

# The Corporation of the Town of Tillsonburg

## Council Meeting

### MINUTES



Tuesday, October 12, 2021  
5:00 PM  
Electronic Meeting

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

Staff: Kyle Pratt, Chief Administrative Officer  
Michelle Smibert, Director of Corporate Services/Clerk  
Sheena Pawliwec, Director of Finance/Treasurer  
Renato Pullia, Interim Director of Finance/Treasurer  
Shane Caskanette, Fire Chief  
Chris Baird, Director of Recreation, Culture and Parks  
Carlos Reyes, Director of Operations and Development  
Cephas Panschow, Development Commissioner  
Amelia Jaggard, Deputy Clerk

#### 1. Call to Order

The meeting was called to order at 5:00 p.m.

#### 2. Closed Session (5:00 p.m.)

**Resolution # 2021-420**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Esseltine

THAT Council move into Closed Session to consider advice that is subject to solicitor-client privilege, including communications necessary for that purpose and a proposed or pending acquisition or disposition of land by the municipality or local board.

**Carried**

**2.1 Adoption of Agenda**

**2.2 Disclosures of Pecuniary Interest and the General Nature Thereof**

**2.3 Adoption of Closed Session Council Minutes**

**2.4 Reports**

**2.4.1 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;**

**2.4.2 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board;**

**2.5 Back to Open Session**

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

**Resolution # 2021-421**

**Moved By:** Councillor Gilvesy

**Seconded By:** Councillor Rosehart

THAT the Agenda as prepared for the Council meeting of October 12, 2021, with item 14.6.2 Staff Report OPD 21-43 being dealt with following item 7.1, be approved.

**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 # 2021-422**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Gilvesy

THAT the minutes of the Council meeting held on September 27, 2021, be approved.

**Carried**

## **7. Presentations**

### **7.1 Fabrik Architects Re: Tillsonburg Operations Facility Study**

Haley Gamble, Fabrik Architects, appeared before Council to provide an overview of the Tillsonburg Operations Facility Study.

Opportunity was provided for comments and questions from Council.

Ms. Gamble indicated that the concept designs meets the Town's equipment storage needs based on information provided by each department.

#### **Resolution # 2021-423**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT the presentation from Fabrik Architects regarding Tillsonburg Operations Facility Study be received as information;

AND THAT this information be referred to item 14.6.2 staff report OPD 21-45, for consideration.

**Carried**

Agenda item 14.6.2 was dealt with next.

## **8. Public Meetings**

## **9. Planning Reports**

## **10. Delegations**

### **10.1 Isaak Heide Re: Fire Department Bill**

Isaak Heide appeared before Council to request that Council waive a fire department bill.

Opportunity was provided for comments and questions from Council.

Staff noted that the fees associated to the dispatch of a fire apparatus are approved in the annual rates and fees by-law.

**Resolution # 2021-425**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Esseltine

THAT the delegation of Isaak Heide regarding fire department bill be received as information.

**Carried**

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

**12. COVID-19**

**13. Information Items**

**13.1 Southwestern Public Health Memo Re: Recreational facilities**

**13.2 Southwestern Public Health Re: Open letter to the community**

There was discussion regarding the current practice of having teams enter the community centre as a group.

Staff noted that only the east entrance is open and that visitors can enter at anytime.

**Resolution # 2021-426**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

THAT Council receives the correspondence from Southwestern Public Health dated October 6, 2021 and the letter from Southwestern Public Health dated October 6, 2021, as information.

**Carried**

**14. Staff Reports**

**14.1 Chief Administrative Officer**

**14.1.1 Municipal Modernization Program – Intake 3**

Staff noted that the Province requires municipality's to contract out projects under the review stream.

**Resolution # 2021-427**

**Moved By:** Councillor Esseltine

**Seconded By:** Councillor Luciani

THAT Council receives report CAO 21-12 Municipal Modernization Program – Intake 3;

AND THAT Council authorizes staff to proceed with applying for funding under the Municipal Modernization Program – Intake 3 for the projects identified in this report, along with the associated financial impacts.

