

The Corporation of the Town of Tillsonburg
Council Meeting
MINUTES



Monday, January 27, 2025
 5:30 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
 Renato Pullia, Director of Finance/Treasurer
 Cephass Panschow, Development Commissioner
 Andrea Greenway, Director of Recreation, Culture and Parks
 Chris Baird, Acting Director of Operations and Development
 Laura Pickersgill, Executive Assistant
 Amelia Jaggard, Deputy Clerk

1. Call to Order

The meeting commences at 5:30 p.m. with Mayor Gilvesy presiding.

2. Closed Session (5:30 p.m.)

Resolution # 2025-024

Moved By: Deputy Mayor Beres

Seconded By: Councillor Rosehart

THAT Council move into Closed Session to consider the following:

Item 2.4.1 Integrity Commissioner and Closed Meeting Investigator Services - CLD-CS-25-001

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;

Carried

2.1 Adoption of Agenda

2.2 Disclosures of Pecuniary Interest and the General Nature Thereof

2.3 Adoption of Closed Council Minutes

2.4 Reports

2.4.1 Integrity Commissioner and Closed Meeting Investigator Services - CLD-CS-25-001

2.5 Back to Open Session

3. Moment of Silence

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

Resolution # 2025-025

Moved By: Deputy Mayor Beres

Seconded By: Councillor Rosehart

THAT the agenda for the Council meeting of January 27, 2025, be approved with the following amendments:

- A. Agenda item 14.6.3 (OPD-24-058) to be dealt with following agenda item 10.1 (Deputation Re: OPD-24-058); and
- B. Agenda item 14.4.2 (2025 Budget FIN-25-005) to be dealt with following agenda item 14.7.4 (RCP-25-007).

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 # 2025-026

Moved By: Councillor Rosehart

Seconded By: Councillor Spencer

THAT the Council meeting minutes dated January 13, 2025, be approved.

Carried

7. Presentations

8. Public Meetings

8.1 Applications for Consent B24-62-7; B24-63-7; and B24-64-7, 1 Simcoe Street (Harvest Ave. Inc.)

Marc Davidson, Senior Development Planner, provided an overview of the application. Staff recommend support of the applications.

Opportunity was provided for questions from Council.

Mike Serra, Agent for the Applicant, attended to speak in favour of the application.

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

Resolution # 2025-027

Moved By: Councillor Luciani

Seconded By: Councillor Parsons

THAT Council advise the Oxford County Land Division Committee that the Town supports the Applications for Consent B24-62-7, B24-63-7 and B24-64-7 submitted by GSP Group, on behalf of Harvest Ave. Inc. for lands described as Part of Lot 24, Plan 1653, Part 7, 41R-8458 in the Town of Tillsonburg, subject to the conditions as identified in staff report CP 2025-33.

Carried

Resolution # 2025-028

Moved By: Councillor Rosehart

Seconded By: Councillor Parsons

THAT Council move into the Committee of Adjustment to hear an application for Minor Variance at 6:07 p.m.

Carried

8.2 Application for Minor Variance A13-24, 25 William Street (Lofthouse)

Marc Davidson, Senior Development Planner, provided an overview of the application. Staff recommend approval of the application.

Opportunity was provided for questions from Council.

Chad Lofthouse, Applicant, was in attendance.

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

Resolution # 2025-029

Moved By: Councillor Parker

Seconded By: Councillor Luciani

THAT the Committee of Adjustment approve Application File A13-24t, submitted by Chad Lofthouse, for lands described as Lot 75, Plan 41M-143, 25 William Street, Town of Tillsonburg, as it relates to:

1. Relief from Section 5.1.1.4 – Accessory Uses, Buildings, Structures – Table 5.1.1.4: Regulations for Accessory Buildings and Structures, to reduce the minimum required interior side yard setback for a pool shed from 1.2 metres (3.9 feet) to 0.66 metres (2.1 feet); and
2. Relief from Section 5.1.2 – Exceptions – Table 5.1.2 Accessory Use Exceptions and Related Provisions, to reduce the minimum required side yard setback for pool equipment from 1.2 metres (3.9 feet) to 0.66 metres (2.1 feet);

Subject to the conditions as included in report CP 2025-35.

