

# The Corporation of the Town of Tillsonburg

## COUNCIL MEETING

### AGENDA



Monday, December 9, 2019

4:30 PM

Council Chambers

200 Broadway, 2nd Floor

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**1. Call to Order**

**3. Adoption of Agenda**

Proposed Resolution #2

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

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

THAT the Agenda as prepared for the Council meeting of Monday, December 9, 2019, be adopted.

**4. Moment of Silence**

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

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

Proposed Resolution #3

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

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

THAT the Minutes of the Council meeting of November 25, 2019, be approved.

**7. Presentations**

**8. Public Meetings**

Proposed Resolution #4

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

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

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

### 8.1 Application for Minor Variance A 15-19 (McPherson)

#### Proposed Resolution #5

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

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

THAT the Committee of Adjustment approve Application File A15-19, submitted by Dianne McPherson, for lands described as Part Lot 70, Plan 41M-182, Parts 38, 39, 40 & 41 of 41R-9347, Town of Tillsonburg, as it relates to:

1. Relief from Section 7.5.5.2.4, – Zone Provisions (R2-5) - Maximum Permitted Lot Coverage, to increase the maximum permitted lot coverage from 50% to 52% of lot area, to facilitate the construction of a sunroom addition to an existing single detached dwelling, and;
2. Relief from Section 7.5.5.2.12.1, – Zone Provisions (R2-5) – Porch, Balcony, Deck and Step Encroachments Into Required Rear Yards, to increase the permitted projection for a sunroom into a required rear yard from 1.5 m (5 ft) to 2.5 m (8.2 ft).

Subject to a building permit for the proposed sunroom addition being issued within one year of the date of the Committee's decision.

### 8.2 Application for Minor Variance A 17-19 (Veldmen)

#### Proposed Resolution #6

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

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

THAT the Committee of Adjustment approve Application File A17-19, submitted by Johannes and Ann-Marie Veldmen, for lands described as Part Lot 716, Plan 500, Part 1 Plan 41R-2656, municipally known as 68 Concession Street West, Town of Tillsonburg, as it relates to:

1. Permission to construct an addition to the existing single detached dwelling on the subject lands for the purpose of an attached garage and secondary residential dwelling unit, and;
2. Permission to construct a detached residential accessory building, to a maximum size of 165 m<sup>2</sup> (1,776 ft<sup>2</sup>) on the subject lands,

Subject to the conditions contained in Report 2019-376.

#### Proposed Resolution #7

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



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

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

### **8.3 Application for Zone Change ZN 7-19-13 (Clause)**

Proposed Resolution #8

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

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

THAT Council approve the zone change application submitted by Daryll and Nicole Clause, whereby the lands described as Lot 3, M-16, Town of Tillsonburg, known municipally as 4 Woodcock Drive are to be rezoned from 'Low Density Residential Type 1 Zone (R1)' to 'Special Low Density Residential Type 3 Zone (R3-15)' to allow for a range of dwelling types, including a single detached dwelling, a duplex dwelling, a triplex dwelling and a multiple-unit dwelling, consisting of 4 dwelling units and requiring a minimum lot area of 1,184.7 m<sup>2</sup> (12,752 ft<sup>2</sup>).

## **9. Planning Applications**

### **9.1 Initiation of Zone Change Application - OakPark Estates**

Proposed Resolution #9

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

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

THAT Council direct staff to initiate a zoning by-law amendment to implement a holding provision for vacant lots within the OakPark residential plan of subdivision to ensure the orderly development of the lands.

## **10. Delegations**

### **10.1 Oxford Health Coalition**

Presented by: Lorraine Sinclair

Proposed Resolution #10

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

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

THAT Council receive the Oxford Health Coalition delegation, as information.

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

### **11.1 Town Hall Project Steering Committee Recommendation**

Presented by: John Veldman, Chair, Town Hall Project Steering Committee

Proposed Resolution #11

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

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

THAT Council receive the Town Hall Project Steering Committee's recommendation, as information.

**12. Information Items**

**12.1 Oxford County Holiday Waste Collection 2019**

**12.2 Tillsonburg Transfer Station Holiday Schedule 2019**

Proposed Resolution #12

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

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

THAT the information items regarding holiday waste collection and Tillsonburg Transfer Station holiday hours be received, as information.

**13. Staff Reports**

**13.1 Chief Administrative Officer**

**13.1.1 CAO 19-14 Town Hall Recommended Option - Town Hall Project Committee**

Proposed Resolution #13

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

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

THAT Report CAO 19-14 Town Hall Recommended Option – Town Hall Steering Committee be received;

AND THAT, given that the quotes have come in well in excess of the benchmark and will create a negative impact on future budgets, that Council reject all proposals for the Design, Build/Lease of a new Town Hall and terminate the current RFP process.

AND THAT that staff report back in February with recommendations on how to proceed with consideration of a complete set of options on how to proceed towards new corporate space for the Town of Tillsonburg with lower costs to the Town.

**13.1.2 CAO 19-17 Shelter During Extreme Cold Warnings**

Proposed Resolution #14

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

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

THAT Report CAO 19-17 Shelter During Extreme Cold Warnings be received;

AND THAT Council approve in principle a program to provide overnight emergency shelter during declared extreme cold warnings; and

THAT staff work with volunteer agencies to ensure that appropriate volunteers are available to manage the centres and report back to Council with costs and a proposed policy to provide authority, conditions and guidance on the operation of the emergency shelters.

### **13.1.3 CAO 19-18 Declaration of Surplus Property - 29 Cedar Street**

Proposed Resolution #15

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

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

THAT Report CAO 19-18, Declaration of Surplus Property – 29 Cedar Street be received;

AND THAT the Director of Economic Development provide notice of the intent to declare 29 Cedar Street surplus to the needs of the Corporation in the Tillsonburg News, the Town website and by posting a sign on the property and report back to Town Council at their meeting scheduled for January 13, 2019.

## **13.2 Clerk's Office**

### **13.2.1 CLK 19-28 Municipal Retail Cannabis Policy**

Proposed Resolution #16

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

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

THAT Council receives Report CLK 19-28 Municipal Retail Cannabis Policy;

AND THAT By-Law 4369 to adopt a Municipal Cannabis Retail Policy be brought forward for Council consideration.

### **13.2.2 CLK 19-33 Deputy Mayor Position**

Proposed Resolution #17

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

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

THAT Council receive Report CLK 19-33 Deputy Mayor Position;

AND THAT Council appoint \_\_\_\_\_ as Deputy Mayor for a term ending November 14, 2022;

AND THAT an additional \$1,300.00 remuneration be provided for this position annually;

AND THAT a By-Law be brought forward for Council consideration.

**13.2.3 CLK 19-34 Committee of Adjustment**

Proposed Resolution #18

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

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

THAT Council receive Report CLK 19-34 Committee of Adjustment;

AND THAT all members of Tillsonburg Town Council be appointed to the Committee of Adjustment;

AND THAT an appointment By-law be brought forward for Council's consideration.

**13.3 Development and Communication Services**

**13.3.1 DCS 19-35 Traffic By-Law Amendment - Municipal Bus Stops, Stop Signs, Yield Signs**

Proposed Resolution #19

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

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

THAT Council receives Report DCS 19-35 Traffic By-Law Amendment – Municipal Bus Stops, Stop Signs, Yield Signs, as information;

AND THAT By-Law 4345 to amend By-Law 3701 be brought forward for Council consideration.

**13.4 Finance**

**13.5 Fire and Emergency Services**

**13.6 Operations**

**13.6.1 OPS 19-54 Contract Award RFP 2019-012 Transit Operations**

Proposed Resolution #20

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

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

THAT Council receive Report OPS 19-54 Contract Award for RFP 2019-012 Transit Operations;

AND THAT Council Award RFP 2019-012 to 947465 Ontario Ltd., o/a Voyago at the revised pricing as outlined in this report.

### **13.6.2 OPS 19-55 Concession Street West Heavy Truck Route**

Proposed Resolution #21

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

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

THAT Council receives Report OPS 19-55 Concession Street West Heavy Truck Route;

AND THAT By-Law 4371 authorizing the temporary suspension of heavy truck traffic along Concession Street West from Westerly Town Limit to Quarter Town Line be brought forward for Council consideration.

## **13.7 Recreation, Culture & Park Services**

### **13.7.1 RCP 19-59 Snowmobile Use on Trans-Canada Trail Between Broadway and East Town Limit**

Proposed Resolution #22

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

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

THAT Report RCP 19-59 is received for information;

AND THAT the Town of Tillsonburg supports the County of Oxford extending their Agreement with the Southern Sno-Riders Snowmobile Club to include the portion of the Trans-Canada Trail between Zenda Line and Broadway for use as an official OFSC snowmobile trail as a pilot for December 2019-March 2020;

AND THAT the Town requires a 20km/hr speed limit on the portion of the Trans-Canada Trail within the limits of the Town of Tillsonburg be posted by the Snowmobile Club as part of their signage plan;

AND THAT snowmobile trailer parking is limited to the Tillson Ave trail parking lot;

AND THAT this support is limited to the 2019-2020 season, pending a review before supporting this use for additional seasons.

### **13.7.2 RCP 19-60 Implementing Recycling at Town Facilities**

Proposed Resolution #23

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

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

THAT Council receives Report RCP 19-60 Implementing Pilot Recycling Program at Town Facilities for information.

### **13.7.3 RCP 19-62 Awarding the Purchase of Columbaria for Tillsonburg Cemetery**

Proposed Resolution #24

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

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

THAT the Town of Tillsonburg purchases the supply and delivery of one 96-niche granite and metal octagon columbaria from CFC-Supply (Maidstone) at a cost of \$33,800 plus applicable taxes;

AND THAT the Town of Tillsonburg purchases the supply and delivery of one 4-niche all-granite family columbarium from Ingersoll, Memorial Ltd. (Woodstock) at a cost of \$2,901 plus applicable taxes.

## **14. New Business**

## **15. Consideration of Committee Minutes**

### **15.1 Committee Minutes**

Proposed Resolution #25

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

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

THAT Council receive the Economic Development Advisory Committee minutes dated November 12, 2019, the Tillsonburg Transit Advisory Committee minutes dated November 19, 2019, and the Museum Advisory Committee minutes dated October 24, 2019 and November 28, 2019, as information.

## **16. Motions/Notice of Motions**

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

## **18. By-Laws**

**18.1 By-Law 4345, To amend By-Law 3701, being a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg**

**18.2 By-Law 4363, To Assume Municipal Services in Glendale West Subdivision, Registered Plan 41M-305**

**18.3 By-Law 4364, Being A By-Law to Amend Zoning By-Law 3295 (ZN 7-19-10)**

- 18.4 **By-Law 4268, To Appoint a Committee of Adjustment for the Town of Tillsonburg**
- 18.5 **By-Law 4369, To Adopt a Municipal Retail Cannabis Policy for the Town of Tillsonburg**
- 18.6 **By-Law 4370, To Suspend Heavy Truck Traffic on Concession Street West**
- 18.7 **By-Law 4372, Being A By-Law to Amend Zoning By-Law 3295 (ZN 7-19-13)**

Proposed Resolution #26

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

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

THAT By-Law 4345, To amend By-Law 3701, being a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg; and

By-Law 4363, To Assume Municipal Services in Glendale West Subdivision, Registered Plan 41M-305; and

By-Law 4364, Being A By-Law to Amend Zoning By-Law 3295 (ZN 7-19-10); and

By-Law 4268, To Appoint a Committee of Adjustment for the Town of Tillsonburg; and

By-Law 4369, To Adopt a Municipal Retail Cannabis Policy for the Town of Tillsonburg; and

By-Law 4370, To Suspend Heavy Truck Traffic on Concession Street West; and

By-Law 4372, Being A By-Law to Amend Zoning By-Law 3295 (ZN 7-19-13) 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.

- 18.8 **By-Law 2020-001, To Provide a Schedule of Fees for certain Municipal applications, services and permits**

Proposed Resolution #27

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

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

THAT By-Law 2020-001 To Provide a Schedule of Fees for certain Municipal applications, services and permits be read for a first and second time.

**19. Confirm Proceedings By-law**

Proposed Resolution #28

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

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

THAT By-Law 4371, to Confirm the Proceedings of the Council Meeting held on December 9, 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.

**20. Items of Public Interest**

**21. Adjournment**

Proposed Resolution #29

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

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

THAT the Council Meeting of Monday, December 9, 2019 be adjourned at \_\_\_\_\_ p.m.



# MINUTES



Monday, November 25, 2019

4:00 PM

Council Chambers

200 Broadway, 2nd Floor

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

Regrets: Mayor Molnar

Staff: Ron Shaw, Chief Administrative Officer  
Donna Wilson, Town Clerk  
Kevin De Leebeeck, Director of Operations  
Dave Rushton, Director of Finance  
Rick Cox, Director of Recreation, Culture and Parks  
Amelia Jaggard, Deputy Clerk

## 1. Call to Order

That the meeting be called to order at 4:00 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;  
(CAO Recruitment) (CAO Performance)

- litigation or potential litigation, including matters before administrative tribunals, affecting the Town; (Field and Flock)
- a proposed or pending acquisition or disposition of land by the Town. (Cedar Street) (Brock Street)

**Carried**

**3. Adoption of Agenda**

**Resolution # 2**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Gilvesy

THAT the Agenda as prepared for the Council meeting of Monday, November 25, 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 Rosehart

**Seconded By:** Councillor Gilvesy

THAT the Minutes of the Council meeting of November 12, 2019, be approved.

**Carried**

**7. Presentations**

**8. Public Meetings**

**8.1 Applications for Consent and Zone Change B19-77-7 & ZN 7-19-11 (Baird and Cassidy)**

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, Scott Baird, appeared before Council in support of the application.

No members of the public appeared before Council in support of the application.

Colleen Pepper appeared before Council to represent Michael Pepper and Dianne Pepper of 16 First Street who are in opposition to the application. Mr. and Mrs. Pepper are concerned about the intended residential use of the lot to be severed.

Council passed the following resolution.

**Resolution # 4**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Esseltine

THAT Council approve-in-principal the zone change application submitted by Shane Cassidy and Scott Baird, whereby the lands described as Part Lots 488 & 489, Plan 500, in the Town of Tillsonburg, known municipally as 14 First Street, are to be rezoned from 'Low Density Residential Type 1 Zone (R1)' to 'Special Low Density Residential Type 2 Zone (R2-sp)' to allow for a reduced lot depth and reduced minimum lot area to facilitate the creation of a vacant residential lot;

AND FURTHER Council advises the Land Division Committee that it is in favour of the proposal to sever the subject property, subject to the conditions contained in Report 2019-349.

AND FURTHER that the applicant provide a letter from Town Building and By-Law to indicate that any and all By-Law infractions have been addressed.

**Carried**

**9. Planning Applications**

**10. Delegations**

**10.1 Southwest Snow Riders Club - Snowmobile Trail Land Use Permission**

Larry Stuyt and William DeJonge appeared before Council on behalf of the Southwest Snow Riders to request access rights to ride snowmobiles from Zenda Line to Broadway using the multi use trail which would provide

members access to fuel, food and emergency services. The trail would be marked in accordance with MTO specifications with extra "Quiet Zone" signs.

Opportunity was provided for comments and question from Council.

**Resolution # 5**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Esseltine

THAT Council receive the delegation by the Southwest Snow Riders Club regarding a Snowmobile Trail Land Use Permission request, as information.

AND THAT the matter be referred to staff for a report back to Council.

**Carried**

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

**12. Information Items**

**13. Staff Reports**

**13.1 Chief Administrative Officer**

**13.1.1 CAO 19-13 Remediation of 58 Brock Street**

**Resolution # 6**

**Moved By:** Councillor Esseltine

**Seconded By:** Councillor Parker

THAT Council receive Report CAO 19-13, Remediation of 58 Brock Street.

**Carried**

**13.2 Clerk's Office**

**13.2.1 CLK 19-31 2020 Council Meeting Calendar**

**Resolution # 7**

**Moved By:** Councillor Esseltine

**Seconded By:** Councillor Luciani

THAT Council receive report CLK 19-31 2020 Council Meeting Calendar, as information;

AND THAT the following regular Council Meetings be re-scheduled for 2020:

1. Monday, February 24, 2020 be re-scheduled to Thursday, February 27, 2020 due to the OGRA Conference (February 23 to 26, 2020).
2. Monday, April 13, 2020 be re-scheduled to Tuesday, April 14, 2020 due to Easter Monday.
3. Monday, June 8, 2020 be re-scheduled to Thursday, June 11, 2020 due to the AMCTO Conference (June 7 to 10, 2020).
4. Monday, October 12, 2020 be re-scheduled to Tuesday, October 13, 2020 due to Thanksgiving Monday.

AND THAT the following regular Council Meetings be cancelled for 2020:

1. Monday, July 27, 2020
2. Monday, August 24, 2020
3. Monday, December 28, 2020

**Carried**

### **13.2.2 CLK 19-32 Additional Appointments and Appointment Removal to Dog Park Advisory Committee**

#### **Resolution # 8**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT Council receive Report CLK 19-32 Additional Appointments and Appointment Removal to the Tillsonburg Dog Park Advisory Committee;

AND THAT By-Law 4360 to amend Schedule A of By-Law 4247, be brought forward for Council consideration.

**Carried**

### **13.3 Development and Communication Services**

### **13.4 Finance**

**13.5 Fire and Emergency Services****13.6 Operations****13.6.1 OPS 19-51 Glendale West Subdivision Assumption By-law****Resolution # 9****Moved By:** Councillor Luciani**Seconded By:** Councillor Esseltine

THAT Council receive Report OPS 19-51 Glendale West Subdivision Assumption By-law;

AND THAT a By-law to assume the Municipal Works and Services within the Glendale West Subdivision, Registered Plan 41M-305 be brought forward for Council consideration.

**Carried****13.6.2 OPS 19-52 Results for Tender RFT 2019-021 Medium Duty Single Axle Cab and Chassis****Resolution # 10****Moved By:** Councillor Gilvesy**Seconded By:** Councillor Rosehart

THAT Council receive Report OPS 19-52, Results for Tender RFT 2019-021 Medium Duty Single Axle Cab and Chassis;

AND THAT Council award Tender RFT 2019-021 to Oxford Dodge Chrysler Ltd. of London, ON at a cost of \$55,761.43 (net HST included), the only bid received.

**Carried****13.7 Recreation, Culture & Park Services****13.7.1 RCP 19-55 Tillsonburg Concert Series Update****Resolution # 11****Moved By:** Councillor Gilvesy**Seconded By:** Councillor Rosehart

THAT Report RCP 19-55 Tillsonburg Concert Series Update is received for information.

**Carried**

**13.7.2 RCP 19-56 F.A.R.E. February TMLA Fundraiser Update**

Staff to provide an updated budget for the event.

**Resolution # 12**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Gilvesy

THAT Report RCP 19-56 F.A.R.E. February TMLA Fundraiser Update is received for information.

**Carried**

**13.7.3 RCP 19-57 Comparator Municipalities for RCP Department Service Review**

**Resolution # 13**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Gilvesy

THAT Report RCP 19-57 Comparator Municipalities for RCP Department Service Review is received for information.

**Carried**

**14. New Business**

**15. Consideration of Committee Minutes**

**15.1 Committee Minutes**

**Resolution # 14**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Luciani

THAT Council receive the Cultural, Heritage and Special Awards Advisory Committee Minutes dated November 6, 2019, and the Parks, Beautification and Cemeteries Committee Minutes dated October 29, 2019, as information.

**Carried**

**16. Motions/Notice of Motions****17. Resolutions/Resolutions Resulting from Closed Session****18. By-Laws****18.1 By-Law 4360, Being a By-Law to Amend Schedule A of By-Law 4247 (Committee Appointments)****Resolution # 15****Moved By:** Councillor Parker**Seconded By:** Councillor Luciani

THAT By-Law 4360, Being a By-Law to Amend Schedule A of By-Law 4247 (Committee Appointments) 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****19. Confirm Proceedings By-law****Resolution # 16****Moved By:** Councillor Esseltine**Seconded By:** Councillor Luciani

THAT By-Law 4362, to Confirm the Proceedings of the Council Meeting held on November 25, 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****20. Items of Public Interest**

Annandale National Historic Site will be having a Penny Auction from November 22, 2019 until December 20, 2019.

The tree lighting will be on December 6, 2019 at 5:00 p.m. in the Parket.

**21. Adjournment****Resolution # 17****Moved By:** Councillor Esseltine**Seconded By:** Councillor Parker



THAT the Council Meeting of Monday, November 25, 2019 be adjourned at 7:07 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.ca](http://www.oxfordcounty.ca)

Our File: **A 15-19**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Town of Tillsonburg Committee of Adjustment  
**MEETING:** December 9, 2019  
**REPORT NUMBER:** 2019-389

**OWNER:** Diane McPherson  
 30 Essletine Drive, Tillsonburg ON, N4G 0G2

**APPLICANT:** Bill Klyn  
 Bill Klyn Carpentry Inc.  
 2 Palmer Street East, Norwich ON, N0J 1P0

**REQUESTED VARIANCES:**

1. Relief from **Section 7.5.5.2.4, – Zone Provisions (R2-5) - Maximum Permitted Lot Coverage**, to increase the maximum permitted lot coverage from 50% to 52% of lot area, to facilitate the construction of a sunroom addition to an existing single detached dwelling, and;
2. Relief from **Section 7.5.5.2.12.1, – Zone Provisions (R2-5) – Porch, Balcony, Deck and Step Encroachments Into Required Rear Yards**, to increase the permitted projection for a sunroom into a required rear yard from 1.5 m (5 ft) to 2.5 m (8.2 ft).

**LOCATION:**

The subject property is described as Part Lot 70, Plan 41M-182, Parts 38, 39, 40 & 41 of 41R-9347, in the Town of Tillsonburg. The property is located on the north side of Esseltine Drive, lying between Quarter Town Line and Hogarth Drive and are municipally known as 30 Esseltine Drive, Tillsonburg.

**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:

Special Low Density Residential Type 2 Zone (R2-5)

SURROUNDING USES:

Predominately low density residential uses to the east, west and south, and an existing institutional use to the north (Westfield Public School).

**COMMENTS:**

(a)      Purpose of the Application:

The applicant is requesting relief from the above-noted sections of the Town Zoning By-law to facilitate the construction of a sunroom in place of an existing deck on the subject lands. Specifically, the applicants are proposing to convert the existing deck to a sunroom, approximately 4.57 m (15 ft) x 2.64 m (8.6 ft) in size.

The subject property is approximately 335.4 m<sup>2</sup> (3,610.2 ft<sup>2</sup>) in size, with approximately 12.19 m (40 ft) of frontage on Esseltine Drive. The subject lands contain an existing single detached dwelling (circ. 2017), with attached garage and are located immediately south of Westfield Public School. The property was created through a plan of subdivision, known as Baldwin Place.

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

Plate 2, Close-up of Subject Lands (2015 Air Photo) provides an aerial view of the vacant subject lands (as they existed in 2015).

Plate 3, Applicant's Sketch, shows the location, size and setbacks of the existing dwelling and proposed sunroom on the subject lands.

(b)      Agency Comments:

The application was circulated to a number of public agencies for comment.

The Tillsonburg Building and By-Law Services Department, and the Town of Tillsonburg Engineering Services Department, have indicated they had no comments or concerns with respect to the application.

Public Notice was mailed to surrounding property owners on November 28, 2019 in accordance with the requirements of the Planning Act. As of the writing of this report, no comments or concerns had been received from the public.

(c)      Intent and Purpose of the Official Plan:

The subject lands are designated Low Density Residential according to the Official Plan. Within the Low Density Residential designation, permitted land uses primarily consist of low density

housing forms including single detached dwellings, duplexes and street fronting town houses as well as accessory uses thereto. The use of the lands for a single detached dwelling and accessory uses thereto conforms to the Low Density Residential policies of the Official Plan.

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

The subject property is zoned 'Special Low Density Residential Type 2 Zone (R2-5)', which permits the development of single detached dwellings, subject to a number of site specific development criteria, such as minimum lot frontage, lot area, lot depth and rear yard depth.

The intent of the rear yard depth provision is to ensure that single detached dwellings maintain adequate setback to provide a buffer between neighbouring properties, and to maintain sufficient space for recreation and amenity areas. Rear yard space is also required to be maintained for drainage purposes.

The intent of the lot coverage provision is to limit the extent of buildings/structures on a lot to ensure sufficient area is maintained for parking and private amenity area as well as ensuring the general lot grading for the overall subdivision and the individual lot are not negatively impacted. The lot coverage provision is also intended to ensure that the general scale of development is consistent and appropriate for the size of the lot.

In this case, it is not anticipated that the reduced rear yard depth or increased lot coverage will have a negative impact on available amenity area of the subject lands, or the necessary lot grading and drainage provisions. The proposed sunroom will replace an existing deck and will provide suitable amenity space for the occupants of the dwelling. A lot grading plan will be reviewed as part of the building permit process to ensure the proposal will have no adverse drainage impacts on neighbouring property owners, and that required drainage swales can be appropriately accommodated.

(e) Desirable Development/Use:

It is the opinion of this Office that the applicant's request can be considered minor and desirable for the development of the subject property. As the proposed relief is not anticipated to impact the ability of the property to provide adequate parking and amenity space, or negatively impact drainage or overall subdivision stormwater management design, the requested relief can be considered minor. Further, Staff are satisfied that the proposed relief will add value to the residential dwelling on the subject lands without creating an undesirable precedent for similarly zoned lands in the area and the proposed development will be in keeping with the character of similar type development in the Baldwin Place community and will not have adverse impacts on surrounding lands uses.

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

**RECOMMENDATION:**

That the Town of Tillsonburg Committee of Adjustment **approve** Application File A15-19, submitted by Dianne McPherson, for lands described as Part Lot 70, Plan 41M-182, Parts 38, 39, 40 & 41 of 41R-9347, Town of Tillsonburg, as it relates to:

1. Relief from Section 7.5.5.2.4, – Zone Provisions (R2-5) - Maximum Permitted Lot Coverage, to increase the maximum permitted lot coverage from 50% to 52% of lot area, to facilitate the construction of a sunroom addition to an existing single detached dwelling, and;
2. Relief from Section 7.5.5.2.12.1, – Zone Provisions (R2-5) – Porch, Balcony, Deck and Step Encroachments Into Required Rear Yards, to increase the permitted projection for a sunroom into a required rear yard from 1.5 m (5 ft) to 2.5 m (8.2 ft).

Subject to the following condition:

- i. A building permit for the proposed sunroom addition shall be issued within one year of the date of the Committee's decision;

As the proposed variances are:

- (i) deemed to be minor variances from the Town of Tillsonburg Zoning By-law No. 3295;
- (ii) desirable for the appropriate development or use of the land;
- (iii) in-keeping with the general intent and purpose of the Town of Tillsonburg Zoning By-law No. 3295; and
- (iv) in-keeping with the general intent and purpose of the Official Plan.

Authored by:

Heather St. Clair, MCIP, RPP,  
Development Planner

Approved for submission by:

Eric Gilbert, MCIP, RPP, Senior Planner

**Report Approval Details**

Document Title:	A15-19_rpt.docx
Attachments:	- Report Attachments.pdf - A15-19_30 Esseltine Dr_Application.pdf
Final Approval Date:	Nov 29, 2019

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a long horizontal line extending to the right.

**Ron Shaw - Nov 29, 2019 - 2:37 PM**

## Plate 1: Location Map with Existing Zoning

File No: A 15-19: McPherson

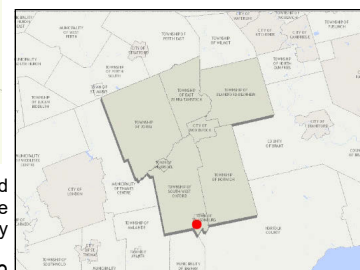
Part Lot 70, 41M-182, Parts 38-41 of 41R-9347, 30 Esseltine Drive, Tillsonburg



## Legend

- Environmental Protection Flood Overlay
  - Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning Floodlines Regulation Limit
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 51 102 Meters

NAD\_1983\_UTM\_Zone\_17N



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

November 29, 2019












## Plate 2: Close-Up of Subject Lands (2015 Air Photo)

File No: A 15-19: McPherson

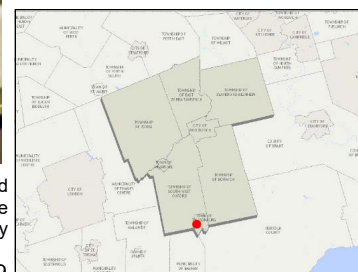
Part Lot 70, 41M-182, Parts 38-41 of 41R-9347, 30 Esseltine Drive, Tillsonburg



## Legend

- Environmental Protection  
Flood Overlay
-  Flood Fringe
  -  Floodway
  -  Environmental Protection (EP1)
  -  Environmental Protection (EP2)
- Zoning Floodlines  
Regulation Limit
-  100 Year Flood Line
  -  30 Metre Setback
  -  Conservation Authority Regulation Limit
  -  Regulatory Flood And Fill Lines
-  Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 26 51 Meters

NAD\_1983\_UTM\_Zone\_17N



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November 29, 2019



### Plate 3: Applicant's Sketch

**File No: A 15-19: McPherson**

**Part Lot 70, 41M-182, Parts 38-41 of 41R-9347, 30 Esseltine Drive, Tillsonburg**

*SKETCH*

PREPARED FOR BUILDING PERMIT APPLICATION  
"SUNROOM ADDITION"

MUNICIPAL #30 ESSELTINE DRIVE  
ALL OF P.I.N. 00025-1143

FOR: BILL KLYN (CONTRACTOR)  
(BEVERLY DIANNE, McPHERSON)

SCALE 1: 200

METRIC

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

PROPERTY DESCRIPTION:

PART OF LOT 70  
REGISTERED PLAN 41M-182  
TOWN OF TILLSONBURG  
COUNTY OF OXFORD  
(PARTS 38, 39, 40 AND 41, 41R-9347)

## NOTES

- AREA OF SUBJECT PROPERTY = 335.4 SQ. M.
- AREA OF EXISTING DWELLING, GARAGE, AND COVERED PORCH = 160.0 SQ. M.  
EXISTING DWELLING COVERAGE = 47.7%
- AREA OF PROPOSED SCREENED SUNROOM = 12.0 SQ. M.  
PROPOSED SUNROOM COVERAGE = 3.6%
- AREA OF PROPOSED AND EXISTING STRUCTURES = 172.0 SQ. M.  
PROPOSED COVERAGE = 51.3%
- ADD 200.00m TO ELEVATIONS SHOWN HEREON TO OBTAIN GEODETIC DATUM
- T.F.W. DENOTES TOP OF FOUNDATION WALL
- U.S.F. DENOTES UNDER SIDE OF FOOTING
- ☒ DENOTES PROPOSED BELL PEDESTAL
- 47.55 DENOTES PROPOSED FINISHED GRADE
- P/L DENOTES PROPERTY LINE
- ☼ DENOTES LIGHT STANDARD
- ☐ DENOTES PROPOSED CATCH BASIN

## CAUTION

THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT  
BE USED FOR TRANSACTION OR FINANCING PURPOSES

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**KIM HUSTED SURVEYING LTD.**  
ONTARIO LAND SURVEYOR

30 HARVEY STREET, TILLSONBURG, ONTARIO, N4G 3J8  
PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 19-15396

REFERENCE: FILE

**NOTE: 42.00 DENOTES PROPOSED FINAL GRADES  
AS SHOWN ON LOT GRADING PLAN  
COMPLETED BY CLDL ENGINEERING  
DATED APRIL 20, 2017**

**(42.00) DENOTES PROPOSED FINAL GRADES SCREENED ROOM**

NOVEMBER 5, 2019



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

ESSELTINE

DRIVE

1.5m CONCRETE SIDEWALK

RECEIVED  
BUILDING DEPT.

NOV 07 2019

BY:





FORM 1  
PLANNING ACT, 1990  
APPLICATION FOR MINOR VARIANCE OR PERMISSION  
Town of Tillsonburg Committee of Adjustment  
Fee \$900.00 (\$1800 - See Note 1 - Page 4)

Page 28 of 317  
Building, By-Law &  
Planning Services  
10 Lisgar Avenue  
Tillsonburg ON  
N4G 5A7

**For Office Use Only**

PIN#: ROLL#: SEP 19 2019 FILE: A15-19

The undersigned hereby applied to the Committee of Adjustment for the Town of Tillsonburg under Section 44 of the Planning Act, 1990, for relief, as described in this application form By-Law No. 3295 (as amended).

Name and Address of Owner		Name and Address of Applicant/Agent (if applicable)	
DIANE McPHERSON 30 ESSELTINE DR. TILLSONBURG		Bill Klyn & Bill Klyn Carpentry Inc. 2 PALMER ST. E. NORWICH, ON	
Postal Code:	Telephone Number:	Postal Code:	Telephone Number:
N4G 0G2	519-409-0693	N0S 1P0	519-424-2816
Email:		Email: <u>bill@bklcarpentry.ca</u>	

1. Name and addresses of any mortgagees, holders of charges or other encumbrances:

\_\_\_\_\_

\_\_\_\_\_

2. Nature and extent of relief applied for: To be completed by the applicant. (include By-Law Section if known)

- 1) Section 7.5.5.2.12-1 - to increase permitted projection to required rear yard from 1.5m (5') to 2.5m (8.2')
- 2) Section 7.5.5.2.4 - to increase maximum permitted lot coverage from 50% to 52 %.

For office use only

3. Why is it not possible to comply with the Provision of the By-Law?

Location of deck

4. Legal Description of Subject land:

Lot Number(s) Part Lot 70 Plan Number or Concession 41M-182

Part Number(s) 38, 39, 40, 41 Reference Plan Number 41R-9347

Street Address (if any) 30 Esseltine Drive

The lot is located on the north side of the Street lying between Quarter Town Line Street and Hollan Drive Street

## 5. Dimensions of land affected:

Frontage \_\_\_\_\_ Depth (average) \_\_\_\_\_

Area 335.4 m<sup>2</sup> Width of Street \_\_\_\_\_

## 6. Particulars of all buildings and structures on or proposed for the subject land: (specify ground floor area, gross floor area, number of stories, width, length, height, etc.)

Existing: single detached dwelling + uncovered deckProposed: Sunroom (2.64m x 4.6m), to be constructed on top of existing uncovered deck.

## 7. Location of all buildings and structures on or proposed for the subject land: (specify distance from side, rear and front lot lines as well as lot coverage.) Please include a copy of a survey with all measurements. A copy of a survey/ site plan prepared by an Ontario Land Surveyor or Consulting Engineer must accompany this application with all necessary measurements.

Existing: see attachedProposed: Sunroom (12.1 m<sup>2</sup>) over portion of existing uncovered deck.8. Date of acquisition of subject land: 20179. Date of Construction of all buildings and structures on subject land (if known): 201710. Existing uses of the subject property residential11. Existing uses of abutting properties: residential, institutional12. Length of time the existing uses of the subject property have continued: since built

## 13. Municipal Services available (please check all appropriate boxes)

☒ Water☒ Connected☒ Sanitary Sewers☒ Connected☐ Storm Sewers



14. Present Official Plan Provisions applying to the land: Low Density Residential

15. Present Zoning by-Law provisions applying to the land: R2-5

16. Has the owner previously applied for relief in respect of the subject property? ☐ Yes ☒ No

If the answer is yes, describe briefly \_\_\_\_\_

17. Is the subject property the subject of a current application for consent under Section 53 of the Planning Act, 1990? ☐ Yes ☒ No

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I/We Bill Klyn of the Town of Tillsonburg

In the County of Oxford.

DO SOLEMNLY DELCIARE THAT: All of the prescribed information contained in the is application is true and that the information contained in the documents that may accompany this application is true and I make the solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act.

DECLARED before me at the

of Tillsonburg in the

County of Oxford

This 19 day of September 2019



Owner(s)/Applicant

Owner(s)/Applicant

HELEN JOHNSON, a Commissioner,  
etc., Province of Ontario, for the  
Corporation of the Town of Tillsonburg  
Expires: March 10, 2020



A Commissioner for Taking affidavits

**For Office use Only**

**AUTHORIZATION**

NOTE: The property owner or the authorized agent must complete the application. Where an agent is making the application, the written authorization of the owner must be completed below. 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.

**Authorization of Owner(s) for Applicant/Agent to Make the Application**

I/we, B DIANNE MURPHYSON, am/are the owner(s) of the land that is the subject of this application for site plan and I/we authorize Bill Ely, to make this application on my/our behalf.

B Dianne Murphyson

Signature of Owner(s)

\_\_\_\_\_

Signature of Owner(s)

Sept 19/19

DATED

**Notes:**

1. It is required that one original copy of this application and all drawings be filed at the Town's Customer Service Centre, accompanied by a fee of \$900 in cash or cheque made payable to the Town of Tillsonburg. A fee of \$1800 will be charged if an application is required after the fact.

**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

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

Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Our File: **A17-19**

**APPLICATION FOR PERMISSION**

**TO:** Town of Tillsonburg Committee of Adjustment  
**MEETING:** December 9, 2019  
**REPORT NUMBER:** 2019-376

**OWNERS:** Johannes and Ann-Marie Veldmen  
68 Concession Street, West, Tillsonburg ON, N4G 1RS

**REQUESTED PERMISSION:**

Pursuant to Section 45(2) of the Planning Act, the applicants have applied for permission to extend an existing legal non-conforming use to permit the construction of an addition to an existing dwelling and a new detached accessory building. It is proposed that the said addition will consist of an attached garage and additional living space, approximately 171.8 m<sup>2</sup> (1,850 ft<sup>2</sup>) in size.

**LOCATION:**

The subject property is described as Part Lot 716, Plan 500 and Part 1 Plan 41R-2656, in the Town of Tillsonburg. The subject lands are located on the north side of Concession Street West, lying between Victoria Street and Charlotte Avenue and are municipally known as 68 Concession Street, West, Tillsonburg.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'T-1'	Town of Tillsonburg Land Use Plan	Residential, Open Space and Environmental Protection
Schedule 'T-2'	Town of Tillsonburg Residential Density Plan	Low Density Residential, Open Space and Environmental Protection

## TOWN OF TILLSONBURG ZONING BY-LAW:

## Passive Open Space (OS1) with 100 year Flood Line Regulated Limit

## SURROUNDING USES:

Surrounding land uses are predominately comprised of wooded flood plain land associated with Stoney Creek, with recreational trails to the south. Low density residential development, consisting mainly of single detached dwellings are located to the east and southwest and institutional lands are located to the north (Glendale Secondary School).

(a) Purpose of the Application:

The applicants have applied for permission under Section 45(2) of the Planning Act to allow for the extension of an existing legal non-conforming residential dwelling, which will be comprised of an addition to the existing garage and will include an accessory residential dwelling unit. The applicants have also requested permission to build a detached residential accessory building. The applicants have indicated that the existing dwelling that is located on the subject property, which is located entirely within the regulated flood plain area, was built in 1966.

It is proposed that the garage addition will be located on the north side of the existing dwelling, while the proposed detached shed will be located to the east, outside of the area designated as Environmental Protection. It is also proposed that the accessory dwelling unit will be occupied by family members of the applicants.

The applicants have also submitted a peer-reviewed Environmental Impact Study prepared by Dance Environmental to support the proposed development and demonstrate there will be no adverse impact to the Environmental Protection areas or adjacent natural heritage features if all of the recommendations of the EIS are implemented.

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

Plate 2, 2015 Aerial Photo, provides an aerial view of the subject lands.

Plate 3, Applicant's Site Sketch, shows the location of the existing and proposed development, including the approximate location of the proposed detached accessory building.

(b) Agency Comments:

The application was circulated to a number of public agencies. The following comments were received:

Long Point Region Conservation Authority provided the following comment:

Staff has reviewed the above noted application and LPRCA has no objections to its approval.

It should be noted that portions of the subject property are located within the Flood and Erosion Hazards associated with Big Otter Creek, however; from the site layout details provided in the application, the proposed development is located above /outside of the Regulated Flood and Erosion Hazard. The subject lands are also located completely within the Regulation Limit of

Ontario Regulation 178/06 and a permit is required from this office for site development as proposed within this application.

Town Building and By-Law Services Department indicated that the project will require LPRCA approval.

Town Engineering Services Department indicated that an easement is required over the trunk sanitary sewer to the west of the dwelling. The easement may also be in the form of a blanket easement.

(c) Public Consultation:

Public Notice was mailed to surrounding property owners on November 7, 2019. To date no comments of concern have been received from the public.

(d) Planning Review:

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

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

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



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

The majority of the subject lands are designated as Environmental Protection and Open Space, while the area containing the existing and proposed development is designated as Low Density Residential.

It is the intent of the Environmental Protection designation to ensure the long-term protection, conservation and enhancement of designated Environmental Protection Areas and to prohibit uses incompatible with this objective and to ensure that development permitted within or adjacent to Environmental Protection Areas adheres to environmental planning principles. It is also the intent of the Official Plan to require Environmental Impact Studies within or adjacent to Environmental Protection Areas as part of the development review process to assess the sensitivity of the area and its function and to ensure that possible development or site alteration will not detrimentally impact the area. Permitted uses within the Environmental Protection designation include minor additions to existing buildings developed and located on existing cleared land in accordance with the Zoning By-law

The subject lands are also designated as Open Space, which applies to regulated flood plan areas, floodways where two zone flood plain policies apply, Conservation Authority lands and other public lands, as well as Earth Science Areas of Natural and Scientific Interest and parks, pathways, recreation areas and stormwater management facilities. Permitted uses in the Open Space designation are generally limited to active and passive recreational uses, and structures necessary to the Open Space use, such as golf course "pro shops", clubhouses, refreshment stands, bleachers and change houses. The Official Plan provides that existing uses are permitted within the designation and such uses may expand or undergo a change in use, subject to the provisions of the existing zoning.

The applicant is proposing an addition to an existing single detached dwelling that is located on a portion of the subject lands that is designated as Low Density Residential, which is intended for the development of a variety of low-rise, low density housing forms, including single detached dwellings, semi-detached dwellings, duplexes, converted dwellings, quadraplexes, townhouses and low density cluster development. This land use designation is intended for a mixing and integration of different forms of housing to achieve a low overall density of use.

It is the opinion of the Planning office that this application complies with the criteria outlined in Section 10.3.5 of the Official Plan. Property information on file and information provided by the applicant indicate the existing dwelling has been located on the subject lands since 1966, and have continued to be used for residential purposes since that time which is in keeping with the above-noted criteria outlined in the Official Plan. Further, it is noted that the proposed development will be wholly located within the confines of the subject lands and will be adequately serviced by existing municipal water and wastewater.

Further, staff are satisfied that approval of the applicant's request will have minimal impact on the quality of the surrounding Environmental Protection features as the proposed development will be located outside of this area, in the area designated as Low Density Residential, which permits infill development. To further demonstrate there will be no adverse effect on the integrity of the surrounding environmental features, the applicant has submitted a peer-reviewed Environmental Impact Study and the recommended implementation measures from the study are included as proposed conditions of approval. A permit from the Long Point Conservation Authority will be required prior to the issuance of a building permit. It is also recommended that

a condition be included requiring the applicant to provide the Town & County with an easement over the existing trunk sanitary sewer, located to the west of the dwelling.

(f) Summary:

In light of the foregoing, it is the opinion of this Office that the applicant's proposal can be given favourable consideration. Staff are satisfied that the application complies with the criteria outlined in Section 45(2) of the Planning Act and complies with the policy direction contained in Section 10.3.5 of the Official Plan respecting non-conforming uses.

**RECOMMENDATION:**

That the Town of Tillsonburg Committee of Adjustment **approve** Application File A17-19, submitted by Johannes and Ann-Marie Veldmen, for lands described as Part Lot 716, Plan 500, Part 1 Plan 41R-2656, municipally known as 68 Concession Street West, Town of Tillsonburg, as it relates to:

1. Permission to construct an addition to the existing single detached dwelling on the subject lands for the purpose of an attached garage and secondary residential dwelling unit, and;
2. Permission to construct a detached residential accessory building, to a maximum size of 165 m<sup>2</sup> (1,776 ft<sup>2</sup>) on the subject lands,

Subject to the following conditions:

- i. A building permit for the proposed accessory structure shall be issued within one year of the date of the Committee's decision;
- ii. An LPRCA permit shall be issued and a silt-control fence shall be installed as per Figure 1 & 2 of the Environmental Impact Study prepared by Dance Environmental prior to any earthworks being undertaken on the subject lands;
- iii. A tree-saving plan be prepared prior to removing any trees on the property;
- iv. Planting of replacement native deciduous trees (one for each tree removed) be done on the property;
- v. That the applicant provide an easement to the County of Oxford over the existing trunk sanitary sewer.
- vi. That the proposed addition and accessory building be located in a manner in-keeping with that illustrated on Plate 3 of Report 2019-376.

Authored by:  
Planner

Heather St. Clair, MCIP, RPP, Development

Approved for submission by:

Eric Gilbert, MCIP, RPP, Senior Planner

**Report Approval Details**

Document Title:	A17-19_rpt.docx
Attachments:	- A17_19_report_attachments.pdf - a17-19t_appl-20191107.pdf - DE-427B Final EIS Addendum 25Oct2019.pdf
Final Approval Date:	Nov 27, 2019

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a stylized, cursive script.

**Ron Shaw - Nov 27, 2019 - 9:12 PM**



## Plate 1: Location Map with Existing Zoning

File No: A 17-19: Veldman

Part Lot 716, Plan 500 Part 1, 41R-2656, 68 Concession Street West, Tillsonburg



## Legend

- Parcel Lines**
- Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Environmental Protection**
- Flood Overlay**
- Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning Floodlines**
- Regulation Limit**
- 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)**

## Notes



0 192 383 Meters

NAD\_1983\_UTM\_Zone\_17N



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November 20, 2019





## Legend

## Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

## Environmental Protection

## Flood Overlay

- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

## Zoning Floodlines

## Regulation Limit

- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

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

## Notes



0 48 96 Meters

NAD\_1983\_UTM\_Zone\_17N



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November 20, 2019









FORM 1  
PLANNING ACT, 1990  
APPLICATION FOR MINOR VARIANCE OR PERMISSION  
Town of Tillsonburg Committee of Adjustment  
Fee \$900.00 (\$1800 - See Note 1 - Page 4)

Building, By-Law &  
Planning Services  
10 Lisgar Avenue  
Tillsonburg ON  
N4G 5A7

**For Office Use Only**

PIN#:	ROLL#:	FILE: A17-19
-------	--------	--------------

The undersigned hereby applied to the Committee of Adjustment for the Town of Tillsonburg under Section 44 of the Planning Act, 1990, for relief, as described in this application form By-Law No. 3295 (as amended).

Name and Address of Owner		Name and Address of Applicant/Agent (if applicable)	
Johannes & Ann-Maria Veldman			
68 Concession Street, W Tillsonburg			
Postal Code:	Telephone Number:	Postal Code:	Telephone Number:
N4G 1R5	519-521-3897		
Email: john@courtlend.biz		Email:	

1. Name and addresses of any mortgagees, holders of charges or other encumbrances:

CIBC

2. Nature and extent of relief applied for: To be completed by the applicant. (include By-Law Section if known)

Extend a legal non-conforming use, to permit construction of an addition to an existing dwelling, and a new detached accessory building.

For office use only



3. Why is it not possible to comply with the Provision of the By-Law?

Existing dwelling built in 1966

4. Legal Description of Subject land:

Lot Number(s) Pt Lot 716 Plan Number or Concession 500

Part Number(s) 1 Reference Plan Number 41R-2656

Street Address (if any) 68 Concession St West

The lot is located on the north side of the Street lying between Victoria Street and Charlotte Ave Street

5. Dimensions of land affected:

Frontage \_\_\_\_\_ Depth (average) \_\_\_\_\_

Area 2.8 ha Width of Street \_\_\_\_\_

6. Particulars of all buildings and structures on or proposed for the subject land: (specify ground floor area, gross floor area, number of stories, width, length, height, etc.)

Existing: dwelling - 1800 ft<sup>2</sup> (including garage)

Proposed: detached shed - 41' x 42.5'  
attached garage addition / accessory apartment (1850 ft<sup>2</sup>)

7. Location of all buildings and structures on or proposed for the subject land: (specify distance from side, rear and front lot lines as well as lot coverage.) Please include a copy of a survey with all measurements. A copy of a survey/ site plan prepared by an Ontario Land Surveyor or Consulting Engineer must accompany this application with all necessary measurements.

Existing: \_\_\_\_\_

Proposed: See attached sketch

8. Date of acquisition of subject land: 2017

9. Date of Construction of all buildings and structures on subject land (if known): 1966

10. Existing uses of the subject property residential / Stony Creek

11. Existing uses of abutting properties: ravine lands + Glendale High School

12. Length of time the existing uses of the subject property have continued: Since 1966

13. Municipal Services available (please check all appropriate boxes)

☒ Water

☒ Connected

☒ Sanitary Sewers

☒ Connected

☐ Storm Sewers



14. Present Official Plan Provisions applying to the land: Low Density Residential,  
Environmental Protection, Open Space

15. Present Zoning by-Law provisions applying to the land: OS1

16. Has the owner previously applied for relief in respect of the subject property? ☐ Yes ☒ No

If the answer is yes, describe briefly \_\_\_\_\_

17. Is the subject property the subject of a current application for consent under Section 53 of the Planning Act, 1990? ☐ Yes ☒ No

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

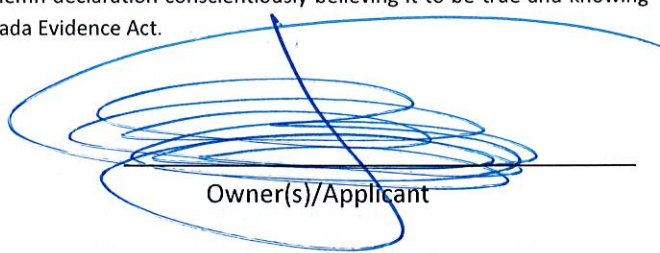
I/We Johannes Veldman of the Town of Tillsonburg

In the County of Oxford.

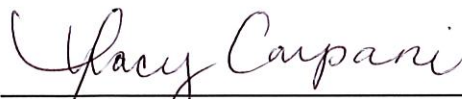
DO SOLEMNLY DELCIARE THAT: All of the prescribed information contained in the is application is true and that the information contained in the documents that may accompany this application is true and I make the solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act.

DECLARED before me at the TOWN  
 of TILLSONBURG in the  
COUNTY OF OXFORD

This 5<sup>th</sup> day of November, 2019.

  
 Owner(s)/Applicant

Owner(s)/Applicant



A Commissioner for Taking affidavits

TRACY CARPANI, a Commissioner, etc.,  
 Province of Ontario, for the Corporation  
 of the Town of Tillsonburg

Expires: June 12, 2021

**For Office use Only**


**AUTHORIZATION**

NOTE: The property owner or the authorized agent must complete the application. Where an agent is making the application, the written authorization of the owner must be completed below. 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.

**Authorization of Owner(s) for Applicant/Agent to Make the Application**

I/We, Anna-Marie, am/are the owner(s) of the land that is the subject of this application for site plan and I/we authorize Johannes, to make this application on my/our behalf.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
DATED

**Notes:**

1. It is required that one original copy of this application and all drawings be filed at the Town's Customer Service Centre, accompanied by a fee of \$900 in cash or cheque made payable to the Town of Tillsonburg. A fee of \$1800 will be charged if an application is required after the fact.

TRACY CARPANI, a Commissioner, etc.  
Province of Ontario for the Corporation  
of the Town of Tillsonburg  
Expires: June 13, 2021

**AUTHORIZATION**

NOTE: The property owner or the authorized agent must complete the application. Where an agent is making the application, the written authorization of the owner must be completed below. 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.

**Authorization of Owner(s) for Applicant/Agent to Make the Application**

I/We, Anna-Maria Veldman, am/are the owner(s) of the land that is the subject of this application for site plan and I/we authorize Johannes Veldman, to make this application on my/our behalf.



Signature of Owner(s)

Signature of Owner(s)

Nov. 6/19

DATED

**Notes:**

1. It is required that one original copy of this application and all drawings be filed at the Town's Customer Service Centre, accompanied by a fee of \$900 in cash or cheque made payable to the Town of Tillsonburg. A fee of \$1800 will be charged if an application is required after the fact.

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**ADDENDUM to the  
EIS  
for  
Proposed Garage & Granny Flat Addition  
at  
68 Concession St. W,  
Tillsonburg, ON.**

**Prepared for:**

John Veldman  
% Courtland Landscape & Grounds

**Prepared by:**

Dance Environmental Inc.  
807566 Oxford Rd. 29  
R.R. #1 Drumbo, ON  
N0J 1G0

DE-427B

September 27, 2019.

## 1.0 INTRODUCTION

In November 2018, Dance Environmental Inc. prepared an EIS for a Proposed Garage and Granny Flat Addition at 68 Concession St. W., Tillsonburg, ON, see Figure 1. The clients are Mr. and Mrs. John Veldman.

In June 2019, Dougan and Associates provided the County of Oxford with peer review comments on the EIS.

Objectives of the present addendum report are:

- (1) to address the key comments listed in the peer review;
- (2) to document more recent correspondence with the LPRCA and MECP; and
- (3) to complete an impact assessment for a more recent addition to the Scope of proposed development on the site, namely a dry shed/workshop. See Figure 2 for location of this proposed shed.

## 2.0 RESPONSES TO PEER REVIEW KEY COMMENTS

### **Comment 1.**

The County Planner reviewed and approved the Terms of Reference.

### **Comment 2.**

In late June 2019 the client approved setting up a site meeting with LPRCA staff. This meeting took place on July 12, 2019.

The location of the proposed building footprints including the dry shed/workshop were reviewed with LPRCA staff on site. LPRCA documented their comments in an email dated 22 July, 2019, see Appendix 1. LPRCA concluded that the proposed buildings were far enough away from Stony Creek. The client was reminded that a Permit Application Form had to be completed and submitted to the LPRCA.

Figure 2 in the present report shows the location of the dry shed/workshop fronting on the existing driveway and that the footprint of this building is approximately 4m from a small drainage swale. An existing earth berm of approximately 60cm height separates the swale from the proposed shed/workshop. No changes to the drainage or toe of the ravine slope are required to accommodate the proposed shed.

Figure 3 shows the extent of Regulated Area on the site.





**FIGURE 1.**  
**Proposed Addition.**

**LEGEND**

--- Approximate silt fence location.



DE-427B Sept. 26/19.

Base map source:  
John Veldman,  
October 2018.

Client Name:  
John Veldman  
  
68 Concession St W  
Tillsonburg, ON

Project Name:  
Proposed Granny Flat  
Addition Site Plan

Drawing Title:  
Concept Plan

No.	Revision / Issue	Date

Scale: Dimensions as shown.

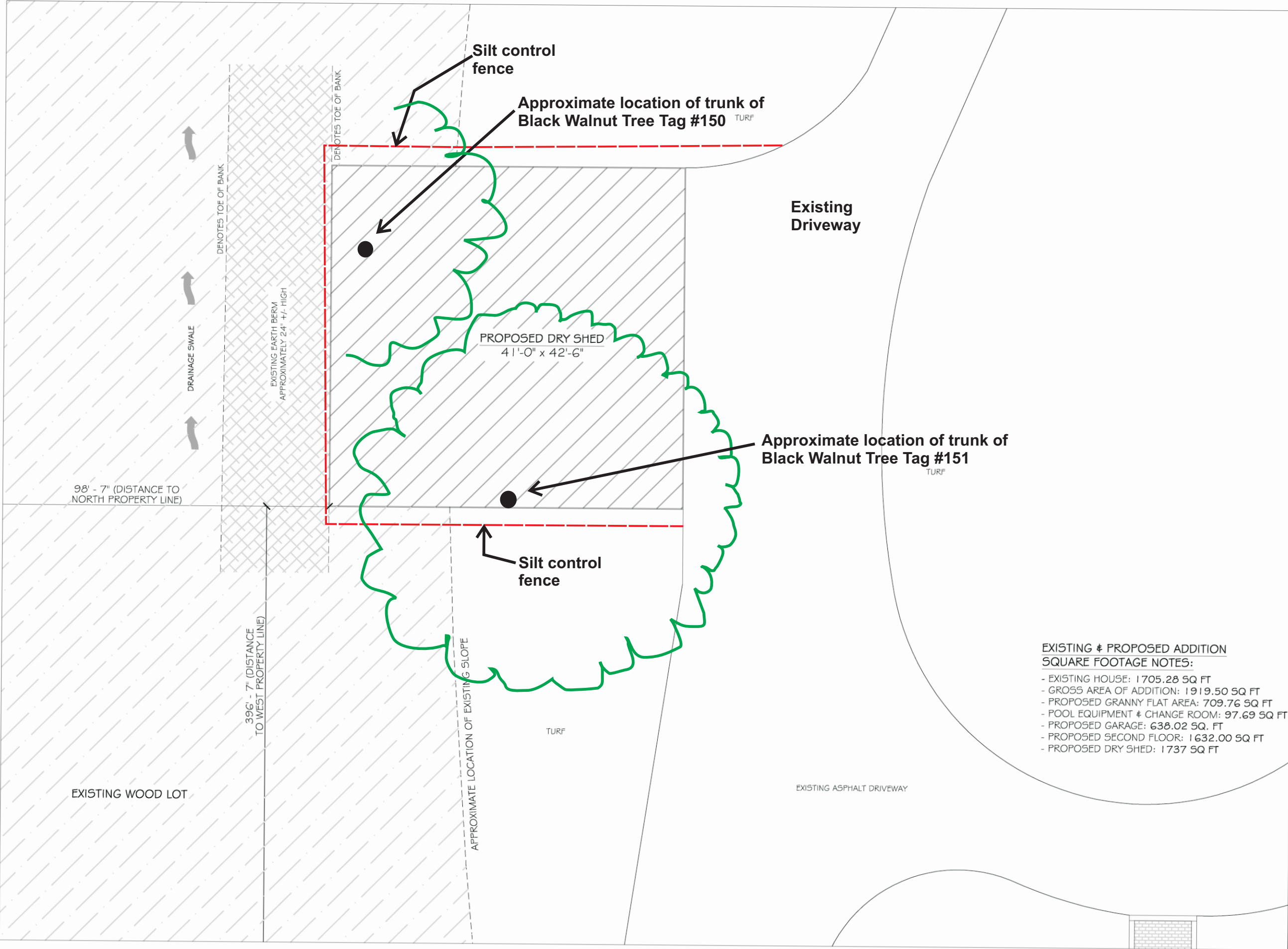
Drawn By:      Checked By: JV

Date:      Oct 3, 2018



**L1**





**FIGURE 2. PROPOSED DRY SHED.**

**LEGEND**

- Approximate location of tree crown
- Approximate location of silt control fence



DE-427B Sept. 30/19.

