditures on one time projects under					
3. Supplies under \$5,400 ; Special Project Exp under \$137,800 - Roads Study (PCI) was defered to be included in 2026					
4. Real Estate Consultant and Legal Fees					
5. Fleet Charges					


OPD 26-014 2025 Q4 Department Results – Operations and Development Services

Appendix C – Public Works Q4 Financials

		Financial Plan Operating Plan - Cost Code Summary Public Works As of December 31, 2025			
		2025	2025	Actual	%
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	125,000	112,661	(12,339)	(10%)	1
User Charges		31,576	31,576		2
Contribution from Reserves		48,978	48,978		3
Total Revenues	125,000	193,215	68,215		
Expenditures					
Labour	1,388,623	1,402,370	-13,747	1%	
Purchases	806,496	729,777	76,719	10%	4
Contracted Services	357,463	363,552	-6,089	2%	
Contribution to Reserves					
Interfunctional Adjustments	631,889	636,457	-4,568	1%	
Debt Principal & Interest	509,815	473,607	36,208	7%	5
Total Expenditures	3,694,286	3,605,763	88,523		
Total Net Levy	(3,569,286)	(3,412,548)	156,738		
Notes					
1. Grant revenue under					
2. \$27,838 over from incident at Lisgar - Pole, Stairs					
3. \$47,640 contributed from reserves for surface maintenance - crack sealing					
4. Supplies under \$32,700 - Sidewalk Summer maintenance & Surface Maintenance Patching; Heating-Lighting-Water expenses under \$24,700; Insurance under \$9,800					
5. Debt Principal & Interest charges under					


OPD 26-014 2025 Q4 Department Results – Operations and Development Services

Appendix D – Municipal Parking Q4 Financials

		Financial Plan Operating Plan - Cost Code Summary Parking As of December 31, 2025			
		2025	2025	Actual	%
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Levy, PILS	182,897	185,518	2,621	(1%)	
Total Revenues	182,897	185,518	2,621		
Expenditures					
Labour	35,461	11,914	23,547	66%	1
Purchases	15,633	5,297	10,336	66%	2
Contracted Services	50,000	30,202	19,798	40%	3
Contribution to Reserves	742	57,017	-56,275	7,584%	4
Interfunctional Adjustments	69,270	69,276	-6		
Debt Principal & Interest	11,791	11,828	-37		
Total Expenditures	182,897	185,534	-2,637		
Total Net Levy		(16)	(16)		
Notes					
1. F/Tlabour under - departmental labour re-allocations					
2. Roadway Snow Removal under \$12,500					
3. Roadway Snow Removal subcontractor under \$19,798					
4. Surplus at year end contributed into the Downtown Parking Lot Reserve					

OPD 26-014 2025 Q4 Department Results – Operations and Development Services

Appendix E – Airport Operations Q4 Financials

	Financial Plan Operating Plan - Cost Code Summary Airport As of December 31, 2025				
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	868,800	604,702	(264,098)	(30%)	1
Other Revenue	8,400	10,963	2,563	(31%)	
Total Revenues	877,200	615,665	(261,535)		
Expenditures					
Purchases	568,523	274,265	294,258	52%	2
Contracted Services	270,100	268,863	1,237		
Contribution to Reserves					
Interfunctional Adjustments	19,465	19,919	-454	2%	
Debt Principal & Interest	4,750	4,684	66	1%	
Total Expenditures	862,838	567,731	295,107		
Total Net Levy	14,362	47,934	33,572		
Notes					
1. Fuel Sales under \$251,900 ; General Rent Revenue under \$11,550					
2. Fuel Purchases under \$285,000 ; no expenditures on special projects, events, meetings, or advertisement					


OPD 26-014 2025 Q4 Department Results – Operations and Development Services

Appendix F – Waste Management Q4 Financials

	2025		Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	202,531	184,044	(18,487)	(9%)	1
User Charges	148,400	207,526	59,126	(40%)	2
Total Revenues	350,931	391,570	40,639		
Expenditures					
Labour	95,708	93,674	2,034	2%	
Purchases	70,816	184,829	-114,013	161%	3
Contracted Services	107,000	26,966	80,034	75%	4
Interfunctional Adjustments	145,783	145,680	103		
Total Expenditures	419,307	451,149	-31,842		
Total Net Levy	(68,376)	(59,579)	8,797		
Notes					
1. Grant revenue from Oxford County - timing of invoice relating to Large Items under \$15,600					
2. Bag Tag revenue over \$52,200					
3. Bag Tag and Blue Bin Purchases over \$53,600 ; Expenses and PILs related to Oxford County agreement for Large Items / Bins over \$54,750 - tipping fees					
4. Subcontractor expenses under \$80,000 for removal and disposal of large items / bins					


OPD 26-014 2025 Q4 Department Results – Operations and Development Services

Appendix G – Fleet Services Q4 Financials

	Financial Plan Operating Plan - Cost Code Summary Fleet As of December 31, 2025				
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	1,942,323	1,905,820	(36,503)	(2%)	1
Total Revenues	1,942,323	1,905,820	(36,503)		
Expenditures					
Labour	274,600	265,927	8,673	3%	
Purchases	986,362	793,579	192,783	20%	2
Contracted Services	7,877	7,468	409	5%	
Interfunctional Adjustments	39,273	39,264	9		
Debt Principal & Interest	659,788	662,422	-2,634		
Total Expenditures	1,967,900	1,768,660	199,240		
Total Net Levy	(25,577)	137,160	162,737		
Notes					
1. Fleet Charges under - THI related					
2. Fuel & Oil Exp under \$73,200; License Exp under \$17,500 ; Equipment Service & Repairs Exp under \$85,900 ; Supplies Exp over \$27,600 ; Lease payments under \$29,200					

OPD 26-014 2025 Q4 Department Results – Operations and Development Services

Appendix H – Transit Services Q4 Financials

		Financial Plan Operating Plan - Cost Code Summary Transit Services As of December 31, 2025			
		2025 YTD Budget	2025 YTD Actuals	Actual Variance	% Variance
Revenues					
Grants	369,202	320,772	(48,430)	(13%)	1
User Charges	38,820	23,784	(15,036)	(39%)	2
Total Revenues	408,022	344,556	(63,466)		
Expenditures					
Labour	109,200	123,086	-13,886	13%	3
Purchases	33,256	3,455	29,801	90%	4
Contracted Services	370,569	334,944	35,625	10%	5
Interfunctional Adjustments	-44,350	-44,220	-130		
Total Expenditures	468,675	417,265	51,410		
Total Net Levy	(60,653)	(72,709)	(12,056)		
Notes					
1. Inter-Community MTO Grant under \$48,400					
2. Inter-Community fare under \$14,100 ; expenses from returned tickets from Metro and Coward Pharmacy \$12,600					
3. F/T regular labour over					
4. Supplies under \$10,400 ; Special project expenses of \$15,000 unutilized - Transit Consultant IBI					
5. Voyager Transportation sub-contractor charges under \$35,600					



Subject: 2025 Q4 Department Results – Building, Planning & By-Law Services

Report Number: OPD 26-013

Department: Operations and Development Department

Submitted by: Geno Vanhaelewyn, Chief Building Official

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

This report contains information on Building, Planning and By-Law annual activity volumes, trends over time, financials and updates on major initiatives. The statistics provided are inclusive from January 1, 2025 to December 31, 2025.

DISCUSSION

BUILDING SERVICES

Although an increase in activity had been projected for 2025, construction activity in the Town of Tillsonburg experienced a slight decline compared to 2024, both in the total number of permits issued and in overall construction value. The residential and institutional sectors both experienced reduced activity, the commercial sector remained steady, and the industrial sector recorded an increase. These statistics are presented in the tables that follow.

2025 – Annual Building Permit Activity Overview (Jan 1/25 – Dec 31/25)

Total Permits Issued	400
Inspections Completed	3,320
Total Construction Value	\$94,345,436
Total Permit Revenue	\$396,719

OPD 26-013 2025 Q4 Department Results – Building, Planning & By-Law Services

2025 Value of Construction Comparisons (Jan 1/25 – Dec 31/25)

CLASS	2025	2024	2023	2022	2021	2020
Single Dwellings	14,443,612	11,177,450	13,513,856	24,951,260	55,243,304	32,571,350
Other Residential	16,624,145	58,261,423	13,410,944	64,942,206	48,274,615	32,315,462
Institutional	1,950,700	38,604,900	1,800,500	747,000	1,473,000	90,718
Commercial	3,681,868	3,741,351	13,557,000	1,349,941	3,252,230	2,318,485
Industrial	57,645,111	35,973,972	466,000	15,047,850	4,701,059	4,367,080
Total Value of Construction	94,345,436	147,759,096	42,748,300	107,038,257	112,944,208	71,663,095
Total Number of Permits Issued	400	424	358	520	623	538

2025 - Residential Construction Comparison (Jan 1/25 – Dec 31/25)

YEAR	TOTAL RESIDENTIAL PERMITS ISSUED	NEW SINGLE (DETACHED) DWELLINGS	NEW APARTMENT UNITS	NEW TOWNHOUSE UNITS	NEW CONDO UNITS	TOTAL RESIDENTIAL CONSTRUCTION VALUE	OVERALL CONSTRUCTION VALUES
2025	113	30	0	42	0	31,067,757	94,345,436
2024	251	26	132	88	0	69,438,873	147,759,096
2023	123	30	1	32	4	26,924,800	42,748,300
2022	373	68	124	115	16	89,893,466	107,038,257
2021	521	167	4	160	7	103,517,919	112,944,208
2020	423	110	9	-	121	64,886,812	71,663,095
2019	329	90	133	-	24	46,738,656	56,599,583
2018	325	86	42	-	22	31,425,272	43,449,870
2017	316	80	5	-	4	21,276,513	24,726,446
2016	300	117	0	-	0	25,918,372	35,819,258
2015	218	61	-	-	0	14,568,726	19,569,694
2014	240	64	36	-	0	16,432,935	38,932,498
2013	200	67	1	-	0	12,643,180	19,442,337
2012	203	54	0	-	0	10,387,007	18,982,457
2011	249	42	68	-	-	13,781,335	17,921,577
2010	236	58	-	-	-	8,463,514	12,455,689

OPD 26-013 2025 Q4 Department Results – Building, Planning & By-Law Services

Inspection Activity Comparisons (Jan 1/25 – Dec 31/25)

Output Measures/Activity	Quantity 2020	Quantity 2021	Quantity 2022	Quantity 2023	Quantity 2024	Quantity 2025
Building Inspections Completed	2,492	3,098	5,126	3,430	3,267	3,320

Major Construction/Development Projects:

- 172 Vienna – Soprema – new industrial plant
- 1001 Progress Drive – Legend Rubber – new industrial plant
- 2 Elm – East Elgin Concrete – new industrial storage building
- 671 Broadway – No Frills
- 671 Broadway - Dollarama
- 1030 Progress Drive – Shep’s Bakery – new industrial plant
- 25 Maple Lane – People Care – residential care facility
- 14 Harvest Ave – Stubbe’s – 8 storey/132-unit apartment building
- 1418 Bell Mill Side Road – industrial alteration
- Potters Gate Subdivision – PH 4 - Oxnard
- Northcrest Estates Subdivision - PH 2 - Hayhoe Homes
- Oak Park Subdivision – PH 2 Sycamore Drive
- Westwinds Subdivision – PH 1 – Southside Group
- Bridges Subdivision – PH 1 – Tillsonburg Developments Inc.
- Potters Gate Subdivision – Phase 4 – Oxnard Potters Gate Inc.
- Oak Park Subdivision – Phase 2 & 3

Building Financial Impact

Completed work was funded through 2025 budget allotments with Building Services resulting in a net operating deficit in the amount of \$335,344, which was offset by the Building Permit Obligatory Reserve. A copy of the financial summary has been attached to this report.

OPD 26-013 2025 Q4 Department Results – Building, Planning & By-Law Services

PLANNING SERVICES**2025 – Planning Activity (Jan 1/25 – Dec 31/25)**

Output Measures/Activity	2020	2021	2022	2023	2024	2025
Minor Variance Applications	14	24	13	8	13	8
Zone Change Application	19	17	19	11	16	17
Site Plan Formal Consultations	5	4	5	15	8	10
Site Plan Approvals	9	8	6	4	6	7
Site Plan Applications (in progress)	3	7	4	6	8	11
Subdivision Agreements	2	2	2	1	2	1
Pre-Servicing Agreement	3	2	2	3	3	0
Draft Plan of Subdivision Approvals	1	5	4	1	0	0
Draft Plan of Subdivision Approval Ext	2	1	0	0	2	1

BY-LAW SERVICES

Records indicate that by-law and property standards enforcement activities continue to increase compared to previous years, particularly in relation to calls involving homelessness and park-related concerns. A decrease in parking tickets issued was observed, attributed to improved compliance with the overnight winter parking restriction. These trends are summarized in the table below.

2025 – By-Law Activity (Jan 1/25 – Dec 31/25)

Output Measures– Quantity		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Actual
Parking Tickets Issued		353	482	684	987	1629	1176
Animal Tags Issued - Dogs		2110	2093	1903	2136	1599	2150
Enforcement – Complaints and Occurrences	Parking, Taxi, Garbage, Noise	241	212	217	267	306	377
	Property Stds, Zoning, Clean Yard, Sign, Fence, etc.	308	269	250	354	528	461
	Animal Control	272	210	175	199	173	228
	Homeless, Parks	-	-	-	-	-	101

OPD 26-013 2025 Q4 Department Results – Building, Planning & By-Law Services

By-Law Financial Impact

By-Law Services (Protection) resulted in a net operating deficit of \$2,235. A copy of the financial summary has been attached to this report.

DEPARTMENTAL TASKS/BUSINESS OBJECTIVES**2025 Business Plan Objectives**

Objective	Target	Project Status
2024 Building Code Amendments – Notify/educate designers, contractor and general public	Q3	Completed
Cloudpermit Customization	Q4	Completed
Host Annual Builder/Developer Information Forum	Q1	Completed
By-Law Implementation/Education – Parks By-Law, Right of Way By-Law	Q3 Q3 2026	In Progress
Review Building & By-Law Internal Policies	Q4	Completed
Implement & manage contract security for Tillsonburg Community Centre and surrounding property amenities	Q4	Completed
Update and Implement Site Plan Policies and Guidelines	Q2 Q4 Q2 2026	In Progress
Explore and implement alternate digitization options for Planning online service delivery	Q4	Completed
Updated Zoning By-Law implementation/education	Q2	Completed
Central Area Design Study – Review Façade Improvement Program and review Public Realm options	Q4 Q2 2026	In Progress

CONSULTATION

N/A

FINANCIAL IMPACT/FUNDING SOURCE

See attached financials.

OPD 26-013 2025 Q4 Department Results – Building, Planning & By-Law Services

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 – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.


Priority Project – N/A

ATTACHMENTS

1. Appendix A - 2025 Q4 Budget vs Actuals – Building
2. Appendix B - 2025 Q4 Budget vs Actuals - Protection


OPD 26-013 2025 Q4 Department Results – Building, Planning & By-Law Services

Appendix A**2025 Q4 Budget vs Actuals – Building**

					
Financial Plan Operating Plan - Cost Code Summary Building As of December 31, 2025					
	2025	2025	Actual	%	Note
	Budget	Actuals	Variance	Variance	Reference
Revenues					
User Charges	1,156,750	696,231	(460,519)	(40%)	1
Specified Revenue		335,344	335,344		2
Total Revenues	1,156,750	1,031,575	(125,175)		
Expenditures					
Labour	770,875	761,982	8,893	1%	
Purchases	102,260	72,706	29,554	29%	3
Contracted Services	100,273	67,322	32,951	33%	4
Contribution to Reserves	53,532		53,532	100%	5
Interfunctional Adjustments	129,810	129,565	245		
Total Expenditures	1,156,750	1,031,575	125,175		
Total Net Levy		0	0		
Notes					
1. Permit Revenue under \$476,300					
2. \$335,344 Deficit offset from the Building Department Obligatory Reserve					
3. Supplies under \$12,860 ; Budget for new office furniture/equipment unutilized ; File Scanning project budget unutilized					
4. Subcontractor Exp under \$9,520 - Cloud Permit customization; Consulting Expense under \$6,500					
5. Deficit at year end, no contribution to reserves required to offset be offset surplus					

OPD 26-013 2025 Q4 Department Results – Building, Planning & By-Law Services

Appendix B**2025 Q4 Budget vs Actuals – Protection**

					
Financial Plan Operating Plan - Cost Code Summary Protection As of December 31, 2025					
	2025	2025	Actual	%	Note
	Budget	Actuals	Variance	Variance	Reference
Revenues					
User Charges	64,500	70,620	6,120	(9%)	1
Total Revenues	64,500	70,620	6,120		
Expenditures					
Labour	486,317	503,956	(17,639)	4%	2
Purchases	35,110	22,713	12,397	35%	3
Contracted Services	14,223	17,401	(3,178)	22%	
Interfunctional Adjustments	74,957	74,892	65		
Total Expenditures	610,607	618,962	(8,355)		
Total Net Levy	(546,107)	(548,342)	(2,235)		
Notes					
1. Permit fee revenue over \$9,400					
2. F/T Labour over \$40,400 - staff allocations ; P/T Labour under \$27,500 - vacancies					
3. Supplies under \$5,500 and Safety Expenses under \$4,800					

**Subject: 2025 Q4 Department Results - RCP****Report Number:** RCP 26-014

Department: Recreation, Culture and Parks Department

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

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

This report provides Council with the January 1, 2025 to December 31, 2025

Department year-to-date operational and financial results for the Recreation, Culture & Parks Department.

