

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



Monday, April 13, 2026  
 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  
 Renato Pullia, Director of Finance/Treasurer  
 Carlos Reyes, Director of Operations and Development  
 Andrea Greenway, Director of Recreation, Culture and Parks  
 Cephas Panschow, Development Commissioner  
 Laura Pickersgill, Acting Deputy Clerk  
 Trisha McKibbin, Manager of Legislative Services/Clerk

**1. Call to Order**

The meeting was called to order at 5:00 p.m. with Mayor Gilvesy presiding.

**2. Closed Session (5:00 p.m.)**

**Resolution # 2026-129**

**Moved By:** Deputy Mayor Beres  
**Seconded By:** Councillor Spencer

THAT Council move into Closed Session to consider the following:

**2.4.1 Museum, Culture, Heritage and Special Award Advisory Committee Recommendation - Volunteer Achievement Award- CS-CLD-26-009**

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

**2.4.2 Updated Offer to Purchase - Portion of Ground Lease Lands (Harvey) - CLD-EDM-26-009**

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

**2.4.3 Updated Offer to Purchase - Parts 2-8, Plan 41R-10784, VIP Phase 1 - CLD-EDM-26-010**

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

**2.4.4 Feasibility Analysis (Sanders) - CLD-EDM-26-011**

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

**Carried**

**Resolution # 2026-130**

**Moved By:** Councillor Parker  
**Seconded By:** Councillor Luciani

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

THAT Council received reports: Museum, Culture, Heritage and Special Award Advisory Committee Recommendation – Volunteer Achievement Award - CS-CLD-26-009; Updated Offer to Purchase - Portion of Ground Lease Lands (Harvey) - CLD-EDM-26-009; Updated Offer to Purchase - Parts 2 - 8, Plan 41R-10784, VIP Phase 1 - CLD-EDM-26-010; and Feasibility Analysis (Sanders) - CLD-EDM-26-011 and provided direction to staff.

**Carried**

**3. Moment of Silence**

**4. Adoption of Agenda**

**Resolution # 2026-131**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parsons

THAT the Agenda as prepared for the Council meeting of Monday, April 13, 2026, be adopted.

**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 # 2026-132**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT the minutes of the Council meeting of March 23, 2026, be approved.

**Carried**

**7. Presentations**

**8. Public Meetings**

**Resolution # 2026-133**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parsons

THAT Council move into the Committee of Adjustment to hear an application for Minor Variance at 6:02 p.m.

**Carried**

### **8.1 Minor Variance - A02-26 - 53 Canary Street (Chatrath)**

Amy Hartley, Development Planner, provided an overview of the application. Staff recommend support of the application. One letter of support for the application was received following publication of the agenda.

Opportunity was provided for questions from Committee members.

Mansha Chatrath, applicant, was in attendance and spoke in favour of the application.

Paul Smith, resident, was in attendance and asked questions regarding driveway expansions.

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

#### **Resolution # 2026-134**

**Moved By:** Councillor Parsons

**Seconded By:** Deputy Mayor Beres

That the Committee of Adjustment approves Application File A02-26, submitted by Mansha Chatrath for lands described as Part Lot 90, Plan 41M-378; Parts 1 & 2, municipally known as 53 Canary Street in the Town of Tillsonburg as it relates to:

1. Relief from **Section 5.24.1.4.1 – General Provisions – Parking Provisions – General Requirements for Parking Areas – Use of Parking Areas and Spaces**, to reduce the minimum required length for a parking space from 6 m (19.7 ft) to 5.59 m (18.34 ft).

**Carried**

#### **Resolution # 2026-135**

**Moved By:** Deputy Mayor Beres

**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**

**8.2 Official Plan Amendment and Zone Change Application - Tillsonburg Non-Profit Housing Corp. - OP 26-05-7 and ZN 7-26-03 - 288 and 296 Tillson Avenue**

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

Opportunity was provided for questions from members of Council.

John Fleming, City Planning Solutions, agent for the applicant was in attendance and spoke in favour of the application and provided further context regarding the development.

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

**Resolution # 2026-136**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

- A. THAT Council advise County Council that the Town supports the application to amend the Official Plan (File No. OP 26-05-7), submitted by the Town of Tillsonburg Non-Profit Housing Corporation for lands legally described as Lots 48, 48A, 49 and 49A, Plan 500, in the Town of Tillsonburg to facilitate the development of a 3 storey, 30 unit apartment building on the subject lands;
- B. THAT Council approve in principle the zone change application (File No. ZN 7-26-03) submitted by the Town of Tillsonburg Non-Profit Housing Corporation for lands legally described as Lots 48, 48A, 49 and 49A, Plan 500, in the Town of Tillsonburg, to rezone the lands to 'Special Medium Density Residential Zone (RM-sp)' to facilitate a 3 storey 30 unit apartment building with site-specific provisions.