Basemap: received from J. Veldman, Sept. 30/19.

Client Name:  
John Veldman  
68 Concession St W  
Tillsonburg, ON

Project Name:  
Proposed Granny Flat,  
Garage & Dry Shed  
Addition Site Plan

Drawing Title:  
Enlarged Dry Shed  
Concept Drawing

No.	Revision / Issue	Date

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

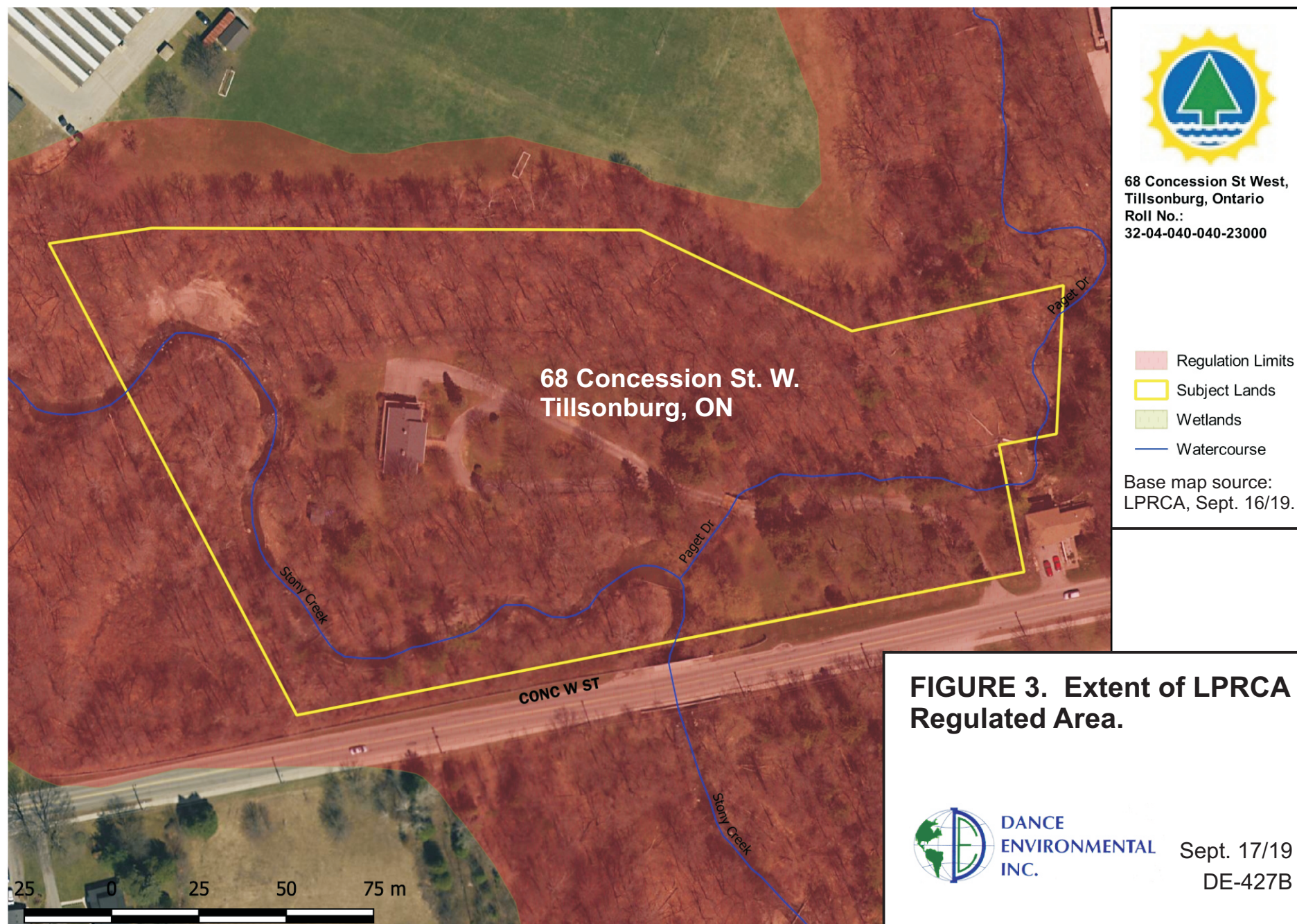
Drawn By: RC Checked By: JV

Date: Sept 18, 2019



**L2**





**Comment 3.**

The process of dealing with MNRF that had been recommended in the EIS had been suggested by the MNRF Biologist that we were corresponding with 2018. Since that time MECP has taken over responsibility for reviewing SAR issues.

Appendix 2 contains the email received following MECP's review of the proposed undertaking (which included the dry shed/workshop).

MECP has concluded that they have "no concerns with this proposal under the Endangered Species Act".

**Comment 4.**

Federal, provincial and local policies are addressed as follows:

**Federal****1. Species at Risk Act (2002)**

No SAR listed federally were found during the inventories. Mitigation measures described in Tables 4 and 5 will prevent any impacts on aquatic and terrestrial habitat, so no negative impacts on federally listed SAR and their habitat are expected.

**2. Fisheries Act (1986)**

This act requires that there be no negative impact on fish habitat. Fish habitat is present in Stony Creek and possibly in Paget Drain, see Figure 3. There are adequate setbacks between the proposed undertakings and fish habitat present.

Silt control fence will prevent sediment from reaching the fish habitat and rapid introduction of vegetative cover to stabilize any disturbed soils will prevent erosion following the completion of construction. No negative impact on fish habitat is expected.

**3. Migratory Birds Convention Act (1994)**

This act requires that migratory birds, their active nests, eggs and young not be destroyed.

In the present case, there will be very little need to remove vegetation. Timing recommendations for removal of up to four trees to build the proposed structures are that tree removals be undertaken between November 1 and March 31, to avoid impacts on nesting birds.

**Provincial****1. Provincial Policy Statement**

The PPS requires that natural heritage features such as fish habitat, significant woodlands, significant valleylands, endangered and threatened species, and significant wildlife habitat be considered and that no significant impacts on these features occur. PPS requirements are also reflected in the Oxford County OP. These natural heritage features were addressed in the 2018 EIS.

## **2. Endangered Species Act (2007)**

This act requires that the listed species and/or their habitat not be impacted. No occurrences of endangered or threatened species were found during the 2018 or 2019 site visits. Existing information sources did not have records of occurrence for the site. SAR were addressed in the 2018 EIS.

## **3. Conservation Authorities Act and Ont. Reg. 178/06 and Ont. Reg. 178/07.**

This act and these regulations were considered during the original EIS, hence the recommendation to the client that a site meeting be held with the LPRCA. This site meeting occurred in Summer 2019 and correspondence from the LPRCA is contained in Appendix 1 of the present addendum.

The proponent is currently preparing a Permit Application under Regulation 178/06 to obtain the necessary permit to develop within the regulated area.

### **Local**

#### **1. Oxford County Official Plan (2015)**

The County of Oxford OP was cited in the 2018 EIS and a Terms of Reference for the EIS was reviewed by Eric Gilbert.

The Natural Heritage features required to be assessed and addressed in an EIS were documented in the 2018 EIS (see Sections 6.3, 6.4, 6.5, 6.6, and 6.7) and are addressed later in the present Addendum relative to the new proposal for a dry shed/workshop.

### **Comment 5.**

This comment relates to stormwater management and surface water/groundwater implications.

The two small buildings proposed will be fitted with eavestrough and down spouts. Rain and melt water from these roof areas will be clean and will be discharged to turf grass surfaces that are part of the residential landscape present in the yard. The roof water discharged will not be re-directed to new drainage areas.

There will be ample opportunity for infiltration in the grassed areas and there will be no direct discharge to any of the surface water bodies in the area, namely Stony Creek and Paget Drain.

Given the small scale of the new impermeable surfaces and the large green space that is available to infiltrate the small quantities of rain water and melt water, no negative impacts on surface water and groundwater quantity and quality are expected.

### **Comment 6.**

We agree that tree removals should occur between November 1 and March 31.

**Comment 7.**

The 2018 EIS focused on the SWH categories that we believed were pertinent, see Section 6.2.

The 4 categories specifically listed by the peer reviewers are addressed in more detail below.

**Seeps and Springs:**

This is one element in the Specialized Habitat for Wildlife category.

Small seepage zones were observed in several locations along the downslope areas of the FODM5-9 Sugar Maple woodland that is located upslope of the proposed granny flat/garage and dry shed/workshop building footprints. In all cases the surface seepage is upslope of the proposed building footprints and the seepage does not flow downslope through the proposed building footprints. The seepage is intercepted by an existing drainage channel, located upslope of the development, which conveys it easterly to the Paget Drain.

Since more than 2 seeps are present in the FODM5-9 unit that is located north of the proposed development, the area of woodland (the recharge area) and the seeps located upslope of the development should be considered to be SWH.

Since the development footprints are not within the recharge or discharge areas for the seeps we do not expect any impact on the seeps from the proposed development.

**Woodland Raptor Nesting Habitat:**

As noted in the 2018 EIS, during 8 site visits no raptors were seen or heard. During 2 site visits in 2019 no raptors were seen or heard. No raptor stick nests were observed in the study area.

In our opinion there is not confirmed SWH for Woodland Raptor Nesting.

**Bat Maternity Colonies:**

As noted previously, FODM5-9 Sugar Maple Woodland is present to the north and south of the proposed development, so there is Candidate SWH for this factor in locations adjacent to the development.

The development is proposed on footprints along the margins of the FODM5-9 unit, but not within it.

Each of the four trees that would need to be removed to accommodate the proposed development were evaluated for their potential to provide bat maternity colony habitat. Table 1 below summarizes the characteristics of these 4 trees.

**TABLE 1. Tree Analysis, Veldman Property, 11 Sept. 2019.**

<b>Tree Tag No.</b>	<b>Species</b>	<b>Diameter at Breast Height (cm)</b>	<b>Condition</b>	<b>Bat Maternity Colony Habitat Potential</b>	<b>Reason for Removing Tree</b>
150	Black Walnut	33	Poor; many cankers, leaning; no hollows, cavities, or loose bark.	None	Within footprint of dry shed/workshop.
151	Black Walnut	66	Good; is producing nuts; no hollows, cavities or loose bark.	None	Within footprint of dry shed/workshop
152	Sugar Maple	33	Good; no hollows, cavities or loose bark.	Little, is on the edge of an active driveway, play area.	On the edge of the footprint for granny suite/garage.
153	Sugar Maple	16	Poor, north half has no branches, shaded by other trees.	Little, is on the edge of an active driveway, play area.	On the edge of the footprint for granny suite/garage.

The potential for impact on Bat Maternity Colonies from the proposed undertaking is predicted to be virtually zero.

### **Reptile Hibernacula**

As indicated in Table 1 of the 2018 EIS, six site visits were made on Spring and Autumn season dates when snakes could have been at or near hibernacula.

Section 5.2.4 of the 2018 EIS documents that only Common Gartersnake was found in the study area and the largest number of snakes seen at one time was 2. Although the wooded slope located north of the two proposed development footprints could be considered to be candidate SWH for reptile hibernaculum based on the presence of the wooded slope and seepage areas within the woodland the defining criteria of a minimum of five individual snakes or 2 or more snake species was not met, so SWH for this factor was not confirmed.

Since the proposed development is downslope outside of the candidate SWH no impact on potential snake hibernation sites is expected.

### **Comment 8.** Tree removals and SAR bat habitat.

Table 1 in the present addendum describes the trees to be removed and the number of the aluminum tree tag that has been affixed to each tree.

Appendix 2 in the present Addendum contains the MECP's opinion on whether SAR might be affected. Appendix 3 in the present Addendum contains the information sent to MECP with the request for a SAR screening. Bullet (5) on the Findings page of the Synopsis of 2018 EIS describes the trees that need to be removed from a bat habitat perspective.

### **Comment 9.** Fish Habitat

Fish habitat was addressed in the 2018 EIS in report Section 8.2 and in Table 5. The peer reviewers have asked for additional discussion. The following text addresses elements of the PPS Section 2.1.6 and 2.1.8 and requirements of the Oxford County OP Section 3.2.4.2.3.

Regarding the PPS: yes the granny suite and garage are within lands adjacent to Stony Creek. The ecological function of the footprint area of the granny suite/garage is very limited since currently most of the footprint is paved driveway which drains away from the creek.

The proposed development will not require any removal of vegetation which shades the creek, stabilizes the creek bank or contributes leaf energy. The surface water infiltration contribution from the proposed development area will be maintained by discharging downspouts to the grassed lawn area between the new building and Stony Creek. Silt control fence and rapid revegetation of any soils disturbed by the construction footprint will prevent any potential for sediment to be washed into Stony Creek.



The silt fence will also act as a defining perimeter to prevent construction machinery from driving toward Stony Creek and to prevent stock piling between the development and Stony Creek.

With the foregoing discussion in mind, it is our opinion that there will be no negative impacts on the natural features or ecological functions of the Stony Creek fish habitat.

Regarding the Oxford County OP and fish habitat:

(a) since it has been predicted that there will be no negative impacts on fish habitat the project does not need to be revised or modified;

(b) appropriate mitigation measures have been described, namely: silt control fence, discharge of downspouts to the lawn, and quick revegetation of any disturbed soils;

(c) the LPRCA has agreed that there is an appropriate setback between the building envelope and the creek bank and the creek channel has and will have vegetated margins in the future;

(d) since there is no predicted loss of fish habitat, no compensation is required.

Given the proposed mitigation elements it is our opinion the Oxford County OP requirements relative to fish habitat have been met.

### **3.0 RECENT CORRESPONDENCE WITH LPRCA & MECP.**

See Appendices 1, 2 and 3.

### **4.0 IMPACT ASSESSMENT FOR THE DRY SHED/WORK SHOP.**

Figure 2 shows the location of a dry shed/workshop that has been proposed since the 2018 EIS was submitted.

The area of this shed had been inventoried during each of the 2018 site visits and it was also studied during site visits on July 12 and September 11, 2019.

#### **4.1 Vegetation**

The footprint for the proposed dry shed starts at the existing paved driveway and extends westerly across lawn to the base of the Sugar Maple woodland that covers the slope to the west.

The two Black Walnut trees growing in the footprint that would need to be removed are described in Table 1 and their approximate trunk and crown locations have been drawn on Figure 2. Tree number 150 is in poor condition, with many cankers and it is not producing nuts. It has no hollows or cavities of value to wildlife. Tree number 151 is healthy and is producing nuts. It has no hollows or cavities of value to wildlife.

It is recommended that a new native deciduous tree be planted within the grounds of the Veldman property to replace each of the walnuts that are removed. These trees should be cut down between November 1 and March 31 to avoid impacts on birds and other wildlife.

## **4.2 Federal, Provincial and Local Policies**

### **4.2.1 Federal**

#### **a. Species at Risk Act (2002)**

The impact assessment and conclusions are the same as for the granny suite/garage footprint.

#### **b. Fisheries Act**

The dry shed is located more than 60m from Stony Creek, so no impacts on fish or fish habitat in this watercourse are expected.

Silt fence, see Figure 1, and an existing earthen mound will separate the dry shed construction zone from the drainage swale to the west where flow was observed during Spring melt. This swale flows into the Paget Drain to the north and this Drain discharges into Stony Creek.

Revegetation of the dry shed area, as soon as is practical following construction will ensure that soil does not wash into the local watercourses, so fish habitat will be protected.

#### **c. Migratory Birds Convention Act (1994)**

Site clearing is to occur between November 1 and March 31 to avoid impacts on nesting birds.

### **4.2.2 Provincial**

#### **a. Provincial Policy Statement**

The assessment and conclusions are the same as for the granny suite/garage footprint.

#### **b. Endangered Species Act (2007)**

MECP has concluded that there will be no impact on SAR, see Appendix 2.

#### **c. Conservation Authorities Act and Ont. Reg. 178/06 and Ont. Reg. 178/07.**

The LPRCA has concluded that there will not be impact. The proponent is currently preparing a Permit Application under Regulation 178/06 to obtain the necessary permit to build the dry shed within the regulated area.



#### 4.2.3 Local

##### a. **Oxford County Official Plan (2015)**

Since there are no features or functions present in the dry shed footprint and adjacent study area that were not considered in the granny suite/garage study area the impact assessment and conclusions are the same for the dry shed as they were for the granny suite/garage.

There will be no negative impact on features or functions that the Oxford County OP requires be assessed.

#### **4.3 Stormwater Management**

The dry shed will be fitted with eavestroughs and downspouts that will discharge to grassed areas adjacent to the shed. There will be ample opportunity for infiltration on the grassed areas. Given the small area of the dry shed roof we expect no negative impacts on surface water and groundwater quantity and quality.

#### **4.4 Significant Wildlife Habitat**

The impact assessment contained in the original 2018 EIS also applies to the dry shed study area since this location was inventoried and assessed in the original study as being an area where construction equipment would pass by to access the granny suite/garage footprint.

The preceding addendum text on SWH also applies to the dry shed study area.

Regarding Bat Maternity Colonies and the dry shed study area we have the following comments: as can be seen in Table 1, neither of the 2 Black Walnut trees that need to be removed to build the dry shed have hollows or cavities of value to bats and walnut leaf clusters are not known to harbour bats.

The November 1 to March 31 tree removal timing window would also help to avoid any impacts on any bat maternity colonies.

### **5.0 RECOMMENDATIONS**

The following listed recommendations summarize the mitigation measures that will be implemented to avoid impacts on the important natural environment features and functions that are present in the study area:

1. The permit required by the LPRCA should be obtained before any earthmoving occurs.
2. Silt control fence should be installed in the locations shown on Figures 1 and 2 prior to any earthmoving and the silt fence should be inspected on a weekly basis and should be repaired immediately if repair or maintenance is required.

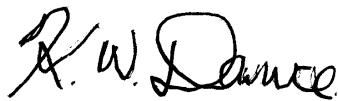
3. Turf grass should be established around the margins of each of the two construction sites as soon as is practical following completion of construction. Once the turf grass is established the silt fence can be removed.
4. Any tree removals should occur between November 1 and March 31.
5. Planting of replacement native deciduous trees (one for each tree removed) will be on the Veldman property in locations chosen by the owner.
6. A Tree Saving Plan satisfactory to the municipality should be submitted and be approved prior to removing any trees in the construction zones.
7. All other elements of the mitigation measures described in Tables 4 and 5 of the 2018 EIS should be implemented.

## **6.0 CONCLUSIONS**

Assuming that the mitigation measures recommended are successfully implemented we expect no residual negative natural environment impacts from the proposed granny suite/garage or the dry shed construction.

Please contact me if there are any questions about this addendum report.

**Report prepared by:**

A handwritten signature in black ink, appearing to read 'K. W. Dance'.

K. W. Dance, M.Sc.  
President,  
Dance Environmental Inc.

## **APPENDIX 1**

LPRCA email of 22 July 2019.

Rogers Yahoo Mail - 68 Concession Street W

<https://mail.yahoo.com/d/folders/1>**68 Concession Street W**

From: Christopher Boothe (cboothe@lprca.on.ca)

To: dancenvironment@rogers.com

Cc: johnveldman@courtlandpm.com

Date: Monday, July 22, 2019, 1:01 p.m. EDT

Good Morning Ken

Regarding the proposal to construct a major addition to a single family dwelling and construct a non-habitable accessory building at 68 Concession Street West in Tillsonburg.

Staff will require a site plan confirming the location of the non-habitable structure and that it will not affect the drainage or alter the toe of the existing ravine slope. Staff can support the major addition as proposed.

Attached is the permit application form. Please complete the form and return it to me along with a finalized site plan and the construction details for all proposed works.

Thanks,

Chris

**Chris Boothe, MEPP**

Resource Planning Technician

Long Point Region Conservation Authority

4 Elm Street, Tillsonburg, ON N4G 0C4

Office: 519-842-4242 or 1-888-231-5408 ext.235

Email: cboothe@lprca.on.ca



2019 Permit Application - Fillable.pdf  
1.5MB

## **APPENDIX 2**

MECP email of 27 August 2019.

Rogers Yahoo Mail - RE: SAR Screening - 68 Concession St., W., Ti...

<https://mail.yahoo.com/d/folders/1>

RE: SAR Screening - 68 Concession St., W., Tillsonburg, ON

From: Species at Risk (MECP) (SAROntario@ontario.ca)

To: dancenvironment@rogers.com

Date: Tuesday, August 27, 2019, 4:29 p.m. EDT

Hello Ken,

The Ministry of Environment, Conservation and Parks (MECP) has reviewed the information provided on the granny suite/garage addition and workshop proposal at 68 Concession Street, West, in the Town of Tillsonburg, Oxford County.

Given the that the workshop and granny suite/garage addition are proposed to constructed in an area of manicured lawn and driveway, as outlined in Figure 3, MECP has no concerns with this proposal under the Endangered Species Act.

Regards,

**Kathryn Markham**

Management Biologist

Permissions and Compliance Section, Species at Risk Branch

Ministry of Environment, Conservation and Parks

**From:** KENNETH DANCE <dancenvironment@rogers.com>  
**Sent:** August 15, 2019 10:06 AM  
**To:** Markham, Kathryn (MECP) <Kathryn.Markham@ontario.ca>  
**Subject:** SAR Screening - 68 Concession St., W., Tillsonburg, ON

Kathryn:

Attached is information regarding this site where a granny suite/garage and workshop are proposed in the valley of Stony Creek, adjacent to an existing single family residence.

On behalf of the owner, John Veldman, we are seeking direction on how to receive MECP approval to proceed with the proposed buildings.

The attachments include:

Rogers Yahoo Mail - RE: SAR Screening - 68 Concession St., W., Ti...

<https://mail.yahoo.com/d/folders/1>

- (1) correspondence with K. Buck , MNRF in Summer 2018;
- (2) a sketch of a proposed workshop which is an additional building not included in the 2018 correspondence to MNRF, nor in the EIS which we completed in 2018; and
- (3) a synopsis of the inventory undertaken by us in 2018 and conclusions of the 6 Nov 2018 EIS which we completed. :

If there are any questions please contact me.

As noted above, we are seeking direction on what needs to be done to receiver MECP clearance regarding SAR.

Thank you,

Ken Dance

Ken Dance, M.Sc.

President

Dance Environmental Inc.

807566 Oxford Rd. 29

R.R. #1, Drumbo, ON

N0J 1G0

519-463-6156

**Ken Dance, M.Sc.**

President

**Dance Environmental Inc.**

**Phone:** (519)-463-6156

**Email:** [dancenvironment@rogers.com](mailto:dancenvironment@rogers.com)



## **APPENDIX 3**

Correspondence Sent to MECP  
Regarding SAR  
Screening Request.

logers Yahoo Mail - SAR Screening - 68 Concession St., W., Tillso...

<https://mail.yahoo.com/d/folders/2>**SAR Screening - 68 Concession St., W., Tillsonburg, ON**

From: KENNETH DANCE (dancenvironment@rogers.com)  
 To: K.markham@ontario.ca  
 Cc: kathleen.buck@ontario.ca; johnveldman@courtlandpm.com; john@courtland.biz  
 Date: Thursday, August 15, 2019, 9:42 a.m. EDT

Kathryn:

Attached is information regarding this site where a granny suite/garage and workshop are proposed in the valley of Stony Creek, adjacent to an existing single family residence.

On behalf of the owner, John Veldman, we are seeking direction on how to receive MECP approval to proceed with the proposed buildings.

The attachments include:

- (1) correspondence with K. Buck , MNRF in Summer 2018;
- (2) a sketch of a proposed workshop which is an additional building not included in the 2018 correspondence to MNRF, nor in the EIS which we completed in 2018; and
- (3) a synopsis of the inventory undertaken by us in 2018 and conclusions of the 6 Nov 2018 EIS which we completed.

If there are any questions please contact me.

As noted above, we are seeking direction on what needs to be done to receiver MECP clearance regarding SAR.

Thank you,

Ken Dance

Ken Dance, M.Sc.  
 President  
 Dance Environmental Inc.  
 807566 Oxford Rd. 29  
 R.R. #1, Drumbo, ON  
 N0J 1G0

519-463-6156

**Ken Dance, M.Sc.**  
 President  
**Dance Environmental Inc.**  
 Phone: (519)-463-6156  
 Email: dancenvironment@rogers.com



DE-427B SAR Screening\_Response&Request 15Aug19.pdf  
 1.3MB

Rogers Yahoo Mail - SAR Screening - 68 Concession St., W., Tillso...

<https://mail.yahoo.com/d/folders/2>



Fig A Workshop Dryshed 14Aug2019.pdf  
612.9kB



DE-427B Synopsis\_of\_2018\_EIS 15Aug19.pdf  
5.6MB

DE-427B

August 15, 2019.

## Synopsis of 2018 EIS for 68 Concession St., W. Tillsonburg.

### Site Visits

See Table 1. Eight visits occurred in 2018.

**TABLE 1. Site Visit Dates, Times, Weather and Staff.**

DATE (2018)	TIMES (24 hr.)		WEATHER	STAFF	Purpose of Visit
	Start	End			
April 23	15:10	15:42	Sunny, cloud 1%, 15 <sup>0</sup> C, wind: Beaufort 1	KSD KWD	Spring vegetation, birds, snakes
May 1	14:05	14:45	Sunny, no cloud, 22 <sup>0</sup> C, wind: Beaufort 2	KWD JLD	Spring vegetation, birds, snakes
May 8	12:50	13:20	Sunny, no cloud, 22 <sup>0</sup> C, no wind	KWD JLD	Spring vegetation, birds, snakes
May 16	13:50	14:20	Sunny, cloud 50%, 22 <sup>0</sup> C, wind: Beaufort 1	KWD JLD	Spring vegetation, birds, snakes
June 5	07:01	07:36	Sunny, bright, cloud 5%, 13 <sup>0</sup> C, wind: Beaufort 1	KWD JLD	Breeding birds, snakes
June 19	07:42	08:19	Sunny, cloud <5%, 21 <sup>0</sup> C, wind: Beaufort 1	KWD	Breeding birds, snakes, vegetation, butterflies
Sept. 24	13:05	14:11	100% cloud, 17 <sup>0</sup> C, wind: Beaufort 1	KSD KWD	ELC, snakes, birds, vegetation
Oct. 9	13:15	14:16	Sunny, cloud 5%, 29 <sup>0</sup> C, Wind: Beaufort 2	KWD JLD	Snakes.

### LEGEND

KSD = Kevin Dance, M.E.S.

JLD = Janet Dance

KWD = Ken Dance, M.Sc.

**DE-427B****Synopsis of 2018 EIS****Aug. 15, 2019.****Findings**

- (1) See Table 2 bird inventory. No SAR breeding birds observed during any of the 8 site visits.
- (2) Vegetation: see Figure 3 ELC communities. Two common ELC communities present. No Butternuts present.
- (3) Snakes: only Common Gartersnake was found - 2 at a time was the largest number. No sign of a hibernaculum.
- (4) No signs of American Badger were observed.
- (5) No hollow trees or tree with loose bark are present adjacent to the proposed building locations. Two or 3 Sugar Maple trees in the 15 to 37cm dbh range would need to be removed to build the granny suite/garage. Two Black Walnut trees would need to be removed to build the workshop. All of these trees are on the outer edge of the wooded slope adjacent to the existing paved driveway – so no significant impacts on bat habitat are expected.
- (6) The granny suite/garage and workshop undertaking would not impact the aquatic habitat in Stony Creek which would be protected by setbacks and silt control fence.
- (7) No Riverine Clubtails were observed in the study area and the Stony Creek habitat would not be impacted.

**Conclusions**

No SAR were found and no impact on SAR or their habitat is expected.

K.W. Dance. August 14, 2019.



TABLE 2. 2018 Bird Species List for 68 Concession St. W., Tillsonburg, ON.

Scientific Name	Common Name	CODE	Dance Environmental Biologist Observations		GRANK	SRANK	COSEWIC	SARO
			Onsite	Offsite (Creek Valley)				
<i>Branta canadensis</i>	<b>Ducks, Geese &amp; Swans</b>							
<i>Anas platyrhynchos</i>	Canada Goose	CAGO	S(o)		G5	S5		
	Mallard	MALL	S(o)		G5	S5		
<i>Zenaidura macroura</i>	<b>PIGEONS &amp; DOVES</b>							
	Mourning Dove	MODO	S		G5	S5		
<i>Ceryle alcyon</i>	<b>KINGFISHERS</b>							
	Belted Kingfisher	BEKI	S	B	G5	S4B		
<i>Melanerpes carolinus</i>	<b>WOODPECKERS</b>							
<i>Picoides pubescens</i>	Red-bellied Woodpecker	RBWO	S		G5	S4		
<i>Colaptes auratus</i>	Downy Woodpecker	DOWO	S, B		G5	S5		
	Northern Flicker	NOFL	S		G5	S4B		
<i>Sayornis phoebe</i>	<b>TYRANT FLYCATCHERS</b>							
<i>Myiarchus cinerascens</i>	Eastern Phoebe	EAPH	S		G5	S5B		
	Great Crested Flycatcher	GCFL	B		G5	S4B		
<i>Vireo gilvus</i>	<b>VIREOS</b>							
	Warbling Vireo	WAVI	B		G5	S5B		
<i>Archilochus colubris</i>	<b>CROWS &amp; JAYS</b>							
<i>Corvus brachyrhynchos</i>	Blue Jay	BLJA	S, B	B	G5	S5		
	American Crow	AMCR	B		G5	S5B		
<i>Poecile atricapillus</i>	<b>CHICKADEES &amp; TITMICE</b>							
	Black-capped Chickadee	BCCH	S		G5	S5		
<i>Sitta carolinensis</i>	<b>NUTHATCHES</b>							
	White-breasted Nuthatch	WBNU	S		G5	S5		
<i>Thryothorus ludovicianus</i>	<b>WRENS</b>							
<i>Troglodytes aedon</i>	Carolina Wren	CARW	B		G5	S4		
	House Wren	HOWR	S		G5	S5B		
<i>Turdus migratorius</i>	<b>THRUSHES</b>							
	American Robin	AMRO	S	B	G5	S5B		
<i>Dumetella carolinensis</i>	<b>MOCKINGBIRDS &amp; THRASHERS</b>							
	Gray Catbird	GRCA	B		G5	S4B		
<i>Sturnus vulgaris</i>	<b>STARLINGS</b>							
	European Starling	EUST		B	G5	SNA		
<i>Dendroica petechia</i>	<b>WOOD-WARBLERS</b>							
	Yellow Warbler	YWAR	S		G5	S5B		
<i>Melospiza melodia</i>	<b>SPARROWS</b>							
<i>Junco hyemalis</i>	Song Sparrow	SOSP	B	B	G5	S5B		
	Dark-eyed Junco	DEJU	S		G5	S5B		
<i>Cardinalis cardinalis</i>	<b>CARDINALS &amp; ALLIES</b>							
<i>Passerina cyanea</i>	Northern Cardinal	NOCA	S, B	B	G5	S5		
	Indigo Bunting	INBU	S		G5	S4B		
<i>Quiscalus quiscula</i>	<b>BLACKBIRDS</b>							
<i>Molothrus ater</i>	Common Grackle	COGR	S, B	B	G5	S5B		
<i>Icterus galbula</i>	Brown-headed Cowbird	BHCO		B	G5	S4B		
	Baltimore Oriole	BAOR	S	B	G5	S4B		
<i>Carduelis tristis</i>	<b>FINCHES</b>							
	American Goldfinch	AMGO	B(o)		G5	S5B		

**LEGEND**

S = spring (March 20, April 23 May 1, 8, 16 2018)

B =breeding season (June 5 and 19, 2018)



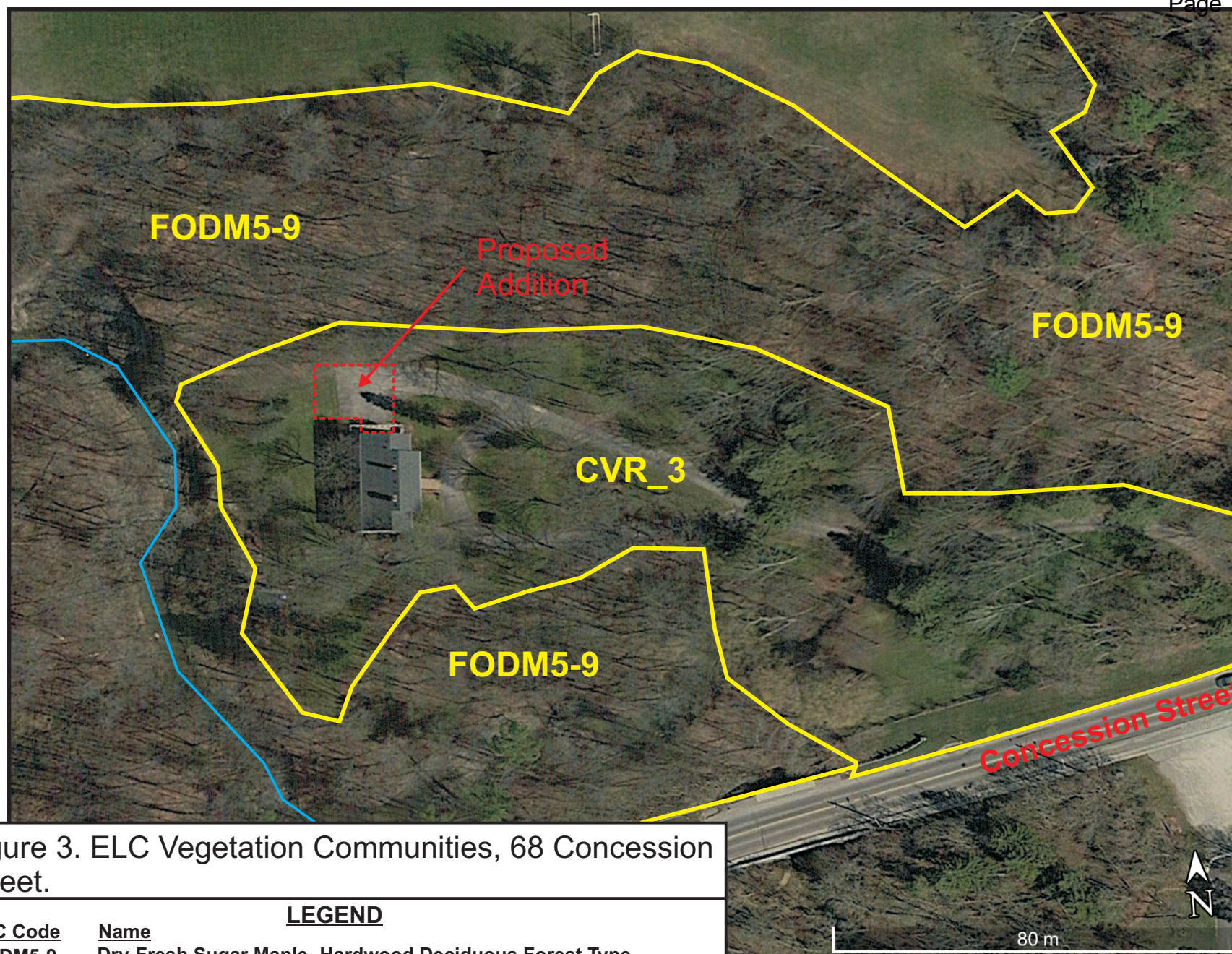





Figure 3. ELC Vegetation Communities, 68 Concession Street.

<b>LEGEND</b>	
<b>ELC Code</b>	<b>Name</b>
FODM5-9	Dry-Fresh Sugar Maple -Hardwood Deciduous Forest Type
CVR_3	Single Family Residential
	ELC polygon Boundary
	Approximate Location of Stony Creek
 <b>DANCE ENVIRONMENTAL INC.</b> DE-427 Oct. 17/18	



**To: Mayor and Members of Tillsonburg Council**

**From: Heather St. Clair, Development Planner, Community Planning**

## **Application for Zone Change**

### **ZN 7-19-13 – Daryll and Nicole Clause**

#### **REPORT HIGHLIGHTS**

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- The application for zone change proposes to rezone the subject property to 'Special Low Density Residential Type 3 Zone (R3-sp)' to permit a range of residential dwelling types, including a single detached dwelling, a duplex, a triplex or a multiple-unit dwelling (to a maximum of 4 units).
- The applicant has also requested a site specific reduction to the minimum required lot area and parking provisions of the Town Zoning By-law to facilitate the range of possible dwelling types on the subject lands (with parking in the front), and has indicated that the preferred development is a multiple-unit dwelling, consisting of 3 or 4 units, which would be marketed towards senior citizens.
- Planning staff are recommending approval of the application as it is generally consistent with the policies of the Provincial Policy Statement respecting the provision of a range and mix of housing types and densities, and maintains the intent and purpose of the Official Plan respecting low density residential uses.

#### **DISCUSSION**

---

##### **Background**

OWNERS: Daryll and Nicole Clause  
32 North Street East, Tillsonburg ON, N4G 1B3

LOCATION:

The subject property is described as Lot 3, Plan M-16, Town of Tillsonburg. The lands are located on the east side of Woodcock Drive, lying between North Street East and Owl Drive and are municipally known as 4 Woodcock Drive, Tillsonburg.

COUNTY OF OXFORD OFFICIAL PLAN:

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

TOWN OF TILLSONBURG ZONING BY-LAW NO.3295:

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

Proposed Zoning: Special Low Density Residential Type 3 Zone (R3-sp)

PROPOSAL:

The purpose of the application for zone change is to permit a range of dwelling types on the subject lands, consisting of a single detached dwelling, duplex dwelling, triplex dwelling and multiple-unit dwelling (to a maximum of 4 units). The applicant has also requested a reduction to the required minimum lot area for a multiple-unit dwelling and has indicated that parking will be provided in the front of the proposed dwelling. A site sketch indicating how 4 units (and required parking) can be accommodated on the subject lands has been submitted, as well as a concept sketch of what a 4 unit multiple-unit dwelling would look like on the subject lands.

The subject lands are located on the east side of Woodcock Drive, and are approximately 1,184.7 m<sup>2</sup> (12,752.4 ft<sup>2</sup>) in size, with approximately 20.5 m (67.25 ft) of frontage on Woodcock Drive and 51 m (167.3 ft) of depth. The subject lands are currently vacant and surrounding land uses consist of a variety of single detached dwellings along North Street East, to the east and west, and Woodcock Drive to the north, as well as recently constructed multiple-unit dwellings to the northwest (on Wren Court) and existing service commercial uses to the south.

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

Plate 2, 2015 Aerial Map, provides an aerial view of the vacant subject lands.

Plate 3a, Applicant's Sketch, shows the proposed site plan, with approximate dimensions and parking layout.

Plate 3b, Applicant's Concept Sketch, shows a potential concept for the proposed 4 unit multiple-unit dwelling.

## **Application Review**

PROVINCIAL POLICY STATEMENT:

The 2014 Provincial Policy 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.

Section 1.1.3.1 of the PPS states that Settlement Areas will be the focus of growth and their vitality and regeneration shall be promoted.

Section 1.1.3.3 of the PPS states that Planning authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Section 1.4.3 of the PPS states that Planning Authorities shall provide for an appropriate mix of housing types and densities to meet projected requirements of current and future residents by permitting and facilitating all forms of housing required to meet the social, health, and well-being requirements of current and future residents and permitting and facilitating all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3.

OFFICIAL PLAN:

The subject lands are designated 'Residential' and 'Low Density Residential' according to the Land Use Plan and Residential Density Plan for the Town of Tillsonburg, as contained in the County's Official Plan. Low density residential districts are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including both executive and smaller single-detached dwellings, semi-detached, duplex and converted dwellings, street-fronting townhouses and other, similar development. Within areas designated Low Density Residential, 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 policies of Section 8.2 (Town of Tillsonburg Housing Development and Residential Areas) promote the accommodation of present and future demand for housing in Tillsonburg through the efficient use of vacant residentially-designated lands, underutilized parcels in built-up areas and existing housing stock in all neighbourhoods. The policies also encourage a variety of housing type, tenure, cost and location that meets the changing needs of all types of households.

The policies of Section 8.2.2.2 (Tenure Mix) provides that 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 provision of opportunities for the development of a variety of housing forms in newly developing areas and by permitting sensitive infilling and accessory apartments in built-up areas.

The policies of Section 8.2.2.5 (Residential Intensification and Redevelopment) provides that residential intensification is permitted in appropriate locations within the Residential and Central Areas of the Town, subject to complying with the policies of the associated land use designations pertaining to the density, form and scale of residential development being proposed. It is not intended that residential intensification will occur uniformly through the Town. The location, form, and intensity of residential intensification will be determined by the policies of the various land use designations, with the intention of permitting smaller scale developments, such as individual infill lots, in areas designated as Low Density Residential.

Infill housing is defined as the placement of new residential development into established built-up areas on vacant or underutilized sites. In order to efficiently utilize the designated residential land and municipal servicing infrastructure, infill housing will be supported in Low Density Residential areas.

The introduction of new residential housing into an established streetscape pattern will only be permitted if the proposal is deemed to be consistent with the characteristics of existing development of both sides of the street. In order that street oriented infill projects are sensitive to the continuity of the existing residential streetscape, Council shall ensure that;

- The proposal is consistent with street frontage, setbacks and spacing of existing development within a two-block area on the same street;



- For proposals involving more than two dwelling units, the exterior design in terms of height, bulk, scale and layout of the proposed building is consistent with present land uses in the area;
- The location of vehicular access points, the likely impact of traffic generated by the proposal on Town streets, pedestrian safety, and surrounding properties is acceptable;
- Existing municipal services and public facilities will be adequate to accommodate the proposed infill project;
- Stormwater runoff will be adequately controlled and will not negatively affect adjacent properties;
- Adequate off-street parking and outdoor amenity areas will be provided;
- The extent to which the proposed development provides for the retention of any desirable vegetation or natural features that contribute to the visual character of the surrounding area;
- The effect of the proposed development on environmental resources;
- Consideration of the potential effect of the development on natural and heritage resources and their settings;
- Compliance of the proposed development with the provisions of the Town Zoning By-Law and other municipal By-Laws.

Street oriented infill proposals may be subject to site plan control.

#### TOWN OF TILLSONBURG ZONING BY-LAW:

The subject property is currently zoned 'Low Density Residential Type 1 Zone (R1)', according to the Town of Tillsonburg Zoning By-law, which permits the development of single detached dwellings.

The applicants are proposing to rezone the subject property to 'Special Low Density Residential Type 3 Zone (R3-sp)'. The 'R3' zone permits a converted dwelling containing not more than 4 dwelling units, an existing single detached, a semi-detached or duplex dwelling, a multiple-unit dwelling containing not more than 4 dwelling units, and a street fronting townhouse dwelling.

A multiple-unit dwelling is defined in the Zoning By-Law as a dwelling consisting of 3 or more dwelling units, which are horizontally or vertically attached, which may be entered from an independent entrance directly from the outside or from an internal common space or an access balcony and in which 50% or more of dwelling units have direct access to grade or a roof terrace. A multiple unit dwelling includes a triplex, a fourplex, a sixplex and a townhouse, but does not include a street fronting townhouse or apartment dwelling.

The 'R3' zone requires a minimum lot area of 330 m<sup>2</sup> (3,552 ft<sup>2</sup>) per dwelling unit, lot frontage of 20 m (65.5 ft), lot depth of 30 m (98.4 ft), rear yard depth of 10.5 m (34.4 ft), and interior side yard of 4.5 m (14.8 ft) on one side and 3 m (9.8 ft) on the narrow side. Maximum lot coverage is 40% of lot area, and required amenity area is 48 m<sup>2</sup> (516.7 ft<sup>2</sup>) per dwelling unit. The applicant has requested a reduction to the minimum lot area requirement to facilitate the construction of a 4 unit multiple-unit dwelling, which given the existing lot area of the subject lands, being 1,184.7 m<sup>2</sup> (12,752.4 ft<sup>2</sup>), would result in approximately 296.1 m<sup>2</sup> (3,188.1 ft<sup>2</sup>) per unit.

Each dwelling unit requires 1.5 parking spaces, and parking areas are only permitted in the rear yard for a multiple-unit dwelling in a R3 Zone. Section 5.24.7.1.3 provides that within a residential zone, a maximum of 50% of either the area of the front yard or lot frontage, or the area or width of the exterior side yard, may be occupied by a driveway or parking area.

AGENCY COMMENTS:

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

The Town of Tillsonburg Building Department has commented that barrier free parking will need to be provided and cannot be arranged in a tandem layout on the subject lands and the development of a proposed 4 unit multiple-unit dwelling will be subject to site plan control. This department has further commented that the proposal will also be subject to confirmation of adequate servicing.

The Tillsonburg Manager of Water and Wastewater has commented that at site plan stage, the applicants will be required to confirm that the existing water service will be sufficient to service the proposal.

The Tillsonburg District Chamber of Commerce has commented that they have no issue with the proposed development and that multiple-unit residential development at a smaller scale would be beneficial in the community to provide flexibility and affordability, as well as rental options.

The Town of Tillsonburg Fire Chief has indicated they have no concerns with the proposal.

PUBLIC CONSULTATION:

Notice of complete application was circulated to surrounding property owners on November 7, 2019 and notice of public meeting regarding this application was circulated on November 25, 2019. To date, no written comments have been received from the public.

## **Planning Analysis**

The proposed zone change application has been requested to allow for a variety of dwelling types on the subject lands, including a single detached dwelling, a duplex dwelling, a triplex and a multiple-unit dwelling, consisting of 4 dwelling units. It is the intent of the applicants to increase the marketability of the subject lands by allowing for a range of dwelling options, but it is noted that a 3 or 4 unit multiple-unit dwelling is the preferred form of development for the applicants.

Planning staff have reviewed the applicant's request and are of the opinion that the proposal is consistent with the PPS and Official Plan direction to provide for an appropriate variety of housing types and densities to meet the needs of current and future residents. If approved, the multiple-unit dwelling will provide additional housing options and tenures, and will increase rental supply in the Town. Further, staff are of the opinion that the proposal represents an efficient use of existing municipal infrastructure.

Planning staff are also satisfied that the proposal conforms to the street oriented infill policies of the Official Plan. Based on the concept plan submitted by the applicants, the multiple-unit dwelling will be constructed as a low rise residential dwelling, and will be of an appropriate scale and building form, in keeping with the character of the existing residential development in the surrounding area, and the lot is sufficiently deep that the required front and rear yard depths will be maintained. The applicant has also provided a preliminary site plan sketch to demonstrate how parking could be accommodated in the front yard of the subject lands, which will comply with the off-street parking criteria outlined in the Official Plan and meet the minimum parking requirements provided in the Zoning By-law, while having minimal impact on vehicle and

pedestrian safety or the existing traffic flow in the immediate area. It is noted however, that relief from the parking provisions of the Zoning By-law has been requested to facilitate parking in front of the proposed dwelling, which will be further in keeping with the characteristic of existing residential development in the immediate area.

To facilitate the possibility of a 4 unit multiple-unit dwelling, the applicants have requested a reduction to the minimum required lot area, which at 330 m<sup>2</sup> (3,552 ft<sup>2</sup>) would require a minimum lot area of 1,320 m<sup>2</sup> (14,208.8 ft<sup>2</sup>), whereas the subject lands are currently 1,184.7 m<sup>2</sup> (12,752 ft<sup>2</sup>) in size. It is the intent of the minimum lot area provision to ensure that sufficient space is maintained on private property to accommodate for sufficient lot grading and drainage, as well as private parking and amenity space, suitable for the proposed number of units.

Planning staff are satisfied that a reduction to this minimum lot area, which will result in approximately 296.17 m<sup>2</sup> (3,188 ft<sup>2</sup>) per unit, can be considered acceptable in this instance. Staff note that the subject lands have sufficient lot depth to accommodate rear yard amenity space and on-site drainage, as well as the necessary parking at the front of the proposed dwelling. Future relief of the zoning by-law may be required depending on the proposed design and location of the dwelling and parking areas. Further, it is noted that any concerns regarding servicing will be addressed through the Town's site plan approval process, which will also review such issues as lot grading, landscaping, building design, and parking and aisle width in greater detail, should the applicants choose to develop the lands for the proposed 4 unit multiple-unit dwelling, to the satisfaction of the Town.

In light of the foregoing, it is Planning staff's opinion that the requested rezoning to permit a range of low density residential dwelling options on the subject lands, and to reduce the minimum required lot area for a potential 4 unit multiple-unit dwelling can be considered appropriate from a planning perspective and can be given favourable consideration.

## **RECOMMENDATION**

---

1. It is recommended that the Council of the Town of Tillsonburg approve the zone change application submitted by Daryll and Nicole Clause, whereby the lands described as Lot 3, M-16, Town of Tillsonburg, known municipally as 4 Woodcock Drive are to be rezoned from 'Low Density Residential Type 1 Zone (R1)' to 'Special Low Density Residential Type 3 Zone (R3-15)' to allow for a range of dwelling types, including a single detached dwelling, a duplex dwelling, a triplex dwelling and a multiple-unit dwelling, consisting of 4 dwelling units and requiring a minimum lot area of 1,184.7 m<sup>2</sup> (12,752 ft<sup>2</sup>).

## **SIGNATURES**

---

**Authored by:**

Heather St. Clair, MCIP RPP,  
Development Planner

**Approved for submission:**

Eric Gilbert, MCIP, RPP  
Senior Planner

**Report No: CP 2019-394**  
COMMUNITY PLANNING  
Council Date: December 9, 2019

**Report Approval Details**

Document Title:	7-19-13_Rpt.docx
Attachments:	- 4 Woodcock Plate 1.pdf - 4 Woodcock Plate 2.pdf - Plate 3.pdf - 7-19-13_appl-20191106.pdf
Final Approval Date:	Dec 2, 2019

This report and all of its attachments were approved and signed as outlined below:

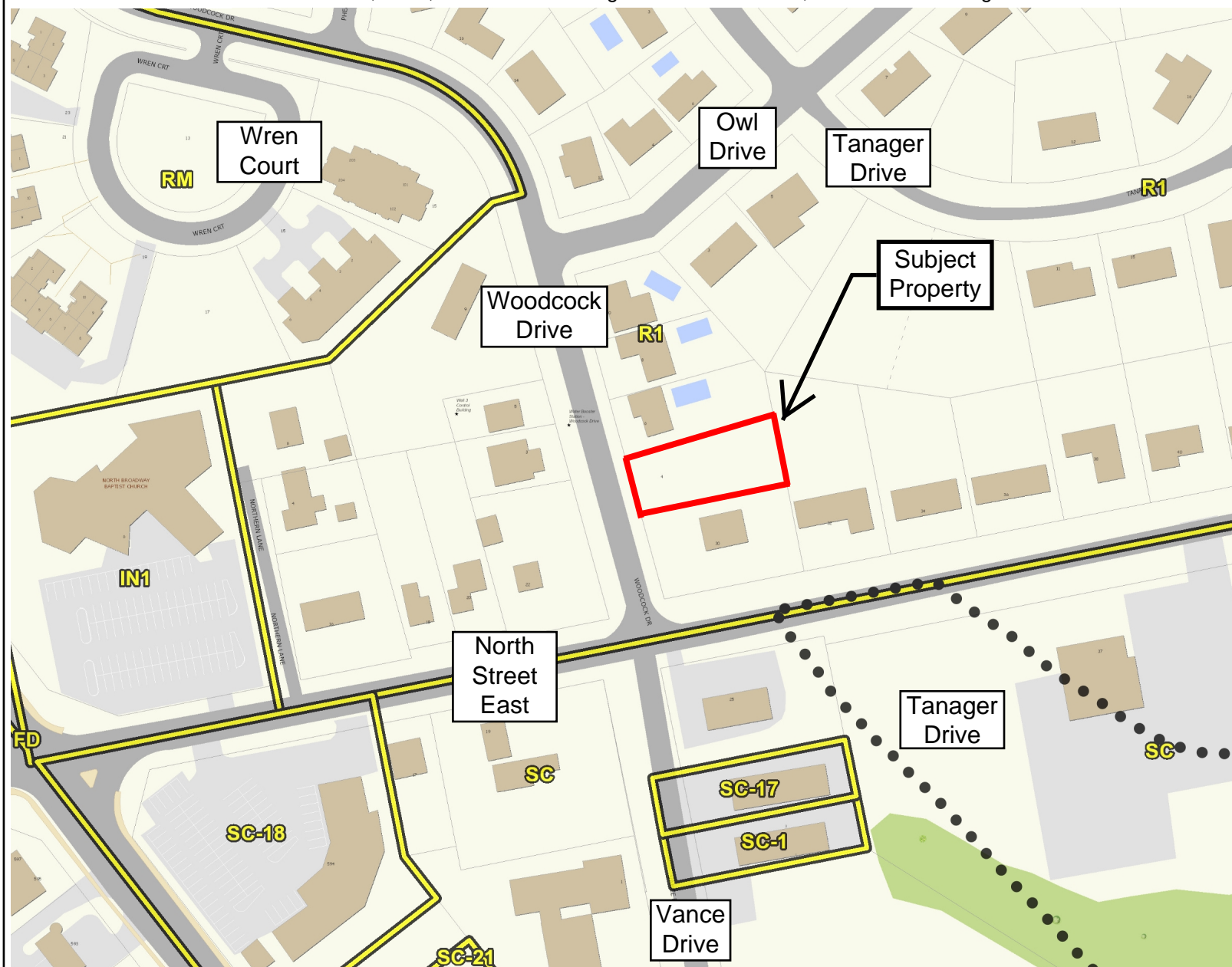
A handwritten signature in black ink, appearing to be 'Ron Shaw', with a stylized, cursive script.

