

The Corporation of the Town of Tillsonburg

COUNCIL MEETING

AGENDA



Monday, January 14, 2019

5:00 PM

Council Chambers

200 Broadway, 2nd Floor

1. Call to Order

2. Closed Session

Proposed Resolution #1

Moved By: _____

Seconded By: _____

THAT Council move into Closed Session at 5:00 p.m. to consider personal matters about an identifiable individual, including Town employees; (Union Negotiations).

2.1 Union Negotiations

3. Adoption of Agenda

Proposed Resolution #2

Moved By: _____

Seconded By: _____

THAT the Agenda as prepared for the Council meeting of Monday, January 14, 2019, be adopted.

4. Moment of Silence

5. Disclosures of Pecuniary Interest and the General Nature Thereof

6. Adoption of Council Minutes of Previous Meeting

Proposed Resolution #3

Moved By: _____

Seconded By: _____

THAT the Minutes of the Council meeting of Monday, December 10, 2018, be

approved.

7. Public Meetings

8. Planning Applications

9. Presentations

10. Delegations

10.1 Tillsonburg Horticultural Society Presentation

Presented by: Christine Nagy

Proposed Resolution #4

Moved By: _____

Seconded By: _____

THAT Council receive Tillsonburg Horticultural Society Presentation, as information.

10.2 Tillsonburg Rowing Club Position Statement

Presented by: Sharon Howard and Angela Newson

Proposed Resolution #5

Moved By: _____

Seconded By: _____

THAT Council receive Tillsonburg Rowing Club Position Statement, as information;

AND THAT this information be referred to the 2019 budget deliberations.

11. Correspondence from Committees

11.1 Letter - Development Committee - New Economic Evaluation Model

Proposed Resolution #6

Moved By: _____

Seconded By: _____

THAT Council receive the correspondence from the Development Committee regarding a new economic evaluation model, as information;

AND THAT the correspondence be referred to staff.

11.2 Letter - Development Committee - Highway 3 Business Park Naming

Proposed Resolution #7

Moved By: _____

Seconded By: _____

THAT Council receive the correspondence from the Development Committee regarding the naming of the Highway 3 Business Park dated December 11, 2018;

AND THAT Council adopt the name “Van Norman Innovation Park (VIP)” as the new name to market the industrial park;

AND FURTHER THAT the name “Van Norman Innovation Park (VIP)” apply to the industrial park on both sides of Highway 3.

12. Information Items

13. Mayor's Report

13.1 MYR 19-01 - CAO Performance Evaluation

Proposed Resolution #8

Moved By: _____

Seconded By: _____

THAT Council receives MYR 19-01 CAO Performance Evaluation 2018, as information;

AND THAT Council establishes and appoints a CAO Performance Review Committee;

AND THAT Council appoints Mayor Molnar, _____ and _____ to the CAO Performance Review Committee;

AND FURTHER THAT Council approves the proposed 2018 CAO Performance Evaluation Process as outlined in MYR 19-01.

14. Staff Reports

14.1 Chief Administrative Officer

14.1.1 CAO 19-01 - Cannabis Retailing in Tillsonburg

Proposed Resolution #9

Moved By: _____

Seconded By: _____

THAT Council receive report CAO 19-01 Retail Cannabis in Tillsonburg;

AND THAT the Town of Tillsonburg not “opt out” of having cannabis retail stores located in the Town of Tillsonburg.

14.1.2 CAO-HR 19-01 Results of Collective Bargaining Negotiations with the Power Workers' Union, CUPE Local 1000

Proposed Resolution #10

Moved By: _____

Seconded By: _____

THAT Council receive report CAO – HR – 19-01 Results of Collective Bargaining Negotiations with the Power Workers' Union, CUPE Local 1000;

AND THAT Tillsonburg Council approve and ratify the Memorandum of Agreement dated December 15, 2018, between the Town of Tillsonburg and the Power Workers' Union, Canadian Union of Public Employees, (CUPE) Local 1000, in order to effect the first collective agreement for the bargaining unit;

AND THAT Tillsonburg Council authorizes the public release of the Memorandum of Agreement upon approval and ratification.

14.2 Clerk's Office

14.2.1 CLK 19-01 - Council Appointments to Boards and Committees

Proposed Resolution #11

Moved By: _____

Seconded By: _____

THAT Council receives Report CLK 19-01 Council Appointments to Board & Committees;

AND THAT a By-Law to appoint committee members be brought forward for Council consideration.

14.2.2 CLK 19-02 - Councillor Appointments to Boards and Committees

Proposed Resolution #12

Moved By: _____

Seconded By: _____

THAT Council receives Report CLK 19-02, Councillor Appointments to Boards & Committees;

THAT the following appointments to Tillsonburg Advisory Committees shall be for the 2018-2022 term of council;

THAT Pete Luciani be appointed to the Accessibility Advisory Committee;

AND THAT Penny Esseltine be appointed to the Cultural, Heritage and Special Awards Advisory Committee;

AND THAT Deb Gilvesy be appointed to the Economic Development Advisory Committee;

AND THAT Chris Rosehart be appointed to the Memorial Park Revitalization Advisory Committee;

AND THAT Chris Rosehart be appointed to the Museum Advisory Committee;

AND THAT Penny Esseltine be appointed to the Parks Beautification & Cemeteries Advisory Committee;

AND THAT Chris Parker be appointed to the Recreation & Sports Advisory Committee;

AND THAT Deb Gilvesy be appointed to the Tillsonburg Airport Advisory Committee;

AND THAT Pete Luciani be appointed to the Tillsonburg Transit Advisory Committee.

Proposed Resolution #13

Moved By: _____

Seconded By: _____

THAT the following appointments to Ad Hoc Committees and affiliated organizations shall be for the 2018-2022 term of council;

THAT Stephen Molnar, Dave Beres and Penny Esseltine be appointed to the Physician Recruitment Committee;

AND THAT Stephen Molnar and Penny Esseltine be appointed to the Town Hall Project Steering Committee;

AND THAT Stephen Molnar, Pete Luciani and Dave Beres be appointed to the Otter Valley Corridor

Committee;

AND THAT Chris Parker be appointed to the Tillsonburg Non Profit Housing Corporation;

THAT Deb Gilvesy be appointed to the Business Improvement Area Board;

AND THAT Stephen Molnar and Chris Rosehart be appointed to the Police Service Board;

Proposed Resolution #14

Moved By: _____

Seconded By: _____

THAT the following appointment to the Police Service Board shall be for a two year term:

THAT Larry Scanlan be appointed to the Police Service Board until December 31, 2020.

Proposed Resolution #15

Moved By: _____

Seconded By: _____

THAT Council appoint Stephen Molnar to Tillsonburg Hydro Inc. Board of Directors for the term of Council until December 1, 2022.

14.2.3 CLK 19-03 - Policy for Boards and Committees

Proposed Resolution #16

Moved By: _____

Seconded By: _____

THAT Council receives Report CLK 19-03 Policy for Board & Committees;

AND THAT By-Law 4249 to authorize the policy be brought forward for Council consideration.

14.3 Development and Communication Services

14.4 Finance

14.4.1 FIN 19-01 - 2019 Interim Tax Levy By-Law

Proposed Resolution #17

Moved By: _____

Seconded By: _____

THAT Council receives report FIN19-01 2019 Interim Tax Levy By-Law 4248;

AND THAT the 2019 Interim Levy By-Law No. 4248 be brought forward for Council consideration.

14.5 Fire and Emergency Services

14.6 Operations

14.7 Recreation, Culture & Park Services

14.7.1 RCP 18-44 - Soccer Club Fence Funding Source Change

Proposed Resolution #18

Moved By: _____

Seconded By: _____

THAT Council receives Report RCP 18-44 – Soccer Club Fence Funding Source Change;

AND THAT Council authorize the balance of \$16,200 outstanding on the wayward ball fence installation project be funded from reserves instead of from a contribution from the Tillsonburg Minor Soccer Club.

15. New Business

16. Consideration of Committee Minutes

Proposed Resolution #19

Moved By: _____

Seconded By: _____

THAT Council receive the Development Committee minutes dated November 13, 2018 and December 11, 2018, and the Airport Advisory Committee minutes dated September 11, 2018 and November 26, 2018, and the Heritage, Beautification and Cemetery Advisory Committee minutes dated December 6, 2018, and the Museum Advisory Committee minutes dated December 20, 2018, and the Long Point Region Conservation Authority minutes dated November 19, 2018, as information.

17. Motions/Notice of Motions

17.1 Notice of Motion - Councillor Gilvesy - Capital Budget Project X92 SAG - Station Arts Building and Building Code Compliance

In accordance with the Town of Tillsonburg Procedural By-law, Council will be required to waive the notice requirements contained in section 6.10 of Procedural By-law 4173 prior to the motion noted below being introduced.

Proposed Resolution #20

Moved By: _____

Seconded By: _____

THAT Council review and discuss the following documentation regarding Capital Budget Project X92 SAG - Station Arts Building and Building Code Compliance:

1. Facility Condition Assessment Report - Station Arts Building
2. Unsafe Building Order - UBO-10-15-2018 - Tillsonburg Station Arts Centre

18. Resolutions/Resolutions Resulting from Closed Session

19. By-Laws

19.1 By-Law 4244 To Appoint Dave Beres as the Deputy Mayor

- 19.2 By-Law 4245 To Amend By-Law 4207 and to Establish the Rate of Remuneration for the Deputy Mayor
- 19.3 By-Law 4247 To Define the Mandate and Membership for Committees Established By The Corporation of the Town of Tillsonburg
- 19.4 By-Law 4249 to Adopt the Policy for Boards & Committees or Council, to Define the Meeting Procedures for Committees Established by The Corporation of the Town of Tillsonburg
- 19.5 By-law 4248 - To Provide for an Interim Tax Levy for the Year 2019

Proposed Resolution #21

Moved By: _____

Seconded By: _____

THAT By-Law 4244 To Appoint Dave Beres as the Deputy Mayor; and

By-Law 4245 To Amend By-Law 4207 and to Establish the Rate of Remuneration for the Deputy Mayor; and

By-Law 4247 To Adopt the Policy for Boards & Committees or Council; and

By-Law 4249 To Adopt a Policy for Boards & Committees and To Define the Meeting Procedures for Committees established By The Corporation of the Town of Tillsonburg; and

By-Law 4248 To Provide for an Interim Tax Levy for the Year 2019, 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.

20. Confirm Proceedings By-law

Proposed Resolution #22

Moved By: _____

Seconded By: _____

THAT By-Law 4252, to Confirm the Proceedings of the Council meeting held on January 14, 2019, 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.

21. Items of Public Interest

22. Adjournment

Proposed Resolution #23

Moved By: _____

Seconded By: _____

THAT the Council Meeting of Monday, January 14, 2019, be adjourned at ____ p.m.

MINUTES



Monday, December 10, 2018

6:00 PM

Council Chambers

200 Broadway, 2nd Floor

ATTENDANCE: Mayor Molnar
Councillor Beres
Councillor Esseltine
Councillor Gilvesy
Councillor Luciani
Councillor Parker
Councillor Rosehart

Staff: David Calder, CAO
Donna Wilson, Town Clerk
Kevin De Leebeeck, Director of Operations
Dave Rushton, Director of Finance
Rick Cox, Director of Recreation, Culture and Parks
Amelia Jaggard, Legislative Services Coordinator

Regrets: Jeff Smith, Fire Chief

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Closed Session

3. Adoption of Agenda

Resolution # 1

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT the Agenda as prepared for the Council meeting of Monday, December 10, 2018, be adopted.

Carried

4. Moment of Silence

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 # 2

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT the Minutes of the Council meeting of Monday, November 26, 2018, be approved.

Carried

7. Presentations

7.1 Volunteer Achievement Award, Greg Mitchell

Presented by: Mayor Molnar and Sam Lamb

8. Public Meetings

9. Planning Applications

10. Delegations

10.1 Tillsonburg Airport Development

Geoffrey Lee and Mark Kniss presented a delegation regarding Tillsonburg Airport Development.

Opportunity was given for comments and questions from Council.

Resolution # 3

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT the Delegation regarding Tillsonburg Airport Development be received;

AND THAT the matter be referred to staff for a report back to Council which shall include the following:

- A legal interpretation of Federal Aviation Rules with regards to the authority to issue building permits - South-West Oxford or Tillsonburg no later than the January 28, 2019 Council meeting;
 - A new business model incorporating a flight school instructor/manager model be investigated;
 - A risk assessment for the general public accessing the airport;
- AND THAT the following be added to the 2019 budget deliberations for consideration:

- The extension of the 25ft X 230ft runway;
- Commercial taxiway repairs; and
- Testing of the load capacity of hydro.

Carried

10.2 Tillsonburg Community Centre Revised Traffic Management

Diane Fish appeared before Council in opposition to Agenda item 14.6.4. OPS 18-36 - Tillsonburg Community Centre Revised Traffic Management. Mrs. Fish raised concerns about increased traffic flow on Sanders Street as a results of the proposed By-law 4242 to amend Traffic By-law 3701 permitting the closure of the Sanders Street Extension and restricting Alley Alley to one-way traffic.

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT Council receive the Delegation presentation of Diane Fish, as information.

Carried

14.6.4 OPS 18-36 - Tillsonburg Community Centre Revised Traffic Management;

Resolution # 21

Moved By: Councillor Luciani

Seconded By: Councillor Esseltine

THAT Council receive Report OPS 18-36 Tillsonburg Community Centre Revised Traffic Management;

AND THAT By-law 4242 to amend Traffic By-law 3701 permitting the closure of the Sanders Street Extension and restricting Alley Alley to one-way traffic, be brought forward for council consideration.

Defeated

11. Deputation(s) on Committee Reports

11.1 Town Hall Project Steering Committee Recommendation

Andrew Gilvesy, Chair of the Town Hall Project Steering Committee, presented the Town Hall Project Steering Committee Recommendation.

Opportunity was given for comments and questions from Council.

Resolution # 4

Moved By: Councillor Gilvesy

Seconded By: Councillor Parker

THAT Council receive the Town Hall Project Steering Committee Recommendation – Release of Request for Proposals as information;

AND THAT this information be forwarded to staff for a report back to Council.

Defeated

Moved By: Councillor Esseltine

Seconded By: Councillor Luciani

THAT Council receive the Town Hall Project Steering Committee Recommendation - Release of Request for Proposals as information;

AND THAT staff be directed to move forward with the release of the Request for Proposal at this time.

Carried

12. Information Items

12.1 OGRA Board of Directors - Call for Nominations

Resolution # 5

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT Council receive OGRA Board of Directors - Call for Nominations as information;

AND THAT Council Nominate Dave Beres to serve on the OGRA Board of Directors for the 2019 - 2021 term of Office.

Carried

12.2 Oxford Invitational Youth Robotics Challenge 2018 - Letter

Resolution # 6

Moved By: Councillor Parker

Seconded By: Councillor Gilvesy

THAT Council receive the letter regarding the Oxford Invitational Youth Robotics Challenge 2018, as information.

Carried

12.3 Ministry of Municipal Affairs and Housing - Municipal Reporting Burden

Resolution # 7

Moved By: Councillor Esseltine

Seconded By: Councillor Beres

THAT Council receive the letter from the Ministry of Municipal Affairs and Housing regarding Municipal Reporting Burden, as information.

Carried

13. Mayor's Report

13.1 MYR 18-11 - Update - County of Oxford

Resolution # 8

Moved By: Councillor Esseltine

Seconded By: Councillor Beres

THAT Council receives report MYR 18-11, as information.

Carried

14. Staff Reports

14.1 Chief Administrative Officer

14.1.1 CAO 18-15 - Retail Cannabis in Ontario revised

Staff to request public input and report back to Council at the January 14, 2019 Council meeting.

Resolution # 9

Moved By: Councillor Luciani

Seconded By: Councillor Parker

THAT Council receive report CAO 18-15 Retail Cannabis in Ontario for information.

AND THAT report CAO 18-15 Retail Cannabis in Ontario be provided to the Tillsonburg Police Services Board for comment;

AND FURTHER THAT Staff report at the Council meeting scheduled for January 14th, 2019, with a recommended option regarding retail cannabis in Tillsonburg for Town Council's consideration.

Carried

14.2 Town Clerk

14.2.1 CLK 18-31 - Committee of Adjustment

Resolution # 10

Moved By: Councillor Luciani

Seconded By: Councillor Gilvesy

THAT Council receives Report CLK 18-31, Committee of Adjustment Appointment;

AND THAT all members of Tillsonburg Town Council be appointed to the Committee of Adjustment;

AND FURTHER THAT an Appointment By-law be brought forward for Council's consideration.

Carried

14.2.2 CLK 18-20 - 2019 Council Meeting Calendar

Resolution # 11**Moved By:** Councillor Beres**Seconded By:** Councillor Luciani

THAT Council receives Report CLK 18-29, 2019 Meeting Calendar;

AND THAT the following regular Council Meetings be re-scheduled or cancelled for 2019:

Monday, February 25, 2019 is re-scheduled to Thursday, February 28, 2019 due to the OGRA Conference (February 24 - 27, 2019);

Monday, April 22, 2019 is re-scheduled to Tuesday, April 23, 2019 due to Easter Monday;

Monday, June 10, 2019 is re-scheduled to Thursday, June 13, 2019 due to the AMCTO Conference (June 9 - 12, 2019);

Monday, July 22, 2019 is cancelled;

Monday, August 26, 2019 is cancelled;

Monday, October 14, 2019 is re-scheduled to Tuesday, October 15, 2019 due to Thanksgiving;

Monday, November 11, 2019 is re-scheduled to Tuesday, November 12, 2019 due to Remembrance Day; and

Monday, December 23, 2019 is cancelled;

AND THAT the following budget Council Meetings be scheduled:

Monday, December 17, 2018 at 6:00 pm – 8:30 pm;

Monday, January 7, 2019, 9:00 am – 4:00 pm;

Thursday, January 17, 2019, 9:00 am – 4:00 pm;

Monday, January 21, 2019, 5:00 pm – 9:00 pm;

Thursday, January 24, 2019, 5:00 pm – 9:00 pm.

AND THAT the 2019 Meeting Calendar, be approved.

Carried

14.2.3 Appointment to Conservation Authorities

Resolution # 12**Moved By:** Councillor Rosehart**Seconded By:** Councillor Gilvesy

THAT Council receive the correspondence from the County of Oxford regarding appointments to Conservation Authorities;

AND THAT Council recommend Dave Beres as the Town of Tillsonburg representative to Long Point Region Conservation Authority for the 2019 - 2022 term.

Carried

14.2.4 CLK 18-32 - Committees of Council

There were three councillors who requested their names be brought forward for consideration.

The Town Clerk arranged for a selection method which provided the names to be drawn by the CAO.

As a result of the draw, the following resolution was passed by council.

Council members will be asked to provide their interest in committees to the Town Clerk prior to the January Council Meeting.

Resolution # 13**Moved By:** Councillor Beres**Seconded By:** Councillor Luciani

THAT Council receives report CLK 19-01 Committees of Council;

AND THAT Mayor Stephen Molnar, Councillor Gilvesy, Councillor Luciani and the Town Clerk form a Council Nominating Committee for the 2018 – 2022 term of Town Committees.

14.2.5 CLK 18-34 - Deputy Mayor**Resolution # 14****Moved By:** Councillor Luciani**Seconded By:** Councillor Rosehart

THAT Council receives Report CLK 18-34 Deputy Mayor Position;

AND THAT Council appoint Councillor Beres as Deputy Mayor for a 1 year/month term;

AND THAT an additional \$1,300.00 remuneration be provided for this position;

AND THAT a By-Law be brought forward for Council consideration.

Carried

14.2.6 CLK 18-35 - Alternate County Council Position

Resolution # 15

Moved By: Councillor Gilvesy

Seconded By: Councillor Luciani

THAT Council receives Report CLK 18-35, Alternate County Council Position, as information.

Carried

14.3 Development and Communication Services

14.3.1 DCS 18-42 - Appointment of Building Inspector

Resolution # 16

Moved By: Councillor Gilvesy

Seconded By: Councillor Luciani

THAT Council receives Report DCS 18-42 – Appointment of Building Inspector, as information.

AND THAT a By-Law to appoint John Vandenheede as a Building Official, Property Standards Officer and Provincial Offences Officer for the Town of Tillsonburg be brought forward for Council consideration.

Carried

14.3.2 DCS 18-43 - Lease with Oxford County Community Health Centre

Resolution # 17

Moved By: Councillor Parker

Seconded By: Councillor Gilvesy

THAT Council receive Report DCS 18-43 Lease with Oxford County Community Health Centre;

AND THAT the Mayor and Clerk be authorized to enter into a lease agreement for the lands described as part of Lot 2, Concession 5 North of Talbot Road, and more specifically described as Parts 1 and 2, Plan 41R-4211, with the Oxford County Community Health Centre, subject to the terms and conditions contained within the lease agreement;

AND THAT a bylaw be brought forward in that regard.

Carried

14.4 Finance

14.5 Fire and Emergency Services

14.6 Operations

14.6.1 OPS 18-33 - Results for RFP2018-004 Old Vienna Road Slope Stability Study

Resolution # 18

Moved By: Councillor Parker

Seconded By: Councillor Luciani

Deferred Motion

THAT Council receive Report OPS 18-33 Results for RFP 2018-004 Old Vienna Road Slope Stability Study;

AND THAT Council award RFP 2018-004 to DST Consulting Engineers Inc. of Sudbury, ON at a cost of \$67,272.52 (net HST included), the highest scoring proposal received;

AND THAT Council authorize the use of Asset Management Reserves to fund the remaining project costs.

Carried

14.6.2 OPS 18-34 - Results for RFQ 2018-008 Hydro Utility Truck

Resolution # 19

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT Council receive Report OPS 18-34, Results for RFQ 2018-008 Hydro Utility Truck;

AND THAT Council award RFQ 2018-008 to Oxford Dodge Chrysler Ltd. of London, Ontario at a cost of \$62,465.38 (net HST included).

Carried

14.6.3 OPS 18-35 - Broadway and Trans Canada Trail Crossing

RCP Staff to determine if Oxford County would become a partner on this project.

Resolution # 20

Moved By: Councillor Esseltine

Seconded By: Councillor Luciani

THAT Council receive Report OPS 18-35 Broadway and Trans Canada Trail Crossing;

AND THAT Council approves a mid-block controlled pedestrian crossing at Broadway and the Trans Canada Trail;

AND THAT Council refer the pedestrian crossing facility costs in the amount of \$90,000 to the 2019 capital budget deliberations.

Carried

14.6.5 OPS 18-23 - Oak Park Estates Subdivision Special Area Levy

Resolution # 22

Moved By: Councillor Luciani

Seconded By: Councillor Esseltine

THAT Council receive Report OPS 18-23 OakPark Estates Subdivision Special Services Levy;

AND THAT By-law 4220 to adopt the OakPark Estates Subdivision Special Services Levy be brought forward for Council consideration.

Carried

14.6.6 OPS 18-37 - Hanger 4 - Land Lease Amendment

Resolution # 23**Moved By:** Councillor Beres**Seconded By:** Councillor Luciani

THAT Council receive Report OPS 18-37 Hangar 4 - Land Lease Amendment;

AND THAT Council approve the amendments to the Hangar 4 Land Lease Agreement with Rick Lee;

AND THAT Mayor and Clerk be authorized to execute the Airport Hangar Land Lease Amendment with Rick Lee.

Carried

14.7 Recreation, Culture & Park Services**14.7.1 RCP 18-43 - Child Recreation Program Fee Subsidy Contract 2019-2021****Resolution # 24****Moved By:** Councillor Beres**Seconded By:** Councillor Luciani

THAT Council receives Report RCP 18-43 - Child Recreation Program Fee Subsidy Contract 2019-2021;

AND THAT the Town of Tillsonburg enters a three-year agreement with the County of Oxford to provide subsidized recreation programs;

AND THAT Council authorizes the Mayor and Clerk to sign the Service Contract.

Carried

15. New Business**16. Consideration of Committee Minutes****16.1 Committee Minutes****Resolution # 25****Moved By:** Councillor Rosehart**Seconded By:** Councillor Gilvesy

THAT Council receive the Museum Advisory Committee minutes dated November 22, 2018, and the Airport Advisory Committee minutes dated November 26, 2018, as information.

Carried

17. Motions/Notice of Motions

18. Resolutions/Resolutions Resulting from Closed Session

19. By-Laws

19.1 By-Law 4233 To Appoint a Committee of Adjustment for the Town of Tillsonburg

19.2 By-law 4220, To Authorize A Special Local Municipal Levy On Rateable Property

19.3 By-Law 4241, To appoint a Deputy Chief Building Official, John Vandenheede

19.4 By-Law 4239, To Authorize a Memorandum of Understanding between the Corporation of the Town of Tillsonburg and the Board of Directors of the Tillsonburg Senior Centre.

19.5 By-Law 4240 to enter into an agreement with Her Majesty The Queen In Right Of Ontario, 31 Earle Street

Resolution # 26

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT By-Law 4233 To Appoint a Committee of Adjustment for the Town of Tillsonburg; and

By-law 4220, To Authorize A Special Local Municipal Levy On Rateable Property; and

By-Law 4241, To appoint a Deputy Chief Building Official, John Vandenheede; and

By-Law 4239, To Authorize a Memorandum of Understanding between the Corporation of the Town of Tillsonburg and the Board of Directors of the Tillsonburg Senior Centre; and

By-Law 4240 to enter into an agreement with Her Majesty The Queen In Right Of Ontario, 31 Earle Street, 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. Confirm Proceedings By-law

Resolution # 27

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT By-Law 4243, to Confirm the Proceedings of the Council meeting held on December 10, 2018, 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

Swim with Santa at the Tillsonburg Community Centre pool on Saturday, December 22, 2018 from 2:30 p.m. to 4:00 p.m.

There will be free public skates at the Tillsonburg Community Centre on the following dates, December 27, 28, 30 and 31, 2018 and January 2, 3 and 4, 2019.

Visit Annandale National Historic Site to see the Christmas at Annandale display throughout the holidays.

Tillsonburg residents are being asked to take part in a Tillsonburg Aquatics Facility Study survey which will help the Town understand the types of aquatic activities and design features that residents value most.

Staff will be conducting a budget deliberations education session for Council Members on Monday, December 17, 2018 at 6:00 p.m.

Tillsonburg & District Historical Society are currently selling tickets for their "Christmas Raffle."

The Mayor's Levy is on January 6, 2018 between 2:00 p.m. to 4:00 p.m. at the Annandale National Historic Site.

22. Adjournment

Resolution # 28

Moved By: Deb Gilvesy

Seconded By: Councillor Rosehart

THAT the Council Meeting of Monday, December 10, 2018, be adjourned at 9:42 p.m.

Carried

Amelia Jaggard

From: noreply@esolutionsgroup.ca
Sent: Tuesday, January 08, 2019 11:46 AM
To: Clerks Office
Subject: New Submission Completed for Delegation Request Form

Hello,

Please note the following response to Delegation Request Form has been submitted at Tuesday January 8th 2019 11:45 AM with reference number 2019-01-08-001.

- **First Name**
Christine
- **Last Name**
Nagy
- **Street Address**
625 Jackson Side Road
- **Town/City**
Courtland
- **Postal Code**
N0J 1E0
- **Phone Number**
519-688-9582
- **E-mail**
lonewind@execulink.com
- **Website**
www.tillsonburghorticultural.ca
- **Do you or any members of your party require accessibility accommodations?**
No
- **Council Meeting Date**
01/14/19
- **Subject of Delegation**
Tillsonburg Horticultural Society & Tillsonburg Beautification

- **Name(s) of Delegates and Position(s)**

1

- **Name of Group or Person(s) being represented (if applicable)**

Christine Nagy

- **I acknowledge Delegations are limited to fifteen (15) minutes each.**

I accept

- **Brief Summary of Issue or Purpose of Delegation**

To inform Council members, especially the newly-elected, of the Tillsonburg Horticultural Society's role in Tillsonburg beautification. We will also inform Council of the dollars and time spent by Society members towards this cause.

- **Will there be a Power Point presentation?**

Yes

- **Please attach a copy of your presentation.**

- **Have you been in contact with a Staff member regarding the Delegation topic?**

Yes

- **If yes, please list the Staff member(s) you have been working with.**

Amelia Jaggard

- **I acknowledge that all presentation material must be submitted to the Clerk's Office by 4:30 p.m. the Wednesday before the Council meeting date.**

I accept

[This is an automated email notification -- please do not respond]



Tillsonburg Horticultural Society

Presented by: Christine Nagy

Who Are We?

- Established in 1982
- Registered as a Charity
- Our Mandate is: “Beautification Through Education & Experience”
- Consistently recruit 200+ adult members
- Consistently attract 250+ Junior Gardeners
- 9 monthly meetings from September through June
 - Average 120 – 140 members in attendance per meeting
- 2 offset events in July & August
- 1 Christmas Potluck dinner which 150 members only attend
- Annual membership fee is \$15.00
- Membership consists mainly of women, with an average age of 73



Member Involvement

- Board of Directors consists of 21 members putting in 400 volunteer hours
 - Each member is responsible for one or two or even three activities within the Society
- Total Volunteer Hours for the Society: 3916
- Total Volunteer Gardening Hours are: 815
 - Annandale 200
 - Legion 100
 - Sr Centre 85
 - Station Arts Centre 45
 - Library 10
 - Bert Newman 235
 - Broadway planters 120
 - Broadway 20



What Do Members Get For Their Money?

- Professional Speakers focusing on myriad and wide-ranging horticultural subjects
- Entertaining seasonal events
- Coach tours to points of “horticultural” interest across the Province and into the USA
- Discounts at most Ontario-wide nurseries and garden centres
- Friendship & Fellowship of like-minded individuals



Where Do We Get Our Money?

- Annual Membership Fees
- OMAFRA Grants
- Ontario Horticultural Association Grants
- Garden Auction
- “Beyond the Garden Gate” Garden Tour
- Charitable Donations



Garden Auction Fundraiser

- 13th Year of Growing
- Generous Donations from approximately 120 businesses
- Supplemental Donations from members and interested supporters:
 - Trees, shrubs, plants, flowers, garden art & décor
 - Baking, crafts & artwork



Tillsonburg Horticultural Society

13th Annual

Garden Auction

Tuesday, May 21, 2019

Lions Auditorium
Tillsonburg Community Complex
45 Hardy Avenue

Doors Open at 5:00 p.m. *NEW TIME!*

Live Auction at 6:00 p.m. *NEW TIME!*



Toonie & Fiver Cash Table
Bake Table
Draw Table

Live Auction of Annuals, Perennials, Trees,
Shrubs, Planters, Garden Decor & more!

Complimentary Refreshments

Payment with cash or cheque only - ATM at the complex!



“Beyond The Garden Gate” Fundraiser

- Partner with The Station Arts Centre
- 6 Gardens + Tillsonburg Garden Gate Ltd
 - Gardens include artists, artisans, crafters and musicians
- 2017: 84 tickets sold
- 2018: 181 tickets sold
- 2019: Plans are well underway for 6 outstanding gardens



What Do We Do With Our Money?

- Educate:
 - Professional speakers
 - Junior Gardener Program
 - Flower & Photo Competitions
- Experience:
 - Since 2018, our Society determined to focus on public spaces only:
 - Annandale House National Historic Site
 - Bert Newman Park
 - Broadway Street
 - Commercial Beautification Project
 - Royal Canadian Legion
 - Senior Centre Gardens



Town of Tillsonburg Beautification

- Beautification is not frivolous.
- Our efforts enhance the town for the benefit of everyone, not any special interest group.
- Research shows that beauty is one of the top three factors in creating community attachment or loyalty to a particular town or city.
- A pleasant community appearance adds to home values, helps attract business investment, and just improves a town's reputation.
- It is also an important tool in recruiting professionals, including doctors, and their families.
- Some research even indicates an attractive neighbourhood may lead to better behaviour.
- This is upheld by the generous beautification monetary donations from local service clubs:
 - Knights of Columbus
 - Rotary Club of Tillsonburg
 - Tillsonburg Kinsmen Club
 - Tillsonburg Lions Club
 - Tillsonburg Lioness Club



Key Learning

- Broadway Street:
- 2016 installed 8 large planters as a test
 - Only one small case of vandalism and many, many positive comments
- 2017 continued with 8 large planters for summer and autumn interest
 - Absolutely no vandalism and continued positive feedback
- 2018 increased the number to 12 planters for two seasons of interest
 - Again, no vandalism
- Public Gardens:
- Increased attendance with little or no vandalism



What Are We Doing For 2019?

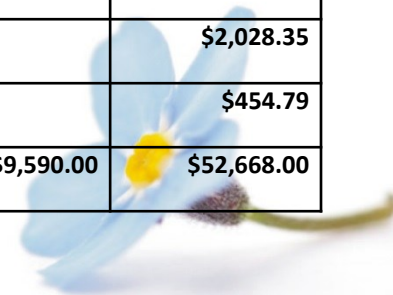
- Continuing with all 2018 public space garden projects
- Launching a four-season Commercial Urn project



Tillsonburg Horticultural Society

Beautification Expenditures

Garden	2016		2017		2018		Total
	Beautification	# of Hours @ Minimum Wage	Beautification	# of Hours @ Minimum Wage	Beautification	# of Hours @ Minimum Wage	
Annandale NHS	\$973.81	214 @ \$11.40 \$2439.60	\$1952.38	700 @ \$11.40 \$7980.00	\$1056.70	200 @ \$14.00 \$2800.00	\$17,202.49
Bert Newman Park	n/a	n/a	n/a	n/a	\$1288.92	235 @ \$14.00 \$3290.00	\$4,578.92
Broadway Street		85 @ \$11.40 \$969.00		20 @ \$11.40 \$228.00			\$1,197.00
Library Lane	n/a	n/a	Donated.	20 @ \$11.40 \$228.00	Donated.	10 @ \$14.00 \$280.00	\$508.00
Mulch for Gardens					\$2030.00		\$2,030.00
Royal Canadian Legion	\$323.80	20 @ \$11.40 \$228.00	\$180.00	20 @ \$11.40 \$228.00	\$639.49	100 @ \$14.00 \$1400.00	\$2999.29
Senior Centre	\$230.11	68 @ \$11.40 \$775.20	\$371.88	84 @ \$11.40 \$957.60	\$215.49	85 @ \$14.00 \$1190.00	\$3,740.28
Station Arts	\$711.41	50 @ \$11.40 \$570.00	\$396.71	40 @ \$11.40 \$456.00	\$429.32	45 @ \$14.00 \$630.00	\$3,193.44
Town of Tillsonburg (incl Service Club Donations)	\$3291.18		\$5694.26		\$5750.00		\$14,735.44
Trees	\$1350.35				\$678.00		\$2,028.35
Tulips For 150	\$454.79						\$454.79
TOTALS:	\$7,335.45	\$4981.80	\$8595.23	\$10,077.60	\$12,08.92	\$9,590.00	\$52,668.00



Tillsonburg Horticultural Society

“Cities & towns have the capability of providing something for everybody, only because, and only when, they are created by everybody.”

Jane Jacobs

Urban Studies Activist



Amelia Jaggard

From: noreply@esolutionsgroup.ca
Sent: Tuesday, January 08, 2019 6:52 PM
To: Clerks Office
Subject: New Submission Completed for Delegation Request Form

Hello,

Please note the following response to Delegation Request Form has been submitted at Tuesday January 8th 2019 6:51 PM with reference number 2019-01-08-002.

- **First Name**
Sharon
- **Last Name**
Howard
- **Street Address**
8 Ross Street
- **Town/City**
Tillsonburg
- **Postal Code**
N4G 3N7
- **Phone Number**
519-842-7845
- **E-mail**
sharonhoward818@gmail.com
- **Website**
<http://www.tillsonburgrowingclub.com/>
- **Do you or any members of your party require accessibility accommodations?**
No
- **Council Meeting Date**
January 14, 208
- **Subject of Delegation**
Tillsonburg Rowing Club Position Statement

- **Name(s) of Delegates and Position(s)**
Sharon Howard, President
- **Name of Group or Person(s) being represented (if applicable)**
Tillsonburg Rowing Club
- **I acknowledge Delegations are limited to fifteen (15) minutes each.**
I accept
- **Brief Summary of Issue or Purpose of Delegation**
Tillsonburg Rowing Club's position regarding repairs required to the rowing club's storage and clubhouse, 8 Ross Street, Tillsonburg.
- **Will there be a Power Point presentation?**
No
- **Please attach a copy of your presentation.**
- **Have you been in contact with a Staff member regarding the Delegation topic?**
Yes
- **If yes, please list the Staff member(s) you have been working with.**
Rick Cox
- **I acknowledge that all presentation material must be submitted to the Clerk's Office by 4:30 p.m. the Wednesday before the Council meeting date.**
I accept

[This is an automated email notification -- please do not respond]

Tillsonburg Rowing Club Position Statement

It has been brought to our attention that the roof and structural integrity of the boat house is in question. The building is in poor repair and we urge you to make these necessary improvements in order to allow the Club to continue with it's operations. Repairing the roof would be a good start, since it is the leaking water through the ceiling that is the major contributor to the mould issue.

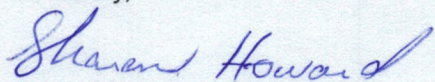
The Tillsonburg Rowing Club was established in the early 1980's by the Gibson and Parson families, together with contributions from various service clubs including the Kinsmen and Rotary Club. Over the years, the club has seen a lot of changes with the ebb and flow of it's various members. Historically there have been great successes with the high school program. At present we are enjoying a strong adult program with the goal of re-establishing a junior program for the upcoming year.

