

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



Monday, November 24, 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  
 Laura Pickersgill, Acting Deputy Clerk  
 Carlos Reyes, Director of Operations and Development  
 Andrea Greenway, Director of Recreation, Culture and Parks  
 Amelia Jaggard, Acting 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 # 2025-432**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT Council move into Closed Session to consider the following:

#### **2.4.1 Communications from an identifiable individual**

239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees

**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 Communications from an identifiable individual**

#### **2.5 Back to Open Session**

### **3. Moment of Silence**

#### **Resolution # 2025-433**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parsons

THAT Council reconvenes open session at 6:00 p.m. and reports the following from the Meeting Closed to the Public:

THAT Council received information regarding communications from an identifiable individual; and

WHEREAS municipalities across Ontario are experiencing increasing incidents of harassment, threats, and abusive behavior directed at municipal staff and elected officials by members of the public;

AND WHEREAS the Association of Municipalities of Ontario (AMO) has recently called for proposals to support municipalities in creating civility and anti-harassment policies aimed at improving interactions between the public and local governments;

AND WHEREAS the Town of Tillsonburg is committed to ensuring a safe, respectful, and professional environment for its employees and elected officials in the course of serving the community;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a report exploring options for establishing a Municipal Civility and Anti-Harassment Policy specifically focused on public conduct toward municipal staff and Council;

AND THAT the report include an overview of AMO's initiative, a review of relevant existing Town policies, recommended principles and policy components, enforcement and complaint pathways, and any resource requirements;

AND FURTHER THAT staff report back to Council at a future meeting with recommendations and next steps

**Carried**

#### **4. Adoption of Agenda**

##### **Resolution # 2025-434**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parsons

THAT the Agenda as prepared for the Council meeting of November 24, 2025, be adopted.

**Carried**

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

Mayor Gilvesy left the Chair. Councillor Luciani assumed the Chair.

Mayor Gilvesy declared a pecuniary interest on the following item:

1. Item 13.2.1 with the reason being her husband owns a building in the BIA area

Deputy Mayor Beres declared a pecuniary interest on the following item:

1. Item 13.2.1 with the reason being his son owns property in the BIA area

Councillor Rosehart declared a pecuniary interest on the following item:

1. Item 13.2.1 with the reason being her son owns property in the BIA area

No other disclosures of pecuniary interest were declared.

Mayor Gilvesy assumed the Chair at 6:06 p.m.

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

**Resolution # 2025-435**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT the minutes of the Council meeting of November 10, 2025, be approved.

**Carried**

**7. Presentations**

**8. Public Meetings**

**8.1 Official Plan Amendment Application OP 25-15-7 and Zone Change Application ZN 7-25-12 - 93 Young Street - (Perovich)**

Amy Hartley, Development Planner, provided an overview of the application. Staff recommend support of the application.

Opportunity was provided for questions from Council members.

David Roe, agent for the applicant, was in attendance and spoke in favour of the application.

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

**Resolution # 2025-436**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

- A. THAT Council advise County Council that the Town supports the application to amend the Official Plan (File No. OP 25-15-7), submitted by Michael Perovich for lands legally described as Part of Lot 1606, Plan 500, being Part 1, 41R-1737, in the Town of Tillsonburg to facilitate the creation of two residential infill lots on the subject lands;
- B. THAT Council approve in principle the zone change application (File No. ZN 7-25-12) submitted by Michael Perovich for lands legally described as Part of Lot 1606, Plan 500, being Part 1, 41R-1737, in the Town of Tillsonburg, to rezone the lands to 'Low

Density Residential Type 1 (R1)' and 'Special Passive Use Open Space Zone (OS1-sp)' to facilitate two single detached dwellings.

**Carried**

**9. Planning Reports**

**10. Delegations**

**10.1 Updating the Official Plan: Implementation Policies**

Hanne Yager, Policy Planner and April Nix, Manager of Policy Planning, Oxford County appeared before Council to provide an overview of proposed changes to the Official Plan and outlined next steps in the review process.

Opportunity was provided for questions from members of Council.

**Resolution # 2025-437**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT Council receive the delegation from Oxford County Planning regarding Updating the Official Plan: Implementation Policies, as information.

**Carried**

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

**11.1 Economic Development Advisory Committee Recommendation - EDM-25-035**

Cephas Panschow, Development Commissioner, provided an overview of the report.