DISCUSSION2025 Business Objectives and Capital Projects**Facilities**

Item	Target Date	Q4 Status
TCC Rehabilitation (carry forward)	Q2, 2024 Q4, 2024 Q1, 2025	Complete
TCC Office Renovations (carry forward)	Q4 2025 – Q3 – Q4 2026 Q4	Not started – delayed due to TCC renovation timeline
TCC Health Club upgrades (flooring, etc.). (carry forward)	Q4, 2025	Complete
TCC Furnishings (carry forward)	Q3 Q4 2025 Q1- Q3 2026 Q2	In progress – Furniture being delivered on April 17, 2026
Natatorium (diving board, guard chairs) (carry forward)	Q2, 2024 Q4, 2024 Q3	In progress – Guard chairs are installed, diving board has been ordered and will be installed during the

RCP 26-014 2025 Q4 Department Results - RCP

Item	Target Date	Q4 Status
		indoor pool shutdown scheduled for July, 2026
Parks and Recreation Master Plan Implementation	Q1-Q4	Complete
Continue with Facilities & Parks Asset Management work	Q1 – Q4	Complete
Indoor Pool Roof Replacement	Q2 Q3-Q4 2026 Q2	In progress – work will be done by mid-April, weather delayed the completion timeline
Lake Lisgar Waterpark pool liner	Q2	Complete
Lake Lisgar Waterpark roof repairs/replacement	Q2	Complete
Feasibility study – Multi-Use Recreation Facility	n/a	Project Cancelled as per council direction
PW- HVAC – gas detection system replacement, fleet bay	Q2 Q3	Complete
Fire Hall – Truck Bay concrete Flooring replacement	Q3	In progress – all but epoxy floor is completed, this is scheduled for May, 2026
Plumbing – facilities backflow preventer installation (x9)	Q2 Q3 Q4 2026 Q2	In progress – installation at outdoor sites to take place in Spring of 2026, indoor sites completed in Q4, 2025
Indoor pool – mechanical room	Q1 – Q4 2026 Q3	In progress – a portion of the project was completed in 2025, the project will be completed during the indoor pool shutdown scheduled for July, 2026
Rotary Clock Tower	Q3 2026 Q3 – Q4	In progress – Engineering report completed, report to Council on the findings is on the April 13, 2026 meeting for direction

RCP 26-014 2025 Q4 Department Results - RCP

Item	Target Date	Q4 Status
Lion's Den Canopy	Q3 Q4	Complete
TCC – public address system	Q2	Complete

Parks

Item	Target Date	Q4 Status
Trail Enhancements – (carry forward)	Q3, 2024 Q1, 2025	Complete
Parks and Recreation Master Plan Implementation	Q1-Q4	Complete
Continue with Facilities & Parks Asset Management work.	Q1 – Q4	Complete
Rolling Meadows pathway connectivity to Northcrest Park	Q3 Q4 2026 Q2	In Progress – benches have been installed, lights were delayed due to early snowfall, to be installed in spring, 2026
Sports Field upgrades – baseball diamonds (Resurfacing HB1, distance markers, scorer's box, storage)	Q2 2026 Q3-Q4	In progress – working with TMBI on baseball pavilion option as per Council direction. Working on design and funding options. Distance markers complete.
AODA Regulation Compliance – pathways to parks (Glendale Park and Trottier Park)	Q2-Q3	Complete
Parks signage updates	Q3 Q4 2026 Q2	In progress – signs have been designed and ordered, will be installed in spring, 2026
Bert Newman park – upgrade fencing	Q3	Complete
Invasive species control	Q2 2026 Q3	In progress – permit submitted to LPRCA

RCP 26-014 2025 Q4 Department Results - RCP

Item	Target Date	Q4 Status
		for review and approval
Memorial Park – gates	Q2 Q3	Complete
Lake Lisgar – maintain healthy shoreline	Q2-Q4	Complete
Clock Tower parkette – garden upgrades	Q3	Cancelled due to clock tower repairs required
Landscape drawings – West side of TCC	Q3 Q4	Complete

Recreation and Culture

Item	Target Date	Q4 Status
Enhance Cultural Opportunities and Community Events	Q1 – Q4	Complete
Adopt Service Standards for RCP department	Q2 Q4	Complete
Expand Recreation Programs	Q1 – Q4	Complete
Revitalize aquatics programs after renovation closure	Q1 – Q2	Complete
Support Museum, Culture, Heritage and Special Awards Advisory Committee in Founders Day Community Celebration	Q4	Complete
Explore opportunities to increase revenue at Annandale National Historic Site	Q1 – Q4 2026 Q3	In progress – being explored as part of the cultural master plan

The RCP Department's 2025 Q4 operational budget variance summary is as follows:

2025	YTD Budget levy	YTD Actuals	Budget Variance
300 Cemetery	(190,038)	(185,937)	4101
450 Parks	(1,058,881)	(854,917)	203,964
455 Community Events	(119,300)	(106,977)	12,323

RCP 26-014 2025 Q4 Department Results - RCP

2025	YTD Budget levy	YTD Actuals	Budget Variance
460 Rec - Programs	(1,072,579)	(745,212)	327,367
465 Rec – Bldg. Maintenance	(3,199,756)	(3,056,444)	143,312
467 Elliott Fairbairn Centre	28,031	30,485	2,454
475 Museum	(380,603)	(356,394)	24,209
Total Recreation, Culture & Parks	(5,993,126)	(5,275,396)	717,730

In 2025, 22 capital projects were completed. 12 projects are still in progress, and 1 project has not started due to weather related and TCC renovation completion delays. These projects will be completed in 2026. 2 projects were cancelled.

CONSULTATION

Manager of Parks & Facilities, Manager of Recreation Programs and Services, Culture & Heritage Manager/Curator

FINANCIAL IMPACT/FUNDING SOURCERecreation Services

In Q4, 2025, Recreation revenue had a positive variance of \$327,367. The surplus is largely due to an increase in revenue for programs and rentals and savings in labour.

Museum

The museum has a surplus of \$24,209 in Q4, 2025, primarily due to savings in heat, light and water as well as building, maintenance and repairs.

Parks and Facilities

Parks and Facilities had a surplus of \$351,377 in Q4, 2025. The majority of the surplus was in the parks department due to receiving cash in lieu of parkland, and lower than anticipated subcontractor expenses. Facilities also saw increases in rebates and capital reinvestment fees as well as savings in heat, light, and water, insurance and training. The cemetery had a small surplus; however, plot and niche sales were less than predicted for 2025.

RCP 26-014 2025 Q4 Department Results - RCP

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 - Cemetery Q4 2025 Operating Results
2. Appendix B - Parks Q4 2025 Operating Results
3. Appendix C - Community Events Q4 2025 Operating Results
4. Appendix D - Rec – Programs Q4 2025 Operating Results
5. Appendix E - Rec – Bldg. Maintenance Q4 2025 Operating Results
6. Appendix F - Elliott Fairbairn Centre Q4 2025 Operating Results
7. Appendix G - Museum Q4 2025 Operating Results

RCP 26-014 2025 Q4 Department Results - RCP

Appendix A Cemetery Q4 Operating Results

		Financial Plan			
		Operating Plan - Cost Code Summary			
		Cem			
		As of December 31, 2025			
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	200,420	160,715	(39,705)	(20%)	1
Other Revenue	40,000	56,401	16,401	(41%)	2
Total Revenues	240,420	217,116	(23,304)		
Expenditures					
Labour	202,390	208,186	(5,796)	3%	
Purchases	74,116	62,137	11,979	16%	3
Contracted Services	31,815	21,189	10,626	33%	4
Contribution to Reserves	31,200	20,569	10,631	34%	5
Interfunctional Adjustments	88,877	88,872	5		
Debt Principal & Interest	2,060	2,100	(40)	2%	
Total Expenditures	430,458	403,053	27,405		
Total Net Levy	(190,038)	(185,937)	4,101		
Notes					
1. Plot Sales under \$17,600; Niche Sales under \$18,700 ; Misc Revenue under \$5,900					
2. Interest revenue over \$16,400					
3. Special project expenses under \$8,500					
4. Subcontractor Exp under \$ 5,400 - Building Maintenance					
5. Contribution to reserves under \$10,600					

RCP 26-014 2025 Q4 Department Results - RCP

Appendix B

Parks Q4 Operating Results

		Financial Plan			
		Operating Plan - Cost Code Summary			
		Parks			
		As of December 31, 2025			
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants		6,700	6,700		1
User Charges	18,300	96,052	77,752	(425%)	2
Specified Revenue		1,881	1,881		
Total Revenues	18,300	104,633	86,333		
Expenditures					
Labour	445,500	413,063	32,437	7%	3
Purchases	145,905	115,790	30,115	21%	4
Contracted Services	252,290	167,285	85,005	34%	5
Contribution to Reserves	18,300	48,433	(30,133)	165%	6
Interfunctional Adjustments	147,631	147,636	(5)		
Debt Principal & Interest	67,555	67,343	212		
Total Expenditures	1,077,181	959,550	117,631		
Total Net Levy	(1,058,881)	(854,917)	203,964		
Notes					
1. TransCanada Trail Grant					
2. Cash in-lieu of Parkland; Capital investment fee					
3. F/Tlabour under - departmental labour re-allocations					
4. Supplies expenses under \$24,500 ; Heat-Light-Water expenses under \$8,000					
5. Subcontractor Exp under \$84,500 - trees & parks/playgrounds					
6. Contribution to reserves over \$30,100					

Appendix C Community Events Q4 2025 Operating Results

		Financial Plan			
		Operating Plan - Cost Code Summary			
		Community Events			
		As of December 31, 2025			
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges		1,900	1,900		
Other Revenue		4,500	4,500		
Contribution from Reserves	20,344	15,324	(5,020)	(25%)	1
Total Revenues	20,344	21,724	1,380		
Expenditures					
Purchases	139,644	128,701	10,943	8%	2
Total Expenditures	139,644	128,701	10,943		
Total Net Levy	(119,300)	(106,977)	12,323		
Notes					
1. Contributions from reserves under \$5,000 - Founders Day					
2. Community event costs under \$12,900					

RCP 26-014 2025 Q4 Department Results - RCP

Appendix D

Rec Programs Q4 2025 Operating Results

		Financial Plan			
		Operating Plan - Cost Code Summary			
		Rec - Programs			
		As of December 31, 2025			
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	55,700	60,974	5,274	(9%)	1
User Charges	1,534,240	1,748,649	214,409	(14%)	2
Other Revenue	28,000	50,843	22,843	(82%)	3
Specified Revenue		4,987	4,987		
Contribution from Reserves	72,000	55,188	(16,812)	(23%)	4
Total Revenues	1,689,940	1,920,641	230,701		
Expenditures					
Labour	2,286,890	2,180,473	106,417	5%	5
Purchases	325,861	324,045	1,816	1%	
Contracted Services	12,300	14,235	(1,935)	16%	
Contribution to Reserves	20,000	29,836	(9,836)	49%	6
Interfunctional Adjustments	117,468	117,264	204		
Total Expenditures	2,762,519	2,665,853	96,666		
Total Net Levy	(1,072,579)	(745,212)	327,367		
Notes					
1. Federal Youth Program Grant					
2. Admissions Revenue over \$29,000; Memberships Revenue under \$12,000; Summer Program Revenue over \$9,500; Rent Revenue over \$62,400; Fare Programs Revenue over \$9,500; Youth and Adult Program fee revenues over \$30,900; Arena program revenue over \$77,400					
3. Special rec program revenue over \$22,300					
4. Aquatics lifeguard funded from employment reserves - start date was April 14th budget was full year					
5. F/T regular labour under \$64,700; P/T regular hours under \$37,300					
6. Contribution to reserves over \$9,800					

RCP 26-014 2025 Q4 Department Results - RCP

Appendix E

Rec – Bldg. Maintenance Q4 2025 Operating Results

		Financial Plan			
		Operating Plan - Cost Code Summary			
		Rec - Bldg Mtce			
		As of December 31, 2025			
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	8,186	25,777	17,591	(215%)	1
Specified Revenue		70,115	70,115		2
Contribution from Reserves		24,372	24,372		3
Total Revenues	8,186	120,264	112,078		
Expenditures					
Labour	1,492,509	1,480,631	11,878	1%	
Purchases	950,325	902,518	47,807	5%	4
Contracted Services	287,845	272,242	15,603	5%	5
Contribution to Reserves		83,458	(83,458)		6
Interfunctional Adjustments	122,640	122,604	36		
Debt Principal & Interest	354,623	315,255	39,368	11%	7
Total Expenditures	3,207,942	3,176,708	31,234		
Total Net Levy	(3,199,756)	(3,056,444)	143,312		
Notes					
1. LAS Gas Rebates over \$13,300 ; Thermal Air Refund \$6,900					
2. Capital Reinvestment fees over					
3. Contribution from reserves to replace TCC heat exchanger					
4. Supplies over \$18,000; Equipment service and repair under \$5,500 ; Building Repairs and Maintenance over \$46,750 ; Heat-Light-Water under \$95,300 ; Insurance under \$6,300 ; Training expenses under \$5,000					
5. Building maintenance costs under \$14,900					
6. Capital Reinvestment fees & LAS Gas Rebate					
7. Debt payments are under budget because the debt was delayed					

Appendix F Elliott Fairbairn Centre Q4 2025 Operating Results

		Financial Plan			
		Operating Plan - Cost Code Summary Elliott Fairbairn Centre			
		As of December 31, 2025			
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	118,700	121,225	2,525	(2%)	
Total Revenues	118,700	121,225	2,525		
Expenditures					
Purchases	35,329	36,308	(979)	3%	
Contracted Services	2,160	1,315	845	39%	
Contribution to Reserves	12,500	12,497	3		
Debt Principal & Interest	40,680	40,620	60		
Total Expenditures	90,669	90,740	(71)		
Total Net Levy	28,031	30,485	2,454		
Notes					

Appendix G Museum Q4 2025 Operating Results

		Financial Plan			
		Operating Plan - Cost Code Summary			
		Museum			
		As of December 31, 2025			
	2025	2025	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	19,700	21,807	2,107	(11%)	
User Charges	23,747	20,212	(3,535)	(15%)	
Other Revenue	10,489	14,919	4,430	(42%)	
Contribution from Reserves	85,700	85,700			
Total Revenues	139,636	142,638	3,002		
Expenditures					
Labour	344,800	343,134	1,666		
Purchases	123,638	99,646	23,992	19%	1
Contracted Services	26,189	30,644	(4,455)	17%	
Interfunctional Adjustments	25,612	25,608	4		
Total Expenditures	520,239	499,032	21,207		
Total Net Levy	(380,603)	(356,394)	24,209		
Notes					
1. Heat-Light-Water under \$14,883 ; Building Repairs & Maintenance under \$6,000					



Subject: Restricted Act and Delegation of Authority – Election 2026

Report Number: CAO - 26-008

Department: Office of the CAO

Submitted by: Trisha McKibbin, Manager of Legislative Services/Clerk

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

RECOMMENDATION

THAT report CAO 26-008 titled “Restricted Act and Delegation of Authority – Election 2026” be received as information.

BACKGROUND

This report is to advise Council of the provisions of Section 275 of the Municipal Act, 2001, c. 25 as amended. This section defines what is commonly referred to as the “Lame Duck” period and restricts actions of Council in an election year.

The determination of whether a Municipal Council is in a restricted position occurs twice during the Municipal election period.

- a) Between August 21, 2026, (Nomination Day) to October 26, 2026 (Voting Day) - The determination shall be based on the 2026 candidate election nominations that have been certified by the Clerk on August 24, 2026. If the new Town Council will include less than three-quarters of the members of the outgoing Council, the restrictions set out in the Municipal Act, 2001, will apply.
- b) Between October 26, 2026 (Voting Day), to November 15, 2026 (Term of office commences) – The election results are declared by the Clerk shortly after the Municipal election. If the election results in the new Council are composed of less than three-quarters of the outgoing Council, the restrictions set out in the Municipal Act, 2001 will apply.

For Town of Tillsonburg Council, less than three quarters (75%) is five (5) or fewer members.

Section 275 of the Municipal Act, 2001, contains restrictions if a Council is in a ‘lame duck’ position and that Council shall not take any of the following actions:

- a) The appointment or removal from office any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;

CS 26-011

- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000* at the time of disposal and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000*

* Exceptions to these clauses do not apply if the disposition or liability was included in the most recent budget adopted by the Council before Nomination Day in the election.

DISCUSSION

The Municipal Act does allow for the delegation of this authority, and the Town of Tillsonburg has incorporated Lame Duck provisions in the delegation by-law.

Below is the excerpt of the Delegation of Powers and Duties By-Law 2020-091, as amended:

8.3. Restricted Acts after Nomination Day

8.3.1. In the event that Council becomes "lame duck" and restricted by the provisions of Section 275 of the Municipal Act, 2001 in an election year, the following duties shall hereby be delegated to the CAO:

8.3.1.1. the appointment or removal from office of any officer of the municipality, except officers whose appointment is required by the Municipal Act (i.e. Clerk or Treasurer);

8.3.1.2. the hiring or dismissal of any employee of the municipality;

8.3.1.3. the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal, if the disposition was not included in the most recent budget; and

8.3.1.4. making any expenditure or incurring any other liability which exceeds \$50,000, if the liability was not included in the most recent budget.

8.3.2. Section 275 (6) provides that nothing in the Act "prevents any person or body exercising any authority of a municipality that is

CS 26-011

delegated to the person or body prior to nomination day".

In consultation with the CAO, it is recommended that if there are active, real or personal property files in progress, or anticipated that they could be active during the potential "Lame Duck" periods, that Council provide the CAO with clear direction regarding those portfolios/files prior to August 24, 2026.

Voting Locations

At the May 12, 2025, Regular Meeting of Council, staff report "CS 25-017 Method of Voting for the 2026 Municipal Election" was brought forward and received Council approval for the implementation of online/telephone voting for the 2026 Municipal Election. Online voting will be available through the Advance Voting period, beginning Tuesday, October 13, 2026, through to the end of Voting Day, October 26, 2026, at 8:00p.m.

In accordance with the Municipal Elections Act, 1996 (MEA) Advance Polls for an institution or retirement home will be organized for the following facilities:

- Maple Manor Nursing Home (73 Bidwell Street)
- Tillsonburg District Memorial Hospital (167 Rolph Street)
- Woodingford Lodge Tillsonburg (52 Venison St. W.)
- Tillsonburg Retirement Centre (183 Rolph St.)
- Harvest Crossing Retirement Community 15 Harvest Ave

The polls that are held at these institutions or retirement homes will be open to residents of these facilities only.

During previous elections, Advance Polls were also offered in an additional six (6) senior subdivisions or buildings, though not required as part of the MEA. Turn out at these Advance Poll locations have historically been low and it has been determined to limit Advance Poll locations for the 2026 election to legislatively required locations. With the availability of internet and telephone voting, all electors in senior subdivisions retain full access to accessible voting methods from their homes, reducing the need for additional in-person poll locations.

However, to ensure that the Town is providing support and access to anyone who requires assistance with online/telephone voting a Voter Help Centre, located at the Customer Service Centre (10 Lisgar Ave.) will be supported by election staff throughout the Advance Polls and on Voting Day (10:00a.m. to 8:00 p.m.). Election staff will be available to assist those who attend the Voter Help Centre in-person to vote, or those that require assistance via telephone if they are voting from home or remote location.

CS 26-011

Through both online and telephone voting and the in-person option at the Voter Help Centre available throughout the Advance Polls and Election Day period, Town staff believe that eligible voters will have convenient and accessible methods to vote in the 2026 municipal elections.

Staff will continue to monitor candidate nominations and election results to determine whether restricted acts apply and will advise Council immediately should a lame-duck period be triggered. Delegated authorities will ensure continuity of municipal operations during any restricted period.

CONSULTATION

Laura Pickersgill, Acting Deputy Clerk

FINANCIAL IMPACT/FUNDING SOURCE

Funding for the 2026 Municipal Election has been included in the 2026 budget.

CORPORATE GOALS

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

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

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

Strategic Direction – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.

Priority Project – N/A

ATTACHMENTS None

**Subject: Request for Exemption to Seasonal Load Restrictions****Report Number:** OPD 26-015

Department: Operations and Development Department

Submitted by: Logan Vandevyvere, Acting Manager of Engineering

Meeting Type: Council Meeting

Meeting Date: Monday, April 13, 2026

RECOMMENDATION

- A. THAT report OPD 26-015 titled “Request for Exemption to Seasonal Load Restrictions” be received as information; and
- B. THAT a by-law be brought forward for Council consideration to amend Section 28 of By-law 2022-029 to add the Director of Operations & Development be granted the authority to waive load restrictions on specific days which fall within a reduced load period to accommodate vehicles completing municipal capital projects on, or that require access to, Reduced Load Limit Roads.

BACKGROUND

The Town enforces seasonal load restrictions annually from March 1 to April 30 in accordance with the applicable 2022-029 By-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg, in order to protect municipal road infrastructure during the spring thaw period when road subgrades are particularly susceptible to damage.

From time to time, requests are received from contractors, developers, and suppliers seeking relief from these restrictions to facilitate construction, deliveries, or other time sensitive activities that cannot reasonably be deferred.

The Town’s By-law does not currently provide an authority to waive load restrictions or alter the load restriction time frames other than Council.

DISCUSSION

Staff have reviewed the request for exemption to the Town’s Reduced Load Limit By-law and note that such requests are typically evaluated on a case-by-case basis, considering operational needs, potential impacts to infrastructure, and available mitigation measures.

In this instance, the request is to allow vehicles exceeding reduced load limits during the restricted period to support construction activities. Staff recognize that in certain

OPD 26-015

circumstances, these activities are time sensitive and may not be reasonably deferred until the end of the restriction period without resulting in project delays, increased costs or other constraints.

From an infrastructure perspective, municipal roads are most vulnerable during the spring thaw due to weakened subgrade conditions. The degree of risk varies depending on factors such as road composition, traffic volumes, weather conditions, and existing road conditions. As such, controlled and limited exemption may be feasible where appropriate safeguards are in place.