**Ron Shaw - Dec 2, 2019 - 8:45 AM**










## Plate 1: Location Map with Existing Zoning

File No. ZN 7-19-13 - Clause

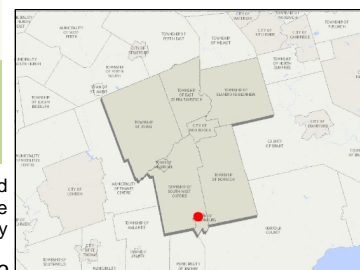
Lot 3, M-16, Town of Tillsonburg- 4 Woodcock Drive, Town of Tillsonburg



## Legend

- Environmental Protection  
Flood Overlay
-  Flood Fringe
  -  Floodway
  -  Environmental Protection (EP1)
  -  Environmental Protection (EP2)
- Zoning Floodlines  
Regulation Limit
-  100 Year Flood Line
  -  30 Metre Setback
  -  Conservation Authority Regulation Limit
  -  Regulatory Flood And Fill Lines
-  Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 51 102 Meters

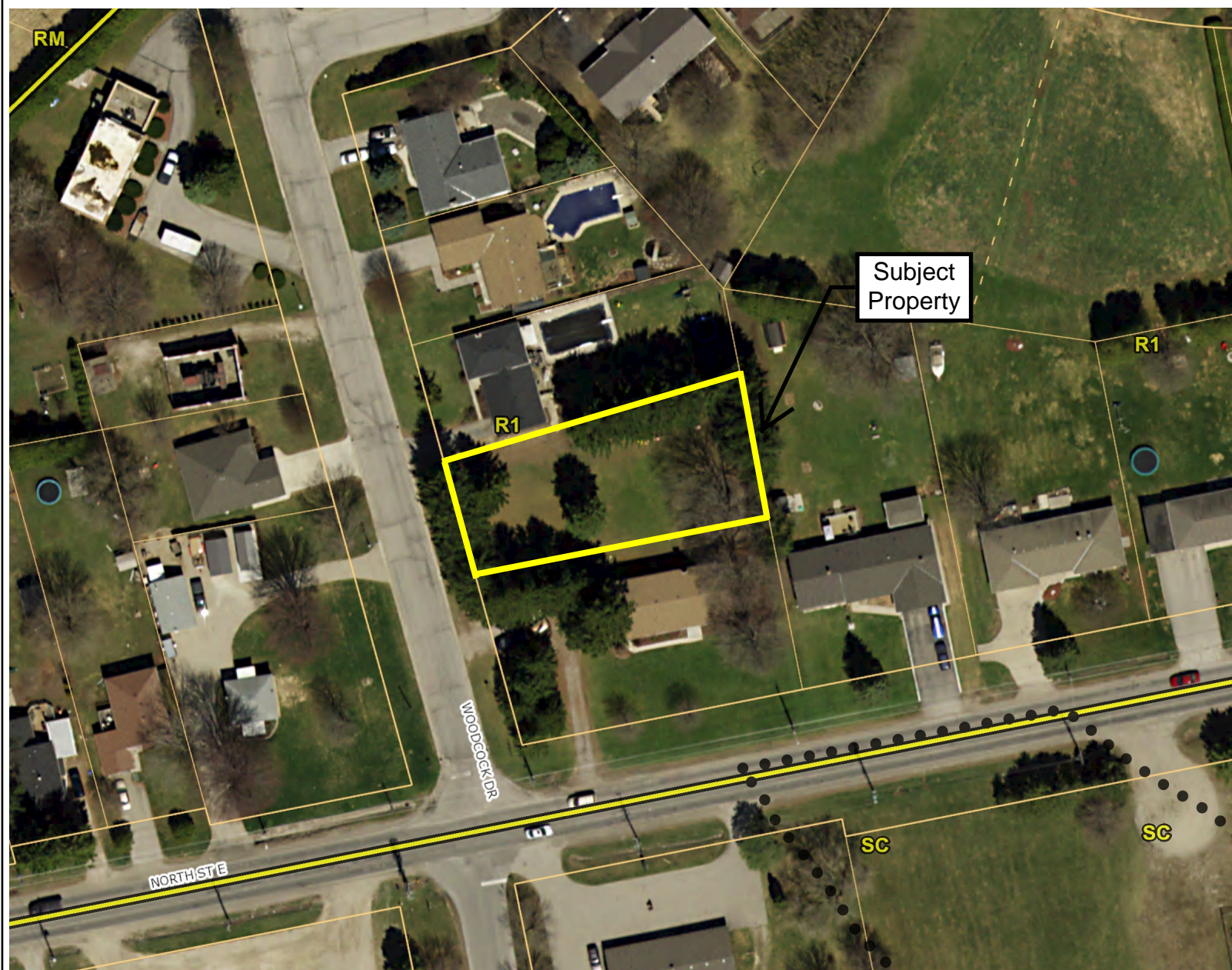
NAD\_1983\_UTM\_Zone\_17N












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

November 6, 2019

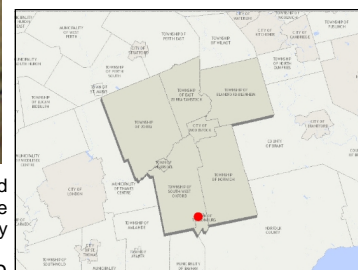




## Legend

- Environmental Protection  
Flood Overlay
-  Flood Fringe
  -  Floodway
  -  Environmental Protection (EP1)
  -  Environmental Protection (EP2)
- Zoning Floodlines  
Regulation Limit
-  100 Year Flood Line
  -  30 Metre Setback
  -  Conservation Authority Regulation Limit
  -  Regulatory Flood And Fill Lines
-  Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



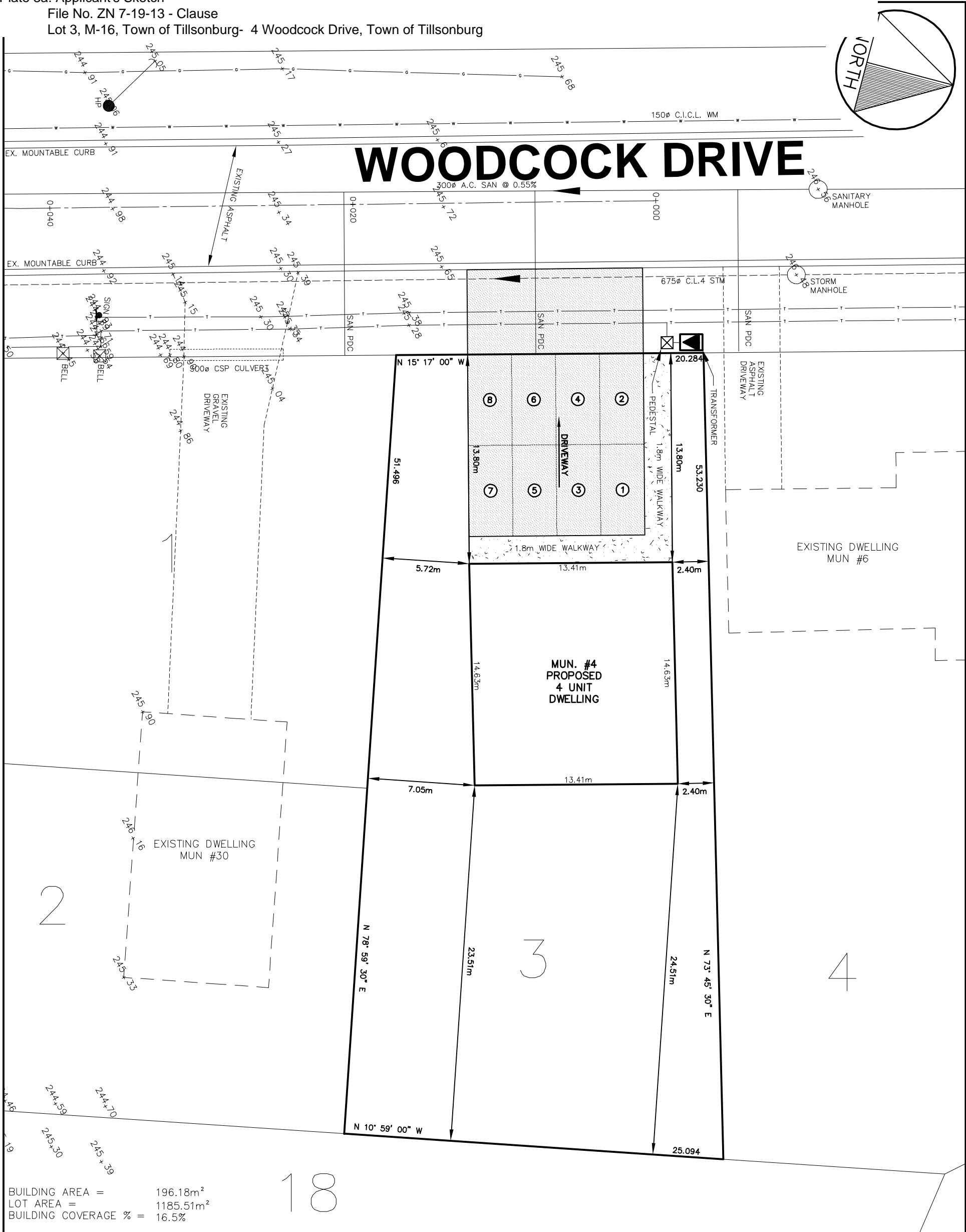
0 26 51 Meters

NAD\_1983\_UTM\_Zone\_17N



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

November 6, 2019



<b>CAUTION:</b> THIS PLAN REPRESENTS A PROPOSED HOUSE LOCATION. IT SHOULD NOT BE RELIED UPON AS CERTIFICATION THAT THE HOUSE WAS ACTUALLY ERECTED AS SHOWN.				<b>LOT DEVELOPMENT PLAN</b> <b>TILLSONBURG, OXFORD COUNTY</b>			
ORIGINAL GROUND ELEVATION, <b>84.25</b> PROPOSED FINAL GROUND ELEVATION BURIED HYDRO, BELL, CABLE TV BELL, CABLE TV PEDESTALS				MANHOLE, CATCHBASINS HYDRANT, LIGHT STANDARD TREE CURBSTOP PROPOSED SWALE			
SUBDIVISION: <u>ROLLING MEADOWS</u> BUILDER: _____ MUNICIPAL ADDRESS: <u>4 WOODCOCK DRIVE</u> LOT No.: <u>LOT 3</u> R.P. No.: <u>M-16</u>				PREPARED BY : <u>CYRIL J. DEMEYERE LIMITED</u> DANIEL VANDENBRINK _____ DATE: _____		APPROVED BY: <u>CYRIL J. DEMEYERE LIMITED</u> ANDREW GILVESY P. ENG. _____ DATE: _____	
1 ADDED PARKING – 8 TOTAL AG 14 NOV '19 No. REVISION BY DATE:				DRAWN BY: TWM SCALE: 1:250 CHECKED BY: DV DATE: NOV 2019 JOB No: 19079		<b>CYRIL J. DEMEYERE LIMITED</b> CONSULTING ENGINEERS TILLSONBURG , ONTARIO PHONE (519) 688 1000 FAX (519) 842 3235	



## **Plate 3b: Applicant's Concept Sketch**

**File No. ZN 7-19-13 - Clause**

**Lot 3, M-16, Town of Tillsonburg- 4 Woodcock Drive, Town of Tillsonburg**

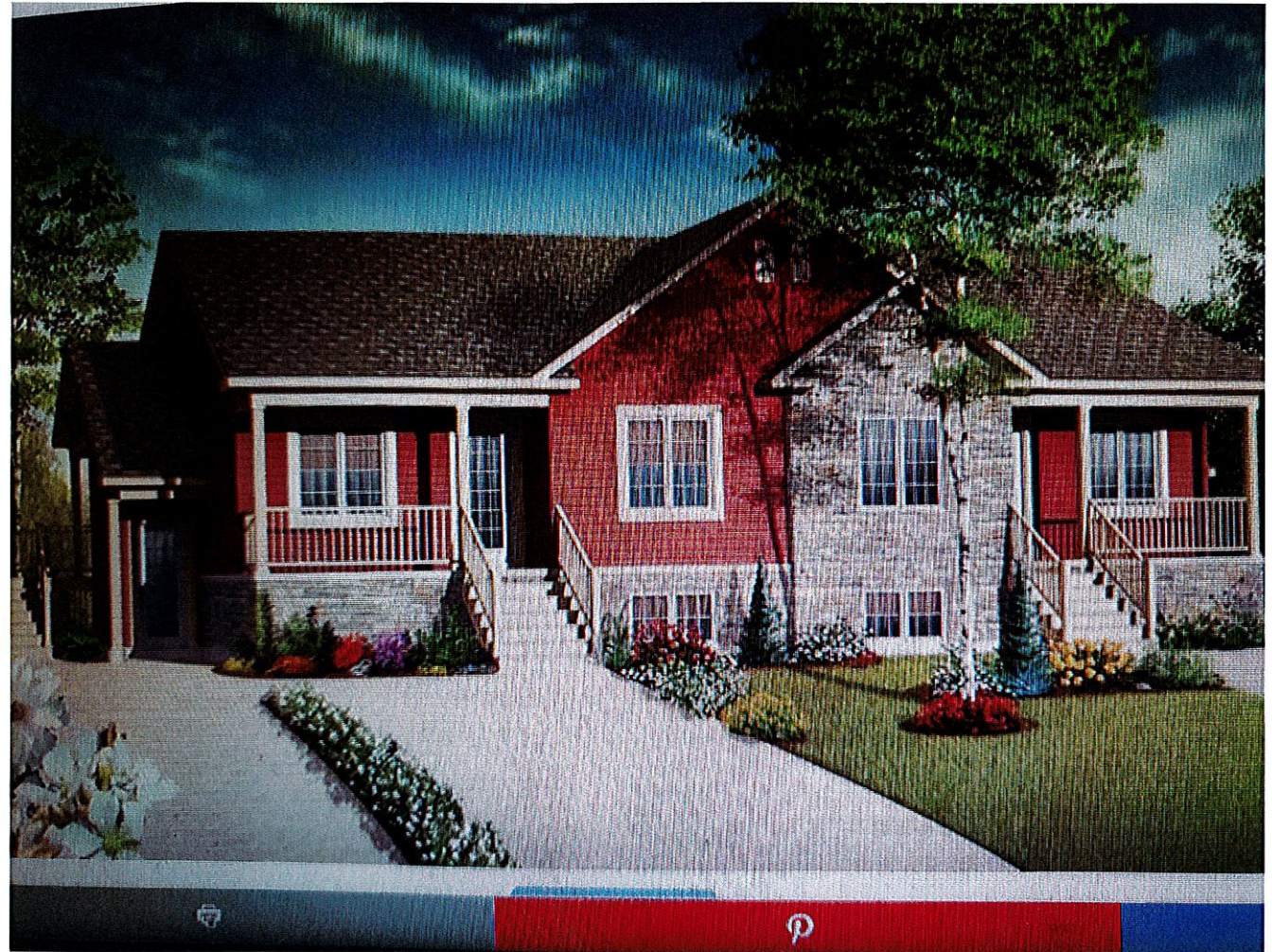
Hello, I am writing a brief letter to introduce my self and the proposed build. I will try to offer as much information as possible. My name is Jim Girard, my wife's name is Diane. We are looking at building a cute small 4 unit dwelling in Tillsonburg. My wife and I presently live in Brantford

We are looking to move closer to our kids who are relocating to Woodstock and Delhi. My wife and I lived for years in Port Stanley where we owned and operated the local Home Hardware. We are now looking to build an income property to retire in. The proposed build will be a small quaint fourplex (2 units up, 2 units down). All 4 units will be designed and built as 1+ bedroom singles. They will be designed to accommodate many of the needs of an aging population. We will be able to accommodate a ramp and larger interior doorways for walkers. Each unit will be approx 900-1000sq. ft. These units will be open concept. The upper units will be constructed to accommodate cathedral ceilings. This build is being designed to offer cost efficient senior rentals. This unit will be owner occupied. My wife and I intend to live in the one of the units. The footprint or foundation will be approx. 2100 sq. ft. This means that the total footprint will be NO LARGER than an average home. In fact, a normal home with a 2 car garage would likely be 50% larger than we are proposing. We are proposing generous set

backs from each neighbour . We are proposing a 6 foot privacy fence on both sides. We are proposing a gazebo, back decks and large gardens to incorporate into the back yard. This lot could be utilized in the future as a side by side semi. Lots of cars, lots of people and noise. This lot could be utilized for a huge house with a large shop or workshop. We are neither. The community is being well informed of our intentions and our plans to deliver a build that accommodates everyones concerns. This entire building may be occupied by approx. 4-6 seniors. Quiet will very little movement. We are confident the proposed build will become an appreciated and valued part of the community. We have enclosed a couple picture to enable you a picture of what we are planning. I am offering you my phone number and email address. I welcome any questions or concerns you may have.

With respect

Jim Girard. 519-751-5102. [jimgirard@rogers.com](mailto:jimgirard@rogers.com)





FILE NO: ZN 7-19-13DATE RECEIVED: Nov. 6/19

## TOWN OF TILLSONBURG

### APPLICATION FOR ZONE CHANGE

**1. Registered Owner(s):**

**Name:** Daryll & Nicole Clause **Phone:** Residence: \_\_\_\_\_  
**Address:** 32 North Street East, Tillsonburg **Business:** \_\_\_\_\_  
**Postal Code:** N4G 1B3 **E-mail:** dnclause@gmail.com  
**Fax:** \_\_\_\_\_

**Applicant (if other than registered owner):**

**Name:** \_\_\_\_\_ **Phone:** Residence: \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Business:** \_\_\_\_\_  
**Postal Code:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_

**Solicitor or Agent (if any):**

**Name:** \_\_\_\_\_ **Phone:** Business: \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Postal Code:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

All communications will be sent to those listed above. **If you do not wish correspondence** to be sent to the

☐ Owner, ☐ Applicant, or ☐ Solicitor/Agent, please specify by checking the appropriate box.

Name and address of any holders of any mortgage, charges or other encumbrances (if known):

**2. Subject Land(s):****a) Location:**

Municipality Tillsonburg former municipality \_\_\_\_\_  
 Concession No. \_\_\_\_\_ Lot(s) \_\_\_\_\_  
 Registered Plan No. M-16 Lot(s) Lot 3  
 Reference Plan No. \_\_\_\_\_ Part(s) \_\_\_\_\_  
 The proposed lot is located on the east side of Woodcock Drive Street, lying between  
North Street East Street and Owl Drive Street.  
 Street and/or **Civic Address (911#):** 4 Woodcock Drive

**b) Official Plan Designation:**Existing: Low Density ResidentialProposed: Low Density Residential

If the proposed designation is different than the existing designation, has an application for Official Plan Amendment been filed with the County of Oxford? ☐ No ☐ Yes

- c) **Zoning:** Present: Low Density Residential Type 1 Zone (R1)  
Proposed: Special Low Density Residential Type 3 Zone (R3), to permit a single detached dwelling, duplex, triplex, or multi-unit residential dwelling (up to 4 units) with a reduced minimum lot area, parking in front yard
- d) **Uses:** Present: Vacant residential land  
Proposed: (Include description) Possible tri-plex or four-plex.

### 3. Buildings/Structures:

For all buildings/structures, either **existing or proposed** on the subject lands, please supply the following information:

<u>Existing/Proposed</u>	<input checked="" type="checkbox"/> None Existing Building 1	<input type="checkbox"/> None Proposed Building 2
Use:		<u>Possible tri-plex or four-plex.</u>
Date Constructed (if known):		<u>Unknown</u>
Floor Area:		<u>Unknown</u>
Setbacks:		
Front lot line		<u>Unknown</u>
Side lot lines		<u>Unknown</u>
Rear lot line		<u>Unknown</u>

Please complete for residential, commercial/industrial or institutional uses.

	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL	INSTITUTIONAL
<b>TYPE</b> Apt., semi, townhouse, retail, restaurant, church, etc.	Tri-plex or 4-plex		
<b># OF UNITS</b>	3-4		N/A
<b>CONVERSION/ADDITION TO EXISTING BUILDING</b> Describe			
<b>TOTAL # OF UNITS/BEDS</b>	N/A	N/A	
<b>FLOOR AREA</b> by dwelling unit or by type (office, retail common rooms, etc.)	Unknown		
<b>OTHER FACILITIES</b> (playground, underground parking, pool, etc.)			
<b># OF LOTS</b> (for subdivision)			N/A
<b>SEATING CAPACITY</b> (for restaurant, assembly hall, etc.)	N/A		
<b># OF STAFF</b>	N/A		
<b>OPEN STORAGE REQUIRED?</b>	N/A		N/A
<b>ACCESSORY RESIDENTIAL USE?</b>	N/A	If accessory residential use, complete residential section	If accessory residential use, complete residential section

### 4. Site Information (proposed use(s):

Lot Frontage	<u>20.5 m</u>	Exterior Side Yard (corner lot)	<u></u>
Lot Depth	<u>51 m</u>	Landscaped Open Space (%)	<u></u>
Lot Area	<u>1184.71 sq m</u>	No. of Parking Spaces	<u></u>
Lot Coverage	<u></u>	No. of Loading Spaces	<u></u>
Front Yard	<u></u>	Building Height	<u></u>
Rear Yard	<u></u>	Width of Planting Strip	<u></u>
Interior Side Yard	<u></u>	Driveway Width	<u></u>



**5. Services:** (check appropriate box)

		Existing	Proposed
<b>Water supply</b>	Publicly owned and operated piped water system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sewage Disposal</b>	Publicly owned and operated sanitary sewer system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Privately owned and operated individual septic tank	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storm Drainage</b>	Municipal Sewers	<input checked="" type="checkbox"/>	
	Municipal Drains	<input type="checkbox"/>	
	Ditches	<input type="checkbox"/>	
	Swales	<input type="checkbox"/>	

**6. Access:**

Provincial Highway	<input type="checkbox"/>	Unopened Road Allowance	<input type="checkbox"/>
County Road	<input type="checkbox"/>	Right-of-Way owned by _____	<input type="checkbox"/>
Municipal Road maintained all year	<input checked="" type="checkbox"/>	Other (specify) _____	<input type="checkbox"/>
Municipal Road seasonally maintained	<input type="checkbox"/>		

**7. General Information:**

- a) Is the Subject Land the subject of regulations for flooding or fill and construction permits of the Long Point Region Conservation Authority? ☒ No ☐ Yes

If yes, has an Application been filed with the Conservation Authority? ☐ No ☐ Yes

- b) Present land use(s) of adjacent properties:

- c) Characteristics of subject land (check appropriate space(s) and add explanation, if necessary)

- (i) Does the land contain environmental features such as wetlands, woodlots, watercourses, etc.?

☒ No

☐ Yes

If yes, describe \_\_\_\_\_

- (ii) Has any part of the land been formally used for any purpose other than agricultural purposes?

☒ No

☐ Yes

If yes, describe former use:

**8. Historical Information:**

- a) Is the subject land the subject of a current Application for Consent to the Oxford County Land Division Committee or a current application for draft plan of subdivision to the County of Oxford?

☒ No

☐ Yes

→

Application No. \_\_\_\_\_

- b) Have the subject land(s) ever been the subject of any other application under the Planning Act, such as an application for approval of an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order amendment, consent, a minor variance, or approval of a plan of subdivision?

☒ No

☐ Unknown

☐ Yes

→

File No. \_\_\_\_\_

Status/Decision \_\_\_\_\_

- c) If known, the date the subject land was acquired by the owner?

2015

- d) If known, the length of time that the existing uses of the subject land have continued?

Since 1970

**Authorization of Owner(s) for Applicant/Agent to Make the Application**

I/We, DARYLL CLAUSE, am/are the owner(s) of the land that is the subject of this application for zone change and I/We authorize NICOLE CLAUSE, to make this application on my/our behalf.

NOVEMBER 6

Date

Signature of Owner(s)

Signature of Owner(s)

**THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS**

I/We NICOLE CLAUSE of the TOWN  
of TILLSONBURG in the COUNTY of OXFORD.

**DO SOLEMNLY DECLARE THAT:**

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

DECLARED before me at the Town  
of Tillsonburg in the  
County of oxford.  
this 06 day of November 2019

Helen Johnson  
A Commissioner for Taking Affidavits

Nicole Clause  
Owner(s)/Applicant

Owner(s)/Applicant

HELEN JOHNSON, a Commissioner,  
etc., Province of Ontario, for the  
Corporation of the Town of Tillsonburg  
Expires: March 10, 2020

**Notes:**

- Applications will not be considered complete until all requested information has been supplied.
- It is required that **one original** of this application (including the sketch/site plan) be filed, accompanied by the applicable fee of **\$1,200.00** in cash or cheque, payable to the **Treasurer, Town of Tillsonburg**. A fee of \$2,400.00 will be charged if an application is required 'after the fact' (after the use has occupied the site).

**Municipal Freedom of Information and Protection of Privacy Act – Notice of Collection & Disclosure**

The collection of personal information on this form is legally authorized under Sec.34 of the *Planning Act* and O.Reg.545/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Director of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800 (ext.3207).

Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec.32(e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.



We, the undersigned, are for the application and believe it would be a great location for this proposed development and have no concerns.

[illegible]

[illegible]

December 4<sup>th</sup>, 2019

Members of Council:

Further to my conversations yesterday with some council members, I would like to formally voice my concerns over the rezoning of the lot on Woodcock Drive.

Hopefully, you are all familiar with the area of the proposed zone change and can see that any building larger than a single family home would not fit in with the current area surroundings.

As you no doubt know the lot itself was a back garden of the residence on the corner of North Street and Woodcock Drive, before sub-dividing and acquiring the original zoning for a single family home was initiated.

Most families these days have more than one car, so parking on that small lot would be at a premium. The only place to park extra vehicles would be on Woodcock itself, causing a dangerous situation for people both entering and exiting North Street. It could also impede vision of any traffic from Owl Drive. Parking of course is not allowed on the streets at night during the winter months, so where would additional cars park then?

I therefore appeal to you to not approve the zone change from a single home to multiple residences in this instance. Allowing the mature part of Rolling Meadows to be as initially intended, an area of Single Family Homes.

Thank you for your understanding,  
Fran Thompson  
Resident of Rolling Meadows.



---

Speakers for Town meeting December 9, 2019

Brad Ivanocho and Sandra Codling

Jim Hayes

Dave Neil

Todd Bremner

Kim Cronmiller

Nicole Gundry

  
Sandra Codling

Brad Ivanochko

Yours truly

Thank you for your consideration on this matter, and all your hard work to make this town a great place to live.

Our names are Brad Ivanochko and Sandra Codling, we live at 6 Woodcock Drive in the Rolling Meadows Subdivision. We are writing this letter about the zoning application for 4 Woodcock Drive to change from a R1 to R3 zoning. We are NOT in favour of such a zoning change. We own a single family dwelling and do not want a multi dwelling beside us for reasons of safety concerns, resale property values. The proposed plans show stack parking of 6 spots and no guest parking, therefore leaving the option for people to park on the road. We see this being a hazard due to heavy traffic volumes that already exist on Woodcock Drive. There is a designated area (Wren Court) in this subdivision already zoned as R3 for multi family dwellings. This does not meet the characteristics of the Rolling Meadows Subdivision as we are all single family homes.

Town of Tillsonburg

December 4, 2019


Town of Tillsonburg  
10 Lisgar Ave  
Tillsonburg, On  
N4G 5A5

Council Members:

My name is Tina Russel and I live at 38 Woodcock Drive, Tillsonburg for the past 20 Years. I am a proud homeowner with the intent of living amongst single family homes, I am not in favour of a zone change from R1 to R3 at 4 Woodcock Drive or anywhere in this subdivision. I purchased my home to only live around single family dwellings with Wren Court being the designed area for multi plex units. There are other places to build multi family dwellings, not between two single family homes. We must keep our dynamics that we have all created in Rolling Meadows, it is a special and truly proud neighbourhood. As a professional dog walker I obviously walk alot down Woodcock Drive and feel it is an unsafe area due to parking and traffic as it is now.

Thank you for your consideration and all your hard work to make this town a great place to live.

Tina Russel



Dec. 4, 2019

Nicole and Rob Gundry  
40 Woodcock Drive  
Tillsonburg, ON  
N4G 4M2

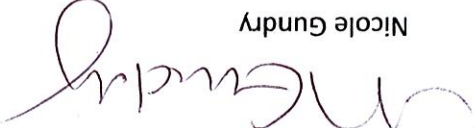
As homeowners in the bird subdivision for over 9 years we have come to find the corner of Woodcock and North Street to be a very busy one. As our family walks the subdivision, we often avoid that area as the traffic and speed of which people turn onto Woodcock Drive and travelling down Woodcock can be dangerous as it is now.

In summer months we will walk to local businesses at the end of our street and each time comment on how dangerous that corner is currently. We feel that the safety of those who live on the corner, our subdivision and community will be at a greater risk should there be a potentially for 8 more vehicles (excluding guests) on that corner. This is mind blowing to even consider. We find the thought of 2 more cars plus guests to be overwhelming in that space of road let alone more.

We have a preteen son who is learning to navigate the community on his own and with no sidewalks, extra vehicles on the corner of Woodcock and North we are very worried for his safety.

We are asking that you consider the safety of those living, paying taxes and loving their neighbourhood and **DO NOT** allow the rezoning. This decision could put the safety of children, visitors and residence at danger.

Thank you for your time

  
Nicole Gundry



The Corporation of the Town of Tillsonburg  
200 Broadway, 2nd Floor  
Tillsonburg, Ont  
N4G 5A7

Dec 3, 2019

Dear Council Members,

I am unable to attend the meeting Monday Dec 9th and would like to take this opportunity to voice my concerns regarding the zone change application from R1 to R3 at Woodcock Drive in Tillsonburg.

This small, residential lot is not ideal for a multi unit building. Four families living so close to the entrance of the subdivision will surely cause issues with parking, difficulties driving into the subdivision and compromise the safety of children at the bus stops.

A building such as the one applied for would not conform to the current standards of our neighbourhood. Residents currently enjoy the outdoors by walking and the lack of sidewalks with the increased traffic would be unsafe.

When court has a properly zoned area for multi unit residential buildings and that's where they should stay.







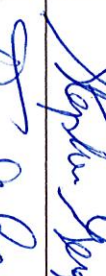

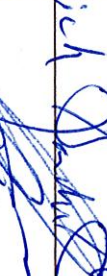

I vote to decline this zoning change application.

Sincerely,



## Petition to deny Application for Zone Change file No: ZN 7-18-02

<b>Petition summary and background</b>	To deny the Application for Zone Change ZN 7-19-13 as requested by Applicant Daryl & Nicole Clause, that the lot at 4 Woodcock Drive remain Low Density Residential Type 1 Zone R1. The Residents of Rolling Meadows subdivision have purchased our homes and lots for development in good faith that we were purchasing in an area of single family dwellings. Allowing this Zone change to take place will cause increased unsafe traffic congestion, pedestrian safety issues and a decrease in home value.		
<b>Action petitioned for</b>	We, the undersigned, are concerned citizens who urge our leaders to to deny the Application for Zone Change ZN 7-19-13 as requested by the Applicant and request that the lots remain Low Density Residential Type 1 Zone R1.		

Printed Name	Signature	Address	Comment	Date
Sarah Rasterson		3 Woodcock Dr.	Keep R1	Nov. 28, 2019
Mary David		8 Woodcock Dr.	Keep R1	Nov 28, 2019
Shirley L. Smith		3 Woodcock Dr.	Keep R1	Nov 28, 2019
Sue North		9 Woodcock Dr.	Keep R1	Nov 28/19
JONES		12 Woodcock	FIGHT THE GOOD FIGHT	12/23/19
Steve Geagen		14 Woodcock Dr.		10/28/19
TRANK GERARD		16 Woodcock Dr.	Keep R1 - THEY ARE NOT IN JERSEY	11/28/2019
Douglas Gerich		14 Woodcock Dr.	Not in Jersey	11/28/2019
JOE GERARD		2 Pleasant Ct	R1	11/28/19
RON BANKS		4 Pleasant Ct	KEEP OUR ZONE	28/11/19



Rick Markala	Mark	S. Thompson Ct		25/11
Janey Landry	Janey	12 Pleasant Ct		25/11
David	David	12 Pleasant Ct		25/11
Frank Thompson	J.M. Thompson	19 Pleasant Ct	Not the place to put a 4plex.	28/11
Jim Thompson	Jim			28/11
Marilyn SFR	Marilyn	15 Pleasant Ct	Keep over 1	Nov 28/19
Anna Presque	Anna	13 Pleasant Ct	Keep R 1	Nov 28/19
Eleanor Van Horn	Eleanor	11 Pleasant Ct	Keep R 1	Nov 28/19
Mark Van Horn	Mark	"	"	"
Dan & Connie	Dan & Connie	9 Pleasant	KEEP R#1	11-28/19
Ed Hawn	Ed	7 Pleasant	KEEP R#1	11/28/19
Karen Hawn	Karen	7 Pleasant Ct	Keep R#1	11/28/19
James Hawn	James	23 Bobolink Drive	No-traffic concerns	11/28/19
Lindsay Tribble	Lindsay	19 Wren Ct	Keep R 1 Applicant doesn't own house, driveway is NOT on SAFETY HAZARD lot	11/29/19
"	"	"	Corner	"
Tracy Rebecca Moore	Tracy	5 Pleasant Court		11/29/19
Scott Maranduk	Scott	8 Pleasant	Stop Building	11/29/19



## Petition to deny Application for Zone Change file No: ZN 7-18-02

<b>Petition summary and background</b>	To deny the Application for Zone Change ZN 7-19-13 as requested by Applicant Darryl & Nicole Clause, that the lot at 4 Woodcock Drive remain Low Density Residential Type 1 Zone R1. The Residents of Rolling Meadows subdivision have purchased our homes and lots for development in good faith that we were purchasing in an area of single family dwellings. Allowing this Zone change to take place will cause increased unsafe traffic congestion, pedestrian safety issues and a decrease in home value.
<b>Action petitioned for</b>	We, the undersigned, are concerned citizens who urge our leaders to to deny the Application for Zone Change ZN 7-19-13 as requested by the Applicant and request that the lots remain Low Density Residential Type 1 Zone R1.

Printed Name	Signature	Address	Comment	Date
Sally Martin	<i>Sally Martin</i>	24 Woodcock		Nov 27/2019
Bryce Sibick	<i>Bryce Sibick</i>	10 Colin Ave		Nov 29/2019
Darryl Thompson	<i>Darryl Thompson</i>	26 Woodcock		Nov 29/19
<del>Darryl Thompson</del>	<i>Leanne Turner</i>	26 Woodcock Dr.	NOT A LOT FOR SALE	Nov 29/19
Robert Burns	<i>Robert Burns</i>	27 Woodcock Dr	parking, safety, waste.	Nov 29/19
Doreen Burns	<i>Doreen Burns</i>	27 Woodcock Dr.		Nov 29/19
Kathy Bolt	<i>Kathy Bolt</i>	29 Woodcock		Nov 29/19
Vanessa Rockeller	<i>Vanessa Rockeller</i>	31 Woodcock Dr.	Bus Route, bus stop, parking. No sidewalks	Nov 29/19
SATISH PATEL	<i>Satish Patel</i>	33 Woodcock Dr.	Keep R-1	Nov 29.
SURESH KELAND	<i>Suresh Keland</i>	35 Woodcock Dr	too busy for sub division buses	Nov 29














Jodi Hodges	J. Hodges	32 Woodcock Dr.	Too dangerous for multi-family at this location.	11/29
Ophelia Cornell	Ophelia Cornell	34 Woodcock Dr.	Keep R1	11/29
Dave Hodges	Dave Hodges	32 Warner Pl	Keep R1 Zoning	11/29
Gilles Leverage	<del>Gilles Leverage</del>	38 Woodcock Dr.	Keep R1 Zone	11/29
Rob Gundry	<del>Rob Gundry</del>	40 Woodcock Dr.	Keep R1 Zoning	11/29
Kathy Myers	K. Myers	42 Woodcock Dr.	Keep R1 Zoning	11/25
Marcelo de la Cruz	<del>Marcelo de la Cruz</del>	13 Cardinal Ct	Keep R1 Zoning	11/29
Mark Locke	<del>Mark Locke</del>	13 Cardinal Ct	Keep R1 Zoning	11/29
Christie Weston	Christie Weston	16 Robin Rd.	Keep R1 Zoning	2019-11-29
James Weston	James Weston	16 Robin Rd.	Keep R1 Zoning	2019/11/29
Wendy Rick Valentine	W. Valentine	26 Botolph Dr.	Keep R1 Zoning	29/11/2019
George S. S. S.	<del>George S. S. S.</del>	12 Botolph Dr.	Keep R1	02/12/2019
Heather Cassidy	Heather Cassidy	8 Bebelink Dr.	Too small at a lot, busy area to cross, concerned about safety	02/12/2019



















## Petition to deny Application for Zone Change file No: ZN 7-18-02

<b>Petition summary and background</b>	To deny the Application for Zone Change ZN 7-19-13 as requested by Applicant Danyll & Nicole Clause, that the lot at 4 Woodcock Drive remain Low Density Residential Type 1 Zone R1. The Residents of Rolling Meadows subdivision have purchased our homes and lots for development in good faith that we were purchasing in an area of single family dwellings. Allowing this Zone change to take place will cause increased unsafe traffic congestion, pedestrian safety issues and a decrease in home value.
<b>Action petitioned for</b>	We, the undersigned, are concerned citizens who urge our leaders to to deny the Application for Zone Change ZN 7-19-13 as requested by the Applicant and request that the lots remain Low Density Residential Type 1 Zone R1.

















Printed Name	Signature	Address	Comment	Date
JOY ARMENTA		24 BOBOLINK DR.	Please respect the single family environment	Dec 1/19
DEAN CLEMENT		22 BOBOLINK DR.	R1 should not be R3.	Dec 1/19
Heidi Pastor		20 Bobolink Dr	single home only!	Dec 1/19
Steve Kester		20 Bobolink Dr	--	Dec 1/19
Charles CLEMENT		19 BOBOLINK DR.		Dec 1/19
Lisa Grunerud		19 Bobolink Dr.	Single home only!	Dec 1/19
Tina Rosser		38 WOODCOCK DR	Single home only	Dec 1/19
Abigail Leisner		14 Bobolink Dr	Single Home only	Dec 2/19
Eve Reed Olsen		14 Bobolink	Single home only	Dec 2/19
Stephane Munn		210 Robin Road	Not in support of Zone Change	Dec 2/19
Chris Nevins		26 Robin Road	Not in support of Zone Chng	Dec 2/19



C

Name	Signature	Address	Comments	Date
MIKE MUELLER		24 Robin Rd.	SINGLE HOMES ONLY!	Dec 2/19
PAT MUELLER		" "	SINGLE HOME ONLY!	Dec 2/19
TOBB BRIMMER		22 Robin Rd	Single Home only	Dec 2/19
THANE BEIRSWITH		22 Robin Rd	Single Home only	Dec 1/19
MAT BEIRSWITH		22 Robin Rd.	Single Home only	Dec 2/19
Chn's Dunn		20 Robin Rd	KEEP SINGLE Family Homes	Dec 2/19
Tracy Dunn		20 Robin Rd.	KEEP SINGLE family homes	Dec 2/19
Kethley Wells		10 Robin Rd	Single Family homes	Dec 2/19
Ariel Robinson		23 Robin Rd	KEEP SINGLE Family Homes	Dec 2/19
Karen Robinson		23 Robin Rd	Single Family zoning only	Dec 2/19
Adrian Drogas		21 Robin Rd	sub division designated	Dec 2/19
Kona Drogas		21 Robin Rd	Single family	Dec 2/19
Karen Hayes		18 Robin Rd	Single Dwelling Home	Dec 2/19
Justin Hayes		18 Robin Road	"	Dec 2/19
Christina Neider		19 " "	Keep single Homes	Dec 2/19
Debra Ashford		17 Robin Rd.	not a Sfele location	Dec 2/19



GREG ROCKEFELLER		31 Woodcock Dr.	KEEP R1		Nov. 29/19
EVAN ROOSE		37 Woodcock Dr.	KEEP R1		Nov. 29/19
DANIELLE KLASSEN		39 Woodcock Dr.	KEEP R1		Nov 29/19
ED KLASSEN		39 Woodcock Dr.	KEEP R1		Nov. 29/19
Jordan Oud	J. Oud	32 Bobolink Dr.	KEEP R1		Nov 29/19
CAROL HOKUM		30 Bobolink Dr.	KEEP R1 / BAST / MATHIAS		Nov. 29/19
Kelly Vetho		28 Bobolink Dr.	KEEP R1		Nov 29/19
John Vetho		28 Bobolink Dr.	KEEP R1		Nov 29/19
Kathy Binnover		22 Woodcock Drive	KEEP R1		Nov 29/19
RICK GOETHALS		53 TANAGER	KEEP R1		Dec 2/19
KENNY CAIRNS		49 Tanager Dr.	KEEP R1		Dec 2/19
Liliane Vanhauwe		49 Tanager Drive	KEEP R1		Dec. 2/19
Tom Deutsch		47 Tanager Dr.	KEEP R1		Dec 2 /19
Mark Sillike		45 Tanager Dr.	KEEP R1		Dec 2 /19
Stephen Scherer		43 Tanager Dr.	KEEP R1		Dec 2 /19
Alanna Schirfer		43 Tanager Dr.	KEEP R1		Dec 2 /19
MARIE VAN DER POOL		39 Tanager Dr.	KEEP R1		Dec 2/19















Printed Name	Signature	Address	Comment	Date
Tonia Ashford	<i>Tonia Ashford</i>	17 Robin Rd	Keep R1	Dec 2/19
Reese Ashford	<i>Reese Ashford</i>	17 Robin Rd	Keep R1	Dec 2/19
William Ashford	<i>William Ashford</i>	17 Robin Rd	Keep R1	Dec 2/19
Nicole Harris	<i>Nicole Harris</i>	13 Robin Rd	Keep R1	Dec 2/19
Janet Green	<i>Janet Green</i>	9 Robin Rd.	Keep R1 (NO family)	Dec 2/19
Richard Green	<i>Richard Green</i>	9 Robin Rd.	Keep R1	Dec 2/19
ALAN CAYFORD	<i>Alan Cayford</i>	7 Robin Rd	Keep R1	Dec 2/19
Somer Hay-Baker	<i>Somer Hay-Baker</i>	5 John Rd	Keep R1	Dec 2/19
Leslie Wilcox	<i>Leslie Wilcox</i>	3 Robin Rd.	Keep R1	Dec 2/19
Bruce Wilcox	<i>Bruce Wilcox</i>	3 Robin Rd.	Keep R1	Dec 2/19
ROSES - Serge	<i>Serge Conture</i>	3 Owl-Dr.	Keep R.	Dec 3
Mark Smith	<i>Mark Smith</i>	6 Owl Drive	Keep R1	Dec 3
Vicky Carson	<i>Vicky Carson</i>		Keep R1	Dec 3
Jana Henderson	<i>Jana Henderson</i>	7 Owl Dr	Keep R1	Dec 3/19
Dave Neil	<i>Dave Neil</i>	9 Owl Dr	Keep R1	Dec 3/19
Dorleen Noels	<i>Dorleen Noels</i>	11 Owl Dr.	Keep R1	Dec 3/19
Julie Garratt	<i>Julie Garratt</i>	15 Owl Dr.	Keep R1	Dec 3/19

\*



Paint Name	Signature	Address	comment	Date
Curtis Vlach	Leo	42 Tanager	Disagree R3	2/Dec/19
Tony	Leo	44 Tanager	No <del>RE</del> R3.	2 Dec 19.
G. Maelin	Leo	46 Tanager	N/A.	2/12/2019
J. Dobson	Leo	52 Tanager Drive	traffic issued; no sidewalks; parking ??? not suitable for style of neighbourhood	Dec. 2, 2019.
D. McLean	Leo	14 ROBIN ROAD	TOO BUSY ALREADY	2/Dec/19
M. Cannon	McMinn	12 ROBIN RD	TOO TIGHT OF AREA	12/21/19
Stamen	Stamen	12 Robin Rd	NO Fit For Neighbourhood	12/21/19
Barb Cannon	Barb Cannon	8 Robin Rd	NO Fit <del>EXTREMELY</del> busy corridor	2/12/19
Justin McLean	Justin McLean	8 Robin Rd.	historical red no parking area - difficult to keep.	21/12/19
John D. Byrnes	John D. Byrnes	6 Robin Rd.	WE ARE DONE R2-1	2/12/19
Maue Steer	Maue Steer	4 Cardinal Ct	We're done R1	Dec 3/19
Sandra Muller	Sandra Muller	6 Cardinal CRT	N/A	Dec 3/19
Noa Mevion	Noa Mevion	8 Cardinal Ct	R1 only.	Dec 3/19

Printed Name	Signature	Address	Comments	Date
Sally MacIntyre		10 Cardinal Court Tillsonburg	not suitable for this subdivision	Dec 3, 2019
Scott MacIntyre		10 Cardinal Ct Thurg	no to R3 unattractive interfere with bus stops.	Dec 3/2019
Camryn MacIntyre		10 Cardinal Crt Thurg		Dec 3/2019
Mona Vandescheer		12 Cardinal St	not compatible.	Dec 3 2019
Tony Vandescheer		12 Cardinal St		Dec 3 2019
Pat Ditholster		14 Cardinal Ct.	no ridiculous idea	Dec 3/2019
Ron Ditholster		14 Cardinal Ct. Tillsonburg	we've got Wren Court.	Dec 3/2019
Andreia Cummings		36 North St E. Tillsonburg		Dec 3/2019
Nathan Walsh		38 North St E	Keep R #1	Dec 3/19
Jeff Thompson		40 North St E	Keep R #1	Dec 3/19
Courtney Schwartz		46 North St E	Keep it on R1	Dec 3/19
Peloch's		42 North St E.	Keep it on R1	Dec 3/19















## Petition to deny Application for Zone Change file No: ZN 7-18-02

<b>Petition summary and background</b>	To deny the Application for Zone Change ZN 7-19-13 as requested by Applicant Daryl & Nicole Clause, that the lot at 4 Woodcock Drive remain Low Density Residential Type 1 Zone R1. The Residents of Rolling Meadows subdivision have purchased our homes and lots for development in good faith that we were purchasing in an area of single family dwellings. Allowing this Zone change to take place will cause increased unsafe traffic congestion, pedestrian safety issues and a decrease in home value.
<b>Action petitioned for</b>	We, the undersigned, are concerned citizens who urge our leaders to to deny the Application for Zone Change ZN 7-19-13 as requested by the Applicant and request that the lots remain Low Density Residential Type 1 Zone R1.

Printed Name	Signature	Address	Comment	Date
EDWARD GAGGAT	Egagat	15 Owl Drive	Keep R1	Dec. 3/19
Tina Wake.	[Signature]	14 Owl Drive.	No Change.	'1
Justine Clining	[Signature]	16 Owl Drive	no change	Dec 3/19
DAVID BRANDON	[Signature]	3 CARDINAL COURT	no PARKING	DEC 3/19
SHEILA MCKIBBIN	[Signature]	7 CARDINAL CT.	Traffic flow is problem!	Dec 3/19
MARIANNE MURPHY	[Signature]	15 CARDINAL CT.	TRAFFIC PROBLEM - what about parking??	Dec. 3/19
VELLY VAN DAM	Nelly Van Dam	17 Cardinal Court	No change	Dec 3
RICK CRANE	[Signature]	16 CARDINAL COURT	Keep R1	Dec 3
Dennis Odojgen	[Signature]	10 Woodcock Dr Tilksbury	Keep R1	Dec 3/19
Christopher Odojgen	[Signature]	10 Woodcock Drive Tilksbury	Keep as is	Dec 3 2019
Brent & Sharon	[Signature]	35 Tanager Dr	Keep as is	Dec 3/19
Ralph				



Name	Signature	Address	Comments	Date
Lynn Towers		31 Tanager Dr	No change	Dec 3/19
Bilalones		"	"	"
Jeremy Hodgins		341 Tanager Dr.	Keep B1	Dec 3/19
Megan Hodgins		34 Tanager Dr.	Keep R1	Dec 13/19
DES BOKER		8 Quail Dr.	✓ ✓	✓ ✓
HELEN SCITON GERBER		11 TANAGER	✓ ✓	Dec 3/19
CAROL BURWELL		12 TANAGER DR.	Keep the same	Dec 3/19
THOMAS BURWELL		12 TANAGER DR.	Keep single family	Dec 3/19
Josh Knoflook		15 Tanager Dr.	Keep single family	Dec 3/19
Bethesda Sn		16 TANAGER DR	Single	Dec 3/19
Helen Helson	—	16 Tanager Dr.	Single	Dec 3/19
Nicole Gundry		40 Woodcock Dr	Keep the same	Dec 4/19
Catherine Reurs		40 tanager	Keep R1	Dec 4/19



# Petition to deny Application for Zone Change file No: ZN 7-18-02

<b>Petition summary and background</b>	To deny the Application for Zone Change ZN 7-19-13 as requested by Applicant Daryll & Nicole Clause, that the lot at 4 Woodcock Drive remain Low Density Residential Type 1 Zone R1. The Residents of Rolling Meadows subdivision have purchased our homes and lots for development in good faith that we were purchasing in an area of single family dwellings. Allowing this Zone change to take place will cause increased unsafe traffic congestion, pedestrian safety issues and a decrease in home value.
<b>Action petitioned for</b>	We, the undersigned, are concerned citizens who urge our leaders to to deny the Application for Zone Change ZN 7-19-13 as requested by the Applicant and request that the lots remain Low Density Residential Type 1 Zone R1.

Printed Name	Signature	Address	Comment	Date
PKIRWIN	D. Kuy	4 Falcon Rd.		Dec 3
L. LOCKHART	A. Gollant	7 FALCON RD.	KEEP R1	DEC 3
N. MULLON		4 BOLOCH DAVE	Keep R1	Dec 3
A. MULLON		" "	Keep R1	Dec 3
BRAD IVANACHO		6 Woodcock dr	Don't want renters beside me, too many cars for busy corner 3 bus stops, sidewalks	Dec 3
Sandra Leding		6 Woodcock Dr.	Keep R1, plans are not a match for our neighborhood	Dec 3
Margaret Smith		16 Pleasant Ct.	KEEP R1 - No 4-play	Dec 4/19
JOHN SMITH		16 Pleasant Ct	Keep R1.	Dec 4/19
Becky Ellenberger		10 Owl Drive.	Keep R1	Dec 4/19
Brad Tiler		10 Owl Drive.	Keep R1	Dec 4/19

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**To: Mayor and Members of Tillsonburg Council**

**From: Eric Gilbert, Senior Planner, Community Planning**

## **Initiation of Zone Change Application - Oak Park Estates**

### **REPORT HIGHLIGHTS**

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- Staff are seeking support to initiate a zone change application to apply a holding provision to the unserviced registered lots within a plan of subdivision known as Oak Park Estates.
- Approximately 82 registered lots are present in the development, with 19 of them being held in separate ownership from the subdivision developer. Three lots within the 2019 Phase of Oak Park Estates, which included the extension of Beech Boulevard, are separately owned.
- It is recommended that holding provisions be applied to all of the remaining lots in the subdivision plan, to ensure that any required easements and appropriate development agreements are place for the orderly development of the lands prior to building permit issuance.

### **DISCUSSION**

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#### **Background**

##### LOCATION:

The subject lands consist of the remaining undeveloped 82 lots in Plan 41M-143 and Plan 41M-144 in the Town of Tillsonburg. The subject properties have frontage on Beech Boulevard, Walnut Drive, Hemlock Drive, Sycamore Drive, Magnolia Court and Concession Street West, in the Town of Tillsonburg.

##### COUNTY OF OXFORD OFFICIAL PLAN:

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



TOWN OF TILLSONBURG ZONING BY-LAW NO. 3295:

Existing Zoning: Low Density Residential – Type 1 Zone (R1A)

Proposed Zoning: Low Density Residential – Type 1 Holding Zone (R1A-H)

PROPOSAL:

The Oak Park Estates plan of subdivision was draft approved and registered in its entirety in 1994. The original developer entered into a subdivision agreement to develop the lots (construction of single detached homes) including the construction of streets, sewers, water and other infrastructure in a phased manner. Some of the phases were developed, however a significant area of the subdivision remains undeveloped. Consequently, there are a number of lots that have been created that do not front on an improved street, and have no water, sanitary, or municipal storm services.

For reasons unknown, the original developer was unable to continue the development of the subdivision beyond the initial phases noted above and, at some point, a number of lots were transferred to individuals pursuant to tax sales under the Municipal Act. Of the total number of vacant lots remaining in the development (109), 19 are held in separate ownership from the current owner of the subdivision.

The current owner has completed a number of phases, including phases in 2002, 2008 & 2012 which involved the construction of William Street and the northern portion of Beech Boulevard, including all municipal services. The current owner has also recently constructed the extension of Beech Boulevard to Concession Street West.

Plate 1, Location Map with Zoning, shows the location of the plan of subdivision and the existing zoning in the immediate vicinity.

Plate 2, 2015 Aerial Map, provides an aerial view of the remaining lands in the Oak Park Estates subdivision.

Plate 3, Ownership of Lands, shows the lots that are owned by the developer and other individuals.

In 2018, Town Council adopted By-Law 4220, being a Local Services By-Law that introduced a Special Local Municipal Levy to front-end the servicing costs for the 19 lots that were not owned by the developer. The By-law allows the Town to pay the developer who installs the services up-front, and recover the costs from the individual owners on a pro-rated basis when the streets are constructed and municipal services provided to the individual lots.

As part of the 2019 Phase of Beech Boulevard, it has come to the attention of Town and County staff through the review of detailed engineering design and subdivision lot grading plans, that 3 of the lots that were recently serviced in the current phase that are not owned by the developer are located in areas that require rear yard drainage swales and are included in areas that require drainage easements to be registered in favour of the Town. As these lands are in separate ownership, the current developer is unable to secure these drainage easements as required by the provisions of the Town's current subdivision agreement.

**Report No: CP 2019-364**  
**COMMUNITY PLANNING**  
 Council Date: December 9, 2019

To ensure that the owners of these lots will provide the required easements to implement the overall subdivision design, and to ensure that the required subdivision agreement is registered on title prior to the issuance of a building permit, it is recommended that holding provisions be introduced on these lots. The holding provisions would be recommended for removal once the property owner has provided proof of registration of the required easements, and has entered into a subdivision agreement with the Town and County to ensure that the overall design for the development is adhered to.

It is also recommended that the holding provision be placed on all remaining lots in the development, with the exception of the 2019 Beech Boulevard Phase, (for which a subdivision agreement will be executed in the near future). This approach would have a number of benefits as identified below:

- Holding provisions would publicly identify that services are not available for the lots. Currently, Town and County staff field a significant number of calls for information from the public when one of the registered lots is offered for sale. Potential purchasers typically assume that the lot is fully serviced, as it is standard practice that only serviced lots are registered. Staff have been advising potential purchasers that the lots are un-serviced, there is no immediate timetable for servicing, and are not able to obtain a building permit, notwithstanding that they are legally conveyable lots. A holding provision would be a public 'flag' that would disclose the lots are not building permit ready.
- Holding provisions would ensure that, similar to any other developer in Town, a building permit would not be issued until the applicant enters into a development agreement with the Town and County and proof is provided that the agreement has been registered on title;
- Holding provisions would ensure that, similar to any other developer in Town, any required easements for drainage or servicing are provided to the Town and County in accordance with the approved, overall design of the subdivision;
- Holding provisions would ensure that the vacant lots are treated in a similar fashion to other vacant draft plans of subdivision that have holding provisions in place to ensure that appropriate development agreements are in place, and adequate servicing capacity is available to service the development.
- Holding provisions could be used to ensure that the outstanding financial obligations arising from the adopted Special Services By-Law have been met prior to Building Permit issuance.

The use of Holding Provisions is regulated by Sections 34 & 36 of the Planning Act. Holding provisions are an administrative tool that prevents the issuance of building permits until they are removed. Holding provisions are typically used for phasing in draft plans of subdivision, to manage service capacity, and to ensure that appropriate development agreements are in place prior to building permit issuance. The Town has regularly used Holding Provisions in new draft plans of subdivision.

To impose a Holding Provision, the provisions of Section 34 of the Planning Act apply and it is processed similar to other zoning by-law amendments. All affected property owners would be notified directly through written correspondence, and would receive notice of complete application, notice of public meeting, and notice of Council's decision on the matter.

The removal of a holding provision is a more streamlined process. The request proceeds to Council following circulation of the request, no public meeting or public notification is required other than to the property owner on which the holding provision is being removed, and the sole right of appeal lies with the applicant.

It is expected that once the individual owner of each lot has entered into the appropriate development agreements, any required easements have been provided, and confirmation of payment for servicing has been received that a staff report would come to Council recommending that the holding provisions be removed. Lots owned by the developer would have the holding provision lifted for each phase once the required capital servicing works have been constructed and inspected, subdivision agreements have been registered, and required easements have been registered.

## **RECOMMENDATION**

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**It is recommended that the Council of the Town of Tillsonburg direct staff to initiate a zoning by-law amendment to implement a holding provision for vacant lots within the OakPark residential plan of subdivision to ensure the orderly development of the lands.**

## **SIGNATURES**

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**Authored by:**

Eric Gilbert, MCIP, RPP  
Senior Planner

**Approved for submission:**

Gordon K. Hough, RPP,  
Director



**Report No: CP 2019-364**  
COMMUNITY PLANNING  
Council Date: December 9, 2019

**Report Approval Details**

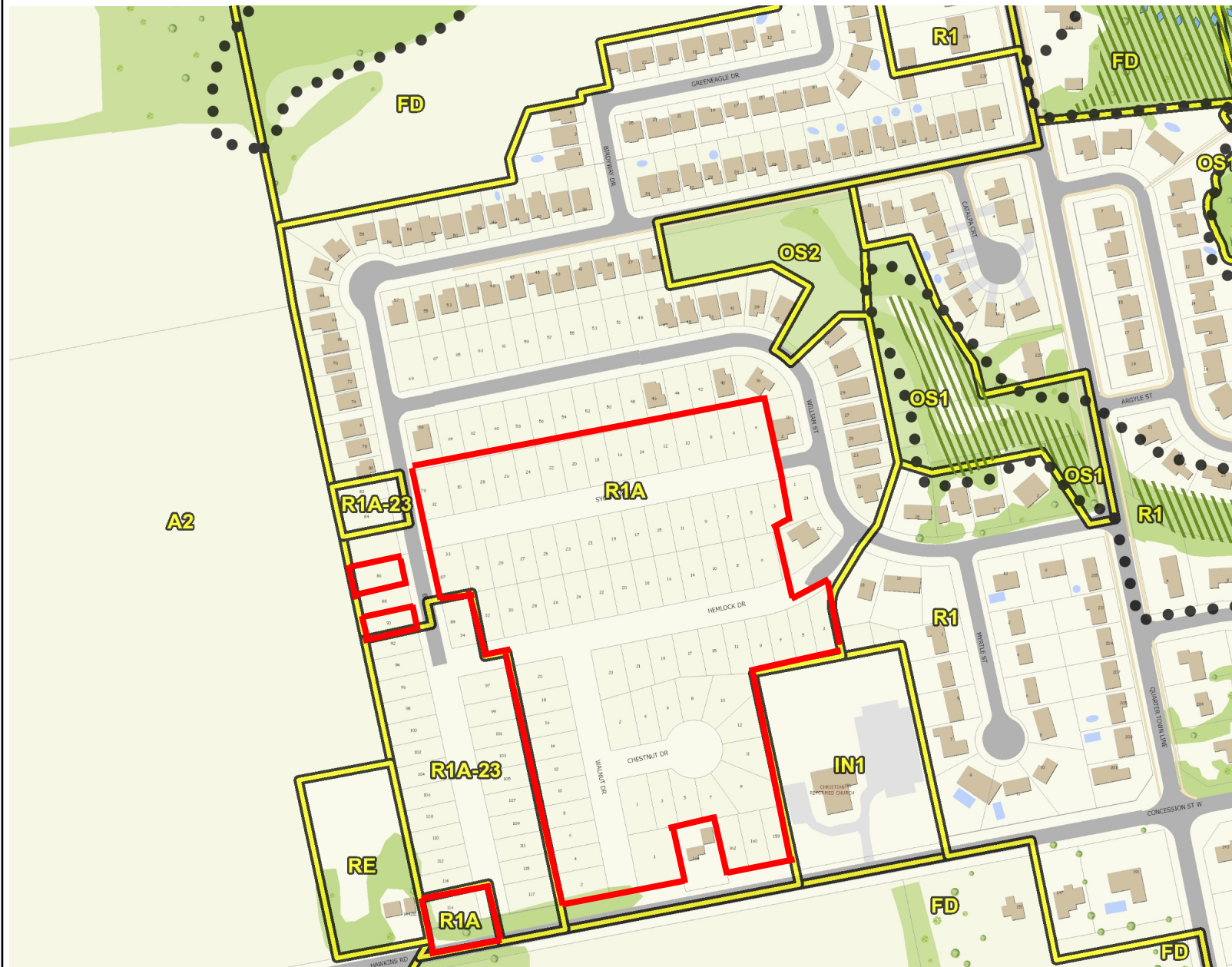
Document Title:	OakPark Estates Commencement Report.docx
Attachments:	- Plate 1.pdf - Plate 2.pdf - Plate 3.pdf
Final Approval Date:	Nov 26, 2019

This report and all of its attachments were approved and signed as outlined below:










A handwritten signature in black ink, appearing to be 'Ron Shaw', with a stylized, cursive script.