Carried

Resolution # 2025-030

Moved By: Councillor Rosehart

Seconded By: Councillor Spencer

THAT Council move out of the Committee of Adjustment and move back into regular Council session at 6:11 p.m.

Carried

9. Planning Reports

10. Delegations

10.1 Deputation Request - Alex Muirhead and Will Hayhoe Re: Rolling Meadows Subdivision - Agreement re Stormwater Management Pond and Trail Enhancements OPD-24-058

Will Hayhoe, Hayhoe Homes, attended before Council to support the recommendation as presented in staff report OPD 24-058.

Opportunity was provided for questions from Council.

Resolution # 2025-031

Moved By: Councillor Spencer

Seconded By: Councillor Parker

THAT the deputation by Alex Muirhead and Will Hayhoe Re: Rolling Meadows Subdivision - Agreement re Stormwater Management Pond and Trail Enhancements OPD-24-058, be received as information.

Carried

Agenda item 14.6.3 (OPD-24-058) dealt with next.

10.2 Paul Woods Re: Memorial Bench Pricing

Paul Woods attended before Council to request that the Town honour the memorial bench pricing of the year 2022, being the year in which Mr. Woods requested to be added to the memorial bench waitlist.

Opportunity was provided for questions from Council.

Staff noted that the program pricing increased in 2023 to cover the cost of the bench and the installation; the previous pricing did not cover the associated installation costs.

Moved By: Councillor Parker

Seconded By: Deputy Mayor Beres

A. THAT the delegation from Paul Woods Re: Memorial Bench Pricing, be received as information; and

B. THAT the Town honour the 2022 memorial bench price of \$2486 on a one-time basis.

A referral was presented.

Resolution # 2025-033

Moved By: Councillor Spencer

Seconded By: Councillor Rosehart

THAT Council refer the information to staff for a report to inform Council of the number of benches sold and at what cost, since the year 2022, as well as a status update on the waitlist.

Carried

11. Deputation(s) on Committee Reports

11.1 Updated Municipal Naming Policy - RCP-25-008

Resolution # 2025-034

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parsons

A. THAT report RCP 25-008 titled "Updated Municipal Naming Policy" be received as information; and

B. THAT Council approve the recommendation of the Recreation & Sports Advisory Committee as follows: THAT the Recreation & Sports Advisory Committee recommends that Council adopt the updated and revised Municipal Naming Policy; and

C. THAT a By-Law to adopt a municipal naming policy be presented for Council consideration.

Carried

12. Information Items

12.1 Letter to Council Re: Mayors Levee John Armstrong

12.2 Ministry of Rural Affairs Re: Ontario's Rural Economic Development Strategy

12.3 Industrial Inquiry Commission Reviewing Canada Post

Resolution # 2025-035

Moved By: Councillor Spencer

Seconded By: Councillor Parker

THAT Council receive the following items as information:

12.1 Letter to Council Re: Mayors Levee John Armstrong;

12.2 Ministry of Rural Affairs Re: Ontario's Rural Economic Development Strategy;

12.3 Industrial Inquiry Commission Reviewing Canada Post.

Carried

13. Mayor's Reports

13.1 ROMA Delegations

Resolution # 2025-036

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

THAT Report MYR 25-01 be received as information.

Carried

14. Staff Reports

14.1 Chief Administrative Officer

14.2 Corporate Services

14.2.1 Integrity Commissioner and Closed Meeting Investigator Services - CS-25-003

Resolution # 2025-037**Moved By:** Councillor Luciani**Seconded By:** Councillor Parsons

- A. THAT report CS 25-003 Integrity Commissioner and Closed Meeting Investigator Services be received as information; and
- B. THAT Council authorize a single-source procurement per Sec. 2B(g) and Sec. 6(b) of Procurement Policy 5-006; and
- C. THAT a by-law to appoint Aird and Berlis LLP as the Integrity Commissioner and Closed Meeting Investigator for a term ending May 31, 2027, be presented to Council for enactment; and
- D. THAT the Chief Administrative Officer and Clerk be authorized to execute agreements related thereto.

Carried**14.3 Economic Development****14.4 Finance****14.4.1 2025 Rates and Fees By-law Update Report - FIN-25-003****Resolution # 2025-038****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Parker

- A. THAT Council receives report FIN-25-003 2025 Rates & Fees By-law Update; and
- B. THAT a By-Law to provide a schedule of rates & fees for certain municipal applications, services, and permits for 2025, and to repeal and replace such previous by-law, be brought forward for Council consideration.