To mitigate potential impacts, exemptions are typically subject to conditions, which may include but are not limited to:

- Limiting the allowable axle loads and/or total vehicle weight
- Restricting travel to a specific time of day or reduced frequency
- Identifying suitable routes based on road classifications and conditions
- Requiring the applicant to assume responsibility for any damage to municipal infrastructure
- Providing proof of insurance and/or securities if deemed necessary

Granting authority to the Director of Operations and Development to determine if conditions may allow for an exemption allows for a more responsive and technical assessment, as road conditions can change rapidly during the restriction period. This approach also ensures that exemptions can be managed in a manner that balances operational needs with the protection of municipal assets.

On April 3, 2026, the Engineering department received an inquiry for the Kinsmen Bridge to allow for a mobile crane to be brought in to assist with the lifting and construction of the Kinsmen Bridge which exceeded the 5 tonnes/axle currently set on Concession Street West until April 30.

CONSULTATION

Manager of Public Works, and Chief Building Official.

FINANCIAL IMPACT/FUNDING SOURCE

There is no direct financial impact associated with this request.

CORPORATE GOALS

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion

OPD 26-015

- Community growth
- Connectivity and transportation
- Not Applicable

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

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

Strategic Direction – Provide alternatives to automobile travel through active transportation and public transit.

Priority Project – *Ongoing Projects* – Asset Management Plan

ATTACHMENTS

N/A



Subject: Clock Tower Masonry Repair Study – Follow Up
Report Number: RCP-26-010
 Department: Recreation, Culture and Parks Department
 Submitted by: Adam Kannawin, Manager of Parks & Facilities
 Meeting Type: Council Meeting
 Meeting Date: Monday, March 23, 2026

RECOMMENDATION

- A. THAT report RCP-26-010 titled “Clock Tower Masonry Repair Study – Follow Up” be received as information; and
- B. THAT Council confirm that the Clock Tower aesthetic finish be completed with brick; and
- C. THAT staff be directed to proceed with a tender for the Clock Tower project; and
- D. THAT if the 2026 ROD grant funding application submitted for the Clock Tower project is unsuccessful, that:
 - i. the masonry repair portion of the project, budgeted at \$200K under Capital Project #693 proceed forth; and
 - ii. the Clock Tower roof repair and window & door replacement components of the project be considered by the Mayor for the 2027 Capital budget.

BACKGROUND

At the November 10, 2025, meeting of Tillsonburg Town Council, the following resolution was passed:

Resolution # 2025-426

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parsons

- A. THAT report RCP-25-065 titled “Clock Tower Masonry Repair Study” be received as information; and
- B. THAT Council approve the use of \$7,000 from Capital Project #424 (clock tower masonry repair) to complete an engineering study of the compromised, exterior masonry of the clock tower and bring a report back to Council on the findings of the study; and
- C. THAT Finance staff be directed to transfer the unused \$38,000 from Capital Project #424 into the Facilities Capital Reserve.

RCP-26-010 Clock Tower Masonry Repair Study – Follow Up

DISCUSSIONReport Summary

Following Resolution #2025-426 an invasive, investigative study of the Clock Tower building envelope was completed by Pow Peterman Consulting Engineers, in coordination with Hazen Masonry and Restoration, on January 7, 2026. The resulting report has been included as an attachment to this Council report.

The report defines the majority of the brick on the south and west elevations as in “very poor condition” and notes saturation of both the exterior brick and interior concrete block, with signs of deterioration showing on the interior block as well. The lack of moisture barrier and internal climate control results in water intrusion and the inability to evaporate that water causing deterioration of the masonry due to expansion from freezing.

To remediate the water intrusion and further deterioration of the interior, structural block it is recommended to replace the exterior brick including introduction of a moisture barrier and air space between the interior and exterior masonry.

The report also recommends repair of the roofing system and replacement of the facility’s windows and doors. All repairs are forecasted in the 10-year Capital Plan and the consultant confirmed they can be completed in a phased approach but recommends all repairs in the next 1-2 years. A budget estimate was included in the report with a project total of approximately \$394,000 (net of refundable HST).

Alternative Finishes and Conceptual Drawings

Resolution #2025-426 requested options and costs associated with alternative, non-brick finishes. Two alternatives were discussed with the consultant; metal cladding and an external insulation finish system (EIFS), commonly known as stucco. With concerns over losing the architectural aesthetic of the clock tower and the durability of the exterior finish, combined with an additional cost of \$8,480 (net of refundable HST) for the two conceptual designs, staff are recommending proceeding with a like-for-like replacement.

The brick finish offers the most durable and proactive, long-term investment while maintaining the aesthetics of the clock tower façade.

Grant Funding Opportunity

In early 2026, SLT identified the Clock Tower – Exterior Brick Replacement project as the best option for application to the Rural Ontario Development (ROD) Program, through the Community Infrastructure Enhancements Stream (Large Project). This grant offers up to 35% cost sharing. The ROD Program provides cost-share funding for projects that help rural communities:

RCP-26-010 Clock Tower Masonry Repair Study – Follow Up

- Address barriers and build capacity for economic development.
- To attract, retain and expand businesses.
- Attract and retain investment and jobs.
- Strengthen regional partnerships and economic resilience.
- Address workforce development challenges.
- Transform community assets to drive economic development.

In an attempt to maximize the grant funding, all building envelope repairs noted in the study were included in the project scope of the application. Grant application results are expected in Q2 of 2026.

If grant funding is unsuccessful, staff recommend proceeding with the 2026 approved capital project, Clock Tower – Exterior Brick Replacement and bringing forward the roof repair and replacement of windows and doors in the 10-year capital plan, to 2027.

CONSULTATION

Director of Finance/Treasurer, Manager of Accounting/Deputy Treasurer, Director of RCP, external consultant – Pow Peterman Consulting Engineers.

FINANCIAL IMPACT/FUNDING SOURCE

The Clock Tower – Exterior Brick Replacement is an approved 2026 Capital project with a \$200,000 budget and is funded from the Facility Infrastructure Reserve.

There are no additional budget implications to this report currently. It is understood that the budget estimate for the masonry repairs exceeds the current approved budget; however, with a competitive procurement process, more budget-friendly pricing is likely. If the grant application is successful, a follow up report will be brought to Council with funding options to bridge the funding shortfall of the combined project. Additional savings would be recognized if these projects were completed simultaneously.

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

RCP-26-010 Clock Tower Masonry Repair Study – Follow Up

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

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

Strategic Direction – Promote, preserve and enhance the downtown core as the retail centre and community hub for Tillsonburg.

Priority Project – N/A

ATTACHMENTS

Appendix A – Tillsonburg Rotary Clock Tower Review report.

January 22, 2026

Reference: 25-05-0084

The Corporation of the Town of Tillsonburg
10 Lisgar Avenue
Tillsonburg, Ontario
N4G 5A5

Attention: Adam Kannawin, Manager of Parks & Facilities

Dear Sir:

RE: TILLSONBURG ROTARY CLOCK TOWER REVIEW

Further to direction we attended the site to review the condition of the Rotary Clock Tower building envelope.

We attended the site January 7, 2026, with Hazen Masonry and Restoration to undertake the review and complete an invasive investigation of the masonry wall at that time.

The interior of the tower was only reviewed for the condition of the masonry envelope. We did not evaluate any electrical or mechanical systems with this review.

Executive Summary

Exterior masonry is in very poor condition with most brick masonry units on the south and west elevations having spalled faces. The wall was saturated with moisture both exterior and interior.

Exterior wall is a composite wall where the brick is mortared solid with the back up concrete block forming a tied structural element. The concrete block is reinforced and grouted solid with reinforcing steel installed in the grouted space between the exterior brick and interior concrete block.

Interior concrete unit masonry was also wet with several units showing signs of deterioration (spalling).

The building is not heated. With a composite wall system, the wall will rely on evaporation to rid the wall of any moisture ingress. Without any heat, the moisture will remain in the wall longer and can freeze leading to deterioration of the masonry units due to expansion from freezing.

The exterior wythe of brick masonry requires replacement. Internal discussions in our office, we are of the opinion that this can be completed as well as introducing a moisture barrier and air space to allow the exterior brick a better ability to resist moisture ingress to the concrete block interior units.

Wood fascia, soffit and trims to be replaced due to deterioration

Wood windows and doors are deteriorated and should be replaced due to deterioration. Consideration to the detail at the base of the windows at grade should be given to avoid future deterioration.

Concrete circular surrounds at the clock faces should be flashed to aid in shedding water from the masonry wall assembly.

Interior electrical wiring and light fixtures should be reviewed and inoperable items removed.

Should you require further discussion in the above regard, please do not hesitate to contact our office.

Yours truly,

POW PETERMAN
Consulting Engineers



Chris G. Willie, M.A.A.T.O., CAHP, APT RP

Associate

CGW/sp

x.c. Doug Hazen, Hazen Masonry and Restoration

email

N:\1.0 Projects\2025 Project Files\25-05-0084 - Tillsonburg Clock Tower\25-05-0084 Tillsonburg Rotary Clock Review Report Final - 20260116.docx



Description of Structure

The Rotary Clock Tower is a 10'-0" x 10'-0" unheated structure, approximately 40'-0" high to its peak and surrounded by concrete steps extending 4'-0" beyond the structure on all sides.

The structure is constructed of cast in place reinforced concrete footings and foundations.

The structure above grade consists of a composite wall system with interior concrete masonry units (CMU) with exterior face brick tied together with reinforcing steel. This masonry system of brick and CMU act together as a single structural component.

Windows are located on Levels 1 and 2 with wood louvres at Level 3. The clock faces from the former Post Office on Level 4.

The roof system consists of wood rafters, plywood sheathing and standing seam natural copper roofing.

There are 4 levels within the structure for servicing the building and the clock. Level 2 is accessible by a ladder brought to the site.

Levels 3 and 4 are accessed by steel ladder mounted within the structure.



North Elevation



West Elevation





East Elevation



South Elevation

Exterior

Brick masonry is in poor condition with spalled faces on all four elevations. Large areas of spalled brick are prevalent on the west and south faces of the tower. Brick spalling was also observed on the north and east elevations but not to the same extent.

Precast concrete horizontal bands are located at each floor level and appear to be in good condition.

Windows are wood framed with insulated glass units. Glass units are in good condition. Window frames at the base of the tower are severely deteriorated. Window frames on the second-floor level are deteriorated. The bottom 12" of the jambs have had dutchman repairs completed.

Louvres are wood framed with wood vanes. The vanes are in good condition with minor paint cracking. The insect screens on the interior of the louvre requires cleaning. The head and sill of the openings are concrete units.

Clock faces are in good condition and have pre-cast concrete surrounds. The mortar joints between the sections have debonded. Snow and ice can accumulate on the lower portion of the circular surround. No horizontal flashings were observed.





Partial West Elevation
Deteriorated brick units



Test Opening



North (left) West (right) Elevation Masonry
Deterioration



Wall Composition



Window Header Brick Deterioration



Brick Spalling @ Window Sill





Brick Spalling @ Window Arch



Deteriorated Sealant @ Louvre



Brick Deterioration at Grade



Wood Entrance Screen Deterioration
Wood dutchman repair



Brick Deterioration
Vented space between storm glass and surround



Window Frame Dutchman Repair





Wood Screen at Grade Deterioration



Wood Fascia and Trims Deterioration



Wood Fascia Deterioration



Copper Roofing at Eave and Barrel



Roofing Detail



Roof and Pinnacle



Interior

Entrance floor is exposed poured concrete floor slab and is in good condition.

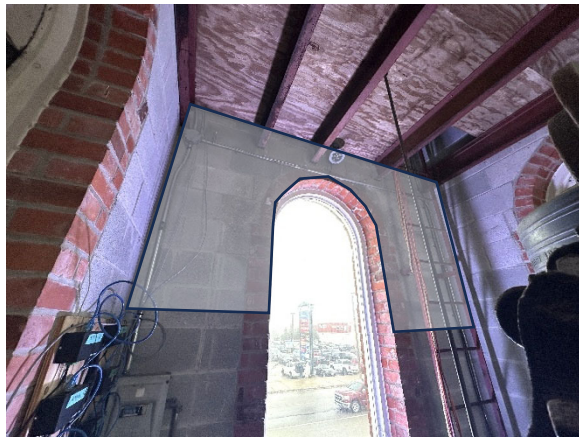
Interior of the tower structure is exposed concrete block. The block was observed to have frost and several areas of spalled faces. These are present on all levels of the tower.

Intermediate floors are framed with steel channels embedded into the concrete block masonry. Where channels are parallel to the masonry, they are anchored to the interior face of the concrete block. Plywood sheathing is installed on the channels to form the floor surface.

Access to floor level two was via a portable extension ladder. Floor levels three and four are accessible with wall mounted steel ladders. Ladders are in good condition.

Moisture was observed on the interior face of the concrete block below the louvre opening. Concrete block units have minor amounts of spalling of the exposed face. This is indicative of moisture migration through the masonry wall assembly.

Lighting in the tower is via portable LED light fixtures. The majority of these are powered using power bars and extension chords. There are several light fixtures that are not operational and have empty sockets. These should be checked to determine if they are live and deactivated if they are.



Wet and Spalling Interior Block



Wet and Spalling Interior Block



Spalling Block

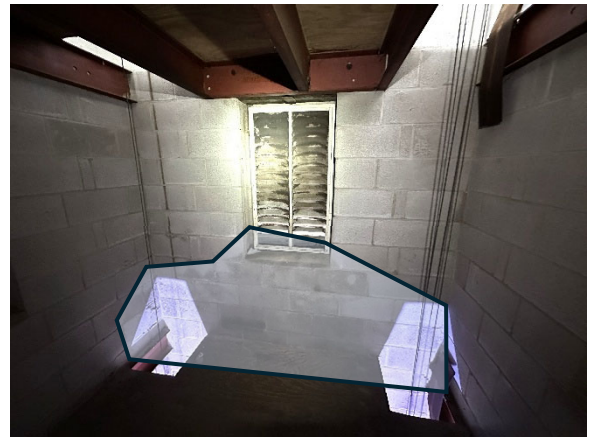


Spalling Block





Wet Interior Block at Louvre Opening
Block is saturated with moisture



Water Staining and Spalling Below Louvre



Roof Structure

Roof framing is steep pitched 20 in12, 2x6 rafters secured to a double top plate. Double top plate is anchored to the 10" concrete block. Rafters are toe nailed and have tie down anchors installed from the rafter to the top plates. These are not installed in the proper orientation and do not provide proper uplift resistance.

Plywood sheathing is installed on the rafters with standing seam copper sheets being the finished surface. No destructive testing was undertaken; the thickness of the plywood or whether there is any waterproofing installed over the plywood was not confirmed.

Collar ties are installed across the interior of the tower in both directions at the level above the clock level.

Roof framing is in good condition with no notable deterioration.

Roof is clad with natural copper standing seam panels and appear to be in good condition. The arched top of the clock face is clad with flat panel natural coppers. These appear to be in good condition as well.

Eave framing, fascia, soffit and trims are painted plywood. These are in poor condition with peeling paint and delaminated plywood layers. The wood requires replacement.

The standing seam metal roofing is grounded via a copper stranded cable running into the interior of the structure.



Clock Level



Interior Sill @ Clock – Water Ingress



Interior Framing



Improper Tie Down Anchors
Grounding cable



Tillsonburg Rotary Clock Tower				1/25/2026	
Repair Budget Estimate					
No.	Description	Quantity	Unit	Rate	Extension
1	General Conditions				\$ 15,000.00
-	Mobilization				
-	Storage area				
-	Toilet				
-	Insurance, bonding, WSIB				
2	Masonry Repairs				\$ 216,000.00
-	Scaffold Access setup and removal	3,000.00	sq.ft.	\$ 10.00	\$ 30,000.00
-	Removal of exterior brick	1,300.00	sq.ft.	\$ 40.00	\$ 52,000.00
-	cleaning of concrete masonry units	1,300.00	sq.ft.	\$ 10.00	\$ 13,000.00
-	Air moisture barrier	1,300.00	sq.ft.	\$ 5.00	\$ 6,500.00
-	Brick veneer incl. ties and accessories	1,300.00	sq.ft.	\$ 65.00	\$ 84,500.00
-	Metal flashings at clock faces	Allow			\$ 5,000.00
-	Additional structural tying	Allow			\$ 25,000.00
-	Disposal of all materials as required	Allow			\$ 5,000.00
3	Openings				\$ 50,000.00
-	Entrance door	1.00	ea	\$ 7,500.00	\$ 7,500.00
-	Windows @ grade	3.00	ea	\$ 7,500.00	\$ 22,500.00
-	Windows - upper	4.00	ea	\$ 5,000.00	\$ 20,000.00
-	Disposal of all materials as required.				
4	Roof				\$ 23,250.00
-	Replace wood fascia, soffit and trim	Allow			\$ 20,000.00
-	Painting - prime and 2 top coats	Allow			\$ 2,500.00
-	Structural tie down anchors	Allow			\$ 750.00
5	Subtotal				\$ 304,250.00
6	Contingency Allowance (10%)				\$ 30,425.00
7	Subtotal				\$ 334,675.00
8	Professional Fees (9.5%)				\$ 35,140.88
9	Subtotal				\$ 369,815.88
10	HST (13%)				\$ 48,076.06
11	Preliminary Budget Estimate				\$ 417,891.94
	Exclusions				
	Landscaping				
	Locates				
	Tree protection				
	Winter tarping or heating				
	Wire or hydro protection				
	Building or Heritage permits				



The Corporation of the Town of Tillsonburg

Affordable and Attainable Housing Committee Meeting

MINUTES



Wednesday, March 25, 2026
4:15 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Councillor Chris Parker
Deb Gilvesy, Mayor
Jean Martin
Lauren Johnson
Evan Prouse
Bryan Wiltshire
Frank Van Heck

Regrets: Gary Green

Staff: Cephas Panschow, Development Commissioner
Kyle Pratt, Chief Administrative Officer
Duncan Bryce, Executive Assistant

Regrets: Rebecca Smith, Manager of Housing Development, Oxford
County

1. Call to Order

The meeting was called to order at 4:15 p.m.

Councillor Parker welcomed new members Evan Prouse, Frank Van Heck, and Bryan Wiltshire.

2. Adoption of Agenda

Resolution # 1

Moved By: Lauren Johnson

Seconded By: Frank Van Heck

THAT the agenda as prepared for the Affordable and Attainable Housing Advisory Committee meeting of March 25, 2026, be adopted, as amended, with the additional items:

5.2. 31 Earle Street Update; and

5.3. Westfield Site.

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: Jean Martin

Seconded By: Mayor Gilvesy

THAT the minutes of the previous Affordable and Attainable Housing Advisory Committee meeting of December 17, 2025, be approved.

Carried

5. Presentations

C. Panschow provided a high-level overview of what the Committee has been working on since it's inception.

The Committee asked questions about affordable and attainable housing in Town and C. Panschow answered the Committee's questions.

5.1 Garden Haven Suites - Micro-home Proposal

Khalid Mughal, Garden Haven Suites, and Steven Popovich, Popovich Associates, presented a proposed development project on Langrell Avenue.

The Committee asked questions which S. Popovich and K. Mughal answered.

The Committee provided feedback.

Resolution # 3**Moved By:** Jean Martin**Seconded By:** Frank Van Heck

THAT the Affordable and Attainable Housing Advisory Committee receive the presentation from Popovich Associates and Garden Haven Suites as information; and

THAT the Affordable and Attainable Housing Advisory Committee is supportive of the proposal in principle.

Carried**5.2 31 Earle Street Update**

Councillor Parker and C Panschow provided an update on the 31 Earle Street project.

5.3 Westfield Site

Mayor Gilvesy notes that Westfield Public School declared land as surplus, which the County purchased. The land is likely to be used for affordable and attainable rental housing.

6. Next Meeting

April 29, 2026 at 4:15 p.m.

