

MINUTES



Monday, August 12, 2019
 4:30 PM
 Council Chambers
 200 Broadway, 2nd Floor

ATTENDANCE: Mayor Molnar
 Deputy Mayor Beres
 Councillor Esseltine
 Councillor Gilvesy
 Councillor Luciani
 Councillor Parker
 Councillor Rosehart

Staff: Kevin De Leebeeck, Director of Operations
 Dave Rushton, Director of Finance
 Rick Cox, Director of Recreation, Culture and Parks
 Lana White, Deputy Clerk/Executive Assistant
 Amelia Jaggard, Legislative Services Coordinator
 Terry Saelens, Acting Fire Chief

Regrets: David Calder, CAO

1. Call to Order

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

2. Closed Session

Resolution # 1

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT Council move into Closed Session to consider:

- personal matters about an identifiable individual, including Town employees (Recruitment);

- a proposed or pending acquisition or disposition of land by the Town (Earle Street).

Carried

3. Adoption of Agenda

Resolution # 2

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT the Agenda as prepared for the Council meeting of Monday, August 12, 2019 be adopted.

Carried

4. Moment of Silence

5. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

6. Adoption of Council Minutes of Previous Meeting

Resolution # 3

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT the Minutes of the Council Meeting of July 8, 2019 and the Special Council Meeting of July 24, 2019 be approved.

Carried

7. Presentations

7.1 Century Plaque Presentation to Maurice Verhoeve, 262 Broadway

Mayor Molnar presented the Century Plaque for 262 Broadway to Maurice Verhoeve.

7.2 2018 Municipal Financial Audit

Christene Scrimgeour appeared before Council to present an overview of the 2018 Municipal Financial Audit.

An independence letter is no longer required.

Opportunity was provided for comments and questions from Council.

Resolution # 4

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT Council approves the 2018 Draft Financial Statements as presented;

AND THAT the 2018 Management Letter be received;

AND THAT Staff prepare a report to Council regarding the Management Letter.

Carried

8. Public Meetings

Resolution # 5

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT Council move into the Committee of Adjustment to hear applications for Minor Variance at 6:26 p.m.

Carried

8.1 Application for Minor Variance A-09/19 - 14 Victoria Way (Frances Tong)

Eric Gilbert, Senior Planner, County of Oxford, appeared before Council to provide an overview of the application.

Opportunity was provided for comments and questions from Council.

The applicant, Richard Smith, appeared before Council in support of the application.

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

Resolution # 6

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT the Committee of Adjustment approves Application File A-09/19, submitted by Frances Tong, for lands described as Lot 35, Plan 41M-241, Town of Tillsonburg, as it relates to:

1. Relief from Section 6.2, – Zone Provisions (R1A) - Rear Yard Minimum Depth, to reduce the required rear yard depth from 10.5 m (34.5 ft) to 7.18 m (23.5 ft) to facilitate the construction of a sunroom addition;
2. Relief from Section 6.2, – Zone Provisions (R1A) - Maximum Permitted Lot Coverage, to increase the maximum permitted lot coverage from 35% to 37% of lot area, to facilitate the construction of a sunroom addition.

Subject to the following conditions:

- i. A building permit for the proposed sunroom addition shall be issued within one year of the date of the Committee's decision;
- ii. The relief granted by this application shall only apply to the proposed sunroom addition as illustrated on Plate 3 of Planning Report CP 2019-241.

Carried

Resolution # 7

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT Council move out of the Committee of Adjustment and move back into regular Council session at 6:32 p.m.

Carried

9. Planning Applications

10. Delegations

10.1 Exemption from Zoning By-Law

Robert Shaw was not present.

10.2 Multi-Use Recreational Trail Update

Tim Tompson, Chair of a Norwich Community Group for trails, appeared before Council to provide an update on a proposed new multi-use recreational trail planned to connect to existing trails in Tillsonburg.

The group is interested in working in partnership with the Town of Tillsonburg to connect with the current trails system.

Opportunity was provided for comments and questions from Council.

Resolution # 9

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT the Delegation of Tim Thomson in regards to a proposed new multi-use recreational trail between Norwich and Tillsonburg be received, as information.

Carried

10.3 Tillsonburg Tri County Agricultural Fair Board

Rosemary Dean, President of the Tillsonburg Tri County Agricultural Fairboard, appeared before Council to provide an overview of the upcoming Tillsonburg Tri County Agricultural Fair on August 16-18, 2019.

The Fairboard is requesting \$1,000.00 to pay for an alternative entertainment option on the Saturday evening in replace of the cancelled Talent Show, as the Fairboard had not budgeted for this expense.

