

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



Monday, October 21, 2024  
 6:00 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  
 Renato Pullia, Interim Director of Finance/Treasurer  
 Jonathon Graham, Director of Operations & Development  
 Cephas Panschow, Development Commissioner  
 Laura Pickersgill, Executive Assistant  
 Andrea Greenway, Interim Director of Recreation, Culture and Parks

**1. Call to Order**

Called to order at 4:00p.m.

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

**Resolution # 2024-482**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT Council move into Closed Session to consider the following:

**2.4.1 Request for Assignment of VIP Lot 1 - 2776807 Ontario Inc. - CLD-EDM-24-015**

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

(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;

(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.

**2.4.2 ERTH Negotiations Update - CLD-CAO-24-004**

239 (2) (d) labour relations or employee negotiations;

(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;

(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.

**2.4.3 New Town Hall Alternative Location Options - CLD-OPD-24-002**

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

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

(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**

**2.3 Adoption of Closed Council Minutes**

**2.4 Reports**

**2.4.1 Request for Assignment of VIP Lot 1 - 2776807 Ontario Inc - CLD-EDM-24-015**

**2.4.2 EARTH Negotiations Update - CLD-CAO-24-004**

**2.4.3 New Town Hall Alternative Location Options - CLD-OPD-24-002**

**2.5 Back to Open Session**

**3. Moment of Silence**

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

**Resolution # 2024-489**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT the Agenda as prepared for the Council meeting of Monday, October 21, 2024, be adopted.

**Carried**

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

None.

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

**Resolution # 2024-490**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT the Council meeting minutes dated October 7, 2024 be approved.

**Carried**

**7. Presentations**

**7.1 Don Burton, Chair, Royal Canada Legion Branch 153 - Presentation of the First Poppy**

Don Burton, Chair, Royal Canada Legion Branch 153 - Presentation of the First Poppy attended before Council to kick off the 2024 Poppy Season. The campaign runs from Friday October 25 to November 10 at the following locations: Sobeys, Metro, Town Center and Zehrs. Don Burton overviewed aspects of the program and the support that is provided to Veteran's based on the campaigns fundraising.

**8. Public Meetings**

**8.1 Application for Minor Variance - A07-24 (73 Concession St W)**

Marc Davidson, County Planner, attended before Committee to provide an overview of the application.

No questions were posed to the Planner.

Rob and Carrie Hutchinson, applicants, were in attendance but did not speak to Committee.

No other persons came forward either in support or opposition.

**Resolution # 2024-491**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parker

THAT Council move into the Committee of Adjustment to hear applications for Minor Variances at 6:08 p.m.

**Carried**

**Resolution # 2024-492**

**Moved By:** Councillor Parker

**Seconded By:** Deputy Mayor Beres

THAT the Town of Tillsonburg Committee of Adjustment **approve** Application A07-24, submitted by Rob and Carrie Hutchison for lands

described as Lot 2, Plan 1646, in the Town of Tillsonburg, municipally known as 73 Concession Street West as it relates to:

1. Relief from **Table 6.2 – R1 Zone – Setback, Minimum Distance from the Centreline of Arterial Road**, to reduce the minimum distance required from the centreline of an arterial road from 20.5 metres (67.3 feet) to 19 metres (62.3 feet).

The requested variance meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief represents a minor variance from the provisions of the Town's Zoning By-law in that the reduced zone provision is from the minimum distance from the centreline of an arterial road in the R1 Zone, is compatible with surrounding land uses, is minor and is desirable for the development of the lands.
2. The proposed relief maintains the general intent and purpose of the Town's Zoning By-law, and no negative impacts are anticipated as a result of the reduced zone provision.
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law, the use is compatible with planned development and is complimentary to proposed development in the area.
4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Low Density Residential designation.

**Carried**

## **8.2 Application for Minor Variance - A10-24 (55 Broadway)**

Marc Davidson, County Planner, attended before Committee to provide an overview of the application.

No questions were posed to the Planner.

Jason Meyer, applicant, attended before Committee to speak in favour of the application.

No questions were posed to the applicant.

No other persons came forward either in support or opposition.