7. Adjournment**Resolution # 4****Moved By:** Bryan Wiltshire**Seconded By:** Evan Prouse

THAT the meeting be adjourned at adjourned at 5:35 p.m.

Tillsonburg OPP Detachment Board Minutes

Date: January 21, 2026

Time: 8:30 a.m.

Location: Board Room

Present:

Larry Scanlan, Inspector Hymers, Mayor Gilvesy, Art Baumunk, Councillor Rosehart, Becky Turrill

Absent with Regrets:

Also Present:

1. Call to Order

The meeting was called to order at 8:30 a.m.

2. Elections

5.1 Election of Officers – Board Administrator called for nominations for Tillsonburg OPP Detachment Board Chair

L. Scanlan

Nominated by: Mayor Gilvesy

Seconded by: A, Baumunk

With no additional nominations, L. Scanlan Elected as Board Chair for 2026

Election of Officers – Board Chair called for nominations for Tillsonburg OPP Detachment Board Vice Chair

Mayor Gilvesy

Nominated by: L. Scanlan

Seconded by: A, Baumunk

With no additional nominations received, Mayor Gilvesy Elected as Board Vice Chair for 2026

3. Adoption of Agenda

Resolution #1

Moved by: Mayor Gilvesy

Seconded by: Councillor Rosehart

THAT the Agenda as prepared for the OPP Detachment Board meeting of January 21, 2026, be adopted.

Carried

4. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

5. Adoption of Minutes of Previous MeetingResolution #2

Moved by: A. Baumunk

Seconded by: Mayor Gilvesy

THAT the Tillsonburg OPP Detachment Board Meeting Minutes of December 17, 2025, be approved.

Carried**6. Closed session – 9:0AM, return to open session at 9:22AM****7. Presentations/Deputations**

7.1. Inspector Hymers presented December reports to the board.

8. General Business & Reports

8.1. OPP Communication Protocol: Sudden Death – Change in protocol, public will be notified. Thank you to Inspector Hymers

8.2. Minister of Finance, input regarding Budget Process. Board discussion

8.3. Roxie's Rehab – 3 Dogwood Drive, Tillsonburg. Update – sign is to be removed and not to operate as a Rehab Centre

8.4. Auction Proceeds SOLGEN response to Mayor Gilvesy's Meeting Request – Board discussion

9. Correspondence**10. Other Business**

10.1. Detachment Action Plan submitted

10.2. Calls for service report not being received. Staff are working at getting this corrected and information to the board

10.3. Homeless discussion

11. Next Meeting – Wednesday March 18, 2026

12. Adjournment

Resolution #3

Moved by: Councillor Rosehart

Seconded by: Mayor Gilvesy

THAT the January 21, 2025, Tillsonburg OPP Detachment Board meeting be adjourned at 9:47a.m.

Carried

Original signed by L. Scanlan

Original signed by B. Turrill

TPSB Chair

TPSB Secretary



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Annual General Meeting Minutes of March 6, 2026
Approved April 1, 2026

Members in attendance:

Doug Brunton, Chair	Norfolk County
Chris Van Paassen, Vice-Chair	Norfolk County
Dave Beres	Town of Tillsonburg
Robert Chambers	County of Brant
Michael Columbus	Norfolk County
Ed Ketchabaw	Municipality of Bayham/Township of Malahide
Tom Masschaele	Norfolk County
Debera McKeen	Haldimand County
Jim Palmer	Township of Norwich

Regrets:

Peter Ypma	Township of South-West Oxford
Shelley Ann Bentley	Haldimand County

Staff in attendance:

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

1. Welcome and Call to Order

Chair, Doug Brunton, introduced himself and welcomed everyone to the Long Point Region Conservation Authority's 2026 Annual General Meeting. The meeting was called to order at 1:30 pm, Friday, March 6, 2026 in the Tillsonburg Administration Office Boardroom.

2. Declaration of Conflicts of Interest

None were declared.

3. Additional Agenda Items

There were no additional agenda items.

4. Approval of the Agenda

A-32/26

Moved by T. Masschaele
 Seconded J. Palmer

That the Board of Directors approves the agenda as circulated.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Ed Ketchabaw
 Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Peter Ypma

5. Minutes of the Previous Meeting

a) Board of Directors Hearing Board Meeting of February 4, 2026

A-33/26

Moved by D. McKeen

Seconded by E. Ketchabaw

That the minutes of the Board of Directors Hearing Board Meeting held February 4, 2026 be adopted as circulated.

Carried

b) Board of Directors Meeting of February 4, 2026

A-34/26

Moved by M. Columbus

Seconded by D. Beres

That the minutes of the Board of Directors Meeting held February 4, 2026 be adopted as circulated.

Carried

6. Introduction of the Board of Directors and Committees

The members of the Board and the community members of the Lee Brown Marsh Management Committee and the Backus Museum Committee were introduced by Chair Brunton.

7. Introduction and Greetings from Special Guests

Greetings were extended from Councillor Robert Chambers, County of Brant, Mayor Ed Ketchabaw, the Municipality of Bayham, Debera McKeen, Haldimand County, Mayor Jim Palmer, Township of Norwich, Deputy Mayor Dave Beres, Town of Tillsonburg, and Mike Columbus, Norfolk County.

Bonnie Fox, Conservation Ontario Director, Policy and Planning, spoke for Conservation Ontario and its support of Conservation Authorities and on the role of Conservation Ontario.

8. Remarks from Bobbi Ann Brady, MPP Haldimand-Norfolk

Bobbi Ann Brady, MPP Haldimand Norfolk, acknowledged and thanked the Authority for the invitation and how nice it was to be back. MPP Bobbi Ann Brady spoke on the passion and commitment that the Authority staff has for their job and the region and acknowledged that the Authority always finds a way to work positively with the community. MPP Bobbi Ann Brady is happy to stand with Conservation Authorities in the coming year and supports the work carried out by LPRCA as environmental stewards.

9. Service Awards Presentation

The following staff were recognized for reaching service milestones with LPRCA this past year.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Ed Ketchabaw
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Peter Ypma

10-Year Service Award

Leigh-Anne Mauthe, Manager of Watershed Services
Sarah Dancey, Norfolk Conservation Area Supervisor

15-Year Service Award

Dave Beres, Board member
Michael Columbus, Board Member

50-year Special Recognition

Tom Haskett, Lee Brown Marsh Management Committee Chair

10. Audit and Finance Committee

The Chair called upon Dave Beres, Chair of the Audit and Finance Committee, to present the financial statements.

Dave Beres reported that the Committee met on February 20, 2026 and received and reviewed the financial statements in detail. MNP issued a clean opinion of the Authority's 2025 financial reports and found that the financial statements fairly presented the Authority's position.

The Chair introduced the auditors, Ray Mile and Julia Aubertin of MNP, and thanked MNP for their services.

A-35/26

Moved by D. McKeen
Seconded by E. Ketchabaw

THAT the minutes of the LPRCA Audit and Finance Committee's meeting held February 20, 2026 be adopted as circulated.

Carried

A-36/26

Moved by J. Palmer
Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the LPRCA 2025 Audit Findings Report from MNP, LLP Chartered Professional Accountants as information.

Carried

A-37/26

Moved by M. Columbus
Seconded by R. Chambers

THAT the LPRCA Board of Directors approves the financial statements for the year ended December 31st, 2025 audited by MNP, LLP, Chartered Professional Accountants.

Carried

A-38/26

Moved by D. McKeen
Seconded by J. Palmer

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Ed Ketchabaw
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Peter Ypma

THAT the LPRCA Board of Directors approves the appointment of MNP, LLP Chartered Accountants as LPRCA's auditors for the 2026 fiscal period.

Carried

11. Notice of Formal Motions

a) Designate Signing Officers

A-39/26

Moved by D. Beres

Seconded by J. Palmer

That the LPRCA Board of Directors approves the Chair, Vice-chair, General Manager, and Manager of Corporate Services as designated signing officers for Authority business for the year 2026.

Carried

b) Borrowing

A-40/26

Moved by T. Masschaele

Seconded by D. McKeen

That the LPRCA Board of Directors authorizes the Chair or Vice-Chair and the General Manager or Manager of Corporate Services to borrow funds as required for the day-to-day operations of the Authority.

Carried

c) Designate Conservation Ontario Council Representatives

A-41/26

Moved by J. Palmer

Seconded by R. Chambers

That the LPRCA Board of Directors designates the Authority Chair as the Authority's representative to Conservation Ontario (CO), with the Vice-Chair designated as alternate,

AND

Further that the General Manager be directed to participate on appropriate committees of CO and be authorized to vote in the absence of the designated representatives.

Carried

12. 2025 Annual Report

Judy Maxwell presented the 2025 Annual Report and provided an overview of the year's activities and achievements. Hard copies are available at the head office and the report is available on the LPRCA website; <https://www.lprca.on.ca/wp-content/uploads/2026/03/2025-Annual-Report-LPRCA-bleed-compressed.pdf>

On behalf of the staff, General Manager, Judy Maxwell, thanked staff, the Board, municipal partners, the various community partners, and customers for their continued support.

A-42/26

Moved by M. Columbus

Seconded by J. Palmer

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Ed Ketchabaw
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Peter Ypma

That the LPRCA Board of Directors receives the 2025 Annual Report as information.

Carried

13. Chair's Remarks

Chair, Doug Brunton, addressed the Board and guests to highlight the successes and accomplishments of Long Point Region Conservation Authority in 2025.

Chair, Doug Brunton, spoke on the announcement of the proposed amalgamations of Conservation Authorities into 7 regional Conservation Authorities and reiterated that the Board of Directors does not support the Regional Conservation Authority consolidation proposal that was outlined in the Environmental Registry of Ontario. Doug Brunton is hopeful that our collective efforts have been heard and the importance of locally driven, watershed-based programs and services will continue into the future.

The Chair then thanked the current and former members of the Board, the Lee Brown Marsh Management Committee, the Backus Museum committee, Norfolk Fibre Arts Guild Volunteers, and the staff for their dedication and support.

14. Stewardship Award Presentation

Chair Brunton stated that the Long Point Region Conservation Stewardship award was created to recognize those individuals or groups who have made a commitment to environmental sustainability and conservation.

Jeff Tribe was selected as the recipient of the 2025 Long Point Region Conservation Stewardship Award.

Jeff, a proud resident of Oxford County, is a journalist, photographer, videographer and content creator who is passionate about the environment. Jeff, with the help of Ducks Unlimited Canada, facilitated a wetland restoration project on the Tribe Family Farm resulting in 1.4 acres of newly created wetland, including 2 wetland cells, several smaller water features and 8.9 acres of surrounding upland habitat. Around the wetland, Jeff planted 450 trees and shrubs. Most recently, Jeff planted another 550 trees on the farm through Forests Canada's 50 Million Tree Planting Program facilitated by LPRCA.

A plaque was presented to Jeff Tribe, who spoke briefly in appreciation of the Stewardship Award.

15. Introduction of Keynote Speaker

Chair Brunton introduced Gregg McLachlan, founder of WorkCabin Films and full-time conservation filmmaker. Gregg is not just the founder of WorkCabin films but also the Cinematographer, Writer, Editor, Executive Producer and handles Post-Production. Gregg has spent more than a decade pursuing his lifelong passion for nature and filmmaking.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Ed Ketchabaw
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Peter Ypma

16. Keynote Presentation – Destiny Wild: How Conservation Efforts Are Showing Returns, Gregg McLachlan

Gregg McLachlan’s presentation included the trailer for his upcoming film Destiny Wild, which follows biologists, conservationists, and community stewards in the Long Point Biosphere region as they document rare wildlife, fragile habitats, and the subtle signals that suggest the land is remembering what it once was.

Gregg McLachlan spoke on his other conservation documentaries, including Saving the Night Caller, which covers the Eastern Whip-poor-will in Walsingham Forest and Norfolk County. The film explores the heart behind conservation science, helping viewers gain a deeper appreciation for the work it takes to ensure these species are still calling through the night for generations to come.

Mr. McLachlan spoke on the importance of Norfolk County’s environment and unique ecosystems and highlighted that through years of conservation effort, starting with the forestry station in 1909, many animals are returning and could return to Norfolk County.

Gregg thanked the Board and the Authority for the opportunity to speak.

Chari Brunton thanked and gave Gregg McLachlan a gift for his presentation.

14. Adjournment

The Chair adjourned the meeting at 2:40 p.m.

Doug Brunton
Chair
/ns

Judy Maxwell
General Manager

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Ed Ketchabaw
Tom Masschaele, Debera McKeen, Jim Palmer, Chris Van Paassen, Peter Ypma

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 2026-025**

A BY-LAW to amend By-law 3859, being a by-law to adopt the Town of Tillsonburg Special Events Policy.

WHEREAS the Council of The Corporation of the Town of Tillsonburg enacted By-law 3859 on November 10, 2014 to adopt the Town of Tillsonburg Special Events Policy as Schedule “A” to the by-law;

AND WHEREAS Council now deems it necessary and expedient to update and replace the said Policy;

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

1. THAT Schedule “A” to By-law 3859 is hereby deleted in its entirety and replaced with the revised Special Events Policy, attached hereto as Schedule “A” to this amending by-law.
2. THAT the revised Special Events Policy shall form part of this by-law and shall come into force and effect on the date of passing.
3. THAT By-law 3859, as amended, shall remain in full force and effect save and except as hereby amended.

READ a First, Second, Third and Final Time and passed this 13th day of April, 2026.

MAYOR – Deb Gilvesy

CLERK – Trisha McKibbin



**Recreation, Culture & Parks
Policy 09-004: Special Events Policy**

Approval Date: November 10, 2014
Approval Authority: Council, By-Law 3859, 2026-025
Effective Date: November 10, 2014

Next Scheduled Review Year: 2031
Department: RCP
Last reviewed: March 23, 2026
Revision Date/s: March 23, 2026

POLICY STATEMENT

This policy establishes a consistent framework for the planning, approval, and management of special events held on municipal property to ensure they are safe, accessible, and respectful of community standards and municipal resources.

PURPOSE

The Town of Tillsonburg (Town) recognizes the importance of special events in enhancing the community's quality of life, fostering a sense of community, attracting visitors, and promoting economic development. This Special Event Policy outlines the guidelines, procedures, and requirements for hosting events on Town property and/or streets, ensuring that events are safe, organized, and in alignment with the Town's goals and values.

SCOPE

This policy applies to any Special Events taking place on Town property and/or streets, or has an impact on public safety, traffic, or the environment.

09-004

DEFINITIONS

“Certificate of Insurance” is an official document issued by an insurer confirming that the Event Organizer holds the insurance coverage required by the Town for the operation of a Special Event. The Certificate must demonstrate that the Event Organizer carries Commercial General Liability insurance meeting the Town’s minimum limits, that the **Town of Tillsonburg is named as an Additional Insured**, and that the policy includes all required provisions such as non-owned automobile coverage, host liquor liability where applicable, and 30 days’ advance written notice of cancellation.

“Event Organizer” is any individual, group, organization, or entity responsible for planning, coordinating, and executing a special event within the Town of Tillsonburg. The Event Organizer is the primary point of contact for the Town and is accountable for ensuring that the event complies with all applicable laws, regulations, and policies, including obtaining necessary permits, arranging for security and safety measures, managing vendors, and addressing logistics such as waste management, traffic control, and emergency services. The Event Organizer may be a non-profit organization, a business, or an individual acting on behalf of a larger group, but in all cases, they must assume responsibility for the event's operation and ensure the welfare of participants and the public.

“High-Risk Event” is a Special Event that presents an elevated level of risk to public safety, municipal property, or overall event operations due to factors such as high anticipated attendance, the presence of alcohol, use of temporary or complex structures, activities requiring road closures or significant traffic disruption, or elements involving pyrotechnics, open flames, hazardous activities, or other conditions that may require enhanced oversight. Events may also be classified as high-risk when they involve vulnerable populations, take place in confined spaces, or otherwise necessitate additional safety precautions as determined by Town staff, emergency services, or the Ontario Provincial Police. High-Risk Events typically require stronger mitigation measures, including possible increases in insurance limits, security staffing, crowd management planning, or additional approvals from relevant authorities.

“Municipal Property” refers to any land, facility, building, roadway, sidewalk, park, open space, structure, or asset owned, leased, or managed by the Town of Tillsonburg. This includes but is not limited to streets, trails, sports fields, community centres, parking lots, and any associated infrastructure.

“Public Event” is any Special Event that is open to the general public, advertised broadly, or accessible without invitation, regardless of whether an admission fee is charged. Public Events typically occur on Municipal Property.

09-004

“Private Event” is any gathering or activity that is restricted to invited guests or members of a specific organization, group, or individual. Private Events are not open or advertised to the general public. If held on Municipal Property, Private Events must comply with all applicable Town policies, permits, and insurance requirements.

“Special Event” is any planned gathering, performance, or activity that involves public participation, use of Town resources, takes place on Town property and/or streets, or has an impact on public safety, or traffic. Examples include parades, festivals, concerts, sporting events, charity events, walk/run/bike events, etc.

“Special Event Application” is the formal document submitted by an Event Organizer to the Town of Tillsonburg to request approval for hosting a special event. The application serves as a detailed proposal outlining the event’s nature, purpose, scope, and logistical requirements. It includes necessary information such as the event date(s), location, site plan, expected attendance, security plans, traffic and parking arrangements, waste management strategies, and any required permits (e.g., for alcohol, vendors, road closures, etc.). The application must also demonstrate compliance with relevant Town by-laws, safety protocols, and public health guidelines. Submission of a Special Event Application is the first step in the approval process and must be submitted within the designated timeframes prior to the event date.

“Staff” refers to the designated personnel from the Town of Tillsonburg who are responsible for reviewing, coordinating, supporting, and overseeing the planning and execution of special events within the Town. Staff assist Event Organizers with ensuring compliance with Town regulations, facilitating communication between departments, managing logistical concerns, and addressing public safety and resource needs during the event.

“Town of Tillsonburg” (“Town”) refers to the municipal government and its governing body, including elected officials, staff, departments, and agencies responsible for the administration, regulation, and oversight of activities within the town limits of Tillsonburg. The Town of Tillsonburg is the authority that establishes policies, procedures, and regulations, including those related to external special events. It is responsible for reviewing event applications, issuing permits, ensuring public safety, managing Town resources and enforcing local by-laws. The Town of Tillsonburg acts as the primary entity that Event Organizers interact with when planning and executing events within its jurisdiction, and it has the final authority in granting, modifying, or denying event permits and approvals.

09-004

IMPLEMENTATION PROCEDURE

1. Application Process

- 1.1 Event Organizers must submit a completed Special Event Application to the Town **at least 30 days** prior to the event date.
- 1.2 Applications must include an event plan detailing logistics, security, waste management, traffic control, emergency services, and other considerations as determined by the Town.

2. Approval Process

- 2.1 Town of Tillsonburg staff and required stakeholders, including various Town departments and service partners, will review applications to ensure compliance with all applicable Town by-laws, regulations, and safety requirements.
- 2.2 Event Organizers will be notified of approval, conditional approval, or denial within 14 business days of submitting the application.
- 2.3 If the Special Event/Organization has any outstanding amounts/fees owing to the Town, the Special Event may not be approved until arrears are paid.
- 2.4 If multiple Special Event Request applications are received for the same location on the same date(s), the Town reserves the right to determine which application will be approved. Town staff will consider booking history, the order of which applications were received, and the significance of the Special Event.

3. Fees and Permits

- 3.1 Event Organizers may be required to pay various fees, including but not limited to permit fees, costs for insurance, public safety (police, fire), etc. The fee structure is based on the scale and nature of the event.
- 3.2 Additional Town permits and licensing fees may be required, such as for alcohol sales, vendors, street closures, etc.
- 3.3 Rental fees and/or rates will not be waived or discounted for the use of outdoor space. Staff are required to abide by Council approved By-Law fees.
- 3.4 For the request of Town Services, Event Organizers must follow Town of Tillsonburg service request process.

