

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



Monday, July 8, 2024  
4:00 PM  
LPRCA  
4 Elm St  
Tillsonburg

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

Staff: Kyle Pratt, Chief Administrative Officer  
Tanya Daniels, Director of Corporate Services/Clerk  
Johnathon Graham, Director of Operations & Development  
Cephas Panschow, Development Commissioner  
Andrea Greenway, Interim Director of Recreation, Culture and Parks  
Cheyne Sarafinchin, Deputy Treasurer  
Julie Ellis, Deputy Clerk

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**1. Call to Order**

The meeting was called to order at 4:00 p.m.

**2. Closed Session (4:00 p.m.)**

**Resolution # 2024-319**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

THAT Council move into Closed Session to consider the following:

**2.4.1 Oxford County Presentation - Planning 101**

239 (3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

**2.1 CLD-EDM-24-009 Surplus Langrell Avenue Lands - Revised Offer to Purchase**

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

239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**2.5.2 CLD-EDM-24-010 Request for Assignment of VIP Lot 1 from 2776807 Ontario Inc to 2153484 Ontario Inc**

239 (2) (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of 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 Minutes**

**2.4 Presentations**

**2.4.1 Oxford County Presentation - Planning 101**

**2.5 Reports**

**2.5.1 CLD-EDM-24-009 Surplus Langrell Avenue Lands - Revised Offer to Purchase**

**2.5.2 CLD-EDM-24-010 Request for Assignment of VIP Lot 1 from 2776807 Ontario Inc to 2153484 Ontario Inc.**

**2.6 Back to Open Session**

**3. Moment of Silence**

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

**Resolution # 2024-325**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

THAT the agenda as prepared for the Council meeting of July 8, 2024, be approved with the removal of By-Law 2024-082 (Agenda Item 18.5) from the By-Law listing.

**Carried**

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

None.

**6. Adoption of Council Minutes of Previous Meeting**

**Resolution # 2024-326**

**Moved By:** Councillor Rosehart

**Seconded By:** Deputy Mayor Beres

THAT the Special Council Meeting Minutes dated June 25, 2024 and the Council Meeting Minutes dated June 24, 2024, be approved.

**Carried**

**7. Presentations**

**8. Public Meetings**

**8.1 CP 2024-159 Application for Consent and Minor Variance B24-34-7 and A24-11-7 (436 Broadway)**

Laurel Davies-Snyder, Oxford County Planner, attended before Council and provided an overview of the application.

Mike Dawdry, Owner/Applicant, attended before Council to speak in favour of the application.

No other persons came forward in favour or opposition.

The resolution was amended after the meeting to address a typo in the application number.

**Resolution # 2024-327**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Luciani

The Council of the Town of Tillsonburg advise the Oxford County Land Division Committee that the Town supports the Application for Consent B24-34-7 submitted by Mike and Rebecca Dawdry for lands described as Pt Lot 91, Plan 500, Part 1, 41R-349 in the Town of Tillsonburg, subject to the following conditions:

1. The Owners shall agree to satisfy all requirements, financial and otherwise, of the County regarding the installation of water and sanitary sewer services, to the satisfaction of the County including payment of all outstanding fees regarding the same. To this regard, the lot to be retained and the lot to be severed must be independently serviced (water/sanitary), and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department.
2. The Owners shall provide payment for cash-in-lieu of parkland to the Town of Tillsonburg for the lot to be severed, to the satisfaction of the Town of Tillsonburg.
3. The Owner(s) shall covenant and agree to satisfy all requirements financial and otherwise, of the Town of Tillsonburg regarding the installation of services and drainage facilities, to the satisfaction of the Town of Tillsonburg. Any work being done in the Town's right-

of-way will require an Encroachment Permit, and a representative of the developer's consultant must be on site while this work is undertaken. The Owner shall agree to submit a stamped and sealed letter to the Town of Tillsonburg from the consulting engineer stating that all servicing and restoration work has been completed to the Town of Tillsonburg Development Guidelines and Design Criteria.