**Resolution # 2025-438**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Spencer

- A. THAT report EDM 25-035 titled "Economic Development Advisory Committee Recommendation" be received as information; and
- B. THAT Council support the adjustments made by the Economic Development Advisory Committee to the County's 2025 Growth

Analysis and Land Needs Assessment prepared by Watson & Associates; and

- C. THAT the 2025 Growth Analysis and Land Needs Assessment be endorsed, and staff be directed to advise County of Oxford of the same.

**Carried**

## **11.2 Youth Advisory Council Survey Results - CS-25-034**

### **Resolution # 2025-439**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

- A. THAT report CS 25-034 titled “Youth Advisory Council – Survey Results” be received as information; and
- B. THAT the results of the youth survey be circulated to the following organizations: Council, BIA, Station Arts Centre, Tillsonburg Chamber of Commerce, Museum, Culture, Heritage and Special Awards Advisory Committee, Sports and Recreation Advisory Committee, Accessibility Advisory Committee, Economic Development Advisory Committee, Oxford County Council, Town Staff, MPP, Ministry of Children, Community and Social Services, MP, Canadian Mental Health Association, Safe and Well Oxford Committee and the local high school.

**Carried**

## **12. Information Items**

### **12.1 2026 Draft Long Point Region Conservation Authority Budget**

Deputy Mayor Beres provided an overview of the draft LPRCA budget and answered questions from members of Council.

### **Resolution # 2025-440**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Rosehart

THAT Council receives the following item as information:

12.1 2026 Draft Long Point Region Conservation Authority Budget

**Carried**

### **13. Staff Reports**

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

##### **13.1.1 Community Strategic Plan Update - CAO-25-014**

Kyle Pratt, Chief Administrative Officer, provided an overview of the report and answered questions from members of Council.

##### **Resolution # 2025-441**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT report CAO 25-014 titled “Community Strategic Plan Update” be received as information.

**Carried**

#### **13.2 Corporate Services**

##### **13.2.1 Proposed Downtown Tillsonburg BIA Boundary Expansion By-Law - CS-25-033**

Mayor Gilvesy, Deputy Mayor Beres and Councillor Rosehart declared a pecuniary interest in this matter and left the meeting at 6:38 p.m. for the duration of the discussion and voting on this matter.

Councillor Luciani assumed the Chair.

##### **Resolution # 2025-442**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Parsons

THAT report CS 25-033 titled “Proposed Downtown Tillsonburg BIA Boundary Expansion By-Law” be received as information.

**Carried**

Mayor Gilvesy, Deputy Mayor Beres and Councillor Rosehart rejoined the meeting at 6:39 p.m. and Mayor Gilvesy assumed the Chair.

### 13.3 Economic Development

#### 13.3.1 Community Improvement Plan Application - 167 Simcoe Street - EDM-25-036

Cephas Panschow, Development Commissioner, provided an overview of the report and answered questions from members of Council.

#### **Resolution # 2025-443**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer

- A. THAT Council receives report titled EDM 25-036 Community Improvement Plan Application – 167 Simcoe Street; and,
- B. THAT the 167 Simcoe Street property be approved for funding through the Town’s Community Improvement Plan, related to renovations and upgrades as follows:
  - a. Accessibility Renovation Grant – Matching funds up to a maximum of \$3,000.

**Carried**

### 13.4 Finance

### 13.5 Fire and Emergency Services

### 13.6 Operations and Development

#### 13.6.1 Great Pumpkin Rescue Program - OPD-25-059

#### **Resolution # 2025-444**

**Moved By:** Councillor Spencer

**Seconded By:** Deputy Mayor Beres

- A. THAT report OPD 25-059 titled “Great Pumpkin Rescue Program” be received as information; and
- B. THAT Council approves the Great Pumpkin Rescue Program as an annual event.

**Carried**

## 13.7 Recreation, Culture and Parks

### 13.7.1 MURF Feasibility Study funding - RCP-25-068

Andrea Greenway, Director of Recreation, Culture and Parks, provided an overview of the report and answered questions from members of Council. Renato Pullia, Director of Finance/Treasurer, responded to financial questions from members of Council.

Staff noted that no grant programs are currently available and that previous funding intakes for similar projects required a completed feasibility study.

There was discussion regarding whether to proceed with the feasibility study at this time.