4. Insurance, Liability and Indemnification

- 4.1 Indemnification and Hold-Harmless Clause:
 - 4.1.1 The Event Organizer shall indemnify, defend, and save harmless the Town of Tillsonburg, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or damage to or destruction of tangible property including loss of revenue or incurred

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expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Event Organizer, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Event Organizer in accordance with this Contract and shall survive this Contract.

4.2 Commercial General Liability Insurance:

4.2.1 Commercial General Liability Insurance satisfactory to the Town and underwritten by an insurer licensed to conduct business in the Province of Ontario is required. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- A limit of liability of not less than \$5 million/occurrence for simple events, \$5 million/occurrence for medium sized events and larger events, or as determined by Town staff based on event requirements
- Add the Town of Tillsonburg as an Additional Insured with respect to the operations of the Named Insured
- The policy shall contain a provision for cross-liability and severability of interest in respect of the Named Insured
- Non-owned automobile coverage with a limit of not less than \$2 million and shall include contractual non-owned coverage
- Tenants' Legal Liability
- Products and Completed Operations coverage
- Contractual Liability
- The policy shall provide 30 days prior notice of cancellation
- Host liquor liability

4.3 All Risk Property Insurance:

4.3.1 All risks (including sewer damage, flood and earthquake) property insurance in an amount equal to the full replacement cost of Property of Every Description and kind owned by the User or for which the User is legally responsible, and which is located on or about the Premises.

4.4 Primary Coverage

4.4.1 The Event Organizer's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

4.5 Certificate of Insurance

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- 4.5.1 The Event Organizer shall provide a Certificate of Insurance evidencing coverage in force at least 10 business days prior to the special event date. Insurance must meet the Town's minimum coverage requirements as outlined in the application process.

5. Public Safety

- 5.1 Event Organizers should have a public safety plan which should include provisions for crowd control, emergency response, and communication with Town emergency services.
- 5.2 Security staffing, including police officers, may be required depending on the size and nature of the event. This will be determined by the Ontario Provincial Police.

6. Road Closures, Traffic and Parking

- 6.1 The Town has an obligation to prioritize public safety when closing roads to ensure that the residents and businesses can safely move and to prevent scheduling conflicts with other events/activities occurring throughout the Town.
- 6.2 Events that impact traffic flow or require street closures must include a traffic control plan. Where applicable, the organizer will be required to obtain an MTO permit and to complete a Town of Tillsonburg encroachment permit application for review by Town staff.
- 6.3 Event organizers are responsible for preparing and submitting a road closure and detour plan for review and approval by the Town prior to the event. Town staff will review the submitted plan and may provide comments or required revisions to ensure safe and effective traffic management; however, the Town will not prepare or develop the plan on behalf of the organizer. All road closures for Special Events must comply with the requirements of the Town of Tillsonburg.
- 6.4 Parking arrangements must be clearly outlined, and organizers may be required to provide parking attendants and/or shuttle services. Event Organizers must adhere to Town of Tillsonburg By-Laws; [Traffic and Parking By-law #2022-029](#); or as amended.

7. Waste Management, Event Clean Up

- 7.1 Organizers are responsible for ensuring that waste management services (including trash collection, recycling, and restroom facilities) are in place before, during, and after the event.
- 7.2 Events should aim to minimize environmental impact through sustainable practices.
- 7.3 Event Organizers must ensure that the venue is thoroughly cleaned and restored to its original condition after the event. This includes removing all waste, recycling materials, and any temporary infrastructure. Failure

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to comply with the removal of items from the site may result in additional fees charged.

8. Noise Bylaw Compliance

8.1 Events must adhere to Town of Tillsonburg Noise By-Law [#4255](#) or as amended. This includes restrictions on amplified sound, music, and public address systems.

8.2 The Town may impose specific quiet hours or decibel limits based on the nature of the event and its location.

9. Vendors

9.1 Event Organizers are responsible for managing all vendors, ensuring they meet local health, safety, and licensing standards.

9.2 Licenses may be required for food, selling wares, alcohol sales, etc. All vendors must comply with regulations regarding food safety, sanitation, and fire safety.

10. Alcohol Sales/Consumption

10.1 If alcohol is to be sold or consumed at the event, a separate permit must be obtained from the Town and the Alcohol and Gaming Commission of Ontario "AGCO", in accordance with local laws and regulations.

10.2 Smart Serve Certified bartenders are to be the only persons serving alcohol.

11. Lottery

11.1 A municipality may issue a license to eligible charitable, religious, or non-profit organizations for ticket raffle lotteries where the total value of prizes to be awarded is not more than \$50,000.

11.2 Event Organizers conducting a lottery (raffle, 50/50 draw, etc.) must obtain a lottery license from the Municipality, in accordance with local laws and AGCO regulations.

12. Event Cancellation, Denial and Revocation of a Special Event Permit

12.1 The Town may cancel or request to reschedule an External Special Event for various reasons, which may include but are not limited to:

- The Event Organizer has failed to provide a complete Special Event Request application to the Town and/or failed to submit a timely application.
- The Event Organizer fails to comply with or agree to all the terms and conditions of the permit.
- The date/venue requested has already been approved for another permitted activity.
- Information contained within the application or supplemental information requested from the Event Organizer is found to be materially false.

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- Event Organizers' insurance has lapsed or been cancelled.
- The Special Event would create or constitute a public nuisance.
- The Special Event promotes violence or incites hatred against individuals or groups.
- The Special Event would cause significant damage to public property.
- The Special Event cannot be adjusted to avoid the potential risk and endangerment of the public.
- Neither the Town or Event Organizer can provide sufficient staff or volunteers to accommodate the Special Event and maintain public safety.

12.2 All appeals to the denial or revocation of a Special Event Permit shall be made through Town Council.

13. Inclement Weather

13.1 Event Organizers are encouraged to have contingency plans in place for weather-related disruptions. In the event of extreme weather or other unforeseen circumstances that may pose a threat to public safety, the Town may cancel or require the event be rescheduled.

13.2 Event Organizers hosting a Sports Competition/Tournament must abide by the Town of Tillsonburg Outdoor Sport Field/Rain-Field Closure Standard Operating Procedure.

13.3 If at any point an event is cancelled due to weather, equipment malfunction or facility issues, Town of Tillsonburg staff will notify the permit holder/Event Organizer of this, and every effort will be made to accommodate the event at a time best suited for both parties.

14. Damages

14.1 Event Organizers will be held financially accountable for all property and/or equipment damages that may occur during the applicant's occupancy, or because of the use of same.

14.2 The Town facility/property must be restored to its pre-event condition, a maximum of 24 hours from the time of completion of the External Special Event, unless authorization has been obtained from the Town of Tillsonburg. Failure to comply with the removal of items from the site will result in additional fees being charged.

15. Accessibility

15.1 As an advocate for all citizens of the Town of Tillsonburg, the Town is committed to ensuring that all Special Events that take place on Town property are accessible to everyone and are in compliance with the Province Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11.

16. Non-Discrimination

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16.1 The Town supports inclusivity and diversity in its special events and may decide to not grant permits for events that promote discrimination based on race, colour, national origin, religion, sex, age, disability, or other protected categories.

17. Smoking and Vaping

17.1 Smoking and Vaping are not permitted on Town property within 9 meters of any Town facility as per by-law #3596

ENFORCEMENT AND VIOLATIONS

Event Organizers are responsible for reviewing and being familiar with all applicable by-laws, town policies, rules and regulations and ensuring all attendees follow and abide by these for the duration of the permitted booking. Failure to comply with the terms outlined in this policy, including but not limited to adherence to safety requirements, insurance coverage, or event schedule, may result in revocation of permits, and future restrictions on event approvals.

AUTHORITY

The Director of Recreation, Culture & Parks or his/her designate is hereby given authority to process all Special Event Applications and provide final approvals providing they meet the criteria contained in the Town of Tillsonburg Special Event Manual.

Administrative changes to the Manual will be at the discretion of the CAO and Senior Management.

ATTACHMENTS

Town of Tillsonburg Special Events Manual

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2026-027

A BY-LAW to amend By-Law 2022-029 being a by-law to regulate Traffic and the Parking of Motor Vehicles in the Town of Tillsonburg.

WHEREAS Council of the Corporation of the Town of Tillsonburg enacted By-Law 2022-029, a by-law to regulate Traffic and the Parking of Motor Vehicles in the Town of Tillsonburg;

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

1. THAT Section 28 of By-Law 2022-029 is hereby amended to add the following:
 4. THAT the Director of Operations & Development be granted the authority to waive load restrictions on specific days which fall within a reduced load period to accommodate vehicles completing municipal capital projects on, or that require access to, Reduced Load Limit Roads.
2. THAT these amendments to By-Law 2022-029 are hereby declared to be part of that by-law as if written herein;
3. THAT this by-law shall come into force and take effect on the date it is passed.

READ a First, Second, Third and Final time and passed this 13th of April, 2026.

MAYOR – Deb Gilvesy

CLERK – Trisha McKibbin

THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW NUMBER 2026-029

A BY-LAW to authorize a Site Plan Control By-Law and to repeal By-Law 4151

WHEREAS Section 41 of the Planning Act, R.S.O. 1990, as amended, provides in part that, where in an Official Plan an area is shown or described as a proposed site plan control area, the Council of the local municipality in which the proposed area is situated may, by by-law, designate the whole or any part of such area as a site plan control area and shall delegate to an appointed officer of the municipality, any of the Council's powers or authority under that section;

AND WHEREAS in the County of Oxford Official Plan, the whole of the Town of Tillsonburg is described as a site plan control area and the Council of the Town of Tillsonburg considers it appropriate to designate the whole of the Town of Tillsonburg as a site plan control area;

AND WHEREAS under Section 41 (4.0.1) of the Planning Act, R.S.O. 1990, as amended, the Council of the Town of Tillsonburg deems it desirable to delegate Council's site plan control powers to appointed officers in this by-law;

AND WHEREAS the Town of Tillsonburg requires applications for building construction permits to be accompanied by plans and drawings referred to under Section 41(4) of the Planning Act, R.S.O. 1990, and by one or more agreements with the Corporation that deal with or ensure the provision and maintenance of any facilities, works or matters to be provided in conjunction with all buildings and structures to be erected and any facilities, works or matters mentioned in Subsection 41(7) of that Act.

AND WHEREAS the Council of the Town of Tillsonburg hereby repeals By-Law No. 4151 in its entirety, and replaces it with this by-law.

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

DEFINITIONS

In this By-law, unless a contrary intention appears:

- 1.0 "Act" means the Planning Act, R.S.O. 1990, c.P.13, as amended;
- 1.1 "Appointed Officers" means the delegated officials of the Corporation identified in Schedule 'B' to this by-law either by name or position occupied;
- 1.2 "Development Coordinating Committee" means the Development Coordinating Committee as outlined in Schedule 'C' to this by-law;
- 1.3 "Corporation" means the Corporation of the Town of Tillsonburg;
- 1.4 "Council" means the Municipal Council of the Corporation;
- 1.5 "Development" means:
 - 1.5.1 The construction, erection or placing of one or more buildings or structures on the land; or
 - 1.5.2 An addition or alteration to the interior or exterior of a building or

structure on a property that has the effect of increasing the usability of the property; or

- 1.5.3 An addition or alteration to a building or structure on a property that has the effect of increasing the size of the building or structure in an industrial zone by more than 30% of the gross floor area or increasing the size of the building or structure in all other zones by more than 20% of the gross floor area, subject to the review of the proposal by the Development Coordinating Committee; or
 - 1.5.4 The laying out and establishment of a commercial, institutional or industrial parking lot resulting in five (5) or more spaces; or
 - 1.5.5 The laying out and establishment of sites for the location of three or more trailers as defined in the Municipal Act or of the sites for the location of three or more mobile homes as defined in Subsection 46(1) of this Act or of sites for the construction, erection or location of three or more land lease community homes as defined in Subsection 46(1) of this Act; or
 - 1.5.6 Sites for the construction, erection or location of three or more land lease community homes as defined in Subsection 46(1) of the Act; or
 - 1.5.7 An amendment to an existing site plan, elevation plan, landscape plan, and/or servicing plan or an amendment to an existing site plan agreement with the Town of Tillsonburg;
- 1.6 "Official Plan" means the County of Oxford Official Plan as amended from time to time;
 - 1.7 "Site Plan Approval Guidelines" means Schedule 'A' to this by-law;

DEVELOPMENT SUBJECT TO SITE PLAN CONTROL

2.0 SITE PLAN CONTROL AREA

The whole of the Town of Tillsonburg as constituted from time to time is hereby designated as a site plan control area.

2.1 EXEMPT CLASSES OF DEVELOPMENT

The following classes of development may be undertaken without the approval of plans and drawings otherwise required under Subsection 41(4) or 41(5) of the Planning Act, and this by-law does not apply to such classes:

- 2.1.1 A building which is constructed, erected or placed for the purpose of a single detached, semi-detached, duplex, triplex or freehold street fronting townhouse dwelling units on a public street and converted dwelling containing a maximum of two (2) dwelling units, as well as all residential accessory buildings;
- 2.1.2 An addition or alteration to a building or structure mentioned in Section 2.1.1;

- 2.1.3 Agricultural and farm-related buildings, building additions, building alterations or structures that are utilized in farming operations, but not including agricultural-commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments;
- 2.1.4 The placement of a portable classroom on a school site of a district school board;
- 2.1.5 Residential development, redevelopment or intensification with ten (10) or fewer residential units per property unless the parcel of land includes any land in a prescribed area.

APPROVAL OF PLANS AND DRAWINGS

3.0 APPLICATION FOR APPROVAL

Every application for a permit to construct a building or structure or an addition or alteration to a building or structure shall be accompanied by the following plans, specifications, documents and information:

- 3.1 The plans referred to in Paragraph 1 of Subsection 41(4) of the Act, showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction with the building or structure and all the facilities, works and matters referred to in Clause 41(7)(a) of the Act in accordance with the Site Plan Approval Guidelines, attached as Schedule 'A' to this by-law the drawings referred to in Paragraph 2 of Subsection 41(4) of the Act in accordance with The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria;
- 3.2 One or more agreements with the Corporation dealing with the provision and maintenance of the facilities and works to be provided in conjunction with the building or structure and the facilities, works and matters mentioned in Subsection 41(7) of the Act in accordance with the plans and drawings approved pursuant to the Act and this by-law and in accordance with The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria;
- 3.3 Where required under an agreement referred to in Section 3.2, security, in the form of certified cheque, letter of credit, or development bond to protect the Corporation in respect of its liability for holdback and costs under Subsection 17(4) of the Construction Lien Act, R.S.O. 1990. c. C.30. as amended, and to assure satisfactory provision and maintenance of the facilities and works to be provided in conjunction with the building or structure and the facilities, works and matters mentioned in Subsection 41(7) of the Act in accordance with the plans and drawings approved pursuant to the Act and this by-law and in accordance with The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria.

4.0 PROVISION AND MAINTENANCE OF FACILITIES

As a condition to the approval of the plans and drawings referred to in Subsection 41(4) of the Planning Act, the owner of the land is hereby required to:

- 4.1 Provide in accordance with The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria and at no expense to the Corporation the facilities, works or matters mentioned in Section 41(7)(a) of the Act approved in accordance with Section 41 of the Act and shown on the plans and drawings; and
- 4.2 Maintain in accordance with The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria and at the sole risk and expense of the owner the facilities or works mentioned in paragraphs 2 to 9 (inclusive) of Section 41(7)(a) of the Planning Act and shown on the plans and drawings, approved in accordance with Section 41 of the Act, including the removal of snow from access ramps and driveways, parking and loading areas and walkways.

DELEGATION OF COUNCIL'S POWERS TO APPOINTED OFFICERS

5.0 DELEGATION TO APPOINTED OFFICERS

Whereas Section 41(4.0.1) of the Act, requires the delegation of the site plan control function to either an officer, employee or agent of the municipality, the function to approve plans and drawings required for any site plan control area in the Town and to impose necessary conditions of approval are hereby delegated to the appointed officers of the Corporation identified in Schedule 'B' to this by-law either by name or position:

- 5.1 The Town of Tillsonburg Building and Planning Services Department shall consult with and circulate copies of all site plans and drawings, to the appropriate municipal departments, County of Oxford and agencies to ensure compliance of plans and drawings and other facilities and works proposed with the requirements of the by-laws and/or statutes administered by such departments and agencies;
- 5.2 The appointed officers shall determine the conditions of approval to the site plan in accordance with the standing policies of Town of Tillsonburg;
- 5.3 In the event of a dispute between the appointed officers and an applicant, the applicant may request referral of the decision of the appointed officers to the Town of Tillsonburg Development Coordinating Committee regarding site plans, drawings or conditions of approval.
- 5.4 The applicant may appeal or make a motion for direction to have the Ontario Land Tribunal determine a dispute regarding site plan scope, drawings or conditions of approval.
- 5.5 The site plans and drawings approved by the appointed officers shall be

stamped and signed as approved by the County Development Planner responsible for Planning services within the Town.

6.0 EXERCISE OF POWER

The exercise of the powers, authority or appointment delegated or made under Section 5.0 of this by-law is subject to the following:

- 6.1 The appointed officers shall approve the plans and drawings referred to in Subsection 41(4) of the Act except where,
 - 6.1.1 The proposed facilities, works or matters shown on the plans and drawings do not comply with any applicable Zoning By-law or are not substantially in accordance with Site Plan Approval Guidelines attached as Schedule 'A' to this by-law, or
 - 6.1.2 The Site Plan application under Section 3.0 of this by-law for approval of the plans and drawings is incomplete.
- 6.2 As a condition to the approval of plans and drawings referred to in Subsection 41(4) of the Act, the appointed officers may require that the owner of the land enter into one or more agreements referred to in Section 3.2 of this by-law.
- 6.3 The powers or authority under Sections 41(7)(b) and (c) of the Act with respect to any of the facilities, works or matters mentioned in Section 41(7)(a) of the Act shall be exercised by the appointed officers on the advice of the officer of the Corporation holding the position from time to time of Director of Operations or his/her delegate.
- 6.4 The provisions of The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria be applied in each circumstance as it arises with such variations or modifications as the circumstances may require so long as each applicable provision is given effect according to its true intent and purpose.
- 6.5 The form or wording of the agreement shall be used with such variations or modifications as circumstances may require so long as the substance is not changed or affected and any variance, not being in manner of substance, does not affect the regularity of any agreement.

7.0 LAPSING OF APPROVAL

An approval by the appointed officers of plans and drawings referred to in Subsection 41(4) of the Act lapses,

- 7.1 Where a building permit is required for the development:
 - 7.1.1 At the expiration of three years from the date of approval or as prescribed in the Planning Act, as amended.
- 7.2 The lapse of an approval is effective upon written notice revoking the approval by the appointed officers to the owner or, where an agreement has been registered, upon the registration of a notice that the approval is revoked

and the agreement is terminated.

FAILURE TO ACT/ APPEAL

8.0 FAILURE TO ACT/ APPEAL TO THE TRIBUNAL

Where the appointed officers do not approve the plans and drawings referred to in Subsection 41(12) of the Act within thirty (60) days after they are submitted to the Municipality for approval or where the owner of the land is not satisfied with any of the requirements made by the appointed officers under Subsection 41(7) or by the upper-tier municipality under subsection (8) of the Act or with any part thereof, including the terms of any agreement required, the owner may, appeal the unsatisfactory requirements, or parts thereof, including terms of any agreement required, to the Tribunal by filing with the Clerk of The Corporation of the Town of Tillsonburg a notice of appeal accompanied by the fee charged by the Tribunal.

APPROVAL BY APPOINTED OFFICERS

9.0 APPROVAL AUTHORITY DELEGATED

The County Development Planner, Town Clerk and Director of Operations and Development or their designate are hereby authorized to sign final site plans for the purpose of indicating that final approval has been granted and is acceptable for registration purposes.