4. The Owner(s) shall submit a Lot Grading Plan and Site Servicing Plan including all required servicing for the proposed lot to be severed, to the satisfaction of the Town of Tillsonburg Engineering Services Department. If any grading changes are proposed for the lot to be retained, the Owner(s) shall submit a Lot Grading Plan to the satisfaction of the Town of Tillsonburg Engineering Services Department.
5. The Owner(s) shall submit a Surveyor's Real Property Report to confirm lot sizes and building setbacks, to the satisfaction of the Town of Tillsonburg.
6. The Clerk of the Town of Tillsonburg advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town of Tillsonburg have been complied with.

And further, that the Town of Tillsonburg advise the Land Division Committee that the Town supports the approval of Application A24-11-7 submitted by Mike and Rebecca Dawdry for lands described as Pt Lot 91, Plan 500, Part 1, 41R-349 in the Town of Tillsonburg, as it relates to:

1. Relief from Section 6.2 – Table 6.2 - Zone Provisions, to reduce the Minimum Lot Depth from 32 m to 25 m for the lot to be severed via Application for Consent B24-34-7.

As the proposed variance is:

- i. deemed to be a minor variance from the provisions of the Town of Tillsonburg Zoning By-law No. 3295;
- ii. deemed to be desirable for the appropriate development or use of the land;
- iii. in-keeping with the general intent and purpose of the Town of Tillsonburg Zoning By-law No. 3295; and,
- iv. in-keeping with the general intent and purpose of the Official Plan.

**Carried**

**9. Planning Reports**

**10. Delegations**

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

**11.1 RCP-24-032 Parks, Cemeteries and Beautification Advisory Committee Recommendation - Bert Newman Park Fencing**

Motion was revised prior to reading in.

**Resolution # 2024-328**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

A. THAT report titled “Bert Newman Park Fencing” be received as information; and

B. THAT Council approve the recommendation of the Parks, Beautification & Cemeteries Advisory Committee as follows:

a. THAT the fence surrounding the perimeter of Bert Newman Park remain in place, and

b. THAT Council consider repairs, i.e. refurbishing the fence in 2025 budget; and

c. THAT staff seek options to re-engage locking the fence in the later evening hours if required.

**Carried**

**12. Information Items**

**13. Staff Reports**

**13.1 Chief Administrative Officer**

**13.2 Corporate Services**

**13.2.1 CS-24-088 Committee Appointments**

**Resolution # 2024-329**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Parsons

- A. THAT Report CS 24-088 titled Committee Appointments be received as information; and
- B. THAT Stephen Culig, Lauren Johnson and Michael Adams be appointed to the Affordable and Attainable Housing Advisory Committee; and
- C. THAT Pauline Markus be appointed to the Community Health Care Advisory Committee; and
- D. THAT Michael Adams, Ogi Ressel, Lisa DeGeorgis, Lauren Johnson and Monica Clare be appointed to the Property Standards Advisory Committee; and
- E. THAT Sophie Hicks, Dakshneel Singh, Julia Drobits, Scarlet Robson and Jaxon Grundy be appointed to the Youth Advisory Council; and
- F. THAT applications for the Youth Advisory Council remain open until the remaining vacancies are filled; and
- G. THAT a By-Law to amend By-Law 2023-009, be brought forward for Council consideration.

**Carried**

### **13.3 Economic Development**

#### **13.3.1 EDM-24-026 Surplus Land Declaration – Ball Alley Between Tillson Street and First Alley**

##### **Resolution # 2024-330**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Spencer

- A. THAT report titled EDM 24-026 Surplus Land Declaration – Ball Alley between Tillson Street and First Alley be received; and,
- B. THAT the municipally owned Ball Alley between Tillson Street and First Alley, as described on Plan 500, 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; and,

- C. That the Development Commissioner be authorized to negotiate an Agreement of Purchase and Sale with the adjacent property owner(s) subject to being brought back to Council for approval.

