

**The Corporation of the Town of Tillsonburg**  
**Council Meeting**  
**MINUTES**



Monday, January 9, 2023  
6:00 PM  
Council Chambers  
200 Broadway, 2nd Floor

ATTENDANCE: Mayor Gilvesy  
Deputy Mayor Beres  
Councillor Luciani  
Councillor Parker  
Councillor Rosehart  
Councillor Spencer  
Councillor Parsons

Staff: Kyle Pratt, Chief Administrative Officer  
Renato Pullia, Interim Director of Finance/Treasurer  
Johnathon Graham, Director of Operations & Development  
Julie Columbus, Director of Recreations, Culture & Parks  
Cephas Panschow, Development Commissioner  
Amelia Jaggard, Deputy Clerk

---

**1. Call to Order**

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

**2. Closed Session**

**3. Moment of Silence**

**4. Adoption of Agenda**

**Resolution # 2023-001**

**Moved By:** Councillor Parker

**Seconded By:** Deputy Mayor Beres

THAT the Agenda as prepared for the Council meeting of January 9, 2023, with the withdrawal of agenda items 10.1 Delegation and 13.2.1 staff report CS 23-01 Committee Member Selection, be approved.

**Carried**

**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 # 2023-002**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer

THAT Council Budget meeting minutes dated December 7, 2022 and the Council meeting minutes dated December 12, and December 19, 2022, be approved.

**Carried**

**7. Presentations**

**7.1 Staff Employee Recognition**

Kyle Pratt, Chief Administrative Officer, presented staff with employee service recognition certificates.

Councillor Parsons honoured former Tillsonburg Town Councillor and Volunteer Firefighter Bob Smith. A moment of silence was held.

**8. Public Meetings**

**8.1 Applications for Official Plan Amendment, Draft Plan of Subdivision & Zone Change OP 22-14-7, SB 22-04-7 & ZN 7-22-12 - Gene Sandham**

Eric Gilbert, Senior Planner, Oxford County, appeared before Council to provide an overview of the application. Staff recommend approval in principal of the zone change application.

Opportunity was provided for comments and questions from Council.

The applicant was not in attendance.

Trevor Benjamins, Agent, was present to speak in support to the application.

There was discussion regarding parkland dedication verse cash-in-lieu.

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

**Resolution # 2023-003**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT Council approve in principle the zone change application (File No. ZN 7-22-13) submitted by Gene Sandham, for lands legally described as Part of Lot 1606, Plan 500, Concession 5 NTR, Parts 3 & 4, 41R-9612 in the Town of Tillsonburg, to rezone the lands Low Density Residential Type 1 Holding Zone, to facilitate the proposed draft plan of subdivision;

AND THAT Council advise County Council that the Town supports the application to amend the County Official Plan (File No. OP 22-14-7), submitted by Gene Sandham, for lands legally described as Part of Lot 1606, Plan 500, Concession 5 NTR, Parts 3 & 4, 41R-9612, in the Town of Tillsonburg, to redesignate the subject lands from 'Open Space' to 'Residential' & 'Low Density Residential', to facilitate a draft plan of subdivision consisting of lots for 7 single detached dwellings;

AND THAT Council advise County Council that the Town supports the application for draft plan of subdivision, File No. SB 22-04-7, submitted by Gene Sandham, for lands legally described as Part of Lot 1606, Plan 500, Concession 5 NTR, Parts 3 & 4, 41R-9612, in the Town of Tillsonburg, consisting of 7 lots for single-detached dwellings, subject to the conditions of draft approval contained in staff report CP 2022-421 dated January 9, 2023.

**Carried**

**9. Planning Reports**

**10. Delegations**

**10.1 Andrew Stancek, Dawn Vanatter, Jerry Claessens Re: Support for homeless shelter**

Delegation was withdrawn.

## **10.2 Jim Donaldson Re: Recreation Sports Tennis, Paddle Ball, Pickleball**

Jim Donaldson appeared before Council to advocate for the resurfacing of the existing three tennis courts, the installation of an additional fourth tennis court, in addition to the creation of four dedicated pickle ball courts. Mr. Donaldson also noted that tennis tournaments will not come to Tillsonburg due to the lack of accommodations.

It was noted that the resurfacing of the existing tennis courts is included in the proposed 2023 budget.

Opportunity was provided for comments and questions from Council.

Staff were asked to investigate the feasibility of multi-use courts to accommodate tennis and pickleball. In addition, staff were asked to provide the cost to create a fourth court for Council's consideration.

### **Resolution # 2023-004**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parsons

THAT Council receives the delegation from Jim Donaldson as information;

AND THAT the item be referred to the Recreation and Sports Advisory Committee for consideration.