Carried**14.4.2 2025 Budget Summary and Approval - FIN-25-005**

This item was considered following Agenda Item 14.7.4.

Council recessed at 7:48 p.m.

Council resumed at 7:55 p.m.

Opportunity was provided for comments and questions from Council.

Resolution # 2025-045

Moved By: Councillor Spencer

Seconded By: Councillor Rosehart

- A. THAT Report # FIN-25-005 2025 Budget Summary and Approval Report be received as information; and
- B. THAT an amount of \$9,000 be approved to be added to the budget to support the Turtlefest for 2025 from the Tax Rate Stabilization Reserve and that the Turtlefest Committee be required to adhere to the Town Grants Program Policy reporting requirements; and
- C. THAT the 2025 Total Budget of \$42,727,162 with \$22,322,832 from taxation, comprised of an Operating Budget of \$31,691,062 with a levy of \$18,617,532, and a Capital Budget of \$11,036,100 with a levy of \$3,705,300, be approved;
- D. THAT upon finalization of the County's 2025 tax policy decisions, a By-Law be brought forward setting the 2025 Property Tax Rates.

Carried

14.5 Fire and Emergency Services

14.6 Operations and Development

14.6.1 Bad Faith Renovictions - OPD-25-003

Resolution # 2025-039

Moved By: Councillor Parker

Seconded By: Deputy Mayor Beres

THAT report OPD 25-003 titled "Bad Faith Renovictions" be received as information.

Carried

14.6.2 By-Law Enforcement Officer Appointment - OPD-25-004

Resolution # 2025-040

Moved By: Councillor Luciani

Seconded By: Councillor Rosehart

- A. THAT report titled OPD 25-004 “By-Law Enforcement Officer Appointment” be received as information; and
- B. THAT a By-Law to appoint Matthew MacAusland as a Municipal Law Enforcement Officer for the Town of Tillsonburg be brought forward for Council consideration.

Carried

14.6.3 Rolling Meadows Subdivision - Agreement re Stormwater Management Pond and Trail Enhancements - OPD-24-058

This item was considered following Agenda Item 10.1.

Resolution # 2025-032

Moved By: Councillor Spencer

Seconded By: Councillor Parsons

- A. THAT report OPD 24-058 titled “Rolling Meadows Subdivision – Agreement re Stormwater Management Pond and Trail Enhancements” be received as information;
- B. THAT Council waive the provisions of By-Law 2021-031 and authorize the sale of Town Lands (Portions of Block 22 of 41M-148 and Block A of M16) directly to Performance Communities Realty Inc. (PCRI) in the amount of \$2 (Two Dollars) and that a by-law to authorize the agreement of purchase and sale be presented at a future meeting of Council;
- C. THAT Council authorize a Stormwater Management Pond oversizing contribution of \$125,000 to PCRI as intended and approved in the Town’s 2025 Budget; and

- D. THAT Council authorize the Director of Operations and Development to execute an Agreement with PCRI for the Town's Stormwater Management Pond oversizing contribution, such Agreement to include PCRI's donation of \$50,000 to be allocated for approved Trail Enhancements on Block 22 of 41M-148 and Block A of M16.

Carried

14.7 Recreation, Culture and Parks

14.7.1 Cemetery Lots Requirements - RCP-25-001

There was discussion regarding the further review of the requirements of section 13 Care of Lots - Flowers, to consider efficiencies in regards to the requirements related to flowers/potted plants and wreaths/toppers.

Resolution # 2025-041

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

- A. THAT report RCP 25-001 titled "Cemetery By-Law Lots Requirements" be received as information; and
- B. THAT the Cemetery By-Law *Section 13 Care of Lots – Flowers* requirements be reviewed by the Parks, Beautification and Cemeteries Advisory Committee and staff, for recommendations on finding efficiencies and that a report be brought back to Council.

Carried

14.7.2 Library Lane Walkway - RCP-25-003

There was discussion regarding considering the recent Library Lane redesign concepts as part of the overall discussion of the walkway.