In 2012, the Tillsonburg Rowing Club, together with the Lake Lisgar Revitalization Project committee were responsible for obtaining the Trillium grant that funded the new community dock that was placed beside the rowing club on the west side of the lake. The dock has been an amazing improvement for the club since the old dock was no longer usable in its rotten condition. Additionally, the dock has been an amazing addition for the community since it is used frequently for fishing and enjoyment.

We hope that similar improvements can be made to the boathouse to allow us to continue to operate the rowing programs we currently run. We are in need of the storage space to keep our boats and equipment sheltered from the elements and protected from theft and vandalism. The boathouse also provides us with washroom facilities and water for washing our boats before we put them away. The replacement value of our numerous club and privately owned boats, oars, coach boat, and additional equipment would exceed \$120 000. For these reasons, I'm sure you can see the importance of maintaining our facility in working order.

We are open to suggestions for sharing the space with other groups if such a collaboration would aid with the allocation of finances. The building has been used in the past for the community centre summer camp. In addition, the Sea Scouts have approached us in previous years about storage of their sail boats. Perhaps we could share our newly renovated space to make it more useful and affordable for everyone.

Sincerely,



Sharon Howard
President, TRC



Town of Tillsonburg
Economic Development & Marketing
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688-3009
Fax: (519) 842-9431

December 11, 2018

Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, ON N4G 5A7

**RE: DEVELOPMENT COMMITTEE RESOLUTION REGARDING TILLSONBURG HYDRO
INC'S NEW ECONOMIC EVALUATION MODEL**

To: Board of Directors, Tillsonburg Hydro Inc;

The Development Committee passed the following resolution at their December 11, 2018 meeting:

Resolution # 4

THAT the Town of Tillsonburg Development Committee encourages the Tillsonburg Hydro Inc (THI) Board of Directors to consider competitiveness when reviewing the Economic Evaluation Model and electrical system expansion deposits;

AND THAT the THI Board of Directors consider delaying the implementation of changes to the Economic Evaluation Model and electrical system expansion deposits until such time as information is made available regarding other Local Distribution Companies' current practices related to Economic Evaluation Models and electrical system expansion deposits;

AND FURTHER THAT this resolution be sent to the THI Board of Directors and copied to Town Council.



As an advisory committee to Council, the Development Committee has reviewed the changes in the proposed costs related to development and is requesting that these concerns be addressed by the Board of Directors.

Sincerely,

Jesse Goossens, Chair

CC:

Mayor Molnar and Members of Council



Town of Tillsonburg
Economic Development & Marketing
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688-3009
Fax: (519) 842-9431

December 11, 2018

Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, ON N4G 5A7

**RE: DEVELOPMENT COMMITTEE RESOLUTION REGARDING THE NAMING OF THE
HIGHWAY 3 BUSINESS PARK**

Mayor & Members of Council,

The Development Committee passed the following resolution at their December 11, 2018 meeting:

Resolution # 3

THAT the Van Norman Innovation Park (VIP) be recommended to Council for consideration as the new name to market the industrial park and that it be applied to both sides of Highway 3.

As an advisory committee to Council, this advice is being provided for Council's consideration.


A number of names were considered with the committee selecting this name based on the historical relevance of the Van Norman family and the fact that the industrial lands on the North side of Highway 3 are already named the Van Norman Industrial Park.

This name, if supported by Council, lends itself well for marketing purposes as it highlights the importance of innovation to Tillsonburg's future as well as marketing campaigns.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jesse Goossens", is written over a horizontal line.

Jesse Goossens, Chair

	Report Title	CAO Performance Evaluation 2016
	Report No.	MYR 19-01
	Author	Stephen Molnar - MAYOR
	Meeting Type	Council Meeting
	Council Date	January 14, 2019
	Attachments	

RECOMMENDATION

That Council receives MYR 19-01 CAO Performance Evaluation 2018 as Information;

And That Council establishes and appoints a CAO Performance Review Committee;

And That Council appoints Mayor Molnar, _____ and _____ to the CAO Performance Review Committee;

And Further That Council approves the proposed 2018 CAO Performance Evaluation Process as outlined in MYR 19-01.

EXECUTIVE SUMMARY

The requirement for a CAO performance evaluation is a condition of employment which states on or about the anniversary date, the CAO will participate in an annual performance review conducted by the Mayor and members of Council or a Committee of Council.

BACKGROUND

In accordance with the above, it is being recommended that a CAO Performance Review Committee be established in order to provide a process for all Council members to participate in the CAO performance review.

It is anticipated that the role of the CAO Performance Review Committee is to:

- Review the objectives/themes communicated by the CAO;
- Review the performance of the CAO in 2018 in relation to Council direction and CAO initiatives;
- With the CAO, jointly develop goals and objectives for 2019;
- Establish the measurement criteria for the defined goals and objectives in 2019;
- Make a recommendation to Council regarding 2019 goals and objectives;
- Provide recommendations for CAO compensation on a yearly basis.

CONSULTATION/COMMUNICATION

The Committee will extend the opportunity for input and feedback from all members of Council in advance of forwarding a final report for consideration.

FINANCIAL IMPACT/FUNDING SOURCE

Any financial impact is dependent on recommendations that may be made by the Committee, subject to Council approval, regarding compensation. Any impact has been considered within the 2019 budget.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

Excellence in Local Government;

- 1.1) Demonstrate strong leadership in Town initiatives
- 1.2) Demonstrate accountability


Report Approval Details

Document Title:	MYR 19-01.docx
Attachments:	
Final Approval Date:	Jan 8, 2019

This report and all of its attachments were approved and signed as outlined below:



David Calder - Jan 8, 2019 - 11:16 AM

	Report Title	Retail Cannabis in Tillsonburg
	Report No.	CAO 19-01
	Author	David Calder
	Meeting Type	Council Meeting
	Council Date	January 14, 2019
	Attachments	Report CAO 18-15 Retail Cannabis in Ontario Copy of Survey Results Various Correspondence

RECOMMENDATION

THAT Council receive report CAO 19-01 Retail Cannabis in Tillsonburg.

AND THAT the Town of Tillsonburg not "opt out" of having cannabis retail stores located in the Town of Tillsonburg;

EXECUTIVE SUMMARY

This report is to provide an update on the cannabis legislation, advise Council of the public engagement results of the survey regarding retail cannabis sales and provide a recommendation for retail cannabis sales in the Town of Tillsonburg. Also included in this report is information from the Tillsonburg Police Services Board.

BACKGROUND

Report CAO 18-15 Retail Cannabis in Ontario is attached for Council's information. Since the time of Report CAO 18-15 additional information has been collected.

As a reminder, Bill 36 provides the following options for municipal consideration:

Bill 36 – Whether to "Opt Out"

Local municipalities in Ontario have a one-time opportunity to opt out of cannabis retail in their communities. There is no time period for a local municipality to opt back in by Council resolution. However, if the decision to "opt out" is reversed by the municipality, that decision is final.

There are three options available to Council related to the opportunity to "opt out":

1. Do not "opt out."
2. "Opt out" by January 22, 2019.
3. "Opt out" but without prejudice to a Council decision to subsequently "opt in".

Option 1: Do not "opt out"

By default, a municipality that does not "opt out" will permit cannabis retail stores in the municipality, subject to the provincial licensing system, the Regulations released November 16, 2018 and any additional provincial regulations.

Option 2: Opt Out

If Council wishes to "opt out", it must pass a resolution by January 22, 2019, stating that the Town does not wish to host cannabis retail stores in Tillsonburg. The resolution must be sent to the AGCO. The AGCO's receipt of this resolution will automatically cancel any outstanding applications for a Retail Store Authorization in the Town. The AGCO will keep a public list of communities that have opted out of hosting cannabis retail.

Option 3: Opt out but without prejudice to a Council decision to subsequently opt back in
Council could decide by January 22, 2019, to temporarily or conditionally "opt out" but expressly without prejudice to a subsequent decision of Council to opt back in, but any subsequent decision to opt in would be final.

PROVINCIAL REGULATIONS

O.Reg. 468/18 was proclaimed on November 16, 2018:

The Regulation establishes Cannabis retail store operating requirements including hours of operation (between 9:00 a.m. and 11:00 p.m.);

Limits the sale of cannabis retail stores to cannabis products, accessories and shopping bags'

Establishing minimum distances of retail locations from schools (150 m measured from the property line for stand-alone schools);

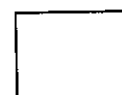
The Regulation prescribes eligibility for licensing as well as education requirements for operators, managers, and staff.

AGCO has begun publishing a Cannabis Retail Regulation Guide on-line which will be published in chapters as information becomes available, as "much of the process is still in development";

On December 13, 2018 the AGCO announced that they were delaying accepting on-line applications for cannabis-related licences, originally scheduled for December 17, 2018, to an expression of interest process from January 7 to 9, 2019 and a lottery process for the selection of retailers. Retail operations are still schedule for April, 2019.

Further, another Ontario Regulation, being O.497/18:GENERAL was filed on December 13, 2018 under Cannabis Licence Act, 2018, 2018, S.O. 2018, c.12, Sched. 2. The sections impacting the Town of Tillsonburg are noted below.

"West Region" means the following census divisions: Dufferin; Wellington; Hamilton; Niagara; Haldimand-Norfolk; Brant; Waterloo; Perth; Oxford; Elgin; Chatham-Kent; Essex; Lambton; Middlesex; Huron; Bruce; Grey; Manitoulin. ("région de l'Ouest")



CAO

(2) No more than 25 retail store authorizations may be issued and in effect at any given time.

5. A maximum of seven retail store authorizations is allocated in respect of cannabis retail stores to be located in the West Region.

(4) Until such time as more than 25 retail store authorizations may be issued, none of the retail store authorizations that may be issued in accordance with subsection (3) may be allocated,
 (a) to the holder of a retail store authorization or a person whose affiliate holds a retail store authorization;
 (b) to a licensed producer or affiliate of a licensed producer; or
 (c) in respect of a cannabis retail store that would be located in a municipality with a population of less than 50,000."

As a result, it appears that it will be some time before any Retail License Authorizations are granted for operation in the Town of Tillsonburg. As Council will recall, there will be a public notification process for any licenses applied for to be located in Tillsonburg. Recreational cannabis will continue to be available through on line purchasing.

FUNDING

If the province's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the province will provide 50 per cent of the surplus to only the municipalities that have not opted out. Should a municipality opt back in after January 22, they would not qualify for this additional funding.

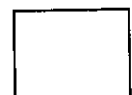
Municipalities must use the funding to address the implementation costs that directly relate to the legalization of recreational cannabis, such as: increased enforcement (police, public health, bylaw enforcement, court administration and litigation), increased response to public inquiries (public education), increased paramedic services, increased fire services, and bylaw and policy development (police, public health, workplace safety policy).

FINANCIAL IMPLICATIONS

In the Association of Municipalities of Ontario (AMO) October 3, 2018 publication, "Briefing: Municipal Governments in the Ontario Recreational Cannabis Framework", AMO notes that the transition to recreational cannabis will impact local services and municipal functions including policing, public health, by-law enforcement and potentially paramedic services. AMO notes the provincial government's commitment to provide municipal governments with \$40 million of Ontario's portion of the federal excise tax on cannabis with a 50/50 provincial-municipal split if Ontario's revenues exceed \$100 million in the first two years. The commitment is \$40 million over two years to municipal governments;

At least \$10,000 for each municipal government with \$5,000 distributed to all municipalities as soon as possible. To date, the Town of Tillsonburg has received \$9,481 from the province which represents \$127.50 per household.

Another \$5,000 will be distributed in 2019.



CAO

For municipal governments allowing retail cannabis stores, additional funding will be distributed on a per household basis. The Province will also maintain a contingency fund to support additional and unanticipated costs.

AMO notes that the provincial funding provides an incentive to municipal governments to allow private cannabis retail in their community and recommends that municipal governments track any costs for the additional work undertaken relating to the transition to legal recreational cannabis.

COMMUNICATION

Staff prepared and distributed a brief survey to the residents of the Town of Tillsonburg. The survey was provided on the Town's web site and available in hardcopy format at a number of Town facilities. A summary of the results of the survey (as of January 8, 2018) are attached to this report including any comments that were provided as part of the survey information. 516 surveys have been completed and approximately 66% of respondents are in favour of not opting out, 28% are in favour of opting out and 5% are in favour of doing nothing which the survey noted under the legislation, doing nothing was considered opting in by default.

In addition, the Tillsonburg Police Services Board discussed Retail Cannabis in Tillsonburg at their meeting of December 19, 2018 and provided the following comment;

"Based on the information available to the Board as of this date December 19th, 2018, the Tillsonburg Police Services Board supports "not opting out" (option 1) of retail cannabis sales in the Town of Tillsonburg as allowed under the Cannabis License Act 2018."

Finally, correspondence has been received from interested parties such as Southwestern Public Health and the public. The correspondence is attached to this report.

CONCLUSION

Staff is recommending that the Town not "opt out" of Retail Cannabis as it is felt that it is better to be aware of the retailing activity in a regulated environment through a license system administered by the AGCO than have the activity of cannabis selling taking place in a "black-market" environment. The use and sale of recreational cannabis is a legal activity and as such will take place in Tillsonburg even if Tillsonburg "opted out" of retail cannabis as cannabis is available through other sources such as on line purchasing.


Any funding received from the other levels of government will assist in off setting costs that the municipality may experience in terms of by-law enforcement and policing costs.

COMMUNITY STRATEGIC PLAN IMPACT

This report reflects the Community Strategic Plan, Excellence in Local Government particularly as it provides through Council, a public update as it relates to Retail Cannabis in Ontario and the possible impact on the Town of Tillsonburg.



CAO

	Report Title	Retail Cannabis in Ontario
	Report No.	CAO18-15
	Author	David Calder
	Meeting Type	Council Meeting
	Council Date	December 10, 2018
	Attachments	AMO Municipal Cannabis Update Correspondence from the Ministry of Finance regarding Ontario Cannabis Legislation Implementation Fund (OCLIF) Correspondence from OPSEU regarding retail cannabis outlets

RECOMMENDATION

THAT Council receive report CAO 18-15 Retail Cannabis in Ontario for information.

AND THAT report CAO 18-15 Retail Cannabis in Ontario be provided to the Tillsonburg Police Services Board for comment;

AND FURTHER THAT Staff report at the Council meeting scheduled for January 14th, 2019, with a recommended option regarding retail cannabis in Tillsonburg for Town Council's consideration.

EXECUTIVE SUMMARY

This report is to provide an update on the cannabis legislation, and recommend that the Town of Tillsonburg refer report CAO 18-15 Retail Cannabis in Ontario to the Police Services Board for comment. Staff also considered providing an alternative recommendation in order to obtain public input prior to a decision being made related to cannabis retail stores in the municipality but is of the opinion that there is not enough time for a thorough public engagement process. Staff is also of the opinion that the public is knowledgeable about the government's move to legalize recreational cannabis and the retail sale of cannabis. Staff is recommending that comments be requested from the Tillsonburg Police Services Board.

BACKGROUND

A change in Provincial government in June of this year has resulted in a framework of provincial laws relating to cannabis use and sale. Staff will continue to monitor the provincial web-site for any new regulations, as information continues to be communicated to municipalities. Staff has attached correspondence from the Province, the Association of Municipalities of Ontario (AMO) and OPSEU related to cannabis retail sales for Council's information.

Federal Legislation to Legalize Cannabis

The federal Cannabis Act, ("federal Cannabis Act") established a legal framework for legislating the production, distribution, sale and possession of cannabis across Canada. Effective October 17, 2018, subject to provincial restrictions, adults who are 18 years of age or older are legally able to:

- Possess up to 30 grams of legal cannabis, dried or equivalent in non-dried form in public;
- Share up to 30 grams of legal cannabis with other adults;
- Buy dried or fresh cannabis and cannabis oil from a provincially-licensed retailer;
- Grow, from licensed seeds or seedlings, up to four cannabis plants per residence for personal use; and to
- Make cannabis products, such as food and drinks, at home as long as organic solvents are not used to create concentrated products.

Cannabis edible products and concentrates are anticipated to be legal for sale in October, 2019.

The current regime for medical cannabis will continue to allow access to cannabis for people who have the authorization of their healthcare provider.

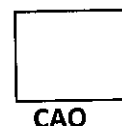
Ontario's Legislation Respecting Cannabis

The Cannabis Statute Law Amendment Act, 2018, ("Bill 36") received Royal Assent on October 17, 2018. Bill 36 amends the Cannabis Act, 2017, Ontario Cannabis Retail Corporations Act, the Liquor Control Act, Smoke-Free Ontario Act, the Highway Traffic Act and introduced a new act – Cannabis License Act.

Bill 36 authorizes the Alcohol and Gaming Commission of Ontario (AGCO), to license and regulate private cannabis retail in the province. The AGCO has the following licensing functions within municipalities that have not "opted out" of retail sales of cannabis:

- (a) The AGCO will be responsible for licensing cannabis Retail Operators within municipalities. Licensing will be subject to criminal and financial eligibility checks.
- (b) Once a specific cannabis retail site within a municipality has been proposed, the AGCO will be responsible for determining and granting a Retail Store Authorization.
- (c) The AGCO will license Cannabis Store Retail Managers employed in senior positions at retail locations.

The AGCO and police will also be responsible for inspections and enforcement of the **Cannabis Licence Act**.



CAO

The AGCO will be required to provide municipal governments and the public with a 15-day notification period of a proposed cannabis retail site for a Retail Store Authorization to receive public input and to hear concerns from the local community. The AGCO must "consider" the comments received from a municipality in response to the 15-day notification period. The first retail stores are to be operational April 1, 2019, after all licenses and authorizations are in place.

In October, AMO expressed its concerns regarding the lack of municipal jurisdiction respecting the siting of cannabis retail stores and the inadequacy of the AGCO's 15-day consultation period. AMO's concerns were not addressed in Bill 36 as finally passed. The result is that municipalities may only hope that the AGCO will have regard to the preferences of municipalities respecting the location of licensed cannabis retail stores within municipalities that have not "opted out". AMO is recommending that municipalities create Municipal Policy Statement (see attached Municipal Cannabis Update) around retail cannabis which could include a purpose and vision, and principles for cannabis retail store locations.

Further, taking into account the Town Council's meeting schedule, a 15-day consultation period is inadequate for municipal participation. Therefore it is recommended that Council delegate authority to the Town Clerk to review any potential sites, by coordinating information from various municipal departments as necessary and providing comments to the AGCO.

Bill 36 – Whether to "Opt Out"

Local municipalities in Ontario have a one-time opportunity to opt out of cannabis retail in their communities. There is no time period for a local municipality to opt back in via resolution. However, if the decision to "opt out" is reversed by the municipality, that decision is final.

There are three options available to Council related to the opportunity to "opt out":

1. Do not "opt out."
2. "Opt out" by January 22, 2019.
3. "Opt out" but without prejudice to a Council decision to subsequently "opt in".

Option 1: Do not "opt out"

By default, a municipality that does not "opt out" will permit cannabis retail stores in the municipality, subject to the provincial licensing system described above, the Regulations released November 16, 2018 and any additional regulations.

Option 2: Opt Out

Council were to wish to "opt out", it must pass a resolution by January 22, 2019, stating that the Town does not wish to host cannabis retail stores in the Town. The resolution must be sent to the AGCO. The AGCO's receipt of this resolution will automatically cancel any outstanding applications for a Retail Store Authorization in the Town. The AGCO will keep a public list of communities that have opted out of hosting cannabis retail.

Option 3: Opt out but without prejudice to a Council decision to subsequently opt back in
Council could decide by January 22, 2019, to temporarily or conditionally "opt out" but expressly without prejudice to a subsequent decision of Council to opt back in, but any subsequent decision to opt in would be final.


CAO

REGULATIONS

O.Reg. 468/18 was proclaimed on November 16, 2018:

The Regulation establishes Cannabis retail store operating requirements including hours of operation (between 9:00 a.m. and 11:00 p.m.);

Limits the sale of cannabis retail stores to cannabis products, accessories and shopping bags;

Establishing minimum distances of retail locations from schools (150 m measured from the property line for stand-alone schools);

Prescribing eligibility for licensing as well as education requirements for operators, managers, and staff.

In its November 14, 2018 publication "Cannabis Retail Regulations Facts", the AGCO advises that:

AGCO will be publishing a Cannabis Retail Regulation Guide on-line which will be published in chapters as information becomes available, as "much of the process is still in development";

AGCO plans to accept on-line applications for cannabis-related licences on Monday, December 17, 2018;

To help potential applicants understand the requirements and prepare their application, AGCO will be providing a "number of supports" before December 17, 2018, including hosting a series of educational webinars and posting a summary of the required application. AGCO will be sharing information about the support "in the following days".

On December 5, 2018 staff received communication from the AGCO regarding a registrar's standard and information regarding municipalities that have provided resolutions to the AGCO to date.

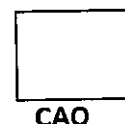
Places to Smoke or Vape Cannabis

The **Smoke-Free Ontario Act, 2017** ("SFOA") has been amended to establish rules for using cannabis, whether medically or recreationally. Cannabis may be smoked and "vaped" in the following locations:

Private residences (but not residences that are also workplaces (e.g. long-term care and/or retirement homes) ;

Many outdoor public places (e.g. sidewalks, parks);

Designated guest rooms in hotels, motels and inns;



Residential vehicles and boats that meet certain criteria (e.g. have permanent sleeping accommodations and cooking facilities, and are parked or anchored but not being driven);

Scientific research and testing facilities (if the cannabis use is for scientific research and testing purposes).

Controlled areas in:

Long-term care homes;
 Certain retirement homes;
 Residential hospices;
 Provincially-funded supportive housing and;
 Designated psychiatric facilities or veterans' facilities.

Places Where Cannabis May Not Be Smoked or Vaped

Cannabis may not be smoked or vaped in various indoor locations:

Indoor common areas in condos, apartment buildings and university/college residences;
 Enclosed public places and enclosed work places and;
 Non-designated guest rooms in hotels, motels and inns

Cannabis may not be smoked or vaped at various locations where children may be present:

At school, on school grounds, and all public areas within 20m of these grounds;
 On children's playgrounds and public areas within 20m of playgrounds;
 In child care centres, or where an early years program is provided;
 In places where home child care is provided — even if children aren't present.

Cannabis may not be smoked or vaped at various care facilities:

Within 9m from the entrance or exit of public or private hospitals, psychiatric facilities, long-term care homes, independent health facilities;
 On outdoor grounds of public and private hospitals and psychiatric facilities and;
 In non-controlled areas in long-term care homes, certain retirement homes, provincially-funded supportive housing, designated psychiatric or veterans' facilities, and residential hospices.

Cannabis may not be smoked or vaped in various outdoor locations: in publicly-owned sport fields (not including golf courses), nearby spectator areas or in public areas within 20m of these areas.

Cannabis may not be consumed in a vehicle or boat that is being driven or is at risk of being put into motion.

Cannabis may not be smoked or vaped in various outdoor locations:

In restaurants and on bar patios and public areas within 9m of a patio;
 On outdoor grounds of specified Ontario government office buildings;



CAO

In reserved seating areas at outdoor sports and entertainment locations;
 On grounds of community recreational facilities, and public areas within 20m of those grounds
 and;
 In sheltered outdoor areas with a roof and more than two walls which the public or employees frequent.

FINANCIAL IMPLICATIONS

In the Association of Municipalities of Ontario (AMO) October 3, 2018 publication, "Briefing: Municipal Governments in the Ontario Recreational Cannabis Framework", AMO notes that the transition to recreational cannabis will impact local services and municipal functions including policing, public health, by-law enforcement and potentially paramedic services. AMO notes the provincial government's commitment to provide municipal governments with \$40 million of Ontario's portion of the federal excise tax on cannabis with a 50/50 provincial-municipal split if Ontario's revenues exceed \$100 million in the first two years. The commitment is \$40 million over two years to municipal governments;

At least \$10,000 for each municipal government with \$5,000 distributed to all municipalities as soon as possible. To date, the Town of Tillsonburg has received \$9,481 from the province which represents \$127.50 per household.

Another \$5,000 will be distributed in 2019; and

For municipal governments allowing retail cannabis stores, additional funding will be distributed on a per household basis. The Province will also maintain a contingency fund to support additional and unanticipated costs.

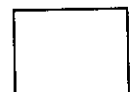
AMO notes that the provincial funding provides an incentive to municipal governments to allow private cannabis retail in their community and recommends that municipal governments track any costs for the additional work undertaken relating to the transition to legal recreational cannabis.

CONCLUSION

Staff will report further in 2019 with a recommendation regarding retail sales in the Town of Tillsonburg. This will provide time for interested parties to provide any comments regarding retail cannabis.

COMMUNITY STRATEGIC PLAN IMPACT

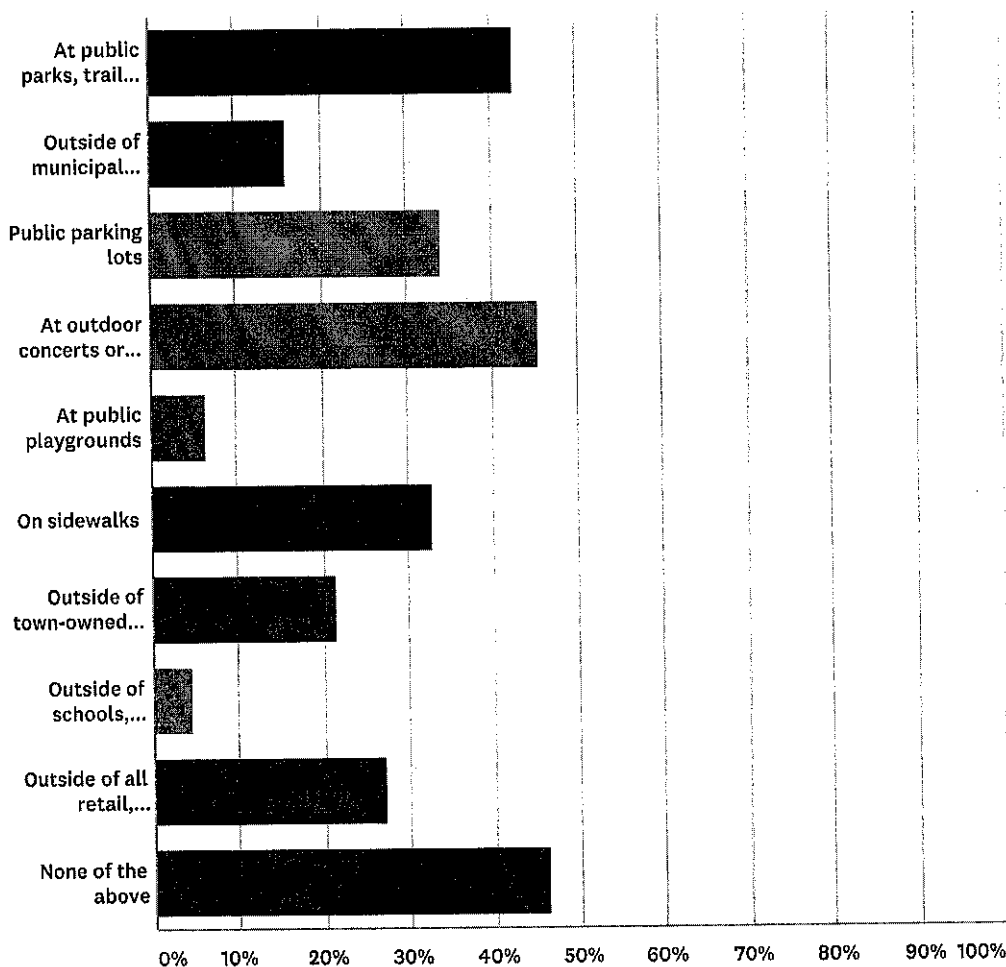
This report reflects the Community Strategic Plan, Excellence in Local Government particularly as it provides through Council, a public update as it relates to Retail Cannabis in Ontario and the possible impact on the Town of Tillsonburg.



CAO

Q1 Should the smoking, or other use, of recreational cannabis be allowed in the following areas? Choose all that apply.

Answered: 510 Skipped: 0

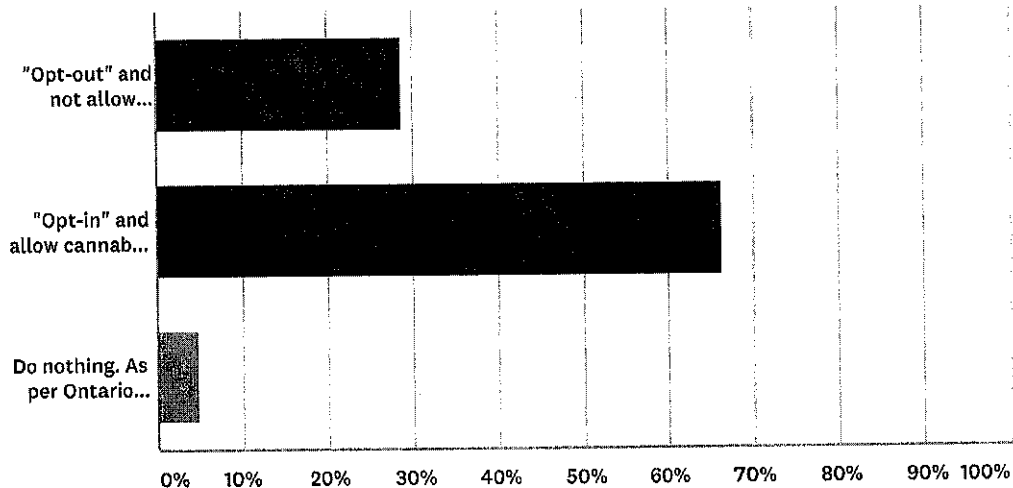


ANSWER CHOICES	RESPONSES	
At public parks, trails or naturalized areas	42.75%	218
Outside of municipal offices	16.08%	82
Public parking lots	34.12%	174
At outdoor concerts or festivals	45.29%	231
At public playgrounds	6.47%	33
On sidewalks	32.94%	168
Outside of town-owned facilities, including arenas, libraries, and pools	21.57%	110
Outside of schools, daycare facilities and other child care facilities	4.71%	24
Outside of all retail, commercial and business establishments	27.25%	139
None of the above	46.27%	236

Total Respondents: 510

Q2 The Town of Tillsonburg has a limited ability to control the location of brick-and-mortar cannabis retailers (physical stores) once they start opening in April 2019. Should the Town of Tillsonburg...?

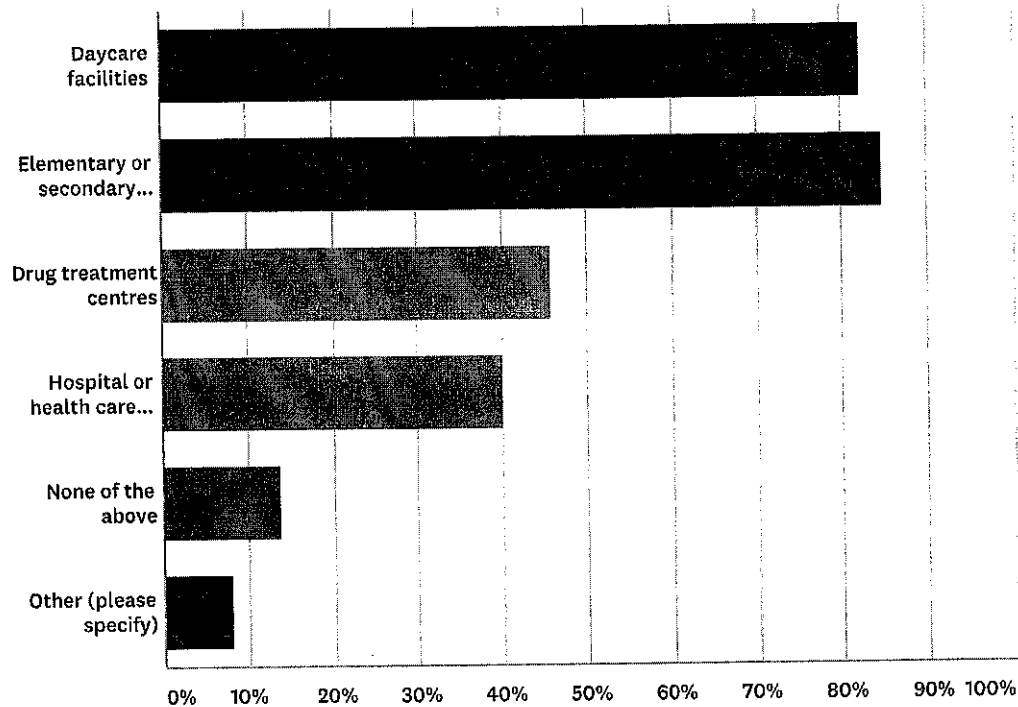
Answered: 510 Skipped: 0



ANSWER CHOICES	RESPONSES	
"Opt-out" and not allow Cannabis retailers to operate in the Town of Tillsonburg	28.63%	146
"Opt-in" and allow cannabis retailers to operate with the commercial districts of the Town of Tillsonburg (subject to buffer distances from schools and possibly other uses to be determined by the Province of Ontario)	66.47%	339
Do nothing. As per Ontario Regulation 468/18 s. 22, municipalities that do not opt out of retail cannabis sales will opt in to allow retail cannabis sales by default.	4.90%	25
TOTAL		510

Q3 The provincial licensing process does not remove the requirement to comply with zoning and other municipal planning documents. In your opinion, where should retailers be prohibited from locating their stores?

Answered: 510 Skipped: 0



ANSWER CHOICES	RESPONSES	
Daycare facilities	82.16%	419
Elementary or secondary schools	84.71%	432
Drug treatment centres	45.88%	234
Hospital or health care facilities	40.00%	204
None of the above	13.73%	70
Other (please specify)	8.24%	42
Total Respondents: 510		

Legalized Recreational Cannabis - As of January 8/19

Respondents	Responses
1	I do not want myself or my child to be exposed to the use of marijuana. In my opinion marijuana should be treated the same as alcohol, and not cigarettes. No drinking alcohol in public; no smoking marijuana in public.
2	smoking should not affect my personal space
3	Stores should be required to be located in the downtown core.
5	Justin Trudeau was an idiot for making it legal. Nothing more than a way to get votes from certain
6	There are far worse options than marijuana. The government chose to legalize it. By not embracing the potential businesses to sell it similar to vape stores you drive business from the already suffering town.
7	I think a cannabis retail store in tillsonburg would be great
9	Marijuana is a legal product like alcohol and should be able to be purchased in a similar fashion as alcohol
10	The propaganda and misinformation does significant harm. Claims for or against that are made publicly should be supported by science and open to being challenged.
12	I would rather see a Government supervised legal Cannabis store in town, than the Methadone Clinic.
13	Cannabis should be limited to medicinal use only
14	Tillsonburg bylaw dept cannot control the people smoking at the doors of the town center mall as it is. I ask how will they control smoking cigs and cannabis too? It is disgusting that everytime you walk in or out of that
15	The same laws that apply to alcohol in public should apply to marijuana. If you can't drink walking down the sidewalk you shouldn't be able to smoke a joint either. No open liquor out of residence, no pot smoking out of residence. Bad enough we have to walk through the cloud of tobacco smoke walking into our town centre. I'll
16	I would rather see the stores where you can purchase cannabis then the backyard growers
18	If you can smoke a cig, you should be able to smoke a joint
19	Cannabis is safer than Tylenol. While I agree with restricting the age limit, the rest of the paranoia is just that, paranoia. By allowing retail cannabis in Tillsonburg, we claw back market share from street dealers while
20	Opening a cannabis store will bring in more crime and lower socioeconomic standards in tillsonburg.
23	I moved to Tillsonburg in 2002 with my 2 daughters. I had always known that marijuana use was common in Tillsonburg but it wasn't until my girls began high school I realized how rampant drug use was especially among teens. The black market preys on kids and even uses them to sell product. Retail stores are one part
24	Allow the smoking of cannabis wherever cigarettes are allowed.