**Carried**

**14.2 Corporate Services**

**14.2.1 CS 21-27 COVID-19 Vaccination Policy/Options**

The mover indicated that the intent of the motion is to have staff prepare a draft policy to be brought back to Council for consideration.

It was asked if the Town or Council as individuals could be held liable in the event of employee termination. Staff noted that this is unknown at this time.

Concern was noted regarding the inclusion of volunteers. There was discussion regarding exemptions when not attending Town facilities.

**Resolution # 2021-428**

**Moved By:** Councillor Esseltine

**Seconded By:** Councillor Luciani

THAT the Town of Tillsonburg adopt a Proof of Vaccination Policy for Staff, Council Members, Committee Members, Contractors, Consultants and Students;

AND further that the County of Oxford's recently approved Workplace Vaccination Policy be adapted to serve as the Proof of Vaccination Policy for the Town of Tillsonburg requiring that:

- All active town staff, committee members, contractors, consultants, students and volunteers provide required proof of vaccination status against Covid-19, or
- As an alternative to vaccination in the short term, complete mandatory education and undertake regular antigen testing providing proof of a negative result prior to attending any Town of Tillsonburg at work location, and
- That proof of Covid 19 vaccination be a condition of employment for all new employees;

All of this in a manner that complies with applicable privacy and human rights legislation;

And that staff are directed to report back to Council regarding vaccination data.

**Carried**

#### **14.2.2 CS 21-28 Council Planning meeting date change**

##### **Resolution # 2021-429**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Gilvesy

THAT the Council Planning meeting of October 18, 2021, be cancelled;

AND THAT a Council Planning meeting be scheduled for Monday, November 1, 2021 at 4:30 p.m.

**Carried**

### **14.3 Economic Development**

#### **14.3.1 EDM 21-28 Surplus Land Declaration – Unopened Right-of-Way South of Ridge Boulevard**

Staff noted that the land disposition by-law requires notice of the potential surplus property to be given prior to consideration of the matter. Staff to provide notice to Council prior to public notice being given.

There was discussion regarding the allowable uses on the lands which are designated Environmental Protection. Staff would have to confirm if tree cutting would be prohibited.

Staff confirmed there is minimal cost to the Town to own this land.

**Resolution # 2021-430**

**Moved By:** Councillor Luciani

**Seconded By:** Deputy Mayor Beres

THAT Council receives report EDM 21-28 Surplus Land Declaration – Unopened Right-of-Way South of Ridge Boulevard;

AND THAT the Unopened Right-of-Way Lands located south of Ridge Boulevard, described as Part 8, Plan 41R-940, be closed;

AND THAT Unopened Right-of-Way be declared surplus to the needs of the Town of Tillsonburg in accordance with By-Law 2021-031 (land disposition) including suitable notification to the public.

**Defeated**

**14.3.2 EDM 21-30 Van Norman Innovation Park - Phase 2 Conceptual Plan Development**

Staff noted that once conceptual plans are complete there is potential to pre-sell land.

**Resolution # 2021-431**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Gilvesy

THAT Council receive report EDM 21-30 Van Norman Innovation Park – Phase 2 Conceptual Plan Development;

AND THAT staff be authorized to move forward with retaining professional services relating to the development of conceptual plans for Phase 2 of the Van Norman Innovation Park;

AND THAT the project be funded in the amount of \$50,000 in funds from the Economic Development Reserve.

**Carried**

## **14.4 Finance**

### **14.4.1 FIN 21-29 Appointment of Interim Treasurer**

#### **Resolution # 2021-432**

**Moved By:** Councillor Gilvesy

**Seconded By:** Councillor Rosehart

THAT Council receives report FIN 21-29 Appointment of an Interim Treasurer;

AND THAT a By-Law to appoint Renato Pullia as Interim Treasurer be brought forward for Council's consideration.

**Carried**

## **14.5 Fire and Emergency Services**

## **14.6 Operations and Development**

### **14.6.1 OPD 21-43 2021 Great Pumpkin Rescue Program**

#### **Resolution # 2021-433**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

THAT report OPD 21-43 2021 Great Pumpkin Rescue Program be received as information.