**Ron Shaw - Nov 26, 2019 - 10:10 AM**

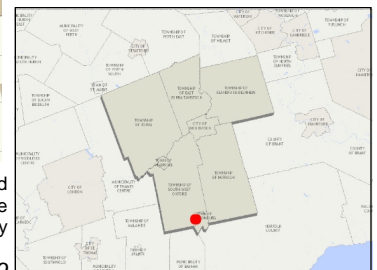
## Plate 1- Location Map with Existing Zoning



## Legend

- Environmental Protection  
Flood Overlay
-  Flood Fringe
  -  Floodway
  -  Environmental Protection (EP1)
  -  Environmental Protection (EP2)
- Zoning Floodlines  
Regulation Limit
-  100 Year Flood Line
  -  30 Metre Setback
  -  Conservation Authority Regulation Limit
  -  Regulatory Flood And Fill Lines
-  Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 102 205 Meters

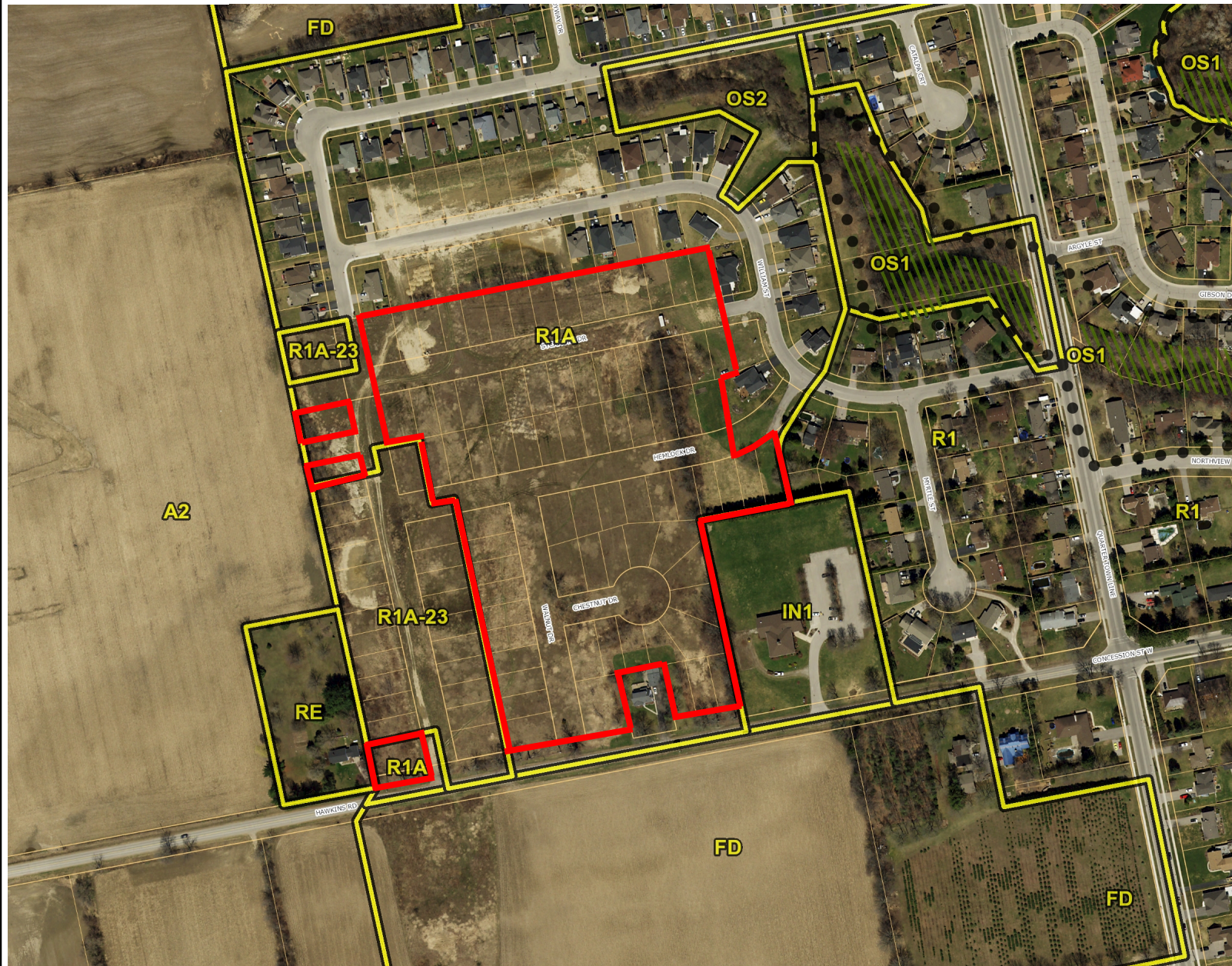
NAD\_1983\_UTM\_Zone\_17N












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

November 18, 2019

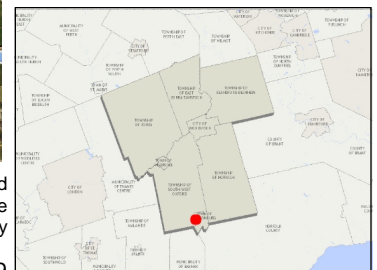




## Legend

- Environmental Protection  
Flood Overlay
-  Flood Fringe
  -  Floodway
  -  Environmental Protection (EP1)
  -  Environmental Protection (EP2)
- Zoning Floodlines  
Regulation Limit
-  100 Year Flood Line
  -  30 Metre Setback
  -  Conservation Authority Regulation Limit
  -  Regulatory Flood And Fill Lines
-  Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 102 205 Meters

NAD\_1983\_UTM\_Zone\_17N



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November 18, 2019



# Plate 3 - Ownership of Lands

2019  
Phase

Sycamore Drive

William  
Street

Hemlock Drive

Walnut  
Drive

Beech  
Boulevard

Magnolia Court

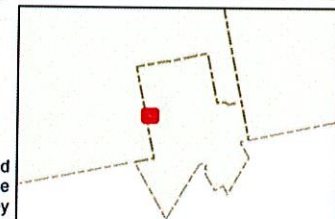
Concession  
St W

## Legend

109 Yellow lots owned by  
new developer

19 Green lots owned by  
other individuals

## Notes



0 28 56 Meters

NAD\_1983\_UTM\_Zone\_17N



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

August 10, 2018

# Council Delegation Request

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

**First Name \***

Melissa

**Last Name \***

Holden

**Street Address \***

31 Canrobert Street

**Town/City \***

Woodstock

**Postal Code \***

N4S 8W8

**Phone Number \***

226-228-5102

**E-mail \***

unifor636mel@gmail.com

**Website****Do you or any members of your party require accessibility accommodations? \***☐ Yes☒ No**Council Meeting Date \***

December 9, 2019

**Subject of Delegation \***

Motion to Stop Cuts to Health Care in Ontario.

**Name(s) of Delegates and Position(s) \***

Lorraine Sinclair

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

Ontario Heath Coalition

**I acknowledge Delegations are limited to fifteen (15) minutes each. \***☒ I accept



We are asking local municipalities to make a motion to ask the Ontario Government to stop the cuts to the health care services that our communities depend on. I will provide the presentation as well as references to the research facts and the motion it's self

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

☐ Yes

☒ No

**Have you been in contact with a Staff member regarding the Delegation topic? \***

☐ Yes

☒ No

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

☒ I accept

# Thank You

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. 3224.

## Speaker's Notes

### Tillsonburg Town Council Resolution

Dec. 9, 2019

#### Introduction

Thank you for giving me the opportunity to present to you today. My name is Lorraine and I am presenting on behalf of the Oxford Health

Coalition. I share with the rest of the Coalition a commitment to preserving and improving health care. Provincially, we are a group with more than half-a-million members across Ontario. We advocate to public, universal, accessible and free, based on the principles that underlie our public health care system in Canada, principles of compassion and equity.

I would like to address the continuing and planned provincial cuts and closures of public health care services. The Province is offloading more of the cost of health care services onto every municipality in Ontario, including Tillsonburg. Yet we know that capacity is already far short of population need. I am sure each one of you can name one or more people waiting for unnecessarily long and often painful months if not years for eye or joint surgery – hips and knees. The cuts and closures will take away from front-line care, will put the quality of public health care at risk but actually will lead to new costs.

Previous large-scale restructuring in Ontario undertaken by the Mike Harris government involved province-wide hospital restructuring, including hospital mergers and closures of dozens of local hospitals. It ultimately did not reduce administrative costs as was promised. In fact, it cost \$3.9 billion, according to the Provincial Auditor. That is, it cost \$3.9 billion in restructuring costs for mergers, according to the Provincial Auditor General, to cut \$800 million from public hospitals. The Harris-era cuts cost to fire nurses from one hospital then rehire them in another while leaving both hospitals understaffed, cost for 'restructuring consultants', instead of needed hospital supplies; cost for PR instead of PSWs, and





the list goes on. Under subsequent governments, health funding continued to fall behind real costs and public needs.

The Canadian Institute for Health Sciences Research Foundation concluded its study of health care amalgamations in Canada by saying:

“...the urge to merge is an astounding, run-away phenomenon given the weak research base to support it, and those who champion mergers should be called upon to prove their case.”

Already hundreds of emergency department doctors, and nurses and health professionals are asking Premier Ford to stop the cuts and restructuring. They know that these changes will place hospital staff under more stress, intensify overcrowding –you likely heard that London’s hospitals nearby were above 100% capacity. Hallway medicine remains a fact in the province as does parking lot medicine. Ambulances line up in parking lots unable to unload patients into emergency rooms because there is nobody available indoors to provide care.

Across the province, municipalities have passed a motion that calls upon the Ontario government to halt the closures, mergers, and cuts to local health care services that they like our communities have spent almost a century or more building. Tillsonburg Memorial hospital has been funded by generous local donations from the Foundation, Volunteers Association and others over the years. People care and support health. This community has invested in health care. The province needs to.

**Public Health Units** provide the most vital health promotion and disease prevention functions in our health care system. There is no evidence that cutting them helps patient care. Local governance means that public health units have the flexibility to address the unique needs of our rural community.

In its initial plan, the government of Ontario was planning to close of 25 of 35 local Public Health Units, forcibly merging them into 10. After significant pushback, the province has cancelled the retroactively of the funding cuts and has reduced the amount of the cut. These are steps in the right direction. Cutting Public Health Units will jeopardize vital local services including food and water

safety, infectious disease prevention, immunizations, prenatal training, student breakfast and lunch programs, overdose prevention, safe needle disposal and biohazard programs, and much more. Public Health Units must be protected.

**Ambulance and paramedical services:** The provincial government is also planning to close 49 of 59 local paramedic units and 12 of 22 local dispatch centres. The Ontario Paramedics Association says the centralization of local paramedic units will mean longer travel distances and so, dangerously longer wait times. It makes a huge difference if dispatchers understand the places where that could be. Alberta tried centralized dispatching and serious delays happened. In health, time is ... life.

**Long Term Care:** As of 2020, the provincial government will be cancelling two special funds for long-term care: the High Wage Transition Fund and the Structural Compliance Fund. This amounts to a \$34 million dollar cut in today's dollars, and impacts London significantly. The High Wage Transition Fund cut targets municipally-run long-term care homes. It will mean adverse effects on the quality and quantity of care provided in these homes or added county expense.

Base funding for daily care in long-term care homes is set to increase by only 1 percent, half the rate of inflation, meaning real dollar cuts. Yet the evidence is overwhelming that the acuity, complexity and sheer number of the care needs of the residents is growing. Long-term care cannot take cuts. The Ontario Health Coalition recently pulled together the most recent data on Ontario's long-term care residents. What they found:

- \* The resident-on-resident homicide rate in Ontario's long-term care homes is higher than Toronto's scary news of knifings and shootings.
- \* We have the fewest hospital beds per population left of any province and among all first-world countries;
- \* We also have the second fewest number of long-term care beds per population. People in long-term care beds here often should be hospital patients.
- \* Wait lists for long-term care are too long.



Long-term facilities cannot safely sustain real-dollar cuts.

**Local Public Hospitals:** Funding for local hospitals' operating budgets is also set at less than the rate of inflation, let alone population growth and aging. This means real-dollar cuts to operational funding. It means service levels will not keep up with population needs. The Ontario Health Coalition has pulled together the government data on hospital capacity and has found the following:

- \* By every reasonable measure, Ontario funds its public hospitals at the lowest rate in Canada. (Per capita, as proportion of provincial GDP)

- \* Ontario has the fewest nurses per average patient of any province in Canada.

- \* Ontario has the highest readmission rates within 30-days due to complications of any province in Canada. Hospitals are forced to send people home quicker and sicker by the current funding model.

- \* Ontario has the highest rates of overcrowding

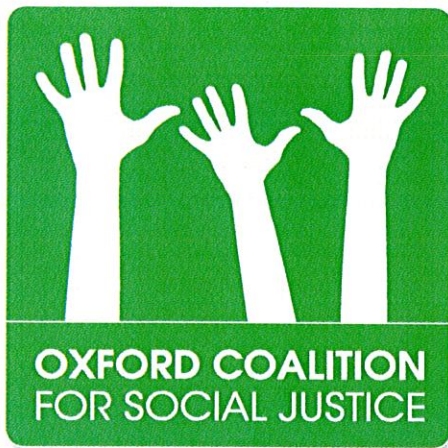
More cuts mean worse health outcomes. Worse health outcomes mean longer pain but shorter lives; longer wait times for surgery but less quality of life.

## **Conclusion**

The provincial government is hearing the grave concerns across Ontario about these cuts and closures. They have begun to respond. They have rolled back a proportion of the Public Health cuts and cancelled their retroactivity. They have twice delayed the elimination of the two special funds for long-term care. They have promised to consult on paramedical and public health restructuring. These are steps in the right direction. But they do not resolve the problems; they delay, not correct. In addition to the text of my notes, I have provided you with a sample municipal resolution, and research provided to us by the Ontario Health Coalition, whose researchers have collected data and stories in Oxford County 5 times in the past 5 years. We are asking the Town of Tillsonburg to support these efforts by passing the municipal council resolution to save our local health care services. In so doing, you will be honouring current residents' wishes, respecting



those who in past generations founded hospitals here, and making this a good place to be born, to grow up and to age in. Thank you.



**TillsonburgTown Council - Resolution to Save Local Health Care Services**

WHEREAS public health care consistently ranks as the top priority in public opinion polls, and;

WHEREAS Public Health provides vital health promotion and prevention services based on the unique demographic and economic, social, and cultural needs of our Oxford communities, and;

WHEREAS the evidence from hospital amalgamation in Ontario and across Canada is that they have cost billions of dollars and have not yielded the promised administrative savings but have taken money away from frontline care, and;

WHEREAS there is no evidence to support the proposed closure of 25 out of 35 local Public Health Units, the closure of 12 of 22 local ambulance dispatch centres, or the closure of 49 out of 59 local ambulance services, and;

WHEREAS there is a deep consensus among virtually all stakeholders that increasing acuity in our long-term care homes requires additional staff and resources, not cancellation of the two special funds and real dollar cuts to per diem funding of our long-term care homes, and;

WHEREAS our local hospitals in Oxford have seen budget stress for an entire generation and cannot meet population needs while sustaining real dollar cuts to hospital global budgets.

**THEREFORE BE IT RESOLVED:**

The Town of Tillsonburg calls upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including public health units, land ambulance services, hospitals and long-term care homes.

## ONTARIO HEALTH COALITION: SOURCES FOR MUNICIPAL COUNCIL RESOLUTION TO PROTECT LOCAL PUBLIC HEALTH/AMBULANCE/HOSPITAL/LONG-TERM CARE SERVICES

Clause 1: WHEREAS public health care consistently ranks as the top priority in public opinion polls,

- IPSOS Poll: <https://www.ipsos.com/en-ca/news-polls/Canadians-want-political-parties-to-focus-on-healthcare>
- <https://globalnews.ca/news/2590731/healthcare-taxes-top-priorities-for-canadians-ahead-of-federal-budget-ipsos-poll/>
- <https://www.healthcare-now.org/blog/new-poll-shows-canadians-overwhelmingly-support-public-health-care/>
- <https://www.healthcoalition.ca/nine-out-of-10-canadians-want-to-see-the-federal-government-enforce-the-canada-health-act/>
- <https://canadians.org/fr/node/7982>

Clause 2: WHEREAS Public Health provides vital health promotion and prevention services based on the unique demographic and economic, social, and cultural needs of our communities,

- Open Letter 100 Emergency Room Health Professionals  
[https://d3n8a8pro7vhmx.cloudfront.net/ward20/pages/2543/attachments/original/1567526735/Signed\\_Open\\_Letter\\_Re\\_Public\\_Health\\_Cuts\\_Sept\\_3\\_FINAL.pdf?1567526735](https://d3n8a8pro7vhmx.cloudfront.net/ward20/pages/2543/attachments/original/1567526735/Signed_Open_Letter_Re_Public_Health_Cuts_Sept_3_FINAL.pdf?1567526735),  
<https://www.thestar.com/news/gta/2019/09/03/more-than-100-toronto-emergency-room-doctors-urge-province-to-reverse-public-health-cuts.html>
- Can also visit the webpage of Ontario Public Health for an understanding of broad scope of services provided

Clause 3: WHEREAS the evidence from hospital amalgamation in Ontario and across Canada is that they have cost billions of dollars and have not yielded the promised administrative savings but have taken money away from frontline care,

- \$800 million dollar cuts from health care services during the Mike Harris era  
[https://www.ola.org/en/legislative-business/house-documents/parliament-36/session-2/1998-10-19/hansard#P127\\_35207](https://www.ola.org/en/legislative-business/house-documents/parliament-36/session-2/1998-10-19/hansard#P127_35207)
- For more on \$800 million cuts can refer to budgets from 1995-1999
- The cost of this restructuring was \$3.9 billion dollars  
<http://www.auditor.on.ca/en/content/annualreports/arreports/en01/409en01.pdf>
- Additional report on mergers <http://www.ontariohealthcoalition.ca/wp-content/uploads/final-merger-report.pdf>

Clause 4: WHEREAS there is no evidence to support the proposed closure of 25 out of 35 local Public Health Units, the closure of 12 of 22 local ambulance dispatch centres, and the closure of 49 out of 59 local ambulance services,

- Open Letter 100 Emergency Room Health Professionals  
[https://d3n8a8pro7vhmx.cloudfront.net/ward20/pages/2543/attachments/original/1567526735/Signed\\_Open\\_Letter\\_Re\\_Public\\_Health\\_Cuts\\_Sept\\_3\\_FINAL.pdf?1567526735](https://d3n8a8pro7vhmx.cloudfront.net/ward20/pages/2543/attachments/original/1567526735/Signed_Open_Letter_Re_Public_Health_Cuts_Sept_3_FINAL.pdf?1567526735),



<https://www.thestar.com/news/gta/2019/09/03/more-than-100-toronto-emergency-room-doctors-urge-province-to-reverse-public-health-cuts.html>

- 8 health ministers signed opposition to cuts <https://www.cbc.ca/news/canada/toronto/10-ex-ontario-health-ministers-issue-joint-letter-decryng-attack-on-public-health-1.5145835>
- OPA letter <https://www.ontarioparamedic.ca/news-and-events/opa-response>, <https://globalnews.ca/news/5176597/hamilton-paramedics-wary-of-ontario-ambulance-merger/>
- Additional report on mega mergers <http://www.ontariohealthcoalition.ca/wp-content/uploads/final-merger-report.pdf>

Clause 5: WHEREAS there is a deep consensus among virtually all stakeholders that increasing acuity in our long-term care homes requires additional staff and resources, not cancellation of the two special funds and real dollar cuts to per diem funding of our long-term care homes,

- Wettlaufer Inquiry <https://longtermcareinquiry.ca/en/>
- Ontario Health Coalition report on increasing acuity and violence in long-term care homes <http://www.ontariohealthcoalition.ca/wp-content/uploads/FINAL-LTC-REPORT.pdf>

Clause 6: WHEREAS our local hospitals have been downsized for an entire generation and cannot meet population needs while sustaining real dollar cuts to hospital global budgets.

- See Appendices I and II of LTC report <http://www.ontariohealthcoalition.ca/wp-content/uploads/FINAL-LTC-REPORT.pdf>
- Almost half of province's acute beds and complex continuing care beds have been closed over the last 25 years <https://beta.theglobeandmail.com/legacy/static/focus/homecare/Doc7.pdf?token=1496685928>
- Ontario hospital funding is lowest in Canada: <http://www.ontariohealthcoalition.ca/wp-content/uploads/chart-hospital-funding-per-province-comparison-2.pdf>
- Ontario hospital capacity (beds per population) lowest in Canada, fewest nurses/patient, lowest hospital funding, and more charts from Canadian Institute for Health Information (Canada's national database for health care statistics): <http://www.ontariohealthcoalition.ca/wp-content/uploads/Pre-Budget-Briefing-Feb-2016-1.pdf>



# Town Hall Recommended Option

Town Hall Project Steering Committee

December 9, 2019



# Background

**2015**

Town Hall Project  
Steering Committee  
is established

**December 2016**

RFPQ issued  
Design, build, lease

**January 18, 2019**

RFP issued  
Deadline:  
Apr 30, 2019

**June 6, 2019**

RFP Deadline  
Extension

**September 23, 2019**

Report DCS 19-29:  
Recommends public  
engagement process

**September 23, 2019**

Council defeated  
recommendation



# Background

Committee finalized  
evaluation of proposals

**2019 Committee  
Meeting Dates:**  
June 13, June 24, July 8,  
Aug 15, Oct 28, Nov 27

**2019 Committee  
Presentation Dates to  
Council:**  
Sept 23, Dec 9

**Public Information  
Sessions**  
Nov 20 & 21

# Evaluation of Proposals

- Town Hall Project Steering Committee
  - Composition:
    - Members of the public
    - Council members
    - Town staff
  - Professional/impartial advisors consulted if necessary
  - Review and evaluate all compliant submissions



# Evaluation Criteria

Summary	Points
Financial Strength of Proponent & Proposal	10
Architectural Design Adherence	25
Team Member Qualifications & Management Approach	10
Project Management Plan	15
Multi-Use Features of the Building & Value Added Features	10
Financial Score	30
<b>TOTAL</b>	<b>100</b>



# Financial Strength of Proponent & Proposal

Plan to achieve  
transaction  
close

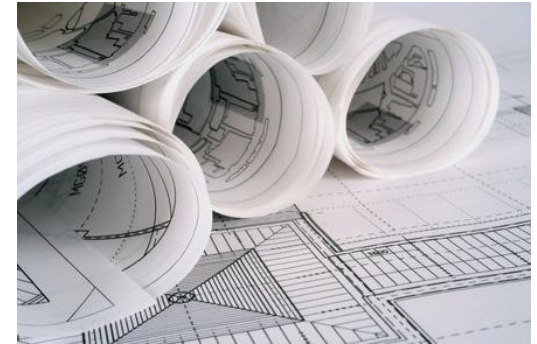
Feasibility of  
project  
completion

**Factors considered:**

- creditworthiness of debt & equity providers
- firmness of equity commitment
- risk allocation between team
- performance security of general contractor

# Architectural Design Adherence

- Points awarded for:
  - Exceeding minimum standard
  - Providing additional value to the Town
- Added value includes:
  - Features enhancing functionality of operations/flow
  - Materials/detail that exceed minimum standard but do not increase lease cost
  - Environmentally sustainable features/practices
  - Other features the Town considers added value
- Points reduced for:
  - Missing design requirements
- Proposals scoring less than 18 points may be rejected



# Team Member Qualifications & Management Approach

- Well-integrated and experienced lease team to manage all project risks
- Ensure Town's requirements will be met at all times
- Early identification and mitigation of key project risks
- Adequately address deficiencies indicating declining quality without Town intervention



# Project Management Plan

- Must demonstrate an approach to ensure Town's operational standards, maintenance and service requirements will be met at all times



# Financial Score



Proposal Cost=  
annual base rent +  
first year additional  
rent



Proposal Points=  
(lowest proposal  
cost/proposal cost)  
x available points



If proposal cost is  
>\$550,000, points  
awarded are  
reduced by=  
(Proposal Cost-  
\$550,000)/\$25,000

# Dancor (Option A)



- Corner of Brock Street East and Harvey Street
- 27,198 sq ft
- Dancor Design
- Clean and professional exterior design
- BAS Building Automation System
- Treats building like a living thing
- Modern design throughout
- Green Roof



# E&E McLaughlin (Option B)



- Corner of Bridge Street and Bidwell Street
- 25,025 sq ft
- Robert Dick, Architect
- Respecting and reflecting the town's history
- Brick and window design elements mimic the old town hall
- Combines heritage with modern
- Ample natural lighting throughout
- Natural gathering space
- 2,000 sq ft in basement

# S.E.M. Construction (Option C)



- Corner of Brock Street East and Harvey Street
- 26,905 sq ft
- Paul Ventin, Architect, VG Architects
- Elevate design build to purpose built
- Top floor, one stop service
- Lower floor belongs to the community
- Council chamber opens to civic square/ multi purpose plaza
- Natural light on all sides
- State of the art building

# Interviews

- Proponents interviews: August 15, 2019
- Colliers Project Leaders completed the financial evaluation
  - evaluation information is protected under MFIPPA*
- Town could ask different questions to each Proponent
- Proponents were only permitted to supply information necessary to clarify issues
- Interviews allowed Town to complete its scoring



# Total Scores

Proponent	Points
Dancor	68.3
E&E McLaughlin	72.4
SEM Construction	72.1

- Dancor had lowest score and ruled out.
- E&E McLaughlin and SEM Construction were within one point:
  - SEM Construction had more points for value added features and is being recommended by the Committee



# Committee Resolution

**Moved by: Andrew Gilvesy   Seconded by: Rick Strouth**

THAT based on the RFP process, the Town Hall Steering Committee recommends to Town Council that the preferred option is S.E.M. Construction;

AND THAT the \$8,000 honorarium be released to the other two proponents;

AND FURTHER THAT the Town Hall Steering Committee would like to advise Town Council that all of the proposals received exceeded the financial benchmarks set out in the RFP.

**Carried**

# Financial Impact

- Building size range:
  - 25,025 sq ft - 26,905 sq ft - 27,198 sq ft
- Average Annual Lease Costs over the 30 year period range from approximately \$800,000 (\$29/square foot) to \$850,000 (\$31/square foot).
- Annual lease cost for 12,000 sq.ft. at Town Centre Mall= \$217,500
- Town owns Customer Service Centre
  - Maintenance costs would still exist if there is a new Town Hall, as Tillsonburg Hydro and water/waste water operations would reside there

# Honoraria

- Proponents (other than Successful Proponent) receive honorarium of \$8000 each for preparation of proposals and presentations
- Successful Proponent shall receive the honorarium if it withdraws its' Proposal, is disqualified or its' Proposal is rejected
- Proponents must submit an invoice for payment of the Honorarium within 30 calendar days of award

THANK  
You!





# 2019-20 HOLIDAY COLLECTION GARBAGE AND RECYCLING



**DOWNLOAD  
THE WASTELINE APP**  
Receive text, email,  
phone or Twitter pick-up  
reminders.

519-539-9800 | 1-866-537-7778  
info@wasteline.ca | [wasteline.ca](http://wasteline.ca)

## WILL YOUR COLLECTION DAY CHANGE?

Residences and businesses in Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford, Ingersoll and Zorra will have regularly scheduled collection during the holidays.

### LOCATED IN TILLSONBURG?

Please see below for adjusted collection dates.

ORIGINAL DAY	NEW COLLECTION DAY
December 25	December 28
January 1	January 4

Remember to have all garbage bags and recycling bins to the curb by 7:00 a.m. on your collection day.

When severe weather hits this winter, collection may be delayed or cancelled. Monitor local news, visit [www.wasteline.ca](http://www.wasteline.ca) or download the wasteline app to receive service alerts.

## DON'T LET YOUR HOLIDAYS GO TO WASTE

Follow these simple steps for quick and simple recycling this holiday season:

1. Break down and flatten all cardboard boxes, no larger than 75 x 75 x 20 cms.
2. Wrapping paper can be recycled, with the exception of foil-based wrapping paper. Please remove all ribbons and bows.
3. Place your garbage and recycling where it's easy to find – not behind a snowbank or parked car.
4. For the safety of our collection crews, do not place garbage and recycling on top of snowbanks. Shovel out a separate area if necessary.

## WASTE MANAGEMENT FACILITY HOLIDAY HOURS

Monday – Friday from 8:30 a.m. – 4:30 p.m.

Saturdays from 8:00 a.m. – 4:00 p.m.

**CLOSED:** Wednesday, Dec. 25

Thursday Dec.26 |

Wednesday, Jan. 1

## 2020 TIPPING FEES

\$80.00/metric tonne of garbage  
\$76.54/metric tonne of  
construction and demolition  
material



**DROP OFF** your real Christmas trees at the yard waste depot and your artificial trees at the large item depot!

## YEAR-ROUND **LARGE ITEM AND YARD WASTE DISPOSAL** FOR TILLSONBURG RESIDENTS

Need to get rid of large household items, construction and demolition material or yard waste? Tillsonburg's Transfer station offers depots year-round for large items and yard waste.

### LARGE ITEM DEPOT

Open Saturdays  
9:00 AM - 5:00 PM

### YARD WASTE DEPOT

Open Monday to Saturday  
9:00 AM - 5:00 PM (October to March)  
9:00 AM - 8:00 PM (April to September)

📍 50 Newell Rd., Tillsonburg

For a list of acceptable items, fees facility rules or for more information:  
[tillsonburg.ca/transferstation](http://tillsonburg.ca/transferstation)  
519.688.3009





**Subject:** Town Hall Recommended Option – Town Hall Project Committee

**Report Number:** CAO 19-14

Author: Ron Shaw, Interim CAO

Meeting Type: Council Meeting

Meeting Date: Monday, December 9, 2019

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**Recommendation:**

**THAT Report CAO 19-14 Town Hall Recommended Option – Town Hall Steering Committee be received;**

**AND THAT, given that the quotes have come in well in excess of the benchmark and will create a negative impact on future budgets, that Council reject all proposals for the Design, Build/Lease of a new Town Hall and terminate the current RFP process.**

**AND THAT that staff report back in February with recommendations on how to proceed with consideration of a complete set of options on how to proceed towards new corporate space for the Town of Tillsonburg with lower costs to the Town.**

**Background:**

The Town of Tillsonburg Council established a Town Hall Project Committee that was charged to bring forward proposals for a new Town Hall.

- An initial RFPQ was issued in December 2016 in order to select qualified proponents to bid on the Design/Build Lease for a new Town Hall.
- An RFP, as adopted by Council, was issued on January 18, 2019 that asked for proposals for a new Town Hall on the basis of Design/Build Lease. The RFP had an initial response deadline of April 30, 2019. The deadline was extended to June 6, 2019 in Addendum number 3.
- Three proposals were received from Dancor, E&E McLaughlin and S.E.M. Construction.
- Council received Report DCS 19-29 Town Hall Project Committee – Proposal Summary and Public Engagement Process at the September 23, 2019 meeting of Town Council with a recommendation to begin a public engagement process with respect to the three proposals.

- Council defeated the recommendation that the Town Hall Project Committee be authorized to move forward with the public engagement process as outlined in their report.
- The Town Hall Project Committee then proceeded to finalize the evaluation of the proposals in accordance with the requirements of the RFP.
- In 2019, the Committee has met on June 13, June 24, July 8, August 15, October 28 and November 27, reviewed the designs with Council on September 9, presented to Council on September 23, and participated in two open houses on November 20 and 21.

### **Discussion:**

A summary of the three proposals are attached as Appendices A, B and C.

Section 6 of the RFP outlined in detail how the submissions will be evaluated:

#### *1. Evaluation of Proposals*

*The Town Hall Project Steering Committee (THPSC) will be comprised of appointed Members of the Public, Council Members, Town staff, and (if applicable) professional and impartial advisors. The THPSC will review and evaluate all compliant submissions. In conducting their evaluation, the THPSC may consult professional advisors, as the Town considers appropriate in its sole discretion.*

#### *2. Evaluation Criteria*

*Proposals will be evaluated according to the following evaluation criteria:*

<u>Summary of Evaluation Criteria</u>	<u>Points Available</u>
<i>Financial Strength of Proponent and Proposal</i>	<i>10</i>
<i>Architectural Design Adherence</i>	<i>25</i>
<i>Team Member Qualifications &amp; Management Approach</i>	<i>10</i>
<i>Project Management Plan</i>	<i>15</i>
<i>Multi-Use Features of the Building and Value Added Features</i>	<i>10</i>
<i>Financial Score</i>	<u><i>30</i></u>
<i>TOTAL Points Available</i>	<u><i>100</i></u>

#### *a) Financial strength of Proponent and Proposal – including an assessment of:*

- i) The readiness and/or plan to achieve Transaction Close;*
- ii) The financial Proposal demonstrates the feasibility of completing the project, that the aggregate amount of the debt and equity commitments stated in the Debt Commitment Letters and evidence of the equity meets or exceeds the amount of funds required to complete all Work obligations of the Landlord under the Lease. Factors to be considered will include:*



- a. *Creditworthiness of debt providers*
  - b. *Firmness of equity commitment and creditworthiness of equity provider*
  - c. *Risk allocation between team members*
  - d. *Performance security of general contractor*
- iii) *The Landlord's ability to arrange long-term financing and finance long-term maintenance of the project.*
- iv) *Further to the pre-qualification document in this regard (RFPQ 16-001), the Town reserves the ability to request credit reports, banking history reports and legal and, or litigation information and activity reports, insurance claim history pertaining to the Proponents and their partners in this regard. Negative findings may result in the disqualification of Proponents.*
- b) *Architectural Design Adherence: including an assessment of the degree to which the design conforms to the TSR, including the provision of all Exemplary Design components defined in the TSR and the effectiveness of the resolution to all other requirements.*
  - i) *Points will be awarded to reflect design features that exceed the minimum standard or provide additional value to the Town.*
  - ii) *The Town consider added value to include:*
    - a) *Features that enhance the functionality of the Town administrative offices operations and flow within the building;*
    - b) *Interior or exterior materials and detailing that exceed the minimum standard established in the TSR but do not significantly increase the Town's lease costs;*
    - c) *The achievement of environmentally sustainable features and practices;*
    - d) *Other features that the Town, in its sole discretion, considers to provide additional value.*
  - iii) *Points will be reduced to reflect missing design requirements.*
  - iv) *Proposals scoring less than 18 points on Design Adherence & Value Added Features may be rejected at the Town's sole discretion.*
- c) *Team Member Qualifications and Management Approach: including an assessment of the Proposal's demonstration of*
  - i) *a well-integrated and experienced Lease team that will effectively manage all Project risks;*
  - ii) *an approach which will ensure that the Town's requirements will be met at all times;*
  - iii) *an approach that documents, and will facilitate, early identification and mitigation of key Project risks;*
  - iv) *a satisfactory strategy to address deficiencies or trends indicating declining quality, providing confidence to the Town that Proponent will self-identify and correct adverse trends (including delays) without the need for Town intervention.*
- d) *Project Management Plan*

*i) Demonstrates an approach which will ensure that the Town's operational standards and maintenance and service requirements for the completed Town Hall will be met at all times.*

*e) Financial Score:*

*A mathematical formula will be applied to award points to each Proposal based on the "Proposal Cost" where Proposal Cost = Annual Base Rent + first year Additional Rent:*

*Proposal points = (lowest Proposal Cost/ Proposal Cost) x available points*

*and, if Proposal Cost is greater than \$550,000, points awarded shall be reduced by:*

*(Proposal Cost - \$550,000)/\$25,000.*

*3. Interviews.*

*Proponents may be invited to make a presentation to the Town to describe and clarify elements of its proposal. The Town may ask different questions of each Proponent related to the nature of the proposal. Proponents are only permitted to supply information necessary to clarify issues raised by the Town. Interviews, if applicable, allow the Town to complete its scoring.*

*4. References.*

*The Town will make an assessment of the tenant experience as discovered by contacting references provided by the Landlord, who shall be current tenants of the Landlord. The Town also reserves the right to interview current and former tenants of the Landlord not provided as references, including, if applicable, Town staff responsible for managing Town space leased from the Proponent. Information obtained from references may be used to adjust the scores or to disqualify the Proponent.*

*5. Determination of Preferred Proponent*

*The proposal with the highest overall point score will be recommended for the award. Where proposals are tied or the point spread between two or more proposals is 1 points or less, the one proposal of any proposals scoring within 1 points of the highest score that has highest score for Design Adherence and Value Added Features will be recommended for award. Final award will be contingent upon Council approval.*

The Town Hall Project Committee did interview each of the proponents on August 15, 2019 and evaluated each proponent using the Evaluation Criteria other than the Financial Strength of Proponents/Proposal. Colliers Project Leaders were tasked to complete the financial evaluation which they did and provided the scoring for that criterion. That information is confidential and protected under the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and will not be reported in open session.

Both scorings were aggregated resulting in the following total scores:

Dancor	68.3 points
E&E McLaughlin	72.4 points
SEM Construction	72.1 points

Accordingly, the lowest scoring proposal was ruled out in accordance with the provisions of the RFP. Because the E&E and SEM proposals are within one point of each other, the evaluation process required the Committee to then move on to comparing the Design Adherence and Value Added scores which then required the Committee to recommend the SEM proposal.

Accordingly, the Committee passed the following motion:

*Moved by: Andrew Gilvesy                      Seconded by: Rick Strouth  
THAT based on the RFP process, the Town Hall Steering Committee recommends to  
Town Council that the preferred option is S.E.M. Construction;*

*AND THAT the \$8,000 honorarium be released to the other two proponents;*

*AND FURTHER THAT the Town Hall Steering Committee would like to advise Town Council that all of the proposals received exceeded the financial benchmarks set out in the RFP.*

It is now up to Council to consider the recommendation and decide how you wish to proceed. While the RFP did not give any option to the committee but to recommend in accordance with its provisions, it gives Council discretion including awarding or not awarding. The RFP provides broad discretion to the Town as follows (I have put in **bold** those options to you that are relevant at this time):

*The Town reserves the right, in its sole and unfettered discretion, to:*

*a) make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;*

*b) make public the names of any or all Proponents;*

***c) check references other than those provided by any Proponent;***

*d) waive formalities and accept Proposals which substantially comply with the requirements of this RFP;*

***e) accept a Proposal other than the lowest or highest scoring and/or to not accept any Proposal for any reason whatsoever;***

*f) disqualify any Proponent:*

*i) whose Proposal contains misrepresentations or any other, inaccurate or misleading information, or any qualifications,*

*ii) who has engaged in conduct prohibited by this RFP,*

*iii) with inadequate credentials or due to unsatisfactory past performance,*

- iv) who has engaged in lobbying or has contravened the terms of this RFP as determined at the sole discretion of the Designated Official;*
- g) reject a Proposal on the basis of:*
  - i) a financial analysis determining the actual cost of the Proposal when considering factors including but not limited to quality, service, price and transition costs arising from the delivery of the required goods and services,*
  - ii) information provided by references or credit check or other due diligence efforts,*
  - iii) the information provided by a Proponent pursuant to the Town exercising its clarification rights under this Request for Proposal (RFP) process, or*
  - iv) other relevant information that arises during the RFP process;*
- h) cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;***
- i) reject the lowest, any or all Proposals in its absolute discretion;***
- j) if a single Proposal is received, reject the Proposal of the sole Proponent and cancel this RFP process or enter into direct negotiations with the sole Proponent;*
- k) negotiate in circumstances permitted in the Procurement By-law, include additional terms and conditions during the process of negotiations;***
- l) disqualify a Proponent if a satisfactory outcome is not reached as part of negotiation, as determined by the Town in its sole discretion and move to the next highest ranked Proposal in such event;*
- m) select a Proponent other than the Proponent whose Proposal reflects the lowest cost to the Town;***
- n) not award the Lease Agreement if the costs of completing the Work exceed budgets or if necessary approvals are not obtained.***

*These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances. The Town shall not be liable for any expenses, costs or losses suffered by any Proponent or any third party resulting from the Town exercising any of its expressed or implied rights under this RFP.*

This matter is now before Town Council to decide on how to proceed. It has been a long journey and it is time to make a decision.

Should Council go with either Dancor or SEM, it will also require entering into an agreement of purchase and sale for the municipal property.

The Town Hall Project Committee would first of all like to sincerely thank Town Council for asking them to be part of this important process. They have very much enjoyed the work and look forward to continuing whatever capacity Council decides upon making your decision.



Moreover, the Town Hall Project Committee, after very careful review, have, as they were required under the strict terms of the RFP, provided Council with a recommendation as to the recommended proponent, that being SEM Construction.

The Committee also want Council to be aware that each of the proposals exceeded the benchmarks contained in the RFP which was set at \$550,000. Council should also consider the number of comments received from the public consultation concerned about the cost of the proposals over and above the existing rent of \$217,500 per year (the Town owns the Customer Service Centre).

Finally, the Tillsonburg BIA submitted the following resolution for consideration:

*Moved by: M. Tedesco and Seconded by: A. Hicks and resolved that the BIA Board of Management encourages the council of the Town of Tillsonburg to explore additional options with respect to the redevelopment of the Town Hall including refurbishment and expansion of the existing leased space in the Tillsonburg Town Centre Mall. "Carried"*

This is only a consideration should Council not proceed with any of the proponents and end the current RFP process.

**Consultation:**

The approved RFP included public consultation. The results of that public consultation are attached for your information and consideration.

The results overall noted the following: the cost was too high; the Town Hall should stay where it currently is; or that the Town should consider a design, build and own option.

**Financial Impact/Funding Source:**

A summary of the proposals is as follows:

- Building size ranges from 25,025 square feet in the E&E McLaughlin proposal to 26,905 for the S.E.M Construction proposal and 27,198 square feet in the Dancor proposal.
- Average Annual Lease Costs over the 30 year period range from approximately \$800,000 (\$29/square foot) to \$850,000 (\$31/square foot).

The Town is currently paying approximately \$217,500 in annual lease costs for the 12,000 square feet in the Town Centre Mall. The Town owns the Customer Service Centre and there are costs associated with the care and maintenance of that building that would continue if there is a new Town Hall given that both Tillsonburg Hydro and water and waste water operations would continue to reside in that building.

Adding an additional approximately \$600,000 to the annual budget of the Town would be more than challenging. It would mean a significant tax rate increase and/or a reduction in services or the Town's capital program.

There is no commitment for the Town to proceed with any proposals received.

Lastly, the RFP provided for the following with respect to honoraria:

***"Honoraria***

*a) The Proponents other than the Successful Proponent will receive an honorarium in the amount of Eight Thousand Dollars (\$8,000.00) to provide assistance in preparation of the proposal including presentations to Council and the community. Notwithstanding this, the Successful Proponent shall receive an honorarium if the Town cancels the RFP process.*

*b) Notwithstanding paragraph a) above, a Proponent is not entitled to an honorarium if it withdraws its Proposal, is disqualified, or its Proposal is rejected.*

*c) Proponents that submit compliant Proposals and are not selected as the Preferred Proponent must submit an invoice for payment of the Honorarium within thirty (30) calendar days of award."*

**Community Strategic Plan (CSP) Linkage:**

1. Excellence in Local Government
  - ☒ Demonstrate strong leadership in Town initiatives
  - ☐ Streamline communication and effectively collaborate within local government
  - ☒ Demonstrate accountability
2. Economic Sustainability
  - ☐ Support new and existing businesses and provide a variety of employment opportunities
  - ☐ Provide diverse retail services in the downtown core
  - ☐ Provide appropriate education and training opportunities in line with Tillsonburg's economy
3. Demographic Balance
  - ☒ Make Tillsonburg an attractive place to live for youth and young professionals
  - ☐ Provide opportunities for families to thrive
  - ☐ Support the aging population and an active senior citizenship
4. Culture and Community
  - ☐ Promote Tillsonburg as a unique and welcoming community
  - ☐ Provide a variety of leisure and cultural opportunities to suit all interests
  - ☐ Improve mobility and promote environmentally sustainable living

**Attachments:**

Appendix A – Survey Question 1  
Appendix B – Survey Question 2  
Appendix C – Survey Question 3  
Appendix D – Survey Question 4  
Appendix E – Survey Question 5

## Towards a New Town Hall

**Please provide your comments on Option A**

Respondents	Responses
1	Simple design with lots of windows. Could possibly adjust colors of the walls.
2	To plain
	looks like a dated office building from the picture below.
3	Not hugely fond of the massive ramp that would be required to access the main level of the building from the one side.
4	boring exterior; decent layout; good location
5	outside is very plain; like the environmental considerations
6	Nice concept but is missing the outside space
7	I think this just lacks a friendly appeal. It seems too institutional and lacking character
8	This is my favorite building location and parking setup. I like the exterior, business look, which has eye appeal for now and into the future. It appears to have all the necessary requirements to meet the needs and desires of the employees, to function efficiently. The many entrances allow for quick entrance and exit, especially to the large parking lot to the north for employees and visitors. It doesn't have a "show off" look, which as a taxpayer, I don't want to pay for. The future space (lower level) is a good idea.
9	Not bad just doesn't really have any style to it
10	Very professional welcoming building. Lots of light through the windows. Great location. The green roof is very appealing as well. #1 choice



11	Blah and Boring and the colour is not modern. Appears like the land is uneven from the parking lot to the doors creating slip and fall hazards. Not sure where main entrance is... would be nice to have a big open, welcoming, inviting main entrance with plants, pictures of the trails, lake lisgar fountain, tulip trees planted outside to coincide with our logo. A small fountain outside, and maybe in the floor inside a nice glass tulip leaf with connected, enriched, inspired for all options below as well. Main entrance and parking lot are going together I am assuming for ease of use.
12	This is a central location with lots of parking. The green roof is a great initiative for the Town to support. It is the largest of the 3 which will be needed with all the storage required.
13	Looks like old post office building that used to be downtown
14	No
15	Of the 3 this option seems the most viable. That being said I thought that rental per annum of \$217000 was etrocious \$800000 is absolutely NOT a viable option
16	I like the open accessible stairway to the second floor, the potential for a green roof, and the positioning on the corner except the main entrance doesn't look totally accessible.
17	We are a small town and although we are growing having a right sized building is much more fitting.
18	Building is attractive, good location near post office with ample municipal parking available. It's close to the downtown core but not directly on Broadway which is nice to keep it central but not only focused on Broadway.
19	Not required
20	I like the overall look. Outside public space could be bigger. No dedicated lunchroom that I can see.
21	Plain but modern.
22	how would this benefit the tax payer?
23	Generic modern deco. Will look fantastic new, but will look dated quickly over time.
24	Not enough information. Knowing what the work spaces will look like is essential. Cubicles generally are not an effective solution, however they can be acceptable in some situations. Open concept work environments have proven to be a production deterrent, and a moral killer.

25	not needed, wasted money
26	Town loses a All day parking lot which we are already short on.
27	Don't need it.
28	To plain, not in keeping with the feel/look of Tillsonburg downtown.
29	We don't need a 20-30 million dollars expense to the taxpayer
30	Beautiful looking building, great idea with green space however doesn't represent town image
31	Ugly, no Character, very bland building.
32	What happens to all the parking spaces lost with the creation of the new building?
33	Has the appearance of a municipal building all work and no play!
34	Nice size and design
35	Least favourite. Stale design.
36	This is the most aesthetically pleasing option. But I don't think it is as great for the community as a whole.
37	This would be my preferred option. Looks modern. Green roof is afoot thing.
38	Very generic
39	Option A is boring and looks too much like an administrative building with no character
40	Simple and professional looking building
41	The look is in line with many other buildings in town.
42	too industrial looking, not much community gathering space, doesn't appear to have much parking
43	It takes away from Down town parking
44	NA do we need to spend extra dollars for this?
45	no future expansion built in, appears built for budget with no thought of an enlarging town, town property
46	interesting, contemporary design, more detail and design than option B

## Towards a New Town Hall

**Please provide your comments on Option B**

Respondents	Responses
	This would be my # 1 pick , I like that it ties together the original town hall look along with modern facility.
1	Also using local - McLaughlin is a bonus & they have proven what they can do with the great job on the Heath's building.
2	Good Design.
3	Not my style
4	looks like a dated box with a couple of towers in the center of the facade.
5	good location; poor design (interior and exterior) especially with main entrance off the parking lot
6	Like the historical look and nod to the old Town Hall; like the location near Station Arts Centre
7	Looks like a school or college
8	I really like the historic look to this and think it may be nice for the town, but wish it had a nicer curb appeal like Option C
9	The building has an appealing, heritage type look. The inside appears to meet the employee needs (I don't work for the town) and I'm sure all the necessary communication devices have been planned for. However, I'm not completely happy with it's proposed location. My personal concern is the "main entrance" location, as was explained to me. It reduces any eye appeal to the back end of a parking lot (Catholic Church lot). This is not what I would call a visitor friendly look. Even though the location is closest to our home, this site location is at the bottom of my list.
10	Looks to vintage for my taste
11	Interesting, nostalgic, however don't feel there will be enough room for parking.
12	Option B a ties nicely into the heritage feature of Tillsonburg. Sorta matches the new condo's by Kelseys.. as long as it's open and bright and the architecture is like the pic and maybe a drive up entrance as well looks like under the pillars for the elderly, etc...
13	This is too busy of a location for people to access and parking here would be a concern. It is a beautiful design for exterior.

14	Very elaborate building, made too look like a heritage building
15	No
16	looks more stately. Like a piece of architect that will not go out of style
17	continuing on with comments from option A this is the least viable option and although the building is very nice I think restraint needs to be shown with somethin plain simple and functional Again the rent is way out of line.
18	I like the heritage feel of the building and the location. The windows look open and bright. Looks to be lots of parking. An entrance on each side is good as well.
19	Poor location choice by the station arts centre. A huge building was just constructed one block away from here. The area is getting over saturated. Lot seems too small to allow for this size of building and adequate parking. Station arts centre enjoys using this space in the summer for their children camp programs as well as farmers market.
20	Not required
21	I know it's supposed to echo the old town hall, but the overall look is more like a factory or train station. I understand that Fire Comm is included in these buildings, but this option has an open concept used for them. Not appropriate from a privacy point of view.
22	Pretty boring building
23	Scale is off, looks very silly and unattractive.
24	how would this benefit the tax payer
25	Interesting look, but speaks to the history of Tillsonburg more than the future.
26	not needed, wasted money
27	Town loses where the farmers market is for a large building that bring no cohesiveness with the buildings around it
28	Don't need it.
29	Really like the historic look, seems timeless and asthetically pleasing. But is there a cost to this? Where will it be located? will this look fit in with its surroundings?
30	Why move into a Heritage building Rolf St School! Ugly!!!
31	Fits Tillsonburg's factory/warehouse looks
32	Prefer the heritage appearance of this one over all others. If a new town hall is to be constructed and heritage theme needs to be part of it.



33	Looks like an educational institution.
34	to big looks like buildings in Ottawa and entrance looks like a mall setting
35	Best design, great use of space and location near the market and station arts.
	I don't like the location of this option and I don't think it is aesthetically pleasing.
36	The only thing I like about this option is the 2000 square feet in the basement.
	Although I am interested in the history and appearance of the old town hall, I think this is too much.
37	Although I like the location of this one best.
	I like the historical feel of this option, and the land it would sit on has historic significance, as well. The building would fit in with the Station Arts Centre across the street. Also, the quality of the construction is assured as the McLaughlins have the highest reputation for excellence.
38	
39	Very prison like
40	I like the old look, provides character
41	Looks like an early 1900s factory building.
42	Beautiful Design
43	very beautiful historic look with a lot of natural lighting, very inviting and welcoming community space
44	looks nicer
45	NA is this a need or wish?
	too old fashion for a new town hall- a bunker, to far from main downtown, property not owned by town,
46	building has space for growth- excellent
47	town history respects towns history with more room to bring in communities
	not very interesting, too traditional, only very basic design info provided, site is less visible/accessible
48	then Option A or C

Towards a New Town Hall

**Please provide your comments on Option C**

Respondents	Responses
	2nd choice - I like the location, I like the layout that I can see but would like some closer up views to see how it really looks.
1	Also somewhat local builders - Elgin Middlesex
2	Too much outside at the front of the building that could be utilized better.
3	Very welcoming to the public & employees. Very nice interior layout
4	feels the most welcoming and takes advantage of the changes of grade to provide appropriate access to each level
5	good location; excellent design/feel for both interior and exterior
6	Dislike the look of this building, but love the idea of public square and plaza gathering space
7	I like the concept
8	I like the curb appeal immediately on this option. It definitely gives a community friendly/welcoming vibe
9	This proposal has a good location with the adjacent parking. I'm not on board with all the open space to the west and south. Sure, it looks good on paper, but for what use. The building looks great, but at what cost. Too fancy for my "tax dollars". The inside appears to meet the employee needs, that's what counts.
10	Loves this design
11	Unfortunately this feels too much like a "shopping mall" to me. I don't feel that the staff being on the upper level aids to ease for accessibility for the public.
12	the windows that hide behind the brick jut outs tend to be dull and not let a lot of light in. Again the colour for me needs to be updated like a grey... now we have the boring dull brown and it's cracking, changing colour looks horrible in my opinion. a bright working environment makes employees feel better I feel.

13	Having the services on the second floor does not make it accessible or transparent to the residents. This does not look professional and could easily be mistaken for a mall, not a Town Hall.
14	Modern and on par with what OXFORD a County has in Woodstock
15	No
16	this option appears to be also relatively plain until you get inside and it appears there is much wasted space that could be used more effectively The rent again is way out of line
17	I really like the pubic town square with seating and space for events. The council chamber areas looks open and bright.
18	Great idea to have a public space with options for entertainment. This option seems like the most forward thinking. It reminds me of Kitchener/Waterloo Centre in the square idea with public access spaces.
19	Not required
20	I like the location and large public space outside. I'm not a huge fan of the overall look. It's just too busy with the overheads and big block signage.
21	Is this an existing structure? It looks vaguely historical.
22	Too much going on looks like a community centre.
23	how would this benefit the tax payer?
24	Multifunctional, modern looking appeal.
25	not needed, wasted money
26	Town loses an all day parking lot with we are already short on for people the work/live downtown.
27	Don't need it.
28	Really like the community feel to this space. Feels very open and welcoming. But for me its about geography. Will this look natural in its surroundings? Will community space be used if not easily accessible?
29	Best looking design but most likely the most expensive.
30	Looks great
31	Doesn't fit with Downtown looks
32	Like the open outdoor space but building lacks heritage appearance.

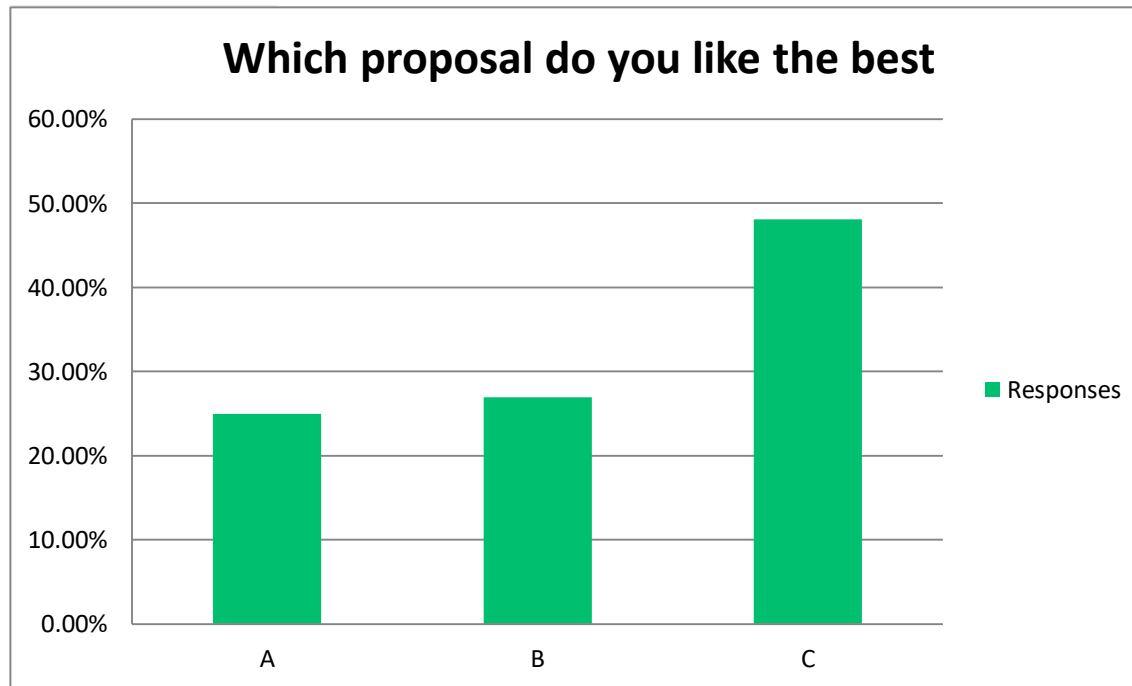
33	Too historic looking. Time to start modernizing!
34	Looks like a shopping mall or hospital.
35	looks like a hospital or institution
36	love the outdoor space
37	I like how this option is a community space. I also like how it mirrors the Oxford County Building.
38	Not liking this one.
39	Very people oriented
40	This is the best option in terms of use of space
41	Looks like a massive building, beyond what Tillsonburg needs.
42	Very modern. Does not fit with the rest of the town buildings.
43	great community space and outdoor appeal, seems to be ample parking and a lot of natural light
44	takes away from Down town parking
45	NA this will benefit a senior based community in better services
46	modern and very people friendly- very much a community space, town property and space to expand
47	same as option A, these proposals are more visual exciting than option B



Towards a New Town Hall

**Which proposal do you like the best**

Answer Choices	Responses	
A	25.00%	13
B	26.92%	14
C	48.08%	25



52

Respondents	Why?
1	Curious if there is a large cost difference to either of these designs
2	Matches the Town's heritage

	This building feels most accessible/welcoming to the public. The offices are all located in one area and are centrally provided with reception. The public space is impressive and would lend to different types of town functions. Additionally, Option C has the ability to accommodate future growth within the building as there is plenty of space for additional offices when needed
3	
4	Modern
5	I like the outdoor space and the modern look.
6	best layout (with public/council space on main floor and working area on 2nd floor); good location; best outdoor space (most interactive)
	I THINK THIS IS A GOOD OPTION
	LOOKS MODERN BUT STILL LOOKS LIKE A MUNICIPAL BUILDING
7	PROVIDES OPEN SPACE FOR GATHERINGS
8	Keeps a continuity of design with the new building by Kelly's and an icon of design Rolph Street School. The refurbishing of some of the store fronts downtown are classic yet are modern and up to date.
9	The only reason I chose this one over Option B is because of the outdoor space and the welcoming/community friendly/gathering place that it appears to be. I do prefer the look of the building in Option B as it looks more like a town Hall

10	"IF" the town needs a new building, to consolidate efforts and increase efficiency, ok. But I'm for a simple approach to get the maximum for my tax dollars. This building and location meets this need, without looking like it cost too much.
11	Looks better in my opinion and has green space. Also looks more inviting with seating and a stage.
12	It matches the feel of the town
13	A looks professional, approachable and long-lasting.
14	As above.....
15	More welcoming.
16	It provides a central location, ample parking, accessible to the public, and looks both professional and suited to the current structures of Tillsonburg.
17	It's modern and seems like it would fit the new town slogan better.
18	None....I think they are all unnecessary and will cost the town too much money. Our tax dollars are better spent on other things. This looks to just be a project for show rather than a necessity.
19	Think that the community gathering space/courtyard is essential to create a sense of community and belonging for the citizens around "their" townhall.
20	more stately. Won't look dated in a decade
21	Just looks open and friendly
22	see above
23	Location. Heritage feel.
24	Most forward thinking. Great location. Involves community space. Sufficient parking. Centrally located but not concentrated on Broadway.

