

The Corporation of the Town of Tillsonburg
Council Meeting
MINUTES



Monday, November 14, 2022
6:00 PM
Council Chambers
200 Broadway, 2nd Floor

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

Staff: Kyle Pratt, Chief Administrative Officer
Cephas Panschow, Development Commissioner
Laura Pickersgill, Executive Assistant/Assistant Clerk
Julie Columbus, Director of Recreations, Culture & Parks
Johnathon Graham, Director of Operations & Development
Donna Wilson, Acting Clerk

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Moment of Silence

3. Adoption of Agenda

Resolution # 2022-349

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT the Agenda as prepared for the Council meeting of Monday, November 14, 2022, be adopted.

Carried

4. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

5. Adoption of Council Minutes of Previous Meeting

Resolution # 2022-350

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT the minutes of the Council meeting of October 11, 2022, be approved.

Carried

6. Presentations

7. Public Meetings

Resolution # 2022-351

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

THAT Council move into the Committee of Adjustment to hear an application for Minor Variance at 6:04 P.M.

Carried

7.1 Minor Variance Application A 11-22 16 Concession Street West

Eric Gilbert, Senior Planner, Oxford County provided an overview of the minor variance application.

Opportunity was provided for members to ask questions.

The applicant or agent was not in attendance. There were no persons present to speak in favour or opposition to the application.

Resolution # 2022-352**Moved By:** Councillor Luciani**Seconded By:** Deputy Mayor Beres

THAT the Town of Tillsonburg Committee of Adjustment approves application File A11-22 submitted by David Vandermeersch for lands described as Lots 640 and 641, Plan 500, and Parts 2, 4, & 5 of 41R-609, municipally known as 16 Concession Street West, Town of Tillsonburg, County of Oxford, as it relates:

- 1) Relief from Section 5.37.1 Permitted Projections Into Required Yards – Table 5.37.1 - Permitted Projections Into Required Yards, to increase the permitted projection from 1.5 m (4.9 ft) to 2.75 m (9.0 ft), to facilitate the construction of a covered porch at the front of the existing dwelling.

Carried**Resolution # 2022-353****Moved By:** Councillor Esseltine**Seconded By:** Councillor Parker

THAT Council move out of Committee of Adjustment and move back into regular Council session at 6:09 P.M.

Carried**8. Planning Reports****8.1 CP 2022-397 - Potential options for Increasing Residential Density**

Eric Gilbert, Senior Planner, Oxford County provided an overview of report CP 2022-397.

Opportunity was provided for members to ask questions.

Resolution # 2022-354**Moved By:** Councillor Parker**Seconded By:** Councillor Esseltine

THAT Council receives report CP 2022-397 - Potential Options for Increasing Residential Density, as information.

Carried

8.2 CP 2022-407 More Homes Built Faster Act, 2022

Eric Gilbert, Senior Planner, Oxford County provided an overview of Report CP 2022-407.

Opportunity was provided for members to ask questions.

Resolution # 2022-355

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT Council receives report CP 2022-407 More Homes Built Faster Act, 2022, as information;

AND FURTHER THAT staff respond within the defined time period in a manner similar to this report.

Carried

9. Deputation(s) on Committee Reports

9.1 CS 22-24 Heritage Register Listing Report

Carrie Lewis, Chair, Culture, Heritage and Special Awards Advisory Committee provided an overview of Report CS 22-24 Heritage Register Listing.

Resolution # 2022-356

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT Council receives report CS 22-24, as information;

THAT Council supports that the Heritage Listings be added to the Town's Heritage Register to supplement the Designated Properties that are currently on the register;

AND THAT the Heritage Register of both Designated and Listed Properties be accessible to the public and those interested in the community's history through the Town's website and in print format.

10. Information Items

- 10.1 **Oxford County- Regulatory Proposals- Conservation Authorities Act, Transition Plans and Agreements for Programs and Services**
- 10.2 **Written Submissions- Proposed Federal Electoral Boundaries**
- 10.3 **Future Oxford- Federal Electoral Districts Redistribution 2022**
- 10.4 **Minister of Finance- 2023 Funding Allocations under the Ontario Municipal Partnership Fund**

Resolution # 2022-357

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

THAT Council receives the correspondence from Oxford County dated October 12, 2022, Federal Electoral Redistribution Commission dated October 26, 2022, Future Oxford dated October 21, 2022 and Minister of Finance dated November 9, 2022, as information.

Carried

11. 2022 Third Quarter Financial Reports

- 11.1 **FIN 22-23 2022 Third Quarter Finance Department Results**
- 11.2 **FIN 22-24 2022 Third Quarter Consolidated Financial Report**

Resolution # 2022-358

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT Council receives report FIN 22-24 2022 Third Quarter Consolidated Financial Report, as information.