**Carried**

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

### **12. Information Items**

#### **12.1 Oxford Invitational Youth Robotics Challenge Wrap Up Letter**

#### **12.2 City of Toronto Re: Update on Bill 23 More Homes Built Faster Act, 2022**

#### **12.3 Oxford County Re: More Homes Built Faster Act, 2022, and Bill 39, Better Municipal Governance Act, 2022**

#### **12.4 Ministry of Municipal Affairs and Housing Re: More Homes Built Faster Act, 2022**

### **Resolution # 2023-005**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Rosehart

THAT Council receive the correspondence from the Oxford Invitational Youth Robotics Challenge dated 2022, the correspondence from the City of Toronto dated November 25, 2022, the correspondence from Oxford County dated December 14, 2022 and the correspondence from the Ministry of Municipal Affairs and Housing dated January 4, 2023, as information.

**Carried**

### **13. Staff Reports**

#### **13.1 Chief Administrative Officer**

#### **13.2 Corporate Services**

##### **13.2.1 CS 23-01 Committee Member Selection**

Staff report withdrawn.

#### **13.3 Economic Development**

#### **13.4 Finance**

##### **13.4.1 2023 Budget Deliberations**

##### **13.4.1.1 EDM 23-01 Budget White Paper - Project Management Consultant to Expedite Industrial Land Development**

##### **Resolution # 2023-006**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parker

THAT report EDM 23-01 Project Management Consultant to Expedite Industrial Land Development Budget White Paper be received as information;

AND THAT a Request for Proposal for a Project Management Consultant be prepared and released with the intent of facilitating the timely development and approval of Phases 2 and 3 of the Van Norman Innovation Park;

AND THAT the costs for a Project Management Consultant, and associated design/ approvals, be funded from the Economic Development Reserve up

to a maximum of \$250,000 with an annual report being brought back to Council for information.

**Carried**

**13.4.1.2 EDM 23-02 - Budget White Paper - Review of Southwestern Ontario Marketing Alliance**

**Resolution # 2023-007**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Luciani

THAT report EDM 23-02 Review of Southwestern Ontario Marketing Alliance Budget White Paper be received for information.

**Carried**

**13.4.1.3 FIN 23-04 Budget White Paper - Council Budget Increase**

**Resolution # 2023-008**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Spencer

THAT report FIN 23-04 Council 2022 to 2023 Budget Variance Budget White Paper be received as information.

**Carried**

**13.4.1.4 FRS 23-01 Budget White Paper - Fire Service Medical Response White Paper**

Fire Chief Caskenette was present to answer questions.

Staff noted that the Town is in the process of conducting a community risk assessment as well as developing a Fire Master Plan that will help determine the Town's Fire and Rescue Services Department resource needs.

**Resolution # 2023-009****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Rosehart

THAT report FRS 23-01 Fire Service Medical Response Information Budget White Paper be received as information;

AND THAT Council direct the Fire Chief to provide the current level of tiered medical response services to the community in accordance with the Tiered Response Agreement between the Town of Tillsonburg and the County of Oxford Paramedic Services dated September 23, 2019.

**Carried****13.4.2 FIN 23-01 Interim 2023 Tax Levy By-Law****Resolution # 2023-010****Moved By:** Councillor Parker**Seconded By:** Councillor Parsons

THAT report FIN 23-01 2023 Interim Tax Levy be received for information;

AND THAT the 2023 Interim Tax Levy By-Law be brought forward for Council's consideration.

**Carried****13.4.3 FIN 23-02 2023 Borrowing By-Law****Resolution # 2023-011****Moved By:** Councillor Spencer**Seconded By:** Deputy Mayor Beres

THAT Council receives report FIN 23-02 2023 Borrowing By-law;

AND THAT a By-Law to authorize the borrowing of money to meet current expenditures of the Town of Tillsonburg for the 2023 fiscal year be brought forward for Council's consideration.

**Carried**

**13.4.4 FIN 23-03 Delegation of Authority, Tax Adjustments and Apportionments**

Ted Lyons, Revenue Manager, was present to answer questions.

**Resolution # 2023-012**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Spencer

THAT Council receives report FIN 23-03 Delegation of Authority, Tax Adjustments and Apportionments, as information;

AND THAT a By-Law to amend By-Law 2020-091 Delegation of Powers and Duties, to include a delegation of authority for property tax adjustments and apportionments under Sections 356, 357, 357.1, 358 & 359 of the Municipal Act, 2001, c.25 to the Director of Finance / Treasurer or delegate, be brought forward at the next regular Council meeting for Council's consideration.

**Carried**

**13.5 Fire and Emergency Services**

**13.6 Operations and Development**

**13.6.1 OPD 23-01 Bridges Subdivision Road Naming**

**Resolution # 2023-013**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Parker

THAT Council approves "Greenhill Drive", "Clubhouse Way", and "Eagles Court" as road names for the Bridges subdivision.

**Carried**

**13.6.2 OPD 23-02 Subdivision and Road Naming – Cranberry Road Subdivision**

**Resolution # 2023-014**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Rosehart

THAT Council approves “Cranberry Road Subdivision” as a subdivision name;

AND THAT Council approves “Ambkot Crescent” as a road name for the Cranberry Road Subdivision.