25	We don't need a new Town Hall. Renovate the upstairs of the Mall. Stay where you are
26	Distinguished but understated look. Feels more like Tillsonburg.
27	This looks like a modern, dynamic and utilitarian structure. There is a screen for public movies and spaces for community activities and socializing. It does look very expensive.
28	D. None of the above. We need to repair the water park and slide as well as implementing a splashpad for all our youth to enjoy. This is far more important than new chambers. Where would said building be put? Thank you for the chance to have some input.
29	Best looking out of all buildings. The other 2 are not attractive or appealing and would probably cost more to build. Option a is the best in looks and price.
30	none of the above- unnecessary waste of money
31	Looks to be very multifunctional, with a modern aesthetic. Looks like it will serve Tillsonburg residents better than the other two options.
32	None of this is necessary . The current offices are perfectly accessible and there is already ample parking. Its a mall. An outdoor space for people to loiter is not needed. People are not going to make use of any sort of gathering space at a town hall.
33	Since this looks more like our town.



None. I don't feel we need this. There are many other things in our community the money could be spent on. Why are we not fix old instead of building new. The town has been notorious for building new things but not taking care of them then wanting to build something new to replace it when it becomes in bad shape.

34

35 Don't need it.

NONE OF THE ABOVE!!! This is absolutely ludicrous. Taxpayers cannot afford this unnecessary luxury. Money should be used more prudently, start by fixing up the Community Centre, before it becomes dilapidated, and fix the Pool, along with other town owned properties first and foremost. Town Council should be striving to work within their budget and in the best interests of all tillsonburg taxpayers, instead of these ludicrous pipe dreams and personal ego trips. TILLSONBURG CANNOT AFFORD ANY OF THESE TOWNHALL OPTIONS, IMO. As a taxpayer, I expect more from tillsonburg mayor & councillors. Those options are a JOKE.....we are a small town, not a luxurious big city like Toronto, Montreal, Ottawa etc., Try living within our means and be responsible/accountable for taxpayers money!

36

37 Feels like the most community focused option

38 None of them Too much of taxpayers money on a building

- Although all of the above proposals are good, we believe that the Maple Lane School which is sitting empty would be better used for the purpose of the new facility. There is ample parking, and should you be required to put on additions, you can build up to make it benefit the town, plus it would be far cheaper than building a brand new building for millions of dollars which the town really can't afford. We, as tax payers would be paying for this new Taj Mahal(AKA the County of Oxford building in Woodstock) for years to come.
- 39
- 40 As the modern looks are very nice they do not support the local image of the Town
- 41 Building fits the theme of our community  
Green space around.
- Not crowded.
- Building design
- 42
- 43 I like the idea of a public square
- 44 Looks like an efficient building.
- 45 It has the appearance of a building that is not opulent and should be able to be built without too many cost overruns.
- 46 looks most appropriate that would blend into towns appearance.
- 47 meets the design theme for the town

48	The sense of community this option fosters. The fact that it seems light and airy which is the exact opposite of the current town staff offices. The location is great.
49	Appearance, green roof. If it could be located at Bidwell and Bridge, that would be great.
50	Answered above.
51	More attuned to respecting the population
52	Option C has a site that provides multiple uses and I like that it includes community space since a Town Hall represents community. I like that it is a modern look with indoor and outdoor space. It feels the most welcoming.
53	Simple building, looks like it would meet the town's needs.
54	nicest looking building, natural lighting, very welcoming looking, seems very accessible
55	it develops a section of town that has not been used in a long time
56	I hope staff in new town hall will be happier and better able to do the job hired to do We are not Toronto! Cannot afford
57	modern/open courtyard/community building/great location/space to grow
58	none of the above
59	this design is the most interesting and well developed of the 3, option A would be my 2nd choice

## Towards a New Town Hall

**Do you have any comments that you would like to be considered by the Town in making this decision?**

Respondents	Responses
1	Use local - not someone from Toronto
2	I don not believe that the Town should not lease, but should build to own.
3	A lease to own option makes the most sense. Why would we lease indefinitely and pay some off someone else's asset and have nothing to show for it in the end.
4	Would it be cheaper to fix and build on the property where the Customer Service is right now? Probably cheaper than leasing in the long run.
5	need to consider this design/build option as well as a "stay in place" option -- need to engage landlord to put together a plan to utilize mall space and expand it so that there is a better visual (no one knows where the offices are - very poor visibility at present)
6	None of these options is financially prudent. If the Town is to move to a new facility, they need to own the building and the land, and not be left at the mercy of a new landlord and subsequent hikes in rent.
7	WILL REQUIRE MORE MAINTENANCE WITH THE OPEN SPACE FOR SPECIAL EVENTS AND IS CONNECTED TO ALL THE PATHWAYS IN THE TOWN
8	Come in on budget and on time
9	None of the options really show the parking layout, accessibility parking, and distance to the doors. In a town like Tillsonburg with many seniors, and residents with mobility and/or physical challenges; convenience of parking as well as a short distance to the entrance can be a real issue particularly in inclement weather.
10	After reading the information sheet, it really strikes me hard, that the tax payers are being asked to shell out approximately 4 times the present lease cost. I'm sure efficiency will increase, with one location, but 4 times more?? Please review these proposals again. I'm sure there are available savings. Thank you.
11	In fairness to all designs I have no idea what the cost comes in at on any of them



12	Personally due to how much it is to lease any of these options per year I think it's a waste of money.
13	If this project were to go through are there ideas proposed to perhaps bring the works department to where the Hydro Operations currently are and therefore potentially sell off land where works department is? And/or keep Works building, bring hydro operations to works and house the billing and administrative personnel in the new building therefore allowing the Town to sell the property at 10 Lisgar? Just a question to see if it can help off set costs. Thanks. Sure would be great to have a proper Town Hall!
14	Ease of use, bright and welcoming and forward thinking for everyone....
15	I feel very strongly that the funds used to create a Town Hall should be utilized in another way. Currently the Customer Service Center offers a central and accessible place for the residents. To lease a building at \$800,000- \$850, 000 and keep the operating expenses of the CSC building which they own is not a wise use of finances!
16	Don't like any option because the option we are picking to pay for the building. Why lease and not buy
17	I think all proposals are unnecessary and will cost the town too much money. Our tax dollars are better spent on other things, things that are deteriorating in town. This looks to just be a project for show rather than a necessity. And who does the town think is going to pay for this extravagance....the tax payers that's who. No thanks!
18	If the build is given a go ahead, make sure whatever option is selected has enough office and storage space to meet the needs of a growing municipality. Really short sighted if a new building is "out grown" within 5 to 10 years of completion.
19	I feel we do not need this. The cost is just too highly plus why would we not sell off some of our assets to support this? Or utilizing property we already have.

	I think the base of work done was done well but the town needs to know are we able to free up other buildings as people get moved to the new offices and which ones and will we be selling them Where is the money coming from
20	are we gaining \$600000 in efficiency a year (duplication of services etc. I said 20 years ago we should of never moved into the Mall as the location was poor and not really good for the average person and I thought that rent was way too high and that we should of built back then. Have we looked into buying an old factory/building that is empty and for sale and updating that to our needs. We as a town need to be more frugal in our approach to things and I don't believe this is the correct approach Renting is always a bad idea ALWAYS
21	I think that the accessibility for residents at any of the developments would be far superior to the town centre mall location. Bringing staff together a plus as well.
22	Please consider size of project and land proposed. The land at the corner of Bridge St and Bidwell St is too small for this size of a building. The community also enjoys this greenspace as it is used by the Station Arts Centre summer camp programs and the summer farmers market. We LIKE greenspace. Please stop building on every last patch of it!
23	See above
24	I would like the Town to choose the option which is most affordable but also captures the needs of the space survey. Consider repercussions of leaving the mall. And consider the synergies of connecting to the mall.
25	All of the options have been very well thought out. At this time due to the costing I believe we should look at other options. I don't believe that moving the Town Hall from the Tillsonburg Town Centre is the correct option.
26	I know its more expensive than the current Town Centre lease, but this is a home of our own rather than a piece of a shopping mall. I like the idea of having all the resident-facing services (and then some) in one building.
27	Why not continue with the way things are? Why spend so much on a new structure, when the old structures work?
28	See above

29	Getting all of Tillsonburg's services under one roof will benefit the town. One stop will be very convenient to Tillsonburg residents.
30	Not enough information. Knowing what the work spaces will look like is essential. Cubicles generally are not an effective solution, however they can be acceptable in some situations. Open concept work environments have proven to be a production deterrent, and a moral killer. So if any of these solutions support an open concept environment, I would not choose it. Also, this is a VERY expensive solution, and frankly a waste of tax payers money so far.
31	Cost, cost cost. My tax dollars better not be increasing just because you want a pretty space to work at. Why is this space needed? What programs are you referring to that would use the space. No examples are given. How can you justify spending this kind of money? How would this benefit those of us who live here?
32	Should this not have been considered when they decided to demolish the old town hall?
33	I don't feel we need this. There are many other things in our community the money could be spent on. Why are we not fix old instead of building new. The town has been notorious for building new things but not taking care of them then wanting to build something new to replace it when it becomes in bad shape.
34	I thought this motion was defeated by council already so I am not sure why we are continuing to waste time and money on it.
35	I don't agree that we need a new townhall. Hope this gets voted down.
	I feel this is an unnecessary project and a waste of tax payer money and had utilized town staff time enough already. I have never had an issue accessing any of my town services needs. The change of one central phone number has resolved any past issues I have had.
	NO to all 3.

36	I am not in favor of this project. During times of restraint the Town needs to lead by example and make due with what they have. I am tired of rising tax bills to foot these ideas. Meanwhile the outdoor pool and community center need repairs. Enough. I will certainly remember the names and faces of those who are pushing for this added expense when it comes time to vote
37	How can we include green technology and features into this design? (ie. grey water, green roofs, green energy, Efficient use of water and energy)
38	I'm curious to know more details regarding your needs assessment. They appear to be very large buildings. Hopefully money well spent for the town. Is money being put towards the pool? I have fond memories as a child there and that place is always packed. It would be really disappointing if another summer went by without the slide working. It attracts people to the town. Isn't that what we want?  Thank you.
39	To expensive. I have heard McLaughlin is already got the contract in hand on their property across from the Station Arts building.
40	What the town sorely needs is housing for those people that are less fortunate than those that are sitting on Town Council.
41	Why are only lease cost looked at?
42	Should we do this, put building B on C property. That being said I think this is too high a price to pay
43	Design the interior to today's workplace. No walls, minimum offices, take a look at how businesses like Siemens, McDonald's and others have created a workplace that integrates people vs departments.. design the size of the building to accommodate 1/3 of the staff. Allow staff to work at home, work when they want. We need a bigger library, lol at partnership with Oxford County Library like Ingersoll did.



	I would like to know where option D and E are? ie; Status Quo and Status Quo with options provided by the Mall owner.
44	You appear to be trying to slant the view to your personal preference. Please, please treat the taxpayer with some modicum of respect! Transparency, transparency,transparency!!!!!!!
45	Pick on that suites our town and location is a key piece.
46	where is the option put forth from the mall? It is known that they were willing to put external access, signage, etc, and provide the entire top floor to the town. This would be much more cost effective for the town. Our taxes are already too high when compared to other communities and this white elephant of a project will just increase to that. The extra \$600,000 a year would be better spent on an aquatics centre.
47	Is there a cost difference in the three? Are any of these existing building?
48	Please account for long term storage/archival storage of town records.
49	What happens to the upper part of the mall when the town moves out?
50	If it has taken four years to get to this point you have to make a final decision NOW....or this will never happen. Plus the longer you take the more it is going to cost!
51	Why not look at other options where it would not cost the town \$800,000/year
52	Each of the designs are wonderful however the town's financial situation does not dictate that we can afford a new build town hall. We need to be fiscally responsible over the coming years to bring our deficit to a reasonable amount.
53	would be very good to have one space where all employees and services are accessible out of one building
54	The Town should consider the effect on the taxpayer. The Town should also concentrate on fixing the buildings it already has without adding more. You didn't provide any costing so I am not going to vote on something when I don't know what the cost is. I like customer service where it is, it is easy to access.
55	Do we have other priorities like promoting local businesses, inticing more factories to this area, promoting more local better paying jobs in Tburg area, supporting programs and services in area, etc, etc, keeping what we have and providing quality services

56	put on town land, I would rather the Town own it instead of leasing, building a town hall has to modern and inviting to the citizens, not a banker
57	if you don't own it don't do it consider future financial risk and increase in taxes



**Subject:** Shelter During Extreme Cold Warnings

**Report Number:** CAO 19-17

Author: Ron Shaw, Interim CAO

Meeting Type: Council Meeting

Meeting Date: Monday, December 9, 2019

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**Recommendation:**

**That Report CAO 19-17 be received;**

**AND THAT Council approve in principle a program to provide overnight emergency shelter during declared extreme cold warnings; and**

**THAT staff work with volunteer agencies to ensure that appropriate volunteers are available to manage the centres and report back to Council with costs and a proposed policy to provide authority, conditions and guidance on the operation of the emergency shelters.**

**Background:**

His Worship Stephen Molnar has established a mayor's task force to attempt to find strategies to address some of the most pressing needs of the homeless in Tillsonburg, especially as winter sets in.

Interest and participation has been strong. The task force enjoyed participation from the County of Oxford Human Services, Southwestern Public Health, the OPP, Fire, RCP and Building departments, the Salvation Army and Faith Presbyterian Church, among others.

Information was shared about both the need and the resources available in the community. Some of those resources identified to date are attached.

Oxford Community Services have some funding available to help with existing approved programs.

**Discussion:**

A number of strategies were discussed. In addition to what a number of community groups are already doing, an immediate need was identified for an overnight shelter during declared extreme cold warnings. Only two buildings in the Town were already zoned to allow what the zoning by-law describes as a "Special Needs Home". One is the hospital and the other is the Tillsonburg Community Centre. The volunteer groups

implored the City to look at ways to move forward and allow them and their volunteers to step in and help.

There are programs in place to have people placed in motel rooms; however, for one reason or another, this is not an option.

In response, RCP has prepared the following outline as a proposed response to a declared Extreme Cold Warning. The intent is to provide a space within the Tillsonburg Community Centre where the appropriate community agencies can mobilize to support a shelter. The approach minimizes the impact on any other use and user of the facility, while providing a barrier-free space with access to a kitchen.

The Tillsonburg Community Centre is able to provide space to act as an emergency shelter in the event that Southwestern Public Health issues an Extreme Cold Warning. The shelter would provide a place to house homeless persons overnight between the hours of 8pm and 8am. Southwestern Public Health issues cold weather alerts when Environment Canada forecasts an air temperature below -15°C or a wind chill below -20°C. Those most vulnerable to the effects of the cold include older adults, infants and young children, outdoor workers, those who like outdoor sports such as skiing and hiking, and homeless persons and others who do not have shelter, proper clothing or food.

In the event of an Extreme Cold Warning, the Town could provide space in the Rotary Room at the Community Centre. There is an accessible entrance directly to the room from outside and there is also access to a kitchen and accessible washrooms. The room has enough space for several cots to be assembled to provide sleeping quarters for homeless persons.

The Town would need to depend on adequate volunteers to run the program. The Town's involvement would be to provide the space, arrange security and clean the space for day use the next day.

There are already places people can go during the day to find warmth. The challenge is a night when space is not available and it is often the coldest.

**Consultation:**

Two meetings of the Task Force have taken place to date.

**Financial Impact/Funding Source:**

In order to activate an emergency shelter the Town of Tillsonburg would anticipate costs related to the following unplanned expenses:

- A minimum of one licensed security guard
- Post emergency shelter enhanced janitorial cleaning services



The Town would require the following support from community agencies and volunteers:

- Volunteer staffing of the emergency shelter overnight
- Cots with blankets
- Warm meals/snacks/water

Town staff will also be talking to the County with regard to what funding is available.

### **Community Strategic Plan (CSP) Linkage:**

1. Excellence in Local Government
  - ☒ Demonstrate strong leadership in Town initiatives
  - ☐ Streamline communication and effectively collaborate within local government
  - ☐ Demonstrate accountability
2. Economic Sustainability
  - ☐ Support new and existing businesses and provide a variety of employment opportunities
  - ☐ Provide diverse retail services in the downtown core
  - ☐ Provide appropriate education and training opportunities in line with Tillsonburg's economy
3. Demographic Balance
  - ☐ Make Tillsonburg an attractive place to live for youth and young professionals
  - ☐ Provide opportunities for families to thrive
  - ☐ Support the aging population and an active senior citizenship
4. Culture and Community
  - ☐ Promote Tillsonburg as a unique and welcoming community
  - ☐ Provide a variety of leisure and cultural opportunities to suit all interests
  - ☐ Improve mobility and promote environmentally sustainable living

### **Attachments:**

Appendix A – Christmas Hamper

Appendix B – Food Resources





# Christmas Hamper



Giving Hope Today

## The SalvationArmy HQ

200 Broadway St., Tillsonburg (Next to Bulk Barn)

### November Schedule

Tues. 26<sup>th</sup> 9am – 4pm  
 Wed. 27<sup>th</sup> 9am - 4pm  
 Thurs. 28<sup>th</sup> 9am - 4pm  
 Fri. 30<sup>th</sup> 1pm - 7pm

### December Schedule

Wed. 11<sup>th</sup> 1pm - 4pm

(Grocery Gift Card & Toys)

## Knights of Columbus

131 Rolph St., Tillsonburg (Next to St. Mary's Church)

### Wednesdays Only

November 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>

December 6<sup>th</sup>.

Between 3:30 pm - 5:30 pm

(Food Hamper & Toys)

### WHAT DO I NEED TO BRING TO REGISTER FOR A CHRISTMASHAMPER?

- - proof of address
- - id for all members of the household
- - proof of income & expenses (rent utilities etc.) for all members of the household

If you have any questions please contact The Salvation Army Tillsonburg & Area at (519)842-4447

**Food Resources**

- Helping Hand Food Bank  
519.688.3434  
55A Broadway St, Tillsonburg
- Salvation Army  
519.842.4447  
155 Broadway St, Tillsonburg
- St Vincent DePaul  
519.842.3224 #4

**Food Resources**

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519.842.3224 #4







Tillsonburg Community Meals

**Friendship Table:**

Wednesdays 5-6:30pm @ 51 Venison St W  
(St Mary's Church)

**Community Kitchen:**

Saturdays 11:30-1pm @ 88 Bidwell St  
(St Paul's Church)

**Open Door:**

Saturdays 6:30-8:30pm @ 14 Glendale Drive  
(Faith Presbyterian Church )



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(Faith Presbyterian Church )





**Subject:** Declaration of Surplus Property – 29 Cedar Street

**Report Number:** CAO 19-18

Author: Ron Shaw, Interim CAO

Meeting Type: Council Meeting

Meeting Date: Monday, December 9, 2019

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**Recommendation:**

**THAT Report CAO 19-18, Declaration of Surplus Property – 29 Cedar Street be received;**

**AND THAT the Director of Economic Development provide notice of the intent to declare 29 Cedar Street surplus to the needs of the Corporation in the Tillsonburg News, the Town website and by posting a sign on the property and report back to Town Council at their meeting scheduled for January 13, 2019.**

**Background:**

The Town of Tillsonburg has been approached by an interested party to purchase the property known as 29 Cedar Street being Part of Lot 22, Plan 966 more particularly described as Part 4 on Reference Plan 41R39 27 in the Town of Tillsonburg in the County of Oxford.

**Discussion:**

Before any sale can be considered, the property must be declared surplus to the needs of The Corporation of the Town of Tillsonburg. To do that, notice must be provided of the intention to declare surplus in accordance with the provisions of By-law 3549.

By-law 3549 provides that public notice shall be given by one of the following or a combination thereof:

1. Posting a notice on the real property for at least 20 days;
2. A publication of the notice in a newspaper having general circulation in the area where the property is located once a week for a period of two consecutive weeks;  
and
3. Notice provided on the municipality's website.

**Consultation:**

Staff will also circulate to affected agencies.

**Financial Impact/Funding Source:**

Any sale of this land would be at the appraised value with the purchaser being responsible for costs other than Town legal fees.

**Community Strategic Plan (CSP) Linkage:**

1. Excellence in Local Government
  - ☐ Demonstrate strong leadership in Town initiatives
  - ☐ Streamline communication and effectively collaborate within local government
  - ☐ Demonstrate accountability
2. Economic Sustainability
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  - ☐ Improve mobility and promote environmentally sustainable living

**Attachments:**

Appendix A – Subject Property





Appendix A - Subject Property

Tillsonburg

29 (sic) Cedar St





**Subject:** Municipal Retail Cannabis Policy

**Report Number:** CLK 19-28

Author: Donna Wilson, Town Clerk

Meeting Type: Council Meeting

Meeting Date: Monday, December 9, 2019

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**Recommendation:**

**THAT Council receives Report CLK 19-28, Municipal Retail Cannabis Policy;**

**AND THAT By-Law 4369 to adopt a Municipal Cannabis Retail Policy be brought forward for Council consideration.**

**Background:**

On October 17, 2018, the Ontario Cannabis Store (OCS) online store officially opened for business. The OCS will continue to be the sole online retailer of cannabis as well as the only wholesale supplier. The Conservative Government enacted legislation to allow private retail storefronts of cannabis throughout the province. The Alcohol and Gaming Commission of Ontario (AGCO) is the governing body of all legal retail storefronts. As of December 17, 2018, the AGCO accepted applications for Cannabis Operators Licenses, Cannabis Retail Store Licenses, and Cannabis Managers Licenses in Ontario communities that had not chosen to opt out. Due to a national shortage in cannabis supply at that time the Ontario Government decided to take a phased approach and awarded 25 store licenses in the initial phase of private recreational cannabis retail which began April 1, 2019. These 25 stores were restricted to municipalities with a population of over 50,000 who had “opted in” under the provincial regulation. The Town therefore had time to prepare this policy as Tillsonburg was not an approved location for a retail licence in the first round.

At the December 10, 2018 Council meeting Report CAO 18-14 Retail Cannabis in Ontario was provided which reviewed the legislation respecting Cannabis in Ontario and Canada. The report informed Council that the municipality was required to “Opt Out” of cannabis retail in the community by January 22, 2019. Council directed staff to refer the

report to the Tillsonburg Policy Services Board for Comment and bring the matter back to the January 14, 2019 Council meeting for consideration.

AT the January 14, 2019 Council meeting Council passed the following motion:

“THAT Council receive report CAO 19-01 Retail Cannabis in Tillsonburg;  
AND THAT the Town of Tillsonburg not “opt out” of having cannabis retails stores located in the Town of Tillsonburg”

Staff notified the province of the Council resolution to ensure Tillsonburg would be eligible when the time came for retail cannabis stores within the Town.

### **Discussion:**

On July 3, 2019 the Ontario Government announced a second AGCO lottery to operate 50 additional cannabis stores in the province, with 11 being permitted in the Western Region. All municipalities that did not opt out of cannabis retail are eligible, regardless of population. The lottery for the 50 new private cannabis retail stores was on August 20, 2019, with results announced within 24 hours. The 50 new private cannabis retail stores will be authorized upon meeting all requirements and approved to open on a rolling basis, beginning in October 2019. There were two store locations approved for London Ontario which are the nearest location to Tillsonburg.

AGCO allows for a 15-day window for public and Town comments for each store site proposed by an approved operator. **The legislation provides that municipal comments regarding a proposed storefront location are restricted to matters of “public interest”, as defined in the regulation. In the regulation, the matters of “public interest” pertain to, protecting public health and safety, protecting youth and restricting their access to cannabis and preventing illicit activities in relation to cannabis.**

The Association of Municipalities of Ontario (AMO) suggested that Municipal Councils that accept retail stores adopt a “Municipal Cannabis Retail Policy Statement” to address what the municipality sees as significant local sensitive uses and give direction to staff in responding to the 15-day window during the commentary process. It is unclear as to how the Municipal Cannabis Retail Policy Statements will be received by the AGCO, since the legislation is clear in its definition of what constitutes “public interest”.

Staff are recommending that the Clerk's Office be designated as the key staff to coordinate municipal input and check the AGCO website regularly to proactively seek application information.

Town staff is recommending that Council adopt the proposed Town of Tillsonburg's Cannabis Retail Policy, as attached. Town Staff have utilized the template for a cannabis policy statement as provided by AMO. The cannabis policy statement cannot be so restrictive that it is impossible to locate a store, nor can the policy state a specific number of stores permitted. To protect youth, the provincial cannabis retailing regulations include a 150-meter buffer area for cannabis stores to keep them separated from schools (the Ministry of Education has also identified the required schools). The Town cannot adopt a greater distance and the distance buffer would be measured from the property line (if the school is the primary or only occupant of a building) or the boundary of any space occupied by the school within the building (if the school shares space, like in a mall).

No buffers from any other use has been specified by the regulations. Town Staff are suggesting that cannabis retail stores be located at least 70 metres from other sensitive land uses such as public parks, playgrounds, libraries and registered daycares. The policy cannot be so restrictive that it is impossible to locate a store, nor can a policy state a specific number of stores permitted. It is for the above reason that Town Staff have chosen a 70 metre buffer. Town Staff have created the buffer zone around sensitive land uses. These land uses encompass some of the following areas in the Town, however not limited to:

- All public parks and playgrounds;
- Oxford County Library;
- Outdoor waterpark;
- Tillsonburg Skatepark and pumptrack;
- Municipal Facility Buildings;
- Registered Daycares
- Schools

Although the cannabis policy will form the basis of Town input provided to the AGCO through the public input process, it does not mean that it will influence the final decision to approve or not approve a retail licence for a store location. A retail cannabis store can be located in the Service Commercial, Central Commercial, Neighborhood Commercial and Entrepreneurial zone with the current Town's zoning By-Law. It is also important to note that the General Industrial and the Restricted Industrial zones throughout the Town, are subject to the manufacturing component of



cannabis and could not have a stand-alone retail store.

Town Staff are recommending that Council approve the Retail Cannabis Policy. Town Staff would continue to update the sensitive uses as new development occurs.

The AGCO cannabis licensing process, much like the process for liquor licensing applications, requires that a notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization is made, therefor there will always be opportunity for public comment.

#### **Financial Impact/Funding Source:**

The Town of Tillsonburg has received \$10,000 from the province to address the costs that directly relate to the legalization of recreation cannabis such as increased by-law enforcement, increased response to public inquiries and increased policy development.

#### **Community Strategic Plan (CSP) Linkage:**

1. Excellence in Local Government
  - ☒ Demonstrate strong leadership in Town initiatives
  - ☒ Streamline communication and effectively collaborate within local government
  - ☒ Demonstrate accountability
2. Economic Sustainability
  - ☒ Support new and existing businesses and provide a variety of employment opportunities
  - ☒ Provide diverse retail services in the downtown core

#### **Attachments:**

Appendix A – Municipal Cannabis Retail Policy

Appendix B – Cannabis Retail Analysis Mapping

**Report Approval Details**

Document Title:	CLK 19-28 Retail Cannabis Final (4).docx
Attachments:	- CLK 19-28 Retail Cannabis - Policy Final (4).docx - Cannabis_Retail_Analysis_TBURG3.pdf
Final Approval Date:	Nov 29, 2019

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a long horizontal stroke extending to the right.

**Ron Shaw - Nov 29, 2019 - 10:49 AM**



**SOCIAL AND HEALTHCARE SERVICES**  
**Policy 10-002: Municipal Cannabis Retail Policy**

Approval Date:

Approval Authority: Council, By-Law 4369

Effective Date:

Next Scheduled Review Year: 2024

Department: Office of the Clerk

Last reviewed:

Revision Date/s:

Schedules:

Schedule A – Cannabis Retail Analysis

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**Policy Statement:**

Tillsonburg Town Council passed a resolution to “opt in” to allow a licensed cannabis retail store to be located in Tillsonburg. As recommended by The Association of Municipalities of Ontario (AMO) Tillsonburg wishes to adopt a Municipal Cannabis Retail Policy to address significant local sensitive uses and give direction to staff in responding to the 15-day window during the AGCO commentary process. It is the Town’s position that the Registrar for the Alcohol and Gaming Commission of Ontario (AGCO) should respect local sensitive land uses as defined in this policy and not permit a cannabis retail store within the 70 metre buffers of these locations.

**Purpose:**

The Alcohol and Gaming Commission of Ontario (AGCO) is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff.

The AGCO will review municipal and public input with regards to a proposed store location to ensure it is consistent with the public interest as defined in the regulations. Municipal comments and comments from the public must focus on three provincial public interest objectives: protecting public health and safety, protecting youth and restricting their access to cannabis, and ending illegal sales of cannabis and illicit activities in relation to cannabis.

The AGCO Registrar is not obligated to decline a store licence where a municipality or a member of the public provides a submission that is not supportive of a proposed location. The Registrar has mandated a 150 metre setback from schools where no cannabis retail store would be permitted to be located.

The purpose of this policy is to provide direction for Town staff to provide input to the AGCO as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in the Town of Tillsonburg. The policy sets out locally sensitive land uses (in addition to schools under the Ontario Education Act) with respect to the location of cannabis

retail stores that the municipality would want considered by the AGCO with respect to the licensing process.

**Scope:**

This policy applies to all Notices of Proposed 'Cannabis Retail Store' that will be provided by the AGCO.

Bill C-45, the Cannabis Act came into effect on October 17, 2018. The Act legalizes access to recreational cannabis in Canada and controls and regulates how cannabis is grown, distributed and sold.

In Ontario, the Cannabis Licence Act, 2018 and Ontario Regulation 468/18 provide the Registrar of the Alcohol and Gaming Commission of Ontario (AGCO) with the authority to establish standards and requirements respecting the licensing of cannabis retail stores, including matters in which municipal governments may have an interest.

Under Ontario Regulation 468/18, municipalities are not authorized to pass by-laws under the Municipal Act, 2001 with respect to business licensing or under the Planning Act with respect to zoning, interim control or site plan control with respect to cannabis retail stores.

**Definitions:**

**"Cannabis Retail Store"** shall mean a recreational cannabis retail store licensed by the Alcohol and Gaming Commission of Ontario.

**"Public Interest" shall mean:**

- i. Protecting public health and safety;
- ii. Protecting youth and restricting their access to cannabis; and
- iii. Preventing illicit activities in relation to cannabis.

**"Retail Store"** as defined in the Town of Tillsonburg's Zoning By-law, shall mean a building, or part of a building, in which goods, wares, merchandise, or articles are offered for sale, but does not include any establishment otherwise defined or classified herein.

**"Sensitive Land Uses"** for the purpose of this policy are defined as Parks, Public Libraries and Daycares.

**Procedure:****1. Cannabis Retail Stores and Sensitive activities:**

- 1.1. The Town acknowledges that cannabis retail stores are permitted within areas zoned for retail stores within the Town's Zoning By-law. The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning By-law are applicable to all retail activities, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is



legal and is a permitted use in the zones that permit a 'retail store'.

- 1.2. Schedule "A" generally identifies where a cannabis retail store is a permitted use. Under the Town's Zoning By-law, the zones that permit a retail store are 'Central Commercial Zone (CC)', the 'Service Commercial Zone (SC)', Entrepreneurial Zone (EC) and the Neighbourhood Commercial Zone (NC). A retail outlet that is accessory to a permitted use, such as a processing plant, is also permitted in the 'General Industrial Zone (MG)' and 'Restricted Industrial Zone (MR)' zones throughout the Town, as shown on the map.
- 1.3. Schedule "A" identifies all Schools as defined by the Education Act as well as a 150 metre buffer (from the property line) where a cannabis retail store would not be permitted by Provincial Regulation.
- 1.4. Schedule "A" identifies sensitive land uses Parks, Public Libraries and Daycares, as well as a 70 metre buffer, that, the Town considers as sensitive land uses and the Town requests that cannabis retail stores not be permitted.
- 1.5. Once Town Staff become aware that a Notice has been posted they will review Schedule "A" in detail to ensure there are not any new or missed sensitive areas. Schedule "A" is not to be taken as the final document for sensitive land uses as updates may be required through future development.

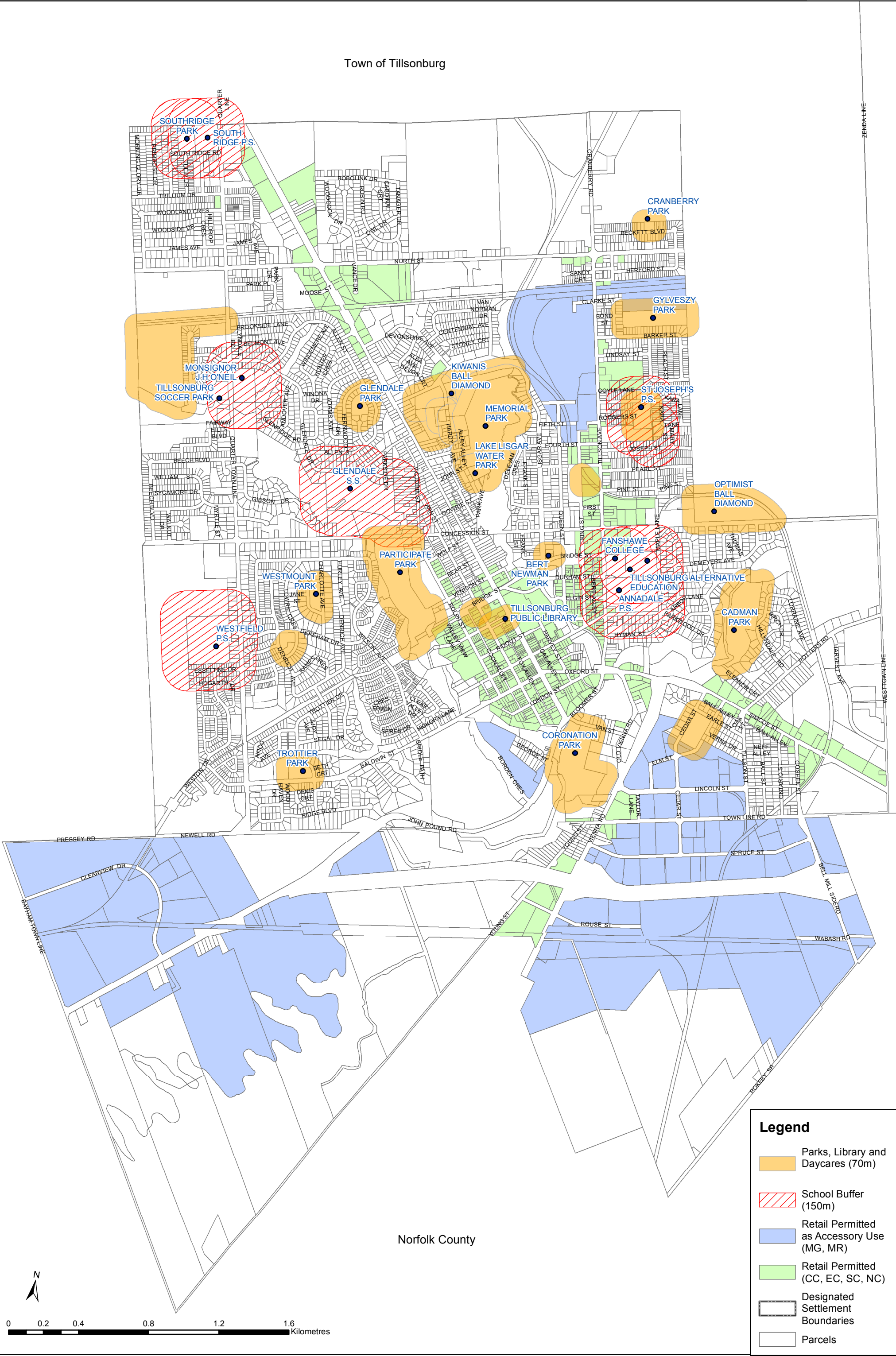
## **2. Response Protocol for Notice of Proposed Cannabis Retail Store by AGCO:**

- 2.1. Upon receiving a Notice of Proposed Cannabis Retail Store, staff shall circulate the Notice to Senior Leadership Team, the Chief Building Official, Development Commissioner and Oxford County Planning Department for comment. All comments received, as well as the necessary mapping and this policy shall be provided to the AGCO for consideration. Staff will ensure zoning allows a retail establishment as a permitted use and ensure the separation distances shown on Schedule "A" are met. Town Staff will also post the Notice on Town social media as another means to make the public aware and allow residents time to provide comments to AGCO.
- 2.2. Time limits do not make it practical to bring a report before Council once Staff become aware of a Notice, therefore the Town Clerk and the Chief Building Official or designates are delegated the responsibility to submit comments to the AGCO on behalf of the Corporation. Regular updates would be provided to Council regarding correspondence with the AGCO.
- 2.3. While the licensing of the store operation is the responsibility of the AGCO, the Ontario Building Code (OBC) applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory. Should a licensed authorized retailer be required to construct or alter a building in order to create the retail space, they will be required to obtain a building permit under the Ontario Building Code Act. These spaces will be classified as Group E (mercantile) under the OBC and will be required

to adhere to the construction and safety requirements of the OBC in order to establish and occupy the premises.

**3. Cannabis retail store should not be permitted within:**

- 3.1. 150 metre buffer from all school property lines as defined in the Education Act.
- 3.2. 70 metre buffer from all sensitive land uses which includes Parks, Public Libraries and Daycares.





**Subject:** Deputy Mayor Position  
**Report Number:** CLK 19-33  
**Author:** Amelia Jaggard, Deputy Clerk  
**Meeting Type:** Council Meeting  
**Meeting Date:** Monday, December 9, 2019

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**Recommendation:**

**THAT Council receive Report CLK 19-33 Deputy Mayor Position;**

**AND THAT Council appoint \_\_\_\_\_ as Deputy Mayor for a term ending November 14, 2022;**

**AND THAT an additional \$1,300.00 remuneration be provided for this position annually;**

**AND THAT a By-Law be brought forward for Council consideration.**

**Background:**

At the Council meeting on December 10, 2018, Council passed the following resolution:

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Rosehart

THAT Council receives Report CLK 18-34 Deputy Mayor Position;

AND THAT Council appoint Councillor Beres as Deputy Mayor for a 1 year/month term;

AND THAT an additional \$1,300.00 remuneration be provided for this position;

AND THAT a By-Law be brought forward for Council consideration.

**Carried.**

**Discussion:**

Section 242 of the Municipal Act, 2001 states that a municipality may appoint a member of council to act in the place of the head of council when the head of council is absent, refuses to act or the office is vacant. Such member would have all the powers and duties of the head of Council in his/her absence. The head of council is the Mayor for



the Town of Tillsonburg and Section 225 of the Act sets out the role of the head of council which includes: acting as chief executive officer of the municipality; presiding over council meetings; providing leadership to council; representing the municipality at official functions; and carrying out the duties of the head of council under the Municipal Act, 2001 or any other Act.

The Town's Procedural By-Law 4173 section 3.2 (3) refers to the Deputy Mayor to act in the absence of the Mayor and section 5.4(2) states that the Deputy Mayor shall preside over meetings in the Mayors absence.

Most municipalities who do not have an elected Deputy Mayor appoint an Acting/Deputy Mayor. The Town's procedural By-Law states that the Deputy Mayor position shall be for the term of Council unless Council determines otherwise.

Part 12 of Procedural By-Law 4173, describes a process to appoint a Deputy Mayor. The Deputy Mayor shall be elected by open vote and the Town Clerk shall preside over the election.

Before accepting any nominations, the Town Clerk shall select a person other than a member of Council, in attendance at the election meeting who, when required shall draw a name from a ballot box in the event of a tied vote. The CAO, Ron Shaw shall be selected as the person to draw a name in the event of a tied vote.

Each nomination shall be in writing, signed by both the nominator and a seconder. The nomination forms shall be provided to the Town Clerk immediately after the announcement of the election. If more than one member of Council has been nominated then an open vote shall take place. The Town Clerk shall call the names of the members of Council in alphabetical order according to surnames and each member shall verbally indicate the nominee of their choice. The Town Clerk shall announce the results of the vote.

If only one member of Council has been nominated, a resolution shall be passed and a by-law brought forward for Council's consideration.

Staff are recommending that the Deputy Mayor position be appointed for the remainder of the Council term ending on November 14, 2022. The Head of Council has responsibilities under the Emergency Management and Civil Protection Act (EMCPA) and plays a role in the municipality's Emergency Response Plan (ERP). Significant time is invested in training and exercise programs for persons involved in the ERP to ensure preparedness in the event of an emergency. Having consistency in the role of the Deputy Mayor can better equip the Deputy Mayor to fulfill their duties in the absence of the Head of Council.

The current Deputy Mayor position ends on December 31, 2019. Council must determine if they want to appoint a Deputy Mayor, what the term shall be and if additional remuneration will be provided. The current Deputy Mayor position was

compensated \$1,300.00 in addition to the Councillor remuneration. If a Deputy Mayor is appointed for a term shorter than the remainder of the term of Council then a report to provide for the position shall be provided at that time.

Option 1: Deputy Mayor Position

THAT Council receives report CLK 19-33 Deputy Mayor Position, as information.

Option 2: To Appoint a Deputy Mayor

THAT Council receives report CLK 19-33 Deputy Mayor Position, as information;  
AND THAT Council appoint \_\_\_\_\_ as Deputy Mayor for a \_\_\_\_\_ year term;  
AND THAT a By-Law be brought forward for Council consideration.

Option 3: To Appoint a Deputy Mayor and allow for Additional Remuneration

THAT Council receives report CLK 19-33 Deputy Mayor Position, as information;  
AND THAT Council appoint \_\_\_\_\_ as Deputy Mayor for a \_\_\_\_\_ year term;  
AND THAT an additional \$\_\_\_\_\_ remuneration be provided for this position;  
AND THAT a By-Law be brought forward for Council consideration.

**Consultation:**

**Financial Impact/Funding Source:**

To be determined.

**Community Strategic Plan (CSP) Linkage:**

1. Excellence in Local Government

- ☐ Demonstrate strong leadership in Town initiatives
- ☐ Streamline communication and effectively collaborate within local government
- ☒ Demonstrate accountability

**Attachments:**

**Report Approval Details**

Document Title:	CLK 19-33 Deputy Mayor.docx
Attachments:	
Final Approval Date:	Dec 2, 2019

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a long horizontal line extending to the right.

**Ron Shaw - Dec 2, 2019 - 12:18 PM**



**Subject:** Committee of Adjustment

**Report Number:** CLK 19-34

Author: Amelia Jaggard, Deputy Clerk

Meeting Type: Council Meeting

Meeting Date: Monday, December 9, 2019

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**Recommendation:**

**THAT Council receive Report CLK 19-34 Committee of Adjustment;**

**AND THAT all members of Tillsonburg Town Council be appointed to the Committee of Adjustment;**

**AND THAT an appointment By-law be brought forward for Council's consideration.**

**Background:**

The Planning Act provides that if a municipality has passed a by-law under Section 34 of the Act (a zoning by-law), the council may by by-law constitute and appoint a committee of adjustment for the municipality which shall be composed of a minimum of three persons.

The Committee of Adjustment is a quasi-judicial body, operating independently from Council, which must comply with rules of procedure as prescribed in the Planning Act. In accordance with Section 44(3) of the Planning Act, the members of the committee who are members of a municipal council shall be appointed annually.

The appointment of Council to the Committee of Adjustment is required for the year 2020 in order to comply with the Planning Act, R.S.O. 1990.

**Discussion:**

**Consultation:**

**Financial Impact/Funding Source:**

There is no financial impact to the appointment of the Committee of Adjustment.



**Community Strategic Plan (CSP) Linkage:**

## 1. Excellence in Local Government

- ☐ Demonstrate strong leadership in Town initiatives
- ☐ Streamline communication and effectively collaborate within local government
- ☒ Demonstrate accountability

**Attachments:**

**Report Approval Details**

Document Title:	CLK 19-34 Committee of Adjustment.docx
Attachments:	
Final Approval Date:	Dec 2, 2019

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a long horizontal line extending to the right.

**Ron Shaw - Dec 2, 2019 - 3:15 PM**



**Subject:** Traffic By-Law Amendment – Municipal Bus Stops, Stop Signs, Yield Signs

**Report Number:** DCS 19-35

**Author:** Geno Vanhaelewyn, Chief Building Official

**Meeting Type:** Council Meeting

**Meeting Date:** Monday, December 9, 2019

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**Recommendation:**

**THAT Council receives Report DCS 19-35 Traffic By-Law Amendment – Municipal Bus Stops, Stop Signs, Yield Signs, as information;**

**AND THAT By-Law 4345 to amend By-Law 3701 be brought forward for Council consideration.**

**Background:**

Due to the recent designation and installation of municipal bus stop locations/signage, outdated yield signage and new residential developments, staff identified the necessity to amend the current Traffic and Parking By-law.

**Discussion:**

In 2013 Council passed Traffic and Parking By-Law 3701 which regulates traffic and the parking of motor vehicles in the Town of Tillsonburg. Recently, staff identified the necessity to amend the current by-law and recommend the following changes/updates as follows:

**Designated Municipal Bus Stops**

- 1) The recent designation of T:GO bus stop locations including the placement of signage requires that these be formally identified in the by-law for operational purposes. The proposed changes include defining the municipal bus as follows:

*THAT Section 1 to By-Law 3701, “Definitions” be amended as follows:*

**Add:**

**“Municipal Bus Stop”** means a place where a bus regularly stops while picking up or discharging passengers which have been designated by the Town of Tillsonburg and have been marked by signs or otherwise.

**“Bus Stop Sign”** means a sign installed by the Town where the municipal bus stops to pick up or discharge passengers.

- 2) Providing an exemption for the bus to stop, pick up and drop off passengers in no stopping zones as follows:

*THAT Part 1-Traffic, Section 8 to By-Law 3701 “No Stopping” be amended with the addition of the following redline items:*

- 2) *No person shall stop a vehicle or any part of a vehicle in the following locations when appropriate signs have been erected and are on display, when signs are hereby authorized:*
- a) *in front of the entrance to the Town Centre Mall;*
  - b) *within an intersection at any time;*
  - c) *within 15 metres of any intersection;*
  - d) *as locations set out in Schedule I*
  - e) *where municipal bus stops are posted within the Town*
- 3) *Subsection (2) ~~(a)~~ does not apply to:*
- a) *a school vehicle engaged in the transportation of persons when such vehicle is stopped to discharge or pick up passengers.*
  - b) *a Municipal Bus when using the designated bus stops.*

- 3) Designate that no parking is permitted in identified municipal bus stops as follows:

**Add:**

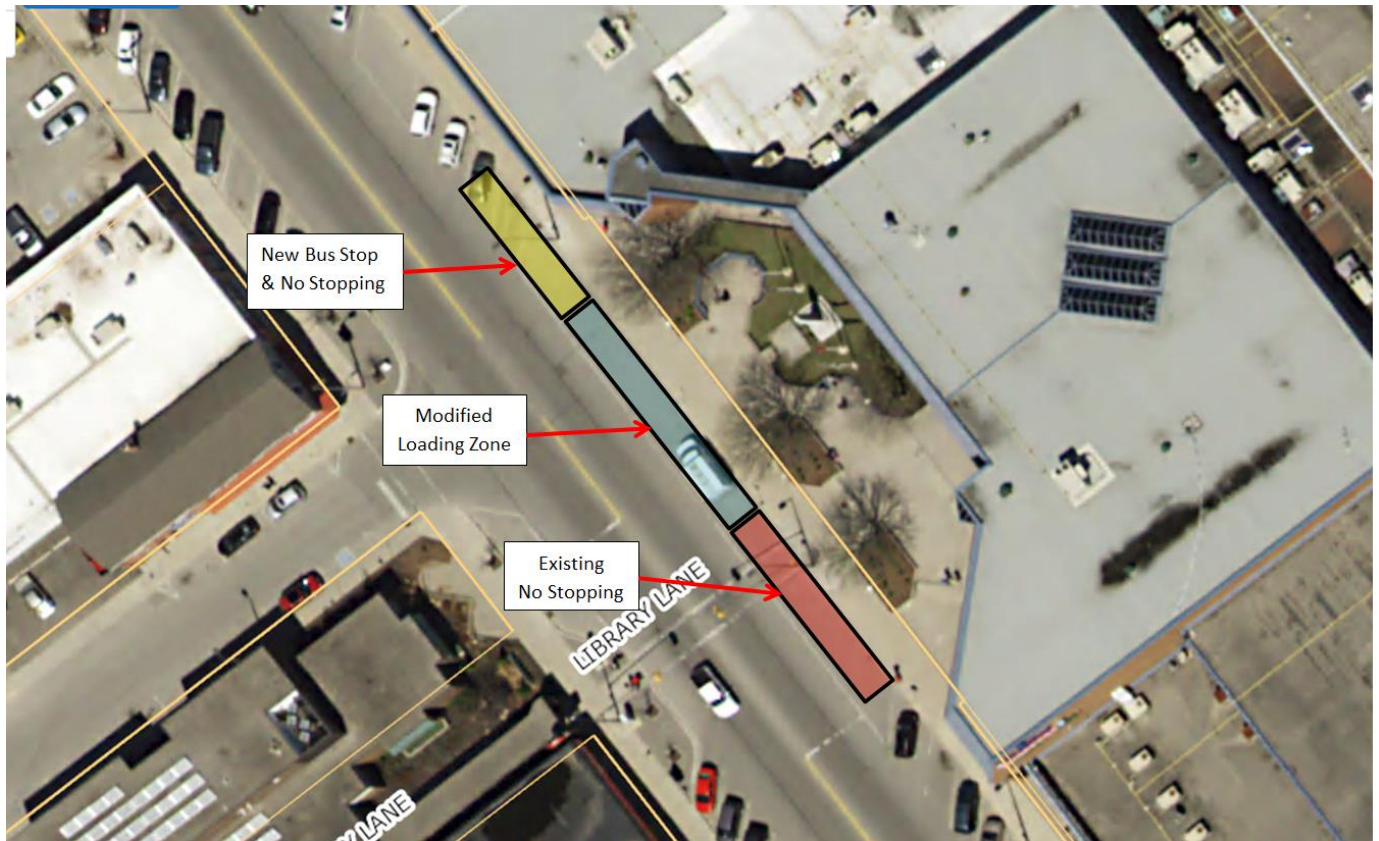
***No Parking at Bus Stops (Figure 15) Attached***

*When authorized signs are erected and are on display, which signs are hereby authorized, no person other than those persons operating a bus of the Town of Tillsonburg shall park or stop a vehicle to load or unload passengers in the designated bus stop.*

- 4) Reconfigure the loading zone and incorporating a bus stop/no stopping in front of 200 Broadway – Tillsonburg Town Centre Mall. Staff identified that the existing loading zone is over abundant in length to accommodate a tractor trailer and will be partially shortened in length while removing two parking stalls to the north of the loading zone which will allow for the proper navigation of the bus to pull in and out of the proposed bus stop. The proposed amendment will allow signage to be reconfigured as identified.







Reconfigure the no stopping, loading zone and incorporating a bus stop in front of 200 Broadway – Tillsonburg Town Centre Mall as follows:

*THAT Schedule 4 to By-Law 3701 Section 14 “No Parking In Loading Zones” be amended as follows:*

**Delete:**

Column 1 HIGHWAY	Column 2 SIDE	Column 3 LOCATION	Column 4 TIME OR DAYS
Broadway St	East	119 to 150 meters North of Ridout St	15 minutes

**Add:**

Column 1 HIGHWAY	Column 2 SIDE	Column 3 LOCATION	Column 4 TIME OR DAYS
Broadway St	East	119 meters to 143 meters North of Ridout St E	15 minutes

*THAT Schedule 1 to By-Law 3701 “No Stopping” be amended with the addition of the following:*

**Add:**

<b>Column 1 HIGHWAY</b>	<b>Column 2 SIDE</b>	<b>Column 3 FROM</b>	<b>Column 4 TO</b>	<b>Column 5 TIME OR DAYS</b>
Broadway St	East	143 meters North of Ridout St E	158 meters North of Ridout St E	Anytime

**Designated Stop Signs**

Include existing and proposed “Designated Stop Signs” due to recent subdivision development and the replacement of yield signs with stop signs as per the recommendation of the Town solicitor and direction from the Director of Operations. In the tables below; new stop signs are identified in red and yield signs proposed to be replaced with stop signs are identified in blue.

*SCHEDULE 9 – Section 23 – “Designated Stop Signs” – amend as follows by adding the following:*

**Delete:**

<b>COLUMN 1 INTERSECTION</b>	<b>COLUMN 2 FACING TRAFFIC</b>
Dereham Drive at Lowrie Crescent	Westbound on Dereham Drive
Dereham Drive at Sanders Crescent	Eastbound on Dereham Drive

**Add:**

<b>Stop Signs INTERSECTION</b>	<b>Stop Signs FACING TRAFFIC</b>
Arnold Street at Denrich Avenue	Eastbound on Arnold Street
Arnold Street at Sanders Crescent	Southbound on Arnold Street
Denis Court at Lady Avenue	Eastbound on Denis Court
Denrich Avenue at Wilson Avenue	Westbound on Denrich Avenue
Frank Street at Delevan Crescent	Southbound on Frank Street
Frank Street at Fourth Street	Northbound on Frank Street
Frank Street at Second Street	Northbound & Southbound on Frank St

Frank Street at Third Street	Northbound & Southbound on Frank St
Goldenrod Drive at Ridge Boulevard	Southbound on Goldenrod Drive
Harvest Avenue at Potters Road	Northbound on Harvest Avenue
Howe Avenue at Denrich Avenue	Southbound on Howe Avenue
Howe Avenue at Segal Drive	Southbound on Howe Avenue
Jane Street at Lowrie Crescent	Westbound on Jane Street
Judy Avenue at Segal Drive	Southbound on Judy Avenue
Kamps Crescent at Denrich Avenue	Westbound & Southbound on Kamps Crescent
Lady Avenue at Ridge Boulevard	Southbound on Lady Avenue
Lowrie Crescent at Wilson Avenue	Northbound on Lowrie Crescent
Maple Villa Court at Concession St East	Southbound on Maple Villa Court
Reid Street at Concession St West	Northbound on Reid Street
Richard Court at Lady Avenue	Westbound on Richard Court
Sandy Court at Tillson Avenue	Eastbound on Sandy Court
Second Street at Delevan Crescent	Westbound on Second Street
Third Street at Delevan Crescent	Westbound on Third Street
Thistle Court at Goldenrod Drive	Northbound on Thistle Court
Westfield Drive at Quarter Town Line Road	Eastbound on Driveway
Wilson Avenue at Denrich Avenue	Eastbound on Wilson Avenue

Designated Yield Signs

Include existing “Designated Yield Signs” into the By-Law.

*THAT Schedule 10 to By-Law 3701 “Designated Yield Signs” be amended as follows:*

**Add:**

<b>COLUMN 1 INTERSECTION</b>	<b>COLUMN 2 FACING TRAFFIC</b>
Merging lane Broadway to North St W	Westbound on North St W
Merging lane Broadway to North St E	Eastbound on North St E
Merging lane Tillson Ave to North St E	Eastbound on North St E
Merging lane North St E to Cranberry Rd	Northbound on Cranberry Rd
Merging lane North St W to Tillson Ave	Southbound on Tillson Ave
Merging lane Cranberry Rd to North St E	Westbound on North St E
Merging lane Simcoe St to Tillson Ave	Northbound on Tillson Ave
Merging lane Vienna Rd to Highway 3	Westbound on Highway 3
Merging lane Highway 3 to Highway 19	Northbound on Highway 19
Merging lane Highway 19 to Highway 3	Eastbound on Highway 3
Merging lane Highway 3 to Vienna Rd	Southbound on Vienna Rd
Merging lane John Pound Rd to Highway 3	Westbound on Highway 3

Fox Alley - One Way Street and No Stopping

Recognize the newly developed one way street at Fox Alley behind the new development at 253 Broadway as per the approved site plan.