#### **Resolution # 2025-445**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Luciani

- A. THAT report RCP 25-068 titled "MURF Feasibility Study Funding" be received as information; and
- B. THAT the 2025 budget be amended to include a feasibility study for a Multi-Use Recreation Facility for \$85,000, to be funded \$57,000 from Development Charges Reserve and \$28,000 from the Facilities Reserve.

**Defeated**

#### **Resolution # 2025-446**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Parker

THAT Council directs staff to earmark the \$28,000 in the facilities reserve for the multi-use recreational facility.

**Carried**

### 13.7.2 Tillsonburg and District Historical Society Agreement Renewal - RCP-25-069

Andrea Greenway, Director of Recreation, Culture and Parks, provided an overview of the report.

**Resolution # 2025-447****Moved By:** Councillor Parsons**Seconded By:** Councillor Luciani

- A. THAT report RCP-25-069 titled “Tillsonburg and District Historical Society Agreement Renewal” be received as information; and
- B. THAT Council approves the attached Agreement with the Tillsonburg and District Historical Society; and
- C. THAT the Mayor and Clerk be authorized to affix their signatures thereon to the Agreement on behalf of the Corporation; and
- D. THAT a by-law to enter into a 3-year Agreement with the Tillsonburg District Historical Society be presented to Council for consideration.

**Carried****13.7.3 Reallocation of 2025 Capital Project Funds - RCP-25-066**

Andrea Greenway, Director of Recreation, Culture and Parks provided an overview of the report and answered questions from members of Council.

**Resolution # 2025-448****Moved By:** Councillor Luciani**Seconded By:** Councillor Parker

- A. THAT report RCP 25-066 titled “Reallocation of 2025 Capital Project Funds” be received as information; and
- B. THAT Council amend the 2025 budget to reallocate unspent funding related to the following projects:
  - a. up to \$100,000 from capital project #420 (LLWP Pool Liner) to be used for adding and upgrading security cameras; and
  - b. up to \$30,000 from capital projects #423 (Fire – Truck Bay Concrete Flooring Repairs) and up to \$5,000 from capital project #422 (HVAC Gas Detection System

Replacement) to be used to install bollards at the Fire Hall truck bay doors and around the gas meter at the Public Works building and to replace the exit lighting at the Public Works building.

**Carried**

**14. New Business**

**15. Consideration of Minutes**

**15.1 Advisory Committee Minutes**

**Resolution # 2025-449**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT Council receive the following advisory committee minutes as information:

- Economic Development Advisory Committee, November 11, 2025
- Parks, Beautification and Cemeteries Advisory Committee, October 28, 2025

**Carried**

**15.2 Long Point Region Conservation Authority Board of Directors Minutes**

**Resolution # 2025-450**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Spencer

THAT Council receive the Long Point Region Conservation Authority Board of Directors meeting minutes, dated October 1, 2025, as information.

**Carried**

**16. Motions/Notice of Motions**

Mayor left the Chair at 7:18 p.m. to introduce the following motion.

Deputy Mayor assumed the Chair.

**Resolution # 2025-451**

**Moved By:** Mayor Gilvesy

**Seconded By:** Councillor Rosehart

THAT staff report back to Council with a very brief report in relation to the Town Crier;

AND THAT the report should include the date of hire, the last time compensation was reviewed, a typical remuneration by a few surrounding communities and the by law that governs this position.

**Carried**

Mayor Gilvesy assumed the Chair at 7:21 p.m.

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

**18. By-Laws**

**18.1 By-Law 2025-103, a By-Law to Appoint a Clerk (Acting) for the Town of Tillsonburg**

**18.2 By-Law 2025-104, a By-Law to Authorize an Agreement between the Town of Tillsonburg and the Tillsonburg and District Historical Society**

**Resolution # 2025-452**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parsons

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 2025-103, a By-Law to Appoint a Clerk (Acting) for the Town of Tillsonburg
- By-Law 2025-104, a By-Law to Authorize an Agreement between the Town of Tillsonburg and the Tillsonburg and District Historical Society

**Carried**

**19. Confirm Proceedings By-law**

**Resolution # 2025-453**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT By-Law 2025-105, to Confirm the Proceedings of the Council Meeting held on Monday, November 24, 2025, 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**

This portion of the meeting is not recorded.

**21. Adjournment**

**Resolution # 2025-454**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT the Council meeting of November 24, 2025 be adjourned at 7:27 p.m.

**Carried**