- 26 The idea of this being out there in our community terrifies me. It's bad enough we have to worry about drunks on the road but now with the legalization of cannabis we now have this as a strong threat on the road and off. I know people were doing it before but now there will be even more because our government says it's okay. If there is any way at all that you can somehow lessen the effects of this change on our
- 27 The medical aspects of cannabis alone is reason to allow stores within Oxford County
- 29 this should not be easy to get as teens could very well try an get there hands on it.
- 30 Marijuana is no more dangerous than alcohol and should be treated as such.
- 31 Free for all
- 32 Not allow anywhere within Town Limits
- 33 We have the vape store, the tobacconist, why not a pot store.
- 34 Weed is harmless to the public.
- 36 Stop the reefer madness, I now take over 8,000 pills LESS/year than I did before cannabis....
- 37 Cannabis smoke stinks and should not be allowed to ruin the enjoyment of public spaces. Second hand
- 38 Stop fighting change and embraces it. Educate people on proper use of the product.
- 39 Open it up for business. It's time to make some money
- 40 Not a fan of cannabis store being located in town.
- 41 I think this is too controversial still for it to be allowed in small communities. Let's see how larger communities function and then reevaluate to see the effects may be to Tillsonburg, the community and especially children,
- 42 We have a large amount of drug-addicted people in this town, partially due to having a methadone clinic available in the center of Tillsonburg. We should NOT allow cannabis to be sold in Tillsonburg, as it would create even more problems. Please keep in mind, addicts have caused a spike in crime, particularly theft in
- 43 I think it should be ok to smoke out on the trails but not in the parks where children play. I also think selling it in the liquor store in Tillsonburg mall would be the best place to do it.
- 44 If allowed it should be like liquor stores and use should be limited to in personal residences, bars and beer tents at outdoor events. Because it is a drug like alcohol it ought to be treated the same way.
- 45 Our town doesn't need this due to many issues it has already. Example drug, housing, ppl who can afford this business will travel to get it. Ppl who can't will still purchase who they regularly have been. We are too
- 48 it would be nice to reap the true medical benefits of cannabis products without driving hours or waiting for online orders when I can support a local business and have it right away. Also, a lot of people are going to
- 49 I feel that it is important to have somewhere to go and have someone there to talk to. Since the legalization, a lot of people are trying Cannabis for the first time, both medically and recreationally and I think that having somewhere to go that has someone that is educated enough to give some advice on dosage and type (

- 50 We have enough drug problems in Tillsonburg so I don't suggest it being in public places at all there's children in almost all public places and I wouldn't want my children around drugs also by selling it in our town is making more of a drug problem plus making it more accessible to our children it should be only allowed on
- 51 It's going to happen, better to stay ahead of it and have some control.
- 54 Allow cannabis to be purchased wherever alcohol can be purchased. Allow smoking outside where cigarettes can be smoked. Encourage medicinal use. Develop new medicinal uses. Reduce negative stigma
- 55 Treat it like tobacco use.
- 56 Already a drug issue in tiling, don't need to add to it
- 58 Please don't let cannabis stores in town limits
- 60 These retail stores will greatly help with jobs.
- 62 It will be great for the town
- 63 Treat cannabis like tobacco
- 65 bring the jobs to our town. we can't rely on manufacturing solely to keep everyone working.
- 66 Take advantage of the opportunity and become a respectable leader in the industry.
- 67 Of people need to show identification, the stores should be allowed wherever they are able to get a lease that
- 68 I really do think this would be great for our community as a whole. This opens up jobs for people with all the factories closing but also a safe way for people to get their hands on legal cannabis. We need to get with the times or die behind. It's almost 2019 and most of our younger population (19-40 in most cases) in Tillsonburg
- 69 I think a legal cannabis store in Tillsonburg will help the town's economy.
- 70 I don't think Tillsonburg needs a cannabis retail presence at this time.
- 71 People will buy it regardless
- You might just well have more control over it and make some money off it
- 73 I believe it is fine for Tillsonburg to opt in as it will deter dealers but I think no one should be smoking near kids
- 74 Questions were very biased.
- Obviously written to steer people towards opting out. Treat it like the current alcohol laws. If it's an area you
- 75 There are a lot of people smoking pot in Tillsonburg before it was legal. Having stores around here isn't going to stop them. You may as well take advantage of the business.
- 76 The town should limit the number of sale locations, and where possible allow only main stream commercial
- 79 Cannabis use is now legal and so is alcohol consumption. I think that laws for cannabis use should be similar
- 80 I strongly believe restricted use/sale of recreational cannabis in Tillsonburg will result in the black market continuing to flourish. Tillsonburg is already plagued with illegal sales of cannabis which contributes to a

81 The town of Tilsonburg can profit greatly from cannabis retailers. It's legal. Opting out, not only undermines
the federal law it also eliminates revenue and potential cannabis businesses, retail or manufacturing. Many
people use cannabis for medicinal reasons. Seniors are now discovering the medical benefits derived from
ingesting cbd edibles. Eliminating from the previous prohibition regime is a first step to normalizing cannabis
usage. No person, especially seniors, should feel shamed to use a legal product. The county of Norfolk has
decided to opt out leaving a great opportunity for neighbouring municipalities who opt in. Cannabis has great
health benefits and less negative aspects than alcohol or cigarettes. Like any other controlled substance,
83 I feel like id they opt in they are encouraging people to use it
84 I think it would be great to shop locally for cannabis products and keep the money in our own town. Many
people are benefiting from these products who have serious illnesses such as Parkinson's disease and
cancer. Keeping it local would make it easier for those people to access. Thank you for letting me voice my
85 They should follow the same laws as smoking.
86 No
87 The reason i did not select near hospitals etc is because many people use it for medicinal purposes. It
would then seem inappropriate to stop them using near health services.
89 420 Blaze!!!!
90 Treat cannabis stores as LCBO or Beer Store. Treat Cannabis as same
91 Just from reading the first question I could see how this survey was not neutral you could see that it skewed
towards not wanting cannabis. As it is already inside of the town and people do it we might well make sure
92 Keep the smoking of weed to the same places as cigarettes. It's an amazing opportunity for Tilsonburg to
93 People will always have access to these items via online sales so I don't think its necessary to have retail
establishments in town. That only makes it more visible and readily available to children.
95 Keep canabis far from Tilsonburg. Opt out and don't reverse the decision.
97 Do no allow any stores in Tilsonburg.
98 Do not approve of recreational use. I have no problems if its needed for medicinal purposes! I am so
99 Not in my town
100 If we don't Allow legal stores in town it will just cause a black market for marijuana production and sales in
town in residential neighborhoods. It will be sold and consumed either way, at least by opting in the town can
101 Try to find a way to benefit from sales and apply these benefits to better our beautiful town.
102 I guess it should be the same as smoking. I don't like either, however I honestly find cigarettes worse than
103 I don't agree with legalizing marijuana. It is going to add more problems to for our police department, and hurt
105 Do not allow pot shops in Tilsonburg. This is a retirement town and we do not need pot shops.

- 106 Tillsonburg is a well rounded town that offers amazing facilities to everyone who lives here. The community centre, water park, senior centre, sports fields, skate board and bike area, a new outdoor ice rink and so much more. I don't think selling marijuana to the community will have any positive effect. Let's say No and
- 107 I wish that it could stay out of Tillsonburg period. It smells and don't want it.
- 108 I do not see how welcoming cannabis stores into our town is going to be a positive change
- 109 If we do not allow the sale in Tillsonburg we will miss out on the stores/jobs that come from this new industry and support black market sales in are town. Support local entrepreneurs rather then local drug dealers
- 110 Take advantage of the government funding assistance now to allow these marihuana stores but of course
- 111 I feel having a retail store in such a small community would allow easier access for people who may not try it and allow increased opportunities for under age persons to have of age buyers get it for them. People who want to buy it who use it regularly I'm sure will travel 30-60 min for it with no issue. People drive to
- 114 I don't want to smell pot smoke any more than I do cigarette smoke. I have no problem with cannabis stores in appropriate areas. I believe in the use of cannabis as a treatment for chronic pain. PLEASE just make sure it's strictly regulated. Since it is now a legal product, people have a right to open a business selling it
- 115 Let at least one store come to town.
- 116 Nothing that I haven't said already..NO to the stores...
- 117 Smoking is smoking, weather its cannabis or tobacco. They should have the same rules.
- 119 Just relax. This is not a big deal.
- 120 Just because they can't buy it in Tillsonburg doesn't mean they won't use it
- 122 I think the Town should allow businesses to open, but I think it has to be in areas where there is less chance
- 123 lets enjoy the taxes. it is legal so no point in losing out.
- 126 Tillsonburg is unfortunately behind in many areas of economic development, community support and any Indigenous Relations - hopefully it doesn't remain that way. Branding the community as a retirement
- 127 I think it SHOULD be available within Tillsonburg.
- 128 Recreational cannabis should be treated the same as alcohol - not permitted in public areas unless licenced to serve. You can't walk down the street drinking a beer, and therefore you shouldn't be able to smoke/use
- 129 Cannabis can now be legally purchased online and delivered via mail, so there's little to be gained - in my opinion - from prohibiting brick-and-mortar stores from operating in the town of Tillsonburg.
- 132 The tax money that could be received from the province would only benefit this town to be able to start programs for kids and senior citizens the town could not afford. Also maybe so illuminated speed signs of people would slow down in town. This town could put this tax money to great use. Have you ever been to a bar fight or seen one I'm sure you have but I've never seen a pot fight ever in my life. Do not give this
- 134 Keep it as far away from Tillsonburg as we can.

136 As a user of prescribed medical cannabis due to chronic medical condition my purchase is direct from the
supplier and delivery is via a courier, usually Canada post. Online shopping and delivery is sufficient. Unless
a local production plant is nearby then they should be able to have a store associated with that facility. All
smoking should be banned and current laws need to be enforced as I hate going downtown where smokers
138 I disagree with passing of this law and do not want this freely available in our community. It's hard to fight
140 Cannabis is legal and should be treated as other consumer goods. It is also a good tax stream for the
141 Should only be allowed on their own property. Not in public grounds.
142 Cannabis shops should be opened on main street in Tillsonburg like any other store.
143 we have a liquor store, a beer store. Why not a cannabis store?
144 Embrace the additional money, you don't say no to alcohol so do same for cannabis
145 Nothing wrong with allowing stores to sell legal marijuana. It should be socially acceptable by now, and if not
147 Opt out for now until further information is available from the Province regarding number of licenses available
148 I figure there are gonna be a lot of fights/disputes with neighbors across town come summer 2019.
Unlike cigarette smoke weed has a very pungent stank odor, and it clouds streets easily. I don't want my
kids playing in the yard to be breathing that crap. Or having my summer bbq ruined due to idiots smoking
pot. I have already detected it several times, even before it was made legal. I figure it will only get worse.
Also one of the questions in this survey asked about use and locations. My understanding is that pot was
supposed to be treated like alcohol. And if that is the case why is public consumption even an option??
One other thing, alcohol is already problematic enough. But that ship set sail long ago. But at least it stays in
the cup, only the person drinking it consumes it. The same can not be said of pot...the rest of us (including
149 I would like to see dispensaries opened near the business section...my husband needs medical marijuana
and so do a lot of other people in town...we shouldn't have to go outside of town to get it.
150 I'm very fearful about cannabis for the future as our children.

151 Tillsnburg is made up mostly of seniors which do
not use recreational cannabis. I fully believe that we do not require a
retail out here in Tillsnburg. As a retired member of the OPP I have the
upmost confidence that they (OPP) can deal with any problems due to a outlet
not being in Tillsnburg.

Another concern about cannabis is that any person that uses it can smoke it
anywhere smoking is permitted. It is bad enough that you have to walk
through a haze of smoke walking into our mall downtown now. The bylaws of No
Smoking areas now are now not enforced to any great extent.

To address these 2 problems other municipalities has enacted bylaws which
prohibited this on any property owned by the municipality and also have
opted out in having a Cannabis retail outlet in their respective
municipalities.

152 Please consider this with an open mind

Medicinal users also use these kinds of dispensaries. Pain relief is a real benefit

154 opting out will not keep pot out of Tillsnburg, we might as well reap some of the benefits

155 I do not smoke cannabis but I believe the rules should be the same as smoking a cigarette. Thank u for the

156 I do not think our town should opt in. They can purchase it all on line.

158 With many municipalities opting out I think it would be a great opportunity for Tillsnburg to bring people in to
shop in our community. Chances are they will stop for food or other items. Have an open mind and think of

159 Have pot sales the same as beer & liquor

160 Retail would really do this town a lot of good.. our down town is dwindling..

161 I believe that the town of Tillsnburg should jump on the bandwagon and allow retail brick and mortar stores.

162 Cannabis and/or any drugs will only bring crime, theft and increase in deaths, health costs, police costs,

163 I would rather have people purchase this legally in Tillsnburg then buying it from the guys on the street. We
need a store in our hometown to eliminate the blackmarket here!

164 With cannabis being legal now, I think the town of Tillsnburg should get in on having at least one retail store.

165 Let people smoke in reasonable places. Its just like cigarettes. People should use there common sense as
167 I think this is a retail tax base opportunity for the town, and a way to utilize available store front property.

Consumers will go to other communities to buy it, or use the black market, if it is not available here. Also
having the option of speaking to store owners and utilizing their (hopefully available) expertise to assist in

169 it should be allowed on trails or desalite areas no where around children should ever be considered .ps.im
 170 life long responsible user who has raised 4 children to adulthood with none ever knowing until well in there
 171 adulthood.it has a place it should be allowed. And parents should educate on the truths and falsehoods of it
 172 so its crystal clear.stores should be in area of town where no schools or kids parks exist ie: east end north
 173 out towards old walmart or on the highway 3 where very few kids ever go.there are responsible decent folk
 174 Pot can be transformed into other more toxic drugs which should cause greater concerns. But the public
 175 Smoking cannabis should align with bylaws governing smoking tobacco in public spaces.
 176 All of this reefer madness is crazy.... Cannabis has NEVER killed anyone, what others substances can you
 177 say that about? Water kills more, falling out of bed kills more... This is insanity.
 178 I support cannabis business in our community.
 179 Recreational and medicinal weed are by far safer than alcohol will ever be so I am glad we as a society are
 180 Opting out would be a detriment to Tillsonburg and would restrict the town's ability to progress. Opting in
 181 allows for options moving forward, including choosing to opt out at a later time.
 182 I'd like to see a cannabis store in Tillsonburg.
 183 It's legal and it's harmless. Sell it openly and enjoy the tax revenue
 184 I think tillsonburg should have a store to sell cannabis, but they should have programs/education about the
 185 use of cannabis in place and ready to go before they open up shop.
 186 I think we should opt in with strong bylaws prohibiting retail stores to locate in alley ways and "hidden" areas.
 187 They should have fully visible entrances. By opting in I think it sets a precedence against supporting black
 188 market sales. It also is a legal business which as a municipality we should support any economical retail
 189 Cannabis stores & sales should have the same restrictions as the LCBO & the Beer Store. All three belong
 190 Prohibit drug treatment centres you've allowed in, not the harmless marijuana
 191 Treated the same as the current smoking bylaws
 192 Should be allowed outside town owned buildings but only in designated areas.
 193 By prohibiting Cannabis stores you maybe encouraging people to by contraband/illegal cannabis. Many
 194 people have a double standard about pot yet think alcohol is alright and will sit back and drink their alcohol
 195 Cannabis smoking should have same rules, regulations and fines as smoking cigarettes, in any town.
 196 My only fear is that if smoking cannabis is not allowed or prohibited it will not be enforced.... just like smoking.
 197 All the signage means nothing when no enforcement is done. Just go to any local arena especially during
 198 hockey season. Everyone gets to inhale/smell all that crap... even the kids. Signs, signs, everywhere
 199 We need to provide new employment.

195 It should only be smoked at ones own home.

199 The town truly has to allow stores in our community. If we don't we will only be reinforcing the black market.

201 I believe that it can be used safely and not in the area of where kids are outdoors. Thanks

202 Open up a production facility! Improve local economy. There are many legal growers in the area, support

203 Cannabis does a lot of good for a lot of people and like anything can be abused. The town should not be taking away the freedom of the use of cannabis anymore than alcohol and tobacco which are both more

204 Allow everywhere cigarette smoke is allowed

206 I say let this happen. Times are changing. Bring on the cannabis retail stores.

207 If you have lived on the proceeds of the killer tobacco industry for decades
Then licensing brick and mortar cannabis should be a no brainer.

208 keeps everyone safer if you have a legal place to buy other then online

210 I think brick and mortar stores would be ideal. It's a good way to boost the local economy as well, not just go into the government's pockets. We need more business downtown.

211 Ensure bylaws are enforced as the smoking bylaws currently aren't.

212 We would support council opting out.

213 as long as store clerks check ID to make sure the buyer is of legal age, what difference does it make where the store is located? no one seems to care where the LCBO is located. That being said I don't think smoking it

214 Do not opt out, driving local business to other communities

215 Weed is literally harmless

216 Alcohol is far worse for the human body...there is no use to continue demonizing cannabis.

217 Why let the black market thrive when we have a legal effective way to help rid of it and bring more tax money/income to Tillsonburg. Its 2018 almost 2019 let's not take steps back in time

218 same controls for any controlled substances. If we opt in to allow the use in public areas, then us folks who do not use, should be allowed to take our bottles of wine, etc. in the same areas like in Quebec, etc.

220 it will create jobs and bricks and mortar stores pay taxes, by not supporting it you would be supporting the growth of the black market that does not contribute to the tax base

221 I think the use should be limited and restricted by the same rules that apply to smokers.

222 No Cannabis store for Tillsonburg. I hate sitting in my yard outside and smelling that.

223 420 blaze it

224 Marijuana is legal now. In the same respect alcohol is. Alcohol is available at many stores, and there are many establishments that serve alcohol. Opting out of brick and mortar stores seems hypocritical, especially when alcohol cause so many issues.

225 Retailers should only be allowed in an area away from general public, ie. industrial area where there is open

226 No

227 don't allow old fashioned morals to stifle economic growth opportunities.

228 None. I don't plan on using it but others need to use it safely and have appropriate access to it.

229 I think opting in will help the local economy otherwise people will just drive to the nearest town that opts in (likely Woodstock) and spend their money there. Opting in also allows access to government funds to

230 I think it should be treated the same as alcohol. We do not need to reinvent the wheel.

231 Marijuana can be bought anywhere. If it is sold in our town at least it could be regulated...

234 Tillsongburg has enough drug problems....Imo, we should OPT-OUT of having retail stores.

235 allowing marijuana retailers will help the economy best to get on board from the start.

236 I think the pharmacy should sell it.

237 Please keep cannabis out of our community. As a gateway drug it will cause future problems. Tillsongburg already has a major drug problem, we don't need it to escalate.

238 This is happening

This needs to go forth with common sense

239 Can't stop it, so accept, but control it. Prohibition does not work!

David Calder

From: Larry Scanlan <lgscan@hotmail.com>
Sent: Wednesday, December 19, 2018 11:39 AM
To: David Calder
Subject: Cannabis Retail Outlets

Hi David

At the TPS Board meeting this morning the Board passed a unanimous resolution that reads something like this;

Based on the information available to the Board as of this date December 19th, 2018, the Tillsonburg Police Services Board supports "not opting out" (option 1) of retail cannabis sales in the Town of Tillsonburg as allowed under the Cannabis License Act 2018.

Regards

Larry

Larry Scanlan Chair Tillsonburg Police Services Board

Sent from Mail for Windows 10

David Calder

To: David Calder
Subject: FW: Cannabis Retail Outlet in Tillsonburg

-----Original Message-----

From: noreply@esolutionsgroup.ca [mailto:noreply@esolutionsgroup.ca] On Behalf Of Larry Hudson
Sent: December-16-18 8:48 AM
To: Stephen Molnar
Subject: Cannabis Retail Outlet in Tillsonburg

I am writing you because I have a concern about the above noted matter. As you are aware, Tillsonburg is made up mostly of seniors which do not use recreational cannabis. I fully believe that we do not require a retail out here in Tillsonburg. As a retired member of the OPP I have the upmost confidence that they (OPP) can deal with any problems due to a outlet not being in Tillsonburg.

Another concern about cannabis is that any person that uses it can smoke it anywhere smoking is permitted. It is bad enough that you have to walk through a haze of smoke walking into our mall downtown now. The bylaws of No Smoking areas now are now not enforced to any great extent.

To address these 2 problems other municipalities has enacted bylaws which prohibited this on any property owned by the municipality and also have opted out in having a Cannabis retail outlet in their respective municipalities.

Yours Truly,

Larry R Hudson
16 Greeneagle Dr.
Tillsonburg ON N4G 5V6
519 914 1599

Origin:

<https://www.tillsonburg.ca/Modules/contact/search.aspx?s=dnt7yG051A5HlbTdaSslskpG6QeQuAleQuAl>

This email was sent to you by Larry Hudson<larry.hudson1946@gmail.com> through
<https://www.tillsonburg.ca/>.

Cannabis Retail Outlet Considerations for Municipalities in Oxford County, Elgin County, and the City of St. Thomas

On October 17, 2018, the Ontario Government passed legislation that privatized the cannabis retail model. The newly enacted *Cannabis Licence Act, 2018* sets the Alcohol and Gaming Commission of Ontario (AGCO) as the regulator of cannabis retail outlets, and the *Ontario Cannabis Retail Corporation (OCRC)* as the exclusive wholesaler and online retailer of cannabis in Ontario. The first retail stores are to be operational on April 1, 2019. In the interim, the public can purchase cannabis from OCRC's online store, the Ontario Cannabis Store. Retail applications to the AGCO will be received starting December 17, 2018.

Municipalities must declare by January 22, 2019 whether they will opt-out of privatized retail outlets in their communities. To opt-out, municipal councils must provide a notice of resolution to opt-out to the Registrar and notice to the AGCO no later than January 22, 2019. Opting out is a one-time option for municipalities, however, those that choose to opt out may opt-in at a later date. If a municipality does not opt out, cannabis retail outlets will be permitted. The Association of Municipalities of Ontario notes that municipal governments may consider a policy statement providing direction to municipal staff input to the AGCO within the 15-day review period. The policy statement should outline significant sensitive considerations or uses representing the expectations of the community in permitting cannabis retail.

The recently released Ontario Regulation 468/18 made under the *Cannabis Licence Act, 2018* governs private cannabis retail in Ontario and sets out requirements regarding retail store authorizations and operations. For example, private recreational cannabis retail storefronts must be stand-alone only, the minimum distances between a retailer and a school, as defined by the Education Act, has been set at 150 metres, and hours of operation will be between 0900h and 2300h. The Ontario Government indicated that municipalities are prohibited from using licensing or land-use bylaws to control the placement or number of cannabis retail outlets. Municipalities are also prohibited from establishing a licensing system for cannabis retailers (1).

In Ontario, Bill 57, *Restoring Trust, Transparency and Accountability Act, 2018* received royal assent on December 6, 2018. Bill 57 includes specific authority for municipalities to adopt cannabis smoking bylaws, similar to tobacco smoking bylaws. Section 5 of this bill amends both Section 98 of the *City of Toronto Act, 2006* and Section 115 of the *Municipal Act, 2001* such that municipalities can explicitly regulate the smoking of tobacco and cannabis. Bill 57 updates the definition of "smoking of tobacco and cannabis" under both the *Municipal Act, 2001* and *City of Toronto Act, 2006* to include: the holding of lighted tobacco or cannabis; and the consumption of tobacco or cannabis through the use of an electronic cigarette.

The Government of Ontario's response to the federal government's legalization of cannabis is a phased approach and information is still emerging. The decision to introduce retail outlets into your municipality may be difficult, particularly in the absence of a complete understanding of community impacts of allowing stores within a municipality. Municipal Councils may want to include considerations from a public health perspective in their deliberations on the issue.

Is your Municipal Council considering HAVING cannabis retail outlets in your community?

The physical availability of a legal substance matters.

Research shows that increased availability and exposure of substances, such as alcohol and tobacco, results in increased consumption, which can lead to significant health and social harms and costs (2,3). For example:

- High retail outlet density can contribute to increased consumption and harms (2,4,5,6,7)
- Retail outlet proximity to youth-serving facilities can normalize and increase substance use (8,9).
- Co-use of cannabis and other substances increases the risk of harm, such as impaired driving (10).
- Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents (7,11).
- Longer retail hours significantly increase consumption and related harms (2,4,12).
- Fewer restrictions on where cannabis, tobacco and vapes can be used may increase the risk of normalization, second-hand smoke exposure and impairment (3,13,14,15,16).
- Retail outlet proximity to other substance retail outlets shows increased number of traumas (17).
- High number of retailers impacts cannabis use and frequency of use (18).

Municipalities are prohibited from using licensing or land-use by-laws to explicitly control the placement or number of cannabis retail outlets. All proposed cannabis store locations are subject to a 15-day public notice process that provides municipalities and residents the opportunity to comment on store locations related to public interests. Municipalities may wish to provide comments regarding other aspects of the physical availability of cannabis, such as minimum distance requirements between cannabis retail outlets and other substance retailers; the number of outlets in a neighbourhood; and, proximity to youth-serving facilities and other sensitive use spaces. Appendix A provides additional information, from a public health perspective.

The Government of Ontario has committed \$40 million to help with cannabis legalization implementation, with some conditions.

The bulk of provincial funding for municipalities is tied to not opting out. The Ontario Government has committed \$40 million over two years to help municipalities with implementation costs, with municipalities receiving at least \$10,000. A municipality that has not opted out would receive additional funds on a per household basis. Furthermore, if Ontario's portion of the federal excise taxes exceed \$100 million in the first two years, the province will provide 50% of the surplus only to municipalities that have not opted out (1,19).

**Is your Municipal Council considering OPTING OUT of cannabis retail outlets?
You may want to consider the following:**

A central tenant of the legalization of cannabis is to curtail the illegal market.

Opting out may not decrease cannabis use and its impact on the community. Some consumers will access cannabis through legal sources (Ontario Cannabis Store [OCS] website), however, in the absence of physical retail outlets, the demand for cannabis from the illegal market may remain.

Physical cannabis retail stores provide access to regulated and controlled products.

Some marginalized groups (e.g., individuals without a physical address, individuals without a credit card, etc.) will not be able to access regulated products through the OCS. Without physical stores, these marginalized groups may access cannabis through illegal sources. Cannabis obtained through the OCS (online and from private retail stores) has product safety measures in place regarding packaging, product information, and controls related to the cultivation and handling of the product.

The Government of Ontario has committed \$40 million to help with cannabis legalization implementation, with some conditions.

Municipalities will incur costs associated with cannabis legalization regardless of the presence of retail storefronts in their communities. Municipalities may choose to consider how they will manage the costs and potential risks associated with cannabis legalization. The Ontario Government has committed \$40 million over two years to help municipalities with implementation costs. If opting out of the retail model, communities will receive \$10,000 to help with associated costs; they will not be able to access additional funding at a later date (1).

Opting out may allow municipalities additional time to explore the regulations and the potential municipal impacts prior to committing to retail outlets.

Opting out of cannabis retail sales by January 22nd, 2019, may provide municipalities with additional time to clarify municipal and provincial roles and responsibilities, as more information becomes available. According to the Association of Municipalities of Ontario, opting out can be reversed after January 22nd; however, those municipalities that choose to opt back in will not gain any additional funding from the Ontario Cannabis Legalization Implementation Fund above the initial \$10,000 (20).

Appendix A – Evidence to Support Cannabis Retail Outlet Considerations

Issue	Considerations	Examples of Cannabis Regulations/Suggested Regulations	Other Supporting Evidence
1. High retail outlet density can contribute to increased consumption and harms (2,4,5,6,7).	Reduce cannabis retail outlet density through minimum distance requirements between cannabis retail outlets and limits on the overall number of outlets (11).	The City of Calgary has enacted a 300m separation distance between cannabis stores. (21) Spruce Grove, Alberta, requires a 200m separation distance between cannabis retail outlets (22).	Research on alcohol and tobacco use highlight the need for stronger controls on retail density, minimum distance between retailers, and the need for stronger controls on the number of retailers. It has been shown that increased tobacco and alcohol retail density is associated with greater prevalence of tobacco use and alcohol consumption within Public Health Units in Ontario (3). Density limits reduce neighbourhood impacts and youth access (3). Higher retail density around locations where youth live is associated with experimentation of tobacco products (23). From a tobacco cessation perspective, several studies have shown that the presence of even a single tobacco retail location close (<500 metres) to a smoker's home affects abstinence during a quit attempt. The relationship between abstinence from smoking and walking distance increased the further a retailer was away from a person's home (24). Those who live within 500 m of retail location are 1 time more likely to relapse, while those who live within 250-500m of a retail location are 1.9 times more likely to relapse, and those living within 250m or less are 4.2 times more likely to relapse (25).
2. Retail outlet proximity to youth-	Prevent the role-modeling of cannabis use and reduce	The State of Washington has enacted a 300m separation	Research suggests that it is prudent for decision makers to develop policies that

<p>serving facilities can normalize and increase substance use (8,9).</p>	<p>youth access through minimum distance requirements from youth-serving facilities such as schools, child care centres, libraries, and community centres (9, 10, 20)</p>	<p>distance requirement between cannabis retail stores and elementary and secondary schools and public playgrounds (26).</p> <p>In Kelowna there are recommendations for retail cannabis stores to be a distance of 150m from elementary schools and 500m from middle and secondary schools (27).</p> <p>In Manitoba, typically 150m to 300m is established between cannabis-related facilities and schools, licensed daycares, public recreational facilities and other cannabis-related uses (28).</p> <p>On Nov. 14, 2018, the Government of Ontario passed new regulations for licensing and operation of private cannabis stores. The regulations establish a minimum distance of 150m between cannabis retail stores and schools, including private and federally-funded First Nation schools off-reserve (29).</p>	<p>prevent tobacco retailers from being located within close proximity to schools as well as other youth orientated facilities (30).</p>
<p>3. Co-use of cannabis and other substances increases the risk of harm, such as impaired driving (10).</p>	<p>Discourage the co-use of cannabis and other substances by prohibiting co-location and enacting minimum distance requirements between cannabis, alcohol, tobacco, and e-cigarette retail outlets (10,11).</p>	<p>KFL&A Public Health recommends a 200m separation distance between cannabis retail outlets and alcohol or tobacco retail outlets (12).</p> <p>On Nov. 14, 2018, the Government of Ontario passed new regulations for licensing and operation of private cannabis stores. The</p>	<p>Preventing the clustering of tobacco, e-cigarette, alcohol and cannabis stores can have positive effects on communities, especially among vulnerable populations (46).</p>

			regulations establish a requirement for all private recreational cannabis retail storefronts to be stand-alone stores only (29).	
4. Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents (7,11).	Protect vulnerable residents by limiting cannabis retail outlets in low socioeconomic neighbourhoods and enacting minimum distance requirements from other sensitive areas (11,31).	The City of Vancouver has restricted medical cannabis retail outlets to commercial zones instead of residential ones (32).	A 2013 scan of tobacco retail outlets across Ontario indicated that the outlets in both urban and rural areas were more likely to be located in areas with high neighbourhood deprivation (33). Findings from Hamilton, Ontario also show that the number of tobacco and electronic cigarettes retailers in low income areas far exceed other areas of the city (34). In 1996, the hours and days of sale for alcohol in Ontario were extended, resulting in a significant increase in rates of alcohol consumption and associated harms, such as acute injuries, trauma and violence. (4,35). This experience has been demonstrated internationally as well, with evidence showing that longer hours of sale significantly increases alcohol consumption and alcohol-related harms (35). Harm is more likely to occur late at night and very early in the morning, therefore it is recommended that retail hours do not operate around the clock (35). The Centre for Addiction and Mental Health recommends that cannabis retail hours of operation model those established by the LCBO (40). Currently, the permissible hours for the sale of alcohol at retail outlets are Monday through Saturday 9:00 am to 11:00 pm, and on Sunday from 9:30 am to 8:00 pm (41).	
5. Longer retail hours significantly increase consumption and related harms (2,4,12)	Reduce cannabis consumption and harms by limiting late night and early morning retail hours (4,35).	In US states where cannabis has been legalized late night hours of operation are limited to 10 pm or midnight (36,37,38,39). In the province of Manitoba, hours of operation at minimum, will follow current municipal bylaws for hours of operation of retail services or industrial uses. The municipality has the authority to further restrict retail hours through the conditional use process or by adding regulations to the zoning bylaw (28). On Nov. 14, 2018, the Government of Ontario passed new regulations for licensing and operation of private cannabis stores. It has been established that private retail cannabis stores will be permitted to open between the hours of 9:00 am and 11:00 pm on any day (29).		

<p>6. Fewer restrictions on where cannabis, tobacco and vapes can be used may increase the risk of normalization, second-hand smoke exposure and impairment (3,13,14,15,16).</p>	<p>Establish greater restrictions on where cannabis consumption, tobacco use and vaping can occur.</p> <p>Smoking of cannabis is prohibited anywhere smoking tobacco is prohibited (42).</p> <p>Additional restrictions on smoking and vaping can be enacted through municipal bylaws (42).</p>	<p>The City of Markham prohibits the smoking and vapourizing of cannabis in all public places (43).</p> <p>The municipality of Chatham-Kent prohibits the smoking of tobacco, cannabis and vaping on all municipal property including beaches, walkways, within 9m of buildings entrances, and within 4m of bus stops (44).</p>	<p>Allowing cannabis to be consumed wherever tobacco can be consumed raises concerns regarding the risk of normalization, second-hand smoke exposure and impairment.</p> <p>Children tend to copy what they observe and are influenced by normality of any type of smoking around them. From the lessons learned from tobacco and alcohol, normalization of cannabis use could lead to increases in rates of cannabis use (3,14,15).</p> <p>Smoke from cannabis is similar to that of tobacco, containing fine particles, cancer causing compounds, volatile organic chemicals, carbon monoxide and heavy metals, which can negatively affect the health of people exposed. There is no safe level of exposure to second hand smoke (13). Allowing smoking and vaping of cannabis in public places increases the exposure of second-hand smoke to the public (e.g. sidewalks, entrances to buildings, parking lots).</p> <p>Cannabis impairment can have side effects including paranoia, panic, confusion, anxiety, and hallucinations (16). Public safety and unintended exposure related to cannabis impairment should be considered (16).</p>
<p>7. Retail outlet proximity to other substances retail outlets shows increased number of traumas (17).</p>	<p>Preventing the clustering of tobacco, e-cigarette, alcohol and cannabis stores can have positive effects on communities, especially among vulnerable populations (11).</p>	<p>KFL&A Public Health recommends a 200m separation distance between cannabis retail outlets and alcohol or tobacco retail outlets (12).</p>	

		MLHU recommends a 500m separation distance between cannabis retail outlets and alcohol or tobacco retail outlets (45). On Nov. 14, 2018, the Government of Ontario passed new regulations for licensing and operation of private cannabis stores. The regulations establish a requirement for all private recreational cannabis retail storefronts to be stand-alone stores only (29). Washington caps the number of retailers that exist for the entire state at 556 for a population of 7.4 million people (39).	Research from alcohol and tobacco highlights the need for stronger controls on the number of retailers to reduce harms (2,3).
8. High number of retailers impacts cannabis use and frequency of use (18).	Limit/cap the number of cannabis retailers to reduce use and frequency of use (18).		

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Is your Municipal Council considering HAVING cannabis retail outlets in your community?

The physical availability of a legal substance matters.

Research shows that increased availability and exposure of substances, such as alcohol and tobacco, results in increased consumption, which can lead to significant health and social harms and costs (2,3). For example:

- High retail outlet density can contribute to increased consumption and harms (2,4,5,6,7)
- Retail outlet proximity to youth-serving facilities can normalize and increase substance use (8,9).
- Co-use of cannabis and other substances increases the risk of harm, such as impaired driving (10).
- Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents (7,11).
- Longer retail hours significantly increase consumption and related harms (2,4,12).
- Fewer restrictions on where cannabis, tobacco and vapes can be used may increase the risk of normalization, second-hand smoke exposure and impairment (3,13,14,15,16).
- Retail outlet proximity to other substance retail outlets shows increased number of traumas (17).
- High number of retailers impacts cannabis use and frequency of use (18).

Municipalities are prohibited from using licensing or land-use by-laws to explicitly control the placement or number of cannabis retail outlets. All proposed cannabis store locations are subject to a 15-day public notice process that provides municipalities and residents the opportunity to comment on store locations related to public interests. Municipalities may wish to provide comments regarding other aspects of the physical availability of cannabis, such as minimum distance requirements between cannabis retail outlets and other substance retailers; the number of outlets in a neighbourhood; and, proximity to youth-serving facilities and other sensitive use spaces. Appendix A provides additional information, from a public health perspective.

The Government of Ontario has committed \$40 million to help with cannabis legalization implementation, with some conditions.

The bulk of provincial funding for municipalities is tied to not opting out. The Ontario Government has committed \$40 million over two years to help municipalities with implementation costs, with municipalities receiving at least \$10,000. A municipality that has not opted out would receive additional funds on a per household basis. Furthermore, if Ontario's portion of the federal excise taxes exceed \$100 million in the first two years, the province will provide 50% of the surplus only to municipalities that have not opted out (1,19).

**Is your Municipal Council considering OPTING OUT of cannabis retail outlets?
You may want to consider the following:**

A central tenant of the legalization of cannabis is to curtail the illegal market.

Opting out may not decrease cannabis use and its impact on the community. Some consumers will access cannabis through legal sources (Ontario Cannabis Store [OCS] website), however, in the absence of physical retail outlets, the demand for cannabis from the illegal market may remain.

Physical cannabis retail stores provide access to regulated and controlled products.

Some marginalized groups (e.g., individuals without a physical address, individuals without a credit card, etc.) will not be able to access regulated products through the OCS. Without physical stores, these marginalized groups may access cannabis through illegal sources. Cannabis obtained through the OCS (online and from private retail stores) has product safety measures in place regarding packaging, product information, and controls related to the cultivation and handling of the product.

The Government of Ontario has committed \$40 million to help with cannabis legalization implementation, with some conditions.

Municipalities will incur costs associated with cannabis legalization regardless of the presence of retail storefronts in their communities. Municipalities may choose to consider how they will manage the costs and potential risks associated with cannabis legalization. The Ontario Government has committed \$40 million over two years to help municipalities with implementation costs. If opting out of the retail model, communities will receive \$10,000 to help with associated costs; they will not be able to access additional funding at a later date (1).

Opting out may allow municipalities additional time to explore the regulations and the potential municipal impacts prior to committing to retail outlets.