*THAT Schedule 11 of By-Law 3701 “One Way Streets” be amended with the addition of the following:*



**Add:**

Column 1 HIGHWAY	Column 2 FROM	Column 3 TO	Column 4 DIRECTION
Fox Alley	Venison St W	40 meters South of Venison St W	North

*THAT Schedule 1 to By-Law 3701 "No Stopping" be amended with the addition of the following:*

Column 1 HIGHWAY	Column 2 SIDE	Column 3 FROM	Column 4 TO	Column 5 TIME OR DAYS
Fox Alley	East and West	Venison St W	40 meters South of Venison St W	Anytime

**Consultation:**

Director of Operations, Transit Coordinator and By-Law Enforcement staff were consulted.

**Financial Impact/Funding Source:**

The cost to add the required signage will be funded from the 2019 public works operating budget.

**Community Strategic Plan (CSP) Linkage:**

1. Excellence in Local Government
  - ☒ Demonstrate strong leadership in Town initiatives
  - ☐ Streamline communication and effectively collaborate within local government
  - ☐ Demonstrate accountability
2. Economic Sustainability
  - ☐ Support new and existing businesses and provide a variety of employment opportunities
  - ☐ Provide diverse retail services in the downtown core
  - ☐ Provide appropriate education and training opportunities in line with Tillsonburg's economy
3. Demographic Balance
  - ☐ Make Tillsonburg an attractive place to live for youth and young professionals
  - ☐ Provide opportunities for families to thrive
  - ☐ Support the aging population and an active senior citizenship

4. Culture and Community

- ☐ Promote Tillsonburg as a unique and welcoming community
- ☐ Provide a variety of leisure and cultural opportunities to suit all interests
- ☐ Improve mobility and promote environmentally sustainable living

**Attachments:**

**Report Approval Details**

Document Title:	DCS 19-35 Traffic By-Law Amendment - Municipal Bus Stops_Stop Signs_Yield Signs.docx
Attachments:	- Bylaw 4345.doc
Final Approval Date:	Nov 27, 2019

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a stylized, cursive script.

**Ron Shaw - Nov 27, 2019 - 4:17 PM**



**Subject:** Contract Award for RFP 2019-012 Transit Operations

**Report Number:** OPS 19-54

Author: Kevin De Leebeeck, P.Eng., Director of Operations

Meeting Type: Council Meeting

Meeting Date: Monday, December 9, 2019

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## RECOMMENDATION

**THAT Council receive Report OPS 19-54 Contract Award for RFP 2019-012 Transit Operations;**

**AND THAT Council Award RFP 2019-012 to 947465 Ontario Ltd., o/a Voyago at the revised pricing as outlined in this report.**

## BACKGROUND

On October 28, 2019 Council directed staff to negotiate with highest scoring proponent to reduce operating costs on both the Inter-Community Transit Project and the In-Town T:GO service and to negotiate with the Ministry of Transportation to amend the scope of the Inter-Community Transportation Project.

## DISCUSSION

Staff held a series of meetings with the contractor to find efficiencies to reduce the operating costs for both the Inter-Community Transit Project and the In-Town T:GO service.

### ***Inter-Community Transit Project:***

The following are the amendments to the Inter-Community Transportation Project:

- Service commencement changes from January 1, 2020 to April 1, 2020. This start date aligns with the County of Middlesex Inter-Community Transit Project start date.
- The number of trips on Route 1 (Tillsonburg to Woodstock and Ingersoll loop) changes from six trips per day to five trips per day and remains at five trips per day for the duration of the contract. The original funding agreement with the Province had a service frequency increase on Route 1 as ridership increased over the term of the Project.

- Use an alternative bus. The RFP requested the same style of bus be used for the Inter-Community Transit Project and the In-Town T:GO service to provide consistency in service and rider expectations. Voyago provided an alternative bus that is being used in other Inter-Community Transit Project contracts. The alternative bus meets the AODA regulations and will be well suited for the Inter-Community Transit Project.

Staff have discussed these changes with the Ministry of Transportation and the Ministry has approved the revisions and is recommending a formal amendment to the Transfer Payment Agreement be brought forward for the Town and Minister of Transportation signature in the coming weeks.

### ***In-Town T:GO:***

There are no changes to the In-Town T:GO service specifications outlined in the Request for Proposals.

## **FINANCIAL IMPACT/FUNDING SOURCE**

### ***Inter-Community Transit Project:***

The costs savings achieved in these negotiations are as follows:

<b>Inter-Community Pricing Summary (incl. net HST)</b>			
Duration	Original Price	Revised Price	Difference
January 1 to December 31, 2020 (Revised Start date to April 1, 2020)	\$400,900.82	\$260,951.72	\$139,949.10
January 1 to December 31, 2021	\$427,793.20	\$354,465.28	\$73,327.92
January 1 to December 31, 2022	\$506,163.32	\$363,338.91	\$142,824.41
January 1 to March 31, 2023	\$132,365.34	\$91,392.82	\$40,972.52
<b>Total</b>	<b>\$1,467,222.67</b>	<b>\$1,070,148.74</b>	<b>\$397,073.95</b>

The Inter-Community Transit Project is now within the budget of the funding agreement with the Province and meets the terms and conditions of the Provincial program.

### ***In-Town T:GO:***

The In-Town T:GO transit service is funded through the annual Municipal budget process utilizing Provincial Gas Tax funding, revenue from passenger fares and taxation. The following table outlines the revised funding requirements over the next



five (5) years to operate the In-Town T:GO transit service through a third party service provider:

<b>In-Town T:GO Pricing Summary (incl. net HST)</b>			
Time Period	Original Pricing	Revised Pricing	Difference
July 1 to December 31, 2020	\$119,903.97	\$106,164.17	\$13,739.80
January 1 to December 31, 2021	\$244,833.09	\$216,788.24	\$28,044.85
January 1 to December 31, 2022	\$250,963.12	\$222,182.66	\$28,780.46
January 1 to December 31, 2023	\$257,215.74	\$227,760.98	\$29,454.76
January 1 to December 31, 2024	\$263,652.26	\$233,431.25	\$30,221.01
January 1 to March 31, 2025	\$68,906.34	\$61,013.02	\$7,893.32
<b>Total</b>	<b>\$1,205,474.52</b>	<b>\$1,067,340.32</b>	<b>\$138,134.20</b>

This revised pricing is an 11% reduction reflecting the economies of scale in providing the service for both the Inter-Community Transit Project and the In-Town T:GO service. The proposed vehicle for the In-Town T:GO took into consideration the increased on/off frequency of passengers with mobility issues or assistive devices (walkers and canes), the short trip durations and the changing population demographic utilizing the service within Tillsonburg. The bus will be equipped for side loading of wheelchairs, not exposing the passengers or the drivers to traffic and utilizing the existing barrier curbs at the bus stops throughout the Town meeting the requirements and specifications for public transit vehicles as set out in O.Reg. 191/11 Integrated Accessibility Standards under the Accessibility for Ontarians with Disabilities Act (AODA).

In entering into a contract with the Town of Tillsonburg, Voyago will be contributing to the local economy by establishing a depot yard in our industrial area, employing local residents to operate the buses and utilizing local service companies to fuel, clean and maintain the buses. The proposal requested pricing to assist in the promotion of the transit services at community events and Voyago submitted a price of zero to provide this service. This price is a reflection of the company's commitment to promote transit services in the communities they operate in.

### **Inter-Community Transit Project Funding Options**

The County of Oxford submitted a report to County Council requesting "\$175,000 as a base financial means to allow for the strategic participation in any opportunities that

might leverage provincial and adjacent municipal Community Transportation<sup>1</sup>.” It is staff’s understanding that this funding request will be subject to approval of the County budget. Staff have had some preliminary discussions about the potential funding in support of the Inter-Community Transit Project with the County, however the revised pricing allows the program to operate within the current Provincial Funding. Any enhancements to the service could be funded by the County of Oxford and staff will continue to explore these options.

As part of the scope of work and funding agreement for the Inter-Community Transit Project, the consultant in consultation with staff will be preparing a Sustainability Plan for submission to the Province. Staff is anticipating that funding from Municipal Partners within the service area will be required to make this program sustainable along with continued funding from the Province. At this time, only brief discussions have taken place with potential Municipal partners in this program with no firm commitments as this is still a pilot project.

## **NEXT STEPS**

### ***Inter-Community Transit Project:***

The Inter-Community Transit Project has reached a critical point in obtaining a service provider. The following are the next steps in making this project a success:

- Work with the service provider to ensure the requirements of this service contract are in place for the April 1, 2020 launch date.
- Work with the Province to finalize the amended service agreement and bring forward the agreement to Council for authorization and signing.
- With our partner Municipalities, begin to promote the service in the New Year for the April 1<sup>st</sup> launch date by implementing a communications and marketing plan.
- Finalize a fare structure and work with partner Municipalities to update the fees and charges bylaws throughout the service area.
- Determine retail locations and obtain vendor agreements to sell bus passes throughout the service area.
- Order and install bus stop signs.
- With our consultant, develop performance measures and a monitoring plan for the service and create a sustainability plan for this service, including finding sustainable funding opportunities with partnering Municipalities.

### ***In-Town T:GO:***

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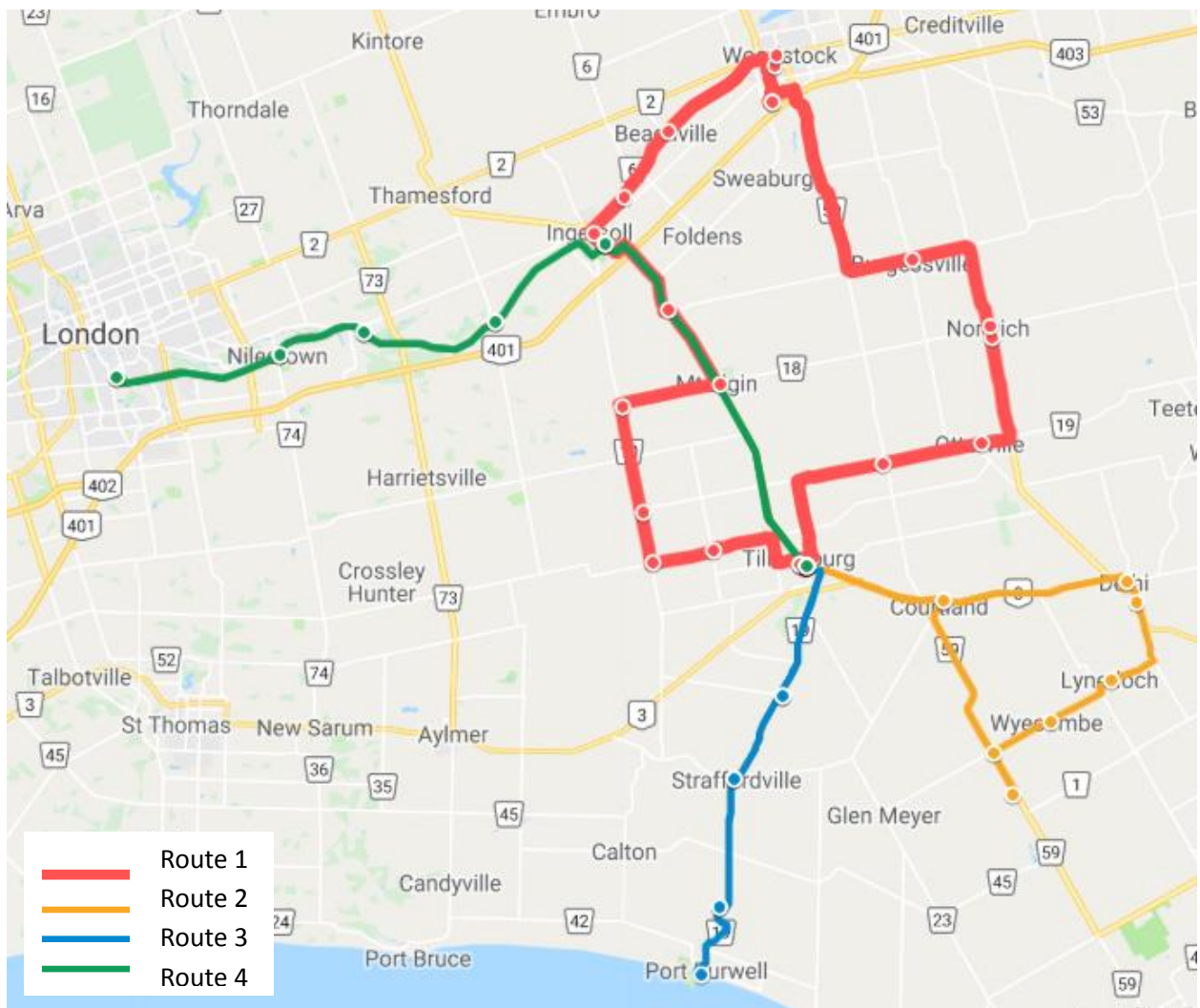
<sup>1</sup> County of Oxford CAO Report 2020 Budget-New Initiative 04

With the change in the service provider for the In-Town T:GO service, staff will be working with the current service provider and the new service provider to ensure a smooth transition of this service for the July 1, 2020 start date. Staff will continue to work with the Transit Advisory Committee to market and promote the In-Town T:GO service in efforts to continue to increase the ridership.

## **COMMUNITY STRATEGIC PLAN (CSP) LINKAGE**

1. Excellence in Local Government
  - ☒ Demonstrate strong leadership in Town initiatives
  - ☒ Streamline communication and effectively collaborate within local government
  - ☒ Demonstrate accountability
2. Economic Sustainability
  - ☒ Support new and existing businesses and provide a variety of employment opportunities
3. Demographic Balance
  - ☒ Make Tillsonburg an attractive place to live for youth and young professionals
  - ☒ Provide opportunities for families to thrive
  - ☒ Support the aging population and an active senior citizenship
4. Culture and Community
  - ☒ Promote Tillsonburg as a unique and welcoming community
  - ☒ Improve mobility and promote environmentally sustainable living

## Inter-Community Transit System Map



## Inter-Community Transit Schedules

The schedules shown here are intended to be used upon service launch in April 2020.

### Route 1 - Monday to Friday

Timepoint	Travel Time	Block 1	Block 1	Block 2	Block 2	Block 2
		Trip 1 ↓	Trip 2 ↑	Trip 3 ↓	Trip 4 ↓	Trip 5 ↑
Tillsonburg Town Centre		6:30	11:25	11:30	14:30	19:25
Tillsonburg Hospital	0:03	6:33	11:22	11:33	14:33	19:22
Norwich DT	0:30	7:03	10:52	12:03	15:03	18:52
Woodstock Hospital	0:29	7:32	10:23	12:32	15:32	18:23
Woodstock VIA	0:08	7:40	10:15	12:40	15:40	18:15
Woodstock Transit Terminal	0:04	7:44	10:11	12:44	15:44	18:11
Ingersoll Hospital	0:23	8:07	9:48	13:07	16:07	17:48
Mount Elgin	0:15	8:22	9:33	13:22	16:22	17:33
Tillsonburg Hospital	0:30	8:52	9:03	13:52	16:52	17:03
Tillsonburg Town Centre	0:03	8:55	9:00	13:55	16:55	17:00

#### Notes:

Yellow indicates a connection to another service, blue indicates a connection from another service

Trips are scheduled to arrive at the Woodstock Transit terminal with a 10 minute buffer from Woodstock Transit's timed transfers.

This schedule connects to the 8:07 Toronto-bound VIA train, and from the 18:12 VIA train arriving from Toronto.

If the 18:12 VIA train is delayed, the bus would have to hold at Woodstock VIA to make the connection. This would not delay any other trips, and how long to hold is an operational decision.

### Route 2 & 3 - Tuesday and Friday

Timepoint	Travel Time	Block 3	Block 3	Block 3
		Trip 1 ↓	Trip 2 ↓	Trip 3 ↓
Tillsonburg Town Centre		9:00	11:30	14:30
Langton	0:25	9:25	11:55	14:55
Delhi DT	0:30	9:55	12:25	15:25
Tillsonburg Town Centre	0:20	10:15	12:45	15:45
Port Burwell	0:35	10:50	13:20	16:20
Tillsonburg Town Centre	0:35	11:25	13:55	16:55

#### Notes:

Yellow indicates a connection to another service, blue indicates a connection from another service.

Tuesday and Friday are days with no Ride Norfolk service in Delhi. This schedule provides Delhi with connections to larger towns 5 days a week.

### Route 4 - Monday and Wednesday

Stop	Travel Time	Block 2	Block 1
		Trip 1 ↓	Trip 2 ↓
Tillsonburg Town Centre		8:00	15:45
Ingersoll Hospital	0:25	8:25	16:10
Dorchester	0:20	8:45	16:30
London Hospital	0:20	9:05	16:50
Dorchester	0:20	9:25	17:10
Ingersoll Hospital	0:20	9:45	17:30
Tillsonburg Town Centre	0:25	10:10	17:55

#### Notes:

Yellow indicates a connection to another service, blue indicates a connection from another service.

A connection is provided in Ingersoll Hospital with Route 1.



**Report Approval Details**

Document Title:	OPS 19-54 Contract Award RFP 2019-012 Transit Operations.docx
Attachments:	
Final Approval Date:	Dec 3, 2019

This report and all of its attachments were approved and signed as outlined below:

**Dave Rushton - Dec 2, 2019 - 4:39 PM**

A handwritten signature in black ink, appearing to be 'DR', with a horizontal line extending to the right.

**Ron Shaw - Dec 2, 2019 - 4:59 PM**

**Donna Wilson - Dec 3, 2019 - 8:08 AM**



**Subject: Concession Street West Heavy Truck Route  
Report Number: 19-55**

Author: Shayne Reitsma, P.Eng. Manager of Engineering

Meeting Type: Council Meeting

Meeting Date: Monday, December 9, 2019

---

**Recommendation:**

**THAT Council receives Report OPS 19-55 Concession Street West Heavy Truck Route;**

**AND THAT By-Law 4371 authorizing the temporary suspension of heavy truck traffic along Concession Street West from Westerly Town Limit to Quarter Town Line be brought forward for Council consideration.**

**Discussion:**

The Concession Street West Reconstruction project was awarded on July 8<sup>th</sup> 2019 with a construction completion date of November 1<sup>st</sup> 2019. Unfortunately the Contractor did not commence construction until August 28<sup>th</sup> 2019. As a result due to wet weather conditions this Fall the granular subbase material for the last third of the project (towards the westerly Town Limits) is unable to support heavy trucks and has received only a temporary asphalt surface in order to re-open the roadway to traffic and allow Public Works to perform winter maintenance.

Concession Street West is currently identified as a Heavy Truck Route in the Town's Traffic and Parking By-law 3701. In order to protect the vulnerable state of this section of roadway, staff are requesting Council support to limit heavy truck traffic along Concession Street West from Quarter Town Line to the westerly Town limits until June 30<sup>th</sup> 2020 or project completion, whichever occurs first, by passing the associated bylaw to ensure enforceability.

**Consultation:**

A Notice will be sent to local trucking companies informing them to continue to use the truck detour over the course of winter and spring 2020.

Choose an item. Click here to enter text.

### **Financial Impact/Funding Source**

Given that this is an extension of construction contract RFT 2019-012 the Contractor is responsible for all cost's associated with the temporary measures until construction resumes and the project is completed in more favourable weather conditions.

### **Community Strategic Plan (CSP) Linkage:**

#### **1. Excellence in Local Government**

- ☒ Demonstrate strong leadership in Town initiatives
- ☐ Streamline communication and effectively collaborate within local government
- ☒ Demonstrate accountability

Choose an item. Click here to enter text.

Page **3** of **3**

### Report Approval Details

Document Title:	OPS 19-55 Concession Street West Heavy Truck Route.docx
Attachments:	
Final Approval Date:	Dec 2, 2019

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a long horizontal line extending to the right.

**Ron Shaw - Dec 2, 2019 - 4:14 PM**



**Subject:** Snowmobile Use on Trans-Canada Trail Between Broadway and East Town Limit

**Report Number:** 19-59

Author: Rick Cox

Meeting Type: Council Meeting

Meeting Date: Monday, December 9, 2019

---

**Recommendation:**

**THAT Report RCP 19-59 is received for information;**

**AND THAT the Town of Tillsonburg supports the County of Oxford extending their Agreement with the Southern Sno-Riders Snowmobile Club to include the portion of the Trans-Canada Trail between Zenda Line and Broadway for use as an official OFSC snowmobile trail as a pilot for December 2019-March 2020;**

**AND THAT the Town requires a 20km/hr speed limit on the portion of the Trans-Canada Trail within the limits of the Town of Tillsonburg be posted by the Snowmobile Club as part of their signage plan;**

**AND THAT snowmobile trailer parking is limited to the Tillson Ave trail parking lot;**

**AND THAT this support is limited to the 2019-2020 season, pending a review before supporting this use for additional seasons.**

**Background:**

At their meeting on November 25, 2019, Council heard a request from the local Southern Sno-Riders Snowmobile Club to allow them to use the section of the Trans-Canada Trail (TCT) along the former CASO rail corridor between the Eastern limit of the Town and Broadway as part of their approved route. The Club has an Agreement with the County of Oxford for use of other portions of the rail corridor and is seeking to add to that network in order to give licensed OFSC trail riders access to food and fuel in Tillsonburg.

The relevant section of the TCT in Tillsonburg is owned by the County of Oxford and maintained by the Town under a 50/50 cost-sharing arrangement. Like all trails managed by Tillsonburg, the corridor is neither monitored nor maintained between November 1 and April 30.



Snowmobiles are the only motorized use permitted on multi-use TCT segments, but that use is subject to having local agreements in place. Permission for snowmobile use is neither universal to all segments of the Trail nor mandated by the national TCT organization.

**Discussion:**

Council directed staff to report back on this matter. Staff reviewed the request with County personnel to confirm process and review any conditions or concerns. County staff have the delegated authority to extend the existing Agreement with the Southern Sno-Riders to include the additional section of the TCT but have advised they will not do so if the Town of Tillsonburg is not supportive of the extension.

The Agreement between the Town and the County regarding the management and operation of the TCT speaks to having snowmobile use on portions of the trail but confirms that the Town has no maintenance or inspection obligations related to snowmobile use. As an official OFSC trail, only licensed members of the OFSC would be permitted to snowmobile on the trail. Non-member use of OFSC trails is monitored by both OPP and the volunteer marshals.

The Southern Sno-Riders provided their standard signage plan as required by the Ontario Federation of Snowmobile Clubs as information. County and Town staff are recommending that the portion of the trail within Town limits have a lower posted speed limit than trails outside of Town, and have advised the Club of the requirement to post a maximum 20km/hr speed limit within Tillsonburg.

Other trail users (walkers, cross-country skiers, etc.) will still be able to use the corridor, and there is the potential for interaction between those users and snowmobilers. The lower speed limit is intended to reduce the danger to all users and to reduce the noise made by snowmobiles.

Once the snowmobile trail has been groomed and is deemed officially open for use by the Club, the access gates at Broadway and Tillson Avenue will be left open to allow snowmobiles to pass through. Until then, the grooming equipment operator will open the gate to allow the groomer through and then close/lock the gate afterwards.

The Tillson Avenue trail access parking area is large enough to accommodate several snowmobile trailers. There is also trailer parking available at the Zenda Line crossing. The private parking lots at the Broadway end of the trail would not normally be available for snowmobile trailer parking, and the Sno-Riders have indicated their marketing materials will show parking at the Zenda Line location.

**Consultation:**

The Oxford OPP detachment was contacted for comment. Comments received in time for inclusion with the Agenda are attached.

**Financial Impact/Funding Source:**

There is no direct financial impact arising from this report. The snowmobile club is responsible for installing and maintaining all signage, and accountable to the County to repair any damage to the trail corridor that is caused by their equipment and licensed snowmobile users.

**Community Strategic Plan (CSP) Linkage:**

1. Excellence in Local Government
  - ☒ Demonstrate strong leadership in Town initiatives
  - ☒ Streamline communication and effectively collaborate within local government
  - ☒ Demonstrate accountability
2. Economic Sustainability
  - ☒ Support new and existing businesses and provide a variety of employment opportunities
  - ☐ Provide diverse retail services in the downtown core
  - ☐ Provide appropriate education and training opportunities in line with Tillsonburg's economy
3. Demographic Balance
  - ☒ Make Tillsonburg an attractive place to live for youth and young professionals
  - ☒ Provide opportunities for families to thrive
  - ☒ Support the aging population and an active senior citizenship
4. Culture and Community
  - ☒ Promote Tillsonburg as a unique and welcoming community
  - ☒ Provide a variety of leisure and cultural opportunities to suit all interests
  - ☒ Improve mobility and promote environmentally sustainable living

**Attachments**

Appendix A - OPP Correspondence

**Report Approval Details**

Document Title:	RCP 19-59 - Snowmobile Use on Trans-Canada Trail Between Broadway and East Town Limit.docx
Attachments:	
Final Approval Date:	Dec 2, 2019

This report and all of its attachments were approved and signed as outlined below:

**Dave Rushton - Nov 29, 2019 - 4:37 PM**

A handwritten signature in black ink, appearing to be 'DR', with a horizontal line extending to the right.

**Ron Shaw - Nov 29, 2019 - 5:13 PM**

**Donna Wilson - Dec 2, 2019 - 9:18 AM**

**Rick Cox**

---

**From:** Hymers, Anthony (OPP) <Anthony.Hymers@opp.ca>  
**Sent:** Monday, December 2, 2019 8:28 AM  
**To:** Rick Cox  
**Cc:** Ron Shaw  
**Subject:** RE: OFSC use of Trans-Canada Trail within Tillsonburg

No concerns from the OPP.

-----Original Message-----

From: Rick Cox [<mailto:RCox@Tillsonburg.ca>]  
 Sent: 28-Nov-19 6:17 AM  
 To: Hymers, Anthony (OPP) <[Anthony.Hymers@opp.ca](mailto:Anthony.Hymers@opp.ca)>  
 Cc: Ron Shaw <[rshaw@tillsonburg.ca](mailto:rshaw@tillsonburg.ca)>  
 Subject: OFSC use of Trans-Canada Trail within Tillsonburg

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Good morning,

Earlier this week, Council heard a request from the local snowmobile club to allow them to formalize a section of trail from Zenda Line to Broadway along the Trans-Canada Trail rail corridor.

While the Agreement would have to be between the County and the Club, the County has indicated that they will respect Council's wishes on this matter.

Does the OPP have any concerns or recommendations related to this request by the snowmobile club?

Rick Cox  
 Director of Recreation, Culture & Parks  
 Town of Tillsonburg  
 200 Broadway, Suite 204  
 Tillsonburg, ON N4G 5A7  
 Phone: 519-688-3009 Ext. 4201

<https://can01.safelinks.protection.outlook.com/?url=www.Tillsonburg.ca&data=02%7C01%7CAnthony.Hymers%40opp.ca%7Cdb6fa0ff6dda45f693e408d773f4725d%7Ccddc1229ac2a4b97b78a0e5cacb5865c%7C0%7C0%7C637105366034860686&data=q%2F1D0RXxIGKQO4%2FxlThO3EEv6t1df%2BFTOC6FiFKxeCY%3D&reserved=0>  
<https://can01.safelinks.protection.outlook.com/?url=www.DiscoverTillsonburg.ca&data=02%7C01%7CAnthony.Hymers%40opp.ca%7Cdb6fa0ff6dda45f693e408d773f4725d%7Ccddc1229ac2a4b97b78a0e5cacb5865c%7C0%7C0%7C637105366034870678&data=4R95ZaZOn%2FdcWcbCZ9se1JtOonS%2BhyAenGQEWpKcbFM%3D&reserved=0>  
<https://can01.safelinks.protection.outlook.com/?url=www.Facebook.com%2FTillsonburgON&data=02%7C01%7CAnthony.Hymers%40opp.ca%7Cdb6fa0ff6dda45f693e408d773f4725d%7Ccddc1229ac2a4b97b78a0e5cacb5865c%7C0%7C0%7C637105366034870678&data=qThTE3KYR4gTWA%2BB1W7hgZV%2B05aELIJPhKZCE01mmvI%3D&reserved=0>



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**Subject:** Implementing Pilot Recycling Program at Town Facilities

**Report Number:** RCP 19-60

**Author:** Corey Hill, Parks & Facilities Manager

**Meeting Type:** Council Meeting

**Meeting Date:** Monday, December 9, 2019

---

**Recommendation:**

**THAT Council receives Report RCP 19-60 Implementing Pilot Recycling Program at Town Facilities for information.**

**Background:**

The Town of Tillsonburg's staff and public facilities do not currently have a formal recycling program in place. As per the 2019 Recreation, Culture & Parks business plan, a pilot program to trial a recycling program was to be initiated.

**Discussion:**

The Facilities team has worked with CleanRiver Recycling Solutions and Norfolk Disposal Services in putting together a pilot program within controlled areas of the Tillsonburg Community Centre. The pilot recycling initiative will focus on the following areas of the Tillsonburg Community Centre;

- Reception office (staff side);
- Rotary staff room;
- Maintenance staff room;
- Seniors Centre kitchen;
- Seniors Centre front vestibule/lobby area

The recycling will be a mixed stream of plastic & glass containers/bottles as well as cans and will be collected adjacent to traditional waste in a dual receptacle that will be appropriately labelled. The signage on the receptacles will include text, pictorial as well as color variations to assist users to clearly and easily identify recyclables from waste. The housekeeping staff at the Community Centre will collect the recyclables and waste from the containers nightly as a part of their current duties. The waste and recyclables will then be transferred to separate collection containers (bins for waste and 96 gallon totes for recyclables) for pick up. Waste will be picked up as required (as is the current practice) and the recyclables are picked up on Mondays on a weekly basis.

There are upfront onetime costs (approximately \$3,059 including applicable taxes) associated with the new waste/recyclable receptacles from CleanRiver Recycling

Solutions and an ongoing cost of \$35/pick-up from Norfolk Disposal Services for the mixed stream recyclables. The program will start with weekly pick-ups and then assess whether there is enough volume to warrant that frequency or whether we can extend to every 2nd or 3rd week. The onetime and ongoing costs associated with this pilot program will be covered within existing allocated operational maintenance budget for the Community Centre and Seniors Centre.

The receptacles will be purchased in December 2019 to be ready for program implementation in January 2020 and will continue through to the end of Q2. At that time, the program will be reviewed and evaluated for effectiveness and next phase expansion to include:

- Public Works staff lunchroom;
- Customer Service Centre staff lunchroom;
- Cemetery/Parks staff lunchroom.

#### **Consultation:**

CleanRiver Recycling Solutions and Norfolk Disposal Services were consulted in establishing the pilot program.

#### **Financial Impact/Funding Source:**

The program onetime and ongoing costs will be covered within the 2019 operating budget for Community Centre & Seniors Centre.

#### **Community Strategic Plan (CSP) Linkage:**

1. Excellence in Local Government
  - ☒ Demonstrate strong leadership in Town initiatives
  - ☐ Streamline communication and effectively collaborate within local government
  - ☒ Demonstrate accountability
2. Economic Sustainability
  - ☐ Support new and existing businesses and provide a variety of employment opportunities
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3. Demographic Balance
  - ☒ Make Tillsonburg an attractive place to live for youth and young professionals
  - ☐ Provide opportunities for families to thrive
  - ☐ Support the aging population and an active senior citizenship
4. Culture and Community
  - ☐ Promote Tillsonburg as a unique and welcoming community
  - ☐ Provide a variety of leisure and cultural opportunities to suit all interests

☒ Improve mobility and promote environmentally sustainable living

**Attachments:**

Appendix A – Recommended CleanRiver Recycling Receptacles

**Report Approval Details**

Document Title:	RCP 19-60 - Implementing Recycling at Town Facilities.docx
Attachments:	- RCP 19-60 - ATT 01 - Recommended CleanRiver Recycling Receptacles.docx
Final Approval Date:	Dec 2, 2019

This report and all of its attachments were approved and signed as outlined below:

**Dave Rushton - Nov 29, 2019 - 4:02 PM**

A handwritten signature in black ink, appearing to be 'DR', with a long horizontal line extending to the right.



**Ron Shaw - Nov 29, 2019 - 4:12 PM**

**Donna Wilson - Dec 2, 2019 - 9:19 AM**



## Appendix A

### CleanRiver Recycling Receptacles

<p>FlexE bin</p> <ul style="list-style-type: none"> <li>Has ability to change the number or ratio of streams down the road as your program changes</li> <li>Lightweight and opens at the top using bags inside</li> </ul>	<p>\$269</p> <p>Will require 3 for:</p> <ul style="list-style-type: none"> <li>Rotary room</li> <li>Front office</li> <li>Maint room</li> </ul> <p>Cost: \$912 (incl tx)</p>	
<p>Slimline</p> <ul style="list-style-type: none"> <li>Opens at the top and uses bags attached to clips</li> <li>Slim profile so good for kitchenettes or office spaces</li> </ul>	<p>\$950 with a backboard</p> <p>Will require 2 for:</p> <ul style="list-style-type: none"> <li>Seniors x2</li> </ul> <p>Cost: \$2,147 (incl tx)</p>	 <p>43.50" 46.50" 11.00"</p> <p>IRCTSD-2 51504088 Norwich Free Academy Rev1</p> <p><small>NOTES: Used colors may vary from model depending on real world lighting conditions</small></p>



**Subject:** Awarding the Purchase of Columbaria for Tillsonburg Cemetery

**Report Number:** RCP 19-62

**Author:** Rick Cox, Director of Recreation, Culture & Parks

**Meeting Type:** Council Meeting

**Meeting Date:** Monday, December 9, 2019

---

**Recommendation:**

**THAT the Town of Tillsonburg purchases the supply and delivery of one 96-niche granite and metal octagon columbaria from CFC-Supply (Maidstone) at a cost of \$33,800 plus applicable taxes;**

**AND THAT the Town of Tillsonburg purchases the supply and delivery of one 4-niche all-granite family columbarium from Ingersoll, Memorial Ltd. (Woodstock) at a cost of \$2,901 plus applicable taxes.**

**Background:**

Almost all of the niches in the existing columbaria at the Tillsonburg Cemetery have been sold. As per the amended Cemetery Master Plan, the approved 2019 RCP workplan includes a project to purchase another 96-niche octagon columbaria to match the two existing units as well as two smaller 4-niche family-style units. As with all of Tillsonburg Cemetery columbaria, the cost of purchasing and installing the units is financed over time through recovering a portion from the sale of interment rights in each niche. The last octagon unit was installed at the Cemetery in 2015, and cost the town approximately \$19,500.

**Discussion:**

The Town has had a poor experience with columbaria units that are not constructed entirely from granite. The first unit purchased by the Town had an internal structure made of aluminum which failed and the columbaria started to collapse. That unit was replaced in 2016 with an all-granite unit. Learning from that experience, a tender was issued for the desired new columbaria units specifying all-granite construction as mandatory. No bids were received, and the feedback from vendors was the requirement for all-granite construction. Aluminum/granite construction technology has advanced in the years since the unit the Town had problems with was purchased, and the industry trend is definitely towards mixed-construction units. A revised tender was issued specifying all-granite construction as preferred, and two bids were received, one with all-granite units and one with mixed metal/granite units.

Both respondents have supplied all-granite units to the Town in the past and have a track record of providing the Town with good service. Neither submission included all of the information required by the tender specification, so staff followed up with both vendors to obtain the additional information.

Vendor	96-niche octagon unit		4-niche family unit	
CFC Supply	aluminum/granite	\$33,800	aluminum/granite	\$3,200
Ingersoll Memorials	all-granite	\$50,998	all-granite	\$2,901

Based on the submissions and additional material received, staff are recommending that the award be split, with CFC Supply (Maidstone) being selected to supply and deliver a 96-niche octagon aluminum/granite columbarium at their bid price of \$33,800 and Ingersoll Memorial Ltd. (Woodstock being selected to supply and deliver one 4-niche all-granite family columbarium at their bid price of \$2,901 per unit.

#### **Financial Impact/Funding Source:**

As the cost of the 96-niche units has almost doubled in the four years since the last one was installed, the Town will need to increase the price charged for niche-based interment rights by \$200 in order to recover the cost without compromising the margin needed for operations. The new \$2100 rate is included in the proposed 2020 Rates & Fees list.

The 2019 Capital Budget includes \$36,000 for this project funded by user-pay debt recovered from the sale of interment rights in the niches. The total cost for purchasing the three units considered in the tender from the recommended suppliers is \$39,602. Staff is recommending only purchasing one family unit, which brings the total cost of purchasing them to \$36,701.

Currently, \$320 from each niche interment right sold is used to repay the cost of the unit. The price of interment rights in the existing niches is \$1,900. Staff recommend interment rights in the new 96-niche unit are sold for \$2,100 and \$520 per unit be used to repay the cost of the unit and associated foundation and landscaping.

Staff is still evaluating the appropriate price point for the family columbaria units, as these are the first of this type in Tillsonburg. The range under consideration is from \$6,000 to \$9,500. The unit will be purchased but not installed until sold so that the appropriate engraving can be done in a controlled environment.

By Provincial regulation, 15% of the cost for columbarium niches must be contributed to the permanent Care & Maintenance trust maintained by the Town.

**Community Strategic Plan (CSP) Linkage:**

1. Excellence in Local Government
  - ☒ Demonstrate strong leadership in Town initiatives
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  - ☐ Improve mobility and promote environmentally sustainable living

**Attachments:**

Appendix A – Columbaria drawings





**Report Approval Details**

Document Title:	RCP 19-62 - Awarding the Purchase of Columbaria for Tillsonburg Cemetery.docx
Attachments:	- RCP 19-62 - ATT 01 - columbaria drawings.pdf
Final Approval Date:	Dec 2, 2019

This report and all of its attachments were approved and signed as outlined below:

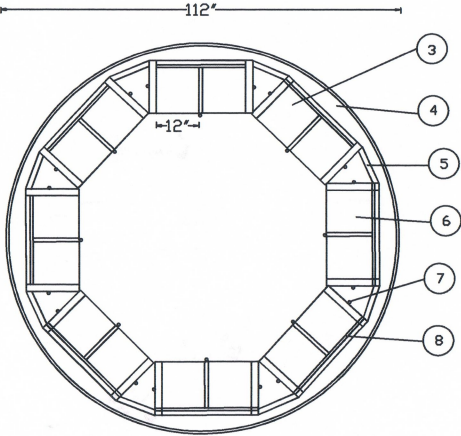
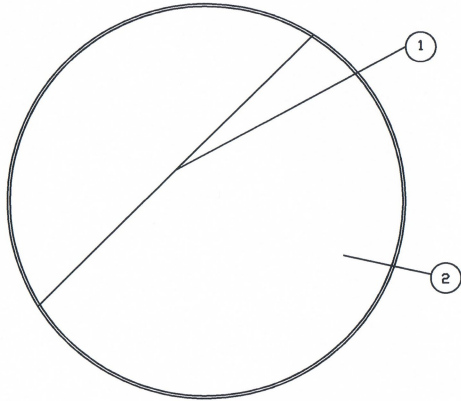
**Dave Rushton - Nov 29, 2019 - 4:48 PM**

A handwritten signature in black ink, appearing to be 'DR', with a horizontal line extending to the right.

**Ron Shaw - Nov 29, 2019 - 5:07 PM**

**Donna Wilson - Dec 2, 2019 - 9:18 AM**

Granite Top



Upper View

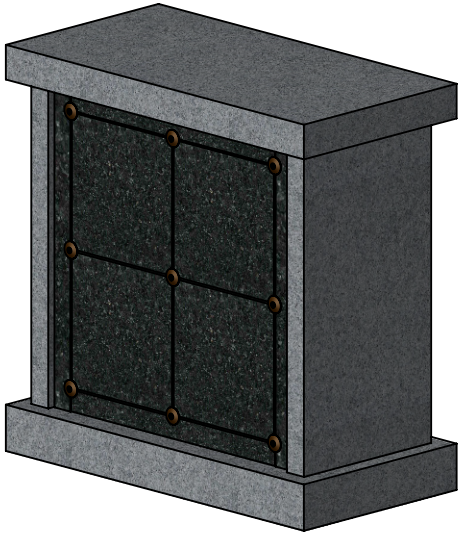


96 Octagon Full Granite Columbarium 12 x 12		
1	Seam on top	1
2	6" Granite Top 2 Piece	2
3	2 Wide x 6 High Granite Niche	8
4	Base	96
5	Decorative Column	248
6	12 x12x12 niche	96
7	Secure point	25
8	Niche Front	

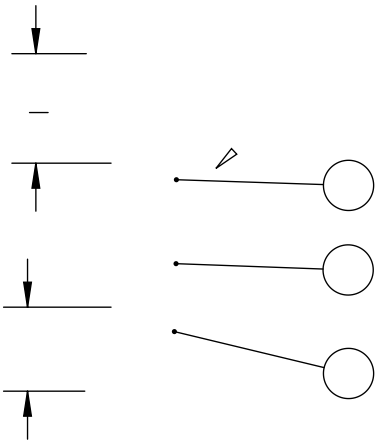
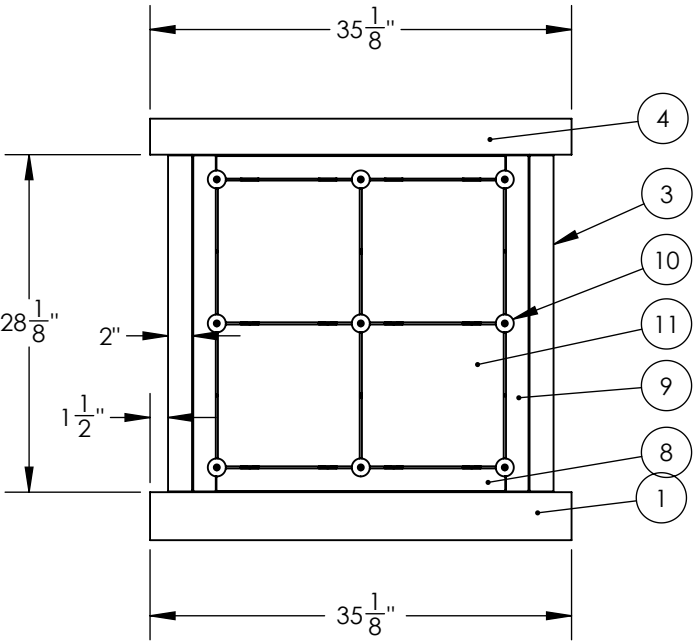
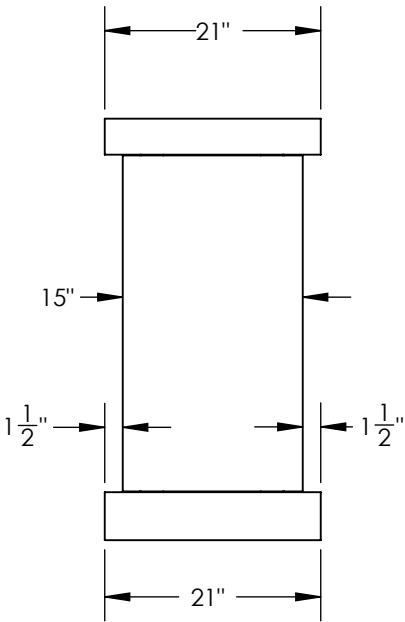
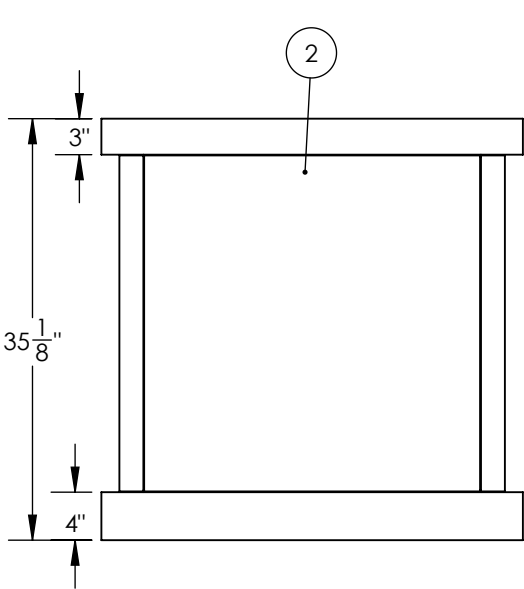
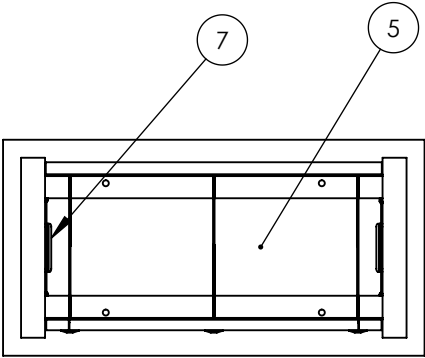
**Proprietary and Confidential**  
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ITEM NO.	PART NUMBER	DESCRIPTION	QTY.
1	BASE-KMI-07029	GRANITE BASE	1
2	BACK-KMI-07030	GRANITE BACK	1
3	SIDE-KMI-04133	GRANITE SIDE COLUMN	2
4	ROOF-KMI-07032	GRANITE TOP	1
5	KMI-04796	2 WIDE 2 HIGH NICHE 15" DEEP TABS	1
6	KMI-03524	HOOK BRACKET FOR 15" DEEP	4
7	KMI-00459	ANCHOR BRACKET	4
8	TRIM-KMI-02213	GRANITE TRIM .875" X 1.875" X 24.063"	2
9	TRIM-KMI-04138	GRANITE TRIM .875" X 1.875" X 28.00"	2
10	ROSETTE	ROSETTE	9
11	DOOR-KMI-04139	NICHE GRANITE DOOR 12" X 12"	4

REVISIONS				Page 248 of 317
REV.	DESCRIPTION	DATE	APPROVED	
02	INITIAL RELEASE	6/29/2016	DM	



3D VIEW  
SCALE: NTS



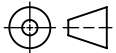
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DIMENSIONS ARE IN INCHES  
FRACTIONAL  $\pm 1/64$   
ANGULAR: MACH  $\pm 1^\circ$  BEND  $\pm 1^\circ$   
TWO PLACE DECIMAL  $\pm .030$   
THREE PLACE DECIMAL  $\pm .010$

INTERPRET DIM AND TOL  
PER ASME Y14.5M - 1994  
THIRD ANGLE PROJECTION



			TITLE: W4 ASSEMBLY 15" DEEP		
SIZE	DWG. NO.	REV			
B	W4-12-DEEP-FLAT	02			
SCALE: 1:16			SHEET 1 OF 1		

NAME	DATE
DRAWN QMINX	11/26/2013
CHECKED	
ENG APPR. DM	6/29/2016

# Ingersoll, Tillsonburg & Thames Memorials

info@ingersollmemorials.com

MONUMENTS • MARKERS • LETTERING • ACCESSORIES

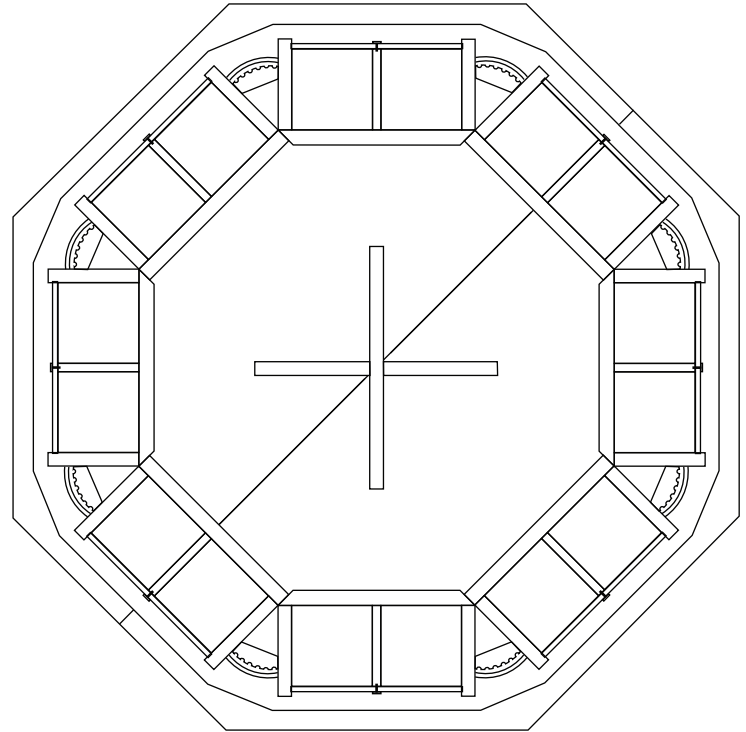
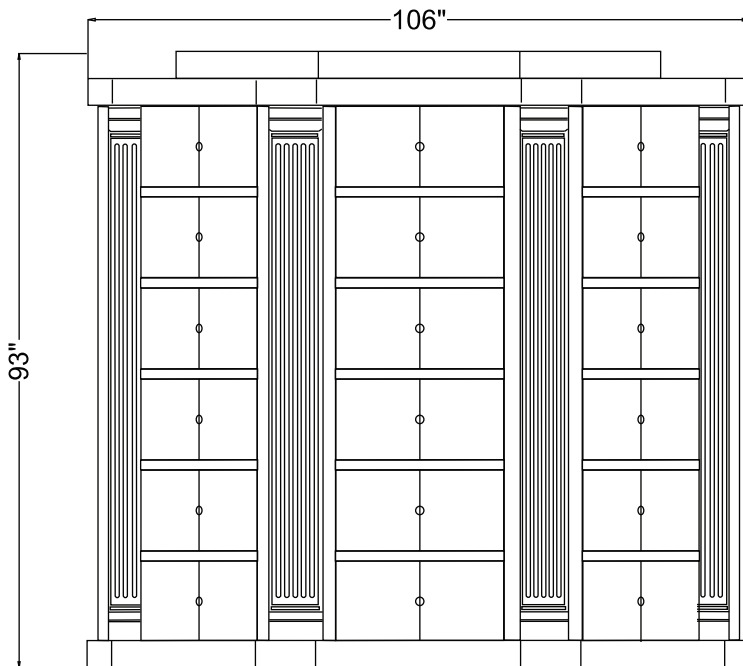
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## 96 Niche Octagonal Columbarium OPTION 2

One Niche plate per niche (drilled 2 holes)  
Each niche approx. 12x12x14" deep

Fine Grey granite structure  
with Black niche doors and fluted columns

Overall size: 106"x106"x93" high

**\$50,998.00** *unit installed on customer  
supplied foundation*

*Plus HST*

*Prices quoted as of October 31, 2019 - all dimensions are approximate*



A family tradition of quality, craftsmanship and service since 1952.

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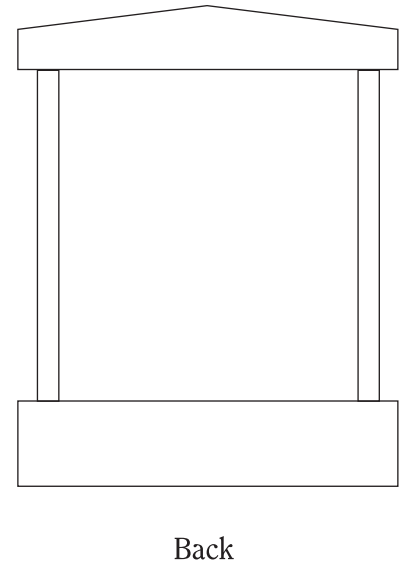
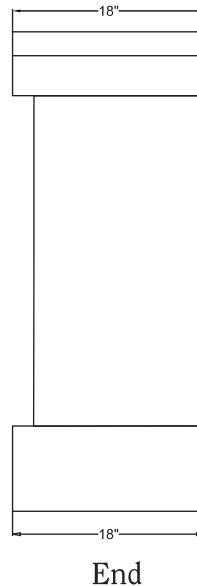
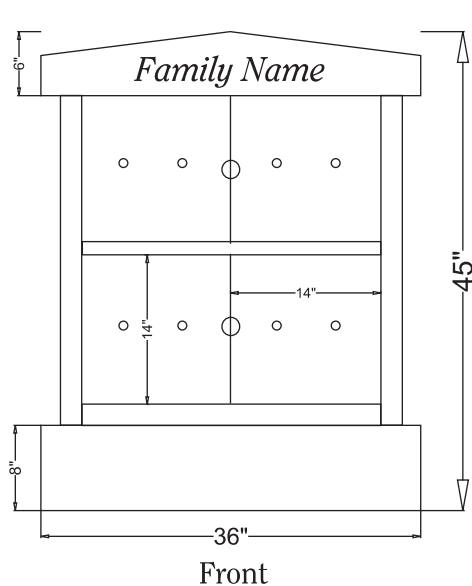
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## Four Niche Family Columbarium

*Single sided for one family with oversized niches*

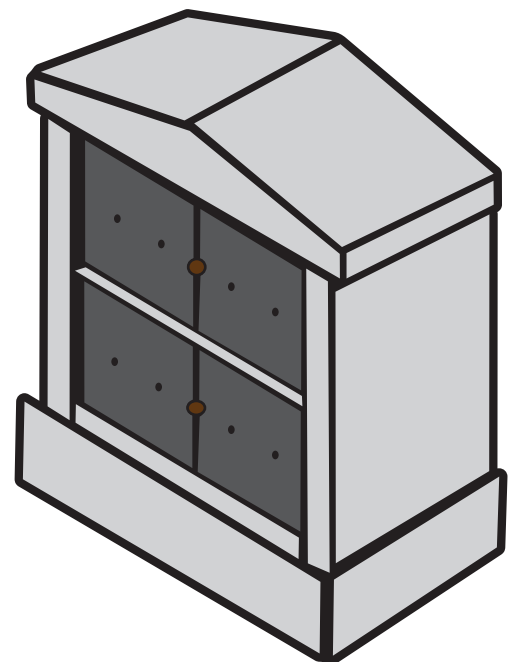
**OPTION 1**

**Roof top OR Flat top**  
**Fine Grey granite frame**  
**Black individual niche plates**

Overall dimensions 36" x 18" x 45" high  
 Each niche approx. 14x14x14" deep

**\$2,901.00**unit installed  
on provided concrete foundation**\$377.13**

HST

**\$3,278.13 Total Cost***Price Quoted as of October 31, 2019*

A family tradition of quality, craftsmanship and service since 1952.



The Corporation of the Town of Tillsonburg

## **Economic Development Advisory Committee**



November 12, 2019

7:30 a.m.

Board Room, Customer Service Centre  
10 Lisgar Ave, Tillsonburg

# **MINUTES**

### **Present:**

Andrew Burns, Councillor Deb Gilvesy, Mayor Stephen Molnar, Lisa Gilvesy, Jesse Goossens, Jim Hayes, Kirby Heckford, Lindsay Morgan-Jacko, Ashton Nembhard, Steven Spanjers, Collette Takacs, Randy Thornton, Cedric Tomico and Lindsay Tribble.

### **Regrets:**

Jeff VanRybroeck and John Veldman

### **Also Present:**

Cephas Panschow, Development Commissioner  
Ron Shaw, Chief Administrative Officer  
Laura Pickersgill, Legislative Services Coordinator

### **1. Call to Order**

The meeting was called to order at 7:31 a.m.

### **2. Adoption of Agenda**

#### Resolution #1

Moved by: Jim Hayes

Seconded by: Collette Takacs

THAT the Agenda as prepared for the Economic Development Advisory Committee meeting of November 12, 2019, be adopted.

Carried

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

There were no disclosures of pecuniary interest declared.

### **4. Adoption of Minutes of Previous Meeting**

The minutes of the meeting were amended as follows:

Ashton Nembhard listed under regrets.

Mayor Stephen Molnar listed as present.

Councillor Rosehart listed under present as a guest.

Date: Tuesday, November 12, 2019

---

Resolution #2

Moved by: Lisa Gilvesy

Seconded by: Lindsay Morgan-Jacko

THAT the Minutes of the Economic Development Advisory Committee meeting dated October 8, 2019, be approved, as amended.

Carried

**5. Presentations/Deputations**

**6. Information Items**

**6.1. Oxford County Reports**

**6.1.1. PW 2019-45 Modernized Sewer Use By-Law**

Councillor Gilvesy and Mayor Molnar will recommend to Council that an education program to Tillsonburg residents' be developed on sewer systems.

It was suggested that a link be provided on the Town's website from the documentary 'Water Brothers' filmed in London, Ontario to educate the public on the usage of sewers.

**6.1.2. PW 2019-44 Transitioning the Blue Box Program to Full Extended Producer Responsibility**

Discussion was held regarding the intention of this transitioning program and how effective these changes will be and at what cost.

**7. General Business & Reports**

**7.1. Monthly Project Updates**

The VanNorman Innovation Park's anticipated completion date is January 2020 and that the tendering process will follow.

Staff to note the second parcel of land at the VanNorman Innovation Park will need to be addressed in the near future.

Development Commissioner provided a summary of the Southwestern Ontario Development Fund that was designed to help businesses create new jobs and invest in new technologies, equipment or skills training for workers. The fund was developed to attract or retain investment in Ontario-based industries and communities. Staff will send out a link to the Committee with information about this fund.

Staff to follow up with Glendale High School on post-secondary education enhancements as no response has been received from the school to date.

Date: Tuesday, November 12, 2019

---

The Town Hall Project Steering Committee will be hosting Public Information Sessions on November 20 from 4:00-8:00 p.m. and on November 21 from 10:00 a.m. to 2:00 p.m. at the Lion's Auditorium regarding the current Town Hall Project proposals as part of fulfilling their duties within the RFP process. Staff will send out the invitation to these sessions to Committee members. Committee recommendations to be brought to Council at the December 9, 2019 meeting.

Staff to send a copy of the presentation to Council from the Town Hall Project Steering Committee on September 23, 2019.

Development Commissioner noted that High Tech Manufacturing Sub-cluster Action Plan has been approved by Council, but has been delayed until January 2020 due to funding restrictions.