Resolution # 2025-042

Moved By: Councillor Parker

Seconded By: Councillor Rosehart

THAT report RCP 25-003 titled “Library Lane Walkway” be referred back to staff to consider recent plans/renderings for the Library Lane Walkway and that staff report back to Council with these plans taken into consideration.

Carried

14.7.3 Station Arts MOU - final - RCP-25-006

Resolution # 2025-043

Moved By: Councillor Spencer

Seconded By: Councillor Luciani

- A. THAT report 25-006 titled “Station Arts MOU – Final” be received as information; and
- B. THAT a by-law to authorize a Memorandum of Understanding (MOU) with the Tillsonburg District Craft Guild (Station Arts Centre) be presented to Council for consideration, and
- C. THAT in addition to the MOU's 2025 amount, Council approve an additional one-time funding grant of \$7,844.00 for the year 2025 and that it be funded from the Tax Rate Stabilization Reserve.

Carried

14.7.4 Waiving of Facility Rental Fees Policy - RCP-25-007

Resolution # 2025-044

Moved By: Councillor Parker

Seconded By: Councillor Parsons

- A. THAT report RCP 25-007 titled “Waiving of Facility Rental Fees Policy” be received as information; and
- B. THAT the Waiving of Facility Rental Fees Policy, as attached to Report RCP 25-007, be approved; and
- C. THAT a by-law to adopt the Waiving of Facility Rental Fees Policy be presented to Council for consideration

Carried

Agenda item 14.4.2 (2025 Budget FIN-25-005) dealt with next.

15. New Business

16. Consideration of Minutes

16.1 Advisory Committee Minutes

Resolution # 2025-046

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

THAT Council receive the January 8, 2025 Youth Advisory Council Minutes as information.

Carried

16.2 Oxford O.P.P. Detachment Board Tillsonburg Minutes

Resolution # 2025-047

Moved By: Deputy Mayor Beres

Seconded By: Councillor Spencer

THAT Council receives the Oxford O.P.P. Detachment Board Tillsonburg minutes dated December 18, 2024, as information.

Carried

17. Motions/Notice of Motions

18. Resolutions/Resolutions Resulting from Closed Session

19. By-Laws

19.1 By-Law 2025-007, to appoint Aird and Berlis LLP as the Integrity Commissioner and Closed Meeting Investigator for the the Corporation of the Town of Tillsonburg and to repeal By-Law 2023-107

19.2 By-Law 2025-008, to appoint a Municipal Law Enforcement Officer for the Town of Tillsonburg

19.3 By-Law 2025-009, to authorize a Memorandum of Understanding (MOU) with the Tillsonburg District Craft Guild (Station Arts Centre)

- 19.4 By-Law 2025-010, to adopt a municipal naming policy and to repeal By-Law 4012**
- 19.5 By-Law 2025-011, to adopt a waiving of facility rental fees policy**
- 19.6 By-Law 2025-012, to provide a schedule of fees for certain municipal applications, services and permits**

Resolution # 2025-048

Moved By: Councillor Spencer

Seconded By: Councillor Rosehart

THAT the following By-Laws be read for a first, second, third and final reading and that the Mayor and Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto:

By-Law 2025-007, to appoint Aird and Berlis LLP as the Integrity Commissioner and Closed Meeting Investigator for the the Corporation of the Town of Tillsonburg and to repeal By-Law 2023-107; and

By-Law 2025-008, to appoint a Municipal Law Enforcement Officer for the Town of Tillsonburg; and

By-Law 2025-009, to authorize a Memorandum of Understanding (MOU) with the Tillsonburg District Craft Guild (Station Arts Centre); and

By-Law 2025-010, to adopt a municipal naming policy and to repeal By-Law 4012; and

By-Law 2025-011, to adopt a waiving of facility rental fees policy; and

By-Law 2025-012, to provide a schedule of fees for certain municipal applications, services and permits.

Carried

20. Confirm Proceedings By-law

Resolution # 2025-049

Moved By: Councillor Rosehart

Seconded By: Councillor Luciani

THAT By-Law 2025-006, to confirm the proceedings of the Council Meeting held on January 27, 2025, 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

21. Items of Public Interest

This portion of the meeting not recorded.

22. Adjournment

Resolution # 2025-050

Moved By: Councillor Luciani

Seconded By: Councillor Parsons

THAT the Council meeting of January 27, 2025, be adjourned at 8:20 p.m.

Carried