**Carried**

**13.3.2 EDM-24-027 Community Improvement Plan Application - Part of Lot 24, Simcoe Street**

**Resolution # 2024-331**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

- A. THAT Council receives report titled EDM 24-027 Community Improvement Plan Application – Part of Lot 24, Simcoe Street; and,
- B. THAT the Simcoe Street property owned by Harvest Ave Inc be approved as the first recipient of funds for a Multi-Residential property outside of the Central Area under the updated Community Improvement Plan and in support of the construction of an approximately 132 unit building with 29 lower than market rate rental units; and,
- C. That support be provided at the Strategic Level of the Tax Increment Equivalent Grant Back Program, which offers the following growth related rebates:

Years 1 to 6 - 100% rebate of the incremental tax increase

Year 7 - 80% rebate

Year 8 - 60% rebate

Year 9 - 40% rebate

Year 10 - 20% rebate

with full property taxes being payable in year 11;



- D. THAT the project be approved for the Permit Fee Grant Back Program with a 50% rebate of the building permit fees for the less than market rate units up to a maximum of \$20,000.

**Carried**

## **13.4 Finance**

### **13.4.1 FIN-24-039 - Funding Agreement for the Renewed Canada Community-Building Fund, 2024-2034**

#### **Resolution # 2024-332**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Rosehart

- A. THAT report FIN-24-039 titled “Funding Agreement for the Renewed Canada Community-Building Fund, 2024-2034” be received as information; and
- B. THAT the Mayor and Clerk be delegated the authority to execute the Municipal Funding Agreement 2024-2034 on the Canada Community-Building Fund between the Association of Municipalities of Ontario and the Town of Tillsonburg; and
- C. THAT a by-law to authorize the execution of the said agreement be presented for consideration.

**Carried**

## **13.5 Fire and Emergency Services**

## **13.6 Operations and Development**

### **13.6.1 OPD-24-040 Comprehensive Zoning By-Law Review - Update**

#### **Resolution # 2024-333**

**Moved By:** Councillor Rosehart

**Seconded By:** Deputy Mayor Beres

- A. THAT report OPD-24-040 titled Comprehensive Zoning By-Law Review be received as information; and

- B. THAT the timeline and workplan for the Comprehensive Zoning By-Law review be endorsed.

**Carried**

### **13.6.2 OPD 24-041 Harvest Heights Subdivision Road Naming**

#### **Resolution # 2024-334**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Luciani

- A. THAT report OPD 24-041 titled “Harvest Heights Subdivision Road Naming” be received as information; and
- B. THAT Council approves “Sergeant Avenue”, “Horton Street”, “Attwater Drive”, “Boyle Street”, “Davidson Street”, “Ledbury Avenue”, “Mansfield Court”, “Esseltine Drive”, “Dereham Drive” and “Grandview Drive” as road names within the Harvest Heights subdivision.

**Carried**

### **13.6.3 OPD-24-043 Tender Results - RFT2024-005-R QTL Retaining Wall**

#### **Resolution # 2024-335**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

- A. THAT report OPD 24-043 titled “Tender Results – RFT2024-005-R – QTL Retaining Wall” be received as information; and
- B. THAT staff be directed to reallocate the dedicated 2024 funds from Capital Project #233 - Charlotte and Clarence Reconstruction to Capital Project #194 - Retaining Wall Reconstruction at Beech Blvd and Quarter Town Line in the amount of \$545,011.30 inclusive of an additional \$25,000 be added to the project for the purposes of hydro pole relocation; and

- C. THAT the contract for RFT2024-005-R – QTL Retaining Wall be awarded to CH Excavating (2013) at a total project cost of \$1,653,206.90 (including HST); and
- D. THAT Geotechnical Engineer/Inspection services be awarded to Planmac at an additional cost of \$42,804.40 (including HST).

**Carried**

**13.6.4 OPD-24-048 - Town Hall Project Status Update**

Recorded Vote Requested

**Resolution # 2024-336**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Parsons

- A. THAT report OPD 24-048 titled “July 2024 – New Town Hall Project Status Update” be received as information; and
- B. THAT Council direct/select Option 3 to finalize the New Town Hall’s Design Development process.