**Resolution # 2024-493****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Parsons

THAT the Town of Tillsonburg Committee of Adjustment **approve** Application File A10-24t, submitted by Ella Agranov on behalf of Perovich Holdings Inc. and M & J Property Holdings Inc, for lands described as Lots 1475 and 1476, Plan 500, 55 Broadway, Town of Tillsonburg, as it relates to:

1. Relief from **Section 5.24.2.1 – Off-Street Parking Required – Table 5.24.2.1: Parking Standards and Section 5.24.5(b) – Exceptions – Parking Space Requirements**, to reduce the minimum required vehicle parking spaces from two (2) parking spaces to zero (0) parking spaces;
2. Relief from **Section 13.2 – Zone Provisions – Table 13.2 Zone Provisions – Rear Yard, Minimum Depth**, to reduce the minimum required rear yard depth from 6.0 metres (19.7 feet) to 0.1 metres (0.4 feet); and
3. Relief from **Section 13.2.6 – Location of Public Garages**, to allow for the enlargement of a non-permitted use on the subject property.

The requested variances meet the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief represents minor variances from the provisions of the Town's Zoning By-law in that the reduced provisions permit the expansion of a legal non-conforming setback and recognize a deficiency in parking spaces, is compatible with surrounding land uses, is minor and is desirable for the development of the lands.
2. The proposed relief maintains the general intent and purpose of the Town's Zoning By-law, and no negative impacts are anticipated associated the reduced zone provisions.
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law, the use is compatible with planned development and is complimentary to proposed development in the area.

4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Central Business District designation.

**Carried**

**8.3 Application for Minor Variance - A11-24 (9 Delevan Cres)**

Marc Davidson, County Planner, attended before Committee to provide an overview of the application.

No questions were posed to the Planner.

No persons came forward either in support or opposition of the application.

**Resolution # 2024-494**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Luciani

THAT the Town of Tillsonburg Committee of Adjustment **approve** Application A11-24, submitted by Kim Husted on behalf of Simon Wagler Homes Inc. for lands described as Part of Lot 543, Plan 500, in the Town of Tillsonburg, municipally known as 9 Delevan Crescent as it relates to:

1. Section 6.2 – Zone Provisions – Table 6.2: Zone Provisions – Low Density Residential (R1) Zone – Front Yard, Minimum Depth, to reduce the minimum front yard depth from 7.5 m (24.6 ft) to 6 m (19.75 ft); and
2. Section 6.2 – Zone Provisions – Table 6.2: Zone Provisions – Low Density Residential (R1) Zone – Rear Yard, Minimum Depth, to reduce the minimum rear yard depth from 12 m (39.3 ft) to 10.5 m (34.4 ft).

The requested variances meet the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief represents minor variances from the provisions of the Town's Zoning By-law in that the reduced zone provisions are from the front and rear yard setbacks of the R1 Zone, are compatible with surrounding land uses, are minor and desirable for the development of the lands.

2. The proposed relief maintains the general intent and purpose of the Town's Zoning By-law, and no negative impacts are anticipated associated the reduced zone provisions.
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law, the use is compatible with planned development and is complimentary to proposed development in the area.
4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Low Density Residential designation.

**Carried**

**Resolution # 2024-495**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parsons

THAT Council move out of the Committee of Adjustment and move back into regular Council session at 6:24 p.m.

**Carried**

**9. Planning Reports**

**10. Delegations**

**10.1 Stephen Owen, Community Engagement Coordinator Re: Parkinson Society Southwestern Ontario**

Stephen Owen, Community Engagement Coordinator of the Parkinson Society Southwestern Ontario (PSSO) attended before Council to overview the Parkinson's Disease and Support Availability. The presentation included the following highlights:

- Parkinson's Disease information;
- Symptoms of Parkinson's and Treatments;
- PSSO Mission, Values, and objectives;
- Support, Counselling, Programs, Awareness, Education and Research information.



Stephen clarified a volunteer position is needed within Tillsonburg for a facilitator for a Parkinson's support group operating at the Tillsonburg Community Center. Individuals interested may contact Stephen via the PSSO website.

**Resolution # 2024-496**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT the delegation from Stephen Owen, Community Engagement Coordinator, Parkinson's Society Southwestern Ontario, be received as information.