Opting out of cannabis retail sales by January 22nd, 2019, may provide municipalities with additional time to clarify municipal and provincial roles and responsibilities, as more information becomes available. According to the Association of Municipalities of Ontario, opting out can be reversed after January 22nd; however, those municipalities that choose to opt back in will not gain any additional funding from the Ontario Cannabis Legalization Implementation Fund above the initial \$10,000 (20).

Appendix A – Evidence to Support Cannabis Retail Outlet Considerations

Issue	Considerations	Examples of Cannabis Regulations/Suggested Regulations	Other Supporting Evidence
1. High retail outlet density can contribute to increased consumption and harms (2,4,5,6,7).	Reduce cannabis retail outlet density through minimum distance requirements between cannabis retail outlets and limits on the overall number of outlets (11).	The City of Calgary has enacted a 300m separation distance between cannabis stores. (21) Spruce Grove, Alberta, requires a 200m separation distance between cannabis retail outlets (22).	Research on alcohol and tobacco use highlight the need for stronger controls on retail density, minimum distance between retailers, and the need for stronger controls on the number of retailers. It has been shown that increased tobacco and alcohol retail density is associated with greater prevalence of tobacco use and alcohol consumption within Public Health Units in Ontario (3). Density limits reduce neighbourhood impacts and youth access (3). Higher retail density around locations where youth live is associated with experimentation of tobacco products (23). From a tobacco cessation perspective, several studies have shown that the presence of even a single tobacco retail location close (<500 metres) to a smoker's home affects abstinence during a quit attempt. The relationship between abstinence from smoking and walking distance increased the further a retailer was away from a person's home (24). Those who live within 500 m of retail location are 1 time more likely to relapse, while those who live within 250-500m of a retail location are 1.9 times more likely to relapse, and those living within 250m or less are 4.2 times more likely to relapse (25).
2. Retail outlet proximity to youth-	Prevent the role-modeling of cannabis use and reduce	The State of Washington has enacted a 300m separation	Research suggests that it is prudent for decision makers to develop policies that

<p>serving facilities can normalize and increase substance use (8,9).</p>	<p>youth access through minimum distance requirements from youth-serving facilities such as schools, child care centres, libraries, and community centres (9, 10, 20)</p>	<p>distance requirement between cannabis retail stores and elementary and secondary schools and public playgrounds (26).</p> <p>In Kelowna there are recommendations for retail cannabis stores to be a distance of 150m from elementary schools and 500m from middle and secondary schools (27).</p> <p>In Manitoba, typically 150m to 300m is established between cannabis-related facilities and schools, licensed daycares, public recreational facilities and other cannabis-related uses (28).</p> <p>On Nov. 14, 2018, the Government of Ontario passed new regulations for licensing and operation of private cannabis stores. The regulations establish a minimum distance of 150m between cannabis retail stores and schools, including private and federally-funded First Nation schools off-reserve (29).</p>	<p>prevent tobacco retailers from being located within close proximity to schools as well as other youth orientated facilities (30).</p>
<p>3. Co-use of cannabis and other substances increases the risk of harm, such as impaired driving (10).</p>	<p>Discourage the co-use of cannabis and other substances by prohibiting co-location and enacting minimum distance requirements between cannabis, alcohol, tobacco, and e-cigarette retail outlets (10,11).</p>	<p>KFL&A Public Health recommends a 200m separation distance between cannabis retail outlets and alcohol or tobacco retail outlets (12).</p> <p>On Nov. 14, 2018, the Government of Ontario passed new regulations for licensing and operation of private cannabis stores. The</p>	<p>Preventing the clustering of tobacco, e-cigarette, alcohol and cannabis stores can have positive effects on communities, especially among vulnerable populations (46).</p>

			regulations establish a requirement for all private recreational cannabis retail storefronts to be stand-alone stores only (29).	
4. Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents (7,11).	Protect vulnerable residents by limiting cannabis retail outlets in low socioeconomic neighbourhoods and enacting minimum distance requirements from other sensitive areas (11,31).	The City of Vancouver has restricted medical cannabis retail outlets to commercial zones instead of residential ones (32).	A 2013 scan of tobacco retail outlets across Ontario indicated that the outlets in both urban and rural areas were more likely to be located in areas with high neighbourhood deprivation (33). Findings from Hamilton, Ontario also show that the number of tobacco and electronic cigarettes retailers in low income areas far exceed other areas of the city (34). In 1996, the hours and days of sale for alcohol in Ontario were extended, resulting in a significant increase in rates of alcohol consumption and associated harms, such as acute injuries, trauma and violence. (4,35). This experience has been demonstrated internationally as well, with evidence showing that longer hours of sale significantly increases alcohol consumption and alcohol-related harms (35). Harm is more likely to occur late at night and very early in the morning, therefore it is recommended that retail hours do not operate around the clock (35). The Centre for Addiction and Mental Health recommends that cannabis retail hours of operation model those established by the LCBO (40). Currently, the permissible hours for the sale of alcohol at retail outlets are Monday through Saturday 9:00 am to 11:00 pm, and on Sunday from 9:30 am to 8:00 pm (41).	
5. Longer retail hours significantly increase consumption and related harms (2,4,12)	Reduce cannabis consumption and harms by limiting late night and early morning retail hours (4,35).	In US states where cannabis has been legalized late night hours of operation are limited to 10 pm or midnight (36,37,38,39). In the province of Manitoba, hours of operation at minimum, will follow current municipal bylaws for hours of operation of retail services or industrial uses. The municipality has the authority to further restrict retail hours through the conditional use process or by adding regulations to the zoning bylaw (28). On Nov. 14, 2018, the Government of Ontario passed new regulations for licensing and operation of private cannabis stores. It has been established that private retail cannabis stores will be permitted to open between the hours of 9:00 am and 11:00 pm on any day (29).		

<p>6. Fewer restrictions on where cannabis, tobacco and vapes can be used may increase the risk of normalization, second-hand smoke exposure and impairment (3, 13, 14, 15, 16).</p>	<p>Establish greater restrictions on where cannabis consumption, tobacco use and vaping can occur.</p> <p>Smoking of cannabis is prohibited anywhere smoking tobacco is prohibited (42).</p> <p>Additional restrictions on smoking and vaping can be enacted through municipal bylaws (42).</p>	<p>The City of Markham prohibits the smoking and vapourizing of cannabis in all public places (43).</p> <p>The municipality of Chatham-Kent prohibits the smoking of tobacco, cannabis and vaping on all municipal property including beaches, walkways, within 9m of buildings entrances, and within 4m of bus stops (44).</p>	<p>Allowing cannabis to be consumed wherever tobacco can be consumed raises concerns regarding the risk of normalization, second-hand smoke exposure and impairment.</p> <p>Children tend to copy what they observe and are influenced by normality of any type of smoking around them. From the lessons learned from tobacco and alcohol, normalization of cannabis use could lead to increases in rates of cannabis use (3, 14, 15).</p> <p>Smoke from cannabis is similar to that of tobacco, containing fine particles, cancer causing compounds, volatile organic chemicals, carbon monoxide and heavy metals, which can negatively affect the health of people exposed. There is no safe level of exposure to second hand smoke (13). Allowing smoking and vaping of cannabis in public places increases the exposure of second-hand smoke to the public (e.g. sidewalks, entrances to buildings, parking lots).</p> <p>Cannabis impairment can have side effects including paranoia, panic, confusion, anxiety, and hallucinations (16). Public safety and unintended exposure related to cannabis impairment should be considered (16).</p>
<p>7. Retail outlet proximity to other substances retail outlets shows increased number of traumas (17).</p>	<p>Preventing the clustering of tobacco, e-cigarette, alcohol and cannabis stores can have positive effects on communities, especially among vulnerable populations (11).</p>	<p>KFL&A Public Health recommends a 200m separation distance between cannabis retail outlets and alcohol or tobacco retail outlets (12).</p>	

		MLHU recommends a 500m separation distance between cannabis retail outlets and alcohol or tobacco retail outlets (45). On Nov. 14, 2018, the Government of Ontario passed new regulations for licensing and operation of private cannabis stores. The regulations establish a requirement for all private recreational cannabis retail storefronts to be stand-alone stores only (29).	
8. High number of retailers impacts cannabis use and frequency of use (18).	Limit/cap the number of cannabis retailers to reduce use and frequency of use (18).	Washington caps the number of retailers that exist for the entire state at 556 for a population of 7.4 million people (39).	Research from alcohol and tobacco highlights the need for stronger controls on the number of retailers to reduce harms (2,3).

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No. 410

RESOLUTION

of the

TILLSONBURG POLICE SERVICES BOARD (the "Board")

on December 19, 2018

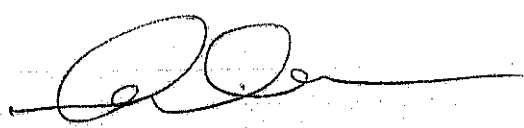
The following resolution was passed:


Police Service Board – Cannabis Resolution 2018

On motion duly made, seconded, and carried:


IT WAS RESOLVED that the Tillsonburg Police Service Board based on the information available to the Board as of this date December 19, 2018 the Tillsonburg Police Services Board unanimously supports Not Opting Out (Option 1) of the retail cannabis sales in the Town of Tillsonburg as allowed under the Cannabis License Act, 2018

<i>Moved by:</i>	Ann Loker
<i>Seconded by:</i>	Greg Horvath
<i>Carried:</i>	(5-0)



Larry Scanlan, Chair

Becky Turrill, Secretary

	Report Title	Results of Collective Bargaining Negotiations with the Power Workers' Union, CUPE Local 1000.
	Report No.	CAO – HR – 19-01
	Author	David Calder, CAO Ashley Andrews, Manager of Human Resources
	Meeting Type	Council Meeting
	Council Date	January 14, 2019
	Attachments	

RECOMMENDATION

THAT Council receive report CAO – HR – 19-01 Results of Collective Bargaining Negotiations with the Power Workers' Union, CUPE Local 1000.

AND THAT Tillsonburg Council approve and ratify the Memorandum of Agreement dated December 15, 2018, between the Town of Tillsonburg and the Power Workers' Union, Canadian Union of Public Employees, (CUPE) Local 1000, in order to effect the first collective agreement for the bargaining unit.

AND THAT Tillsonburg Council authorizes the public release of the Memorandum of Agreement upon approval and ratification.

EXECUTIVE SUMMARY

The purpose of this report is to approve and ratify the Memorandum of Agreement between the Town of Tillsonburg and the Power Workers' Union, CUPE Local 1000. Upon ratification, the Memorandum of Agreement becomes the first collective agreement between the parties.

BACKGROUND

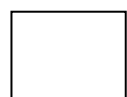
On August 25, 2017, eight positions within the Hydro Operations Department became certified by the Power Workers' Union ("PWU") – Canadian Union of Public Employees ("CUPE") Local 1000.

Council provided a mandate for collective bargaining on November 27, 2017.

The Town and the Power Workers' Union commenced bargaining in the late fall of 2017 and concluded on December 15, 2018 upon both parties signing the tentative Memorandum of Agreement. On December 18, 2018, the PWU, CUPE Local 1000 membership ratified the agreement.

COMMUNITY STRATEGIC PLAN IMPACT

Approval and ratification of Memorandum of Agreement ensures all public services continue to be provided in the community in a fiscally responsible manner.



Report Approval Details

Document Title:	CAO - HR - 19-01 Results of Collective Bargaining Negotiations with the Power Workers' Union, CUPE Local 1000.docx
Attachments:	
Final Approval Date:	Jan 10, 2019

This report and all of its attachments were approved and signed as outlined below:

Dave Rushton - Jan 10, 2019 - 10:51 AM



	Report Title	Council Appointments to Board & Committees
	Report No.	CLK 19-01
	Author	Donna Wilson, Town Clerk
	Meeting Type	Council Meeting
	Council Date	January 14, 2019
	Attachments	Nominating Committee Recommendations

RECOMMENDATION

THAT Council receives Report CLK 19-01 Council Appointments to Board & Committees;
AND THAT a By-Law to appoint committee members be brought forward for Council consideration.

BACKGROUND

In November of 2018 an ad went in the Tillsonburg Update section of the Tillsonburg News regarding applications to the various committees of Council. The notice was also put on the Town website page and the Town facebook page.

Council will recall that at the December 10, 2018 Council meeting Council appointed a Nominating Committee to review and provide recommendations on Council and Committee appointments to Boards and Committees.

DISCUSSION

The nominating committee met a couple of times in the month of December to review applications and finalize the recommendations to Council. The Nominating Committee has provided the proposed composition for Advisory Committees of Council which is attached for your review.

The recommendations and a by-law to appoint the members will be brought before Council for consideration.

FINANCIAL IMPACT/FUNDING SOURCE

Stipends are paid for Police Service Board and Tillsonburg Hydro Inc.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

Section 1 – Excellence in Local Government – providing for citizen engagement for municipal initiatives.

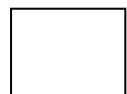
Report Approval Details

Document Title:	CLK 19-01 Council Appointments.docx
Attachments:	- By-Law 4247 Schedule A.docx
Final Approval Date:	Dec 20, 2018

This report and all of its attachments were approved and signed as outlined below:




David Calder - Dec 20, 2018 - 2:17 PM



Board/Committees	Citizen Appointments	Mandate
Accessibility Advisory Committee	Mike Cerna Michael Kadey Margaret McCrimmon Peter Staley Jeff Dean Cindy Allen	To advise and make recommendations to Council on all matters with respect to the accessibility for persons with disabilities to a municipal building, structure or premises.
Cultural, Heritage and Special Awards Advisory Committee	Collette Takacs Rosemary Dean Terry Fleming Vernon Fleming James Murphy Carrie Lewis	To advise and make recommendations to Council on all matters with respect to tourism and culture in the Town of Tillsonburg. To advise and make recommendations to Council on all matters related to properties of architectural and historical significance. To receive nominations and make recommendations to Council for the Citizen of the Year and monthly awards. To provide commemorative naming options to Council.
Economic Development Advisory Committee	Collette Takacs Jesse Goossens Andrew Burns Randy Thornton John Veldman Steves Spanjers Cedric Tomico – BIA Rep Lisa Gilvesy Ashton Nembhard Kirby Heckford Jim Hayes Lindsay Morgan-Jacko - Tillsonburg Real Estate Board Lindsay Tribble – Chamber of Commerce Rep	To advise on initiatives to attract and retain investment within the community. To provide advice on: <ul style="list-style-type: none">• The Economic Development Strategy• The Community Strategic Plan• Annual Departmental Business Plan To support the development of alliances and partnerships to advance the Town’s strategic plan and that assists in the overall growth of the Town. To provide advice regarding existing and new bylaws that relate to/impact development within the community.
Memorial Park Revitalization Advisory Committee	Mike Cerna Rosemary Dean Kim Sage Eugene Todd Mel Getty Jane Ann McLean Joan Weston (LLRP) Scott Vitias (Minor Ball) Terry Smith	To advise and make recommendations and provide regular updates to Council on all matters with respect to the Memorial Park Revitalization Project.

Museum Advisory Committee	Robert (Bob) Marsden Rosemary Dean Sherry Hamilton Dianne MacKeigan Marianne Sandham	To make recommendations to Council on policies and procedures pertaining to the Museum. To participate in strategic planning activities, initiate and participate in fundraising activities when and as needed, act as ambassadors for the museum within the community. To work with the Tillsonburg and District Historical Society regarding trust for artifact purchases and to act as trustees for the restoration trust.
Parks, Beautification and Cemeteries Advisory Committee	Robert (Bob) Marsden Donna Scanlan Wareing Cremation Services Inc (Barbara Wareing/ Paul Wareing) Christine Nagy (Robert Verhoeve/Maurice Verhoeve/Krystyna Verhoeve) – Maurice J. Verhoeve Funeral Home. Marian Smith Michael Dean Susan Saelens Paul De Cloet Ken Butcher - Ostrandors Funeral Home	To advise and make recommendations to Council on all matters with respect to the utilization and beautification of public parks, trails, trees, green space and Tillsonburg cemeteries.
Recreation and Sports Advisory Committee	Jeff VanRybroeck Susie Wray Ashton Nembhard Carrie Lewis Craig Cole Dace Zvanitajs Kim Sage Eugene Todd	To advise and make recommendations to Council on matters related to the programming and utilization of Tillsonburg's recreational facilities. To advise and make recommendations to Council on implementation of the Community Parks, Recreation and Cultural Strategic Master Plan.
Tillsonburg Airport Advisory Committee	Geoff Lee Jeffrey Miller Euclid Benoit Jeremy Stockmans David Brandon Jeff Dean Dan Cameron John Prno Mark Renaud	To advise and make recommendations to Council on matters related to the Tillsonburg Regional Airport. To provide a forum for receiving input and advice from aviation stakeholder groups and the community with respect to the Airport Master Plan and strategic initiatives and to provide a forum for dialogue and communication. Day to day operations of the airport is the responsibility of Town staff.

Tillsonburg Transit Advisory Committee	Carolyn Verbakel John Verbakel Cindy Allen Sherry Hamilton Kathryn Leatherland	The objective of the Tillsonburg Transit Advisory Committee (TTAC) is to oversee and advise Town Council on the governance oversight of the Town's service providers contract for transit and specifically the policies and procedures related to service delivery of transit. The TTAC will provide a forum for input, exchange of ideas and debate on conventional and mobility transit related issues with representation from all affected groups in the community. The committee should use the Mandate to set out a clear plan for the term of the Committee. Create a high level work plan to define the scope and establish the framework and overall approach for transit. Set out goals the committee will work towards accomplishing.
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	Report Title	Councillor Appointments to Boards & Committees
	Report No.	CLK 19-02
	Author	Donna Wilson, Town Clerk
	Meeting Type	Council Meeting
	Council Date	January 14, 2019
	Attachments	

RECOMMENDATION

THAT Council receives Report CLK 19-02, Councillor Appointments to Boards & Committees;

THAT the following appointments to Tillsonburg Advisory Committees shall be for the 2018-2022 term of council;

THAT Pete Luciani be appointed to the Accessibility Advisory Committee;

AND THAT Penny Esseltine be appointed to the Cultural, Heritage and Special Awards Advisory Committee;

AND THAT Deb Gilvesy be appointed to the Economic Development Advisory Committee;

AND THAT Chris Rosehart be appointed to the Memorial Park Revitalization Advisory Committee;

AND THAT Chris Rosehart be appointed to the Museum Advisory Committee;

AND THAT Penny Esseltine be appointed to the Parks Beautification & Cemeteries Advisory Committee;

AND THAT Chris Parker be appointed to the Recreation & Sports Advisory Committee;

AND THAT Deb Gilvesy be appointed to the Tillsonburg Airport Advisory Committee;

AND THAT Pete Luciani be appointed to the Tillsonburg Transit Advisory Committee.

THAT the following appointments to Ad Hoc Committees and affiliated organizations shall be for the 2018-2022 term of council;

THAT Stephen Molnar, Dave Beres and Penny Esseltine be appointed to the Physician Recruitment Committee;

AND THAT Stephen Molnar and Penny Esseltine be appointed to the Town Hall Project Steering Committee;

AND THAT Stephen Molnar, Pete Luciani and Dave Beres be appointed to the Otter Valley Corridor Committee;

AND THAT Chris Parker be appointed to the Tillsonburg Non Profit Housing Corporation;

THAT Deb Gilvesy be appointed to the Business Improvement Area Board;

AND THAT Stephen Molnar and Chris Rosehart be appointed to the Police Service Board;

THAT the following appointment to the Police Service Board shall be for a two year term:

THAT Larry Scanlan be appointed to the Police Service Board until December 31, 2020.

THAT Council appoint Stephen Molnar to Tillsonburg Hydro Inc. Board of Directors for the term of Council until December 1, 2022.

EXECUTIVE SUMMARY

Council are required to appoint members to The BIA Board of Management and the Police Services Board as well as the Otter Valley Corridor Committee, Tillsonburg Non Profit Housing Corporation and the Tillsonburg Hydro Board. The following is a comprehensive list of the Tillsonburg Advisory Committees and Ad Hoc Committees as well as Statutory Boards that require Council appointments for the 2018 – 2022 term of Council. The Council Nominating Committee met and provided the recommendations contained herein.

Committee of Council	Mandate
Accessibility Advisory Committee	To advise and make recommendations to Council on all matters with respect to the accessibility for persons with disabilities to a municipal building, structure or premises.
Cultural, Heritage and Special Awards Advisory Committee	To advise and make recommendations to Council on all matters with respect to tourism and culture in the Town of Tillsonburg. To advise and make recommendations to Council on all matters related to properties of architectural and historical significance. To receive nominations and make recommendations to Council for the Citizen of the Year and monthly awards. To provide commemorative naming options to Council.
Economic Development Advisory Committee	To advise on initiatives to attract and retain investment within the community. To provide advice on: <ul style="list-style-type: none"> • The Economic Development Strategy • The Community Strategic Plan • Annual Departmental Business Plan To support the development of alliances and partnerships to advance the Town's strategic plan and that assists in the overall growth of the Town. To provide advice regarding existing and new bylaws that relate to/impact development within the community.
Memorial Park Revitalization Advisory Committee	To advise and make recommendations and provide regular updates to Council on all matters with respect to the Memorial Park Revitalization Project.
Museum Advisory Board	To make recommendations to Council on policies and procedures pertaining to the Museum. To participate in strategic planning activities, initiate and participate in fundraising activities when and as needed, act as ambassadors for the museum within the community. To work with the Tillsonburg and District Historical Society regarding trust for artifact purchases and to act as trustees for the restoration trust.
Parks, Beautification and Cemetery Advisory Committee	To advise and make recommendations to Council on all matters with respect to the utilization and beautification of public parks, trails, trees, green space and Tillsonburg cemeteries.
Recreation and Sports Advisory Committee	To advise and make recommendations to Council on matters related to the programming and utilization of Tillsonburg's recreational facilities. To advise and make recommendations to Council on implementation of the Community Parks, Recreation and Cultural Strategic Master Plan.
Tillsonburg Airport Advisory Committee	To advise and make recommendations to Council on matters related to the Tillsonburg Regional Airport. To provide a forum for receiving input and advice from aviation stakeholder groups and the community with respect to the Airport Master Plan and strategic initiatives and to provide a forum for dialogue and communication. Day to day

	operations of the airport is the responsibility of Town staff.
Tillsonburg Transit Advisory Committee	The objective of the Tillsonburg Transit Advisory Committee (TTAC) is to oversee and advise Town Council on the governance oversight of the Town's service providers contract for transit and specifically the policies and procedures related to service delivery of transit. The TTAC will provide a forum for input, exchange of ideas and debate on conventional and mobility transit related issues with representation from all affected groups in the community. The committee should use the Mandate to set out a clear plan for the term of the Committee. Create a high level work plan to define the scope and establish the framework and overall approach for transit. Set out goals the committee will work towards accomplishing.
Ad Hoc Committees of Council	Mandate
Town Hall Project Steering Committee	The high level objective of the project is to construct a modern, efficient and functional Town Hall that will accommodate current and future needs of the Corporation to be able to provide the various public services. The Town Hall Project Steering Committee will advise Council and make recommendations to Council on the feasibility, business case and the achievement of outcomes for the Town Hall Project. The Town Hall Project Steering Committee will monitor and review the project status and provide oversight as project deliverables are rolled out.
Physician Recruitment Committee	To acknowledge the importance of physician recruitment to the hospital, Town of Tillsonburg and Physicians practicing in Tillsonburg. To plan and implement an integrated approach to recruitment and retention, ensuring the commitment of the partners.
Statutory Boards	Mandate
Board of Management for the Tillsonburg Downtown Improvement Area (BIA)	To oversee the improvement, beautification and maintenance of buildings and structures in the area and to promote the area as a business improvement area.
Police Services Board	Provide advice to the Detachment Commander and the Council of Tillsonburg on the OPP service delivery model.
Other	Mandate
Otter Valley Corridor Committee	The committee looks after the operation, development and management of the former Canadian Pacific, Port Burwell Subdivision Railway for the purpose of a utility corridor and recreation trail.
Tillsonburg Non Profit Housing Corporation	Municipal corporation mandated by The County of Oxford to develop and manage non-profit housing. Rental accommodation is provided on a geared-to-income basis for eligible households (individuals, couples, families)
Tillsonburg Hydro Board	Board of Directors of Tillsonburg Hydro Board – Hydro Electric Company owned by the Town of Tillsonburg as Sole Shareholder.

FINANCIAL IMPACT/FUNDING SOURCE

Stipends are paid for Police Service Board and Tillsonburg Hydro Inc.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

Section 1.3 – Excellence in Local Government



CAO



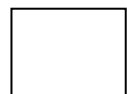
Report Approval Details


Document Title:	CLK 19-02 - Councillor Appointments.docx
Attachments:	
Final Approval Date:	Dec 20, 2018

This report and all of its attachments were approved and signed as outlined below:



David Calder - Dec 20, 2018 - 2:20 PM



	Report Title	Policy for Boards & Committees
	Report No.	CLK 19-03
	Author	Donna Wilson, Town Clerk
	Meeting Type	Council Meeting
	Council Date	January 14, 2019
	Attachments	Policy for Boards & Committees of Council

RECOMMENDATION

THAT Council receives Report CLK 19-03 Policy for Board & Committees;

AND THAT By-Law 4249 to authorize the policy be brought forward for Council consideration.

BACKGROUND

This policy was initially adopted by Council on February 28, 2013 and revised on February 9, 2015. The revisions at that time were minor in nature and included removing the Deputy Mayor as an ex officio member of committees and removing the restriction that committee members must be a resident or municipal taxpayer in the Town of Tillsonburg as the Town serves a large catchment area outside of its boundary.

DISCUSSION

The purpose of this policy is to identify a process for establishing Boards and Committees of Council; requirements for maintaining and supporting their work; and the coordination of the appointment and advertising process through the Clerk's Office. There have only been minor grammatical changes to the policy since it was adopted in 2015.

The policy for Boards and Committees provides the general goals and acceptable procedures for committees of council to follow. This document will be a reference for committee members to understand processes such as the appointment process, components of terms of reference, meeting structure, election of officers, establishing sub-committees, closed meeting requirements and adherence to the Town's Procedures.

In February of 2015 By-Law 3876 was passed which included the appointment of members of Committees of Council and the Tillsonburg Policy for Boards and Committees of Council. This policy has had no significant changes to it, however it is being brought before Council for consideration as the former by-law is being repealed. This by-law will apply to the Committee Policy alone and not include the committee appointments. By bringing it forward as a by-law on its own it may remain in place over a number of terms of committees of Council, however this not preclude that it should be reviewed on an ongoing basis.

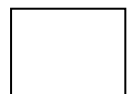
FINANCIAL IMPACT/FUNDING SOURCE

N/A

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

Section 1 – Excellence in Local Government – informing citizens of Policies and Procedures for Committees.

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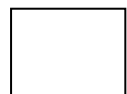
Report Approval Details


Document Title:	CLK 19-03 Policy for Boards and Committees.docx
Attachments:	- By-Law 4249 Schedule A.docx
Final Approval Date:	Dec 20, 2018

This report and all of its attachments were approved and signed as outlined below:



David Calder - Dec 20, 2018 - 2:14 PM



	THE CORPORATION OF THE TOWN OF TILLSONBURG			
	POLICY FOR BOARDS & COMMITTEES OF COUNCIL			
	Policy Number	2-009		
	Approval Date		Revision Date	
	Schedules			

A. POLICY STATEMENT

There is a need to provide a policy for Boards & Committees of Council within the Town of Tillsonburg.

B. PURPOSE

The purpose of this policy is to identify a process for establishing Boards and Committees of Council; requirements for maintaining and supporting their work; and the coordination of the appointment and advertising process through the Clerk's Office. It excludes external bodies and local boards not established by Council and internal, working groups of an administrative nature.

This policy supplements the Town of Tillsonburg Procedural By-law 4173. Boards and Committees shall be subject to the provisions of the Procedural By-Law.

IMPLEMENTATION PROCEDURE

1. Classification of Boards and Committees

Where the municipality makes appointments to bodies of its own creation and to outside bodies when requested to do so, such appointments shall be citizen appointments, except in those situations where the municipality has a direct financial involvement, in which case Council shall determine whether or not it will appoint citizen and/or Council Members to such bodies.

Generally Boards and Committees may be either ongoing or a Sub Committee of an existing Board or Committee. Committees provide recommendations, advice and information to Council on an ongoing basis on specific municipally-related matters that relate to the mandate of Boards and Committees as set out in the Committees Terms of Reference. They may include some of the following:

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- i. Advisory - includes bodies authorized by Municipal Council to provide input on a discretionary basis and advice to Council on a particular matter, or undertake special projects as assigned.
- ii. Mandatory - where a Provincial Statute prescribes the type of appointments to be made by the municipality to a given body, the Statute be complied with;
- iii. Local Boards/Committees - means a school board, municipal service board, public library board, board of health, police services board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality;
- iv. External Bodies - separate special purpose bodies that have a substantial amount of authority over their own operations.

Sub Committees assist in the short-term study and analysis of a specific municipally- related issue. They may include staff representation as well as representation from external bodies.

2. Establishment of Boards and Committees

Boards and Committees are proposed by resolution of Council and established by By-law. The By-law shall incorporate the Terms of Reference for the specific Board/ Committee. Prior to Council's establishment of any Board or Committee by by-law, staff shall submit a report to Council including the following information:

Board/Committee Structure, including Terms of Reference;

Membership composition;

Orientation, training and facilitation needs.

3. Ongoing Review of Boards and Committees

Early in a new Council term, Council shall review all Boards and Committees. The Clerk shall assist in this effort by providing an overview of all Boards/ Committees, including, but not limited to, the following:

- a. A list of Boards/Committees by name and type;
- b. Summary of mandates, goals and objectives for each Board/Committee;
- c. Recommendations on the future direction of each Board/Committee and its structure in general;

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- d. Review and recommendations on the reporting and functional relationships of Boards/Committees in general.

The Terms of Reference of each Board/Committee shall be reviewed on an ongoing basis by relevant staff in order to ensure that the Terms of Reference, the need for and the roles of each Board/Committee remains relevant and appropriate.

If a Board or Committee is to be disbanded, a final report on the Board/Committee activities and reasons for disbandment shall be presented to Council for approval.

4. Terms of Reference

It is recommended that the following components be included in the Board/Committee Terms of Reference at a minimum:

- a) Nature of Committee/Reporting and Functional Relationships
 - describes type of Board/Committee, whether advisory or subcommittee,
 - sets out reporting and functional relationships between the Board/Committee, Council, relevant town staff and the public.
- b) Mission/Mandate of Board/Committee
 - sets out the general purpose, goals and activities of the Board/Committee
- c) Committee Composition
 - describes the nature of the membership (citizens and/or organizations, numbers in each category), membership qualification, terms, quorum requirements, absentee requirements, Council Representative, Staff Liaison.
- d) Roles/Responsibilities
 - identifies various roles and expectations of key Board/Committee participants (members, Chair, Vice-Chair, staff participants, staff liaisons)
- e) Rules of Procedure/Order
 - Board/Committee members shall observe the Rules of Procedure outlined in the Town Procedure By-Law, as far as applicable, keeping in mind that members may feel more comfortable and appreciate the opportunity to exchange views with fellow committee members in a more informal atmosphere.
- f) Schedule/Location of Meetings
 - The Committee will establish a meeting schedule, setting out the time and place for meetings at the beginning of each year.

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g) Meeting Structure, Agenda and Minute Formats

- Identifies format, preparation and distribution of agendas and minutes
- Identifies that Minutes of all meetings, whether closed to the public or not, shall be recorded.

5. Mayor as Ex-Officio Member of Committees

The Mayor of the Council of the Town of Tillsonburg is an ex officio member of every Committee;

Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor of the Council, such number is automatically increased by one, being the Mayor of the Council, and all members of the Committee are present.

If there is an absent member, the Mayor's attendance replaces the absent member and the membership number is not automatically increased by one.

The Mayor is able to participate in the business of the Committee without any restriction including voting. Members of Council are able to attend at any meeting, however only members of Council who have been appointed to a Committee are entitled to vote.

6. Appointment Process and Advertising for Board/Committee Members

Where a Provincial Statute prescribes the type of appointments to be made by the Municipality to a given Board or Committee, the Statute shall be complied with. Where the Municipality makes appointments to Boards/Committees of its own creation and to outside bodies when requested to do so, such appointments shall be citizen appointments, except in circumstances where the Municipality has a direct financial involvement, in which instance Council shall determine whether or not it will appoint citizens and/or Council Members to such bodies.

Vacancies for citizen appointments shall be publicly advertised in the local newspapers, through social media and on the Town website. To apply to serve as a volunteer on a Town of Tillsonburg Board or Committee, interested individuals shall be invited to apply and submit an Application. It is not a requirement that applicants are a resident or municipal taxpayer in Tillsonburg. These appointments enable local citizens from various backgrounds to participate in local government and voluntarily give their time and expertise to help formulate the direction of certain municipal functions/programs.

The duration of Board/Committee appointments are the same as the term of Council, however staff may recommend that the terms for specific Board/Committee appointments be staggered to

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ensure experience and consistency in following the Board/Committee's goals and mandate. While appointees may serve on more than one Board/Committee, Council shall give first consideration to individuals who are not already appointed to another Board/Committee.

The following process, coordinated by the Clerk's Office, will generally be followed in initiating the recruitment, selection and appointment process:

- a) In an election year or upon Council passing a By-law to establish a Board/ Committee, the Clerk, will advertise Committee vacancies in the local newspapers, through social media and on the Town's website, making note of the mandate of the Committee, a brief statement of the role and responsibilities of Committee membership, duration of term, level of commitment, application process and contact information.
- b) Applicants shall be required to complete and submit to the Clerk an application form, available from the Clerk's office, Customer Service Centre (CSC) and the Town's website. Once the applications have been received, a selection committee comprising of three members of Council and the Clerk shall review the applications. The selection committee shall make recommended selections and a report will be prepared by the Clerk's office for approval by Council. All applicant's names shall be forwarded to Council with the staff report.
- c) Upon Council's approval of Board/Committee appointments, the Clerk will prepare the necessary appointment by-law.
- d) The Clerk, on behalf of Council, shall send out confirmation letters to new Board/ Committee appointees and advise of their staff liaison and any other relevant contacts.
- e) The Clerk will coordinate the necessary advertising in September of an election year in order to follow the appointment process.

Applications from volunteers who are not appointed during the regular appointment process will be kept on file for the remainder of the term of the committee. If a vacancy occurs on a Committee within that term, the applicants who applied to serve on that Committee and were not appointed will be contacted and asked if they are still interested in serving. Names of those who continue to have an interest to serve on the Committee will be submitted to the Clerk for consideration to fill the vacancy. The Clerk's Office will also advertise the vacancy in the newspaper.

7. Resignation/Dismissal Process

Board/Committee members wishing to resign their appointment shall submit a letter of resignation to the committee chair. Upon acceptance of the resignation, the Chair shall forward

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the resignation letter to the Clerk's office, which will initiate the aforementioned appointment process to fill the vacancy.

Council, at its discretion can dismiss any Committee/Board in its entirety or any member thereof at any time.

8. Absentee Requirements

If any Board/Committee member is absent from three consecutive meetings, without justification, the Chair of the Committee, in consultation with the staff liaison, will ask the member whether or not they wish to attend meetings and remain on the Committee or resign.

Upon confirmation that the member will no longer be serving on the Committee, the Committee Chair will notify the Town Clerk, which will initiate the appointment process for committee vacancies. If a member indicates the desire to continue to serve on the Committee, the member will be advised that attendance is required or the member will be removed from the Committee.

Any member of a Committee who is absent for more than fifty per cent (50%) of the meetings since their term of appointment, will not be eligible for re-appointment. A member of a Committee of Council who intends to leave a meeting before the meeting is adjourned must inform the Chair of this intention either at the start of the meeting or prior to leaving.

9. Orientation Sessions

Orientation sessions shall be conducted for Board/Committee appointees at the beginning of each Committee term. All Board/ Committee members benefit from orientation. The sessions identify goals, objectives and work plans. Further sessions may be conducted for appointees during the Council term, as required. Orientation manuals will be distributed to all members of the Committee for reference purposes. Each Board/Committee manual shall include the following information:

- a) Establishing By-Law for Board/Committee
- b) Mandatory Statutes (i.e. Ontarians with Disabilities Act)
- c) Tillsonburg Procedural By-Law
- d) Member Contact Information
- e) Council Members Contact Information
- f) Relevant Town Policies & Procedures affecting Board/Committee members.
- g) Committee Terms of Reference
- h) Staff Support Contact Information

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10. Meeting Structure, Agenda and Minute Formats

Meeting structure, agenda and minute formats should meet the needs of Individual Boards/Committees, while ensuring consistency, completeness and accountability. A Board/Committee may choose to follow a more informal procedure and allow for a consensus approach to discussion. It is recommended that the following components be included in Board/Committee Agendas, where specific subject items are described in each component.

- a) Date, time, location of meeting
- b) Members present (include office, i.e. Chair, Recording Secretary)
- c) Members absent/regrets
- d) Disclosure of Pecuniary Interest
- e) Approval of previous minutes
- f) Presentations/Deputations
- g) General Business and Reports
- h) Correspondence
- i) Other Business
- j) Closed Session
- k) Next meeting.
- l) Adjournment.

It is recommended that the Board/Committee minutes briefly outline the substance of each of the agenda items discussed during the meeting, including actions taken and recommendations by motion. The minutes shall be forwarded as soon as possible following the meeting to the Deputy Clerk in order to present them to Council as information on a monthly basis. Staff will be required to prepare a report for any recommendation of a Board/Committee requiring action by Council. Committee Chairs to present reports to Council. Minutes of all meetings must be recorded.