Motion:

Moved by: Councillor Rosehart

Seconded by: Councillor Gilvesy

RESOLVED To provide the Fairboard with \$1,000.00 to be used to provide entertainment on Saturday, August 17 to fill the void created by the cancellation of the talent show.

Carried.

Resolution # 10

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT the Delegation of Rosemary Dean regarding the upcoming Tillsonburg Tri County Agrilcultural Fair be received, as information.

Carried

11. Deputation(s) on Committee Reports

11.1 DCS 19-20 Town Hall Project Committee - Status Update and Public Consultation

John Veldman was not present.

The Development Commissioner appeared before Council to provide an update from the Town Hall Project Committee.

Staff to provide an update on the planned public engagement sessions and the proposal packages from each proponent for Council's review at the Council Meeting of September 9, 2019.

Resolution # 11

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT Council receives Report DCS 19-20 Town Hall Project Committee – Status Update and Public Consultation, as information.

Carried

12. Information Items

13. Quarterly Reports

13.1 FIN 19-15 2019 Second Quarter Town Consolidated Results

Resolution # 12

Moved By: Councillor Luciani

Seconded By: Councillor Parker

THAT Council receives Report FIN 19-15 2019 Second Quarter Town Consolidated Results, as information.

Carried

13.2 FIN 19-14 2019 Second Quarter Corporate Services Results

13.3 DCS 19-24 2019 Second Quarter Economic Development and Marketing Results

13.4 DCS 19-21 2019 Second Quarter Building, Planning & By-Law Services Results

13.5 FRS 19-07 2019 Second Quarter Fire Services Results

13.6 OPS 19-34 2019 Second Quarter Operations Services Results

13.7 RCP 19-35 2019 Second Quarter Recreation Culture and Parks Results

Staff to specify project completion dates by quarter in quarterly reports going forward.

Staff to provide an overview of projects that will carry over to the following year for consideration during 2020 budget discussions.

Staff to provide a report regarding signage options in parks at the Council Meeting of September 9, 2019.

Resolution # 13

Moved By: Councillor Luciani

Seconded By: Councillor Esseltine

THAT Council receive the 2019 Second Quarter Department Results, as information.

Carried

14. Staff Reports

14.1 Chief Administrative Officer

14.1.1 HR 19-07 CAO Recruitment

Ashley Andrews, Human Resources Manager, was present to answer questions.

Resolution # 14

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

THAT Council receives Report HR 19-07 CAO Recruitment;

AND THAT Council select option 3 for the full time CAO Recruitment;

AND THAT Council approve the Terms of Reference and appoint the Mayor and Councillor Esseltine and Councillor Gilvesy to the CAO Recruitment Committee led by the Manager of Human Resources to report September 9, 2019.

Carried

14.2 Clerk's Office

14.2.1 CLK 19-20 Flag Policy Update

Motion:

Moved by: Councillor Esseltine

Seconded by: Councillor Parker

THAT a member of Canadian Forces from the Town of Tillsonburg, a member of local EMS, Tillsonburg Firefighters, and Police Services fallen in the line of duty be included in section 2.3 of the Flag Policy.

Carried.

Resolution # 15

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

THAT Council receive Report CLK 19-20 Flag Policy Update;

AND THAT By-Law 4327 to adopt a Flag Policy and to repeal By-Law 3769, be brought forward for Council's consideration.

Carried

14.2.2 CLK 19-21 BIA Board of Management Additional Appointments

Resolution # 16

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT Council receives Report CLK 19-21 BIA Board of Management Additional Appointments;

AND THAT By-Law 4334, to amend By-Law 4260, be brought forward for Council consideration.

Carried

14.3 Development and Communication Services

14.3.1 DCS 19-23 Funding Agreement for 95 Spruce Street Community Improvement Plan Application

Resolution # 17**Moved By:** Councillor Rosehart**Seconded By:** Councillor Gilvesy

THAT Council receive Report DCS 19-23 Funding Agreement for 95 Spruce St Community Improvement Plan Application;

AND THAT a by-law to enter into a Community Improvement Plan funding agreement with Otter Valley Foods Inc be brought forward for Council's consideration.

Carried**14.4 Finance****14.5 Fire and Emergency Services****14.6 Operations****14.6.1 OPS 19-35 TGO Fare Rate Structure and Launch Update****Resolution # 18****Moved By:** Councillor Gilvesy**Seconded By:** Councillor Rosehart

THAT Council receives Report OPS 19-35 T:GO Fare Rate Structure and Launch Update;

AND THAT a By-Law to amend By-Law 4251, 2019 Rates and Fees, to include the Fare Rate Structure for the T:GO in-town service be brought forward for Council consideration.