	<b>For</b>	<b>Against</b>
Mayor Gilvesy		X
Deputy Mayor Beres	X	
Councillor Luciani	X	
Councillor Parker		X
Councillor Parsons	X	
Councillor Rosehart		X
Councillor Spencer	X	

**Results****4****3****Carried (4 to 3)****13.7 Recreation, Culture and Parks****13.7.1 RCP-24-030 RCP Social Media Update****Resolution # 2024-337****Moved By:** Councillor Parsons**Seconded By:** Councillor Spencer

- A. THAT report RCP 24-030 titled “RCP Social Media Update” be received as information; and
- B. THAT staff within the Communications branch of Corporate Services assume responsibility of digital channels including monitoring all social media activities and accounts in line with corporate branding and the centralized communications strategies as outlined in Report RCP-24-030.

**Carried****13.7.2 RCP-24-033 Revised Parks Use By-Law****Resolution # 2024-338****Moved By:** Councillor Spencer**Seconded By:** Councillor Rosehart

- A. THAT report RCP 24-033 titled “Updated Parks and Recreation Areas By-Law” be received as information; and
- B. THAT the Parks Use By-law be approved; and
- C. THAT a By-Law to enact the Parks and Recreation Areas By-Law, as attached, be presented to Council for consideration.

**Carried****14. New Business****15. Consideration of Minutes**

## 15.1 Advisory Committee Minutes

### Resolution # 2024-339

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Rosehart

THAT the following Advisory Committee Minutes be received as information:

- Recreation and Sports Advisory Committee meeting minutes dated May 2, 2024
- Parks, Beautification and Cemeteries Advisory Committee meeting minutes dated May 28, 2024
- Community Health Care Advisory Committee meeting minutes dated June 18, 2024
- Museum, Culture, Heritage and Special Awards Advisory Committee meeting minutes dated June 19, 2024
- Parks, Beautification and Cemeteries Advisory Committee meeting minutes dated June 25, 2024
- Tillsonburg Airport Advisory Committee meeting minutes dated June 27, 2024

**Carried.**

## 16. Motions/Notice of Motions

### 16.1 Councillor Parker - Water Disruptions

#### Resolution # 2024-340

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT where possible, Town staff will give industrial manufacturers minimum of 10 business days' notice for any Town pre-scheduled/known water disruptions through annual capital project(s).

**Carried**

## 17. Resolutions/Resolutions Resulting from Closed Session

## 18. By-Laws

By-Law 2024-082 was removed during the adoption of the agenda.

**Resolution # 2024-341**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT the following By-Laws be read for a first, second and 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.

- 18.1 By-Law 2024-069 A By-Law to provide for the adoption of budgetary estimate, tax rates, installment due dates, and to further provide for penalty and interest on default of payment thereof for 2024**
- 18.2 By-Law 2024-073 A By-Law for the use, protection and regulation of public parks and recreation areas in the Town of Tillsonburg**
- 18.3 By-Law 2024-077 A BY-LAW to open a portion of a municipal public roadway known as Dereham Drive, described as part of Lot 8, Concession 12, Geographic Township of Dereham**
- 18.4 By-Law 2024-081 A BY-LAW to amend By-Law 2023-009 being a by-law to appoint members to Town of Tillsonburg advisory committees.**
- 18.6 By-Law 2024-083 A BY-LAW to authorize the execution of the Municipal Funding Agreement 2024-2034 on the Canada Community-Building Fund between the Association of Municipalities of Ontario and the Town of Tillsonburg**

**Carried**

**19. Confirm Proceedings By-law**

**Resolution # 2024-342**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

THAT By-Law 2024-080, A By-Law to Confirm the proceedings of the Council Meeting held on July 8, 2024, be read for a first, second and 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**

**21. Adjournment**

**Resolution # 2024-343**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parker

THAT the Council meeting of July 8, 2024, be adjourned at 7:50 p.m.

**Carried**