11. Election of Officers

Each Committee will elect as soon as possible after January 1st each calendar year to select a Chair and Vice-Chair from its membership for a term commencing January 1st and terminating December 31st or until a successor is appointed. For the purpose of clarity, a member of the Committee who served as Committee Chair or Vice Chair may be reappointed as Committee Chair or Vice Chair.

The secretary function shall be the responsibility of the staff liaison.

12. Term of Appointment

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The term of appointment shall be as set out in the appointment by-law.

Committee members will continue to serve on a committee past the expiration of their term until they are replaced.

13. Citizen Appointments

Renewed membership on a committee is not automatic, any member of the public who wishes to serve for an additional term must submit the approved application form or provide a letter which includes the necessary information in order to be considered for re-appointment;

14. Establishment of Sub-Committees

If a Committee wishes to establish a sub-committee, the sub-committee shall be formed to undertake business of special projects appropriate to the Committee through committee resolution. The Committee minutes shall note the mandate of the sub-committee, the beginning and proposed ending date, the composition and how the members are to be recruited. Such sub-committees shall report their findings to the Committee at regular Committee meetings. Sub-committees that are formed of members outside of the committee must be endorsed by council, as such staff must prepare a report to Council requesting endorsement of the additional committee members.

15. Access to Meetings

Except as provided in this section, all meetings shall be open to the public and the media and Board/Committee Minutes shall be available upon request. The Chair or presiding Officer may expel any person for improper conduct at a Meeting. A meeting may be closed to the public if the subject matter being considered is:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal employees or local board members;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) the receiving of advice that is subject to solicitor-client privilege; including communications necessary for that purpose;

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- g) a matter in respect of which the local board or committee may hold a closed meeting under another Act.
- h) consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act. This applies if the council, board, commission or other body is the head of an institution for the purposes of that Act;
- i) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*;
- j) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- k) 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;
- l) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value; or
- m) 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; or
- n) for the purpose of educating or training the members, subject to the condition that no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the committee.

Before holding a Meeting or part of a Meeting that is to be closed to the public, the Board/Committee shall state by Resolution:

- a) the fact of the holding of the Closed Meeting;
- b) the general nature of the matter to be considered at the Closed Meeting.
- c) in the case of a meeting for educational or training purposes, that it is closed for that purpose as well.

All deliberations while in Closed Session shall remain confidential unless otherwise approved by Committee in Open Session.

16. Provision for Accessibility and Diversity

Adequate provision shall be made by the Chair of the Board/Committee and relevant staff to ensure that meeting locations, agenda and minute formats, communications and conduct of meetings be accessible, to ensure maximum participation and quality customer service.

Reference may be made to the provisions of the Ontarians with Disabilities Act, and similar

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legislation, policies and guidelines. Membership that reflects the diversity of the Tillsonburg community will be encouraged in the recruitment, selection and appointment process.

17. Pecuniary Interest

If a Committee member has a pecuniary interest in any matter and is, or will be, present at a meeting at any time at which the matter is the subject of consideration, the member:


- a) shall, before any consideration of the matter, at the meeting verbally disclose the interest and its general nature.
- b) shall not, at any time, take part in the discussion of, or vote on, any question in respect to the matter; and
- c) shall leave the meeting and remain absent from it at any time during consideration of the matter.

18. Budget/Financial Reporting

Boards/Committees may make requests for budget allocations through their staff liaison in advance of the Town's annual budget process no later than August 31st of any given year. All related revenue and expenditure transactions will follow Council approved policy. Requests must relate to specific activities approved in the Board/Committee's mandate and work plan. Requests shall be submitted by the appropriate department head for consideration in the Town's budget review.

19. Town of Tillsonburg Policy and Procedures

Board and Committee members shall adhere to the policies and procedures of the Town of Tillsonburg.

	Report Title	2019 INTERIM TAX LEVY BY-LAW
	Report No.	FIN 19 - 01
	Author	DENIS DUGUAY
	Meeting Type	Council Meeting
	Council Date	January 14, 2019
	Attachments	2019 INTERIM LEVY BY-LAW 4248

RECOMMENDATION

THAT Council receives report FIN19-01 2019 Interim Tax Levy By-Law 4248.

AND THAT the 2019 Interim Levy By-Law No. 4248 be brought forward for Council consideration.

EXECUTIVE SUMMARY

The Municipal Act allows for a by-law to be passed to provide for an interim tax levy on the assessment of property in the municipality. Accordingly, By-Law 4248 is brought forward for Council consideration.

FINANCIAL IMPACT/FUNDING SOURCE

This by-law allows the Town to collect the first installment one half of the 2018 taxes in 2019. Two installments payments are set for April and May.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

1. Excellence in Local Government
 - ☐ Demonstrate strong leadership in Town initiatives
 - ☐ Streamline communication and effectively collaborate within local government
 - ☒ Demonstrate accountability

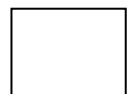
Report Approval Details


Document Title:	2019 INTERIM TAX LEVY BY-LAW.docx
Attachments:	- 2019 Interim Levy Bylaw.doc
Final Approval Date:	Dec 20, 2018

This report and all of its attachments were approved and signed as outlined below:



David Calder - Dec 20, 2018 - 2:04 PM



	Report Title	Soccer Club Fence Funding Source Change
	Report No.	RCP 18-44
	Author	Rick Cox, Director of Recreation, Culture & Parks
	Meeting Type	Council Meeting
	Council Date	January 14, 2019
	Attachments	<ul style="list-style-type: none"> • Letter to TMSC – November 2017 • Reply from TMSC – February 2018

RECOMMENDATION

THAT Council receives Report RCP 18-44 – Soccer Club Fence Funding Source Change;

AND THAT Council authorize the balance of \$16,200 outstanding on the wayward ball fence installation project be funded from reserves instead of from a contribution from the Tillsonburg Minor Soccer Club.

EXECUTIVE SUMMARY

The approved 2016 Budget included the expectation of a \$16,200 contribution from Tillsonburg Minor Soccer Club (TMSC) to match the contribution from Performance Communities Realty Inc. (PCRI) towards the cost of installing a wayward ball fence between the Tillsonburg Soccer Park and the Glendale West subdivision. Town Staff has been unable to negotiate any contribution from TMSC as the organization has never agreed to contribute anything towards the project. The \$16,200 receivable set up at the end of 2016 must be reversed and the project funding allocations adjusted to reflect \$16,200 from PCRI and the remainder added to the Town's contribution.

BACKGROUND

In 2015 when the Glendale West subdivision plan was put forward, it was clear that a wayward ball fence would be required to minimize the number of soccer balls leaving the grounds of the soccer club and landing in the backyards in the adjacent development. Town staff carried out negotiations with the developer (PCRI) and TMSC to arrive at an appropriate solution.

From the beginning, Town staff maintained that all three parties should contribute financially to the cost. The TMSC executive indicated their position was that the problem was created by the Town and the developer so the club had no role to play in funding the solution, and in any case TMSC had no capacity to contribute.

The Town included \$50,000 in the 2015 budget as a contribution to reserves for the project, and the three parties continued to negotiate towards a solution acceptable to the developer and TMSC. Eventually a combination of chain link and elevated nylon mesh located along the property line augmented by a row of planted cedars on the housing side was agreed to by

everyone. At their meeting on October 26, 2015, Council approved the work to proceed by the following resolution:

Moved By: Councillor Hayes Seconded By: Councillor Rosehart

THAT Council receives report RCP 15-44 – Soccer Park Wayward Ball Fence Procurement Update for information;

AND THAT Council awards the supply and installation of a galvanized fence and seasonal mesh system at the Soccer Park to Simpson's Fence (London) at their tendered price of \$51,093.87 net of applicable taxes;

AND THAT Council awards the contract to bury the overhead hydro line on the Soccer Park property to Tillsonburg Hydro Inc. at their tendered price of \$30,278.69 net of applicable taxes;

AND THAT Council authorizes THI to install a load break switch as required by the Electrical Safety Authority at a cost not to exceed \$15,000;

AND THAT the \$101,372.56 combined cost for the wayward ball barrier and associated expenses is funded using the \$16,189.00 from Performance Communities Realty Inc, \$50,000.00 from reserves committed in the 2015 budget, and a further \$35,184.56 from reserves that will be replenished from a revenue source subject to 2016 budget approval.

Negotiations were continuing as the 2016 budget was being set, and the Town's position that all three parties should contribute was reflected in the funding allocations of \$69,000 from Town reserves and \$35,200 from others. PCRI agreed to contribute \$16,200 and made their payment before the end of 2015. Town staff communicated to the TMSC executive the expectation for the Club to match that amount, but the Club maintained they had no capacity or intention to contribute.

At the end of 2016, the contribution expected from TMSC was set up as a receivable on the Town's books. In late 2017, Town staff wrote to the new TMSC executive to reaffirm the Town's position (attached). In February 2018 TMSC responded, maintaining the Club's position that they had never agreed to contribute (attached).

As it is clear that this receivable will never be paid, the Town must write off the receivable.

FINANCIAL IMPACT/FUNDING SOURCE

When the receivable was established in 2016, the reserve was replenished as directed by the resolution from Council. To write off the receivable, the amount transferred to the reserve must be reversed. The reserve balance will be reduced by \$16,200.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

This report provides information in alignment with the following Objectives of the Community Strategic Plan:

- Objective 1 – Excellence in Local Government
- Objective 2 – Sustainable Economy
- Objective 4 – Culture & Community

Report Approval Details

Document Title:	RCP 18-44 - Soccer Club Fence Funding Source Change.docx
Attachments:	- RCP 18-44 - ATT 01 - 2017-11-28 - C Kelly re TMSC contribution to wayward ball fence.pdf - RCP 18-44 - ATT 02 - TMSC-Fence2018.pdf
Final Approval Date:	Dec 3, 2018

This report and all of its attachments were approved and signed as outlined below:

Dave Rushton - Dec 3, 2018 - 9:36 AM



David Calder - Dec 3, 2018 - 2:12 PM

Donna Wilson - Dec 3, 2018 - 2:15 PM



Town of Tillsonburg
Recreation, Parks and Culture

45 Hardy Avenue, Tillsonburg, ON N4G 3W9

Tel: (519) 688-3009

Fax: (519) 842-4120

November 28, 2017

Christopher Kelly, President
Tillsonburg Minor Soccer Club
PO Box 276
275 Quarter Town Line
Tillsonburg, ON N4G 4H5

RE: Tillsonburg Minor Soccer Club (TMSC) Contribution Towards Wayward Ball Fence

Mr. Kelly: *chris*

In 2015 during the negotiations between the Town, TMSC and Performance Communities Realty Inc. (PCRI) regarding the issue of wayward balls, the Town made it clear that from the Town's perspective there was an expectation that all parties would contribute to the cost of the solution. While the TMSC Executive did not share that perspective, it was and remains the Town's position that all three parties have a financial contribution to make to this project. The expectation of shared cost was formalized through the Town's 2016 budget which reflected a project expenditure of \$101,400. The funding sources were a contribution from the Town of \$69,000, a contribution (which had already been received) from PCRI of \$16,200, and a similar contribution expected from TMSC of \$16,200.

The fence and mesh structure has now been in place for two summer seasons and has, for the most part, succeeded in addressing the wayward ball. The Town has paid all of the costs for the project and has received the expected contribution from PCRI. As we approach the end of the 2017 fiscal year, the Town is still carrying a receivable on the project in anticipation of receiving TMSC's \$16,200 contribution.

Earlier this year, the Town agreed to refund the \$575 building permit fee associated with the relocation of your utility shed. It makes sense to net these amounts out, and therefore I ask that TMSC provide payment of \$15,625 which is the Club's share of the construction costs for the wayward ball fence less the building permit fee. Recognizing that this may be a significant amount for TMSC to remit all at once, the Town is willing to consider an interest-free multi-year payment plan. I am more than willing to attend a TMSC meeting to discuss this matter with your Board. I look forward to hearing from you regarding this matter.

Best regards,


Rick Cox, Director of Recreation, Culture & Parks

Cc: David Rushton, Director of Finance



PO BOX 276
275 QUARTERLINE ROAD | TILLSONBURG, ON | N4G 4H5

TILLSONBURGSOCCER.CA

(519) 688-3002

February 9, 2018

Rick Cox
Director of Recreation, Culture & Parks
Town of Tillsonburg
45 Hardy Avenue,
Tillsonburg, ON N4G 3W9

RE: Tillsonburg Minor Soccer Club (TMSC) Contribution towards "Wayward Ball" Fence

Dear Mr. Cox,

Thank you for your letter, and for sharing the perspective of the town regarding the fence structure. The Executive Board at the Tillsonburg Minor Soccer Club believes that it is important to have a courteous, respectful, and prosperous relationship with the local government as it is beneficial for both parties and our membership.

However, it remains that the Town's perspective and position regarding the fence structure was not agreed to by the TMSC Executive. It is unfortunate—and certainly unexpected—that the Town formalized their expectations through the Town's 2016 budget, as no agreement had been made.

The Tillsonburg Minor Soccer Club is a non-profit organization that focuses on providing safe, affordable, high-quality programs and facilities to soccer enthusiasts of all ages. All of the fees that we collect go right back into our programs and facilities for the benefit of our membership. The Club is unsubsidized by the municipality, and relies mainly on dedicated volunteers to operate.

Because of our responsibility to our members, and the fact that the beneficiaries of the fence (which is not on club property) is the subdivision—we are unchanged in our position.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "C. Kelly", with a large, stylized loop at the end.

Christopher Kelly
President, Tillsonburg Minor Soccer Club

The Corporation of the Town of Tillsonburg



Development Committee

November 13, 2018

7:30 AM

Boardroom, Customer Service Centre
10 Lisgar Ave, Tillsonburg

MINUTES

ATTENDANCE

Andrew Burns, Deb Gilvesy, Lisa Gilvesy, Jesse Goossens, Councillor Jim Hayes, Kirby Heckford (Arrived 7:43 AM), Mayor Stephen Molnar, Lindsay Morgan, Steve Spanjers, Randy Thornton (Left 9:03 AM), Cedric Tomico, John Veldman

Staff Present: David Calder, Cephas Panschow

MEMBERS ABSENT/REGRETS

Mel Getty, Ashton Nembhard

Guests: Sandy Jansen, Tillsonburg District Memorial Hospital (Arrived 8:30 AM, Left 9 AM)

1. Call to Order

The meeting was called to order at 7:36 AM.

2. Adoption of Agenda

Moved By: A. Burns

Seconded By: J. Veldman

Resolution # 1

THAT the Agenda for the Development Committee meeting of November 13, 2018 be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof – None Declared

4. Adoption of Minutes of Previous Meeting – September 18, 2018

Moved By: C. Tomico

Seconded By: D. Gilvesy

Resolution # 2

THAT the Minutes of the Development Committee Meeting of September 18, 2018 be approved.

Carried

4.1. Business Arising from the Minutes - None

5. Delegations and Presentations

5.1. Tillsonburg District Memorial Hospital (TDMH) Update

Sandy Jansen, CEO, presented an overview of hospital operations including: Key Stats, Strategic Plan 2016-2020, Electronic Patient Records, the Foundation, Provincial Landscape, Local Landscape, Patient and Family-Centred Care. Hospital has 330 employees, 65 physicians and 220 volunteers with 53 beds (45 funded). Experienced 27,272 emergency visits, 50,500 diagnostic tests, 15,768 cardiac procedures and 5,782 surgical/endoscopy procedures. Patient satisfaction is very high at around 95%.

The Foundation has transferred \$8.9 million to TDMH to support the purchase of capital equipment, i.e. Patient Monitors, IV Pumps, Digital Mammography, Digital X-ray Suite, portable ultrasound, etc. The Foundation is one of the most successful examples in the area.

Ontario is dealing with system wide issues relating to public concern about the system, wait times, aging population, bed capacity (especially relating to wait times for transfer of patients to long term care), etc. Premier has established a Council on Improving Health Care and Ending Hallway Medicine. Oxford County has one of the lowest number of LTC beds per 1,000 seniors 75 years of age and older at 73. By comparison, the SWLHIN boasts 90 LTC beds per 1,000 seniors greater than 75 yrs. The hospital continues to work on priority areas and are implementing Patient and Family Centered Care, which means that patients have a voice and are partners in their care experience. They are waiting for approval and funding for their Master Plan process.

Integration between TDMH and Ingersoll's Alexandra Hospital is working well with shared senior staff but separate boards and budgets. This allows for full services with specific strengths for each hospital. A new "hospitalist" program has been offered since July 1. The Hospitalist model provides continuity of care over 7 days periods and allows for very intensive discharge planning processes to take place.

Tillsonburg needs an *after hours* clinic and /or an urgent care clinic. Discussion regarding potential private sector investment to support these needs. There is also a shortage of Personal Support Workers.

6. Information Items

6.1. Community Strategic Plan – No update

6.2. Tillsonburg Hydro Inc – New economic evaluation model has been approved by the board. Used to develop cost sharing for connecting new developments. Questions as to whether this will result in additional costs to developer. Public consultations being

planned and can include this committee. This will affect future industrial development as well. Request to make presentation to Dev't Committee. Search for new GM is underway and the job posting has now closed with a number of applications.

- 6.3. Town Hall Task Force** – The Committee's recommendation regarding the release of the Request for Proposal (RFP) and accompanying Tenant Statement of Requirements will be presented to Council for their consideration at their December meeting. A public engagement plan will be developed as the project progresses.

7. General Business & Reports

7.1. Monthly Project Update

Street lighting project is mostly complete with the Downtown area being completed soon. Hwy 3 Business Park widening project is complete with the exception of the sanitary sewer crossing.

7.2. Q3 Economic Development Report

In general, 2018 metrics are at or above 2017 metrics with corporate visits (to local business), client (investor) visits to Tillsonburg, and new businesses opened also being above 2018 targets.

7.3. Highway 3 Business Park – Naming Process

Staff provided information on the Commemorative Naming Policy as a possible guideline for naming the business park. While this policy isn't mandated for naming the park, there are some useful guidelines. Committee asked for information on how the current industrial parks were named. Suggested that there be one name for the industrial area on both sides of Highway 3. Some suggestions include: Van Norman Innovation Park (VIP), Tillsonburg Innovation Park, etc. Circulate and ask for name suggestions.

8. Committee Minutes & Reports

8.1. Tillsonburg District Chamber of Commerce – No update.

8.2. Downtown Business Improvement Association – Board in transition with Cedric

Tomico being appointed interim chairperson. Process to recruit a new Executive Director still ongoing. The board/promotions committee has determined that they will not be in a position to plan a Christmas Crawl event this year so will be brought back next year.

8.3. Tillsonburg District Real Estate Board – Monthly sales volume down year to date, but sale price still up 20% for the month and 12% year to date. Units sold and listings are also down. Some slowing in the marketplace, but still a good market.

8.4. Physician Recruitment – Changes to Oxford recruitment as City of Woodstock has hired their own recruiter. Tillsonburg committee is considering recruitment for hospital staff in addition to general practitioners and will be bringing back information to the committee

9. Correspondence – None

10. Other Business

10.1. Roundtable

D. Gilvesy – Concern regarding business attraction and retention at the airport relating to hydro capacity and fire suppression. Grass runway also a concern. CAO to investigate and provide an update.

C. Tomico advised that the Kinsmen Club received a request to assist with the site preparation for the JL Scott McLean arena and within a few days they were able to secure over 20 individuals representing companies who were able to complete the work. Feedback was that their site preparation was very good. Community groups can offer a lot to the community in terms of providing value for money and this is an example of that.

J. Goossens – Looking into parking budget funded by downtown levy.

S. Molnar – SCOR meeting with Minister of Economic Development, Job Creation and Trade is being rescheduled.

L. Gilvesy indicated that they have recruited a new lawyer (Megan Whelan) to firm.

11. Closed Session - None

12. Next Meeting – Tuesday, December 11, at 7:30 AM

13. Adjournment

Moved By: L. Morgan

Seconded By: S. Spanjers

Proposed Resolution 3

The meeting adjourned at 10:15 AM.

Carried

The Corporation of the Town of Tillsonburg



Development Committee

December 11, 2018

7:30 AM

Boardroom, Customer Service Centre
10 Lisgar Ave, Tillsonburg

MINUTES

ATTENDANCE

Andrew Burns, Deb Gilvesy, Lisa Gilvesy, Jesse Goossens, Kirby Heckford, Mayor Stephen Molnar (Left 9:25 AM), Lindsay Morgan, Ashton Nembhard (Left 9:20 AM), Steve Spanjers, Randy Thornton (Left 9 AM), Cedric Tomico,

Staff Present: David Calder, Cephas Panschow

MEMBERS ABSENT/REGRETS

Mel Getty, Councillor Jim Hayes, John Veldman

Guests: Ian McKenzie, Acting General Manager; Tillsonburg Hydro Inc

1. Call to Order

The meeting was called to order at 7:35 AM.

2. Adoption of Agenda

Moved By: R. Thornton

Seconded By: A. Burns

Resolution # 1

THAT the Agenda for the Development Committee meeting of December 11, 2018 be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof – None Declared

4. Adoption of Minutes of Previous Meeting – November 13, 2018

Moved By: A. Burns

Seconded By: L. Morgan

Resolution # 2

THAT the Minutes of the Development Committee Meeting of November 13, 2018 be approved.

Carried

4.1. Business Arising from the Minutes

4.1.1. Highway 3 Business Park – Naming Process

Potential names were circulated and the committee considered the following names:

Van Norman Innovation Park (VIP)

Tillsonburg Innovation Park (TIP)

Highway Innovation Park (HIP)

Clearview Innovation Park (CIP)

Moved By: K. Heckford

Seconded By: R. Thornton

Resolution # 3

THAT the Van Norman Innovation Park (VIP) be recommended to Council for consideration as the new name to market the industrial park and that it be applied to both sides of Highway 3.

Carried

5. Delegations and Presentations

5.1. Tillsonburg Hydro Inc (THI) – New Economic Evaluation Model

Acting General Manager provided a presentation on changes that Tillsonburg Hydro Inc is making with respect to development applications:

- Responsibility for development related network expansions to be shifted to developers with THI performing certain functions. Developer will cover costs up front and upon energization the new Economic Evaluation Model is run to determine cost sharing amounts for both THI and Developers
- Additional costs are now included in the Economic Evaluation model. Previously, only Operation & Maintenance costs were added to initial capital costs, but now Billing & Collections, Administration, Amortization and Interest costs are included.
 - In addition to this, the proposed cost share is approved to be 90% developer and 10% THI versus previous 50:50 cost sharing
- An Expansion Deposit is also being proposed. Purpose of this deposit is to provides guarantee of revenue stream (new customers) to fund maintenance & future replacement of infrastructure. The purpose of this deposit is to move risk from THI to the developer. Deposit will be returned as customers are added to the network expansion.

The new economic evaluation model was approved by the Tillsonburg Hydro Board earlier in 2018, but confirmed at their October 2018 meeting. Concern about doing

consultation after the new model was approved. Feedback from the consultation will be brought to the board and could result in changes to the policy.

Will this affect the costs for the Highway 3 Business Park? Yes, Town will be responsible for a larger portion of the network expansion costs plus the expansion deposit. Costs per residential service expected to double.

Overall, these are significant changes as now the developer will be responsible for the managing and paying for the network expansion costs upfront, they will be getting less cost-sharing with THI, and also be responsible for guaranteeing that customers are connected through the Expansion Deposit.

How does Tillsonburg compare to other utilities? Many other utilities, including those in Tillsonburg's association, are moving in this direction, but both adjacent utilities are still using the 50:50 cost sharing model.

Moved By: L. Gilvesy

Seconded By: A. Burns

Resolution # 4

THAT the Town of Tillsonburg Development Committee encourages the Tillsonburg Hydro Inc (THI) Board of Directors to consider competitiveness when reviewing the Economic Evaluation Model and electrical system expansion deposits;

AND THAT the THI Board of Directors consider delaying the implementation of changes to the Economic Evaluation Model and electrical system expansion deposits until such time as information is made available regarding other Local Distribution Companies' current practices related to Economic Evaluation Models and electrical system expansion deposits;

AND FURTHER THAT this resolution be sent to the THI Board of Directors and copied to Town Council.

Carried

6. Information Items

6.1. Community Strategic Plan – No update

6.2. Tillsonburg Hydro Inc – See above

6.3. Town Hall Task Force – Report from the Town Hall Committee was presented to Council on December 10 with a motion that it be referred to staff for a report. However, Council decided to move forward with the release of the RFP concurrently with additional information being prepared by staff.

7. General Business & Reports

7.1. Monthly Project Update

Heritage lights are now being installed in Downtown. Hwy 3 Business Park widening project is complete with the exception of the sanitary sewer crossing, which will take likely take place in January. Regarding Post-Secondary education, Personal Support Workers are still in high demand.

7.2. 2019 Budget & Business Plan

Development Commissioner provided an overview of the draft Economic Development & Marketing business plan. Key items will be re-establishing the Discover Tillsonburg builder partnership, potential Mission to Asia, update to the Economic Development Strategy, Downtown Revitalization, determining right time to start construction on business park, and consideration extension Manufacturing Acceleration Partnership program. Question as to whether residents could be survey regarding desirable retail uses. Yes, but current analysis underway will be based on data with potential to add survey information.

8. Committee Minutes & Reports

8.1. Tillsonburg District Chamber of Commerce – AGM is being planned for early January.

8.2. Downtown Business Improvement Association – Mark Renaud has been hired as the new Executive Director but board has made decision to contract out coordination of marketing/website/social media as well. Thanks to the Town for assisting BIA with funding/debenture of heritage lights. LED Signs are being repaired shortly. Question about who is responsible for snow clearing. Is there a bylaw requiring property or store owners to clean in front of their store? CAO to investigate and circulate information.

8.3. Tillsonburg District Real Estate Board – Monthly sales volume down 31% versus last year, with year to date down 2%. Units sold down 8% and new listings down 9%. Year to date average residential price is up 13% to \$240,985.

8.4. Physician Recruitment – No update

9. Correspondence – None**10. Other Business****10.1. Roundtable**

D. Gilvesy reported that Council had received a delegation from tenants at the airport that are considering investments and Council has directed that staff report back by January 2019 on who has the authority to approve developments at the airport.

11. Closed Session - None

12. **Next Meeting** – Tuesday, January 8, at 7:30 AM

13. Adjournment

Moved By: K. Heckford

Seconded By: D. Gilvesy

Proposed Resolution 5

The meeting adjourned at 10 AM.

Carried



The Corporation of the Town of Tillsonburg

AIRPORT ADVISORY COMMITTEE

September 11, 2018

5:30 p.m.

Tillsonburg Regional Airport Boardroom
244411 Airport Rd., South-West Oxford

MINUTES

ATTENDANCE

Henry Atkinson (by telephone), Euclid Benoit, Geoffrey Lee, Rick Lee, John Prno, Chris Rosehart, Jeremy Stockmans **Staff:** Annette Murray, Dan Locke

MEMBERS ABSENT/REGRETS

Andre Brisson, Valerie Durston, Mel Getty, Richard Van Maele

Call to Order

The meeting was called to order at 5:37 p.m. Euclid Benoit sat as the Chair and John Prno acted as Recording Secretary for the meeting.

1. Adoption of Agenda

Resolution #1

Moved By: Rick Lee

Seconded By: Jeremy Stockmans

THAT the Agenda as prepared for the Airport Advisory Committee meeting of September 11, 2018 , be adopted.

Carried

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None Declared

3. Adoption of Minutes of Previous Meeting

3.1. Minutes of the Meeting of June 28, 2018

Resolution #2

Moved By: Geoffrey Lee

Seconded By: Jeremy Stockmans

THAT the Minutes of the Airport Advisory Committee Meeting of June 28, 2018, be approved.

Carried

4. Delegations and Presentations

None

5. General Business & Reports

5.1. Business Arising

5.1.1. Miller Hanger Update

This is an operational issue that continues to be dealt with by Staff.

5.1.2. Terms of Reference Update

Dan Locke presented the revised Terms of Reference document which will come into force with next Council term. A number of the suggestions made by committee members have been adopted in the new document.

5.1.3. Master Plan Update

In response to a question from the Committee, Dan Locke advised that there is no update on approval of the Master Plan, but noted that the 2019 Budget process has begun. The Committee wished to express their continued concern about the deferral of the Airport Plan and associated works from the 2018 Budget.

Resolution # 3

Moved By: Rick Lee

Seconded By: Jeremy Stockmans

THAT the Airport Advisory Committee reiterate to Council the need for the Airport Plan and the importance of the related improvements in the continued growth of the Airport.

Carried

6. Correspondence

None Received

7. Other Business**7.1. Airport Activity Update**

Annette Murray reported that line painting will occur on September 19th from midnight to 8 a.m. A suggestion was made by a Committee member for additional line painting to address a recent issue of taxiing in an inappropriate location.

Annette also reported on the very successful Wings and Wheels event last weekend. From all appearances, it was the most successful event yet.

8. Closed Session

Not required

9. Next Meeting

As the next meeting of the Airport Advisory Committee will be the final one of the Council Term, Committee members are asked to forward any outstanding issues to be either addressed at the meeting or passed on as recommendations to the next Committee.

The next meeting will be held on Wednesday, November 28, 2018 at 5:30 p.m.

10. Adjournment

Resolution # 4

Moved By: Rick Lee

Seconded By: Jeremy Stockmans

THAT the Airport Advisory Committee Meeting of September 11, 2018 be adjourned at 6:40 p.m.

Carried



The Corporation of the Town of Tillsonburg

AIRPORT ADVISORY COMMITTEE

November 26, 2018

12:00 p.m.

Tillsonburg Regional Airport Boardroom
244411 Airport Rd., South-West Oxford

MINUTES

ATTENDANCE

Henry Atkinson, Euclid Benoit, Valerie Durston (until 12:45 p.m.), Geoffrey Lee, Rick Lee, John Prno, **Staff:** Annette Murray, Dan Locke **Guests:** Councillor-Elect Deb Gilvesy

MEMBERS ABSENT/REGRETS

Mel Getty, Jeremy Stockmans, Richard Van Maele

1. Call to Order

The meeting was called to order at 12:12 p.m. Euclid Benoit sat as the Chair and John Prno acted as Recording Secretary for the meeting. Chair Benoit announced that as this was the final Committee meeting for the Council term, the primary goal would be to provide a list of outstanding items for consideration and follow-up by the new Committee.

2. Adoption of Agenda

Resolution #1

Moved By: Valerie Durston

Seconded By: Rick Lee

THAT the Agenda as prepared for the Airport Advisory Committee meeting of November 26, 2018, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

None Declared

4. Adoption of Minutes of Previous Meeting

4.1. Minutes of the Meeting of September 11, 2018

Resolution #2

Moved By: Geoff Lee

Seconded By: Henry Atkinson

THAT the Minutes of the Airport Advisory Committee Meeting of September 11, 2018, be approved.

Carried

5. Delegations and Presentations

None

6. General Business & Reports

6.1 Moving Forward

Given the tight timeline existing, Chair Benoit offered to immediately send out the call for new Committee members to the Committee's list of hangar owners and tenants, encouraging interested parties to submit nominations by the November 30th deadline.

Discussion then took place with the Committee members providing the following suggestions for the transition to, and consideration by the new Tillsonburg Airport Advisory Committee (TAAC):

- The Airport Manager continue her past practice of providing an orientation package for the new committee, including copies of recent minutes, this list of items and the most recent maps of potential expansion opportunities.
- Reduce the existing barriers to generating new "immediate" development at the airport. This includes streamlining both internal (Town of Tillsonburg) and external (South-West Oxford and other) approval processes, and creating a formalized step-by-step process map to direct those interested in building on the airport property. This would eliminate any surprises as new development moves forward.
- In the longer term, no item is more critical to the Airport moving forward, than completion of the long awaited Master Plan to support the concept work previously done. In November 2016, Council received Staff **Report OPS 16-31 Airport Comprehensive Review** and subsequently referred the recommendations back to the Airport Advisory Committee. The Committee fully supported the improvements in the Review and recommended the following funding schedule:
 - o Self-Serve Fueling Conversion (2017)
 - o Crack Sealing (2017)
 - o Hydro (Three-Phase Power) Infrastructure Update (2018)
 - o Water System Improvements (2018)

- Woodlot Removal to allow for a 5,000 ft runway (2019)
- Finalize Master Plan (2019)

The fueling conversion, crack sealing and water system improvements were completed during 2017. In December 2017, the Committee was advised that for Budget purposes, the Master Plan would be moved up to consideration in 2018 while the Hydro Infrastructure work would be delayed to 2019. Staff felt that having the Master Plan completed first, was a requirement to better determining future Hydro needs. Despite this change, the Committee was advised in March 2018 that the Master Plan and associated works had been deleted from the 2018 Budget. At that time, the Committee expressed its disappointment of the deferral by resolution and reiterated to Council, “the need for the Master Plan and the importance of the related improvements in the continued growth of the Airport.” A similar resolution was generated at the September 11, 2018 Committee meeting, in anticipation of the 2019 Budget process.

Outstanding at the present time are the following capital work items, critical to ongoing development of the Airport:

- Finalize Master Plan
- Hydro Infrastructure Update
- Woodlot Removal to allow for a 5,000 foot runway

7. Correspondence

None

8. Other Business

8.1. Fueling Costs

In response to a Committee member's question about the difference in fuel cost between the Tillsonburg and St. Thomas airports, Annette Murray confirmed that there has been no change to the airport's “profit margin”. Fuel costs change constantly and Tillsonburg is traditionally among the lowest cost airports. For whatever reason, e.g., greater volume purchases, etc., this year St. Thomas has been able to provide significantly lower prices, and has certainly attracted business. Fuel sales are down approximately 15% in Tillsonburg, but this could also be due to a poor weather flying season this year. There have also been issues with the self-serve fueling facility which may be impacting sales. A poll of area airport fuel costs was distributed showing that Tillsonburg remains among the lowest cost airports. Annette continues to work with the

fuel facility provider to improve reliability, and will continue to monitor fuel prices and consumption for the Committee.

8.2. Miller Hangar Update

In response to a Committee member's question about apparent lack of progress on the Miller Hangar, Dan Locke indicated that Staff continued to monitor the situation and work with Mr. Miller on completion of the hangar. A second committee member noted that there appeared to be work being done after hours inside the hangar on a daily basis.

9. Closed Session

None

10. Next Meeting

Chair Benoit and Dan Locke thanked the Committee members for their commitment over the past four years, with a special mention to Henry Atkinson who has announced his departure from the Committee after more than twenty years! In his parting comments, Henry expressed his ongoing concern that the lack of a completed Master Plan has been used by Council to prevent interested parties from building at the Airport. He expressed optimism that the new Council would see the benefits of additional development at this important Town asset. The Master Plan, whether completed or not, should always be considered a guide to airport development, allowing for flexibility when opportunities arise.

The membership, as well as date and time of the next meeting of the renamed Tillsonburg Airport Advisory Committee will be announced at a future date.

11. Adjournment

Resolution #3

Moved By: Henry Atkinson

Seconded By: Geoff Lee

THAT the Airport Advisory Committee Meeting of November 26, 2018 be adjourned at 1:05 p.m.

Carried



**Heritage, Beautification and
Cemetery Advisory Committee**

December 6, 2018

9:00 a.m.

Annex Board Room, 200 Broadway, 2nd Floor

MINUTES

Present:

Penny Esseltine, Corey Hill, Robert Marsden, Christine Nagy, Sue Saelens, Marian Smith, Maurice Verhoeve, Paul Wareing.

Absent with Regrets:

Paul DeCloet, Ken Butcher, Reg Butcher.

Also Present:

Amelia Jaggard, Donna Wilson.

1. Call to Order

The meeting was called to order at 8:59 a.m.

2. Adoption of Agenda

Resolution #1

Moved By: Marian Smith

Seconded By: Sue Saelens

THAT the Agenda as prepared for the Heritage, Beautification & Cemetery Advisory Committee meeting of December 6, 2018, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

4. Adoption of Minutes of Previous Meeting

Proposed Resolution #2

Moved By: Christine Nagy

Seconded By: Sue Saelens

THAT the Heritage, Beautification & Cemetery Advisory Committee Meeting Minutes of August 9, 2018, be approved.

Carried

5. General Business & Reports

5.1. House numbers

Presentation from Laurel Beechey on October 4, 2018 regarding the look of the house number plaques. There was no quorum of the committee.

The Tillsonburg Century Plaque Program will remain as approved by Council.

Motion:

Moved By: Paul Wareing

Seconded By: Christine Nagy

THAT a sample of the Tillsonburg Century Plaque be ordered for promotional use.

Carried

Motion:

Moved By: Penny Esseltine

Seconded By: Christine Nagy

THAT the committee request staff to launch the program in the new year;

AND that committee look to do a media release and a promotion of this program at Paul Wareing's house and to invite the Mayor.

Carried

5.2. New Terms of Reference

Staff will be proposing to Council to dissolve the Heritage, Beautification, and Cemetery Committee. Two committees are being proposed which would split the mandate of the dissolved Heritage, Beautification, and Cemetery Committee, these are:

- Cultural, Heritage and Special Awards Committee
- Parks, Beautification and Cemeteries Advisory Committee

The Committee is in support of the proposed changes to the committee structure and the proposed terms of reference for each.