## **7.2. Community Strategic Plan**

- 7.2.1. Excellence in Local Government
- 7.2.2. Economic Sustainability
- 7.2.3. Demographic Balance
- 7.2.4. Culture and Community

## **7.3. Tillsonburg Hydro Inc.**

Discussion was held regarding the details on the Hydro Subcommittee Report dated November 12, 2019.

The following resolution was passed.

### Resolution #3

Moved by: Lisa Gilvesy

Seconded by: Lindsay Tribble

RESOLVED THAT the Hydro Sub-committee Report, dated November 12, 2019 be received as information,

AND FURTHER THAT Senior Leadership (SLT) be requested to review the document, including the interest and concerns of the Economic Development Advisory Committee (EDAC) as it relates to the THI Economic Evaluation Model,

AND FURTHER THAT Town Staff be requested to prepare a total development cost comparison to other key municipalities to understand the total cost to residential developers and to ensure that Tillsonburg remains competitive, with a deadline of December 5, 2019.

**Carried**

**7.4. Town Hall Task Force**

This item was discussed under agenda item 7.1.

**7.5. Community Improvement Plan (Oxford Lofts Inc, 83 Rolph St – Phase 2)**

Development Commissioner noted that there has been no action on this plan and that this item will be deferred to the next meeting.

**7.6. Oxford County Water and Wastewater Billing and Collections Review**

Staff to provide options to the Committee regarding setting up a delegation time to Oxford County Council in response to the committee's recommendations on this initiative.

Lindsay Tribble will send feedback from the Tillsonburg Chamber of Commerce to the Committee from their review of this initiative.

**8. Community Organization Updates****8.1. Downtown Business Improvement Association**

The date and location of the BIA Annual General Meeting has been changed to be held on December 3, 2019 at 5:00 p.m. at the Tillsonburg Legion.

The BIA Christmas Crawl is scheduled for December 6, 2019 and details can be found on the BIA's social media page.

Cedric Tomico noted he will follow up with the BIA as to why businesses that were previously involved in the Christmas Crawl were not contacted this year to be involved.

**8.2. Tillsonburg District Chamber of Commerce**

'Business After 5' is being held on November 13, 2019 at 5:30 p.m. at CIBC.

The Annual General Meeting is scheduled for January 15, 2020 at the Carriage Hall with lunch at 11:15 a.m. and the meeting to follow at 12:00 p.m.

The Chamber will be seeking to fill two vacancies on the Board of Directors in the near future.

The Chamber will be finalizing their 2022 Strategic Plan and their 2020 Budget during their meeting held on November 13, 2019 at 7:30 p.m. at the Chamber office.

**8.3. Tillsonburg District Real Estate Board**

Members reviewed and discussed the real estate listings provided.

The Real Estate Luncheon will be held on December 4, 2019.

Date: Tuesday, November 12, 2019

---

**8.4. Physician Recruitment**

Tillsonburg District Memorial Hospital will be contacting their Chief of Staff to encourage the hospital to participate in the program which will provide for medical students to rotate on a monthly basis to the Tillsonburg Hospital.

**9. Correspondence****10. Other Business****11. Round table**

Development Commissioner noted that the Retail Strategic Plan will come back to the committee in Q1 and Q2 of 2020 to fill retail vacancies.

There will be an upcoming public information session on events planned for the 'Tillsonburg 150' celebration.

**12. Next Meeting**

Tuesday, December 10, 2019 at 7:30 a.m. in the Board Room at the Customer Service Centre, 10 Lisgar Ave, Tillsonburg, ON.

**13. Adjournment**Resolution #4

Moved by: Steve Spanjers

Seconded by: Lindsay Morgan-Jacko

THAT the November 12, 2019 Economic Development Advisory Committee meeting be adjourned at 9:11 a.m.

**Carried**





The Corporation of the Town of Tillsonburg

**Tillsonburg Transit  
Advisory Committee**

November 19, 2019

10:00 a.m.

Suite 203, 200 Broadway, 2nd Floor

# MINUTES

**Present:**

Sherry Hamilton, Kathryn Leatherland, Councillor Pete Luciani, Lynn Temoin, John Verbakel, Cindy Allen, Carolijn Verbakel

**Regrets:**

Mayor Stephen Molnar, David Brown, Kevin DeLeebeeck, Director of Operations

**Staff:**

Alex Piggott, Transit Coordinator

Laura Pickersgill, Legislative Services Coordinator

**1. Call to Order**

The meeting was called to order at 10:01 a.m.

**2. Adoption of Agenda**

Resolution #1

Moved by: Cindy Allen

Seconded by: John Verbakel

THAT the Agenda as prepared for the Tillsonburg Transit Advisory Committee meeting of November 19, 2019, be adopted.

Carried

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

There were no disclosures of pecuniary interest declared.

**4. Adoption of Minutes of Previous Meeting**

Resolution #2

Moved by: Pete Luciani

Seconded by: Lynn Temoin

THAT the minutes of the Tillsonburg Transit Advisory Committee dated October 15, 2019, be approved.

Carried

**5. Presentations/Deputations**

## **6. General Business & Reports**

### **6.1.T:GO Transit**

#### **6.1.1. Action Item Summary**

##### **6.1.1.1. Monthly Pass**

Discussion was held regarding the security features being implemented on the monthly pass to deter fraudulent use of the pass.

Staff will investigate if committee members are able to attend the orientation session with the new service provider.

Staff to bring forward an updated version of pass with stipulations listed on the back.

##### **6.1.1.2. Questionnaire**

The questionnaire is to be updated, including the following: question #6 to include text indicating to “click all options that apply”; question #8 “click all options that apply”; question #10 to be reworded to “is the bus generally on time?” and question #21 to add an open-ended comments section.

Staff will arrange a delegation with Kathryn Leatherland through the Multi-Service Centre to provide the details on qualifications for a rider to partake in the Multi-Service Centre’s transportation system.

#### **6.1.2. Fixed Route Service Comments**

It was noted that any concerns brought forward from the public should be directed to the Transit Coordinator for documentation.

Concern was noted about the lack of accessibility with the stop notifications being too low in volume.

#### **6.1.3. Ridership Stats**

Transit Coordinator indicated that presentations are occurring at senior’s residences throughout the Town to educate them on the transit system.

Staff to coordinate with the Chair to set up a presentation at Harvest Retirement Centre.

It was suggested that more outreach needs to occur to the businesses in Town, and specifically in the industrial area to promote use of the transit system. This initiative would encourage use at the end of riders work shifts to accommodate an extended service in the future.

Kathryn Leatherland left at 11:04 a.m.

#### **6.1.4. Christmas Saturday Bus**

Advertisement has taken place using social media, posters and the bus banner to promote the BIA funded Christmas Saturday Bus service.

Staff to investigate having advertisements aired on the local radio station through a media release.

#### **6.1.5. Communications and Marketing update**

Brochures are being consistently restocked at transit pass retail locations.

An official launch of the transit system will be reviewed by the Committee in early 2020.

Staff to add transit information to the community calendar at the local radio station.

It was suggested that it be noted when advertising the transit system that local groups are invited to sponsor extended hours of the bus service.

The Chair will reach out to Oxford Creative Connections for advertising using their marketing mediums.

#### **6.1.6. Bus Stop Winter Maintenance**

The Transit Coordinator reviewed the memo prepared by the Manager of Public Works with respect to Bus Stop Winter Maintenance. It was noted that there is no official minimum maintenance standard for bus stops under the Provincial legislation.

It was noted that the Town maintains the roads and sidewalks (including bus stops) following the provisions set out in the minimum maintenance standards.

Staff are working with the Town's lawyer to finalize the agreement for the bus stop at the Norfolk Mall.

### **6.2. Inter-Community Transit**

#### **6.2.1. RFP Transit Operations**

The RFP is currently on hold due to a request for expression of interest which closes at midnight on November 19, 2019 for the County of Middlesex.

Staff will work with the MTO to amend the agreement with the Province in providing this service.

It was mentioned that Council would encourage the Committee to appear as a delegation to address any concerns with this project.

## **7. Correspondence**

**8. Other Business**

A reminder will be sent out to all committee members during the agenda drafting process prior to agenda circulation.

**9. Next Meeting**

Tuesday, December 17, 2019, at 10:00 a.m.

**10. Adjournment**

Resolution #3

Moved by: John Verbakel

Seconded by: Cindy Allen

THAT the November 19, 2019 Tillsonburg Transit Advisory Committee meeting be adjourned at 11:42 a.m.

Carried



The Corporation of the Town of Tillsonburg

## **Museum Advisory Committee**

Thursday, October 24, 2019

4:30 pm

Program Room- 2<sup>nd</sup> floor Annandale NHS  
30 Tillson Ave., Tillsonburg

# **MINUTES**

### **ATTENDANCE**

Bob Marsden, Patty Phelps, Marianne Sandham, Dianne MacKeigan, Sherry Hamilton, Joan Weston, Donna Scanlan, Rosemary Dean, Chris Rosehart

### **MEMBERS ABSENT/REGRETS**

#### **1. Call to Order**

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

#### **2. Adoption of Agenda**

Moved by: Marianne Sandham

Seconded by: Dianne MacKeigan

##### Resolution #1

THAT the Agenda for the Museum Advisory Committee meeting of September 26, 2019 be adopted as circulated.

Carried

Moved by: Marianne Sandham

Seconded by: Sherry Hamilton

##### Resolution #2

THAT Pat Buyse be added to the agenda to present a cheque and make a presentation regarding the car show and movie night.

Carried

#### **3. Disclosures of Pecuniary Interest and the General Nature Thereof- none**

#### **4. Adoption of Minutes of Previous Meeting**



#### **4.1 Minutes of the Meeting of September 26, 2019**

Moved by: Marianne Sandham

Seconded by: Donna Scanlan

##### Resolution #3

THAT the minutes of the meeting for the Museum Advisory Committee for September 26, 2019 be adopted as circulated.

Carried

Moved by: Sherry Hamilton

Seconded by: Marianne Sandham

##### Resolution #4

THAT the committee move on to reports as we await Pat Buyse' arrival.

Carried

#### **5. Delegations and Presentations-**

Pat Buyse arrived around 5:20 pm to present a cheque for \$1 600.42 as the museum's share from the car show and movie night. Considering the museum expenses for this night amounted to \$5 756.77, this was a loss \$3 380.56. This is the second year in a row that this has produced a loss for the museum. After considerable discussion, the following resolution resulted.

Moved by: Dianne MacKeigan

Seconded by: Marianne Sandham

##### Resolution # 5

THAT the museum not participate in the car show and movie night by My Motors in 2020.

Carried

#### **6.General Business & Reports**

**6.1. Financial-** There is a balance of \$152,286.88 in the Annandale House Trust account.

**6.2. Tour Guides-** Guides remain as is.

**6.3. Curator-** The curator's report was circulated and discussed.

Moved by: Patty Phelps

Seconded by: Joan Weston

Resolution #6

THAT the reports be accepted as discussed.

Carried

Following the curator's report, a lengthy discussion ensued revolving around the reinstating of the stocking penny sale. Donna Scanlan and Sherry Wilson volunteered to undertake this task and co-ordinate the event.

**7. Correspondence-** none

**8. Other Business**

**8.1.** An itemized report was received from My Motors and distributed by Chris Rosehart prior to Pat Buyse' report

Moved by: Rosemary Dean

Seconded by: Donna Scanlan

Resolution #7

THAT the report be received as information.

Carried

**8.2.** Concern was expressed about the town website being unfriendly for users and the blank monitors in the museum lobby. A lively discussion followed.

Moved by: Sherry Hamilton

Seconded by: Donna Scanlan

Resolution #8

THAT the museum advisory committee put together a delegation to express our discontent with media and website concerns to council.

Carried

**8.3.** Terms of reference for our committee will be considered and any changes that are needed will be brought to November's meeting.

**8.4.** Nothing new to report with regards to the budget.

**9. Next Meeting- Thursday, November 28, 2019**

**10. Adjournment**

Moved by: Joan Weston

Resolution #9

THAT the meeting be adjourned at 5:46 p.m.

Carried



The Corporation of the Town of Tillsonburg

## **Museum Advisory Committee**

Thursday, November 28, 2019

4:30 pm

Program Room- 2<sup>nd</sup> floor Annandale NHS  
30 Tillson Ave., Tillsonburg

# **MINUTES**

### **ATTENDANCE**

Bob Marsden, Patty Phelps, Marianne Sandham, Dianne MacKeigan, Sherry Hamilton, Joan Weston, Donna Scanlan, Chris Rosehart

### **MEMBERS ABSENT/REGRETS**

Rosemary Dean

#### **1. Call to Order**

The meeting was called to order at 4:33 p.m.

#### **2. Adoption of Agenda**

Moved by: Joan Weston

Seconded by: Marianne Sandham

##### Resolution #1

THAT the Agenda for the Museum Advisory Committee meeting of November 28, 2019 be adopted with the following additions to Other Business proposed by Sherry Hamilton:

8.4-tours and penny sale

8.5-service club trees on the lawn

8.6-tour of Annandale for committee members

8.7-150<sup>th</sup> anniversary of the town

Carried

#### **3. Disclosures of Pecuniary Interest and the General Nature Thereof- none**

#### **4. Adoption of Minutes of Previous Meeting**

##### **4.1 Minutes of the Meeting of October 24, 2019**

Moved by: Joan Weston

Seconded by: Marianne Sandham

Resolution #2

THAT the minutes of the meeting for the Museum Advisory Committee October 24, 2019 be adopted as circulated.

Carried

**5. Delegations and Presentations- none**

**6. General Business & Reports**

**6.1. Financial-** There is a balance of \$152,577.89 in the Annandale House Trust account.

**6.2. Tour Guides-** Guides were recruited for the November 22 weekend open house. Two tours booked so far for December have guides booked.

**6.3. Curator-** The curator's report was circulated and discussed and is attached.

Following the curator's report Sherry Hamilton questioned whether the whole of the Corner Gallery could be used for the penny sale next year instead of just a small section. She feels we could make more income in the month from the penny sale than we would make in percentage of sales of the artwork from the Oxford Creative Connections. Patty responded that it could be done if the Creative Connections people were given sufficient notice.

Moved by: Patty Phelps      Seconded by: Joan Weston

Resolution # 3

THAT the reports be accepted as discussed.

Carried

**7. Correspondence-** no response from follow-up e-mail regarding the safety of trees on the front lawn.

**8. Other Business**

**8.1.** The terms of reference for our committee were reviewed and amended. Changes will be made and typed and circulated for further review and adoption at December's meeting.



**8.2.** Kathleen Watkin is the new staff member at the museum. Most members have met her.

**8.3.** Repairs have been completed on the Tillson Avenue porch.

**8.4.** Ticket sellers needed for the tours on December 2 and 12. Marianne Sandham will cover the December 2 tour and Donna Scanlan will cover for December 12.

**8.5.** A question about the service club trees by Sherry Hamilton and whether they are on every night. Patty responded that they are and they are on a timer. There was an issue one night but she has fixed the problem. Sherry Hamilton proposed budgeting for a conduit under the sidewalk and a pop-up outlet in the grass for tree lights and music on the lawn groups. Patty responded that it is too late for this year but could be considered for the 2021 budget process.

**8.6** Sherry Hamilton would like a tour of the facility for new members of the committee to familiarize them with the house and its special features. Patty suggested doing this in January when the Christmas decorations come down. It will be done around the work schedule of our members.

**8.7.** 2022 marks the 150<sup>th</sup> anniversary of the founding of Tillsonburg. Sherry Hamilton and Joan Weston are annoyed that nothing has been done in the way of planning for this event. Patty reported that her proposal had been given to the Culture, Heritage and Special Awards Committee for planning around this event. Their meeting on December 4<sup>th</sup> will be devoted to preplanning for this. Sherry Hamilton will be attending their meeting and will report back to our committee.

## **9 Next Meeting- Thursday, December 19, 2019**

## **10. Adjournment**

Moved by: Marianne Sandham

### Resolution #4

THAT the meeting be adjourned at 5:50 p.m.

Carried

## ANNANDALE NATIONAL HISTORIC SITE

## Curator's Report - November 2019

**ATTENDANCE FIGURES**

- Hope to meet 2018 year end numbers, but fewer school bookings due to labour issues may mean lower than anticipated year end numbers
- October numbers lower due to rental bookings that occurred in 2018 but were not repeated in 2019

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec	TOTAL
<b>2019</b>	514	466	510	583	503	1615	2104	1783	645	541			
<b>2018</b>	230	446	481	619	608	1468	2385	1369	574	734	872	1429	11239
<b>2017</b>	677	557	547	557	954	1933	2875	1806	569	593	949	1180	11,064

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Year End
2018	1,160	2,695	4328		8,183
2017	1781	3,444	5,250		
2016	1,832	2,820	4,474	3,077	12,194

**COUMMUNITY MUSEUM OPERATING GRANT (CMOG)**

- Word received Nov. 27 that grant funding has been awarded
- Funds to be released in early December

**EXHIBIT IN THE PRATT GALLERY**

- "From Candy Canes to Snow Covered Lanes" November 22 to January 5, 2020
  - Highlighting the history of the Christmas Card
  - Original cards from the collection on display
  - Majority of display scanned and enlarged cards from collection
  - Wall with items made from Christmas cards very popular
  - Positive feedback from visitors during opening weekend

**OCCI CORNER GALLERY**

- New works installed on Nov. 5
- Also installed jewelry and small carved wooden items for selling over the Christmas season
- YTD Commission for Annandale House Trust \$733.00
- Hoping to see spike in sales for Christmas season

**CHRISTMAS OPEN HOUSE WEEKEND**

- November 22 – 24
- Approx. 250 people visited throughout 3 days
- Official opening on Friday night busiest time with 129 people attending
- Saturday and Sunday slower but steady
- Numbers lower than last year, but not surprising as no Holiday Tour of Homes

**CHRISTMAS SCHOOL PROGRAMING**

- Currently have 16 classes booked from Annandale Public School (K to Grade 7)
- No classes from St. Joseph's Catholic School

- Have reached out to private schools in area

#### **STOCKING PENNY SALE**

- 20 Stockings donated
- Draw on Dec. 20<sup>th</sup>
- Tickets - \$3.00 per sheet or \$5.00 for 2 sheets
- Sherry, Maureen and Donna worked to get everything ready for Nov. 22 start date
- \$381.00 collected to date from ticket sales
  - \$168.00 – sold on Fri. Nov. 22
  - \$126.00 – sold Sat. Nov. 23
  - \$72.00 – sold Sun. Nov. 24
  - \$5.00 – sold Mon. Nov. 25
  - \$5.00 – sold Tues. Nov. 26
  - \$5.00 – sold Wed. Nov. 27

#### **ORIGINAL PHOTOGRAPHIC ARTWORK RAFFLE**

- Historical Society currently raffling an original photographic artwork by Jennifer Jackson featuring Annandale House
- Proceeds will be donated to the Annandale Trust Fund
- Tickets \$5.00
- Looking for people to take a book to sell

#### **DONATED ITEMS FROM NANCY TILLSON ESTATE**

- Curator received word that the items left to the museum by Nancy Tillson will be leaving Calgary Nov. 28
- Expected to take two weeks to arrive

THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 4345

A BY-LAW to amend By-Law 3701, being a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg.

WHEREAS it is deemed necessary and expedient to amend By-Law 3701.

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

- 1. THAT Section 1 to By-Law 3701, “Definitions” be amended with the addition of the following:

Add:

“**Bus Stop**” means a place where a municipal bus regularly stops while picking up or discharging passengers which have been designated by the Town of Tillsonburg and have been marked by signs or otherwise.

“**Bus Stop Sign**” means a sign installed by the Town where the municipal bus stops to pick up or discharge passengers.

- 2. THAT Part 1- Traffic, Section 8 to By-Law 3701 “No Stopping” be amended as follows:

Delete:

- 3) Subsection (2) (a) does not apply to:

Add:

- 2) e) Where municipal bus stops are posted within the Town.

- 3) Subsection (2) does not apply to:

- 3) b) A municipal bus when using the designated bus stops.

4) **No Stopping at Bus Stops (Figure 15) Attached**

- 1) When authorized signs are erected and are on display, which signs are hereby authorized, no person other than those persons operating a municipal bus of the Town of Tillsonburg shall stop a vehicle to load or unload passengers in the designated bus stop.

- 3. THAT Schedule 1 to By-Law 3701 “No Stopping” be amended with the addition of the following:

Add:

Column 1 HIGHWAY	Column 2 SIDE	Column 3 FROM	Column 4 TO	Column 5 TIME OR DAYS
Fox Alley	East and West	Venison St W	40 meters South of Venison St W	Anytime
Broadway St	East	143 meters North of Ridout St E	158 meters North of Ridout St E	Anytime

4. THAT Schedule 2 to By-Law 3701 “Prohibited Parking on Specified Streets Any Time” be amended with the addition of the following:

Add:

Column 1 HIGHWAY	Column 2 SIDE	Column 3 FROM	Column 4 TO	Column 5 TIME OR DAYS
75 Bridge Street	South	28 meters East of Queen Street	70 meters East of Queen Street	No Parking Anytime

5. THAT Schedule 4 to By-Law 3701 Section 14 “No Parking In Loading Zones” be amended as follows:

Delete:

Column 1 HIGHWAY	Column 2 SIDE	Column 3 LOCATION	Column 4 TIME OR DAYS
Broadway St	East	119 to 150 meters North of Ridout St	15 minutes

Add:

Column 1 HIGHWAY	Column 2 SIDE	Column 3 LOCATION	Column 4 TIME OR DAYS
Broadway St	East	119 meters to 143 meters North of Ridout St E	15 minutes

6. THAT Schedule 9 to By-Law 3701 “Designated Stop Signs” be amended as follows:

Delete:

COLUMN 1 INTERSECTION	COLUMN 2 FACING TRAFFIC
Dereham Drive at Lowrie Crescent	Westbound on Dereham Drive
Dereham Drive at Sanders Crescent	Eastbound on Dereham Drive

Add:

Stop Signs INTERSECTION	Stop Signs FACING TRAFFIC
Arnold Street at Denrich Avenue	Eastbound on Arnold Street
Arnold Street at Sanders Crescent	Southbound on Arnold Street
Denis Court at Lady Avenue	Eastbound on Denis Court
Denrich Avenue at Wilson Avenue	Westbound on Denrich Avenue
Frank Street at Delevan Crescent	Southbound on Frank Street
Frank Street at Fourth Street	Northbound on Frank Street
Frank Street at Second Street	Northbound & Southbound on Frank St
Frank Street at Third Street	Northbound & Southbound on Frank St
Goldenrod Drive at Ridge Boulevard	Southbound on Goldenrod Drive
Harvest Avenue at Potters Road	Northbound on Harvest Avenue
Howe Avenue at Denrich Avenue	Southbound on Howe Avenue



Howe Avenue at Segal Drive	Southbound on Howe Avenue
Jane Street at Lowrie Crescent	Westbound on Jane Street
Judy Avenue at Segal Drive	Southbound on Judy Avenue
Kamps Crescent at Denrich Avenue	Westbound & Southbound on Kamps Crescent
Lady Avenue at Ridge Boulevard	Southbound on Lady Avenue
Lowrie Crescent at Wilson Avenue	Northbound on Lowrie Crescent
Maple Villa Court at Concession St East	Southbound on Maple Villa Court
Reid Street at Concession St West	Northbound on Reid Street
Richard Court at Lady Avenue	Westbound on Richard Court
Sandy Court at Tillson Avenue	Eastbound on Sandy Court
Second Street at Delevan Crescent	Westbound on Second Street
Third Street at Delevan Crescent	Westbound on Third Street
Thistle Court at Goldenrod Drive	Northbound on Thistle Court
Westfield Drive at Quarter Town Line Road	Eastbound on Driveway
Wilson Avenue at Denrich Avenue	Eastbound on Wilson Avenue

7. THAT Schedule 10 to By-Law 3701 “Designated Yield Signs” be amended as follows:

**Delete:**

COLUMN 1 INTERSECTION	COLUMN 2 FACING TRAFFIC
Denis Court at Lady Avenue	Eastbound on Denis Court
Frank Street at Delevan Crescent	Southbound on Frank Street
Frank Street at Fourth Street	Northbound on Frank Street
Frank Street at Second Street	Northbound & Southbound on Frank St
Frank Street at Third Street	Northbound & Southbound on Frank St
Goldenrod Drive at Ridge Boulevard	Southbound on Goldenrod Drive
Howe Avenue at Denrich Avenue	Southbound on Howe Avenue
Howe Avenue at Segal Drive	Southbound on Howe Avenue
Judy Avenue at Segal Drive	Southbound on Judy Avenue
Kamps Crescent at Denrich Avenue	Westbound & Southbound on Kamps Crescent
Lady Avenue at Ridge Boulevard	Southbound on Lady Avenue
Richard Court at Lady Avenue	Westbound on Richard Court

Second Street at Delevan Crescent	Westbound on Second Street
Third Street at Delevan Crescent	Westbound on Third Street
Thistle Court at Goldenrod Drive	Northbound on Thistle Court

**Add:**

<b>COLUMN 1 INTERSECTION</b>	<b>COLUMN 2 FACING TRAFFIC</b>
Merging lane Broadway to North St W	Westbound on North St W
Merging lane Broadway to North St E	Eastbound on North St E
Merging lane Tillson Ave to North St E	Eastbound on North St E
Merging lane North St E to Cranberry Rd	Northbound on Cranberry Rd
Merging lane North St W to Tillson Ave	Southbound on Tillson Ave
Merging lane Cranberry Rd to North St E	Westbound on North St E
Merging lane Simcoe St to Tillson Ave	Northbound on Tillson Ave
Merging lane Vienna Rd to Highway 3	Westbound on Highway 3
Merging lane Highway 3 to Highway 19	Northbound on Highway 19
Merging lane Highway 19 to Highway 3	Eastbound on Highway 3
Merging lane Highway 3 to Vienna Rd	Southbound on Vienna Rd
Merging lane John Pound Rd to Highway 3	Westbound on Highway 3

8. THAT Schedule 11 of By-Law 3701 “One Way Streets” be amended with the addition of the following:

**Add:**

<b>Column 1 HIGHWAY</b>	<b>Column 2 FROM</b>	<b>Column 3 TO</b>	<b>Column 4 DIRECTION</b>
Fox Alley	Venison St W	40 meters South of Venison St W	North

9. THAT these amendments to By-Law 3701 are hereby declared to be part of that By-Law as if written therein.

10. THAT this By-law shall come into full force and effect upon passing.

**READ A FIRST AND SECOND TIME THIS 9th day of DECEMBER, 2019.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 9th day of DECEMBER, 2019.**

\_\_\_\_\_  
MAYOR – Stephen Molnar

\_\_\_\_\_  
TOWN CLERK – Donna Wilson

FIGURE 15



**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 4363**

**A BY-LAW To Assume Municipal Services in Glendale West Subdivision,  
Registered Plan 41M-305.**

**WHEREAS** the Subdivision Agreement between the Corporation of the Town of Tillsonburg and Performance Communities Realty Inc. provides for the installation of certain public services;

**AND WHEREAS** the Town has received certification that the services in Registered Plan 41M-305, have been constructed and installed in accordance with Town specifications.

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

1. THAT the services in Registered Plan 41M-305, more particularly described in the Subdivision Agreement between the Corporation of the Town of Tillsonburg and Performance Communities Realty Inc. dated August 26, 2015, be and are hereby assumed as public services;
2. THAT this By-law shall come into full force and effect upon passing.

READ A FIRST AND SECOND TIME THIS 9th day of DECEMBER, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 9th day of DECEMBER, 2019.

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MAYOR – Stephen Molnar

---

TOWN CLERK – Donna Wilson

all *uses permitted* in Table 7.1.



- 7.5.21.2 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R2-21 Zone use any *lot*, or *erect*, *alter*, or use any *building* or *structure* for any purpose except in accordance with the following provisions:
- 7.5.21.2.1 LOT COVERAGE
- Maximum **55%**
- 7.5.21.2.2 REAR YARD DEPTH
- Minimum **6.0 m (19.69 ft)**
- 7.5.21.2.3 EXTERIOR SIDE YARD WIDTH
- Minimum **4.5 m (14.76 ft)**
- 7.5.21.2.4 INTERIOR SIDE YARD WIDTH
- Minimum **1.2 m (3.9 ft)**
- 7.5.21.2.5 PERMITTED PROJECTIONS & ENCROACHMENTS FOR COVERED DECKS, PATIOS & PORCHES
- Notwithstanding Table 5.37.1- Permitted Projections into Required Yards, covered decks, patios and porches within any R2-21 Zone may project **3.0 m (9.8 ft)** into any required rear yard. In no circumstance shall the minimum setback between the projection and rear lot line be less than **3.0 m (9.8 ft)**.
- 7.5.21.3 That all of the provisions of the R2 Zone in Section 7.2 of this By-Law, as amended, shall apply and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply *mutatis mutandis*.”
4. That Section 8.6 to By-Law Number 3295, as amended, is hereby further amended by adding the following at the end thereof:
- “8.6.16 **LOCATION: PART LOT 72, LOT 72A, PLAN 500, SOUTH SIDE OF NORTH STREET EAST– NORTHCREST ESTATES, R3-16 (H) (KEY MAP 8)**
- 8.6.16.1 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R3-16 zone *use* any *lot*, or *erect*, *alter*, or *use* any *building* or *structure* for any purpose except the following:
- a street-fronting townhouse dwelling;*  
*a converted dwelling, containing not more than 4 dwelling units;*  
*a home occupation;*
- 8.6.16.2 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R3-16 Zone use any *lot*, or *erect*, *alter*, or use any *building* or *structure* for any purpose except in accordance with the following provisions:
- 8.6.16.2.1 LOT COVERAGE
- Maximum **55 %**
- 8.6.16.2.2 LOT FRONTAGE FOR INTERIOR UNIT
- Minimum **6.0 m (19.69 ft)**
- 8.6.16.2.3 LOT FRONTAGE FOR END UNIT
- Minimum **7.6 m (24.9 ft)**
- 8.6.16.2.4 LOT AREA FOR INTERIOR UNIT
- Minimum **190 m<sup>2</sup> (2045 ft<sup>2</sup>)**

- 8.6.16.2.5

LOT AREA FOR END UNIT

Minimum

235 m<sup>2</sup> (2529 ft<sup>2</sup>)
- 8.6.16.2.6

EXTERIOR SIDE YARD WIDTH

Minimum

4.5 m (14.76 ft)
- 8.6.16.2.7

REAR YARD DEPTH

Minimum

6.0 m (19.69 ft)
- 8.6.16.2.8

PERMITTED PROJECTIONS & ENCROACHMENTS FOR COVERED DECKS, PATIOS & PORCHES

Notwithstanding Table 5.37.1- Permitted Projections into Required Yards, covered decks, patios and porches within any R3-16 Zone may project **3.0 m** (9.8 ft) into any required rear yard. In no circumstance shall the minimum setback between the projection and rear lot line be less than **3.0 m** (9.8 ft).
- 8.6.16.2.9

FRONT LOT LINE

Notwithstanding Section 4.105.1 of this By-Law, for *street-fronting townhouse dwellings* located on a *corner lot*, the *front lot line* shall be deemed to be the longer *lot line* abutting a *street*.
- 8.6.16.3

That all of the provisions of the R3 Zone in Section 8.2 of this By-Law, as amended, shall apply and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply mutatis mutandis.”
5.

This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 9<sup>th</sup> day of December, 2019.

READ a third time and finally passed this 9<sup>th</sup> day of December, 2019.

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MAYOR – Stephen Molnar

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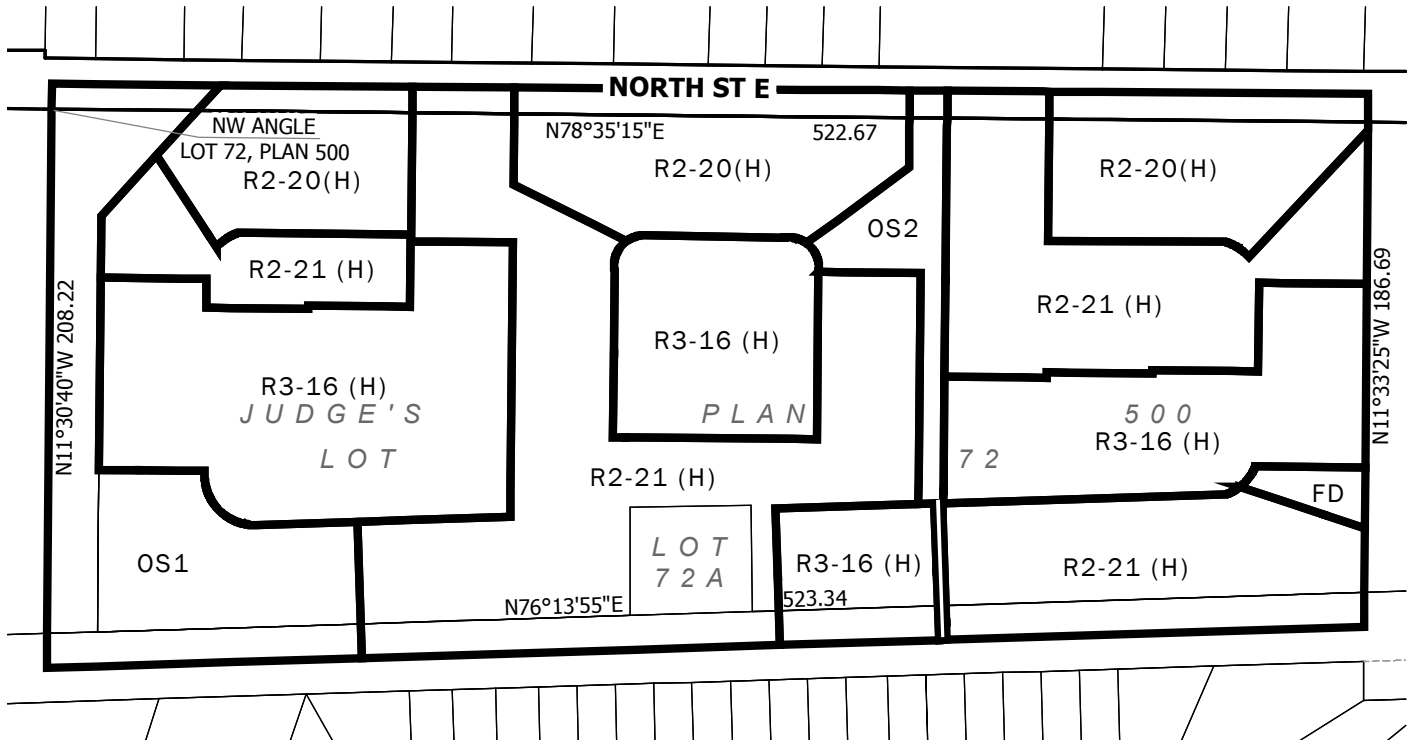
TOWN CLERK – Donna Wilson

**SCHEDULE "A"**

TO BY-LAW No. 4364

LOTS 72 AND 72A, JUDGE'S PLAN 500

TOWN OF TILLSONBURG



R2-20(H)	AREA OF ZONE CHANGE TO R2-20(H)
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R2-21(H)	AREA OF ZONE CHANGE TO R2-21(H)
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R3-16(H)	AREA OF ZONE CHANGE TO R3-16(H)
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OS1	AREA OF ZONE CHANGE TO OS1
-----	----------------------------

OS2	AREA OF ZONE CHANGE TO OS2
-----	----------------------------

FD	AREA OF ZONE CHANGE TO FD
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NOTE: ALL DIMENSIONS IN METRES

THIS BY-LAW IS INTENDED TO ENCOMPASS  
ALL OF THE DRAFT PLAN OF SUBDIVISION  
SB19-06-7.

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A" TO

BY-LAW No. 4364, PASSED

THE 9<sup>TH</sup> DAY OF DECEMBER, 2019

## THE CORPORATION OF THE TOWN OF TILLSONBURG

### BY-LAW 4368

**A BY-LAW To Appoint a Committee of Adjustment for the Town of Tillsonburg pursuant to Section 44 of the Planning Act., R.S.O. 1990 c. P. 13.**

**WHEREAS** Section 44 of the Planning Act, 1990 allows municipalities who have passed a zoning by-law under Section 34 of the Act, to appoint a Committee of Adjustment for the municipality.

**AND WHEREAS** the Municipality of the Town of Tillsonburg wish to constitute and appoint a Committee of Adjustment.

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

1. THAT the Committee of Adjustment for the Corporation of the Town of Tillsonburg shall have all statutory duties listed under Sections 44 and 45 of the Planning Act., R.S.O. 1990 c. P. 13, as amended.
2. THAT the following members of Council shall be appointed to the Town of Tillsonburg Committee of Adjustment for a term to expire December 31, 2020;
 

Stephen Molnar	Pete Luciani
Dave Beres	Chris Parker
Penny Esseltine	Chris Rosehart
Deb Gilvesy	
3. THAT the Chair of the Committee of Adjustment shall be the Mayor of the Town of Tillsonburg or designate.
4. THAT the Clerk for the Town of Tillsonburg, or designate, is responsible for the Secretary-Treasurer duties of the Committee of Adjustment as prescribed in the Planning Act.
5. THAT all hearings of the Committee of Adjustment shall be called by the Secretary-Treasurer or designate as it is necessary, according to the submission of applications for minor variances and shall take place in Council Chambers during a regular scheduled Council meeting.
6. THAT By-Law 4233 be hereby repealed.
7. THAT any other By-Law inconsistent with this By-Law shall be hereby repealed.
8. THAT this By-law shall come into full force and effect upon passing.

READ A FIRST AND SECOND TIME THIS 9th day of DECEMBER, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 9th day of DECEMBER, 2019.

---

MAYOR – Stephen Molnar

---

TOWN CLERK – Donna Wilson

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 4369**

**A BY-LAW To Adopt a Municipal Retail Cannabis Policy for the Town of Tillsonburg.**

**WHEREAS** Section 207(1) of the Municipal Act, 2001 states that a municipality shall adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.

**AND WHEREAS** the Council of the Corporation of the Town of Tillsonburg is desirous of adopting the Municipal Retail Cannabis Policy.

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

1. THAT the Municipal Retail Cannabis Policy attached hereto as “Schedule A” is hereby adopted and forms part of this by-law.
2. THAT this By-law shall come into full force and effect upon passing.

READ A FIRST AND SECOND TIME THIS 9th day of DECEMBER, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 9th day of DECEMBER, 2019.

---

MAYOR – Stephen Molnar

---

TOWN CLERK – Donna Wilson





**SOCIAL & HEALTHCARE SERVICES**  
**Policy 10-002: Municipal Cannabis Retail Policy**

Approval Date:

Approval Authority: Council, By-Law 4369

Effective Date:

Next Scheduled Review Year: 2024

Department: Office of the Clerk

Last reviewed:

Revision Date/s:

Schedules: Attachments:

Schedule "A" – Cannabis Retail Analysis – Town of Tillsonburg

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**Policy Statement:**

Tillsonburg Town Council passed a resolution to "opt in" to allow a licensed cannabis retail store to be located in Tillsonburg. As recommended by The Association of Municipalities of Ontario (AMO) Tillsonburg wishes to adopt a Municipal Cannabis Retail Policy to address significant local sensitive uses and give direction to staff in responding to the 15-day window during the AGCO commentary process. It is the Town's position that the Registrar for the Alcohol and Gaming Commission of Ontario (AGCO) should respect local sensitive land uses as defined in this policy and not permit a cannabis retail store within the 70 metre buffers of these locations.

**Purpose:**

The Alcohol and Gaming Commission of Ontario (AGCO) is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff.

The AGCO will review municipal and public input with regards to a proposed store location to ensure it is consistent with the public interest as defined in the regulations. Municipal comments and comments from the public must focus on three provincial public interest objectives: protecting public health and safety, protecting youth and restricting their access to cannabis, and ending illegal sales of cannabis and illicit activities in relation to cannabis.

The AGCO Registrar is not obligated to decline a store licence where a municipality or a member of the public provides a submission that is not supportive of a proposed location. The Registrar has mandated a 150 metre setback from schools where no cannabis retail store would be permitted to be located.

The purpose of this policy is to provide direction for Town staff to provide input to the AGCO as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in the Town of Tillsonburg. The policy sets out locally sensitive land uses (in addition to schools under the Ontario Education Act) with respect to the location of cannabis

retail stores that the municipality would want considered by the AGCO with respect to the licensing process.

### **Scope:**

This policy applies to all Notices of Proposed ‘Cannabis Retail Store’ that will be provided by the AGCO.

Bill C-45, the Cannabis Act came into effect on October 17, 2018. The Act legalizes access to recreational cannabis in Canada and controls and regulates how cannabis is grown, distributed and sold.

In Ontario, the Cannabis Licence Act, 2018 and Ontario Regulation 468/18 provide the Registrar of the Alcohol and Gaming Commission of Ontario (AGCO) with the authority to establish standards and requirements respecting the licensing of cannabis retail stores, including matters in which municipal governments may have an interest.

Under Ontario Regulation 468/18, municipalities are not authorized to pass by-laws under the Municipal Act, 2001 with respect to business licensing or under the Planning Act with respect to zoning, interim control or site plan control with respect to cannabis retail stores.

### **Definitions:**

**“Cannabis Retail Store”** shall mean a recreational cannabis retail store licensed by the Alcohol and Gaming Commission of Ontario.

#### **“Public Interest” shall mean:**

- i. Protecting public health and safety;
- ii. Protecting youth and restricting their access to cannabis; and
- iii. Preventing illicit activities in relation to cannabis.

**“Retail Store”** as defined in the Town of Tillsonburg’s Zoning By-law, shall mean a building, or part of a building, in which goods, wares, merchandise, or articles are offered for sale, but does not include any establishment otherwise defined or classified herein.

**“Sensitive Land Uses”** for the purpose of this policy are defined as Parks, Public Libraries and Daycares.

### **Procedure:**

#### **1. Cannabis Retail Stores and Sensitive activities:**

- 1.1. The Town acknowledges that cannabis retail stores are permitted within areas zoned for retail stores within the Town’s Zoning By-law. The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality’s Official Plan and Zoning By-law are applicable to all retail activities, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is

legal and is a permitted use in the zones that permit a 'retail store'.

- 1.2. Schedule "A" generally identifies where a cannabis retail store is a permitted use. Under the Town's Zoning By-law, the zones that permit a retail store are 'Central Commercial Zone (CC)', the 'Service Commercial Zone (SC)', Entrepreneurial Zone (EC) and the Neighbourhood Commercial Zone (NC). A retail outlet that is accessory to a permitted use, such as a processing plant, is also permitted in the 'General Industrial Zone (MG)' and 'Restricted Industrial Zone (MR)' zones throughout the Town, as shown on the map.
- 1.3. Schedule "A" identifies all Schools as defined by the Education Act as well as a 150 metre buffer (from the property line) where a cannabis retail store would not be permitted by Provincial Regulation.
- 1.4. Schedule "A" identifies sensitive land uses Parks, Public Libraries and Daycares, as well as a 70 metre buffer, that, the Town considers as sensitive land uses and the Town requests that cannabis retail stores not be permitted.
- 1.5. Once Town Staff become aware that a Notice has been posted they will review Schedule "A" in detail to ensure there are not any new or missed sensitive areas. Schedule "A" is not to be taken as the final document for sensitive land uses as updates may be required through future development.

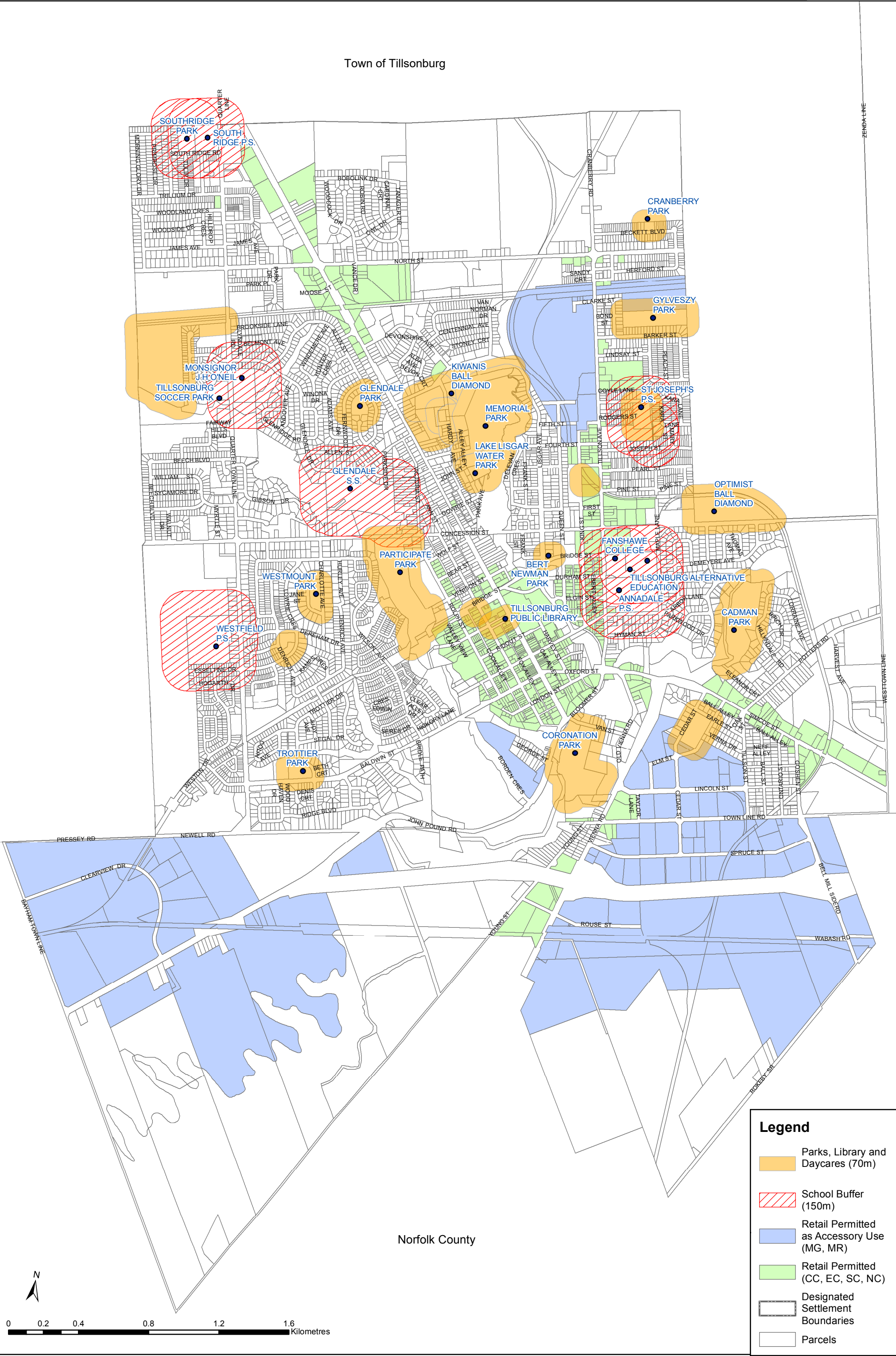
## **2. Response Protocol for Notice of Proposed Cannabis Retail Store by AGCO:**

- 2.1. Upon receiving a Notice of Proposed Cannabis Retail Store, staff shall circulate the Notice to Senior Leadership Team, the Chief Building Official, Development Commissioner and Oxford County Planning Department for comment. All comments received, as well as the necessary mapping and this policy shall be provided to the AGCO for consideration. Staff will ensure zoning allows a retail establishment as a permitted use and ensure the separation distances shown on Schedule "A" are met. Town Staff will also post the Notice on Town social media as another means to make the public aware and allow residents time to provide comments to AGCO.
- 2.2. Time limits do not make it practical to bring a report before Council once Staff become aware of a Notice, therefore the Town Clerk and the Chief Building Official or designates are delegated the responsibility to submit comments to the AGCO on behalf of the Corporation. Regular updates would be provided to Council regarding correspondence with the AGCO.
- 2.3. While the licensing of the store operation is the responsibility of the AGCO, the Ontario Building Code (OBC) applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory. Should a licensed authorized retailer be required to construct or alter a building in order to create the retail space, they will be required to obtain a building permit under the Ontario Building Code Act. These spaces will be classified as Group E (mercantile) under the OBC and will be required

to adhere to the construction and safety requirements of the OBC in order to establish and occupy the premises.

**3. Cannabis retail store should not be permitted within:**

- 3.1. 150 metre buffer from all school property lines as defined in the Education Act.
- 3.2. 70 metre buffer from all sensitive land uses which includes Parks, Public Libraries and Daycares.





**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 4370**

**A BY-LAW To Authorize the temporary suspension of heavy truck traffic along Concession Street West from the Westerly Town Limit to Quarter Town Line.**

**WHEREAS** Schedule 13 of By-Law 3701 designates Concession Street from the Western Limit to Maple Lane as a Heavy Traffic Route;

**WHEREAS** the Council of the Corporation of the Town of Tillsonburg deems it necessary to temporarily suspend heavy truck traffic along Concession Street West from the westerly Town limits to Quarter Town Line.

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

1. Notwithstanding Schedule 13 of By-Law 3701, that heavy truck traffic along Concession Street West from the Western Town Limit to Quarter Town Line be temporary suspended until June 30, 2020;
2. THAT this By-law shall come into full force and effect upon passing.

READ A FIRST AND SECOND TIME THIS 9th day of DECEMBER, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 9th day of DECEMBER, 2019.

---

MAYOR – Stephen Molnar

---

TOWN CLERK – Donna Wilson

**THE CORPORATION OF THE TOWN OF TILLSONBURG**  
**BY-LAW 4372**

A By-Law to amend Zoning By-Law Number 3295, as amended.

WHEREAS the Municipal Council of the Corporation of the Town of Tillsonburg deems it advisable to amend By-Law Number 3295, as amended.

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

1. That Schedule "A" to By-Law Number 3295, as amended, is hereby amended by changing to 'R3-17' the zone symbol of the lands so designated 'R3-17' on Schedule "A" attached hereto.
2. That Section 8.6 to By-Law Number 3295, as amended is hereby further amended by adding the following:

"8.6.17     **LOCATION: EAST SIDE OF WOODCOCK DRIVE, LOT 3, PLAN M-16 (Key Map 3)**

8.6.17.1     Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R3-17 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

*a single detached dwelling;*  
*a duplex dwelling;*  
*a multiple unit dwelling, to a maximum of 4 units.*

8.6.17.2     Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R3-17 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except in accordance with the following provisions:

8.6.17.2.1   LOT AREA

Minimum ft <sup>2</sup> )	<b>1,184   m<sup>2</sup>   (12,744</b>
------------------------------	--

8.6.17.2.2   LOCATION OF OFF-STREET PARKING

Notwithstanding any provisions of the By-law to the contrary, off-street *parking* may be located in the *front yard* of lands zoned R3-17.

8.6.17.3     That all of the provisions of the R3 Zone in Section 8.2 of this By-Law, as amended, shall apply; and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply mutatis mutandis."

3.     This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

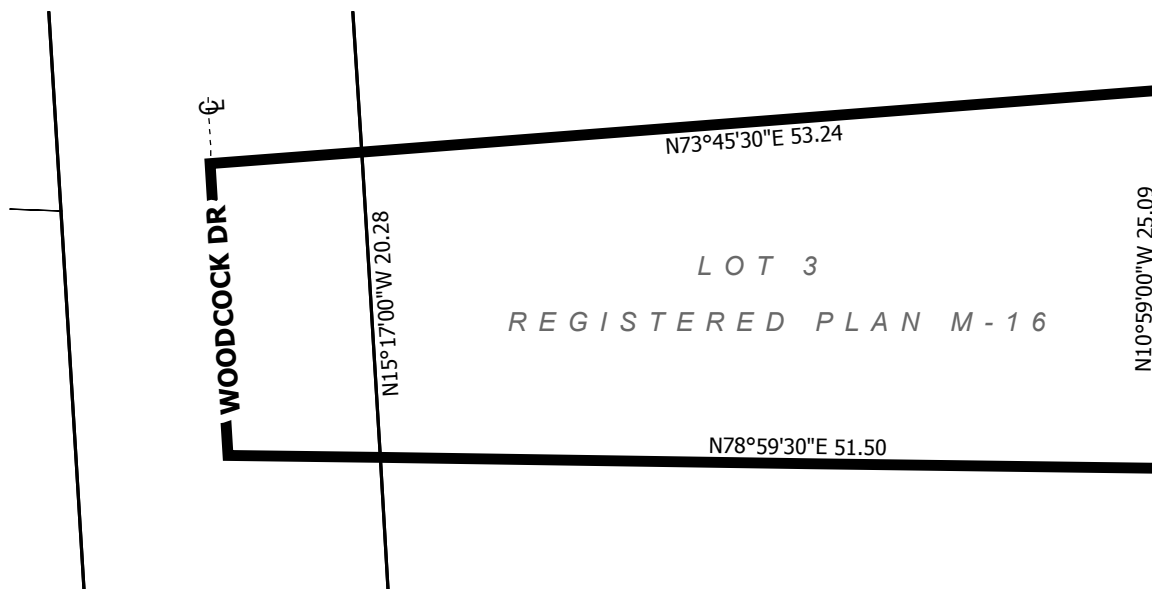
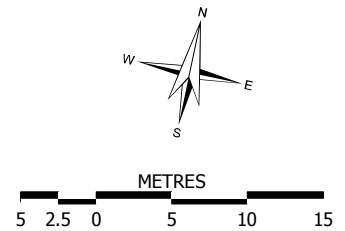
**READ A FIRST AND SECOND TIME THIS 9<sup>TH</sup> DAY OF DECEMBER, 2019.**

**READ A THIRD TIME AND FINALLY PASSED THIS 9<sup>TH</sup> DAY OF DECEMBER, 2019.**

\_\_\_\_\_  
MAYOR – Stephen Molnar

\_\_\_\_\_  
TOWN CLERK – Donna Wilson

**SCHEDULE "A"**  
 TO BY-LAW No. 4372  
 LOT 3, REGISTERED PLAN M-16  
 TOWN OF TILLSONBURG



 AREA OF ZONE CHANGE TO R3-17

NOTE: ALL DIMENSIONS IN METRES



Produced By The Department of Corporate Services  
 Information Services ©2019

THIS IS SCHEDULE "A"

TO BY-LAW No. 4372, PASSED

THE 9 DAY OF December, 2019

\_\_\_\_\_  
 MAYOR - Stephen Molnar

\_\_\_\_\_  
 TOWN CLERK - Donna Wilson

# THE CORPORATION OF THE TOWN OF TILLSONBURG

## BY-LAW 2020-001

### **A BY-LAW To Provide a Schedule of Fees for certain Municipal applications, services and permits.**

**WHEREAS** Section 39(1) of the Municipal Act, S. O. 2001, c. M. 25, as amended, provides that without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons, for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control;

**WHEREAS** it is necessary and expedient to establish a Schedule of Fees for certain Municipal applications, services and permits;

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

1. THAT Schedule "A" to this By-Law is adopted as the Schedule of Fees for certain Municipal applications services and permits listed therein.
2. Should the provisions of any other By -Law of the Town of Tillsonburg or other document purporting to set the Fees listed in Schedule " A" be in conflict with the provisions of this By -Law, the provisions of this By -Law shall prevail.
3. That Schedule "A" to this By-Law forms part of this By-Law as if written herein.
4. This By-Law shall come into full force and effect on the day of its passing.
5. That By-Law 4251 passed on the 28th of January, 2018 shall be hereby repealed.