**Carried**

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

**11.1 Scattering Garden - RCP-24-049**

An alternative motion was put on the floor from what was included in the report.

**Resolution # 2024-497**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Spencer

A. THAT report titled "Scattering Garden" be received as information; and  
 B. THAT Council endorses postponement of the scattering gardens project until the current cemetery infrastructure has been updated and improved, in alignment with the recommendation of the Parks, Beautification & Cemeteries Advisory Committee.

**Carried**

**11.2 Addition to Trails Subcommittee - RCP-24-050**

**Resolution # 2024-498**

**Moved By:** Councillor Parker

**Seconded By:** Deputy Mayor Beres

A. THAT report titled "Addition to Trails Subcommittee" be received as information; and

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

*THAT Council approve adding a representative of Oxford County to the subcommittee to assist with expediting actionable items related to Trans Canada Trail use and maintenance.*

**Carried**

**11.3 Founder's Day Event - Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation - CS-24-109**

**Resolution # 2024-499**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

- A. THAT report titled "Founder's Day Event – Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation" be received as information; and
- B. THAT staff continue working with the Museum, Culture, Heritage and Special Awards Advisory Committee on their plans for this event and include funding in the 2025 budget for consideration.

**Carried**

**12. Information Items**

**Resolution # 2024-500**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parsons

THAT the following items be received as information:

- Long Point Region Conservation Authority Board Minutes - September 4, 2024
- Long Point Region Conservation Authority Hearing Board Minutes - September 4, 2024
- Oxford OPP Detachment 3 - Town of Tillsonburg - September 2024 Board Report

**Carried**

- 12.1 Long Point Region Conservation Authority Board Minutes - September 4, 2024
- 12.2 Long Point Region Conservation Authority Hearing Board Minutes - September 4, 2024
- 12.3 September 2024 Tillsonburg Detachment Board Report
- 13. Staff Reports
  - 13.1 Chief Administrative Officer
    - 13.1.1 Roulstons Pharmacy Advertising Clinic Space Request - CAO-24-022
      - Resolution # 2024-501**
      - Moved By:** Councillor Parsons
      - Seconded By:** Councillor Spencer
      - A. THAT report titled “Roulston’s Pharmacy Advertising Clinic Space Request” be received as information; and
      - B. THAT Council approve the recommendation of the Community Health Care Committee to use Town resources and channels to advertise and promote the Roulston’s Pharmacy clinical space.

**Carried**

- 13.2 Corporate Services
  - 13.2.1 Committee Vacancies Update - CS-24-107
    - Resolution # 2024-502**
    - Moved By:** Councillor Spencer
    - Seconded By:** Councillor Parker
    - A. THAT report CS 24-107 titled “Committee Vacancies Update” be received as information; and
    - B. THAT the Terms of Reference of the Community Health Care Committee be amended with removal of item G, under Section 3.0; and

- C. THAT a By-Law be brought forward for Council's consideration to remove members from committee membership that are no longer serving on their respective committee.

**Carried**

### **13.3 Economic Development**

#### **13.3.1 Film Industry Opportunities - Update and Next Steps - EDM-24-036**

An adjusted motion was presented by the mover and seconder to note the engagement in Clause B and adjust the fee waive for one year.

Motion was withdrawn by the Mover and Seconder who then moved a referral motion.

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

- A. THAT report EDM 24-036 titled "Film Industry Opportunities – Update and Next Steps" be received; and,
- B. THAT the Film Policy be approved in principle, **subject to public consultation and the final** 2025 Budget and Business Plan approval, as a three year pilot program commencing January 1, 2025 or thereafter and expiring December 31, 2027 with staff support being included in the 2025 Budget and Business Plans for consideration; and
- C. THAT film application fees be waived **for the initial year of the pilot program** with productions only required to offset any direct municipal staffing costs; and,
- D. THAT a bylaw authorizing the Film Policy be brought forward for Council's consideration upon completion of public consultation and engagement.

**Resolution # 2024-503**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

THAT Report EDM-24-036 be referred to staff for the completion of public consultation.