The committee discussed the Memorial Park Revitalization Advisory Committee mandate in terms of how it inter relates to Parks committee. The Memorial Park Revitalization Advisory Committee should share information with the Parks, Beautification and Cemeteries Advisory Committee for advice/ input. The committee suggests that the Terms of Reference should read, "Liaise with other organizations and Committees to promote Tillsonburg's parks and green spaces."

5.3. Review Committee Goals 2015-2018

1. Accomplished.
2. Accomplished.
3. Accomplished.
4. Did not happen.
5. Accomplished, ongoing.
6. Accomplished.
7. Accomplished, ongoing.
8. Did not pursue this. Some anti-littering initiative.
9. Accomplished.

5.4. Winter urns/planters

Winter planter initiative with the Horticultural Society sold 82 planters around town; over 50 shops and businesses participated. The plan is to do a four season program starting in March 2019. \$125 for four seasons. Each season the planter would be removed and replaced, the only responsibility of the business would be to water the plant(s).

5.5. Columbarium

A new columbarium is being proposed within the 2019 capital business plan/budget requests. The location for a new columbarium has not currently been determined.

6. Next Meeting

January 10, 2018 at 9:00 a.m. Book new Board Room.

7. AdjournmentResolution #3

Moved By: Marian Smith

Seconded By: Sue Saelens

THAT the December 6, 2018 Heritage, Beautification & Cemetery Advisory Committee meeting be adjourned at 9:40 a.m.

Carried



The Corporation of the Town of Tillsonburg

Museum Advisory Committee

Thursday, December 20, 2018

4:30 pm

Program Room- 2nd floor Annandale NHS
30 Tillson Ave., Tillsonburg

MINUTES

ATTENDANCE

Bob Marsden, Patty Phelps, Marianne Sandham, Dianne MacKeigan, Mary Lou Sergeant

MEMBERS ABSENT/REGRETS

Chris Rosehart

1. Call to Order

The meeting was called to order at 4:30 pm

2. Adoption of Agenda

Moved By- Mary Lou Sergeant

Seconded By- Marianne Sandham

Proposed Resolution # 1

THAT the Agenda for the Museum Advisory Committee meeting of December 20, 2018, be adopted as circulated Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof- none

4. Adoption of Minutes of Previous Meeting

4.1. Minutes of the Meeting of October 25, 2018

Moved By: Marianne Sandham

Seconded By: Mary Lou Sergeant

Proposed Resolution # 2

THAT the Minutes of the Museum Advisory Committee Meeting of November 22, 2018 be approved. Carried

5. Delegations and Presentations-none

6. General Business & Reports

6.1. Financial- \$128,151.89

6.2. Tour Guides- Guides covered Christmas events and tours.

6.3. Curator's Report- The Curator's report was circulated and included the following highlights:

1. A busy December to date. Open House weekend slower than normal.
2. Batteries Not Included exhibit has been a hit with visitors.
3. More sales this month from the Corner Gallery has netted museum a commission of \$945.00- YTD.
4. Museum will be closed December 24,25,26 and December 31 and January 1.
5. There were 32 class visits this year from K-Gr.8
6. All 45 charcuterie boards sold.
7. New souvenir mugs have arrived with 30 sold to date.
8. Draw for rocking horse and painting on Dec. 19 with George Way winning the rocking horse and Irene Anderson, the painting. Proceeds for the raffle-\$1,167.00
9. A cheque in the amount of \$3000.00 was received from the Clark family foundation and has been deposited in the Annandale House Trust
10. Members are reminded of the Mayor's Levee on Jan. 6 from 2:00 to 4:00 pm

Moved by Mary Lou Sergeant

Seconded by Marianne Sandham

Proposed Resolution # 3 THAT the reports be adopted as circulated.

Carried

7. Correspondence- none

8. Other Business-

1. Budget- Round one is underway

9. Closed Session

10.Next meeting- Thursday January 24, 2019

11.Adjournment

Moved by Mary Lou Sergeant

Proposed Resolution #4

THAT the museum advisory committee meeting be adjourned at 5:15 pm



**LONG POINT REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS MINUTES of November 19, 2018
Approved January 9, 2019**

Members in attendance: Dave Beres, Doug Brunton, Wayne Casier, Michael Columbus, Noel Haydt and John Scholten
Staff in attendance: J. Maxwell, L. Minshall, B. Colman and D. McLachlan
Regrets: Leroy Bartlett, Robert Chambers, Roger Geysens, Craig Grice, and David Hayes

The LPRCA Chair called the meeting to order at 6:30 pm Monday, November 19, 2018 in the Tillsonburg Administration Office Boardroom.

ADDITIONAL AGENDA ITEMS

None

DECLARATION OF CONFLICTS OF INTEREST

None

MINUTES OF PREVIOUS MEETINGS

MOTION A-198/18 moved: D. Beres seconded: N. Haydt

THAT the minutes of the Board of Directors Regular Meeting held November 7, 2018 be adopted as circulated.

CARRIED

MOTION A-199/18 moved: J. Scholten seconded: D. Brunton

THAT the minutes of the Budget Meeting held November 9, 2018 be adopted as circulated.

CARRIED

BUSINESS ARISING

None

REVIEW OF COMMITTEE MINUTES

a) Audit and Finance Committee Meeting – October 30, 2018

The Board was disappointed with the investment performance over the last few years

FULL AUTHORITY COMMITTEE MEMBERS

Leroy Bartlett, Dave Beres, Doug Brunton, Wayne Casier, Robert Chambers,
Michael Columbus, Roger Geysens, Craig Grice, Noel Haydt, David Hayes, John Scholten

and requested a review of the types of investments, the investment fees and the commercial investors.

MOTION A-200/18

moved: D. Beres

seconded: J. Scholten

THAT the minutes of the Audit and Finance Committee Meeting held October 30, 2018 be adopted as circulated.

CARRIED

CORRESPONDENCE

None

DEVELOPMENT APPLICATIONS

a) Staff Approved applications

Staff approved nine applications since the last meeting. LPRCA-207/18, LPRCA-220/18, LPRCA-221/18, LPRCA-222/18, LPRCA-223/18, LPRCA-226/18, LPRCA-227/18, LPRCA-228/18 and LPRCA-229/18.

MOTION A-201/18

moved: W. Casier

seconded: N. Haydt

THAT the Board of Directors receives the Staff Approved Section 28 Regulation Applications report dated November 19, 2018 as information.

CARRIED

NEW BUSINESS

a) DEER CREEK DAM FENCING

New fencing is required at the Dam as per the LPRCA Dams Safety Review completed in 2014. The fencing for Deer Creek and Backus were in the 2018 budget and received partial funding through the Water Erosion Control Infrastructure Program (WECI). Fencing at Backus was completed earlier this year. Staff requested proposals from three local contractors and two quotes were received. Both quotes were more than the budgeted amount.

MOTION A-202/18

moved: D. Brunton

seconded: W. Casier

THAT the LPRCA Board of Directors accepts the proposal submitted by Armour Fencing & Railing Inc. for the replacement and addition of fencing at the Deer Creek Dam for a total cost of \$25,780.14 plus HST, and

FULL AUTHORITY COMMITTEE MEMBERS

Leroy Bartlett, Dave Beres, Doug Brunton, Wayne Casier, Robert Chambers, Michael Columbus, Roger Geysens, Craig Grice, Noel Haydt, David Hayes, John Scholten

THAT \$4,903.63 be allocated from surplus funds in subcontractors for preventative dam maintenance.

CARRIED

MOTION A-203/18

moved: N. Haydt

seconded: R. Geysens

THAT the LPRCA Board of Directors does now enter into a closed session to discuss:

- *a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, 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;*
- *a trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value;*

CARRIED

MOTION A-204/18

moved: J. Scholten

seconded: D. Brunton

THAT the LPRCA Board of Directors does now adjourn from the closed session.

CARRIED

MOTION A-205/18

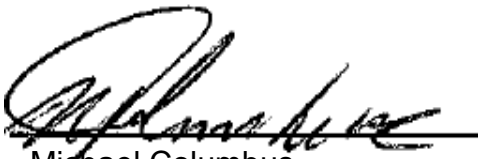
moved: W. Casier

seconded: D. Beres

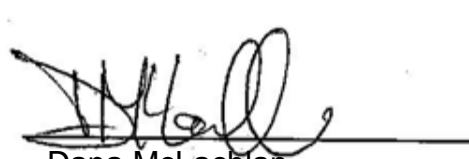
THAT the LPRCA Board of Directors accepts the tender submitted by Townsend Lumber Inc. for marked standing timber at the Mason-Buchner Tract – LP-308-18 for a total tendered price of \$39,125.

CARRIED

The Chair adjourned the meeting at 7:05pm.



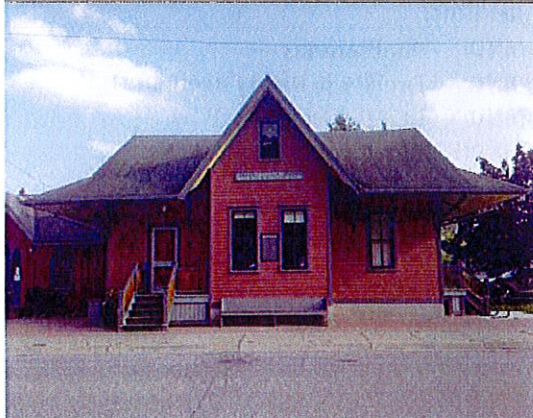
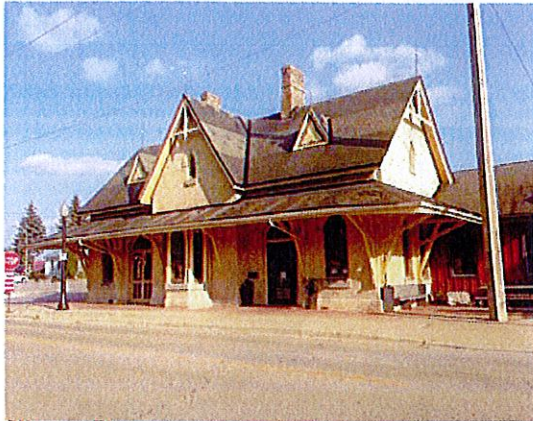
Michael Columbus
Chair



Dana McLachlan
Administrative Assistant

FULL AUTHORITY COMMITTEE MEMBERS

Leroy Bartlett, Dave Beres, Doug Brunton, Wayne Casier, Robert Chambers,
Michael Columbus, Roger Geysens, Craig Grice, Noel Haydt, David Hayes, John Scholten



Station Arts Centre Building Condition Assessment Report

Prepared for:

The Corporation of the
Town of Tillsonburg
Station Arts Centre
41 Bridge Street, West
Tillsonburg, Ont.
N4G 5P2

Prepared by:

a+LiNK Architecture Inc.
126 Wellington Road
London, Ont.
N6C 4M8

t: 519.649.0220

www.aLiNKarch.ca

Draft REPORT

20 November, 2018

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Executive Summary

Respectfully submitted,

The Station Arts Centre is an amalgamation of two historic railway stations, the Great Western Railway Station (GWR) circa 1879 on the eastern end is original to the site and the west building Tillsonburg Lake Erie Pacific Railway Station (TLEPR) circa 1896 was relocated to this site in the mid 1990's. The interconnecting main gallery addition was constructed in 1995. Both stations have been historically designated under Part 1V, of the Ontario Heritage Act and locally considered a heritage structure. It is recommended that procedures be established to maintain the heritage fabric now and in the future.

Generally, the building is in sound condition and appear to be reasonably maintained. However, there were some observed structural and maintenance deficiencies that will require immediate repairs.

The most problematic issue of the facility is in regards to the fire and life safety building code infractions of the basement. As previously reported there are no fire separations and no proper exits from the basement. The basement has been determined to be unfit for occupancy and has been closed to public use. Significant repairs will be required to upgrade the basement before occupancy can be permitted. See separate fire and life safety report and cost analysis.

Further, and unfortunately, the usual long term maintenance items on this building are coming due for replacement at the same time. The roofing, all furnaces, and water heater equipment have reached their life expectancy and replacement should be expected for each in the near future.

In closing, it is recommended that a professional architect be retained to assist in preparing a program of repairs to bring the building to a usable condition.

Station Arts Centre

Building Condition Assessment Report

a+LINK Project No. 1831, 14 November 2018 DRAFT

Consultants

Architectural & Heritage:

a+LiNk Architecture Inc.
126 Wellington Rd
London, Ontario N6C 4M8
T: (519) 649-0220

Structural:

Gray & Fick LTD Consulting Structural Engineers
309 Consortium Court
London, ON N6E 2S8
T: (519) 681-6475
F: (519) 681-1248

Mechanical / Electrical:

Callidus Engineering
9 – 1385 North Rutledge Park
London, Ontario N6H 5N5
T: (519) 472-7640
F: (519) 471-9239

List of Resources

1. Standards and Guidelines for Conservation of Historic Places in Canada. Parks Canada, Second Edition 2010.
2. Ontario Building Code 2012. Ministry of Municipal Affairs and Housing. Building and Development Branch. Updated January 15th, 2015.
3. Ontario Building Code 1986. Ministry of Municipal Affairs and Housing. Building and Development Branch. Updated April 3rd, 1989.
4. Ontario Fire Code 2007. Ministry of Community Safety & Correctional Services. Updated January 2014.
5. A review of the drawings and documents as provided by the owner include the following:
 - a. Record Drawings, prepared by Jade Engineers Inc., dated 2011.05.12.
 - b. Application for Building Permit, Town of Tillsonburg, dated 1994.04.25.
 - c. Emergency plan maps, main floor & lower levels.
 - d. Roof Inspection Reports, prepared by Garland, dated 2015.02.11, 2017.10.09.
 - e. Roof Inspection Report, prepared by Garland, dated.
 - f. Heritage Designation Bylaw TLEPR Station 1994.
 - g. Summary of renovations and repairs 1982 to 2018, prepared by Station Arts Centre.

1.0 Introduction

1.1 Objectives of Assessment

a+LiNK Architecture Inc was retained by the Town of Tillsonburg to prepare a building condition survey and maintenance plan for the Station Arts Centre. The facility is a municipally owned heritage building.

The condition survey was intended to identify those building components that are currently in need of repair or replacement as well as those items that are expected to require work within the next few years.

1.2 Description of Building

In order to distinguish between the various buildings at this site we have used the following designations where ever possible:

1. Heritage Building 1 – GWR, (Great Western Railway Station, the east building.)
2. Heritage Building 2 – TLEPR, (The west building, Tillsonburg Lake Erie Pacific Railway Station.)
3. 1995 Addition, (The center Main Gallery building.)

The Station Arts Centre is an amalgamation of two historic railway stations, one which was relocated to this site. The Great Western Railway Station (GWR) on the eastern end is original to the site and the west building Tillsonburg Lake Erie Pacific Railway Station (TLEPR) was relocated to this site in the mid 1990's. The interconnecting main gallery addition was constructed in 1995.

The GWR station constructed in circa 1879 is a wood and masonry building following the Gothic Revival architectural style. The building sits on the original stone masonry foundation. The station has received substantial restoration, alterations, and repairs since 1982. However, the building is locally designated as a Tillsonburg Heritage Site.

The TLEPR station constructed in circa 1896 of wood frame and wood siding. It is a simplified gothic revival architectural style but without the traditional pointed arched window treatment. The building was relocated to this site and sits on a poured concrete foundation.

The interconnected space between the two stations functions as the main gallery. The addition constructed in 1995 of wood frame and siding and sits on a concrete block unit masonry foundation. The addition was built in an architectural style that attempts to be sympathetic to the gothic revival style of the TLEPR station.

Building Data:

Building area:	3806 Sq.Ft. (353 m ²)
Gross floor area:	
Basement:	1789.2 Sq.Ft. (166 m ²)
First Floor:	3806.6 Sq.Ft. (353 m ²)
Total:	5595.8 Sq.Ft. (519 m ²)
Occupancy:	Office, OBC, Group A2

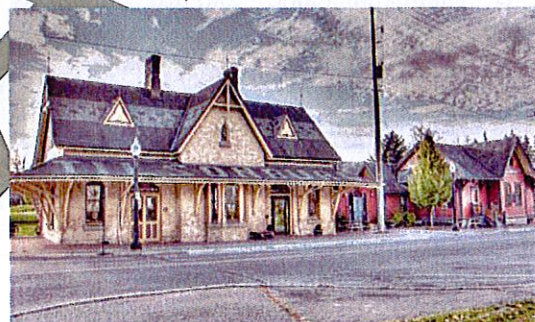


Figure 1, North elevation.¹

1.3 Scope of Work

a+LiNK performed a building review with Gray & Fick, Consulting Structural Engineers, and Callidus Engineering, Mechanical and Electrical Engineers to assess the current condition of the building. This report contains the observations and recommendations.

¹ Photo from: <https://www.stationarts.ca/history-of-the-station?lightbox=dataptem-ijdd3umx>

The scope of work included the following:

- visual onsite review of the current condition of the building.
- assessment to identify obvious areas of concern.
- preliminary observation and comment regarding the architectural, structural, HVAC, and electrical systems.
- photographic record of onsite review.
- recommendations for stabilization and repairs.

Specific areas of interest highlighted in this report, as applicable, are as follows;

- i) Roof(s)
- ii) Chimney(s)
- iii) Eaves + Downspouts
- iv) Walls Above Grade
- v) Doors + Windows
- vi) Insulation
- vii) Foundation Walls
- viii) Structural Condition
- ix) Heating/ Ventilation Systems
- x) Plumbing System
- xi) Electrical System
- xii) Barrier Free
- xiii) Interior & Exterior Finishes
- xiv) Life Safety

Findings presented in this report are based on a visual review of the building at the time of site visit. No destructive testing was implemented. The Town of Tillsonburg acknowledges that deficiencies may exist in areas not referenced in this report which could have been visually hidden or inaccessible at the time of the review. Where recommended, the need for further destructive testing has been highlighted in this report. a+LiNK Architecture Inc. and their consultants cannot be considered liable for any costs incurred by the consequent discovery of deficiencies identified after the completion of this assessment.

2.0 Methodology

Station Arts Centre

Building Condition Assessment Report

a+LiNK Project No. 1831, 14 November 2018 DRAFT

2.1 Assessment Team

Completion of this assessment involved the collaboration of numerous technical experts, city representatives and end users. The project team included the following firms:

Architectural: a+LiNK Architecture Inc.

Heritage: a+LiNK Architecture Inc.

Structural: Gray & Fick LTD Structural Eng.

Mechanical: Callidus Engineering Limited

Electrical: Callidus Engineering Limited

2.2 Available Documentation

Our approach to this collaborative effort consisted of the following;

- a) A review of the drawings and available documentation as provided by the client, See List of Resources above.
- b) Site visits to 41 Bridge Street, Tillsonburg, Ontario were carried out on September 18th, 2018 at 1:00 pm to conduct a general review of the existing conditions of the building.

2.3 Costing Methodology

Cost estimates have been prepared based on 2018 values.

Recommendations have been made based on present site assessments. Any delay in remediation and/or routine maintenance work will result in inevitable interim failures and increase cost.

3.0 Site Conditions

Description

The building is situated on lands owned by the Town of Tillsonburg and bounded by Bridge Street on the north and Bidwell Street and Coon Alley on the east and west sides respectively. The site is predominately landscaped with hard surface, brick pavers and concrete, materials on the north and east sides. There is some grassed areas on the west and south sides of the building. There is no onsite parking lots.

The site appears to be relatively flat and the grading of the entire area has been raised approximately 6 – 8" from its original grade level. The brick paver sidewalk on the north rises minimally to create a level barrier free entrance at the GWR station and appears to be above the foundation line of that building. The addition and TLEPR station are accessed by elevated stairs at their entrances. The planter areas on the north side of the main gallery addition is also above the top of foundation and the wood siding is buried into the dirt.

There are two catch basin drains along the south side which are maintained by the town. The roof rain water leaders are connected underground. It is assumed that the underground drains are connected to the storm water system. No ponding water was observed at the time of visit.

There is no delineated barrier free path of travel to the barrier free entrance.



Figure 2, Current grading south side.



Figure 3, Original grading levels.²

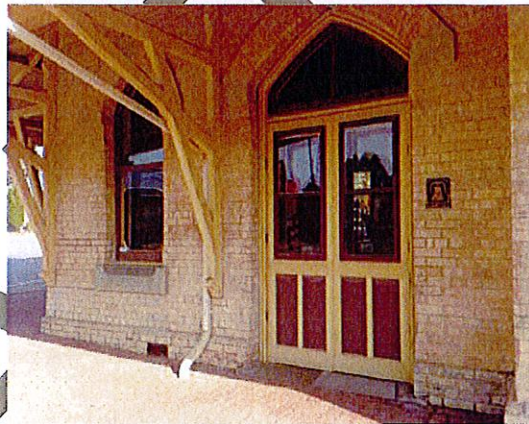


Figure 4, Current grading north side.

Condition and Recommendations

3.1 Grading north side: although rather shallow, the grading on the north side appears to slope away from the building. However, the grading is above the top of foundation and the crawlspace vents at the GWR station are buried below grade.

- a) Recommend – provide a detailed topographical survey of the entire property including underground services and utility locates.
- b) Recommend – provide destructive investigation below grade to ascertain the condition of the foundation walls. See section 4.8 Foundation walls.

² Photo from: <https://www.stationarts.ca/history-of-the-station?lightbox=dataitem-ijdd3umz>.

- c) Recommend – provide areaways with grating covers for the crawlspace vents.
- d) Recommend – lower grade inside basement window wells to a minimum of 6" below window sill.

3.2 Grading south side: The grading on the south side is above the top of foundation and the wood siding is buried into the dirt at some locations.

- a) Recommend – Cut and regrade to below the top of foundation and slope away from building.

4.0 Building Envelope

4.1 Roof(s)

Description

The roof is predominately asphalt shingles applied over a wood substrate on all three buildings. The asphalt shingles on the GWR station are patterned after the original slate shingles which were removed in 1995.

It was reported that the current roof was installed in approximately 1995 and has had some repairs and partial replacement in isolated areas to address leak issues. It was reported that there are currently three (3) known roof leaks.

The roofing system has exceeded its life expectancy and should be replaced and a series of recent roof inspection reports, prepared by others, confirm that replacement of the entire roofing membrane system is required.

Rotted wood deck and other structural deficiencies were observed in the roof decking and structural supports in both stations. There were observed open holes in the gable ends of the TLEPR station which will require further investigation to determine the appropriate repairs. The exterior corners of the canopy roof on the GWR station have sagged significantly and the corner brackets have separated from the wall. See section 5.0 Structural Condition below.

There are areas of observed rot in the roof fascia boards. However, the full extent is not known. It is recommended that all roof fascia boards and trim be examined during the roof replacement.



Figure 5, Sagging canopy roof and deteriorate shingles.



Figure 6, Exposed deck boards no drip flashings.

Condition and Recommendations

4.1.1 Roofing membrane system:

- a) Recommend – Remove and replace entire roofing membrane system with new.
- b) Recommend – Restructure the south gallery addition roof to eliminate the flat roof area.
- c) Recommend – Reinstall the slate roofing to match the original to maintain the heritage integrity.

- d) Recommend – Provide new drip edge flashings.
- e) Recommend – Provide dutchman repair for rotted fascia boards.
- 4.1.2 Roof Framing & Gable ends:
 - a) Recommend – Remove and replace rotted wood framing and repair deficiencies. See section 5.0 Structural Condition below.
 - b) Recommend – Repair open holes in gable ends of TLEPR.
- 4.1.3 Roof ventilation: The heritage roofs do not have adequate air ventilation in the attics.
 - a) Recommend – design and install new attic ventilation strategy.

4.2 Chimney(s)

Description

There are two (2) decorative heritage masonry chimneys on the GWR station. They protrude through the centre of the roof ridge and are located on either side of the north gable.

The chimneys appear to have been reconstructed at some point. The current chimneys deviate from the photographs (circa 1960) received from the owner. This office cannot ascertain if the current chimneys conform to their original heritage style at this time.

It could not be confirmed if the chimneys are open flue or vented at the time of visit. The summary of repairs report indicate that the chimneys had been repaired and have received a number of applications of “silicone” treatment since 1999. Silicone is not usually a breathable type material and is not recommended for heritage masonry. It is recommended that the owner confirm the silicone material applied to the chimneys.

Condition and Recommendations

- 4.2.1 Chimneys appear to be in fair condition. Masonry deficiencies: some brick spalling was observed.
 - a) Owner to confirm the silicone material applied to the chimneys.
 - b) Recommend – remove and replace all damaged bricks, assume 24 bricks for each chimney.
 - c) Recommend – repoint all deteriorated mortar joints, quantity is unknown.
- 4.2.2 Chimney Caps: it is recommended to install new metal rain chimney caps to protect from water infiltration. The caps should be vented at the flues.



Figure 7, Heritage Chimney

4.3 Eaves, Gutters + Downspouts

Description

The current gutters and downspouts are standard residential grade prefinished aluminum. In accordance with photographic documents, the original gutters and downspouts were galvanized iron. No gutters were observed on the TLEPR station photographs received. The current downspouts are connected to underground drains. Gutters and downspouts appear to be in fair condition. However, some gutter deformation damage was observed probably from ice damming. The gutters on the GWR station will need to be

removed to allow repairs to the canopy framing and fascia boards. It is not recommended to reinstall removed aluminum gutters and replacement should be considered at that time.

Condition and Recommendations

4.3.1 Gutters & Downspouts:

- a) Recommend – design and install new gutters and downspouts.
- b) Replacement as part of the roof replacement project.
- c) Install new drip edge flashings into gutters.

4.3.2 Wood Fascia Boards and Trim: paint wood trim and boards.

4.3.3 Underground Connections: Confirm the connections to the underground drains and municipal storm sewer.

4.4 Walls Above Grade

Description

Exterior Walls (Heritage Bldg. 1 GWR)

The exterior walls of the heritage GWR station are multiwythe brick masonry. The interior face of the exterior walls incorporate a number of interior finishes including plaster, full height wood plank paneling, and partial height wainscoting in the Bridge Street Gallery. It should be noted that the wainscoting has been modified from the original by removing the T&G wood wainscoting and reinstalling it the reversed position, (rough cut back side facing out).

The exterior masonry is laid up in a “Common – Header Bond” pattern with a header bond course every 4th course and a projecting plinth brick at the base of wall. The original mortar appears to be lime based and the joints have a traditional single bead tooling. Brick arches have tapered (gauged) bricks and decorative cut stone elements at the spring line and keystone locations. The mortar joints in the arches are uniform in width and incorporate a white penciling treatment. This noteworthy treatment should be preserved as a heritage element.



Figure 8, Brick arch with white penciling treatment.

Based on a visual review, the exterior masonry appears to be in fair to good condition. However, there are observed deficiencies including the following:

- a) The brick at the base of the building is unusually smooth and appear to have been ground or sandblasted. It was reported that the base of the building was previously painted and it has been confirmed that the previous paint was removed using sandblasting. The natural fired hardened surface of the bricks have been removed which compromises the original weathering characteristics of the brick against water absorption and consequent spalling. It is recommended that all sandblasted bricks be removed and replaced with new colour matched salvaged bricks.
- b) There is evidence of brick spalling and damage at grade level possibly aggravated by the use of de-icing salts along the sidewalk.
- c) The previous repointing repairs are inconsistent and some are not to heritage preservation standards.
- d) Diagonal cracking and displaced brick may be an indication of a water infiltration or possible foundation problem, further investigation is recommended.

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Figure 9, Deteriorated bricks at base of building.



Figure 10, Diagonal cracking, inconsistent mortar repairs and brick mortar patch.

Exterior Walls (Heritage Bldg. 2 TLEPR)

The exterior walls of the heritage TLEPR station are constructed of wood frame with beveled wood siding exterior and appear to be in fair to good condition. The exterior and interior corners are accented with painted wood trim. The building is painted in a two (2) contrasting colour scheme and off-white soffits.

It appears that there were some siding replacement and the original painted finish has been removed. A portion of original siding with original finish appears to have survived inside the connection with the main gallery. This siding should be preserved as a heritage element.

The original interior finish of exterior walls has been removed and replaced with gypsum wall board.

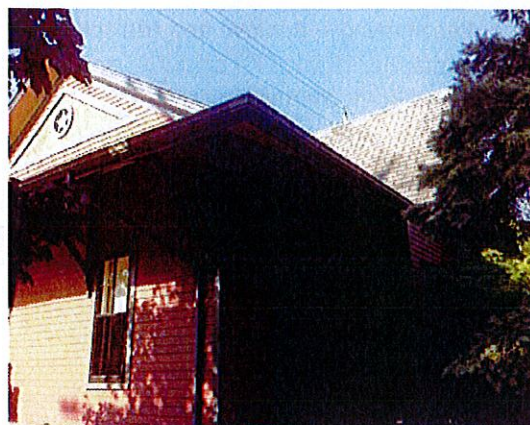


Figure 11, West wall of TLEPR station.

Exterior Walls (1995 Addition)

Exterior walls of the addition are wood framed stud walls with board and batten siding. There are a few random cracks in the board siding and evidence of previous repair patches. It appears that an opaque penetrating stain was used on the siding. The interior face of the exterior walls are clad with gypsum wall board.



Figure 12, Previous patches on siding (1995 Addition).

Condition and Recommendations

4.4.1 Masonry Walls GWR:

- a) Recommend – Confirm method of paint removal.
- b) Recommend – Provide destructive investigation of foundation condition.

- c) Recommend – Remove and replace damaged face brick and inconsistent mortar repairs.
 - d) Recommend – provide routine maintenance.
- 4.4.2 Wood Walls TLEPR:
- a) Recommend – provide routine maintenance and painting.
- 4.4.3 Wood Walls (1995 Addition):
- a) Recommend – provide routine maintenance and painting.

4.5 Doors + Windows

Description

Heritage Building 1, (GWR)

Doors:

The existing painted heritage doors on the exterior north side of the station are paired wood style and rail doors with inset raised panels and decorative bolelection mouldings. The doors currently swing into the building and are mounted on a solid wood frame with a single pane glazed transom. The doors appear to be functional and in fair to good condition.

The east doors are half glazed and have a pair of half glazed wood style and rail storm doors on the exterior side. The eastern pair of doors is identified as an emergency exit on the emergency plan map. However, there is no illuminated exit sign at this door and the dead bolt locks and required special knowledge to open the doors may prohibit this door as acting as an exit. Further review of the exiting strategy from the building is recommended.

The west door has a new fully glazed aluminum door, swing out, with a glazed side light on each side. This door and frame is installed on the exterior side of the heritage wood doors and has a functional barrier-free operator. It is recommended that the heritage doors be fixed in the open position for display purposes only.



Figure 13, West heritage doors.

Doors on the south side of the building have been removed. The west door frame and transom remains in place. However, the east door, frame, and transom have been removed and filled in with brick.

Condition and Recommendations – (GWR) Doors

4.5.1 Doors General:

- a) Recommend - Review the exiting strategy for the building.
- b) Recommend – provide routine maintenance and painting.

4.5.2 East Doors:

- a) Recommend - Review the exiting strategy for this door.

4.5.3 West Door:

- a) Recommend – Heritage doors to be fixed open.

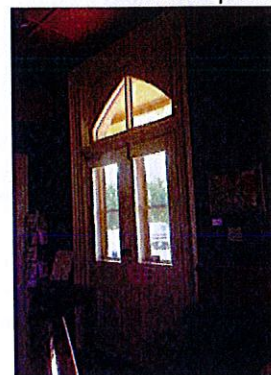


Figure 14, East heritage doors.

Windows:

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The existing heritage windows are single pane glazed hung windows with wood style and rail sashes set into painted wood frames. The window units on the ground floor have single glazed wood storms screw fastened to the exterior side. The windows and storm units appear to be in fair to good condition.

The window units are non-functional and have been painted shut. It was reported that the storm units are removed seasonally for window maintenance and cleaning.

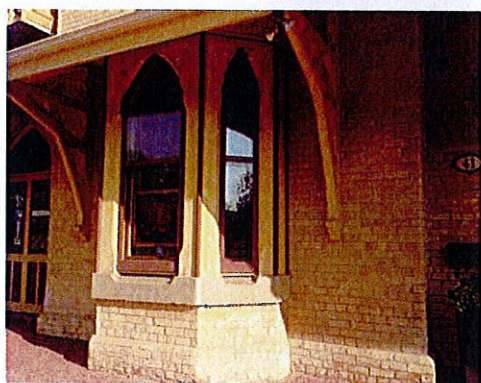


Figure 15, Typical window units.

There are glazed wood sash window units in the gable ends of the attic set in masonry openings. These windows appear to have been modified from the original. There are numerous holes and gaps around the frame perimeter and in the fixed sashes. The sashes are secured to the wood frame with bent ardox nails. A more suitable anchoring device is recommended.

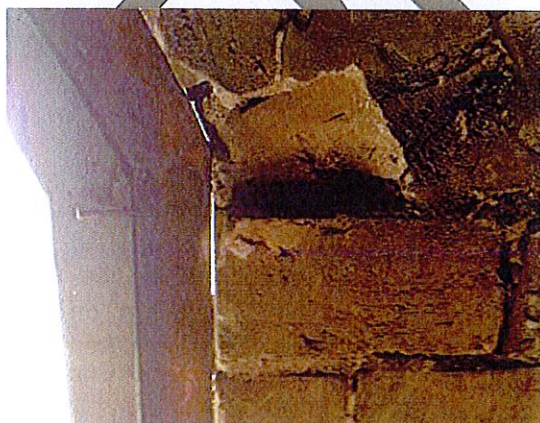


Figure 16, Attic windows (GWR).

Condition and Recommendations – (GWR) Windows

4.5.4 Windows General:

- a) Recommend - provide routine maintenance and painting.

4.5.5 Attic Windows:

- a) Recommend – Provide perimeter caulking around window frame.
- b) Recommend – Provide new anchoring device for sashes.

Heritage Bldg. 2 (TLEPR)

Doors:

The exterior doors and a few interior doors in the TLEPR station are wood style and rail construction with flat recessed panels. The doors would be considered heritage elements. The other doors are residential grade replacement doors.

The exterior exit doors currently swing into the building and are mounted on a solid wood frame and have a wood storm door with two glazed panels. The storm doors swing to the outside. The doors appear to be functional and in fair to good condition.

The West exterior door is currently designated as an exit, it is however, blocked with stored materials preventing access to the door. This door is to be immediately cleared in the short term while the overall fire and life safety strategy for the entire facility is established. See separate fire and life safety report prepared by this office.

Condition and Recommendations – (TLEPR) Doors

4.5.6 Doors General:

- a) Recommend - provide routine maintenance and painting.
- b) Maintain clear unobstructed travel paths to all exit doors.

4.5.7 West Exit Door: Recommend - Review the exiting strategy for this door.



Figure 17, West exit door and stairs (TLEPR).

Windows:

The existing heritage windows are single pane glazed hung windows with wood style and rail sashes set into painted wood frames. The window units on the ground floor have single glazed wood storms secured in place with butterfly clips on the exterior side. The windows and storm units appear to be in fair to good condition. Some minor localized glazing putty replacement and painting is required.

The window units are non-functional and have been painted shut. Lifting hardware has been removed or disabled. It was reported that the storm units are removed seasonally for window maintenance and cleaning.

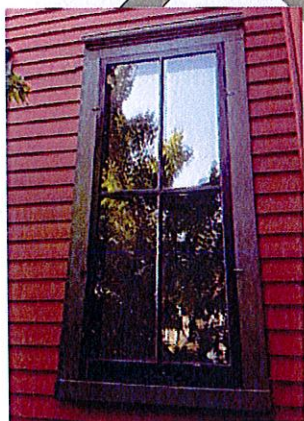


Figure 18, Typical window (TLEPR).

The attic windows are a wood sash hung type unit but appear to be fixed in place. The windows are single pane glass without storm windows. The attic windows are in fair condition with some minor wood rot developing at the glazing seat particularly at the meeting rails and sills.



Figure 19, Meeting rail of attic window.

Condition and Recommendations – (TLEPR) Windows

4.5.8 Windows General:

- Recommend - provide routine maintenance and painting.
- Provide localized glazing putty repairs.

4.5.9 Attic Windows:

- Recommend – Repair rotted wood trim and stops.
- Apply liquid epoxy treatment to wood rot areas and treat entire window with Alback linseed oil.

Main Gallery, (1995 Addition)

Doors:

The door on the north elevation is a wood style and rail door with inset raised panels and decorative bolection mouldings. The doors currently swing out and are mounted on a solid wood frame with a single pane glazed side lights on each side. The door appear to be functional and in fair to good condition.

Windows:

The windows on the north side of the gallery are wood sash arched top double glazed modern window units and appear to be in fair to good condition.

The windows on the south side are square wood sash double glazed modern units with exterior insect screens. These windows appear to be in fair condition. Water staining and sill deterioration was observed on a number of windows and will need to be monitored for long term performance.

Condition and Recommendations –
(Gallery Addition) Windows

4.5.10 Windows General:

- a) Recommend - provide routine maintenance and painting.



Figure 20, Water staining and sill deformation.

4.6 Exterior Stairs & Landings

Description

There are three (3) raised porches and stairs two on the TLEPR station and one at the main gallery addition. None of the raised landings are original to the building and have no heritage significance.

The stairs, railings, and landings are of wood frame construction and appear to be in fair to good condition.

Condition and Recommendations

4.6.1 Exterior Stairs & Landings:

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- a) Recommend - provide routine maintenance and painting.