**Carried**

## 9. Planning Reports

### 9.1 Amendment to Site Plan Control By-Law 4151 and Site Plan Control Guidelines

Amy Hartley, Development Planner, provided an overview of the report and answered questions from Council members.

#### **Resolution # 2026-137**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parker

- A. THAT Council approve the proposed updates to the Site Plan Control By-Law and associated schedules and appendices;
- B. THAT Council repeal existing Site Plan Control By-law No. 4151; and
- C. THAT By-law 2026-029 being a by-law to approve a Site Plan Control By-law, be referred to the By-law section of the agenda.

**Carried**

## 10. Delegations

### 10.1 Tillsonburg Firefighters Association - Ice Rink Donation

Tony Hietkamp, Tillsonburg Firefighters Association, attended before Council to provide information on an upcoming charity hockey tournament and family skate and requested that the ice rink rental fee be waived for this event.

#### **Resolution # 2026-138**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Luciani

- A. THAT Council receives the delegation from Tillsonburg Firefighters Association regarding ice rink donation, as information;
- B. THAT the Town donates the ice for the charity event and that it be funded from the Tax Rate Stabilization fund.

**Carried**

**10.2 Order to Discontinue Activity - Violation in Environmental Protected Area - Kristine and Marshall Vandebussche**

Kristine Vandebussche, attended before Council to express opposition to the Order to Discontinue Activity in an Environmental Protected Area received.

Cameron Cyr, Building and By-Law Supervisor, was in attendance and answered questions from Council members as well as provided some history of infractions and information regarding enforcement processes.

**Resolution # 2026-139**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parsons

A. THAT Council receives the delegation from Kristine and Marshall Vandebussche regarding Order to Discontinue Activity in Environmental Protected Area, as information;

B. AND THAT Council directs staff to bring a report forward at the next Council meeting, regarding the Order to Discontinue Activity issued to Kristine and Marshall Vandebussche.

**Carried**

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

**12. Information Items**

**12.1 Proposed Amendment to Safe and Well Oxford Plan 2026-2030 - Township of Norwich**

**12.2 2025 Long Point Region Conservation Authority Annual Report and Financial Statements**

**12.3 Annual Waste Management Report - Oxford County**

**12.4 Right-of-Way Vegetation Management - CN Rail**

**12.5 Letter from Minister of Municipal Affairs and Housing regarding Bill 98**

**12.6 Oxford County Pride Committee - Advertising 2026**

**Resolution # 2026-140**

**Moved By:** Councillor Parsons

**Seconded By:** Deputy Mayor Beres

THAT Council receives the following items as information:

- 12.1 Proposed Amendment to Safe and Well Oxford Plan 2026-2030 - Township of Norwich
- 12.2 2025 Long Point Region Conservation Authority Annual Report and Financial Statements
- 12.3 Annual Waste Management Report - Oxford County
- 12.4 Right-of-Way Vegetation Management - CN Rail
- 12.5 Letter from Minister of Municipal Affairs and Housing regarding Bill 98
- 12.6 Oxford County Pride Committee Advertising 2026

**Carried**

### **13. Financial Results - Fourth Quarter 2025**

#### **13.1 2025 Q4 Departmental Results - Consolidated**

Renato Pullia, Director of Finance/Treasurer provided an overview of the report and answered questions from Council members.

#### **Resolution # 2026-141**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parsons

THAT report titled FIN 26-012 2025 Consolidated Q4 Financial Results be received as information.

**Carried**

#### **13.2 2025 Q4 Departmental Results - Office of the CAO**

#### **13.3 2025 Q4 Departmental Results - Corporate Services**

#### **13.4 2025 Q4 Departmental Results - Economic Development and Marketing**

#### **13.5 2025 Q4 Departmental Results - Finance**

**13.6 2025 Q4 Departmental Results - Fire Services**

**13.7 2025 Q4 Departmental Results – Operations and Development Services**

**13.8 2025 Q4 Departmental Results - Building, Planning and By-Law Services**

**13.9 2025 Q4 Departmental Results – RCP**

Carlos Reyes, Director of Operations and Development, Scott Tegler, Fire Chief and Trisha McKibbin, Manager of Legislative Services/Clerk answered questions from Council members.

It was requested that the financial section for Fire Communications, in accordance with previously provided Council direction, be shown separately in future reports.

It was requested that a quantitative analysis related to homelessness by-law enforcement be provided on a future report.

Mayor Gilvesy left the Chair at 7:05 p.m. to introduce the following motion. Deputy Mayor Beres assumed the Chair.

**Resolution # 2026-142**

**Moved By:** Mayor Gilvesy

**Seconded By:** Councillor Parker

- A. THAT the 2025 fourth quarter department results be received for information;
- B. AND THAT the RCP Department provide Service Request/Mesh Ticket information similar to the presentation by the Operations Department in all financial reports moving forward for Council's information.