10.0 EXECUTIVE ACTS AUTHORIZED

The Town Clerk and Director of Operations or their designate are hereby authorized to execute on behalf and under the seal of the Corporation any document necessary to give further effect to the provisions of this by-law.

ENFORCEMENT

11.0 DEVELOPMENT WITHOUT APPROVED PLANS

Every person who, without having plans or drawings approved in accordance with Section 41 of the Act, undertakes any development in the site plan control area designated by this by-law is pursuant to Section 67 of the Act, is guilty of contravening Section 41 of the Act.

12.0 FAILURE TO PROVIDE OR MAINTAIN FACILITIES, ETC.

Every person who undertakes any development in the site plan control area designated by this by-law without providing or maintaining any of the facilities, works or matters that are mentioned in Clause 41(7)(a) of the Act and that are required by the Corporation under that clause as a condition to the approval of plans or drawings in accordance with Section 41 of the Act is, pursuant to Section 67 of the Act, guilty of contravening Section 41 of the Act.

13.0 FAILURE TO ENTER INTO AGREEMENT

Every person who undertakes any development in the site plan control area designated by this by-law without entering into one or more agreements with the Corporation that deal with or ensure the provision or maintenance of any of the facilities, works or matters and that the person is required by the Corporation to enter into under that subsection as a condition to the approval of plans and drawings in accordance with Section 41 of the Act is, pursuant to Section 67 of the Act, guilty of contravening Section 41 of the Act.

14.0 PENALTY UPON CONVICTION

Every person who contravenes any provision of this by-law, upon conviction, is guilty of an offence and is liable to any penalty as provided in the Planning Act.

15.0 FACILITIES, ETC. PROVIDED BY THE TOWN

In default of an owner of land, in the future, providing or maintaining any of the facilities, works or matters that are to be provided in conjunction with all buildings and structures to be erected or that are mentioned in Section 41(7)(a) of the Act and that are required by the Corporation as a condition of the approval of plans or drawing referred to in Section 41(4) of the Act, the Council may by by-law direct that such facilities, works or matters shall be provided or maintained by or on behalf of the Corporation at the expense of the owner and the expense incurred in doing so shall be recovered:

- 15.1 By use of any cash or security bonds furnished to the Corporation under Section 3.3 of this by-law;
- 15.2 By action in a like manner as municipal taxes; or
- 15.3 In annual instalments payable by the owner, with interest, not exceeding ten years.

16.0 MINOR CORRECTIVE AMENDMENTS

Minor grammatical, cross referencing or formatting amendments to the schedules and appendices of this By-law may be undertaken at the discretion of the delegated officials, without amendment to the By-law.

17.0 REPEAL

By-law 4151, entitled "Site Plan Control By-law", passed by Council on November 2, 2017, and all amendments are hereby repealed.

18.0 COMMENCEMENT

This by-law comes into force on the day it is passed.

By-Law 2026-029

READ A First, Second, Third and Final time and passed this 13th of April 2026.

MAYOR – Deb Gilvesy

CLERK – Trisha McKibbin



Schedule "A" to By-law No. 2026-029

**SITE PLAN APPROVAL
GUIDELINES
TOWN OF TILLSONBURG**

April 14, 2026

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SECTION 1 - INTRODUCTION

1.1 Description

In the Province of Ontario, Section 41 of the Planning Act authorizes municipalities to employ Site Plan Control as a land use tool to ensure the appropriate location of a development on a site and to ensure the safety, attractiveness, and compatibility with the surrounding land. This Guideline document has been prepared to inform potential developers and the public about the use of Site Plan Control, the requirements for Site Plan approval in the Town of Tillsonburg, and to provide guidelines for site plan preparation and review.

Section 2 of this Guide provides an overview of the Town's Site Plan Control process. Section 3 identifies the submission requirements for Site Plan application and approval. The more specific objectives for each matter, which is subject to Site Plan Control, as well as the guidelines, criteria and standards to be used to achieve these goals, are in Section 4 of this guide.

1.2 Definition of 'Development'

For the purposes of Site Plan Control, development is defined in the Planning Act as:

... the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in subsection 164 (4) of the Municipal Act, 2001 or subsection 3 (1) of the City of Toronto Act, 2006, as the case may be, or of sites for the location of three or more mobile homes as defined in subsection 46 (1) of this Act or of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46 (1) of this Act. R.S.O. 1990, c. P.13, s. 41 (1); 1994, c. 4, s. 14; 2002, c. 17, Sched. B, s. 14 (1); 2006, c. 32, Sched. C, s. 47 (8). (S. 41(1) Planning Act, R.S.O. 1990, c. P.13)

In addition to the provisions in the Planning Act, within Oxford County and its local area municipalities, the general policies for use of Site Plan Control are contained in the County of Oxford Official Plan. **The Official Plan defines the entire Town as a proposed Site Plan Control Area.** Development in the Town is further regulated through the Town of Tillsonburg Zoning By-law No. 3295 as amended, the Town Site Plan Control By-law No. 2026-029 as amended and other applicable By-laws.

Pursuant to Section 41 of the Planning Act, the Council of the Town of Tillsonburg has enacted a comprehensive Site Plan Control (SPC) By-law. The Town's SPC By-law No. 2026-029 as amended identifies the development situations and land use classes subject to SPC and exempts certain classes of land use from these controls. This By-law also outlines the requirements for the submission of plans and drawings, and where necessary appropriate studies, prior to permitting "development" on the lands which are subject to Site Plan Control.

1.3 Site Plan Approval Required

Site Plan Approval (SPA) is required for all commercial, industrial, institutional, private recreational and medium or high-density residential types of development in the following situations:

- The construction, erection or placing of one or more buildings or structures on the land; or
- An interior or exterior alteration to a building or structure on a property that has the effect of increasing the usability of the property; or
- An addition or alteration to a building or structure on a property that has the effect of increasing the size of the building or structure in an industrial zone by more than 30% of the gross floor area or increasing the size of the building or structure in all other zones by more than 20% of the gross floor area, subject to the review of the proposal by the Development Coordinating Committee or
- The making or construction of, or addition to, a commercial, institutional, or industrial parking lot resulting in five or more parking spaces; or

- An amendment to an existing site plan, elevation plan, landscape plan, and/or servicing plan or an amendment to an existing site plan agreement with the Town

It should be noted that all submissions must meet the requirements of the Town Zoning By-law No. 3295 as amended and the County of Oxford Official Plan, otherwise planning approval will be required prior to the final approval of a site plan application.

1.4 Exempt from Site Plan Approval

The following classes of development are exempted from site plan approval as per the Planning Act, R.S.O. 1990, c.P.13:

- A building which is constructed, erected, or placed for the purpose of a single detached, semi-detached, duplex, triplex, or freehold street-fronting townhouse dwelling units on public streets and converted dwelling containing a maximum of two (2) dwelling units, as well as all residential accessory buildings.
- An addition or alteration to a building or structure mentioned above.
- Placement of a portable classroom on a school site of a district school board.
- Agricultural and farm-related buildings, building additions, building alterations or structures that are utilized in farming operations, but not including agricultural, commercial, or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service, or supply establishments.
- The construction, erection or placing of a building or structure for residential purposes that contain no more than 10 residential units.

The following shall be considered by staff when determining if the proposal should be exempt from Site Plan Control Approval:

- Is the proposal for greenfield development? (Note that new development proposals will not be exempted from Site Plan Control Approval and will generally require either Minor or Major Site Plan Approval)
- Does the proposed development have the effect of increasing the size of the building or structure in an industrial zone by more than 30% of the gross floor area or increasing the size of the building or structure in all other zones by more than 20% of the gross floor area? (subject to the review of the proposal by the Development Coordinating Committee)
- Interior renovations will generally be exempt from Site Plan Control approval unless a change of use permit is required and the required amount of parking increases.
- Are there any environmental features or constraints as identified by the Official Plan located on the subject property or within the immediate area?
- Does the extent or scale of the development proposal suggest that a professional Engineer or other professional(s) be retained to review the development proposal?
- Do existing site conditions complicate the development (i.e., topography, slopes, previous hazardous uses)?
- Does the proposed development conform to the Zoning By-law, Official Plan, or any agreements, or are there property standards complaints, open storage problems, outstanding stop work orders, or other matters of Municipal interest?
- Are there any obvious parking, loading, or access problems?
- Are there any obvious drainage or storm water management problems/concerns?
- Are there requirements for internal/external servicing improvements, construction, or road work?
- Is the proposed development compatible with the surrounding area in terms of conceptual massing/design?
- Would any traffic hazards and other safety issues result from the development?
- Would the proposed development result in land use conflict/compatibility concerns?
- Is the property subject to an existing Site Plan and/or Agreement?
- Is stormwater management required?
- Are municipal drains located on the subject property?

Within 5 to 7 business days of submission of the Site Plan Approval Pre-Consultation Application, staff will determine if the proposed development is exempt from Site Plan Approval. If exempt, a building permit application may be submitted for approval.

If the Town has determined that the proposed development is not exempt from Site Plan Approval, then the landowner must submit either a Minor, Major or Site Plan Amendment Approval Application.

1.5 Goals of Site Plan Control:

The principal goals of Site Plan Control are to:

- ensure the safety and convenience of vehicle and pedestrian traffic to, from, and on the site of a new development or redevelopment.
- reduce the cost to the municipality where development requires the widening of existing roads or the granting of easements for Municipal purposes.
- ensure that off-street parking and loading facilities are properly located, constructed, and maintained during all seasons.
- improve the image of the Town through well-designed individual developments;
- ensure proper stormwater management, drainage, lot grading for individual developments; and
- ensure proper and adequate Town and County services and utilities are provided.

SECTION 2 - SITE PLAN CONTROL PROCESS

2.1 Site Plan Approval Pre-Consultation

The Town recommends that the applicant and their agents (if applicable) meet with the County Development Planner and Town staff (if applicable) to discuss the development proposal before submitting any application for Site Plan Approval. The purpose of the meeting is to advise the applicant of the various Official Plan policies and Zoning By-law provisions which apply to the development. The review of these policies and provisions will assist the applicant in the design of the site such as the placement of the proposed buildings, structures, and other built features before preparing the required site plan drawings.

If it is identified that additional planning approvals are required before the proposed site plan could be considered for approval, staff will discuss with the applicant in determining if an application for planning approval should be submitted and considered concurrently with the site plan application. Any additional planning applications that may be required and could affect the site plan design will be at the applicant's risk.

To determine if a Site Plan Application is applicable, and to assist the applicant in the preparation of a complete application package, The County Development Planner and Town staff will complete a checklist of what is required to constitute a complete application based on the proposed development on the subject lands.

After the Site Plan Application Pre-Consultation, the Development Coordinating Committee will review the proposal and determine if the proposed development is:

- Exempt from Site Plan Approval;
- An Amendment to an Existing Site Plan Approval;
- A Minor Site Plan Approval application; or
- A Major Site Plan Approval application

It is anticipated that any required drawings, reports, and or studies will be identified during the above noted review. The applicant will be expected to provide such studies in conjunction with the completed Site Plan Approval application.

Please be advised that the Site Plan Application Pre-Consultation is provided to assist the applicant in moving forward with the proposed development. The reports and or studies identified during the Pre-Consultation should not be considered an exhaustive list, as additional requirements or information may be identified through a complete review of the formal submission of all required drawings, studies, and reports.

2.2 Application Types and Circulation Periods

To expedite Site Plan Approval applications, the Town has established three application types: Minor, Major and Amendment. Once the application is deemed complete, it will be circulated to relevant Town staff and applicable agencies for comment. The circulation periods will vary depending on the application type. Table 1, outlines the circulation periods for each application type. Consolidated comments will be provided to the applicant at the end of the circulation period. Subsequent submissions will follow the same circulation period and will continue until all comments are addressed to the satisfaction of all reviewing agencies, prior to approval being granted.

Table 1 - Circulation Periods

Application Type	Approximate Circulation Period Per Submission in Days
Amendment to an Existing Site Plan	15-30
Major Site Plan Approval	30
Minor Site Plan Approval	15

Please note that the application process can be expedited by ensuring that all submitted drawings and reports meet the requirements of the Site Plan Approval Guidelines. To ensure a complete application, it is recommended to contact Staff to arrange for a Pre- Consultation meeting and complete a Pre-Consultation Application. After the Pre-Consultation meeting, the applicant completes the Site Plan Approval application form, and, supplies a cost estimate along with all required drawings/reports/studies/etc.

It should also be noted that the Town cannot guarantee that external agencies will follow the Town's prescribed circulation periods.

All application forms can be found on the Town and County websites or picked up at the Tillsonburg Customer Service Center.

Furthermore, timely resubmission of amended plans based on comments/concerns of commenting agencies can also greatly expedite the approval process.

2.3 Minor Site Plan Approval Application

Minor Site Plan Approval applications can be required for minor development proposals such as a change of use of an existing building, building additions, or by means of the provisions of the Zoning Bylaw. The Owner of the subject lands shall submit a detailed drawing of the subject lands which illustrates the proposed development including all necessary drawings/reports/studies as identified through the Pre-Consultation application. If during the site plan review stage, it is determined that the proposed development requires changes to an approved grading plan, or may have off-site impacts, the application will be considered a Major application, and additional fees shall be required.

Circulation periods will be in accordance with Table 1.

2.4 Major Site Plan Approval Application

Major Site Plan Approval Applications will be required for any new commercial, industrial, or institutional buildings. Other factors that the Town may consider when determining whether the Application is to be classified as a Major Site Plan Application include, but are not limited to:

- Apartment buildings with more than 10 units
- Does the site need to be serviced?
- Is upgrading or re-routing of the existing servicing on the subject property or in the Towns or County's Right of Way?
- Stormwater Management concerns?

- Are there any reports or studies required?
- Is the site in an environmentally sensitive area?
- Is the property in the watershed of a Municipal Drain?
- Will the site require changes to an existing grading plan?

Circulation periods will be in accordance with Table 1.

2.5 Site Plan Amendment Application

Development proposals for lands which are already subject to an existing Site Plan Agreement or approved site plan that proposes a major addition, or alteration will be processed in accordance with the Town's Major Site Plan Application process unless otherwise noted by the County Development Planner, in consultation with the Manager of Engineering and Chief Building Official. Subsequent to Site Plan Approval Pre-Consultation.

Circulation periods will be in accordance with Table 1.

2.6 Site Plan Approval Application Submission

The Site Plan Approval process is initiated by submitting a completed Site Plan Approval application, all required drawings, reports and studies, and the required fee(s) to the Town of Tillsonburg Customer Service Centre or the County of Oxford Community Planning Office. Application forms are available at the Tillsonburg Customer Service Center, the Oxford County Community Planning Office, and online on the Town and County websites. The required application fee must accompany the completed application. The applicable application fee is within the Town's Rates and Fees By-Law, as amended. **Please note that the fee is payable to the Town of Tillsonburg.**

For information regarding the application fee please contact the Town of Tillsonburg at 519-688-3009 ext. 4600 or visit the County's Community Planning Office website or the Town of Tillsonburg website. A checklist of minimum drawing submission requirements is contained within the Site Plan Approval application form.

Please note that applications will not be circulated unless deemed to be complete by the County Development Planner and the Town's Development Engineering Technologist. The applicant will be notified within 30 days of submission if the application has been deemed complete.

Applicants acknowledge that the submission and circulation of incomplete applications will result in additional submissions and extended approval times.

2.7 Minimum Requirements for a Complete Application

- A completed Site Plan Application signed and sealed by a Commissioner for Taking Affidavits
- Site Plan Application fee paid in full.
- The submission must conform to the Town of Tillsonburg zoning by-law No. 3295 as amended.
- The submission must conform to the policies of the County of Oxford Official Plan
- The submission must conform to the Town of Tillsonburg Site Plan Control By-Law No. 2026-029 as amended.
- The proposal should be in general conformity to The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria
- Site Plan Drawing
- Servicing Drawing
- Grading Plan Drawing
- OBC Matrix
- Zoning Compliance Table
- Any other drawings identified during the pre-consultation meeting.
- Any reports or studies identified during the pre-consultation meeting.
- External agency approvals

2.8 Review Process

The County Development Planner and the Town's Development Engineering Technologist will review the initial submission and notify the applicant regarding the completeness of the application.

If additional information is required, the applicant will be informed. Once the application is deemed complete, the applicant will be notified, and the submission will be circulated with the relevant agencies for review and comment, including but not limited to the following public agencies:

- Town staff including the Chief Building Official, Deputy Chief Building Official, Fire Chief, Director of Operations and Development, Manager of Engineering, Director of Recreation, Culture and Parks, Town Water Foreman, Town Development Commissioner, and Tillsonburg Hydro staff;
- County of Oxford Community Planning Office;
- County of Oxford Public Works Department;
- Applicable local utility companies;
- County of Oxford Public Health and Emergency Services Department;
- County or Town Accessibility Advisory Committee;
- Long Point Region Conservation Authority (LPRCA);
- Ministry of Transportation (MTO);
- Ministry of Natural Resources (MNR);
- Ministry of Environment, Conservation and Parks (MECP);
- Department of Fisheries and Oceans (DFO);
- Ministry of Tourism, Culture and Sport (MTC);
- Rail Company;
- Any other agency determined to be relevant to the development of the lands.

Other agencies, including Provincial Ministries, may be circulated depending on the location and scope of the application. The applicant will be notified, in writing, if the circulated agencies require revisions of the site plan drawings or if additional information is required.

The timing of comments from outside agencies is outside of the control of the Town of Tillsonburg. However, approval of Site Plan submissions will **NOT** occur until all agency concerns have been addressed.

It is the responsibility of the applicant to provide the town with suitable written documentation of the approvals from the regulatory agencies.

The development will be subject to the requirements of all by-laws within the Town.

Once all requested comments have been received, the Development Engineering Technologist will consolidate all comments and concerns into a formal email response addressed to the applicant. Revisions to site specific design information and additional information or studies may be requested after the first submission has been reviewed.

If requested, the Development Coordinating Committee will meet with the applicant to discuss concerns regarding the proposed development and to clarify resubmission requirements.

Any subsequent site plan resubmission shall include a letter from the applicant stating in bullet form how they have addressed each of the concerns/comments in the formal response from the Development Engineering Technologist. This will be in a format provided by the Town of Tillsonburg.

2.9 Final Approval

For the purposes of Site Plan Approval, in accordance with Subsection 41(13) of the Planning Act and stated by By-law 2026-029 of the Corporation of the Town of Tillsonburg, the authority to approve plans and drawings required for any site plan control area in the Town has been delegated to the authorized person, as per the Town's Delegation By-law.

Upon receipt of the final plans and documents, the Town staff will finalize the Site Plan Agreement or Undertaking. The approved plans and documents will be noted in the Site Plan Agreement.

2.10 Agreement or Undertaking Execution

All Site Plan Application types will require the applicant to enter into a Site Plan Agreement or Undertaking with the Town of Tillsonburg. The Agreement or Undertaking will be drafted by Town staff and forwarded to the owner of the lands for signature. Once returned the Director of Operations and Development and the Town Clerk will sign the Agreement or Undertaking on behalf of the

Town. The Agreement **must be** registered on title of the subject lands, by the Town's solicitor at the Owner's expense. This registration fee is included in the application fee.

Once the Site Plan Agreement or Undertaking has been prepared, the following steps will be taken:

- The Applicant will be sent the Site Plan Agreement or Undertaking; a minimum of three copies are to be printed and signed by the Owner
- The Applicant must return the three copies of the Agreement or Undertaking to the Town for signing by the Director of Operations and Development as well as the Town Clerk. At the same time the applicant is required to submit two full-size hardcopies of the approved drawings and the necessary securities as outlined in the cost estimate, which will be included as a schedule in the Agreement or Undertaking.
- Upon receipt of the signed Agreements, approved drawings and required securities, Town staff will sign the agreement, and the Chief Building Official will be advised of the approval of the site plan as it relates to the required building permit applications.
- Town staff will advise the applicant that the fully executed agreements are available for pick up.
- The Town will have their solicitor register the Agreement or Undertaking on title of the subject lands, a copy or the registration will be provided to the applicant.