4.7 Insulation

Description

Typically, thermal insulation is applied to the exterior walls and roofs of a building to improve the thermal performance of the assembly to reduce energy consumption and the resulting heating and cooling costs. Foundation wall, exterior walls above grade, and roofs are typically insulated to improve the building envelope.

Heritage Building 1, (GWR)

Insulation was not observed and it is not known if the foundation walls or exterior walls are insulated. It was observed that the attic has 4" R12 fiberglass batt insulation installed over the ceiling but without a vapour barrier. However, numerous gaps and displaced batts were observed.

Adding additional insulation is an effective means of improving heat loss through the roof. The existing attic ventilation is insufficient and it is recommended that a ventilation strategy be reviewed and implemented as part of the new roofing project.

Adding insulation to the walls above grade would require the removal and replacement of interior finishes. Perform a cost benefit analysis to determine if adding additional insulation to the walls would be recommended.

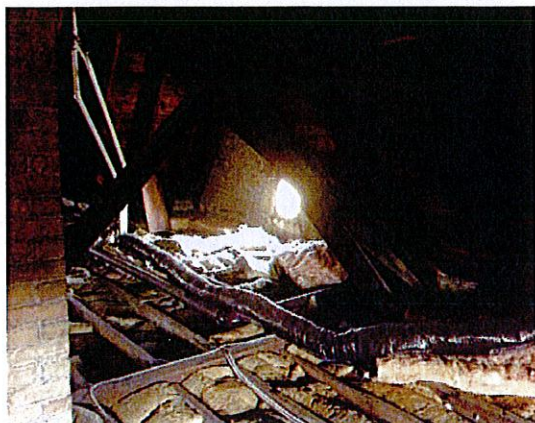


Figure 21, GWR station attic.

Heritage Building 2, (TLEPR)

Insulation was not observed and it is not known if the basement walls or exterior walls or roof are insulated. Some unknown quantity of insulation was observed in isolated areas of the attic.

Adding additional insulation is an effective means of improving heat loss through the roof. The existing attic ventilation is insufficient and it is recommended that a ventilation strategy be reviewed and implemented as part of the new roofing project.

Adding insulation to the walls above-grade would require the removal and replacement of interior finishes. Perform a cost benefit analysis to determine if adding additional insulation to the walls would be recommended.

Main Gallery, (1995 Addition)

Insulation was not observed and it is not known if the foundation walls or exterior walls are insulated. No documentation was received to indicate if insulation was installed in the walls of the 1995 gallery addition, although it would have been required by the Ontario building code at the time of construction. It was observed that the attic has 6" R15 fiberglass batt insulation installed over the ceiling but with a polyethylene vapour barrier.

Condition and Recommendations

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- 4.7.1 Heritage Bldg. 1 (GWR):
 - a) Recommend – Perform cost benefit analysis for additional insulation.
 - b) Provide new attic ventilation and vapour barrier.
- 4.7.2 Heritage Bldg. 2 (TLEPR):
 - a) Recommend – Perform cost benefit analysis for additional insulation.
 - b) Provide new attic ventilation and vapour barrier.
- 4.7.3 Main Gallery, (1995 Addition)
 - a) Recommend – Perform cost benefit analysis for additional insulation.
 - b) Provide new attic ventilation.

4.8 Foundation Walls

Description

See sections: 4.7 Insulation, 5.0 Structural Condition

5.0 Structural Condition

5.1 Functional Statement

The structural review is based on visual observations with no destructive measures and would be limited due to existing finishes, unless noted otherwise.

5.2 Heritage Bldg 1 (GWR)

5.2.1 Chimney (west side)

Condition and Recommendations

5.2.1.1 From ground level, the west side chimney projecting above the roof was observed with spalled masonry facings. See section 4.2 above.

5.2.1.2 Masonry repairs and/or replacement should be provided to deter moisture migration and further spalling. To ensure structural stability, the use of booms or lifts should be undertaken to thoroughly examine the chimney condition up close.

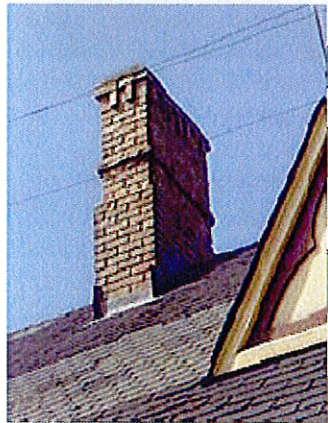


Figure 22, West chimney GWR station.

5.2.2 Attic Space

Condition and Recommendations

5.2.2.1 The attic (roof) framing consists of:

- 2"x8" roof rafters at 30" o.c.
- 2"x8" ridge and valley boards

- 7"x7" timber mid-purlins

- timber roof trusses (inc. steel rod vertical web)

- 2"x6" ceiling joists @ 16" o.c. bearing on exterior east and west walls and between trusses.

- All members are rough cut and full sized

Attic (roof) framing appeared to be in sound condition. One location was observed with a missing web member in the trusses. (See attached sketch SK1-1 for location.)

5.2.2.2 Missing truss web should be replaced immediately.



Figure 23, GWR station attic missing truss web.

5.2.3 Upper Decorative Gable Framing

Condition and Recommendations

5.2.3.1 The upper decorative gable framing on the west side was observed with damage at the connection to the fascia board.

5.2.3.2 The decorative gable framing and fascia board connection should be replaced in the near future.

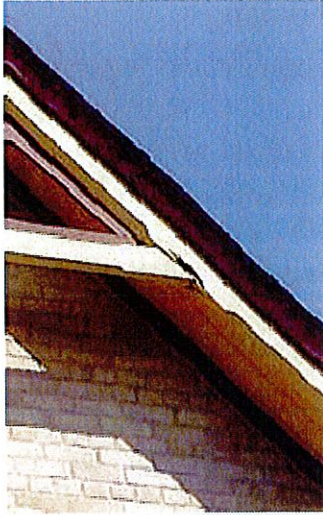


Figure 24, GWR station gable framing damage.

5.2.4 Lower Roof Overhangs (Canopy)

Condition and Recommendations

5.2.4.1 The large lower roof overhangs are constructed of wood roof planking on 2"x6" wood joists spanning between large timber soffit braces anchored to the multi-wythe masonry wall. Anchorage of the braces was not evident. Water damage was observed in several locations throughout the overhang and quite evident on the exposed ends at the fascia.



Figure 25, GWR station canopy.

In addition, the overhang was observed with a significant droop in the roof line (fascia's) on the northwest and northeast corners. A slight droop was observed on the southeast corner.

From our understanding, the fascia boards were replaced some time ago with members slightly smaller than original, also evident from viewing the fascia return at the Gallery addition.

The hip rafters were observed with major separation from the masonry wall, caused by the dropping of the overhang framing. This in turn is causing additional stress on the timber soffit braces and showing signs of separation from the masonry wall.



Figure 26, Separation at hip rafter connection.

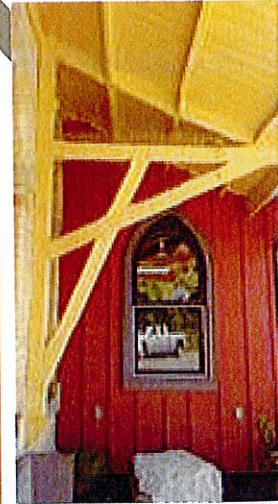


Figure 27, Fascia return at Gallery addition.

The cause of the droop is insufficient support of the roof and hip rafters in the outside corners. In theory, the rafters would be supported from cantilevered fascia boards supported from the timber soffit braces. The replaced fascia boards were provided with spliced joints at each of the braces, providing no cantilever action at the corners, except the southeast corner fascia which is the only fascia board with a cantilevered board and is why this corner has only slightly dropped.

5.2.4.2 Roof planking boards should be replaced where required, prior to new roofing placed (scheduled for 2019).

- 5.2.4.3 In addition, the large overhang corners should be repaired immediately, including anchorage of the timber soffit braces, to prevent catastrophic failure.

5.2.5 Floor Framing (Crawl Space)

Condition and Recommendations

- 5.2.5.1 With a limited and restricted access, our review and comments are limited to visual observations from the crawl space access in the barrier free washroom.

- 5.2.5.2 Floor joists are framed with original 3"x12" rough sawn lumber @ 16" o.c.. Some areas consisted of newer dressed 2"x12" joists @ 16" o.c. and the floor joists under the barrier free washroom were newer dressed 2"x6" floor joists @ 16" o.c. Floor joists were bearing on rubble stone foundations on the outside walls and large timber beams internally. Timber beams were bearing on the rubble stone foundations and timber posts, bearing directly on the dirt floor of the crawl space.

Visual observations from the access point, indicated the timber posts immediately adjacent the access point appeared to be rotating and not providing full bearing for the timber beam above.

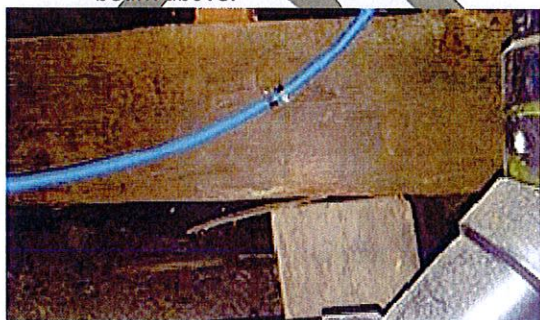


Figure 28, GWR station timber shims.

Also, hardwood shims appear to be utilized for the newer 2"x12" floor joists bearing on the

timber beams. These shims appeared to be not fully engaged.



Figure 29, GWR station timber beam and posts.

- 5.2.5.3 Timber posts at the access point should be repaired and hardwood shims require adjustments to fully engage proper bearing.

5.2.6 Foundation

Condition and Recommendations

- 5.2.6.1 With a limited and restricted access, our review and comments are limited to visual observations from the crawl space access in the barrier free washroom.

- 5.2.6.2 The foundation is a rubble stone masonry foundation. There appears to be efflorescence deposits on the inside of the wall in the crawl space indicating significant water infiltration from the exterior side. It is recommended that part of the foundation be excavated on the exterior side to further investigate the foundation condition and possible water related issues.

5.3 Gallery Addition (1995)

5.3.1 Exterior Siding

Conditions and Recommendations

- 5.3.1.1 Exterior board and batten siding on the South side was observed extending down into the sodded side yard. See section 3 Site Conditions.

- 5.3.1.2 Measures should be taken to re-grade the south side yard to allow siding above grade and deter possible exaggerated deterioration.

5.3.2 Foundation Walls

Conditions and Recommendations

- 5.3.2.1 The foundation appears to be concrete block as observed in the basement mechanical room. No structural concerns observed at the time of visit. However, efflorescence deposits were observed on the north wall of the mechanical room indicating water migration through the wall.
- 5.3.2.2 It is recommended that the exterior foundation wall be excavated to investigate the below grade conditions.

5.3.3 Exterior Walls

Conditions and Recommendations

- 5.3.3.1 No concerns observed at the time of visit.

5.3.4 Roof

Conditions and Recommendations

- 5.3.4.1 No concerns observed at the time of visit.

5.4 Heritage Bldg 2 (TLEPR)

5.4.1 Foundation Walls

Condition and Recommendations

- 5.4.1.1 On the northwest corner (north face) of the foundation walls, cracking and some 'dead' spots were observed in the parging. 'Dead spots' are parging areas in which the parging has separated from the foundation wall behind.
- 5.4.1.2 It is recommended that the cracked foundation be excavated the full height of the crack and repaired. The extent of

cracking and repair methodology should be reviewed by a professional engineer.

- 5.4.1.3 A review of the existing waterproofing and foundation drainage system should be performed during the crack investigation.

- 5.4.1.4 Monitoring of the parging should be undertaken for maintenance purposes.



Figure 30, TLEPR station foundation crack.

5.4.2 Roof

Condition and Recommendations

- 5.4.2.1 The attic is currently used as a storage space. Traditionally ceiling joist, rafters, and collar ties are not designed to carry the volume of additional storage loading observed.
- 5.4.2.2 It is recommended that the attic be cleared of stored materials. However, if the use is to continue then the loading and existing structure should be reviewed by a professional engineer to confirm the adequacy of the structure to safely support the anticipated loading in the attic.
- 5.4.2.3 Cut rafters, missing ridge boards, and damaged deck boards were observed.
- 5.4.2.4 Damaged and missing rafters to be repaired immediately.
- 5.4.2.5 It would be recommended that new plywood sheathing be applied over the existing wood deck boards during the

re-roofing project. The existing heritage deck boards should remain.

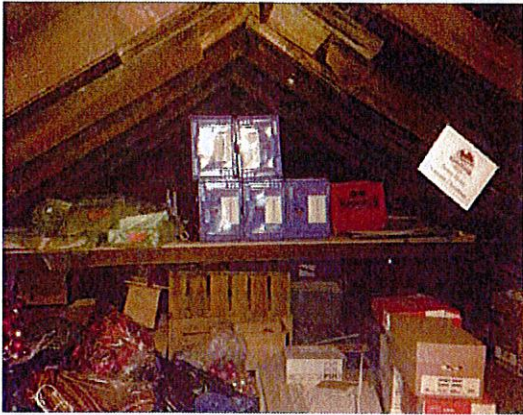


Figure 31, Attic storage

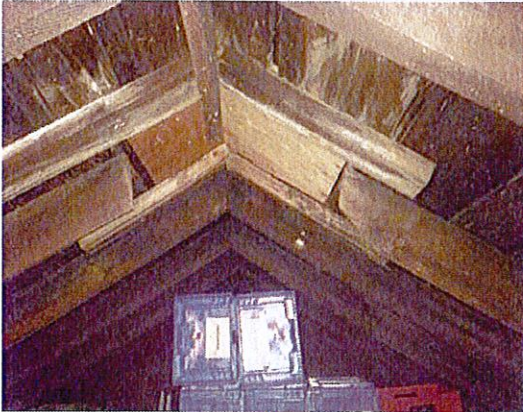


Figure 32, Cut rafters, ridge board, and rotted deck boards.

5.4.4.2 Based on the observations and modified condition of the ladder, contrary to the manufacturers recommendation, the access ladder should be replaced.



Figure 32, Attic ladder.



Figure 33, Modified ladder.

5.4.3 Exterior Walls

Conditions and Recommendations

5.4.3.1 No concerns observed at the time of visit.

5.4.4 Attic Access Ladder

Conditions and Recommendations

5.4.4.1 Access to the attic is a spring loaded folding access ladder. It appeared to be rated for 250 lbs. Plywood shims were added at the joints of the ladder and the stringers were not fully bearing on the floor.

6.0 Heating/ Ventilation Systems

6.1 Functional Statement

It should be noted that the terms "estimated service life" and "life expectancy" have been used interchangeably in this report. The figures used in this report are from ASHRAE (American Society of Heating Refrigeration and Air Conditioning Engineers) published guidelines and reflect the median life expectancy for a particular type of equipment. (ASHRAE Handbook: HVAC Applications, 2015). These figures are guidelines only and the actual life span of a particular piece of equipment may vary from these figures.

The estimated construction costs listed represent an estimate of probable costs. They are based on industry standards for cost estimating (RS Means '16) and previous related project costs. These are Class D estimates and expected to be accurate to within 30%. Class D estimates are based upon a statement of requirements and an outline of potential solutions. They are strictly an indication (rough order of magnitude) of the final project cost and should be sufficient to provide an indication of relative costs between options.

The scope of this report was limited to a visual review and interviews with property management personnel. No destructive testing as performed. No testing of life safety systems including fire detection devices was carried out. No data was collected on the performance of the systems in terms of temperature, CO₂, humidity, noise levels or other air pollutants.

6.2 Description

The HVAC systems consist of three residential furnaces, one serving the GWR, one serving the TLEPR and the third serving the 1995 Addition.

GWR: This furnace is located in the ceiling space above the washroom and is ducted into the reception, baggage room and Bridge St Gallery,

with minimal duct distribution. The thermostat is located in the baggage room.

The furnace is a Bryant model 340MAV0360, with a gas input of 60,000 BTUH and it was built in 1997.

TLEPR: This furnace is located in the mechanical closet in the basement and is ducted to provide air to both the basement Pottery area and the Van Gastel Studio, Office and Kitchen on the ground floor. It is a Rheem/RUUD model UGED-12, with a gas input of 120,000 BUTH and was built in 1992. It is in fair condition given its age. Air conditioning was added to the system in 2008, based on the service records.

1995 Addition: This furnace is located in the mechanical room in the basement and is ducted to provide air to the main gallery space, with two branches providing air to the Van Gastel Studio. It is a Rheem/RUUD model, but the nameplate was inaccessible and so the exact capacity of the furnace is unknown. It is in fair condition given its age. Air conditioning was added to the system in 2002, based on service records.

Dehumidification for the building is achieved through the air conditioning systems of the 1995 Addition and the TLEPR. No humidification is provided for any of the furnace systems. Consideration should be given to providing humidification to the building.

Condition and Recommendations

6.2.1 GWR Furnace: Fair condition with no noted deficiencies.

- a) Has exceeded life expectancy of 18 years.
- b) Replacement is recommended.
- c) Replacement will require new vent piping as piping doesn't meet current codes.
- d) Consider upgrading to provide cooling. This would require modifications to the ductwork system, possible reconfiguration of furnace.

6.2.2 TLEPR Furnace: Fair condition with no noted.

- a) Has exceeded life expectancy of 18 years.
- b) Replacement is recommended.
- c) Replacement will require new vent piping as piping doesn't meet current codes.

6.2.3 1995 Addition Furnace: The nameplate for this furnace was inaccessible, but it is assumed to be the same age as the TLEPR furnace, since the addition was constructed at the same time as the basement for the TLEPR. The furnace is in fair condition with no noted deficiencies. Air conditioning was added to the system in 1999.

- a) Has exceeded life expectancy of 18 years.
- b) Replacement is recommended.
- c) Replacement will require new vent piping as piping doesn't meet current codes.
- d) Air conditioning system condensing unit is approaching its end of expected service life and should be considered for replacement.

6.2.4 TLEPR Attic space: has an exhaust fan that is used to provide ventilation and dissipate heat from the attic. It was not operating at the time of our visit.

- a) This should be repaired or replaced.

6.2.5 Ductwork for the furnaces serving the TLEPR and the 1995 addition route at the ceiling level of the basement and discharge air to the space through floor grilles. There are no fire dampers between floors as the floor has not been constructed with a fire resistance rating. There are also no fire resistance ratings for the mechanical rooms.



Figure 33, GWR Ductwork in Baggage Room Area



Figure 34, GWR Furnace in Ceiling Space of Washroom

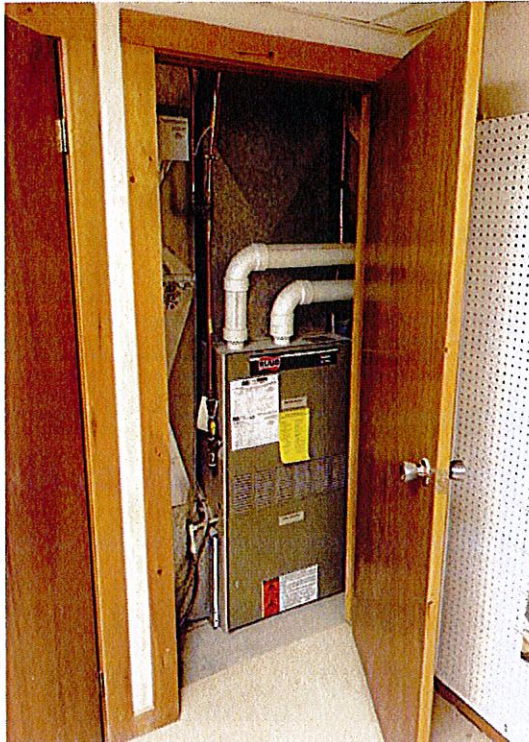


Figure 35, TLEPR Furnace

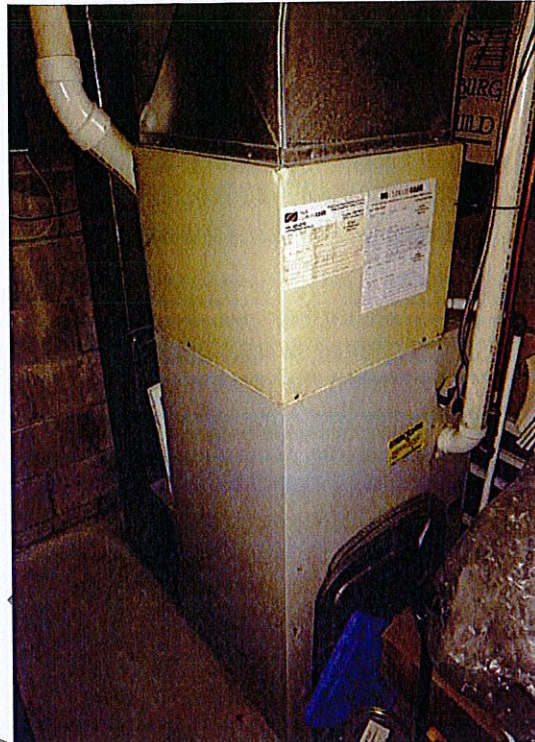


Figure 37, 1995 Addition Furnace

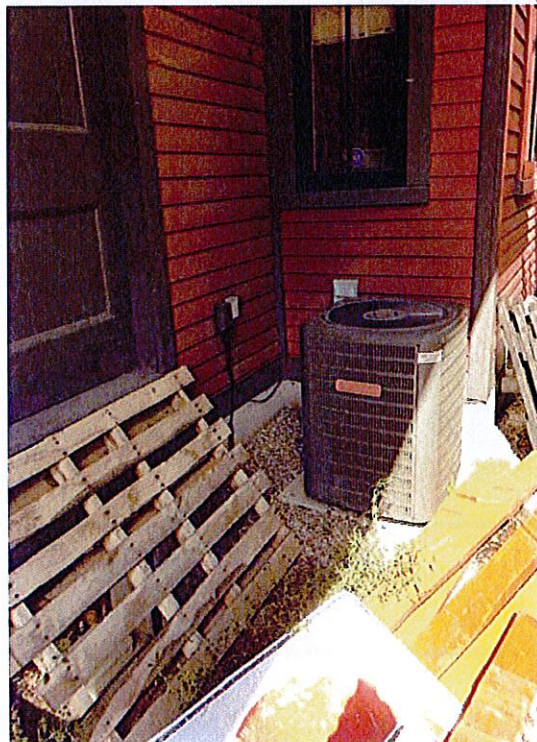


Figure 36, TLEPR Condensing Unit



Figure 38, 1995 Addition Condensing Unit

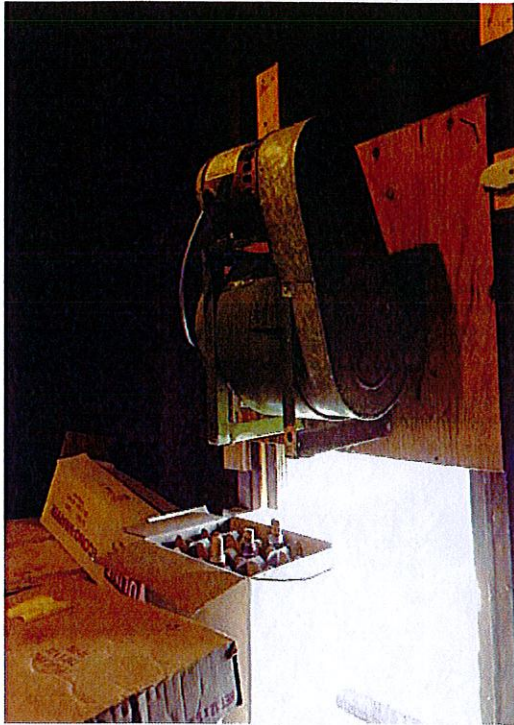


Figure 39, TLEPR Attic Exhaust Fan

Hot water is provided to the TLEPR by a gas-fired water heater in the basement mechanical room, installed as part of the 1995 addition. The vent piping is ABS material, not acceptable by today's code requirements. The washroom in the GWR is provided with hot water by a point of use electric water heater located in the crawl space.

In the basement Pottery room there is a large three compartment sink that is used for cleaning pottery equipment. It is equipped with a DIY sediment interceptor to protect the drainage system from being filled with clay.

The plumbing fixtures in the washrooms are in good condition.

There is a sump pit and sanitary sump pump in the basement mechanical room. No records were available for the age or condition of the sump pumps. The sump pump is operating well, as it serves the sink, toilet and pottery sink in the basement. It is assumed to be original to the 1995 addition.

7.0 Plumbing System

7.1 Functional Statement

See statement in section 6.0 above.

7.2 Description

The review of the plumbing systems is based on visual observations with no testing of piping materials.

The plumbing systems consist of sanitary drainage from the relatively minor amount of fixtures and domestic hot and cold water piping. The piping systems are in good condition. The sanitary drainage from the GWR routes to the 1995 addition. The water service for the building enters the GWR crawl space and from there branches to serve the washroom in the GWR and the TLEPR plumbing fixtures.

Condition and Recommendations

7.2.1 Water heater:

- a) Has exceeded its life expectancy and should be scheduled for replacement.
- b) Replace vent piping when water heater is replaced.

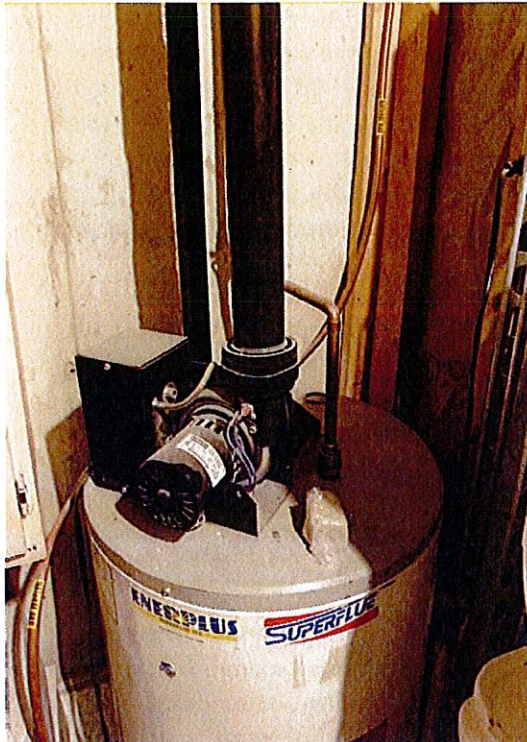


Figure 40, TLEPR Water Heater



Figure 42, Typical Lavatory – Barrier Free



Figure 41, Typical Toilet

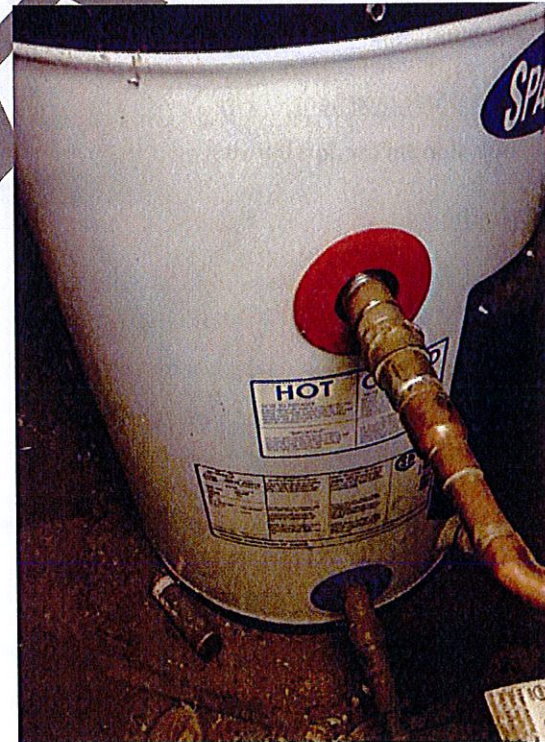


Figure 43, GWR Water Heater

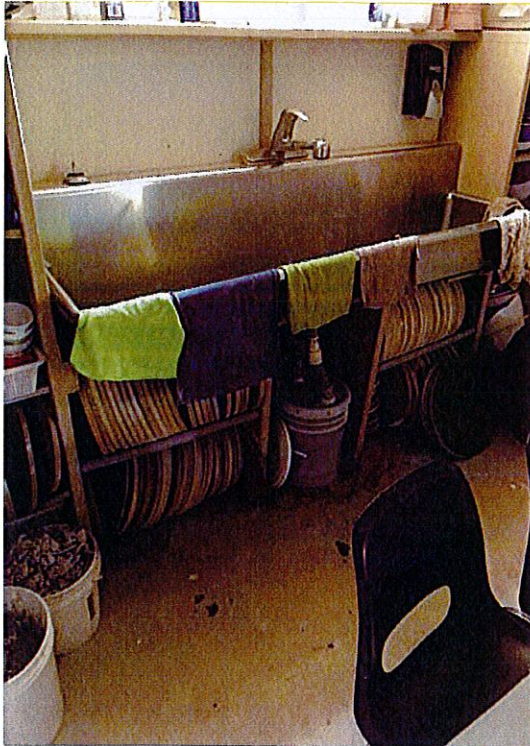


Figure 44, Pottery Sink and Sediment Interceptor

8.0 Electrical System

8.1 Functional Statement

See statement in section 6.0 above.

8.2 Description

The electrical service to the building is a 200A, 120/240V service that feeds an electrical panel located in the Pottery Room in the basement of TLEPR. There is a second electrical panel that is fed from that one, located in GWR. This panel is significantly older, estimated to be from the 1980's. The electrical panels are in fair condition. In general the wiring that was visible for observation, was installed with good practices. One section of wiring observed in the attic of the 1995 addition was not supported adequately to the requirements of the Ontario Electrical Safety Code.

Lighting systems have been upgraded over the past number of years. Lighting fixtures and

lamps have been upgraded to use LED lamps, reducing the consumption of electricity. These fixtures are in good condition.

Exit signage and emergency lighting: The exit signage and emergency lighting are inadequate for the facility. There is inadequate exit signage to direct occupants to the appropriate exits. The exit signs in the basement are only connected to battery power and so only light up when the power is out. This is not adequate per code requirements. Emergency lighting is sporadic and again not adequate to provide lighting to occupants in an emergency situation.

Condition and Recommendations

8.2.1 Main Electrical Panel:

- a) Good condition. No recommended upgrades.

8.2.2 GWR Panel:

- a) Fair condition. No recommended Upgrades.

8.2.3 Lighting:

- a) Pottery room lighting: The only switch for the pottery lighting is on the ground floor. Wiring should be modified to allow three-way switching.

8.2.4 Exterior Receptacle:

- a) The conduit for an exterior receptacle has been physically damaged. It is recommended to repair this.

8.2.5 Exit signage and Emergency Lighting:

- a) Repair existing exit sign wiring so they are permanently lit, not just in loss of power condition.
- b) Upgrade emergency lighting to adequately light the facility in a loss of power condition. This could be done with an inverter system if standard emergency lighting heads don't fall in line with the heritage aspects of the building.

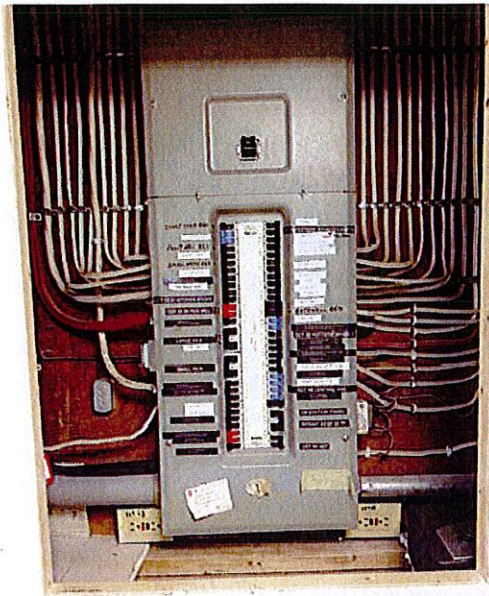


Figure 45, TLEPR Main Electrical Panel



Figure 47, Typical Lighting – LED Lamps

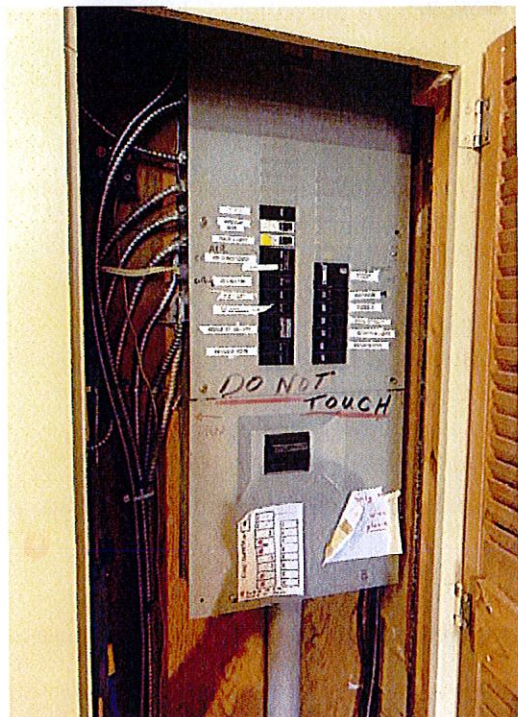


Figure 46, GWR Electrical Panel



Figure 48, Exterior Receptacle Requiring Repair

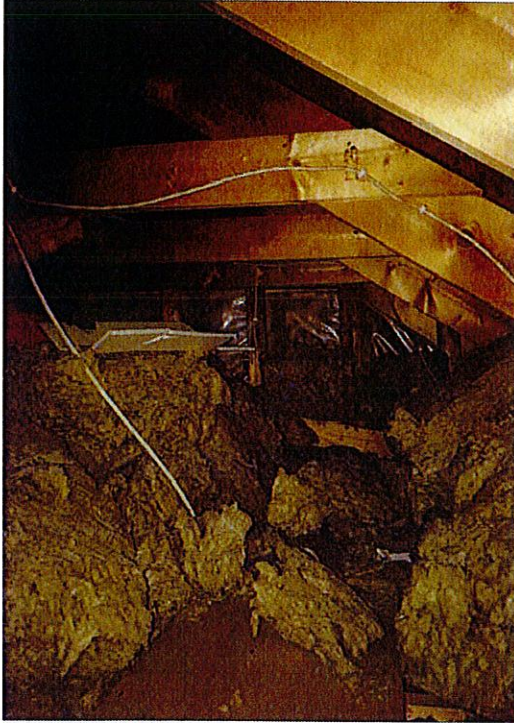


Figure 49, Inadequately Supported Wiring In Attic

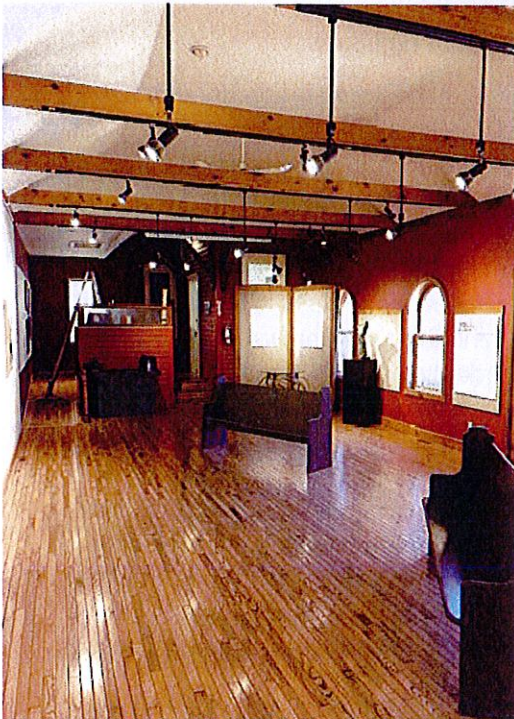


Figure 50, Gallery Lighting

9.0 Barrier Free

Description

Based on a cursory review the building has a limited level of barrier free accessibility. The facility has a grade level entrance and a barrier free operator on the front door. However, without an elevator or barrier free lift the lower level is not accessible.

There is a barrier free washroom on the ground floor with some level of accessibility. However, it is not in conformance with the current code.

Some deficiencies observed include but are not limited to the following: missing handrails on ramps and stairs in the main gallery, use of knobs on some doors, and inadequate sink clearances in washrooms.

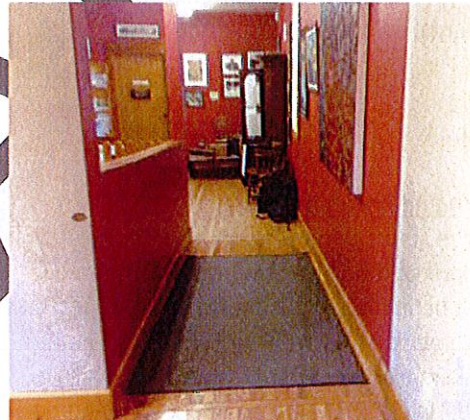


Figure 51, Ramp slope 1:12, no handrailings.

It should be understood that while there is no regulation requiring the building be upgraded to meet the current code, human rights legislation could require upgrading to provide accommodation if requested by an employee or visitor to the building.

It is recommended that consideration be given to conducting a barrier free audit as a risk management approach and budget for future barrier free upgrades.