**Carried**

### **13.6.3 OPD 23-03 Overnight Winter Parking Enforcement**

Staff noted that if approved the additional staff appointments will result in an increase of snow removal related ticketing, with education as the primary practice. It was asked if there is a method for the public to report vehicles in contravention of Town by-laws; the public can call the Town to make a report.

#### **Resolution # 2023-015**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parker

THAT a By-Law to appoint Jeff VanGulk, Darryl Nesplic, and Angela Hughes as Municipal Law Enforcement Officers for the Town of Tillsonburg be brought forward for Council’s consideration.

**Carried**

### **13.6.4 OPD 23-04 Traffic By-Law Housekeeping Amendments**

There were questions and concerns noted about the proposed amendments to the Traffic By-Law.

#### **Resolution # 2023-016**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT the recommendations for Tillson Avenue, Venison Street and Kara Lane be approved;

AND THAT the accessible parking request on Brock Street be sent to the Accessibility Advisory Committee for comment and review;

AND THAT the North School Bus Loading Zone on Frances Street be converted to a 30 minute maximum parking zone;

AND THAT the remainder of Frances Street be unchanged;

AND THAT a letter signed by the Mayor be sent to the London District Catholic School Board firmly stating that it is the role of the School Board to provide sufficient and adequate parking for their schools. The letter should site complaints received by the Town as well as safety concerns that may have been identified by staff;

AND THAT the recommendation for electrical vehicle signage be approved;

AND THAT the removal of two parking spaces on Broadway for T-GO, the two hour limit on Lot 1A and the re-location of the loading zone in Lot 1A be deferred until a report is brought back to Council outlining how these changes relate to the Parking Study.

**Carried**

### **13.7 Recreation, Culture and Parks**

#### **14. New Business**

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

##### **15.1 Committee Minutes**

##### **15.2 Long Point Region Conservation Authority Minutes**

###### **Resolution # 2023-017**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer

THAT Council receives the Long Point Region Conservation Authority Minutes dated November 2 and November 9, 2022, as information.

**Carried**

##### **15.3 Tillsonburg Police Service Boards Minutes and Reports**

###### **Resolution # 2023-018**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT Council receives the Tillsonburg Police Service Boards Minutes and Reports dated November 16, 2023, as information.

**Carried**

**16. Motions/Notice of Motions**

**16.1 Land Acknowledgement**

Staff were asked to seek input from Indigenous peoples on the inclusion of First Nation group names in a Territorial Acknowledgement.

**Resolution # 2023-019**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

THAT the Town of Tillsonburg's formal Land Acknowledgement be read as, "Today we recognize the Indigenous peoples as the customary keepers and defenders of the Great Turtle Island, its waters and its lands. We honour their long history and welcoming others to this beautiful territory. Our aim is to uphold and uplift their voices and values as our Host Nation." at the beginning of each Council meeting.

**Carried**

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

**18. By-Laws**

**18.1 By-Law 2023-002, to Enter into an Airport Land Lease with 1467246 Ontario Inc.**

**18.2 A By-Law to appoint members to Town of Tillsonburg Council advisory committees**

Withdrawn.

**18.3 By-Law 2023-003, to provide for an Interim Tax Levy for the year 2023**

**18.4 By-Law 2023-004, to authorize the borrowing of money to meet current expenditures of the Council of the Corporation of the Town of Tillsonburg (the "Municipality") during the Fiscal Year Ending December 31, 2023**

**18.5 By-Law 2023-005, to appoint Municipal Law Enforcement Officers**

**18.6 A By-Law to amend By-Law 2022-029 (Traffic By-Law)**

Withdrawn.

**Resolution # 2023-020**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Luciani

THAT By-Law 2023-002, to Enter into an Airport Land Lease with 1467246 Ontario Inc.; and

By-Law 2023-003, to provide for an Interim Tax Levy for the year 2023; and

By-Law 2023-004, to authorize the borrowing of money to meet current expenditures of the Council of the Corporation of the Town of Tillsonburg (the "Municipality") during the Fiscal Year Ending December 31, 2023; and

By-Law 2023-005, to appoint Municipal Law Enforcement Officers, 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 # 2023-021**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parsons

THAT By-Law 2023-001, to Confirm the Proceedings of the Council Meeting held on January 9, 2023, 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**

Development Commissioner noted that the provisional certificate has been removed from title on the Van Norman Innovation Park and that two land deals have closed.

County Council will be asked to approve the updated 2023 Business Plans and Budget at their meeting on Wednesday, January 11, 2023 at 9:30 a.m.

Upcoming Council meetings include:

- Monday, January 16, 2023 at 6:00 p.m. budget meeting (2023 budget deliberations).
- Tuesday, January 24, 2023 at 6:00 p.m. regular meeting.

**21. Adjournment**

**Resolution # 2023-022**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parker

THAT the Council meeting of January 9, 2023 be adjourned at 7:48 p.m.

**Carried**