**Carried**

## **13.4 Finance**

### **13.4.1 2025 Rates and Fees By-law Update - FIN-24-051**

#### **Resolution # 2024-504**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer

- A. THAT Council receives report FIN-24-051 2025 Fees By-law Update; and
- B. THAT a By-Law to provide a schedule of fees for certain municipal applications, services, and permits for 2025 be brought forward for Council consideration.

**Carried**

## **13.5 Fire and Emergency Services**

## **13.6 Operations and Development**

### **13.6.1 New Town Hall 2024 Alternative Design and Location Options - OPD-24-057**

Jonathon Graham, Director of Operations and Development, provided an overview of report OPD-24-057.

First motion withdrawn.

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parsons

- A. THAT report OPD 24-057 titled “New Town Hall 2024 Alternative Design and Location Options” be received; and
- B. THAT staff refine location options including investigating any necessary preliminary negotiations options through to the appropriate due diligence and feasibility of the following alternative locations for a New Town Hall:

- a. a. Option 2: Greyfield Site (Northeast corner of Brock and Harvey Streets);
- b. Option 4b: 4 Elm Street (East Elgin Concrete/Long Point Region Conversation AUthority Building Sounth) and
- C. THAT Staff provide a report, including any potential agreements, to Council for review and consideration; and

**Resolution # 2024-505**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

THAT staff provide a report to Council on the possible Capital funding available for the New Town Hall project.

**Carried**

**13.7 Recreation, Culture and Parks**

**14. New Business**

**15. Consideration of Minutes**

**15.1 Advisory Committee Minutes**

**Resolution # 2024-506**

**Moved By:** Councillor Parsons

**Seconded By:** Deputy Mayor Beres

THAT Council receives as information:

- The Recreation and Sports Advisory Committee minutes dated September 5, 2024;
- The Economic Development Advisory Committee minutes dated September 10, 2024;
- The Parks, Beautification and Cemeteries Advisory Committee minutes dated September 24, 2024; and
- The Affordable and Attainable Housing Advisory Committee minutes dated September 25, 2024.

**Carried**

## 16. Motions/Notice of Motions

### 16.1 Motions

#### 16.1.1 Local Government Week in Ontario - Deputy Mayor Beres

##### Resolution # 2024-507

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Spencer

WHEREAS October 20 to 26, 2024 is Local Government Week in Ontario, an opportunity to reflect on the vital services delivered by municipal governments; and

AND WHEREAS municipal governments play a vital role in helping to define the character, priorities, physical make up, and quality of life of communities across Ontario;

AND WHEREAS the Town supports expanding awareness of the local governments role in day to day living;

THEREFORE BE IT RESOLVED THAT Tillsonburg Town Council, do hereby join with partners such as the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) in acknowledging and celebrating the work of local municipalities by proclaiming October 20 to 26, 2024 as 'Local Government Week' in the Town of Tillsonburg.

**Carried**

## 17. Resolutions/Resolutions Resulting from Closed Session

### 18. By-Laws

Revised listing read to add in 18.5 from Closed Session direction to the Clerk on October 21, 2024.

##### Resolution # 2024-508

**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.

**Carried**

**18.1 By-Law 2024-105 - A By-Law to Amend By-Law 2024-099 and Repeal By-Law 2024-051**

**18.2 By-Law 2024-118 - A By-Law to Amend By-Law 2023-009 a by-law to appoint members to Tillsonburg advisory committees**

**18.3 By-Law 2024-119 A By-Law to provide a schedule of fees for certain municipal applications, services and permits**

**18.4 By-Law 2024-120 - A By-Law to Authorize the Submission of an Application to OILC**

**18.5 By-Law 2024-121 – A By-Law to authorize the Town's consent to the sale of Lot 1 in the Van Norman Innovation Park from 2776807 Ontario Inc. to Triumph Trailer Sales Inc.**

**19. Confirm Proceedings By-law**

**Resolution # 2024-509**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT By-Law 2024-095, A By-Law to Confirm the proceedings of the Council Meeting held on October 21, 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**

This portion of the meeting is not recorded.

**21. Adjournment**

**Resolution # 2024-510**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT the Council meeting of October 21, 2024, be adjourned at 7:48 p.m.

**Carried**