Carried**14.6.2 OPS 19-36 Inter-Community Transportation Grant Program Transfer Payment Agreement****Resolution # 19****Moved By:** Councillor Gilvesy**Seconded By:** Councillor Rosehart

THAT Council receives Report OPS 19-36 Inter-Community Transportation Grant Program Transfer Payment Agreement;

AND THAT the Town of Tillsonburg supports the Inter-Community Transportation Project and is committed to its implementation by January 2020;

AND FURTHER THAT the Town of Tillsonburg agrees to receiving and being responsible for the Community Transportation Grant Program funds from the Province of Ontario;

AND FURTHER THAT a By-law to execute the Transfer Payment Agreement with the Province of Ontario be brought forward for Council consideration.

Carried

14.6.3 OPS 19-37 Connecting Link Program Contribution Agreement

Resolution # 20

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT Council receives Report OPS 19-37 Connecting Link Program Contribution Agreement;

AND THAT a By-Law to execute the Connecting Link Contribution Agreement with the Province of Ontario be brought forward for Council consideration.

AND FURTHER THAT Council authorizes the use of Asset Management Reserves to fund the Town's portion of project costs in 2019.

Carried

14.6.4 OPS 19-38 Rogers Utility Lease Amending and Extension Agreement Renewal

Resolution # 21

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT Council receives Report OPS 19-38 Rogers Utility Lease Amending and Extension Agreement Renewal;

AND FURTHER THAT a By-Law to execute the Lease Amending and Extension Agreement with Rogers Communications Inc. be brought forward for Council consideration.

Carried

14.6.5 OPS 19-39 Airport Hanger Land Lease Taxiway G3 Lot 1 and 2

Resolution # 22

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT Council receives Report OPS 19-39 Airport Hanger Land Lease Agreement Taxiway G3 Lot 3;

AND THAT a By-Law to execute the Airport Hanger Land Lease Agreement with Dan Springer be brought forward for Council consideration.

Carried

14.6.6 OPS 19-40 Airport Hanger Land Lease Amendment Taxiway G3 Lot 3

Resolution # 23

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT Council receives Report OPS 19-40 Airport Hangar Land Lease Amendment Taxiway G3 Lot 3;

AND THAT Council authorizes the Airport Hangar Land Lease Amendment with #1474528 Ontario Inc. / Dave Hewitt.

Carried

14.7 Recreation, Culture & Park Services

14.7.1 RCP 19-29 Awarding RFT 2019-005 – Auditory Upgrades

Resolution # 24

Moved By: Councillor Luciani

Seconded By: Deputy Mayor Beres

THAT Council receives Report RCP 19-29 – Awarding RFT 2019-005 - Auditory Upgrades;

AND THAT Council award RFT 2019-005 to Dynamix London Inc. at a cost not to exceed their adjusted bid price of \$48,692 before taxes.

Carried

14.7.2 RCP 19-30 Terms of Reference for Tillsonburg Dog Park Advisory Committee

Resolution # 25

Moved By: Councillor Luciani

Seconded By: Deputy Mayor Beres

THAT Council receives Report RCP 19-30 Terms of Reference for Tillsonburg Dog Park Advisory Committee;

AND THAT Council establishes the Tillsonburg Dog Park Advisory Committee and directs staff to initiate the advertising and appointment process.

Carried

14.7.3 RCP 19-31 RFT Award - Station Arts Life and Fire Safety Upgrades

Resolution # 26

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

THAT Council receives Report RCP 19-31 Awarding RFT 2019-014 – Station Arts Life and Fire Safety Upgrades;

AND THAT Council awards RFT 2019-014 to PK Construction Inc. for \$164,103.03 before taxes;

AND THAT Council approves bringing forward the roof shingle replacement for the Station Arts Centre from a 2020 project to a 2019 project.

Carried

14.7.4 RCP 19-34 Summer Place Alternative Service Agreement

Resolution # 27

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

THAT Council receives Report RCP 19-34 Alternative Service Agreement;

AND THAT a By-Law to authorize the 10-year Lease Agreement with E & E McLaughlin Ltd. for Summer Place be brought forward for Council consideration.

Carried

15. New Business

16. Consideration of Committee Minutes

16.1 Committee Minutes

Resolution # 28

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT Council receives the Tillsonburg Airport Advisory Committee Minutes dated June 20, 2019, the Town Hall Project Steering Committee Minutes dated June 24, 2019 and July 8, 2019, the Parks, Beautification and Cemetery Advisory Committee Minutes dated July 4, 2019 and August 1, 2019, the Economic Development Advisory Committee Minutes dated July 9, 2019, and the Tillsonburg Transit Advisory Committee Minutes dated July 16, 2019.