2.11 Building Permit

Construction of buildings or structures cannot commence until the Site Plan Agreement or Undertaking has been signed by all parties, all performance securities have been received by the Town, and all permits required for the development have been obtained from the regulatory agencies. Town staff will notify the Chief Building Official when the executed Site Plan Agreement or Undertaking has been executed, and the required performance securities and approvals have been received. The applicant may then be issued a building permit.

2.12 Partial Release of Performance Securities

Performance securities held by the Town may be released in stages as development progresses to the satisfaction of the Manager of Engineering or Development Engineering Technologist, and Chief Building Official. Prior to the release of partial performance securities, the applicant must provide the Town of Tillsonburg written confirmation from the consulting Engineer that certain site works have been completed as per the Agreement and all approved stamped drawings. These performance security reductions are dealt with on a request basis. The applicant will be required to complete the necessary Site Plan Security Release Application.

Performance securities held for landscaping purposes will be held until June following the end of the first growing season to ensure all installed landscaping has survived the winter and is healthy.

At no time will securities be reduced below \$10,000.00 until an inspection has confirmed that all deficiencies have been addressed.

2.13 Post-construction

Upon completion of all site works, the applicant may request the return of all performance securities. The applicant must provide the Town of Tillsonburg written confirmation from the consulting Engineer that all site works have been completed as per the Agreement and all approved stamped drawings. The applicant will be required to provide any professional reports, 'as-built' drawings, etc. to confirm the completion of works such as final grading and stormwater management facilities on the subject property, prior to the return of any applicable Performance Security.

The Manager of Engineering or the Development Engineering Technologist and the Chief Building Official or their designate will undertake a final site inspection of the development to ensure construction conforms to the approved stamped drawings, after which they will advise the Director of Finance in writing that all site works have been completed and that the Performance Security can be released.

2.14 Appeals

Under Section 41(12) of the Planning Act, if the Town does not approve a complete application within the prescribed Planning Act timeframes after the application has been deemed complete or the applicant is not satisfied with any of the requirements made by the municipality or by the upper-tier municipality, including any terms of the required Site Plan Agreement, the applicant may appeal to the Ontario Land Tribunal (OLT)

Written notice of appeal, including the reasons for appeal and prescribed fees, must be lodged with both the OLT and the Clerk of the municipality. After receipt of an appeal, the OLT will schedule a hearing and determine the matters of issue. Once the OLT has issued a decision/order, the applicant shall enter into a Site Plan Agreement with the Town to implement the OLT decision. The decision of the OLT is final and binding on all parties.

2.15 Red-line Amendments

All approved site plan approval drawings may be subject to minor redline amendments in accordance with the Town of Tillsonburg Site Plan Approval Guidelines, to the satisfaction of the Town of Tillsonburg, and authorized by the delegated approval authorities. The Clerk of the Town of Tillsonburg and the County of Oxford shall keep a copy of any redline amendment on file with the original agreement.

2.16 Minor Corrective Amendments

Minor grammatical, cross referencing or formatting amendments to the Site Plan Guidelines or the Site Plan Control By-law may be undertaken at the discretion of the delegated approval authorities, without amendment to the Site Plan Control By-law.

2.17 Site Plan Extensions

In anticipation of construction taking longer than three years to complete, the applicant shall provide written correspondence to the attention of the Town's Development Engineering Technologist advising:

- When the approved development will be completed
- What is remaining to be constructed/installed?
- Why the approved development has not been constructed within the three-year period.

After review and decision of the committee the Town will inform the applicant if a revision to the approved drawings or cost estimate will be required and the need for additional securities.

2.18 Lapsing of Approval

Where a building permit is required for the development Site Plan Approval will lapse at the expiration of one year from the date of Site Plan Approval if no building permit has been issued for the development. The Site Plan will also lapse if a building permit has been issued and construction has not been started within one year of issuance, completed within three years of issuance, or the building permit has been revoked.

Where no building permit is required for the development Site Plan Approval will lapse if the owner has not started construction within one year of the date of Site Plan Approval or construction has not been completed within three years of the date of Site Plan Approval.

The lapse of approval is effective upon written notice revoking the approval to the owner or, where an agreement has been registered, upon the registration of a notice that the approval is revoked and the agreement is terminated.

SECTION 3 -APPLICATION REQUIREMENTS

3.1 Application

The property owner or their authorized agent should complete the Site Plan Approval application. The application can be found on the Town and County websites or can be picked up at the Customer Service Center. Where an agent is making the application, the written authorization of the owner must accompany the application. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential. Drawings, reports and studies which accompany a site plan application are required to be submitted in standard .pdf format to planning@oxfordcounty.ca and planning@tillsonburg.ca, and 2 full size hardcopies of the documents must be delivered to the customer service center at 10 Lisgar Avenue.

The application must be accompanied by the required fee payable in cash or cheque made to the "Town of Tillsonburg".

3.2 Fees, Performance Securities and Deposits

In accordance with the Town Site Plan Control By-law No. 2026-029, an applicant may be required to provide the Town with an irrevocable, renewable letter of credit, certified cheque, or development bond to ensure satisfactory provision and maintenance of the building, structures, facilities and work approved under the site plan approval process before the Town issues Site Plan Approval for the proposed development. Securities will be applied in accordance with Table 2. If using a letter of credit or development bond to provide securities, the Tillsonburg Finance Department should be contacted for their current requirements prior to submission.

Table 2 – Security Requirements

<i>For all lands zoned Industrial, Commercial, Open Space, or Institutional (excluding retirement homes, nursing homes, etc.)</i>	
<u>On-Site Works</u> Grading and Drainage, Asphalt, Curbing, Servicing, etc. Stormwater Management Facilities Anything else determined to be required by the Town or County	50% 100% 50%
<i>For all lands zoned Residential or institutional (pertaining to retirement homes, nursing homes, etc.)</i>	
<u>On-Site Works</u> Grading and Drainage, Asphalt, Curbing, Servicing, etc. Landscaping Stormwater Management Facilities Anything else determined to be required by the Town or County	100% 100% 100% 100%

The performance security required for all work proposed within a Municipal or County road allowance, or on Town/County owned land, shall be at 100% of the cost estimate provided by the applicant's consulting Engineer to the satisfaction of the Town of Tillsonburg.

The performance security shall also contain 1.76% net non-rebateable HST.

Further to the above, the Town will not require performance securities if the applicant's submitted cost estimate (to the satisfaction of the Town Engineering Department), indicates the required performance security will not exceed \$ 10,000.00,

Also, the Town will not require performance securities relating to stormwater management in the instance where a municipally owned regional stormwater management facility has already been constructed. However, dredging of the pond may be required if it is determined that the developer has not maintained the erosion control measures agreed upon during the Site Plan Approval process.

The amount of the performance securities required by the Town shall be listed in the Site Plan Agreement. Any construction on Town property or the use of public rights during construction must be first approved by the Town through the Site Plan Approval process and outlined in the Site Plan Agreement. Any construction on Town or County properties or road allowances shall require an Encroachment Permit and/or a Road Occupancy Permit prior to the commencement of any approved construction.

To determine the amount of the performance securities required by the Town, the applicant's consulting Engineer must submit a Cost Estimate of the Site Works and Services for approval and affix their professional stamp. A sample typical cost estimate can be found on the Town and County websites.

3.3 General Requirements for Drawings

The completed Site Plan Approval Application form shall be accompanied by a site plan drawing(s). At a minimum, the drawings used to describe the proposed development will show the site details, landscaping, services, and grading. Additional separate drawings showing the landscape plan, site servicing plan, building elevations and cross section plans may also be required.

Two (2) full size (maximum size of 24"x 36") folded copies of the site plan drawing(s) are required, including digital .pdf copies of the full-size drawings. These drawings shall be prepared by a qualified professional in such a manner as to permit registration at the Oxford County Land Registry Office.

3.4 Drawings Required for Stamping

Once Site Plan Approval has been granted, two (2) sets of large drawings and a digital .pdf of the final plans shall be submitted to be included in the Site Plan Agreement or Undertaking. Final plans for Site Plan Approval shall be certified by the appropriate professional. The drawings and plans submitted for review must meet the requirements set out in this document.

3.5 Site Plan Drawing Requirements

The general site plan drawing requirements are listed in checklist format in the Site Plan Approval application and are required as a minimum submission for Site Plan Approval. Further details are listed below. All submitted drawings are required to be in black and white only unless otherwise specified.

3.6 Building Elevation and Cross-Section Drawings

Building elevation and cross section drawings are required for all commercial, industrial, institutional buildings and residential except residential buildings containing less than twenty five units. These drawings must include the following details:

- drawing scale.
- all windows, doors, openings and any mechanical equipment attached to or on the roof of the building including the dimensions of these features.
- a longitudinal cross-section view through the building to the street line; and
- elevations and dimensions of any signs on the building. If a freestanding sign is proposed, an insert drawing is required with the details of the sign.

3.7 Design for Accessibility

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 the Town aims to make all buildings accessible to persons with disabilities. All site plans shall be required to adhere to the standards released under the Act, and any accessibility requirements of the Town Zoning By-Law and Ontario Building Code.

Site plans shall incorporate design features that will make all facilities accessible. The indoor and outdoor design of facilities shall be made safe and convenient by minimizing grade changes and providing such things as barrier free parking spaces, suitable curb cuts, tactile plates, ramps and hand-rails.

3.8 Landscape Plan Requirements

The landscape plan(s) encompasses the same area of the site plan and must include:

- the location of all existing and proposed trees and/or shrubs which are to be preserved or removed. The symbol of each tree/shrub must reflect the branch spread or canopy of existing trees/shrubs and the proposed trees/shrubs at maturity.
- a landscaping table listing all existing and proposed species, including common name, botanical name, quantity, size and condition at planting.
- planting specifications and any required instructional drawings; and
- all areas to be seeded or covered in grass sod and calculated area thereof, in addition to the percent coverage for the site.

Please refer to Section 4.1.14 which lists, in detail, the Landscape Plan Guidelines.

3.9 Grading Plan

Lot grading shall be designed and constructed in accordance with the latest version of The Town of Tillsonburg Development Guidelines and Design Criteria as well as other industry standards and best practices, including but not limited to:

- Guidelines on Erosion and Sediment Control for Urban Construction Sites, prepared by Ontario Ministry of Natural Resources
- Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) prepared by the Ministry of Transportation
- Ontario Building Code (OBC)
- Applicable Town of Tillsonburg By-Laws

3.10 Site Servicing Plan Requirements

The Corporation of the Town of Tillsonburg's Development Guidelines and Design Criteria and Oxford County Design Standards are to be adhered to when designing any new developments within the Town. The guidelines can be obtained by visiting the Town's website. The site servicing plan must also include details of all water, sanitary sewer, storm drainage, and electricity systems. The Oxford County Design Standards are available online on the Oxford County website.

3.11 Sanitary Sewer Systems

The sanitary sewer features are to be designed in accordance with the Oxford County Design Guidelines and Supplemental Specifications for Municipal Services as amended as well as the Provincial standards (including the Ontario Building Code) which can be found at <https://www.ontario.ca/page/ministry-environment-and-climate-change>. Please contact the County of Oxford Public Works Department for information regarding the County standards and specifications. The following features must be illustrated on the servicing drawing.

- On-site sewer - location from building to private drain connections, size, and grade.
- Private drain connections - existing and new, location, size, and grade.
- Control manholes to be located at the street line on private property and shall remain the responsibility of the Owner to maintain.
- All manholes must show invert and finish grade elevations.
- Ministry of Environment requirements - private sewers shall be designed and installed according to MOE PIBS 6879, "Design Guidelines for Sewage Works."
- Location and capacity of existing and proposed septic tank(s) and tile bed(s) on the property if municipal sanitary sewers are not available.

3.12 Stormwater Drainage and Collection Systems

The storm drainage features are to be designed in accordance with the Corporation of the Town of Tillsonburg's Development Guidelines and Design Criteria and the Regional Conservation Authority standards and specifications. For information regarding the Conservation Authorities' requirements, please visit the Regional Conservation Authority website. For lands abutting County road allowances, storm drainage features are to be also designed in accordance with County standards.

The County Design Guidelines can be found here: <https://www.oxfordcounty.ca/services-for-you/water-and-wastewater/water-and-wastewater-resources/#pane-22a92c4c9674412ca894a3b53ac9c906>. The following features must be illustrated on the servicing drawing.

- Catch basins and maintenance holes - locations, proposed elevations for grates/lids and inverts.
- Drainage piping location and all access hole inverts and final grade elevations from building to private drain connections.
- Private drain connections - existing and new, location, size and grade, drainage swales (landscaped areas) - elevations along swale, cross sections, percentage grades (slope).
- Overland flow - show flow arrows to permit ready identification of overland flow direction, show existing and proposed elevations along property lines, and key points on site and abutting properties.
- Flows from adjacent properties - if adjacent private properties drain onto the site being developed, the storm drainage system is to be designed to prevent storm water from backing up and creating a flooding or ponding condition on the adjacent property.
- Weeping tiles - identify how flows will be handled should weeping tiles be installed.
- Stormwater management systems are to display such relevant detail contained in the consulting Engineer's design as will be necessary to ensure that these features are implemented by the contractor.
- Sediment and erosion control measures to be implemented before and during construction and post-construction; and

Depending on the site and scale of the development, a stormwater management report may be required in addition to the above servicing drawing requirements. New stormwater management ponds will require Environmental Compliance Approval from the Ministry of Environment and Climate Change.

3.13 Water Systems

The water system features are to be designed in accordance with Provincial standards and the Oxford County Design Guidelines and Supplemental Specifications for Municipal Services. The following features must be illustrated on the servicing drawing:

- Location and size of all existing or proposed water pipes and mains, valves, shutoffs, blow-offs, and auto flushers
- Location of existing and proposed fire hydrants in the vicinity which will service the development.
- Location of existing and proposed private water wells on the subject property, if applicable.
- Ministry of Environment requirements – private water supply pipes shall be designed and installed according to MOE PIBS 6881e, “Design Guidelines for Drinking-Water Systems.”

3.14 Electrical Systems

The electrical system features are to be designed in accordance with the appropriate electrical distribution authority and The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria. The following features must be illustrated on the servicing drawing:

- Transformer and vault location.
- Primary, secondary and service wire and/or cable location.
- Service entrance and meter location on any buildings or structures.

3.15 Emergency Services Access

Access to buildings for emergency services as required by the Ontario Building Code, shall be shown on the site plan:

Fire Routes and distances from the municipal or private hydrant to the principal entrance and or Siamese connection to be shown and measured via path by fire route and not overland over ditches, obstacles etc. Fire routes must be paved.

3.16 Road Widening(s) and Site Triangle(s)

All road widening(s) and site triangles to be dedicated to the Town and/or County are to be shown on the site plan. These lands are to be free of buildings, structures, and signs. All road widening(s) and site triangles will be deeded free and clear of all legal encumbrances to the Municipality or County. Any costs associated with the dedication of road widening(s) and site triangles are to be incurred by the applicant.

3.17 Easements

An easement provides the right to use private land for a specific purpose. A title search prior to developing plans will identify existing easements and their specific use, size, and location.

For any municipal and utility installations traversing the site to be properly installed and maintained by the appropriate authority, municipal service easements and utility easements are required for any watermains, sanitary and storm sewers, drains, telephone, electricity, gas, and cable services that traverse the site.

The site plan shall show both existing easements and any easements to be granted to the Town, County, or applicable utility provider. The easements shall be free of all buildings and structures. The treatment of the easement(s) including the placing of fill, vehicular access and landscaping, shall be with the approval of the Town, County, or utility company to which the easement is conveyed.

SECTION 4 - SITE PLAN CONTROL OBJECTIVES AND GUIDELINES

4.1 Building Location and Facility Design - All Developments

4.1.1 Location of Buildings and Facilities

The objectives of site plan control for building and facility location are to demonstrate the extent to which the massing and conceptual design of new developments:

- minimize conflicts with adjacent land uses;
- provide a comfortable and pleasing environment for the intended uses in terms of building orientation, form, and siting;
- are consistent with or complimentary to existing buildings that are to be retained;
- are consistent with or complimentary to existing streetscapes;
- comply with Zoning By-law provisions; and
- manage drainage and lot grading on the subject site and mitigate the effects of development on adjacent properties.

4.1.2 Building Orientation

Objectives for proper orientation of buildings on a development site include the following:

- Where possible, buildings should reinforce the prevailing street pattern by aligning with the established building line or street edge. Buildings may be set back from or placed at an angle to the existing street edge if they are of community importance.
- Where possible public views, into, through and out of a development site, should be maintained and improved. Community identity can be achieved by ensuring views of community features such as churches, heritage buildings, bodies of water, valleys, open space, and bridges are preserved.
- New development next to parks, open space and streets should be designed to effectively integrate with the surrounding landscape so that any change resulting from the new development does not compromise the character of the landscape.
- Buildings should be oriented to maximize energy conservation.

4.1.3 Building Form

The scale and character of new development should reflect the existing neighbourhood pattern and/or adjacent heritage buildings. The following features of the surrounding neighbourhood should be reflected in the new development:

- building height;
- ground level treatments;
- ground level views;
- roof treatments;
- frontage widths;
- continuity of street face;
- facades;
- scale of doors, windows, and other openings;
- canopies;
- lighting; and
- landscaping.

The form created by the building should produce a sense of physical security by controlling ingress and egress as well as providing visual surveillance of all public or common areas.

The applicant is encouraged to consider aesthetic characteristics of adjacent development and incorporate similar features into the design of new buildings and structures such as:

- the compatibility of materials, textures and colours; and
- unique architectural details such as cornices, railings, lintels, arches, ironworks, and chimneys.

Please note that building height and proximity to other developments may necessitate the submission of a shadow study.

4.1.4 Parking, Driveway and Loading Facilities Guidelines - All Developments

The requirements for parking surface material, space size and number, aisle and driveway widths and loading facilities are provided in the Town of Tillsonburg Zoning By-law No. 3295, as amended.

4.1.5 Parking Areas

To ensure appropriate design for vehicle access and loading, all parking spaces are to be painted with lines to delineate the location and size of spaces. Consideration may be given to alternative surface materials such as cobblestone which allow precipitation to percolate into the soil, for any parking spaces provided over the minimum number required.

To ensure adequate parking areas are provided that have orderly circulation and an attractive community appearance:

- Delineate parking rows to confine traffic to designated parking aisles or driveways;
- Minimize access to and from parking aisles along main internal driveways;
- All accessible parking is to be clearly marked with signage and designed in conformity with the Town Zoning By-Law;
- Clearly identify the types of designated parking areas for employees, visitors, and the public;
- Public parking should not conflict with shipping, loading, garbage removal, or utility areas;
- Parking should not be the dominant visual element in the streetscape, screen larger parking areas with buildings, landscaping, or low walls, while still maintaining some visibility to provide public safety by means of public surveillance;
- Incorporate design features, such as screening, to mitigate vehicle lighting impacts onto neighbouring properties.

4.1.6 Parking Space Requirements

As previously mentioned, requirements for the number of parking spaces for specific types of use and the size of spaces are set out in the Town Zoning By-law No.3295.

The number of parking spaces designated to accommodate persons with disabilities shall be in accordance with the Town of Tillsonburg's Zoning By-law No. 3295.