Carried

- 11.3 **EDM 22-16 Third Quarter Economic Development and Marketing Results**
- 11.4 **FRS 22-04 2022 Third Quarter Fire Services Results**
- 11.5 **FIN 22-25 2022 Third Quarter COVID Impact Report**
- 11.6 **OPD 22-45 2022 Third Quarter Building, Planning, By-Law Services Results**

11.7 OPD 22-47 2022 Third Quarter Operations and Development Services Results

11.8 CS 22-34 2022 Q3 Corporate Services Dept Report

11.9 RCP 22-23 2022 Third Quarter Recreation, Culture and Parks Dept. Results

Resolution # 2022-359

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT Council receives the 2022 Third Quarter Reports 11.1 and 11.3-11.9, as information.

Carried

12. Staff Reports

12.1 Chief Administrative Officer

12.2 Corporate Services

12.2.1 CS 22-25 BIA by-law amendment

Resolution # 2022-360

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT Council receives report CS 22-25, Business Improvement Area By-Law Amendment;

AND THAT Council receive the request from the BIA to amend By-Law 2013 to add a clause to the eligibility criteria;

AND THAT a by-law be brought forward for Council's consideration to amend by-law 2013 being a by-law to designate a certain area as an improvement area and to establish a Board of Management.

Carried

12.2.2 CS 22-26 2022 Election Report

Resolution # 2022-361

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT Council receives report CS 22-26 2022 Municipal Election, as information.

Carried

12.2.3 CS 22-27 Election Accessibility Report

Resolution # 2022-362

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

THAT Council receives report CS 22-27 2022 Municipal Election Accessibility Report, as information.

Carried

12.2.4 CS 22-33 Request Relief from By-Law Parking Levy

Resolution # 2022-363

Moved By: Councillor Luciani

Seconded By: Deputy Mayor Beres

THAT Council receives report CS 22-33 Request Relief from By-Law, as information;

AND THAT Council authorizes relief from the parking levy for 53 London Street East.

Carried

12.3 Economic Development

12.3.1 EDM 22-24 Community Improvement Plan Update

Resolution # 2022-364

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT the Community Improvement Plan as revised to reflect the Town's Housing Goals outlined in the approved Community Strategic Plan be approved in principle;

AND THAT the revised Community Improvement Plan documents be forwarded to the Ontario Ministry of Municipal Affairs and Housing for review prior to bringing back for bylaw approval.

Carried

12.3.2 EDM 22-25 Surplus Land Declaration – 25 Maple Lane Property

Angela Bamford resident of 31 Maple Lane spoke in opposition to this proposal.

Resolution # 2022-365

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT the 25 Maple Lane property, described as Part Lot 380, Plan 500; Part 1, Plan 41R-9104, Except Part 1 Plan 41R-10139; be declared surplus to the needs of the Town of Tillsonburg in accordance with Bylaw 2021-031 (land disposition) including suitable notification to the public.

Carried

12.3.3 EDM 22-26 Economic Development Advisory Committee Recommendation - Project Consultant

Resolution # 2022-366

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT the Economic Development Advisory Committee recommendation for the Town to consider project management options for the development of Phase 2 of the Van Norman Innovation Park be referred to 2023 budget deliberations for consideration.

Carried

12.4 Finance**12.5 Fire and Emergency Services****12.6 Operations and Development****12.6.1 OPD 22-45 Hangar Land Lease Agreement Taxiway C1-9****Resolution # 2022-367****Moved By:** Councillor Gilvesy**Seconded By:** Councillor Rosehart

THAT Council receives Report OPD 22-45 Airport Hangar Land Lease Taxiway C1 Lot #9;

AND THAT a By-law to a) execute the Agreement to Terminate the Lease with Danny Richer for Taxiway C1 Lot #9, b) to execute the Hanger Land Lease Agreement for Taxiway C1 Lot #9 with Mark Kniss and c) repeal By-law 3883, be brought forward for Council consideration.

Carried**12.7 Recreation, Culture and Parks****12.7.1 RCP 22-22 - South Ridge Playground Replacement****Resolution # 2022-368****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Luciani

THAT Council receives Staff Report RCP 22-22 South Ridge Playground Replacement, as information; and

THAT the funds from capital project #717 (OPP Security Replacement Access System/\$55,000) be reallocated to cover emergency replacement of the playground at South Ridge Park.

Carried**13. New Business****14. Consideration of Committee Minutes****14.1 Committee Minutes**

Resolution # 2022-369**Moved By:** Councillor Luciani**Seconded By:** Deputy Mayor Beres

THAT Council receives the following Advisory Committees Minutes as information:

- Recreation and Sports Advisory Committee Minutes dated October 5, 2022
- Airport Advisory Committee Minutes dated September 22, 2022
- Dog Park Advisory Committee Minutes dated October 18, 2022
- Economic Development Advisory Committee Minutes dated October 11, 2022
- Culture, Heritage and Special Awards Advisory Committee Minutes dated October 19, 2022.