Carried

16.2 Business Improvement Area Board of Management

Resolution # 29

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT Council receives the Business Improvement Area Board of Management Minutes dated April 25, 2019, May 9, 2019, May 14, 2019 and June 20, 2019, as information.

Carried

17. Motions/Notice of Motions

17.1 Lions Auditorium Kitchen Update

Resolution # 30

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT Staff provide an update report on the Lions Auditorium Kitchen upgrade at the September 9, 2019 Council Meeting.

Carried

17.2 Town Merchandise Sales - One-Year Report

Resolution # 31

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT Staff provide a report on the Town Merchandise Sales from year one to 2019 at the September 23, 2019 Council Meeting.

Carried

17.3 Material Stored at Community Centre Grounds

Resolution # 32

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT Staff bring back possible secure storage solutions with regards to materials at Community Centre.

Carried

18. Resolutions/Resolutions Resulting from Closed Session

19. By-Laws

19.1 By-Law 4326, To Authorize a Community Transportation Grant Program Agreement

19.2 By-Law 4327, To Adopt a Flag Policy and to Repeal By-Law 3769

- 19.3 **By-Law 4328, To Amend By-Law 4251, Rates & Fees**
- 19.4 **By-Law 4331, To Authorize Airport Hangar Land Lease Agreement (Springer)**
- 19.5 **By-Law 4332, To Execute the Connecting Link Contribution Agreement with Her Majesty The Queen In Right of Ontario**
- 19.6 **By-Law 4333, To Execute a Lease Amending and Extension Agreement with Rogers Communications Inc.**
- 19.7 **By-Law 4334, To Amend By-Law 4260 To Appoint Directors to the BIA Board of Management**
- 19.8 **By-Law 4335, to Execute a Lease Agreement with E&E McLaughlin Ltd.**
- 19.9 **By-Law 4336, to Authorize a Community Improvement Plan Funding Agreement with Otter Valley Foods Inc.**

Resolution # 33

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT By-Law 4326, To Authorize a Community Transportation Grant Program Agreement; and

By-Law 4327, To Adopt a Flag Policy and to Repeal By-Law 3769; and

By-Law 4328, To Amend By-Law 4251, Rates & Fees; and

By-Law 4331, To Authorize Airport Hangar Land Lease Agreement (Springer); and

By-Law 4332, To Execute the Connecting Link Contribution Agreement with Her Majesty The Queen In Right of Ontario; and

By-Law 4333, To Execute a Lease Amending and Extension Agreement with Rogers Communications Inc.; and

By-Law 4334, To Amend By-Law 4260 To Appoint Directors to the BIA Board of Management; and

By-Law 4335, to Execute a Lease Agreement with E&E McLaughlin Ltd.; and

By-Law 4336, to Authorize a Community Improvement Plan Funding Agreement with Otter Valley Foods Inc. 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. Confirm Proceedings By-law

Resolution # 34

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT By-Law 4330 to Confirm the Proceedings of the Council Meeting held on Monday, August 12, 2019 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

21. Items of Public Interest

The T:GO transit service will be relaunching as a fixed route system on August 20, 2019. Staff will be at the Tillsonburg Tri County Agricultural Fair sharing information about the new system and handing out free single ride passes.

The Tillsonburg Tri County Agricultural Fair is August 16-18, 2019.

There will be a Car Show and Drive-In Movie Night event on Saturday, August 24, 2019 at 7 Ross Street, Tillsonburg.

Good Vibrations, a tribute to the Music of the Beach Boys, will be held on Friday, August 23 at 8:00 p.m. at the Tillsonburg Community Centre Auditorium.

There will be a Pre-Budget Council Meeting on Thursday, September 12, 2019 from 5:00 p.m. to 9:00 p.m.

The Tillsonburg Legion will be hosting Songs and Stories with Taw Connors, son of Stompin Tom, on Saturday, August 24, 2019 starting at 7:00 p.m.

Sunday, August 18, 2019 is Decoration Day at the Tillsonburg Cemetery. The Tillsonburg Legion will be hosting a program at the Cemetery Office from 2:00 p.m. to 3:00 p.m. All are welcome.

22. Adjournment

Resolution # 35**Moved By:** Councillor Esseltine**Seconded By:** Councillor Parker

THAT the Council Meeting of Monday, August 12, 2019 be adjourned at 9:15 p.m.

Carried