**Carried**

### **14.6.2 OPD 21-45 Public Works Facility Feasibility Study and Concept Design**

There was discussion regarding the prioritization of the salt storage improvements.

#### **Resolution # 2021-424**

**Moved By:** Councillor Esseltine

**Seconded By:** Councillor Luciani

THAT report OPD 21-45 Public Works Facility Feasibility Study and Concept Design be received as information;



AND THAT Council direct staff to bring forward the salt storage project as included in the Feasibility Study Final report - Option A for consideration in the capital budget deliberations for 2022.

**Carried**

Agenda item 10.1 was dealt with next.

#### **14.7 Recreation, Culture and Parks**

#### **15. New Business**

#### **16. Consideration of Committee Minutes**

##### **16.1 Committee Minutes**

##### **Resolution # 2021-434**

**Moved By:** Councillor Luciani

**Seconded By:** Deputy Mayor Beres

THAT Council receives the Museum Advisory Committee minutes dated October 22, 2020 and September 23, 2021, the Economic Development Advisory Committee minutes dated September 14, 2021 and the Tillsonburg 150 Ad Hoc Committee minutes dated September 21, 2021, as information.

**Carried**

##### **16.2 Long Point Region Conservation Authority Board of Director Minutes**

##### **Resolution # 2021-435**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Luciani

THAT Council receives the Long Point Region Conservation Authority Board of Director minutes dated September 1, 2021, as information.

**Carried**

#### **17. Motions/Notice of Motions**

Staff noted that the Lion's Den could be utilized and that staff will have Health and Safety review the Council Chambers for potential increased capacity for in-person meetings.

**Resolution # 2021-436****Moved By:** Councillor Esseltine**Seconded By:** Councillor Luciani

THAT Committees of Council be offered a third option for committee meetings. Currently committee members can choose to meet virtually from individual remote locations, or a hybrid meeting format can be used with some members (up to seven people) in attendance at the council chambers and other committee members attending virtually from remote locations;

AND THAT the third option to be considered at this time would be for all committee members to meet in person at a town facility while adhering to Southwestern Public Health Covid-19 requirements.

Individual committees will be able to select their preferred format.

**Carried**

The mover indicated the intent of the motion is that this would be considered as part of the 2022 business plan and budget deliberations.

Concerns were noted regarding the community centre having only one girl change room and no gender neutral change room available.

**Resolution # 2021-437****Moved By:** Councillor Parker**Seconded By:** Councillor Gilvesy

THAT Staff be directed to review the dressing room and storage situation at for both Memorial and Colin Campbell arenas;

AND THAT Staff report back to Council with options to address any inadequacies that may currently be in place.

**Carried****18. Resolutions/Resolutions Resulting from Closed Session****19. By-Laws****19.1 By-Law 2021-107, to appoint an interim Treasurer****Resolution # 2021-438**

**Moved By:** Councillor Gilvesy  
**Seconded By:** Councillor Rosehart

THAT By-Law 2021-107, to appoint an interim Treasurer, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried**

## **20. Confirm Proceedings By-law**

### **Resolution # 2021-439**

**Moved By:** Councillor Esseltine  
**Seconded By:** Councillor Parker

THAT By-Law 2021-106, to Confirm the Proceedings of the Council meeting held on October 12, 2021, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried**

## **21. Items of Public Interest**

Staff noted that the HWY 19 South project is on scheduled to be completed by end of October, 2021.

Staff noted that the Concession Street project is also on schedule.

Local Government Week is the week of October 18 to October 22. Local Grade 5 students were invited to participate in a poster contest.

Upcoming Council meetings include:

- Monday, October 25, 2021 at 6:00 p.m. regular meeting.
- Monday, November 1, 2021 at 4:30 p.m. for the purpose of holding public meetings for planning applications.

## **22. Adjournment**

### **Resolution # 2021-440**

**Moved By:** Councillor Rosehart  
**Seconded By:** Councillor Gilvesy

THAT the Council meeting of October 12, 2021 be adjourned at 8:46 p.m

**Carried**