Carried**14.2 Long Point Region Conservation Authority Minutes****Resolution # 2022-370****Moved By:** Councillor Esseltine**Seconded By:** Councillor Parker

THAT Council receives the Long Point Region Conservation Authority minutes dated September 7 and October 5, 2022, as information.

Carried**15. Motions/Notice of Motions****15.1 Meeting Date Change****Resolution # 2022-371****Moved By:** Councillor Parker**Seconded By:** Councillor Esseltine

THAT Council authorizes the cancellation of the November 28, 2022 Council meeting and reschedules the meeting to be held at 6:00 p.m. on November 21, 2022.

Carried

15.2 Amendment to ECA- Transfer Station Automatic Gate

Resolution # 2022-372

Moved By: Councillor Gilvesy

Seconded By: Councillor Parker

THAT Council requests staff to seek an amendment to ECA to allow the automatic gate to open seven days per week at the yard waste portion of the transfer station to allow citizens access to the yard waste on Sundays.

Carried

15.3 Motion to Reconsider Resolution #2022-144 passed at the April 19, 2022 Council Meeting

Resolution # 2022-144

Moved By: Councillor Esseltine

Seconded By: Councillor Rosehart

THAT plans be put in place for council members and staff to return to the council chambers for regularly scheduled council meetings as soon as possible, and in accordance with the end of the COVID-19 pandemic as determined by the provincial government. At this time, the provincial government has stated that Ontario COVID-19 Public Health measures and advice and all remaining measures, directives and orders are to end by April 27, 2022.

A hybrid option will continue to be available for individuals who are unable to attend in person citing health or distance concerns.

With the provincial statement in mind and as per the town's Procedural By-Law section 5.3 which reads "Electronic meetings for both open and closed meetings will be permitted in the following circumstances: during a pandemic and in certain emergency situations", the provincial government's declaration supports the town's return to open, in person meetings of council and council committees.

AND FURTHER having been advised that the recently approved Hybrid Work Policy could result in staff not being available to attend in person meetings, or to complete other tasks for which in person attendance at

town facilities is important, that council requests a staff report outlining revisions to the Hybrid Work Policy that will assure council and the community that staff attendance at town facilities is considered important and often in the best interest of the municipality.

Should Southwestern Public Health issue regulations requiring in-person public meetings to cease because of a continuance or reoccurrence of COVID-19, Councillors and staff will return to the full hybrid meeting option for the required period of time specified by public health.

Carried

Resolution # 2022-373

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

THAT Resolution #2022-144 passed at the April 19, 2022 Council Meeting as set out above be reconsidered.

Defeated

15.4 Notice of Motion- Procedural By-Law Report

Moved by: Councillor Parker

THAT Council directs staff to bring back a report in regards to virtual meetings and the current procedural by-law;

AND THAT staff compare to other neighbouring municipalities when it comes to extended time away and attending meetings virtually.

16. Resolutions/Resolutions Resulting from Closed Session

17. By-Laws

17.1 By-Law 2022-068 a by-law to amend By-Law 2013 being a by-law to designate a certain area as an improvement area and to establish a Board of Management.

17.2 By-Law 2020-075 To Close and Deem Surplus part of an Alley between Nelson St and Charles St

17.3 By-Law 2022-076 To Close and Deem Surplus Part of an Alley between 6 and 8 John St

Resolution # 2022-374

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

THAT By-Law 2022-068, A By-Law to Amend By-Law 2013 being a by-law to designate a certain area as an improvement area and to establish a Board of Management;

By-Law 2022-075, A By-Law to Close and Deem Surplus part of an Alley between Nelson St and Charles St, and

By-Law 2022-076, A By-Law to Close and Deem Surplus part of an Alley between 6 and 9 John St 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

18. Confirm Proceedings By-law

Resolution # 2022-375

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT By-Law 2022-074, to Confirm the Proceedings of the Council Meeting held on Monday, November 14, 2022, 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. Items of Public Interest

The Santa Claus Parade is happening this Saturday at 2:00 p.m.

The Salvation Army Kettle Campaign kicks off on November 17th at 2:00 p.m.

20. Council Acknowledgement

Kyle Pratt, Chief Administrative Officer, presented the outgoing Council with tokens of appreciation.

21. Adjournment

Resolution # 2022-376

Moved By: Councillor Esseltine
Seconded By: Councillor Parker

THAT the Council meeting of Monday, November 14, 2022 be adjourned at 8:19 p.m.

Carried