4.1.7 Internal Driveways

To ensure proper flow of traffic:

- Delineate main internal driveways with raised curbs;
- Avoid lengthy straight sections and use traffic calming devices to discourage high speeds;
- Ensure adequate visibility of intersecting traffic movements in the design of driveways and parking aisle intersections;
- For large commercial or industrial developments, main internal driveways should be located away from building entrances to minimize pedestrian and vehicle conflicts;
- Aisles designed for one-way or two-way circulation should be clearly marked;
- Driving lanes should widen at drop-off areas near buildings;
- Slope should fall within the requirements of The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria;
- Turning radii shall be provided at the end of dead-end driveways;
- Design and identify all required fire routes as per the Ontario Building Code and National Fire Code;
- Signage must be provided along fire routes;
- Incorporate design features, such as screening, to mitigate vehicle lighting impacts onto neighbouring properties.

4.1.8 Off-Street Loading Facilities

To ensure loading facilities are effective:

- Sufficient space should be provided on a property to permit delivery vehicles to make all maneuvers "off-street" away from fire routes which are to be designed to support emergency vehicles.
- Separate access or internal driveways should provide access to loading facilities which abut the building to be served.
- For commercial developments or other integrated developments, the use of joint loading facilities to serve all or several individual businesses will be encouraged.

4.1.9 Garbage Storage Handling Areas - All Developments

To ensure proper design and siting of waste storage facilities include the following:

- Location and accessibility - waste disposal areas should be located at the building service entrance or rear yard which can be easily accessed by the waste collection vehicle;
- Collection Platform Material - a concrete pad or other structurally adequate impervious material is required to mitigate any seepage of liquid waste;
- Enclosure Wall Material and Height - the enclosure should be constructed with low maintenance durable material;
- Street-fronting Townhouses should have an individual waste and recycling storage area within or immediately associated with each unit. Common exterior storage facilities are not recommended and will only be permitted where the applicant demonstrates that individual storage facilities are not feasible;
- Apartments - waste and recycling are to be centrally stored in specifically designed common storage facility;
- Developments whose garbage storage area do not front public streets and do not want to contract out private collection services will need to follow Oxford County's Entry on to Private Property for Waste Collection Service Provision Operations Policy.

Site Plan designs should ensure that adequate waste storage facilities and enclosures are provided to permit:

- the storage of garbage and recyclable materials between collections thereby avoiding health, safety, and litter problems.
- for the efficient and safe collection of garbage by collection vehicles; and
- adequate separation from other land uses including residential uses.

4.1.10 Snow Removal and Storage Areas - All Developments

To ensure proper snow removal and storage areas, include the following:

- Location of snow storage - snow storage areas should be identified on the site plan outside of a parking area, garbage storage and pedestrian access to the building. Appropriate grading shall be provided to manage snowmelt;
- Design - parking areas, outdoor amenity areas, and pedestrian access ways should be designed to ensure accessibility of snow removal equipment.

4.1.11 Access - All Developments

To ensure the orderly and safe movement of traffic with minimum interference with pedestrian traffic:

- the number of access driveways shall be minimized;
- individual residential driveways on to arterial streets should be avoided;
- access for development on a corner lot should be as far from the intersection of the two streets as possible;
- where required, the site plan shall make provisions, in the form of registered joint use access easements, for the joint use of common driveways between abutting properties.

Please note that a Traffic Impact Study may be required to be submitted as part of the Site Plan Approval application. Further, the study may be required to be peer reviewed.

4.1.12 Pedestrian Facilities Guidelines - All Developments

To ensure the provision of safe and convenient pedestrian circulation:

- Install public sidewalks across the frontage of the site in accordance with the Corporation of the Town of Tillsonburg Development and Design Guidelines;
- On-site walkways should join buildings, access points to parking areas, recreational areas, and public sidewalks;
- Link building entrances to sidewalks and parking areas by means of a safe, convenient, and well-lit walkway system;
- Clearly identify walkways that cross vehicular lanes;
- Provide continuous pedestrian walkways between entrances of units in buildings with multiple tenancies;
- Increase the width of the walkway where pedestrian activity is greater, such as at building entrances;
- Protect pedestrian areas from vehicular intrusion with landscaping or curbs;
- Minimize grade changes between the public sidewalk and private pedestrian areas.
- Design pedestrian facilities for maximized accessibility from the public sidewalk to at least one main building entrance and one main parking area by incorporating sidewalk ramps of a proper gradient and surfacing material. Compliance with the Ontario Building Code is required;
- Recommended standards are outlined in the Built Environment Standard of the AODA.

Notwithstanding the above, sidewalks shall not be required to be constructed in Restricted Industrial (MR) and General Industrial (MG) zones, unless existing sidewalk networks exist in the vicinity of the proposed development. If a sidewalk network is present within the vicinity of the proposed development, the requirement of sidewalk construction and connection to the existing sidewalk network will be determined during the Pre-Consultation meeting.

4.1.13 Site Lighting Guidelines - All Developments

The type, location, height, intensity, and direction of lighting shall be shown on the site plan. Lighting should be kept internal to the site and not adversely affect adjacent residential properties, or adjacent public streets, which could pose a vehicular safety hazard. Illumination patterns and levels must be designed to ensure that the site is not illuminated more than necessary. The usage of LED lighting is preferred.

A photometric site plan may be required to demonstrate lighting is entirely contained within the site with zero illumination levels at property line to not adversely affect adjacent properties.

All site lighting shall be consistent with the requirements and standards of the Institute of Electrical and Electronics Engineers (IEEE).

4.1.14 Landscaping and Buffering Features Guidelines - All Developments

Landscaping requirements, in the form of planting strips, are outlined in the Town of Tillsonburg's Zoning By-law No. 3295 and must be shown on the Site Plan or if required, a separate Landscape Plan.

Definitions

For the purposes of these guidelines, the following definitions are applicable:

"Landscaping" is comprised of deciduous and/or coniferous trees, shrubs, organic and herbaceous ground cover, berms, water courses, retaining walls, fences, outdoor furniture, and other materials or objects that may be used to enhance the function and/or aesthetics of the landscaped area.

"Landscaped Open Space" - means the open unobstructed space at grade on a lot and which is suitable for the growth and maintenance of grass, flowers, bushes, trees and other landscaping and includes any surfaced walk, patio or similar area but does not include any driveway or ramp, whether surfaced or not, any curb, retaining wall, parking area or any open space beneath or within any building or structure. (*The Town of Tillsonburg Zoning By-law No. 3295*)

The following landscaping design requirements may be required on the landscape plan at the discretion of Town staff.

4.1.15 Screening and Ornamental Plantings

The two basic types of landscaping are "Screening" and "Ornamental Planting." The function of each type overlaps. Screening can also be Ornamental and vice versa. Screening and ornamental plantings can include items such as plants, hedges, walls, fences, berms and herbaceous or organic ground cover.

4.1.16 Plant Selection

Native plant species are strongly encouraged wherever feasible. The selection of landscaping and plant material shall be based on sustainable design elements considering the following criteria:

- Year Round and Seasonal Interest
- Height and shape of planting through to maturity.
- Maintenance - fertilizing; pruning and watering; plants that drop large seed pods or shrubs with thorns or sharp edges shall be planted away from pedestrian walkways.
- Function - wind protection, seasonal shading, and vandal resistance.
- Physical Conditions - proximity to buildings in terms of shadow and obstruction of sunlight; roads and vehicular access ensuring sight lines are not obstructed and salt spray and snow storage areas do not damage planting; and municipal services and utilities ensuring root systems do not obstruct utilities above or below ground.

4.1.17 Preservation of Existing Landscape Elements

Consideration should be given to the preservation, retention, and improvement of existing landscape elements such as major trees and watercourses.

4.1.18 Tree Protection Standards - All Developments

Tree preservation and protection is encouraged through careful site planning including the appropriate location of buildings, facilities, and servicing. The Town may request that the applicant provide a report from a certified arborist. In general, when trees are to be saved in a construction area, the following recommendations must be followed to ensure the longevity of those trees:

- Where deemed necessary, a tree preservation report will be required and prepared by a qualified professional. This report shall include detailed tree inventories, assessments, discussion of alternatives and recommendations.
- A snow fence or other barrier should be placed around the tree to at least the "drip line" of the tree. The "drip line" is the outer extent of branches, regardless of tree maturity.
- No excavation shall be carried out within the "drip line" of trees to be preserved. Root loss must be minimal.
- No heavy equipment shall be driven over the tree lawn area within the drip line, to alleviate soil compaction around the tree roots.
- No soil or construction materials shall be piled within the dripline area or around the trunks of trees to be preserved.

If comments or questions regarding trees to be saved should arise, the services of the Town's Parks office will be available at any time before or during construction.

4.1.19 Grading - All Developments

Proper grading and disposal of storm and surface should be constructed to optimize:

- safe, convenient, and functional access for pedestrians and vehicles to all areas of the site;
- preservation of the natural features of the site where feasible;
- the prevention of storm water from entering the sanitary sewer system;
- proper site drainage such that storm water is contained within the site and directed to an internal storm drainage system, thereby preventing drainage onto adjacent properties.

All designs for the conveyance of storm and surface water are to be prepared by a qualified professional. When deemed necessary by the Town, these designs are to be certified, and the drawings appropriately stamped.

Grading shall comply with the Accessibility for Ontarians with Disabilities Act, 2005, and The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria.

4.1.20 Storm Water Management Systems

The applicant may be required to submit a stormwater management report, prepared by a professional engineer competent in storm water management and licensed to practice in Ontario. The stormwater management report shall be submitted to and approved by the Town and shall follow the stormwater management requirements within the Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria. All site plans shall comply with the following:

- Quantity Controls - The flows from a development site are to be controlled to the pre-development flows (greenfield) or to the allocated flow rate within the right of way storm sewer servicing the site.
- Quality Controls – For all residential, commercial, institutional, and industrial developments, the Town requires Enhanced Water Quality Protection (80% Total Suspended Solids Removal) as described in the Stormwater Management Planning and Design Manual prepared by the MOE (2003) prior to discharge from the site to the receiving outlet. The Town may request Oil Grit Separators (OGS), or an approved equivalent be installed on private property at the discretion of the Manager of Engineering. This structure will be owned and maintained by the Owner.
- Certification by Engineer - Upon completion of construction, the applicant will be required to have their professional engineer certify that the stormwater system was constructed in accordance with the approved design.

- Dry Well System - If no storm sewer is available or it is not practical to extend the existing infrastructure, the Town may consider the use of a dry well system provided that the applicant provides a report from a qualified geotechnical engineer confirming that the soils are suitable for a dry well system and that the required sizing can be accommodated while maintaining the appropriate separation from all buildings, services and utilities. The Manager of Engineering may also require the installation of a drain extending from the dry well to the street line for a future connection to a storm sewer.
- A stormwater management maintenance manual and schedule will be required for all Quality Controls. This manual and schedule shall be prepared by a Professional engineer. Periodically the Town may request documentation to ensure that maintenance and scheduling is being followed.
- Please note that stormwater retention systems for industrial development proposals may require the approval of the Ministry of Environment and Climate Change. Please contact the Town Engineering Department for more information.

4.1.21 Wastewater Systems

Sampling access holes may be required to permit monitoring by the Town and the County Public Works Department. These access holes shall be displayed specifically on the site plan and shall be located on the private drain connection(s) within the development site at the street line.

4.2 Additional Guidelines for Commercial Developments

In general, commercial uses can have impacts on other more sensitive land uses. New commercial uses and expanding uses must have minimal impacts on nearby sensitive land uses.

4.2.1 General Guidelines

The design should meet the following objectives:

- Ensure new developments are sited such that adjacent properties maintain sunlight exposure, have visual privacy, protection from the new development's lighting, noise, odour and vibration. Screen certain site elements, such as loading areas, snow storage areas, transformers, meters, garbage enclosures and roof-top mechanical equipment from public view.
- Provide safe, convenient access for persons with disabilities to all major building entrances by means of minimal grade changes, curb cuts, ramps and railings.
- Provide screening and buffering between existing residential uses and new developments.
- Outdoor storage areas must be fenced.

4.2.2 Commercial Development in the Central Area

Within the Central Area, locate buildings at the minimum setback line from the street and to a width equal to the maximum frontage of the property to:

- Provide frequent and convenient pedestrian connections between buildings and the public sidewalk.
- Provide protection for pedestrians from inclement weather with shelters, canopies and windbreaks at building entrances and along storefront facades.
- Minimize the public view of off-street parking areas and servicing facilities.

Commercial development within the Central Area shall reflect the recommendations and guidelines of the Central Area Design Study (2012) as amended from time to time.

4.3 Additional Guidelines for Residential Development

The following guidelines address residential development proposals which require Site Plan Approval. As previously mentioned, Site plan Approval is required for multi-family (medium and high density) residential types of development.

4.3.1 General Building Orientation

- Consideration should be given to locating residential buildings close to the north lot line to increase solar access to open spaces on the site.
- The proposed building(s) should not excessively shade adjacent private or public property. In the case of multiple-storey apartment buildings, a shadow study may be required to ensure that adjacent properties are not negatively affected by the proposed development.
- The long axis of apartment buildings and multiple residential buildings should be to ensure that most of the dwelling units would receive sunlight during some part of the day.
- Residential buildings exceeding 4 storeys should be sited with one of the longest walls parallel to and not more than 6.0 m (20 feet) from a driveway that can accommodate fire equipment.
- Common areas and children's play areas should be located centrally to provide visual surveillance.

4.3.2 Separation Spaces

Separation spaces generally refer to the space between buildings on the same site. Setbacks refer to the space between a building and the street line or property line. Separation spaces are also required for fire protection under the Ontario Building Code. Separation spaces between buildings and property lines should address:

- Sunlight - Space should be provided around dwellings to ensure the provision of daylight. New housing should be located so not to deprive existing dwellings and private outdoor spaces in the surrounding areas of adequate sunlight or daylight.
- Ventilation - The space around the unit should be sufficient to permit natural ventilation of the dwelling.
- Noise and Privacy - Physical separation and/or screening should be provided between the dwelling unit and adjacent users and activities to permit the occupant to enjoy rest and privacy without undue interference from external noise. Windows and entrances of a dwelling unit should be separated and/or screened from adjacent buildings and activities to permit residents to make full use of their interior living spaces.
- Application of Separation Space - The minimum separation space in front of any window or opening should be applied along the full length and height of the exterior wall. Separation spaces should be free of buildings, roadways, communal parking areas and any communal amenity areas intended for active use.

4.3.3 Private Outdoor Amenity Areas

Private Outdoor Amenity Areas are intended to provide private outdoor areas directly related to the dwelling unit that can effectively extend the living area of the unit and may include landscaped open areas, patios, balconies, communal lounges, swimming pools, recreation facilities and any other areas which may be used for recreational or aesthetic purposes. Outdoor amenity areas shall not include any driveway or parking area. Private outdoor amenity areas should address:

- Type of Occupancy - The amenity space should reflect the anticipated type of household that will occupy the dwelling units.
- Accessibility - For ease of maintenance, an on-grade private outdoor space should be accessible from the front of the unit without requiring access through a living or dining room. A private outdoor space above grade should be easily accessible from a principle habitable room such as a living room.
- Separation and Screening - Separation, in the form of distance or separation screening, between private outdoor spaces and adjacent uses should be provided. Where screening is used to provide separation between abutting privacy areas at the same grade, this screening should be at least 1.5 m (5.0 ft) high.
- Parking Separation - Common parking lots should not be closer than 3.0 m (9.8 ft) to a private outdoor space and should be oriented so that headlights and fumes are not directed towards the private outdoor space by using a parallel parking arrangement or by screening with planting or fencing.

4.3.4 Children's Play Areas

All multi-family residential developments shall have an area set aside within the site for the exclusive use by children as a play area. This play area shall consider the following factors in the design:

- Size and Location - The area shall be located away from parking areas, driveways and garbage bins. If located adjacent to a property line, the area shall be fenced with a six- foot privacy fence.
- Surface - The areas shall be level and be landscaped with grass and perimeter trees.

4.3.5 Proximity to Railway Lines and Other Sources of Noise

Applicants may be required to provide, in conjunction with site plans, an acoustical engineering study outlining on-site noise and vibration measurements, methods of evaluation, noise sources and abatement measures. New residential development, which is proposed to locate in proximity to railway lines or other major sources of noise will be required to meet Provincial Noise Guidelines for residential development to ensure an acceptable acoustical environment is provided for future occupants. Where noise abatement measures are required, site plans and/or landscaping plans shall incorporate the necessary remedial measures.

The applicant will be responsible for any costs associated with having the study reviewed by an independent acoustical engineer on behalf of the Town of Tillsonburg.

4.3.6 Community Mailboxes

Community mailboxes are to be located according to the following criteria:

- in areas which are satisfactory to Canada Post and the Town.
- in areas which reduce the potential for conflict with surrounding properties.
- in areas that provide a suitable location for the temporary parking of automobiles and on a portion of the municipal road allowance which has been widened slightly to recognize the location of the mailbox.
- in a visible and well-lit area that provides a sense of security; and,
- for townhouse developments, within a common element area that is easily accessible to all dwelling units and, preferably, protected from the natural elements.

Any removal or relocation of any existing community mailbox must be completed by Canada Post. Canada Post provides a Delivery Planning Standards Manual for builders and developers.

Schedule 'B'

To Site Plan Control By-law No. 2026-029

List of appointed officers of the Corporation identified by position occupied to whom Council's powers or authority under Section 41 of the Act have been delegated:

County Development Planner, responsible for providing Planning services to the Town of Tillsonburg, or their designate; and

Town of Tillsonburg Director of Operations and Development, or their designate

Town of Tillsonburg Clerk, or their designate.

Schedule 'C'

To Site Plan Control By-law No. 2026-029

Development Coordinating Committee

1. Purpose/Mandate

- a) The Development Coordinating Committee will primarily function as the decision authority for minor additions or alterations to existing buildings and site plan approvals. Where a minor amendment proposal is received by the Corporation, the Committee shall meet in accordance with Section 2 of Schedule 'C', review the proposal, and decide whether a site plan amendment application is required, or whether the existing approval can be red-lined for the proposed addition or alteration. The Committee's decision shall be recorded and maintained within the associated site plan approval file.
- b) The Development Coordinating Committee may meet to discuss disputes between an appointed officer and the applicant. Where a dispute is referred to the Committee, the Committee shall provide a decision in writing to the applicant. If a resolution between the applicant and the Committee cannot be resolved, the applicant shall be directed to Section 8 of By-law 2026-029.

2. Quorum

Where a meeting of the Committee is required, quorum for the Committee shall comprise of a majority of the members listed in Section 3 of Schedule 'C'. Provide that quorum is met, the absence of a member, or inability of a member to act, does not impair the authority of the Committee.

3. Members of the Development Coordinating Committee:

- County Development Planner, responsible for providing Planning services to the Town of Tillsonburg;
- Town Director of Operations and Development;
- Town Chief Building Official;
- Town Manager of Engineering;
- Development Engineering Technologist

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2026-026

A BY-LAW to confirm the proceedings of Council at its meeting held on April 13, 2026.

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 in many cases, action which is taken or authorized to be taken by the Corporation of the Town of Tillsonburg does not lend itself to the passage of an individual by-law;

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

1. All actions of the Council of the Corporation of the Town of Tillsonburg at its meeting held on April 13, 2026, in respect of which recommendations contained in every report, resolution or other action passed and taken by the Council are, except where the prior approval of the Local Planning Appeals Tribunal or other authority is required by law, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and the proper officials of the Corporation of the Town of Tillsonburg are hereby authorized and direction to do all things necessary to give effect to the said actions of the Council of the Corporation of the Town of Tillsonburg, referred to in section (1) of this By-Law. In addition, the Mayor and Clerk are hereby directed to execute all documents necessary on behalf of the Corporation of the Town of Tillsonburg.
3. For the purposes of the exercise of the authority of the head of council to veto a by-law in accordance with section 284.11 of the Municipal Act, 2001, as amended, this Confirming By-Law shall be deemed to be separate Confirming By-Laws for each item listed on the meeting agenda.
4. This By-Law comes into force upon finally being passed.

READ A First, Second, Third and Final time and passed this 13th of April 2026.

MAYOR – Deb Gilvesy

CLERK – Trisha McKibbin