



**The Corporation of the Town of Tillsonburg**  
**Affordable and Attainable Housing Committee Meeting**  
**MINUTES**

Wednesday, March 29, 2023

4:15 PM

Council Chambers

200 Broadway, 2nd Floor

ATTENDANCE: Cedric Tomico  
Councillor Chris Parker  
Cole Warwick, Housing Programs Coordinator, Oxford County  
Rebecca Smith, Manager of Housing Development, Oxford County  
Dane Willson  
Deb Gilvesy, Mayor  
Gary Green

Regrets: Suzanne Renken

Staff: Cephas Panschow, Development Commissioner  
Kyle Pratt, Chief Administrative Officer  
Laura Pickersgill, Executive Assistant

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**1. Call to Order**

The meeting was called to order at 4:16 p.m.

**2. Adoption of Agenda**

**Resolution # 1**

**Moved By:** Dane Willson

**Seconded By:** Cedric Tomico

THAT the Agenda as prepared for the Affordable and Attainable Housing Advisory Committee meeting of Wednesday, March 29, 2023, be adopted.

**Carried**

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

C. Tomico declared a pecuniary interest on item 5.1.

**4. Adoption of Minutes of Previous Meeting**

**Resolution # 2**

**Moved By:** Mayor Gilvesy

**Seconded By:** Cedric Tomico

THAT the minutes of the Affordable and Attainable Housing Advisory Committee of February 22, 2023, be approved.

**Carried**

**5. General Business & Reports**

**5.1 United Way Transitional Housing Project**

**5.1.1 Review of Needs List**

L. Pickersgill provided a summary of the status of the transitional house.

Staff to inquire if United Way Oxford is accepting donations in lieu of items.

**5.1.2 United Way Community Improvement Plan Application**

C. Panschow provided a summary of United Way's Community Improvement Plan Application.

Opportunity was provided to provide suggestions.

**Resolution # 3**

**Moved By:** Mayor Gilvesy

**Seconded By:** Dane Willson

THAT the Affordable and Attainable Housing Advisory Committee supports the Community Improvement Plan application submitted by United Way Oxford.

**Carried**

## **5.2 31 Earle Street Update**

### **5.2.1 Summary from Meeting with County**

C. Panschow provided a summary of the preliminary planning meeting Town staff had with County representatives.

It was suggested that a parking study be done prior to application. It was suggested that lands at the former special events centre could be used for parking in efforts to maximize the property for development. It was suggested that the playground on this property be put on hold until the plans for this development are well underway. Councillor Parker will bring this up at the Sports and Recreation Advisory Committee meeting next week.

### **5.2.2 Review of Draft Reference Plan**

C. Panschow provided an overview of the draft reference plan.

### **5.2.3 Request for Quotation- Conceptual Building Plans**

C. Panschow provided a brief summary of the RFQ. It was suggested that this document include further information.

## **5.3 Oxford County Community Improvement Plan Update**

R. Smith provided an overview of the addition of the "affordable housing incentive program" into the County's Community Improvement Plan which exempts developers of affordable housing projects of the planning application fees. C. Panschow and R. Smith to work together to ensure the Town's draft of proposed amendments to the Town's Community Improvement Plan is in line with the verbiage used in the County's Plan prior to sending this to the MMAH.

## **5.4 Homeless Shelter Update**

L. Pickersgill provided a summary of the pilot homeless shelter project.

## **6. Next Meeting**

The next meeting is scheduled for April 26, 2023 4:15 p.m.

7. **Adjournment**

**Resolution # 4**

**Moved By:** Cedric Tomico

**Seconded By:** Dane Willson

THAT the Affordable and Attainable Housing Advisory Committee meeting of Wednesday, March 29, 2023 be adjourned at 5:08 p.m.

**Carried**