**READ A FIRST AND SECOND TIME THIS 9th day of DECEMBER, 2019.**

**READ A THIRD AND FINAL TIME AND PASSED THIS \_\_\_ day of \_\_\_\_\_, 2019.**

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MAYOR – Stephen Molnar

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TOWN CLERK – Donna Wilson

Item	2020 Fee	Tax
<b>Animal Control</b>		
Boarding Fee Cat	25.00	HST
Boarding Fee Dog	25.00	HST
Call out fee for service	110.00	HST
Dog license - spayed or neutered before March 31 (discounted)	17.00	Exempt
Dog license - spayed neutered after March 31	35.00	Exempt
Dog license - intact - before March 31 (discounted)	22.00	Exempt
Dog license - intact - after March 31	40.00	Exempt
Cat license - spayed or neutered before March 31	15.00	Exempt
Cat license - spayed neutered after March 31	20.00	Exempt
Cat license - intact - before March 31	20.00	Exempt
Cat license - intact - after March 31	25.00	Exempt
Cat/dog license - replacement	5.00	Exempt
Euthanasia and Disposal - Cat	60.00	HST
Euthanasia and Disposal - Dog	80.00	HST
Live Trap Placement	110.00	HST
Muzzle Order Appeal	200.00	Exempt
<b>By-law Enforcement</b>		
Invoice admin processing fee	255.00	HST
Issue Order	130.00	HST
Re-issuance of Permit/License/Document	50.00	Exempt
Fortification By-Law Exemption Application - single family dwelling or not-for-	150.00	HST
Fortification By-Law Exemption Application - Multi-Residential, Commercial,	400.00	HST
Property Standards Appeal	360.00	Exempt
Noise By-Law Exemption Permit - Minor	250.00	Exempt
Noise By-law Exemption Permit - Major	375.00	Exempt
<b>Building - Fees</b>		
Building - photocopies - larger than ledger	3.00	HST
Building Certificate	55.00	Exempt
Permit fees - amend existing permit	55.00	
Permit Review Fee - major amendment to existing permit	51.00	HST
<b>Building - Fees</b>		
Residential – New Low Density - Single Detached & Townhouses	Minimum permit fee \$2,373.00 OR \$133.00 Flat Rate + \$11.63 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	Exempt
Residential – Mobile Homes, Low Density, Medium Density, High Density, Additions, Alterations, etc.	\$133.00 Flat Rate + \$11.63 per each additional \$1000.00 in value of construction. - plumbing permit fees included	Exempt

Item	2020 Fee	Tax
ICI – New	\$133.00 Flat Rate + \$11.63 per each additional \$1000.00 in value of construction. - plumbing permit fees included	Exempt
ICI Major Alterations/Renovations/Additions (> 75,000)	\$1,058.00 Flat Rate + \$11.63 per each additional \$1000.00 in value of construction. - plumbing permit fees included	Exempt
ICI Minor Alteration/Renovations/Additions (\$75,000 or less)	\$265.00 Flat Rate + \$11.63 per each additional \$1000.00 in value of construction.  - plumbing permit fees included	Exempt
Decks, Sheds, Accessory Buildings, Pools, etc.	\$133.00 Flat Rate + \$11.63 per each additional \$1000.00 in value of construction.	Exempt
Part 9 Residential Demolition	133.00	Exempt
Demolition – all others	530.00	Exempt
Water Connection, Sewer Connection or repair	133.00	Exempt
Change of Use Permit (no construction)	265.00	Exempt
Conditional Permit Agreement	265.00	Exempt
Alternative Solution Review	530.00 + cost of peer review	Exempt
Occupant Load Inspection Analysis & Report	80.00/hr	Exempt
AGCO Agency Approval	80.00	Exempt
Re-inspection	80.00	Exempt
Issue Order	130.00	Exempt
Transfer Permit	107.00	Exempt
Construction w/o Permit	Double the initial permit rate	Exempt
Signs		
Permit fees - signs - permanent	a) \$75.00 first \$1,000.00 of estimated value of construction plus b) \$5.00 per each additional \$1,000.00 or part there of	Exempt
Permit fees - signs - mobile	30.00	Exempt
Permit fees - sign - construction/placement without a permit	double initial permit fee	Exempt
Sign Variance - Minor Variance - Director Approval	275.00	Exempt
Sign Variance - Major Variance - Council Approval	400.00	Exempt
Sign Variance - Appeal Application	275.00	Exempt
Sign Variance - after the fact	1.5 the initial application rate	Exempt
Sign Removal - General	125.00/sign	HST
Sign Removal - Mobile Sign	280.00/ea	HST
Sign Removal - Posters	25.00/ea + cost to repair any damage to public property	HST
Sign Removal - Temporary Signs	25.00/ea	HST
Sign Removal - A-Frame/Sandwich Board/Sidewalk Signs	100.00/ea	HST
Sign Removal - Banner Sign	250.00/ea	HST



Item	2020 Fee	Tax
Permit fees - temporary buildings	2,000.00	Exempt
Permit fees - transfer of permit	56.00	Exempt
<b>Building Licences</b>		
Taxi Cab Driver's Licence	35.00	Exempt
Taxi Cab Owner Stand	125.00	Exempt
Taxi Cab Owner Licence	50.00	Exempt
Taxi Cab Vehicle Licence	65.00	Exempt
Group Transportation Owner Licence	50.00	
Group Transportation Drivers Licence	35.00	
Group Transportation Vehicle Licence	75.00	
Group Transportation Vehicle Licence Renewal	50.00	
Limousine Driver's Licence	65.00	Exempt
Limousine Owner Licence	70.00	Exempt
Limousine Vehicle Licence	72.00	Exempt
Kennel - new	100.00	Exempt
Kennel - renewal	100.00	Exempt
<b>Clerk Issued Documents -Licences</b>		
<b>Business Licence</b>		
New Business	140.00	Exempt
Home occupation Business	140.00	Exempt
<b>Business Licence per year</b>		
Auctioneer Licence	205.00	Exempt
Pawnbroken Licence - renewal	65.00	Exempt
Pawnbroker Licence - new	205.00	Exempt
Pawnbroker Security Deposit - refundable	2,000.00	Exempt
Vending/Salesperson Licence	205.00	Exempt
Food Vending Licence	205.00	Exempt
Event Organizer Licence	205.00	Exempt
<b>Other</b>		
Marriage Licence	130.00	Exempt
Marriage Ceremony - Council Chambers	250.00	HST
Marriage Ceremony - Other Location	300.00	HST
Witness if required	25.00	HST
Burial Permits	20.00	Exempt
Photocopying/ Printing double sided	0.55	HST
Photocopying/ Printing single sided	0.50	HST

Item	2020 Fee	Tax
Comissioner of Oaths Signatures where Clerk must produce affidavit (max. 3 see notes)	25.00	none
Commissioner of Oaths Signatures or Certified True Copies (max. 5 see notes)	15.00	none
Register Document on Title	250.00	Exempt
Remove/Release Document from Title	250.00	Exempt
Title Search	75.00	Exempt
Freedom of Information Request (FOI) - Initial Fee	5.00	Exempt
<b>Planning &amp; Development</b>		
Cash-in-lieu of parkland (consents)	1,000.00	Exempt
Planning Application - Minor Variance	950.00	Exempt
Planning Application - Minor Variance - after the fact	1,900.00	Exempt
Planning Application - Site Plan - Minor	515.00	Exempt
Planning Application - Site Plan - Minor - after construction	1,030.00	Exempt
Planning Application - Site Plan - Major	1,050.00	Exempt
Planning Application - Site Plan - Major - after construction	2,100.00	Exempt
Planning Application - Site Plan - Amendment Application	515.00	Exempt
Planning Application - Site Plan - Amendment Application after-the-fact	1,030.00	Exempt
Site Plan Application - 3rd & subsequent submissions	515.00	Exempt
Site Plan Agreement Administration Fee (includes registration on title)	515.00	Exempt
Planning Application - Zone Change- prior to use	1,250.00	Exempt
Planning Application - Zone Change- after use has occupied	2,500.00	Exempt
Planning Application - Zoning - Removal of (H)	260.00	Exempt
Subdivision Certificate	60.00	Exempt
Zoning Certificate	55.00	Exempt
Civic Addressing - Readdressing	100.00	Exempt
Land Division (severance) Clearance Letter	55.00	Exempt
Severance Agreement	1,025.00	Exempt
Planning - Preservicing Agreement Administration fee	1,550.00	HST
Subdivision Agreement Administration Fee	1,550.00	HST
Subdivision Drawing Review (per lot)	105.00	Exempt
Subdivision Drawing Review Fee (per lot) - 3rd submission & thereafter	52.50	Exempt
Engineering Inspection Fee	175.00	Exempt
Storm Water Management Pond Review	525.00	Exempt
Encroachment Agreement Fee	1,350.00	Exempt
Encroachment Permit Fee	25.00	HST
Easement Research Request	115.00	Exempt
Engineering Certificate Request	115.00	Exempt

Item	2020 Fee	Tax	Unit
Corporate			
Photocopying/ Printing double sided	0.55	HST	per page
Photocopying/ Printing single sided	0.50	HST	per page
Interest on overdue accounts	Interest on	HST	per month
Tax Department			
Tax certificate	50.00	Exempt	each
Tax registration service costs	3,000.00	Exempt	each
Tax Bill reprint	10.00	Exempt	each
Tax receipt	10.00	Exempt	each
Payment Redistribution	15.00	Exempt	each
Water/Sewer Admin Charge	45.00	Exempt	each
Tax Statement (Paper Copy Only)	10.00	exempt	each
Corporate			
NSF Fee	NSF Fee	Exempt	each

Programs	2020 Fee	Tax	Unit
<b>Community Centre - Aquatics</b>			
Aquafit - 10 passes	53.55	HST	10 passes
Aerobics - 10 passes	53.55	HST	10 passes
Aquafit - 20 passes	84.75	HST	20 passes
Aquatfit/Aerobics Classes - 50 passes	168.20	HST	50 passes
Aquafit/Aerobics Classes - 100 passes	297.05	HST	100 passes
Aerobics - 20 passes	83.05	HST	20 passes
Aerobics - 5 passes	37.70	HST	5 passes
30 minute Swimming Lesson	55.70	Exempt	8 lessons
45 minute Swimming Lesson	59.00	Exempt	8 lessons
60 minute Swimming Lesson	62.20	Exempt	8 lessons
Bronze Star	63.65	HST	course
Bronze Medallion	79.05	HST	per course
Bronze Cross	79.05	HST	per course
First Aid	100.00	HST	per course
First Aid Recert	70.00	HST	per course
National Lifeguard	218.60	HST	per course
National Lifeguard Recert	52.00	HST	per course
Assistant Swimming Instructors School	67.40	HST	per course
Additional Fee	27.85	HST	per course
Swim for Life Instructors School	106.25	HST	per course
Lifesaving Instructors	106.70	HST	per course
Swim/Lifesaving Instructors	218.60	HST	per course
Private Lessons (14+ years)	114.65	HST	6 classes
Private Lessons	114.65	Exempt	6 lessons
Lifesaving Sport Fundamentals	59.35	Exempt	8 lessons
Swim Synchro Swimming Lessons	59.35	Exempt	8 lessons
Synchronized Swimming Team	505.10	Exempt	9 Months
First Aid Instructor	107.20	HST	per course
National Lifeguard Instructor	153.90	HST	per course
Examiner Standards/Advanced Instructors	38.65	HST	per course
<b>Community Centre - classes, courses, and camps</b>			
Adult Friendly Badminton	71.10	HST	13 lessons
Babysitting Course	55.20	Exempt	8hr course
Bus Trip - Base (Youth Trips)	56.10	Exempt	
Bus Trip - Adults	175.00	HST	
Bus Trip Adults	95.00	HST	each
Bus Trip	80.00	HST	each
Bus Trip	85.00	HST	each
Bus Trip	90.00	HST	each
Bus Trip	95.00	HST	each
Bus Trip	100.00	HST	each
Bus Trip	105.00	HST	each

Programs	2020 Fee	Tax	Unit
Bus Trip	110.00	HST	each
Bus Trip	115.00	HST	each
Bus Trip	120.00	HST	each
Bus Trip	125.00	HST	each
Bus Trip	130.00	HST	each
Bus Trip	135.00	HST	each
Bus Trip	140.00	HST	each
Bus Trip	145.00	HST	each
Bus Trip	150.00	HST	each
Bus Trip	155.00	HST	each
Bus Trip	160.00	HST	each
Bus Trip	165.00	HST	each
Bus Trip	170.00	HST	each
Bus Trip	175.00	HST	each
Dance 30 min class	37.25	Exempt	6 lessons
Dance 45 min class	60.00	Exempt	6 lessons
Dance 60 min class	68.45	Exempt	6 lessons
Fitness for Teens	71.70	HST	8 lessons
Stability Ball	71.70	HST	6 lessons
Floor Gymnastics	56.00	HST	6 lessons
Ultimate Mix Sports	37.95	HST	6 lessons
Indoor Soccer	37.95	HST	6 lessons
Karate - Kids Karate	60.50	Exempt	12 lessons
Karate - Tiny Tigers	48.75	Exempt	12 lessons
PreSchool Program	60.50	Exempt	10 lessons
Learn to Run (Clinic)	72.75	HST	12 lessons
Workshops - 1/2 day	27.55	HST	
Workshops - Specialty Course	82.80	HST	
Workshops - 8 hours	110.35	HST	
Yoga	27.55	HST	6 lessons
Youth Boys/Girls Volleyball	37.25	HST	6 lessons
Youth Co-Ed Basketball Gr 5/6	37.25	HST	6 lessons
Youth March Break Program - daily	35.00	Exempt	daily
Youth Camp - week	140.90	Exempt	week
Youth Camp day	35.00	Exempt	daily
Youth Camp Lunch	6.00	Exempt	each
Youth Camp Special	194.45	Exempt	week
Youth Camp - short week	113.60	Exempt	
Cancellations less than 24 hours notice	70% of registration		
<b>Community Centre - Events</b>			
Run - 10km - day of registration	53.00	HST	per person
Run - 10km - regular registration	42.60	HST	per person
Run - 10km - early bird registration	37.40	HST	per person
Run - 5km - regular registration	37.40	HST	per person
Run - 5km - early bird registration	32.20	HST	per person
Run - 5km - day of registration	47.80	HST	per person
Bike Tour - 25km	20.80	HST	per person

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Programs	2020 Fee	Tax	Unit
Bike Tour - 40km	41.60	HST	per person
Bike Tour - 100km	62.40	HST	per person
Bike Tour - 100mi	83.20	HST	per person
<b>Community Centre - Facility Rentals</b>			
Arena - Weekdays before 5pm & after 11pm	95.95	HST	hour
Arena - Weekdays after 5pm & weekends	178.30	HST	hour
Arena - Minor	125.25	HST	hour
Arena - Shinny	5.80	HST	per person
Arena - Ice Flat Rate	433.00	HST	per day
Arena Floor - Commercial	2,281.65	HST	per day
Arena Floor - Full Use	1,719.15	HST	per day
Arena Floor - Flat Fee (no set up)	562.45	HST	per day
Arena Floor - Chilled Floor (additional fee)	2,164.85	HST	per day
Arena Floor - Hourly League Fee	69.45	HST	per hour
Arena Floor - Set up Day/Tear Down Day	859.55	HST	per day
Arena Storage Room A	27.00	HST	per month
Arena Storage Room B	16.25	HST	per month
Arena Storage Room C	5.60	HST	per month
Arena - Mini Practice Rink	46.20	HST	hour
Auditorium - Friday or Saturday	541.20	HST	per day
Auditorium - Sunday - Thursday	302.45	HST	per evening
Auditorium - Hourly	61.10	HST	
Room Set up & Decorating Fee (Day before)	113.55	HST	
Ball Diamond - Occasional Use	81.20	HST	per day
Ball Diamond - Seasonal Youth Team	81.20	HST	
Ball Diamond - Seasonal Team Practice	286.50	HST	per team
Ball Diamond - Seasonal Adult Team	472.25	HST	per team
Ball Diamond - 2-day Tournament (Annandale Diamonds)	557.10	HST	2 days
Ball Diamond - Tournament per diamond per day	81.20	HST	per diamond/day
Ball Diamond - portable washrooms - 1 day tournament	212.25	HST	2 units
Ball Diamond - portable washrooms - 2 day tournament	265.30	HST	2 units
Tractor with Groomer - Prep Friday	80.70	HST	per event
Tractor with Groomer - Prep Saturday	40.40	HST	per event
Tractor with Groomer - Prep Sunday	40.40	HST	per event
Tractor with Groomer - Repair Monday	79.05	HST	per event
Administrative Fees	106.10	HST	per event
Site clean up - 1 or 2 day event	172.70	HST	3 staff
Ball Diamond - Keys	12.15	HST	
Ball Diamonds - Lights left on/equipment not stored properly	52.00	HST	per occurrence
Damage Deposit	530.60	Exempt	
Den - Fri or Sat	184.70	HST	per day
Den - Sun - Thursday	134.75	HST	per day
Den - Hourly	32.30	HST	
Entire TCC Building - 1 arena 9am-4pm	2,154.25	HST	
Entire TCC Building - 2 arenas 9am-4pm	2,706.05	HST	
Gibson House	71.70	HST	per day
Gibson House - Hourly	28.05	HST	per hour



Programs	2020 Fee	Tax	Unit
Kinsmen Canteen	27.55	HST	per day
Lobby Area	33.15	HST	
Marwood B or C	71.70	HST	per day
Marwood BC	140.05	HST	per day
Marwood B or C - Hourly	27.05	HST	
Marwood BC - Hourly	32.35	HST	
Memorial Pavilion (full) or Kinsmen Bandshell	93.55	HST	per day
Memorial Pavilion (half) or Kinsmen Bandshell	58.35	HST	per day
Memorial Park for Major Concert (includes bandshell & pavilion)	663.00	HST	per event up to 4 days
Newman Park Gazebo	56.80	HST	per day
Parking Lot	113.55	HST	per day
Rotary Room	71.70	HST	
Rotary Room - Hourly	27.55	HST	
Rowing Club per month	100.45	HST	
School Lessons	3.90	Exempt	per person
Swim to Survive Rentals	93.10	Exempt	per hour
Swim Meet	319.45	HST	per day
Swim Meet Evening	156.70	HST	per day
Storage Pool Deck	28.05	HST	per month
Swim Lane	15.90	HST	per hour
Storage Rooms	112.50	HST	per contract
Storage Office A	27.55	HST	per month
Storage Office B	16.65	HST	per month
Storage Office C	5.70	HST	per month
Pool - 0-50 swimmers	90.90	HST	per hour
Pool - 101+swimmers	231.65	HST	per hour
Pool - 51-100 swimmers	123.40	HST	per hour
Ticket Ice - 10 ePunch	7.55	HST	each
WaterPark - 0-100 swimmers	324.80	HST	hour
WaterPark- 0-100 swimmers - extra hour	216.40	HST	add. Hr.
Waterpark 101-300 swimmers	441.70	HST	hour
Waterpark 101-300 swimmers - extra hour	324.80	HST	add. Hr.
Waterpark 300+ swimmers	595.40	HST	hour
Waterpark 300+ swimmers - extra hour	470.80	HST	add. Hr.
Waterpark Board of Ed 100 swimmers	288.00	HST	hour
Waterpark Board of Ed 100 swimmers add. Hr.	160.00	HST	add. Hr.
Waterpark Board of Ed 100+ swimmers	512.10	HST	hour
Waterpark Board of Ed 100+ swimmers add. Hr.	256.10	HST	add. Hr.
<b>Community Centre - Leagues and Memberships</b>			
Adult League - Individual	60.49	HST	each
Adult League - Team	390.56	HST	per team
Court Membership - Adult	54.06	HST	Seasonal

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Programs	2020 Fee	Tax	Unit
Court Membership - Youth	19.48	HST	Seasonal
Disc Golf - Deposit	21.22	HST	
Disc Golf - Set	35.09	HST	each
Disc Golf - Single	13.36	HST	each
Tennis Lessons - 1 hour	86.50	HST	8 lessons
Tennis Lessons - 1/2 hour	37.95	HST	8 lessons
Tennis Advanced Lessons - 1 hour	90.20	HST	8 lessons
Membership - Aqua Fit/Aqua Jogging - 12 mo	319.36	HST	12 month
Membership - Fitness or Yoga- 10 Pass	52.00	HST	10 visits
Membership - Fitness or Yoga - 20 Pass	82.30	HST	20 visits
Membership - Parent Pass	36.60	HST	6 weeks
Membership - Personal Training - 5	114.65	HST	5 sessions 1 hr
Membership - Pool - 12 month	202.65	HST	each
Membership - Pool - 6 month	142.20	HST	each
Membership - Pool 20 Pass	67.40	HST	each
Membership - Weight Training	57.80	HST	up to 6 hours
Membership - HC Adult - 01 month	74.80	HST	1 month
Membership - HC Adult - 03 month	196.35	HST	3 month
Membership - HC Adult - 06 month	286.50	HST	6 month
Membership - HC Adult - 12 month	439.30	HST	12 month
Membership - HC Adult - 5 pass	43.55	HST	5 visits
Membership - HC Adult - 20 Pass	174.00	HST	20 Visits
Membership - HC Family - 01 month	168.70	HST	1 month
Membership - HC Family - 03 month	421.25	HST	3 month
Membership - HC Family - 06 month	628.20	HST	6 month
Membership - HC Family - 12 month	880.80	HST	12 month
Membership - HC Student/Senior - 01 month	60.50	HST	1 month
Membership - HC Student/Senior - 03 month	166.55	HST	3 month
Membership - HC Student/Senior - 06 month	205.95	HST	6 month
Membership - HC Student/Senior - 12 month	324.70	HST	12 month
Membership - Student - 5 Passes	25.00	HST	5 visits
Membership- Student - 20 Passes	81.20	HST	
Membership - HC Glendale Student	99.75	HST	5 Month
Membership - Special - Adult	286.50	HST	12 month
Membership - Special - Student/Senior	212.25	HST	12 month
Membership - Special - Under 14	59.30	HST	12 month
Membership - Replacement Card	5.30	HST	each
Membership - Squash Adult - 01 month	72.75	HST	1 month
Membership - Squash Adult - 03 month	190.00	HST	1 month
Membership - Squash Adult - 06 month	279.20	HST	1 month
Membership - Squash Adult - 20 pass	90.20	HST	1 month
Membership - Squash Family - 01 month	163.40	HST	1 month
Membership - Squash Family - 03 month	407.50	HST	1 month

Programs	2020 Fee	Tax	Unit
Membership - Squash Family - 06 month	612.30	HST	1 month
Membership - Squash Student - 01 month	59.25	HST	1 month
Membership - Squash Student - 03 month	166.60	HST	1 month
Membership - Squash Student - 06 month	205.95	HST	1 month
<b>Pay as you go - Admission</b>			
Aquatfit/Fitness/Yoga Class	8.00	HST included	each
Board of Education - Squash/HC	2.75	HST included	
Board of Education - Arena/Pool	3.00	HST included	
Court Fee	5.10	HST included	
Drop In Swimming Lessons	8.65	HST included	per lesson
Drop In Swimming Lessons - ea. Additional child	5.35	HST included	per lesson
Health Club Adult	10.50	HST included	each
Health Club - Youth	4.75	HST included	each
Squash	10.75	HST included	per court (1 hr)
Roller Skate - Admission No skate rental	2.00	HST included	
Roller Skate - Admission With skate rental	5.00	HST included	
Swim Child	2.00	HST included	each
Swim Family	9.00	HST included	each
Swim - Over 14	4.25	HST included	each
Skate Child	2.00	HST included	each
Skate Family	9.00	HST included	each
Skate - Over 14	4.25	HST included	each
Wallyball	11.70	HST included	per court (1 hr)
Waterpark 2-5 yrs	-	HST included	each
Waterpark 60 years & over	4.50	HST included	each
Waterprak 60 years & Over Half Price	2.25	HST included	each
Waterpark 6-14 yrs	4.00	HST included	each
Waterpark 6-14 yrs Half Price	2.00	HST included	each
Waterpark Additional Family Member	2.00	HST included	each
Waterpark Adult	6.75	HST included	each
Waterpark Adult Half Price	3.40	HST included	each
Waterpark Family	24.50	HST included	per family of 5
Waterpark Family Half Price	12.25	HST included	per family of 5
Waterpark Grandparents Day	-	HST included	
Waterpark Tillsonburg Resident Pass (6 +)	30.00	HST	per person
Waterpark Non-resident Pass (Youth & Srs 60+)	42.00	HST	per person
Waterpark Non-resident Pass (Adult under 60)	62.00	HST	per person
<b>Community Centre - Other fees</b>			
Admin - Refund Admin Fee	15.60	Exempt	each
Admin - Reprint receipt	5.20	Exempt	each
Admin - Consolidated Receipts (Child Tax Credit)	10.40	HST	

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Programs	2020 Fee	Tax	Unit
Admin - Copies - Single sided	0.30	HST	
Admin - Copies - Double sided	0.35	HST	
UFS - Aquatics Facility User Fee Surcharge	1.00	HST	
Audio/Visual - Cordless Microphones	22.30	HST	
Audio/Visual - TV/DVD Sound System	22.30	HST	
Camping - Non Serviced per site	32.50	HST	
Camping - Serviced per site	54.10	HST	
Rentals - 8' wooden tables	5.60	HST	
Rentals - Black plastic chairs	2.10	HST	each
Delivery of Table & Chairs( per round trip)	27.00	HST	
Rentals - Black curtains/hardware rental per foot	2.7	HST	
<b>ADVERTISING</b>			
<b>10% - 30% Reductions may apply to multiple advertising</b>	A 2nd advertisement gets 10% off both, a 3rd ad gets 20%		
Advertising - Memorial Arena Board Back Lit	1,103.64	HST	each
Advertising - Community Arena Backlit	551.82	HST	each
Advertising - Memorial Arena Board	716.35	HST	each
Advertising - Community Arena Board	440.44	HST	each
Advertising - Ice Re-Surfacers - Side	551.82	HST	each
Advertising - Ice Re-Surfacers - Top	1,103.64	HST	each
Advertising - Ice Re-Surfacers - 3 sides	2,440.76	HST	each
Advertising - Skate Aid	10.20	HST	per month
Advertising - Inside Front/Back Page Glossy	1,618.33	HST	each
Advertising - Back Page Glossy	2,164.85	HST	each
Advertising - Brochure 1/8 page	110.36	HST	each
Advertising - Brochure 1/4 page	193.09	HST	each
Advertising - Brochure 1/2 page	329.97	HST	each
Advertising - Brochure 1/2 page Inside/Back Page Glossy	649.43	HST	each
Advertising - Brochure Full page	660.04	HST	each
Advertising - Brochure Full page (internal corporate)	216.55	HST	each
Advertising - Miscellaneous	110.36	HST	each
Advertising - Digital Ad Set up	21.52	HST	each
Advertising - Digital Ad - Monthly(min. 3 mos term)	54.06	HST	each
Advertising - Digital Ad - Tournament/Special Events	54.06	HST	each
Advertising - Fence - Per Season	120.97	HST	per season
Advertising - Fence - Per Year	242.05	HST	annually
Advertising - Infocaster Set Up	50.00	HST	each
Advertising - Infocaster - Small Ad	25.00	HST	per month
Advertising - Infocaster - Large Ad	50.00	HST	per month
Advertising - Infocaster - Tournament/Special Event	50.00	HST	each
Special Events Tickets	20.00	HST	each
Special Events Tickets	25.00	HST	each
Special Events Tickets	30.00	HST	each
Special Events Tickets	35.00	HST	each
Special Events Tickets	40.00	HST	each
Special Events Tickets	45.00	HST	each
Special Events Tickets	50.00	HST	each

Programs	2020 Fee	Tax	Unit
Special Events Tickets	55.00	HST	each
Special Events Tickets	60.00	HST	each
Special Events Tickets	65.00	HST	each
Special Events Tickets	70.00	HST	each
Special Events Tickets	75.00	HST	each
Special Events Tickets	80.00	HST	each
Special Events Tickets	85.00	HST	each
Special Events Tickets	90.00	HST	each
Special Events Tickets	95.00	HST	each
Special Events Tickets	100.00	HST	each
Special Events Tickets	105.00	HST	each
Special Events Tickets	110.00	HST	each
Special Events Tickets	115.00	HST	each
Special Events Tickets	120.00	HST	each
Special Events Tickets	125.00	HST	each

## Fire

Item	2020 Fee	Tax	Unit
<b>Fire</b>			
Fee for response to a nuisance fire alarm - first incident in 12 month period	228.48	Exempt	per alarm
Fee for each fire apparatus dispatched to a specific address in response to a nuisance false alarm AFTER the first incident in 12 month period	\$477.00/hr + \$238.50 each half hr thereafter	Exempt	per hour or half hour
Response to false alarms in building required by the Ontario Building Code where work is being done on the system and the owner or his agent fails to notify the Fire Department	\$477.00/hr + \$238.50 each half hr thereafter	Exempt	per hour or half hour
Fee for each fire apparatus dispatched to the scene of a motor vehicle accident and providing fire protection or other emergency services.	\$477.00/hr + \$238.50 each half hr thereafter	Exempt	per hour or half hour + materials
Fee for each fire apparatus dispatched to the scene of a motor vehicle fire and providing fire protection or other emergency services.	\$477.00/hr + \$238.50 each half hr thereafter	Exempt	per hour or half hour + materials
Fee for each fire apparatus dispatched to the scene of a motor vehicle accident or at the scene of a motor vehicle fire and providing fire protection or other emergency services on a provincial highway.	\$477.00/hr + \$238.50 each half hr thereafter	Exempt	per hour or half hour + materials
Fee for each fire apparatus dispatched to Natural Gas Leak	\$477.00/hr + \$238.50 each half hr thereafter	Exempt	per hour or half hour + materials
Fee for each fire apparatus dispatched to a Hazardous Materials Incident.	\$477.00/hr + \$238.50 each half hr thereafter	Exempt	per hour or half hour + materials
Fee for each fire apparatus assigned to a fire watch authorized by Fire Chief	\$477.00/hr + \$238.50 each half hr thereafter	Exempt	per hour or half hour
Fee for each fire apparatus dispatched to a burn complaint where the by-law is contravened and/or fire department is required to extinguish an open air burn.	\$477.00/hr + \$238.50 each half hr thereafter	Exempt	per hour or half hour
Additional Fire department expense incurred during an emergency required to mitigate the emergency	Actual Cost	Exempt	
MTO - ARIS fee	28.00		each
Fire Incident Report	112.71	HST	each
Fire Investigation report	230.00	HST	each
Fee to conduct a file search for outstanding orders/ inspection reports and respond by letter	89.25	HST	each request
Fee to conduct a requested inspection of a commercial, industrial, or institutional building less than 930m2 (10,000 sq.ft.)	227.00	HST	each
Each additional 185m2 (2000 sq.ft.) in a commercial, industrial or institutional building	34.20	HST	each



## Fire

Item	2020 Fee	Tax	Unit
Fee to conduct a requested inspection of a residential building up to and including 4 suites or apartments	220.00	HST	each
Each additional suite or apartment over base fee	34.00	HST	each
Fee to conduct a requested inspection of any licensed occupancy excluding a daycare	172.78	HST	each
Fee to conduct a requested inspection of a daycare facility	86.70	HST	each
Fee to conduct verification of fire drill scenario	215.00	HST	each
Business License Inspection	85.00	Exempt	each
Fee to conduct any requested inspection above that is in compliance with the Fire Code at initial inspection	(50.00)	HST	each
Fee to conduct each required re-inspection after one verification re-inspection	same as original	HST	each
Residential carbon monoxide alarm or smoke alarm left with a homeowner on loan	86.50	HST, if not returned	per detector not returned
Fire department approval as part of a Demolition Permit issued by the Building Department.	109.00	HST	each
Fee to review an application for a licence to sell Consumer Fireworks (F.1) including a site inspection and review of Fire Safety Plan	185.00	HST	each
Fee to review an application for a Display Fireworks (F.2) event	142.80	HST	each
Fee to review an application for a licence to conduct a Pyrotechnics (F.3) display including a site inspection and review of Fire Safety Plan	218.28	HST	each
Fee to issue open air burn permit	115.00	HST	each
Fee to review a fire safety plan excluding any such review required as part of a property inspection for which a fee has been set in this by-law.	85.00	HST	each
Fee to review and/or approve a Level 1 Risk Management Plan as part of an application to the TSSA for a licence to store propane.	325.00	HST	each
Fee to review and/or approve a Level 2 Risk Management Plan as part of an application to the TSSA for a licence to store propane	\$780	HST	each
Fee for facilitating fire safety training	111.60	HST	per hour
Fee to facilitate fire extinguisher training (theory only)	107.00	HST	
Fee to facilitate live fire training	205.00	HST	each
Fees to facilitate public education presentations, station tours, and lectures for non-resident organizations and individuals	55.00	HST	per hour
Fee to recharge self-contained breathing air cylinders	32.00	HST	per cylinder
Fee to recharge self-contained breathing air cylinders, under a special agreement with SWOX and Bayham Fire Depts	1,300.00	HST	per year
Fee to clean set of bunker gear	2.75	HST	each
Rental of Training Room (excluding emergency services)	220.00	HST	per day

Museum

Item	2020 Fee	Tax	Unit
<b>Museum</b>			
Museum-Admission-Adult	6.00	HST	daily
Museum-Admission-Annual-Family Rate	45.00	HST	yearly
Museum-Admission-Annual-Individual	20.00	HST	yearly
Museum-Admission-Child	2.21	HST	daily
Museum-Admission-Family Rate	12.00	HST	daily
Museum-Admission-Group Rate	4.00	HST	daily
Museum-Admission-Senior	5.00	HST	daily
Museum-Admission-Student	3.00	HST	daily
Museum Volunteer-Admission-Free	FREE		daily
Museum-Permission Fees-Personal Use	2.50	HST	each
Museum-Permission Fees-Publication Use	5.50	HST	each
Museum-Rentals-Audio Visual Equipment-Corporate	FREE		each
Museum-Rentals-Program Room or Grounds & Gardens - 25 - 50 people	50.00	HST	each
Museum-Rentals-Grounds & Gardens-Corporate	50.00	HST	each
Museum-Rentals-Kitchen	25.00	HST	each
Museum-Rentals-Kitchen - Corporate	35.00	HST	each
Museum-Rentals-Program Room	50.00	HST	half day
Museum-Rentals-Program Room	75.00	HST	full day
Museum-Rentals-Program Room-Corporate	75.00	HST	half day
Museum-Rentals-Program Room-Corporate	100.00	HST	full day
Museum-Rentals-Tour Surcharge-Groups 100-150	100.00	HST	each
Museum-Rentals-Tour Surcharge-Groups 25-50	60.00	HST	each
Museum-Rentals-Tour Surcharge-Groups 51-100	75.00	HST	each
Museum-Seasonal Childrens Programs	20.00	Exempt	each
Museum-Seasonal Childrens Programs- 2nd Child	18.00	Exempt	each
Museum- School Program- per student (1 hour)	2.50	Exempt	each
Museum - School Program - per student (2 hours)	3.50	Exempt	each
Museum- Special Event - Adult program	5.00	HST	each
Museum - Special Event- Adult program	7.00	HST	each
Museum - Special Event - Adult program	10.00	HST	each
Museum - Special Event - Adult program	12.00	HST	each
Museum-Slide Show Presentations-Off Site	40.00	HST	each
Museum-Slide Show Presentations-On Site	30.00	HST	each
Museum-Admission - Pratt Gallery only	2.50	HST	each
Museum- Special Event- Lunch & Learn Series Pass	80.00	HST	
Museum- Special Event - Lunch & Learn- Single Pass	25.00	HST	
Museum - Special Event - Women's Day Luncheon	30.00	HST	
Museum- Special Event Tea	15.00	HST	
Museum - Special Event - Dinner	55.00	HST	per event
Museum - Special Event - Performance	40.00	HST	
Workshops	35.00	HST	per event
Workshops	55.00	HST	per event day
Workshops	75.00	HST	per event day
Workshops	100.00	HST	per event day
Show Tickets	45.00	HST	flat fee
Museum- Culture Tillsonburg Event Ticket	20.00	HST	
Museum- Culture Tillsonburg Event Ticket	25.00	HST	
Museum- Culture Tillsonburg Event Ticket	30.00	HST	
Museum- Culture Tillsonburg Event Ticket	35.00	HST	
Museum- Culture Tillsonburg Event Ticket	40.00	HST	
Museum- Culture Tillsonburg Event Ticket	45.00	HST	
Museum- Culture Tillsonburg Event Ticket	50.00	HST	

Museum

Item	2020 Fee	Tax	Unit
Museum- Culture Tillsonburg Event Ticket	60.00	HST	
Museum- Culture Tillsonburg Event Ticket	65.00	HST	
Museum- Culture Tillsonburg Event Ticket	70.00	HST	
Museum- Culture Tillsonburg Event Ticket	75.00	HST	
Museum- Culture Tillsonburg Event Ticket	80.00	HST	
Museum- Culture Tillsonburg Event Ticket	85.00	HST	
Museum- Culture Tillsonburg Event Ticket	90.00	HST	
Museum- Culture Tillsonburg Event Ticket	95.00	HST	
Museum- Culture Tillsonburg Event Ticket	100.00	HST	
Museum- Special Event - Tea (Tier 1)	7.00	HST	
Museum-Special Event - Tea (Tier 2)	12.00	HST	
Museum- Special Event - Tea (Tier 3)	20.00	HST	
Museum- Special Event - Tea (Tier 4)	25.00	HST	
Museum- Special Event - Tea (Tier 5)	30.00	HST	
Workshop (Tier 1)	15.00	HST	
Workshop (Tier 2)	20.00	HST	
Workshop (Tier 3)	25.00	HST	
Workshop (Tier 4)	30.00	HST	
Workshop (Tier 5)	40.00	HST	
Workshop (Tier 6)	45.00	HST	
Workshop (Tier 7)	50.00	HST	
Workshop (Tier 8)	60.00	HST	
Workshop (Tier 9)	65.00	HST	
Workshop (Tier 10)	70.00	HST	
Workshop (Tier 11)	80.00	HST	
Workshop (Tier 12)	85.00	HST	
Workshop (Tier 13)	90.00	HST	
Workshop (Tier 14)	95.00	HST	
Bus Trip (Tier 1)	45.00	HST	
Bus Trip (Tier 2)	50.00	HST	
Bus Trip (Tier 3)	55.00	HST	
Bus Trip (Tier 4)	60.00	HST	
Bus Trip (Tier 5)	65.00	HST	
Bus Trip (Tier 6)	70.00	HST	
Bus Trip (Tier 7)	75.00	HST	
Bus Trip (Tier 8)	80.00	HST	
Bus Trip (Tier 9)	85.00	HST	
Bus Trip (Tier 10)	90.00	HST	
Bus Trip (Tier 11)	95.00	HST	
Bus Trip (Tier 12)	100.00	HST	
Bus Trip (Tier 13)	110.00	HST	
Bus Trip (Tier 14)	115.00	HST	
Bus Trip (Tier 15)	120.00	HST	
Bus Trip (Tier 16)	125.00	HST	
Bus Trip (Tier 17)	130.00	HST	
Bus Trip (Tier 18)	135.00	HST	

Item	2020 Fee	2020 Perpetual Care Fee	2020 Net Fee	Tax	Unit
Perpetual care fees regulated by the Province					
Interment Rights					
Grave 10 x 4	700.00	280.00	420.00	HST	grave
Infant Grave 3X3	225.00	150.00	75.00	HST	grave
Cremation Grave 3x3	550.00	220.00	330.00	HST	grave
Columbarium Niche	1,900.00	285.00	1,615.00	HST	niche
Columbarium Niche	1,500.00	225.00	1,275.00	HST	niche
Columbarium Niche	2,100.00	315.00	1,785.00	HST	niche
Cemetery Services					
Cemeteries Regulation Unit burial and cremation license	12.00		12.00	Exempt	interment
Columbarium Niche Open/Close	200.00		200.00	HST	each
Adult Interment	835.00		835.00	HST	each
Lead in fee, per 1/2 hour minimum	30.00		30.00	HST	per 1/2 hour
Child/ Infant Interment	300.00		300.00	HST	each
Cremated Remains Interment Infant	200.00		200.00	HST	each
Cremated Remains Interment Adult	350.00		350.00	HST	each
Statutory Holidays - Funeral Fee	50% surcharge on applicable interment fee			HST	each
Disinterment/Exhumation- Relocation in Same Cemetery-Adult Casket	2,087.50		2,087.50	HST	each
Disinterment/Exhumation- Relocation in Same Cemetery-Adult Casket in Vault	1,878.75		1,878.75	HST	each
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket	1,565.63		1,565.63	HST	each
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,409.06		1,409.06	HST	each
Disinterment/Exhumation-Child Casket	750.00		750.00	HST	each
Disinterment/Exhumation-Adult Cremains (Ground)	475.00		475.00	HST	each
Disinterment/Exhumation-Child/Infant Cremains (Ground)	300.00		300.00	HST	each
Marker/Foundation Services					
Upright Monument Foundation (5' depth)	22.50		22.50	HST	per cubic foot
Veteran Standing Monument Setting	200.00		200.00	HST	each
Upright Monument (small) with Floater/Slab Foundation	170.00		170.00	HST	each
Flat Marker with Granite Border & no concrete	40.00		40.00	HST	each
Flat Marker with 4" concrete border	100.00		100.00	HST	each
Upright Monument (small) Foundation	170.00		170.00	HST	each
Monument Care & Maintenance					
Flat Markers		50.00	50.00	HST	each
Upright Markers Up to 48"		100.00	100.00	HST	each
Upright Markers Over 48"		200.00	200.00	HST	each
Other Fees & Services					
Transfer Fee/Replacement - Interment Rights Certificate	45.00		45.00	HST	each
Flower Campaign	100.00		100.00	HST	Per basket
Wreath Campaign	60.00		60.00	HST	Per wreath
Memorial Benches	2,000.00	200.00	1,800.00	HST	each
Memorial Tree	650.00	65.00	585.00	HST	each

Item	2020 Fee	Tax	Unit
<b>Airport</b>			
Airport - Aircraft Parking Fees - Daily	10.00	HST	per day
Airport - Aircraft Parking Fees - Monthly	60.00	HST	per month
Airport - Aircraft Parking Fees - Yearly	600.00	HST	per year
Airport - Basement Boardroom rental (15'x29') half day	45.00	HST	per half day
Airport - Basement Boardroom rental (15'x29') full day	80.00	HST	per full day
Airport - Basement Rental per hour	15.00	HST	per hour
Airport - Boardroom Long term rental	285.00	HST	per week
Airport - Hangar Land Lease Fee Annually per SF	0.30	HST	per SF
Airport - Infrastructure fee < 5,000 SF hangar	550.00	HST	upon signing
Airport - Infrastructure fee > 5,000 SF hangar	1,100.00	HST	upon signing
Airport - Maintenance fee	125.00	HST	per year
Airport Toque	11.50	HST	per unit
Airport Fuel Call Out Fee	50.00	HST	per call out
Airport Administration Fee	35.00	HST	per unit
Airport Hangar Application Fee	305.00	HST	per application
Airport Hangar Transfer Fee	155.00	HST	per application
Airport Development Permit Fee	610.00	HST	per application
Airport Corporate Parking Fee (waived with fuel purchase)	25.00	HST	up to 4 hrs
Airport Corporate Parking Fee (waived with fuel purchase)	50.00	HST	per day
Airport Corporate Landing Fee (waived with fuel purchase)	40.00	HST	per landing
<b>Roads</b>			
Public Works Administration Fee	50.00	HST	flat rate
Roads-Labour	39.10	HST	per hour
Roads-Labour Overtime	54.35	HST	per hour
Roads-Labour Double Time	69.75	HST	per hour
1/2 Ton Pickup Truck	15.00	HST	per hour
1-Ton Truck	32.50	HST	per hour
Single Axle Dump Truck	80.00	HST	per hour
With Plow & Wing	12.50	HST	per hour
With Sander/Salter	19.50	HST	per hour
With Plow, Wing & Sander/Salter	32.00	HST	per hour
With Anti-Icing System	4.50	HST	per hour
Front End Loader	70.00	HST	per hour
With Plow Blade	7.00	HST	per hour
With Snowblower	180.00	HST	per hour
Backhoe	50.00	HST	per hour
Grader	75.00	HST	per hour
Street Sweeper	70.00	HST	per hour

Item	2020 Fee	Tax	Unit
Sidewalk Machine	45.00	HST	per hour
With Plow	6.00	HST	per hour
With Sander	5.00	HST	per hour
With Snowblower	18.00	HST	per hour
With Plow & Sander	11.00	HST	per hour
With Snowblower & Sander	23.00	HST	per hour
With Angle Broom	8.50	HST	per hour
With Flail Mower	10.00	HST	per hour
With Cold Planer	35.00	HST	per hour
Leaf Vacuum	90.00	HST	per hour
Line Striper	12.00	HST	per hour
Sewer Rodder	95.00	HST	per hour
Wood Chipper	25.00	HST	per hour
Zero Radius Mower	30.00	HST	per hour
Portable Pump	35.00	HST	per hour
Walk Behind Snowblower	2.50	HST	per hour
Walk Behind Push Mower	2.50	HST	per hour
Chainsaw	2.50	HST	per hour
Trimmer	2.00	HST	per hour
Small Generator	9.50	HST	per hour
Utility Trailer	9.00	HST	per hour
Construction & Demolition Disposal Cost Recovery Fee	25.00	HST	per load



Utility

Item	2020 Fee	Tax	Unit
Utility - Returned Cheque Fee (plus bank charges)	15.00	HST	each
Utility-Account Set Up / Change of Occupancy Fee	30.00	HST	each
Utility - Late Payment (per annum)	19.56%	HST	%
Utility-Collection of Account Charge (no disconnection)	30.00	HST	each
Utility-After Hour Reconnect (at meter)	185.00	HST	each
Utility-During Hours Reconnect (at meter)	65.00	HST	each
Utility-During Hours Reconnect (at mpole)	185.00	HST	each
Utility-During Hours Remove Load Control Device	185.00	HST	each
Utility-Interval Meter	1,100.00	HST	each
Utility-Special Meter Reading	30.00	HST	each
Utility -Service Call (after hours)	165.00	HST	each
Utility-Access to Utility Poles	43.63	HST	each
Utility-Miscellaneous Materials Mark Up	0.25	HST	%
Utility-Pole Rental - 30 ft	1.50	HST	month
Utility-Pole Rental - 35 ft	2.25	HST	month
Utility-Sentinal Light Rental - 150 W	3.75	HST	month
Utility-Sentinal Light Rental - 175 W	3.75	HST	month
Utility-Sentinal Light Rental - 250 W	4.00	HST	month
Utility-Sentinal Light Rental - 400 W	4.00	HST	month
Utility-Sentinal Light Rental - 70 W	3.50	HST	month
Utility-Labour	45.50	HST	hour
Utility-Truck Charges - #26	15.00	HST	hour
Utility-Truck Charges - #30	15.00	HST	hour
Utility-Truck Charges - #41	20.00	HST	hour
Utility-Truck Charges - #65	67.50	HST	hour
Utility-Truck Charges - #66	67.50	HST	hour
Utility-Truck Charges - #68	75.00	HST	hour
Utility-Truck Charges - #74	65.00	HST	hour
Utility-Truck Charges - #22	15.00	HST	hour
Utility-Truck Charges - #28	15.00	HST	hour
Utility-Truck Charges - #44	30.00	HST	hour
Utility-Truck Charges - #45	15.00	HST	hour
Utility-Sewer Camera Job	55.00	HST	hour
Utility-Water Heater Rental - 40 gal.	12.00	HST	month
Utility-Water Heater Rental - 60 gal	13.00	HST	month

Item	2020 Fee	Tax	Unit
Bag Tags	2.00	incl HST	per tag
Blue Box (apartment )	3.50	incl HST	
Blue Box (large)	5.50	incl HST	
Blue Box Lid (large)	1.50	incl HST	
Composter	10.00	incl HST	
Rain barrels	45.00	incl HST	
Green Cones	40.00	incl HST	
Fine - allow or permit an animal to trespass on private property	Fine - allow or permit an animal to trespass on private property	Exempt	per infraction
Fine - Fail to ensure that the animal enclosure is kept free of offensive odour	Fine - Fail to ensure that the animal enclosure is kept free of offensive odour	Exempt	per infraction
Fine - Fail to ensure that the animal enclosure is kept in a clean and sanitary condition	Fine - Fail to ensure that the animal enclosure is kept in a clean and sanitary condition	Exempt	per infraction
Fine - Fail to ensure that the nature and condition of the animal enclosure are such that the animal would not be harmed and its health would not be negatively affected	Fine - Fail to ensure that the nature and condition of the animal enclosure are such that the animal would not be harmed and its health would not be negatively affected	Exempt	per infraction
Fine - Fail to ensure the animal enclosure is such that the animal can be readily observed unless the natural habits of the animal require otherwise	Fine - Fail to ensure the animal enclosure is such that the animal can be readily observed unless the natural habits of the animal require otherwise	Exempt	per infraction
Fine - fail to keep dog license fixed on dog/cat	Fine - fail to keep dog license fixed on dog/cat	Exempt	per infraction
Fine - fail to notify license issuer upon sale of puppy/kitten	Fine - fail to notify license issuer upon sale of puppy/kitten	Exempt	per infraction

Item	2020 Fee	Tax	Unit
Fine - Fail to obtain dog/cat license	Fine - Fail to obtain dog/cat license	Exempt	per infraction
Fine - fail to prevent an animal from running at large	Fine - fail to prevent an animal from running at large	Exempt	per infraction
Fine - Fail to provide animal with basic necessities	Fine - Fail to provide animal with basic necessities	Exempt	per infraction
Fine - fail to remove or dispose of animal excrement forthwith	Fine - fail to remove or dispose of animal excrement forthwith	Exempt	per infraction
Fine - fail to renew dog/cat license	Fine - fail to renew dog/cat license	Exempt	per infraction
Fine - failing to muzzle potentially dangerous dog or dangerous dog	Fine - failing to muzzle potentially dangerous dog or dangerous dog	Exempt	per infraction
Fine - Failing to restrain dog from causing noise	Fine - Failing to restrain dog from causing noise	Exempt	per infraction
Fine - failing to restrain potentially dangerous dog or dangerous dog	Fine - failing to restrain potentially dangerous dog or dangerous dog	Exempt	per infraction
Fine - Failure to comply with conditions of muzzle order	Fine - Failure to comply with conditions of muzzle order	Exempt	per infraction
Fine - Failure to ensure that the animal enclosure for every reptile/fish/amphibian has an enclosed space adequate for the needs of the species	Fine - Failure to ensure that the animal enclosure for every reptile/fish/amphibian has an enclosed space adequate for the needs of the species	Exempt	per infraction
Fine - Failure to ensure that the animal enclosure is escape-proof	Fine - Failure to ensure that the animal enclosure is escape-proof	Exempt	per infraction

Item	2020 Fee	Tax	Unit
Fine - Failure to ensure that the animal enclosure is of a size/incondition such that the animal may extend its lefs, wings and body to their full extent, stand sit and perch	Fine - Failure to ensure that the animal enclosure is of a size/incondition such that the animal may extend its lefs, wings and body to their full extent, stand sit and perch	Exempt	per infraction
Fine - failure to notify change of ownership of potentially dangerous dog or dangerous dog	Fine - failure to notify change of ownership of potentially dangerous dog or dangerous dog	Exempt	per infraction
Fine - failure to post sign	Fine - failure to post sign	Exempt	per infraction
Fine - Failure to store feed in a rodent-proof container	Fine - Failure to store feed in a rodent-proof container	Exempt	per infraction
Fine - forcibly trying to retrieve dog or cat from pound keeper or premises of pound keeper	Fine - forcibly trying to retrieve dog or cat from pound keeper or premises of pound keeper	Exempt	per infraction
Fine - Harboursing more than three dogs	Fine - Harboursing more than three dogs	Exempt	per infraction
Fine - Harboursing more than two cats	Fine - Harboursing more than two cats	Exempt	per infraction
Fine - have dog on leash exceeding two metres	Fine - have dog on leash exceeding two metres	Exempt	per infraction
Fine - Keep animal in unsanitary conditions	Fine - Keep animal in unsanitary conditions	Exempt	per infraction
Fine - Keeping more than ten pidgeons	Fine - Keeping more than ten pidgeons	Exempt	per infraction
Fine - Keeping prohibited animals	Fine - Keeping prohibited animals	Exempt	per infraction

Item	2020 Fee	Tax	Unit
Fine - keeping prohibited animals - agricultural lands	Fine - keeping prohibited animals - agricultural lands	Exempt	per infraction
Fine - Offering for sale, selling, making available	Fine - Offering for sale, selling, making available	Exempt	per infraction
Fine - operate a kennel without a license	Fine - operate a kennel without a license	Exempt	per infraction
Fine - restraining potentially dangerous dog or dangerous dog exceeding two feet in length	Fine - restraining potentially dangerous dog or dangerous dog exceeding two feet in length	Exempt	per infraction
Fine - retrieve a dog and or cat from pound keeper without paying fees	Fine - retrieve a dog and or cat from pound keeper without paying fees	Exempt	per infraction
Fine - unlawfully transferred dog/cat tag	Fine - unlawfully transferred dog/cat tag	Exempt	per infraction
<b>AGCO Required Licences</b>			
Special Sales License	\$1 per thousand	Exempt	each
50/50 Raffle	3% with min. of \$25	Exempt	each
Bazaar	\$10 per wheel, 3 wheels max	Exempt	each
Bazaar/Bingo	2 percent	Exempt	each
Bazaar/Raffle	3% up to \$5000	Exempt	each
Bingo Only	2% up to \$5500	Exempt	each
Nevada @ other location	3% x # of units X total prize/unit	Exempt	each
Nevada @ own location	2% x # of units X total prize/unit	Exempt	each
<b>Police</b>			
Criminal Record, Police Record & Vulnerable Sector Check (Employment)	25.00	Exempt	each
Duplicate Copy of Criminal and Police Record Check	5.00	incl HST	each
Criminal Record, Police Record & Vulnerable Sector Check (Volunteer)	FREE	Exempt	each
Fingerprints (OPP charge)	26.50	incl HST	each
Fingerprints (LIVESCAN - on behalf of RCMP)	25.00	incl HST	each
Occurrence Confirmation Reports/Incident Reports	42.25	incl HST	each
Statements	42.25	incl HST	each
Technical Traffic Collision Reports	565.00	incl HST	each
Reconstructionist Report	1,130.00	incl HST	each
<b>PAID DUTY RELATED FEES</b>			
Payable to Minister of Finance (Provincial in Nature)			

Item	2020 Fee	Tax	Unit
Administrative Fee (note 1)	68.50	incl HST	
Hourly Vehicle Usage Fee (note 1)	28.25	incl HST	
2014 Hourly Officer Rate - PDO (note 1)	73.60	incl HST	
2014 Hourly Supervisor Rate - PDS (note 1)	83.17	incl HST	
Owner dumping debris on own lands	Owner dumping debris on own lands	Exempt	per infraction
Owner failing to tag garbage	Owner failing to tag garbage	Exempt	per infraction
Parking - double parking	Parking - double parking	Exempt	per infraction
Parking - for longer period than provided	Parking - for longer period than provided	Exempt	per infraction
Parking - in loading zone	Parking - in loading zone	Exempt	per infraction
Parking - near fire hydrant	Parking - near fire hydrant	Exempt	per infraction
Parking - no parking (2am-7am)	Parking - no parking (2am-7am)	Exempt	per infraction
Parking - Obstructing Traffic	Parking - Obstructing Traffic	Exempt	per infraction
Parking - parking in handicapped parking space without permit	Parking - parking in handicapped parking space without permit	Exempt	per infraction
Parking - Parking/standing in fire route	Parking - Parking/standing in fire route	Exempt	per infraction
Parking - prohibited area	Parking - prohibited area	Exempt	per infraction
Parking - too close to corner	Parking - too close to corner	Exempt	per infraction
Parking - too close to curb	Parking - too close to curb	Exempt	per infraction
Parking - Wrong side of road	Parking - Wrong side of road	Exempt	per infraction
Person assisting dumping debris on private lands	Person assisting dumping debris on private lands	Exempt	per infraction
Person dumping debris on private/public lands	Person dumping debris on private/public lands	Exempt	per infraction
Person fail to immediate remove debris	Person fail to immediate remove debris	Exempt	per infraction



Item	2020 Fee	Tax	Unit
Owner - fail to tag garbage		exempt	Schedule V Part VI (ETA)- Exempt
Fail to enclose swimming pool during construction	350.00	none	per infraction
Fail to properly enclose swimming pool with temporary enclosure	350.00	none	per infraction
Permit construction of swimming pool not completely enclosed with swimming pool enclosure	350.00	none	per infraction
Fail to equip hydro massage pool with secure cover	350.00	none	per infraction
Fail to equip swimming pool gate with self-closing device	350.00	none	per infraction
Fail to equip swimming pool gate with self-latching device	350.00	none	per infraction
Fail to equip swimming pool gate with operable lock	350.00	none	per infraction
Fail to maintain swimming pool fence to a safe condition and good repair	350.00	none	per infraction
Construct or permit swimming pool enclosure not in compliance with height requirement	350.00	none	per infraction
Did erect or alter a sign in the Town of Tillsonburg before obtaining a permit from the Chief Building Official	200.00	none	per infraction
Did erect or permit community bulletin sign on town property, without town approval	200.00	none	per infraction
Did erect a temporary community sign, without town approval	200.00	none	per infraction
Did erect a mobile sign – closer than 30.0 meters or (98.44 ft) from any other mobile sign	100.00	none	per infraction
Did erect or display a mobile sign that is not located on the same property as the business which it is advertising.	100.00	none	per infraction
Did erect a prohibited sign on land owned by the Town	200.00	none	per infraction
Did erect a sidewalk sign on a public street and did not position as to provide a minimum of 1.5 meters of unobstructed sidewalk space	100.00	none	per infraction
Did erect a sign located on a premise which does not specifically identify or advertise a business, service, or occupant of the premises where it is located	100.00	none	per infraction
Did erect a vehicle/trailer sign on a non-motorized vehicle, where the purpose of the sign meets the definition of a sign under the By-law	100.00	none	per infraction
Operate a vehicle for hire without a licence.	250.00	none	per infraction
Operate vehicle not licenced as a vehicle for hire.	250.00	none	per infraction
Failure to display taxicab plate.	250.00	none	per infraction
Failure to submit vehicle for inspection.	250.00	none	per infraction
Failure to produce licence upon demand.	250.00	none	per infraction
Permit smoking in taxicab.	250.00	none	per infraction
Failure to display tariff card.	250.00	none	per infraction
Charge fare not prescribed in fare schedule.	250.00	none	per infraction
Fail to accept service animal into taxicab.	400.00	none	per infraction
Smoke on town walkway	105.00	none	per infraction
Smoke within 9 m of anytown facility entrance or exit	105.00	none	per infraction
Smoke within 9 metres of Library Lane entrance	105.00	none	per infraction
Smoke within 9 metres of Town Centre Mall	105.00	none	per infraction

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 4371**

**BEING A BY-LAW to confirm the proceedings of Council at its meeting held on the 9<sup>th</sup> day of December, 2019.**

**WHEREAS** Section 5 (1) of the *Municipal Act, 2001, as amended*, provides that the powers of a municipal corporation shall be exercised by its council;

**AND WHEREAS** Section 5 (3) of the *Municipal Act, 2001, as amended*, provides that municipal powers shall be exercised by by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Town of Tillsonburg at this meeting be confirmed and adopted by by-law;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF TILLSONBURG ENACTS AS FOLLOWS:**

1. All actions of the Council of The Corporation of the Town of Tillsonburg at its meeting held on December 9, 2019, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. The Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Tillsonburg referred to in the preceding section.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the Town of Tillsonburg.
4. This by-law shall come into full force and effect on the day of passing.

**READ A FIRST AND SECOND TIME THIS 9<sup>th</sup> DAY OF DECEMBER, 2019.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 9<sup>th</sup> DAY OF DECEMBER, 2019.**

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MAYOR – Stephen Molnar

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TOWN CLERK – Donna Wilson