**Carried**

Mayor Gilvesy assumed the Chair at 7:07 p.m.

**14. Staff Reports**

**14.1 Chief Administrative Officer**

**14.1.1 Restricted Act and Delegation of Authority - Election 2026 - CAO-26-008**

Trisha McKibbin, Manager of Legislative Services/Clerk, provided an overview of the report.

**Resolution # 2026-143**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parker

THAT report CAO 26-008 titled “Restricted Act and Delegation of Authority – Election 2026” be received as information.

**Carried**

**14.2 Economic Development**

**14.3 Finance**

**14.4 Fire and Emergency Services**

**14.5 Operations and Development**

**14.5.1 Request for Exemption to Seasonal Load Restrictions under Municipal By-law 2022-029 - OPD-26-015**

Carlos Reyes, Director of Operations and Development, answered questions from Council members.

**Resolution # 2026-144**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Luciani

- A. THAT report OPD 26-015 titled “Request for Exemption to Seasonal Load Restrictions” be received as information; and
- B. THAT a by-law be brought forward for Council consideration to amend Section 28 of By-law 2022-029 to add the Director of Operations & Development be granted the authority to waive load restrictions on specific days which fall within a reduced load period to accommodate vehicles completing municipal capital projects on, or that require access to, Reduced Load Limit Roads.

**Carried**

**14.6 Recreation, Culture and Parks**

#### **14.6.1 Clock Tower Masonry Repair Study - Follow Up - RCP-26-010**

Adam Kannawin, Manager of Parks and Facilities, was in attendance and provided an overview of the report and answered questions from Council members.

##### **Resolution # 2026-145**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parsons

- A. THAT report RCP-26-010 titled “Clock Tower Masonry Repair Study – Follow Up” be received as information; and
- B. THAT Council confirm that the Clock Tower aesthetic finish be completed with brick; and
- C. THAT staff be directed to proceed with a tender for the Clock Tower project; and
- D. THAT if the 2026 ROD grant funding application submitted for the Clock Tower project is unsuccessful, that:
  - i. the masonry repair portion of the project, budgeted at \$200K under Capital Project #693 proceed forth; and
  - ii. the Clock Tower roof repair and window & door replacement components of the project be considered by the Mayor for the 2027 Capital budget.

**Carried**

#### **15. New Business**

#### **16. Consideration of Minutes**

##### **16.1 Advisory Committee Minutes**

##### **Resolution # 2026-146**

**Moved By:** Councillor Parsons

**Seconded By:** Deputy Mayor Beres

THAT Council receives the following advisory committee minutes as information:

- Affordable and Attainable Housing Committee, March 25, 2026

**Carried**

**16.2 Oxford OPP Detachment Board Minutes**

**Resolution # 2026-147**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Spencer

THAT Council receives the Oxford OPP Detachment Board minutes dated January 21, 2026, as information.

**Carried**

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

**Resolution # 2026-148**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

THAT Council receives the Long Point Conservation Authority Board of Directors minutes dated March 6, 2026, as information.

**Carried**

**17. Motions/Notice of Motions**

**17.1 Notice of Motion**

**Resolution # 2026-149**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Spencer

THAT Council directs the Clerk to complete a Zoning Amendment Application for By-Law 3295 (Zoning Bylaw) to amend Table 5.24.2.1 - Parking Standards, Land Use Category: Residential Uses, Number of Vehicle Parking Spaces Required from 1.25 per dwelling unit to 1.5 per dwelling unit.

**Carried**

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

## 19. By-Laws

**19.1 By-Law 2026-025, a by-law to amend By-law 3859, being a by-law to adopt the Town of Tillsonburg Special Events Policy.**

**19.2 By-Law 2026-027, a by-law to amend By-Law 2022-029, a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg**

**19.3 By-Law 2026-029, a by-law to authorize a Site Plan Control Bylaw and to repeal By-Law 4151**

### **Resolution # 2026-150**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Luciani

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 2026-025, a by-law to amend by-law 3859, being a by-law to adopt the Town of Tillsonburg Special Events Policy
- By-Law 2026-027, a by-law to amend by-law 2022-029, a by-law to regulate traffic and the parking of motor vehicles in the Town of Tillsonburg
- By-Law 2026-029, a by-law to authorize a Site Plan Control By-Law and to repeal By-Law 4151

**Carried**

## 20. Confirm Proceedings By-law

### **Resolution # 2026-151**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parsons

THAT By-Law 2026-026, to Confirm the Proceedings of the Council Meeting held on Monday, April 13, 2026, 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**

**21. Items of Public Interest**

This portion of the meeting is not recorded.

**22. Adjournment**

**Resolution # 2026-152**

**Moved By:** Councillor Parsons

**Seconded By:** Deputy Mayor Beres

THAT the Council meeting of Monday, April 13, 2026, be adjourned at 7:31 p.m.

**Carried**