

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