10.0 Interior Finishes

Description

10.1 Flooring

Conditions and Recommendations

- 10.1.1 The hardwood strip flooring in the GWR station and Gallery addition appear to be in fair to good condition.
- 10.1.2 The laminate flooring in the TLEPR station was recently installed and appears to be in good condition. Follow the manufacturer's maintenance instructions.
- 10.1.3 The washrooms and kitchen have ceramic tile flooring and appear to be in fair to good condition.
- 10.1.4 The basement has sealed concrete floors.
- 10.1.5 Follow routine maintenance as required.

Description

10.2 Walls

Conditions and Recommendations

- 10.2.1 The interior walls are predominately painted and in the station and appear to be in fair to good condition.
- 10.2.2 Some ware spots were observed on the gypsum wall board at the high use traffic locations and spot repairs and painting may be required for aesthetic purposes.
- 10.2.3 The main gallery has fabric wrapped panels and they appear to be in fair to good condition.
- 10.2.4 Follow routine maintenance as required.

Description

10.3 Ceilings

Conditions and Recommendations

- 10.3.1 The interior ceilings of the GWR station are predominately plywood with wood battens and appear to be in fair to good

condition. The use of plywood would indicate that they were installed sometime after the original construction.

- 10.3.2 The ceilings of the main Gallery and the TLEPR station are gypsum wall board and appear to be in fair to good condition.

- 10.3.3 There is a lay-in tile ceiling in the barrier free washroom on the ground floor and appear to be in fair to good condition. Some water staining is evident probably from the water heater or piping in the ceiling space above.

- 10.3.4 Provide routine maintenance as required and replace stained ceiling tiles.

- 10.3.5 The ceilings in the basement are not fire separations and will need to be upgraded. See fire and life safety report prepared by this office.

Description

10.4 Interior Doors

Conditions and Recommendations

- 10.4.1 Most interior doors are 1 3/8" thick, residential grade, hollow core, or pressed panel doors in wood frames. Except for the wall around the kilns in the basement there are no intact fire separations or doors in the facility.

- 10.4.2 Various door hardware finishes and locks are utilized. Most interior doors have ball knob handles.

- 10.4.3 It should be expected that frequent repairs will be required for the residential grade doors and hardware and it is recommended to replace with commercial grade hardware with lever handles on an as needed basis.

- 10.4.4 Provide routine maintenance as required.

11.0 Exterior Finishes

Applied exterior finishes on the heritage wood elements appear to be paint on the two stations and a penetrating type stain on the gallery addition.

Description

11.1 Painted trim, siding and wood elements.

Conditions and Recommendations

11.1.1 The painted surfaces on the GWR station are nearing the end of its service life and repainting will be required in the near future.

11.1.2 The finish on the TLEPR station is in fair to good condition.

11.1.3 The finish on the Gallery addition appears to be a penetrating stain and is nearing the end of its service life and re-staining will be required in the near future. The type of stain material use is to be confirmed.

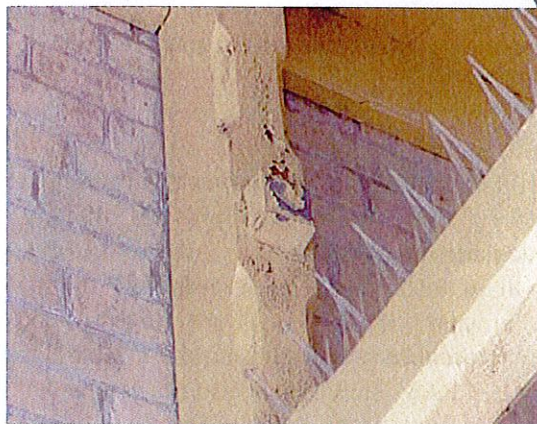


Figure 52, Failing paint on exterior wood elements.

12.0 Fire and Life Safety

Description

As an existing building the codes applicable to this facility include Part 11 of the Ontario Building Code and Part 9 of the Ontario Fire Code. It is assumed that the addition conformed

to the 1994 OBC at the time of construction. The OFC uses parts of the 1986 OBC as its base criteria.

This assessment will concentrate on the following life safety aspects:

- a) Containment; the floor assembly over the basement is not appropriately fire separated as required by OBC part 3.2.1.4. This separation is to have a ¾ hour fire resistance rating and appropriate rated closers on door openings.
- b) Suppression; the current fire suppression protection is fire extinguishers located at various locations in the building. They are required to be mounted in clear view near exit doors. The building does not have a fire sprinkler system.
- c) Early Warning; there are existing smoke detectors but no fire alarm system. Interconnected Smoke Alarms are recommended as per 3.2.4.22. A Fire Alarm would be needed if the occupant load exceeds 150 for any licensed events.
- d) Evacuation; There are no code compliant exits from the basement. The existing basement access to exit stair wells are not fire separated and exit into the ground floor occupied spaces. This is not permitted in accordance with OBC part 3.4.

The stairs from the basement also have a number of deficiencies including uneven riser heights, low headroom, and missing handrail extensions that are not in compliance with code requirements.

The designated exit doors on the ground floor are blocked with stored materials and displayed objects and swing into the building. This is unsafe, and a Fire Code violation.

Emergency lighting and illuminated exit signs are installed in the basement only. The current code would require emergency lighting and exit signs be installed on the ground floor as well.

- e) The emergency plan maps posted in the facility do not correspond to the actual conditions found onsite and should be updated immediately.

Condition and Deficiencies

The Fire and life safety deficiencies observed are serious and need immediate attention. Refer to letter issued by this office to the Town of Tillsonburg, Dated October 10, 2018 for a list of deficiencies to be addressed.

Fire & Life Safety Condition Assessment – Costing Options Matrix

We have reviewed a number of options to rectify the identified fire and life safety deficiencies for this facility based on the revised building code classification. The OBC identifies buildings according to their building classification. This is an Assembly building and is classified as group A2. The OBC further defines them as sprinklered or not sprinklered as the case may be. The existing building is not sprinklered. It should be noted that sprinklered buildings are granted certain relaxations in regards to the required travel distances to exits and the fire resistance rating for the fire separation of the basement. Part 11 of the OBC allows a reduction of certain requirements or alternate measures to allow existing buildings to be maintained yet still maintain safety levels.

For this facility, we have identified three options that will meet the building code stipulations and have determined what specific requirements are and are not required for each.

Option 1, Non-sprinklered Building:

In this option, the building is viewed without a fire sprinkler system. The implications for this

option include the following (see options matrix):

- a. Item 12.1: Provide new ceilings to create a ¾ hour fire separation above basement under OBC 3.2.1.4. Reduced to 30min in Part 11.
- b. Item 12.2: Provide fire rated protection on post and beams supporting the basement ceiling under 3.2.1.4.
- c. Item 12.3: provide direct exits from the basement per 3.4.2.
- d. Item 12.4: Two exits would be required from the basement under 3.4.2.5.
- e. Item 12.5: Provide interconnected smoke alarms or fire alarm system and upgrade the exit signs and emergency lighting to the entire facility is recommended per Part 11.
- f. The remaining items 12.6 to 12.11 inclusive are required.

While this option is possible, the cost implications and intrusions on the facility are perceived to be too great to recommend and requires the communication stairs to have fire rated doors.

Option 2, Sprinklered Building:

This option views the building with a fire sprinkler system. The implications for this option include the following:

- a. Item 12.1 and 12.2: Sprinklers to be provided in lieu of floor ratings in accordance with Part 11 Table 11.4.3.4A. This option also views the basement as an interconnected floor space under 3.2.8.2.(6) allowing the communication stairs to remain open.
- b. Item 12.3: Provide a single direct exit from the basement per 3.4.2.
- c. Item 12.4: Increased floor area for a single exit is permitted from the basement with sprinklers under 3.4.2.1.2(b).
- d. Item 12.5: Recommendation: Provide interconnected smoke alarms or fire alarm system and upgrade the exit signs

Station Arts Centre

Building Condition Assessment Report

a+LINK Project No. 1831, 14 November 2018 DRAFT

and emergency lighting to the entire facility.

- e. The remaining items 12.6 to 12.11 inclusive are required.

This option utilizes Part 11 of the OBC to have sprinklering in lieu of fire separations. This is more cost effective than upgrading the fire ratings and adding fire dampers and doors. With sprinklering, only one exit is required from the basement per 3.4.2.1.2B. Also the communication stairs are permitted as part of an interconnected floor space that is sprinklered per 3.2.8.2

While not required, we strongly recommend adding at minimum interconnected smoke detectors on both levels to improve early warning. This should be monitored by your security company. An ULC monitored fire alarm system would be even better.

Option 3, Basement Area Reduction:

This option investigated the possibility of reducing the occupied area of the basement to eliminate the requirement for a second exit from the basement as noted in item 12.4 on the matrix. Option 2 does not require this reduction as sprinklering increases that allowable area for 1 exit. All the requirements listed for option 1 would be required for this option as well. This option was deemed to be infeasible.

The cost for option 2 is identified on the main building condition assessment cost matrix item 12.1 under priority one items and is recommended.

13.0 Historic Preservation

Description

The two older stations are designated as a Tillsonburg Heritage Site and under Part 1V of the Ontario Heritage Act. The buildings

should be preserved to maintain their heritage value.

It is recommended that all new works and repairs be completed in accordance with The Standards and Guidelines for the Conservation of Historic Places in Canada.

Condition and Deficiencies

- 13.1 RECOMMEND - To protect the heritage asset, establish and maintain a policy and procedures protocol regarding future repairs to ensure compliance with standard conservation principles.
- 13.2 Materials should be replaced with "like for like" materials to maintain architectural consistency for both the heritage and contemporary building.
- 13.3 Establish a list of creditable conservation / restoration contractors to perform work on the heritage stations.
- 13.4 Replace all inconsistent mortar joints with appropriate material and profile.
- 13.5 Prepare a set of reference drawings to monitor and record repair works and to assist with routine maintenance procedures for the facility.
- 13.6 Rebuild chimneys to conform to known historical documentation.

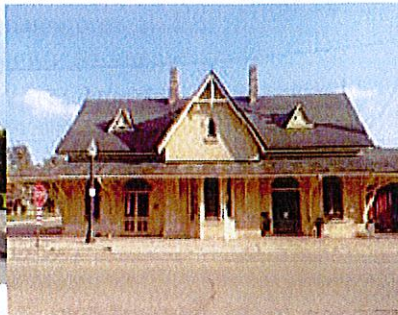
Appendices:

- | | |
|------------|---------------------------|
| APPENDIX A | Photographs |
| APPENDIX B | Fire & Life Safety Report |
| APPENDIX C | BCA Drawing SK1-1 |
| APPENDIX D | BCA Costing Matrix |

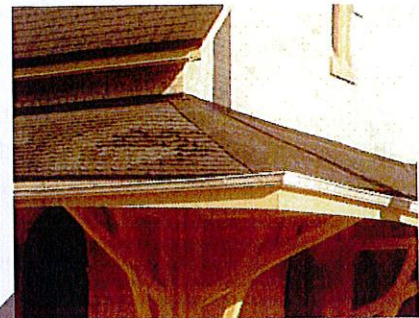
Appendix A – Photographs



1. GWR east elevation.



2. GWR north elevation.



3. Canopy GWR station.



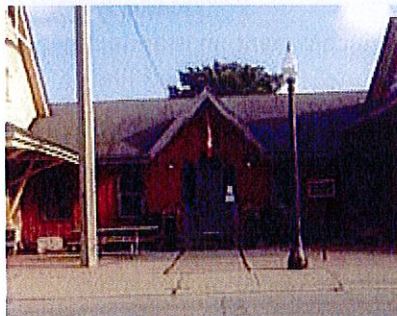
4. TLEPR north elevation.



5. TLEPR west elevation.



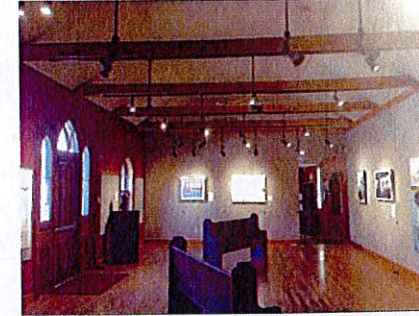
6. TLEPR interior.



7. Main Gallery north elevation.



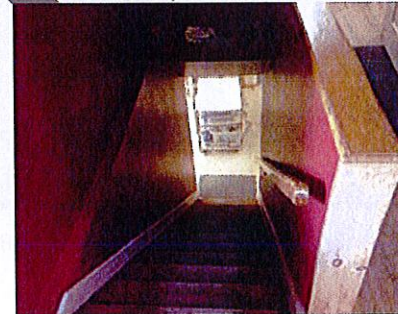
8. Main Gallery south elevation.



9. Main Gallery interior.



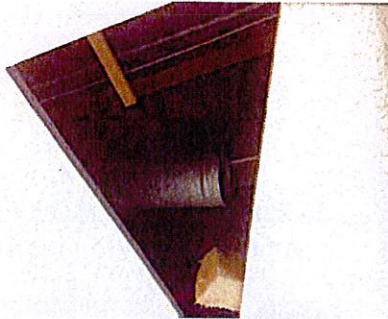
10. GWR stair, un-uniform risers.



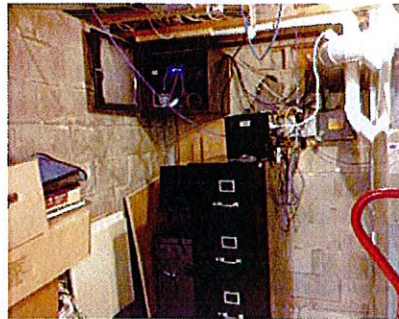
11. TLEPR, stair low headroom.



12. Typical stair handrail.



13. TLEPR, non-rated ceiling.



14. Gallery foundation.



15. Gallery, basement.



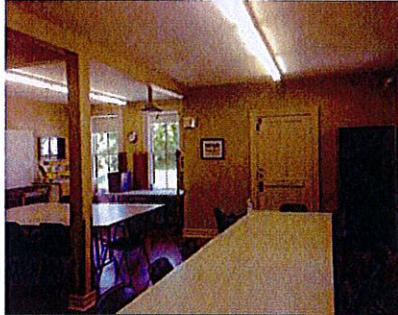
16. GWR, stair ground floor.



17. Baggage room.



18. Bridge St. Gallery.



19. Van Gastel Studio.



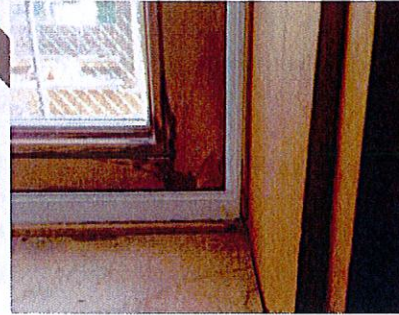
20. WR. Non-B.F. conforming.



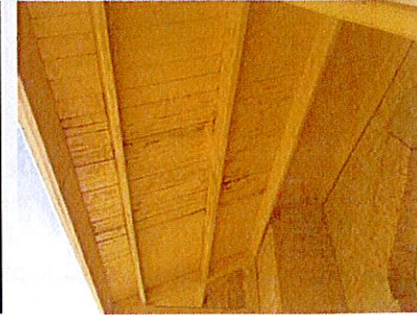
21. Kitchen, Non-B.F. conforming.



22. Gallery, water stains on ceiling.



23. Window, water leak.



24. GWR, rotted deck boards.

October 10, 2018

**The Corporation of the Town of
 Tillsonburg**
 10 Lisgar Ave.
 Tillsonburg ON
 N4G 5A5

By Email: RCox@Tillsonburg.ca
Attach: 2 pages

Att: Rick Cox, Director of Recreation, Culture & Parks

Re: Station Arts Centre, 41 Bridge Street
 a+LiNK project 1831

Dear Rick,

As part of the building condition assessment for the above noted project we have completed a building code review of the facility in relation to the current Ontario Building and Fire Codes. This has revealed some very serious life safety concerns.

During our investigation a number of code deficiencies were observed including the following:

1. Incomplete or non-existent fire separation of the floor above the basement space as required by OBC part 3.2.1.4. This separation is to have a ¾ hour fire resistance rating or be sprinklered.
2. Incomplete or unprotected supports of the ¾ hour required basement fire separation or be sprinklered.
3. There are no direct exits from the basement to the exterior. All access to exits from the basement exit by internal stairs into the ground floor occupied space. THIS IS NOT PERMITTED in accordance with OBC part 3.4.
4. The basement area is 166m² which exceeds 150m² and therefore requires 2 compliant exits. Neither stair qualifies as an exit.
5. There are smoke detectors but no fire alarm system. We RECOMMEND interconnected Smoke Alarms per 3.2.4.22. A Fire Alarm will be needed if the occupant load exceeds 150 for any licensed events and over 300 people otherwise.
6. The existing east stairs are constructed with inconsistent variable height risers that would make them a trip hazard. The variance is 1" +/- and they should be reconstructed.
7. The handrails on both stairs do not have the required 12" extensions at the top and bottom of the stairs in accordance with OBC part 3.4.7.5 (7). This would have been required at the time of construction and therefore is considered a deficiency.
8. It is suspected that the headroom clearance of approximately 6'-1" in the west basement stair is not in accordance with current code requirements.
9. The designated exit doors on the ground floor are blocked with stored materials and displayed objects and swing into the building. This is unsafe, a Fire Code violation and subject to fines. Either decommission the exit or remove the materials.
10. The Fire plan as posted requires updating. This is a Fire Code requirement.

Based on the above, we are of the opinion that the basement is an unsafe area and ***should not*** be occupied by the public and only have limited staff use until proper exiting and fire separation deficiencies are corrected.

Due to the serious nature of this finding, it is our professional responsibility to report this to both the CBO and Fire Chief by copy of this letter.

Sincerely,

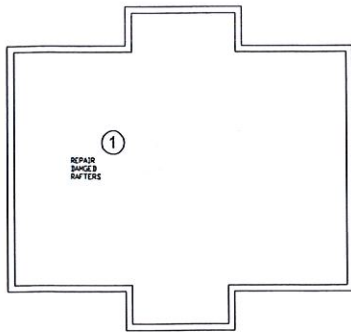


Ed J. van der Maarel

Principal Architect + Heritage Consultant
Dipl. Arch. RAIC, dipl. Arch. Tech., CAHP, ICOMOS

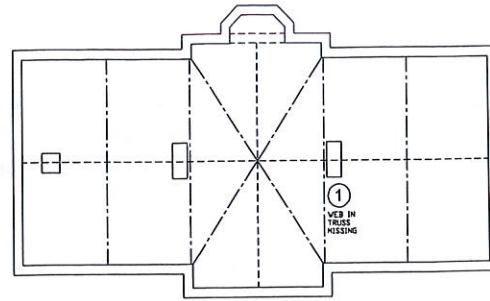
cc: Town of Tillsonburg, CBO

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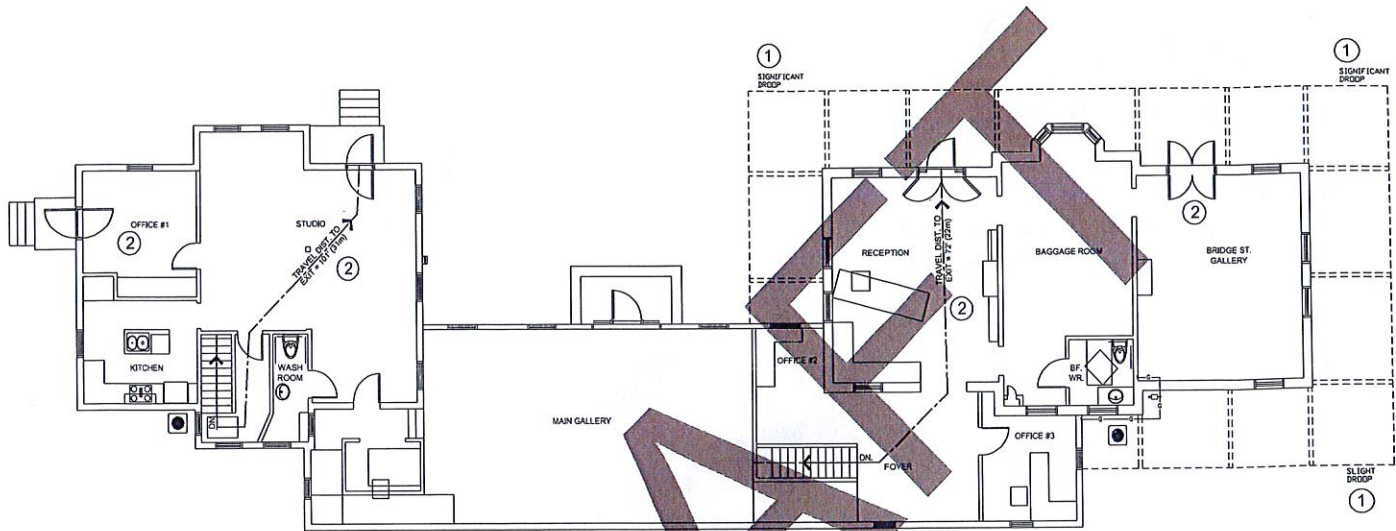


LEGEND

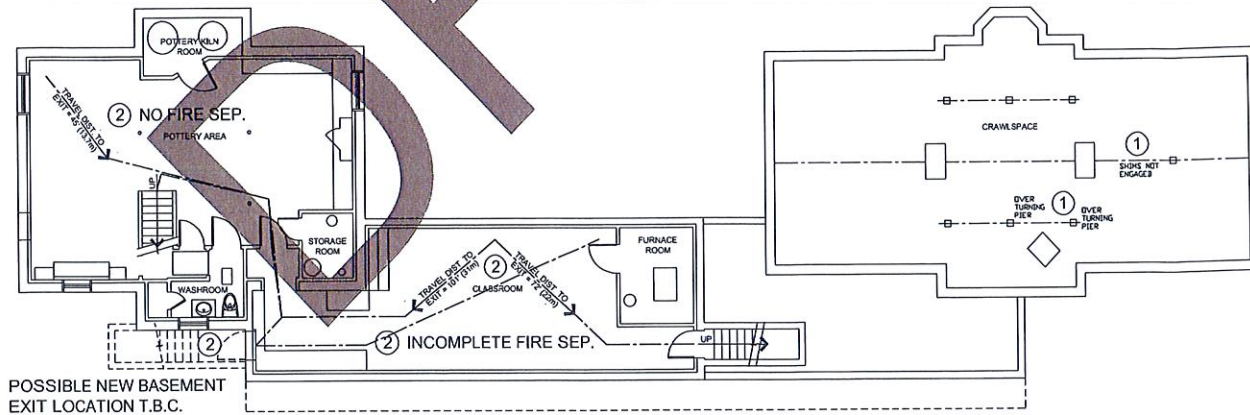
- ① STRUCTURAL DEFICIENCIES
- ② FIRE & LIFE SAFETY DEFICIENCIES
- FIRE SEPARATIONS
 - EXITS FROM GROUND FLOOR
 - EXITS FROM BASEMENT
 - SEE SEPARATE FIRE & LIFE SAFETY REPORT



ATTIC PLAN



GROUND FLOOR PLAN



BASEMENT PLAN (Lower Level)



Project: Station Arts Centre - Building Condition Assessment**Location:** Tillsonburg, Ontario**Floor Area:** 5,600 sq.ft. [520m²]**Client:** Town of Tillsonburg

20-Nov-18

Preliminary Budget

1831

Elemental Cost Analysis

Prepared By: a+LINK Architecture Inc., London, On

Reference	Description	a+LINK Estimate	Maintenance Priority (1,2,3)	Year 1	Year 2	Year 3	Year 4	Year 5	(After Year 5)
Station Arts Centre - Building Condition Assessment									
3.0 Site Work									
3.1	Grading north side								
a)	Provide a detailed topographical survey of the entire property	\$ 3,500	2		\$ 3,500				
b)	Provide destructive investigation of the foundation walls. See Section 5.0		2						
c)	Provide areaways with grating covers for the crawlspace vents	\$ 500	2		\$ 500				
d)	Lower grade inside basement window wells	\$ 750	2		\$ 750				
3.2	Grading south side								
a)	Cut and regrade to slope away from building. See Section 5.3 a) below		1						
4.0 Roof									
4.1.1	Roofing membrane system								
a)	Remove and replace entire roofing membrane system with new	\$ 17,500	1	\$ 17,500					
b)	Restructure the south gallery addition roof	\$ 4,500	Optional					\$ 4,500	
c)	Reinstate the slate roofing to match the original	\$ 200,000	Optional					\$ 200,000	
d)	Provide new drip edge flashings	\$ 2,500	1	\$ 2,500					
e)	Provide dutchman repair for rotted fascia boards	\$ 1,800	1	\$ 1,800					
4.1.2	Framing & Gable Ends								
a)	Remove and replace rotted wood framing and repair deficiencies	\$ 8,600	1	\$ 8,600					
b)	Repair open holes in gable ends of TLEPR	\$ 500	1	\$ 500					
4.1.3	Roof Ventilation								
a)	Design and install new attic ventilation strategy	\$ 7,500	1	\$ 7,500					
4.2 Chimneys									
4.2.1	Masonry Deficiencies								
a)	Remove and replace all damaged bricks, assume 24 for each chimney	\$ 3,000	1	\$ 3,000					
b)	Repoint all deteriorated mortar joints, quantity is unknown	\$ 5,000	1	\$ 5,000					
4.2.2	Chimney Caps								
a)	Provide new metal caps	\$ 1,000	2		\$ 1,000				
4.3 Eaves Gutters & Downspouts									
4.3.1	Gutters and Downspouts								
a)	Provide new gutters and downspouts	\$ 6,500	1	\$ 6,500					
4.3.2	Wood Fascia Boards and Trim: paint wood trim and boards	\$ 2,600	1	\$ 2,600					
4.3.3	Underground Connections: Confirm the connections to drains	\$ 500	2		\$ 500				
4.4 Walls Above Grade									
4.4.1	Masonry Walls - GWR								
a)	Remove and replace all sandblasted damaged face brick	\$ 35,000	3			\$ 35,000			
b)	Provide destructive investigation of the foundation walls	\$ 1,200	2		\$ 1,200				
c)	Remove and replace inconsistent mortar joints. Included in a) above.								
d)	Provide routine maintenance	\$ 800	3			\$ 800			
4.4.2	Wood Walls - TLEPR								
a)	Provide routine maintenance and painting	\$ 1,500	3			\$ 1,500			
4.4.3	Wood Walls - (1995 Addition)								
a)	Provide routine maintenance and painting	\$ 1,500	3			\$ 1,500			
4.5 Doors & Windows									
4.5.1	GWR - Doors								
a)	Review the exiting strategy for doors	\$ 1,500	1	\$ 1,500					
b)	Provide routine maintenance and painting	\$ 1,800	2		\$ 1,800				
4.5.3	West Door								
a)	Heritage doors to be fixed open for exit	\$ 1,200	1	\$ 1,200					
4.5.4	GWR - Windows								
a)	Provide routine maintenance and painting	\$ 1,250	2		\$ 1,250				
4.5.5	GWR - Attic Windows								
a)	Provide perimeter caulking around window frame & painting	\$ 500	2		\$ 500				
b)	Provide new anchoring devise for sashes	\$ 650	2		\$ 650				
4.5.6	TLEPR - Doors								
a)	Provide routine maintenance and painting	\$ 800	3			\$ 800			
4.5.7	TLEPR - West Door								
a)	Review the exiting strategy for doors	\$ 500	1	\$ 500					

Reference	Description	a+LINK Estimate	Maintenance Priority (1,2,3)	Year 1	Year 2	Year 3	Year 4	Year 5	(After Year 5)
4.5.8	TLEPR - Windows								
a)	Provide routine maintenance and painting	\$ 2,000	3			\$ 2,000			
b)	Provide localized glazing putty repairs	\$ 600	2		\$ 600				
4.5.9	TLEPR - Attic Windows								
a)	Provide perimeter caulking around window frame & painting	\$ 500	1	\$ 500					
b)	Repair rotted wood trim and stops	\$ 850	2		\$ 850				
4.5.10	Gallery - Doors & Windows								
a)	Provide routine maintenance and painting	\$ 500	3			\$ 500			
4.6	Exterior Stairs & Landings								
a)	Provide routine maintenance and painting	\$ 600	3			\$ 600			
4.7	Insulation								
4.7.1	GWR Station								
a)	Provide new attic insulation and vapour barrier	\$ 4,000	3			\$ 4,000			
4.7.2	TLEPR								
a)	Provide new attic insulation and vapour barrier	\$ 3,000	3			\$ 3,000			
4.7.3	Main Gallery								
a)	Provide new attic insulation and vapour barrier	\$ 2,500	3			\$ 2,500			
4.8	Foundation Walls								
	See sections: 4.7 Insulation, 5.0 Structural Condition								
5.0	Structural								
5.2	GWR Station								
5.2.1	Provide chimney masonry repairs, See section 4.2								
5.2.2	Replace missing truss web.	\$ 1,200	1	\$ 1,200					
5.2.3	Replace decorative fascia board	\$ 3,000	2		\$ 3,000				
5.2.4	Canopy Roof								
a)	Re-Frame corner rafters and fascia boards.	\$ 5,000	1	\$ 5,000					
b)	Replace rotted roof deck boards	\$ 6,500	1	\$ 6,500					
c)	Repair corner braces and anchorage.	\$ 3,500	1	\$ 3,500					
5.2.5	Floor Framing								
a)	Repair timber posts and hardwood shims	\$ 3,100	1	\$ 3,100					
5.2.6	Foundation								
a)	Excavate and investigate the foundation condition below grade	\$ 7,500	2		\$ 7,500				
5.3	Main Gallery Addition								
a)	Provide regrading on south side to 6" below top of foundation	\$ 4,500	1	\$ 4,500					
b)	Excavate and investigate the foundation condition below grade	\$ 5,000	2		\$ 5,000				
5.4	TLEPR Station								
a)	Repair crack in foundation	\$ 850	1	\$ 850					
b)	Excavate and investigate the foundation condition below grade	\$ 3,500	1	\$ 3,500					
c)	Provide waterproofing membrane & drainage system	\$ 5,000	2		\$ 5,000				
5.4.2	Roof / Attic								
a)	Engineering services to review attic storage	\$ 3,500	1	\$ 3,500					
b)	Repair cut and missing rafters and framing	\$ 4,000	1	\$ 4,000					
c)	Provide plywood sheathing on roof (during roof replacement)	\$ 4,500	1	\$ 4,500					
5.4.4	Attic Access Ladder								
a)	Remove and replace ladder	\$ 1,500	1	\$ 1,500					
5.5	Structural Repairs Engineering services not including 5.4.2	\$ 7,500	1	\$ 7,500					
6.0	Heating / Ventilation Systems								
6.2.1	GWR								
a)	Replace furnace with new	\$ 5,000	2		\$ 5,000				
b)	Provide new furnace venting	\$ 500	2		\$ 500				
c)	Provide A/C system with ductwork modifications (Optional)	\$ 6,000	3					\$ 6,000	
6.2.2	TLEPR								
a)	Replace furnace with new	\$ 5,000	2		\$ 5,000				
b)	Provide new furnace venting	\$ 500	2		\$ 500				
6.2.3	Gallery Addition								
a)	Replace furnace with new	\$ 4,500	2		\$ 4,500				
b)	Provide new furnace venting	\$ 500	2		\$ 500				
c)	Replace A/C unit	\$ 3,500	2		\$ 3,500				
6.2.4	TLEPR Attic Space								
a)	Replace exhaust fan with new	\$ 550	1	\$ 550					
6.2.5	Ductwork - TLEPR & Gallery Addition								
a)	Provide new fire dampers at duct floor penetrations (See Fire & Life Safety List)		1						
6.2.6	Add Humidification								
a)	Provide new humidification (Optional)	\$ 15,000	3					\$ 15,000	

Reference	Description	a+LINK Estimate	Maintenance Priority (1,2,3)	Year 1	Year 2	Year 3	Year 4	Year 5	(After Year 5)
Plumbing Systems									
7.2.1	Water Heater								
a)	Replace with new including venting	\$ 5,000	2		\$ 5,000				
8.0 Electrical Systems									
8.2.3	Writing modifications for pottery room lighting	\$ 2,000	1	\$ 2,000					
8.2.4	Repair damaged exterior receptacles	\$ 1,000	1	\$ 1,000					
8.2.5 a)	Repair exit signs to be continuously lit. (See Fire & Life Safety List)		1						
8.2.5 b)	Upgrade emergency lighting & exit signs for whole facility. (See Fire & Life Safety List)		1						
9.0 Barrier Free									
9.1	Upgrades are not mandatory, scope of work to be confirmed by risk management								
10.0 Interior Finishes									
10.1	Flooring								
a)	Clean and provide routed maintenance	\$ 2,500	3			\$ 2,500			
10.2	Walls								
a)	Clean and provide routed maintenance	\$ 2,000	3			\$ 2,000			
b)	Paint all interior walls	\$ 10,000	3			\$ 10,000			
c)	Provide spot repairs and painting	\$ 500	3			\$ 500			
10.3	Ceilings								
a)	Replace stained lay-in ceiling tiles	\$ 1,500	3			\$ 1,500			
b)	Upgrade ceilings in basement for fire separation. (See Fire & Life Safety List)		1						
10.4	Interior Doors								
a)	Upgrade doors in fire separations (See Fire & Life Safety List)		1						
b)	Replace non-heritage ball knobs with lever handles (Optional)	\$ 750	3			\$ 750			
11.0 Exterior Finishes									
11.1.1	Paint exterior woodwork. (GWR Station)	\$ 5,000	1	\$ 5,000					
11.1.2	Paint exterior woodwork & siding. (TLEPR Station)	\$ 8,000	3			\$ 8,000			
11.1.3	Paint exterior woodwork & siding. (Gallery Addition)	\$ 3,000	2		\$ 3,000				
12.0 Fire & Life Safety									
12.1	See separate fire and life safety report	\$ 118,150	1	\$ 118,150					
13.0 Heritage Preservation									
13.1	Owner to establish conservation protocol policy and plan.		2						
13.2	Replacement materials to maintain heritage value.		1						
13.3	Owner to Establish a list of creditable conservation contractors.		2						
13.4	Replace all inconsistent previous masonry repairs.		3						
13.5	Prepare a set of reference drawings.		2						
13.6	Rebuild chimneys to conform to known historical documentation.		3						
14.0 Access Lift & Scaffolding									
14.0	Access Lift & Scaffolding	\$ 20,000		\$ 10,000	\$ 7,000	\$ 3,000			
Subtotal		\$ 619,100		\$ 245,050	\$ 68,100	\$ 80,450	\$ -	\$ 225,500	\$ -
Contractor OH&P (20%)		\$ 123,820		\$ 49,010	\$ 13,620	\$ 16,090	\$ -	\$ 45,100	\$ -
Consulting Fee (10%)		\$ 74,292		\$ 29,406	\$ 8,172	\$ 9,654	\$ -	\$ 27,060	\$ -
SubTotal		\$ 817,212		\$ 323,466	\$ 89,892	\$ 106,194	\$ -	\$ 297,660	\$ -
Contingency (20%)		\$ 163,442		\$ 64,693	\$ 17,978	\$ 21,239	\$ -	\$ 59,532	\$ -
TOTAL PROJECT ESTIMATE		\$ 980,654		\$ 388,159	\$ 107,870	\$ 127,433	\$ -	\$ 357,192	\$ -

** HST Tax of 13% is additional to the cost estimate

Notes:

1. Maintenance Priority (1,2,3) is defined as 1 = within 1 year, 2 = within 2 to 3 years, 3 = 3 to 5 years.
2. High priority items identified in the report of a structural or fire and life safety nature will require immediate attention.
3. All costs indicated are based on 2018 values.

Project: Station Arts Centre - Fire & Life Safety Condition Assessment**Location:** Tillsonburg, Ontario**Gross Floor Area:** 5,600 sq.ft. (520m²)**Client:** Town of Tillsonburg**Elemental Cost Analysis**

Prepared By: a+LINK Architecture Inc., London, On

20-Nov-18
Preliminary Budget
1831

Reference	Description	Maintenance Priority (1,2,3)	Option 1 Sprinklers	W/O Estimate	Option 2 With Sprinklers	Estimate	Option 3 Reduce Area	Estimate
Station Arts Centre - Building Condition Assessment								
12.0 Fire & Life Safety								
1.	Provide 3/4 hour fire separation to floor assembly above basement. 3.2.1.4	1	Is required		FRR is not required if sprinklered under Table 11.4.3.4.A		Is required	
.a	Remove existing ceiling finishes and provide new GWB membrane.			\$ 17,600		\$ -		\$ 17,600
.b	Upgrade walls separating the basement to 3/4 hr. FRR.			\$ 10,500		\$ -		\$ 10,500
.c	Provide new labeled doors, closers, and hardware to 3/4 hr. FRR in fire sep.			\$ 6,000		\$ -		\$ 6,000
.d	Provide fire dampers and fire stopping at penetrations in fire sep.			\$ 5,000		\$ -		\$ 5,000
.e	Provide new sprinkler system whole building.					\$ 65,000		
2.	Provide 3/4 hour fire separation for supports. 3.2.1.4	1	Is required		Is not required		Is required	
.a	Coordinate with item 1 above.			\$ 4,000		\$ -		\$ 4,000
3.	Provide direct exits from basement.	1	Is required		Is required		Is required	
.a	See item 4 below.							
4.	Provide 2 exits or reduce floor area.	1	Two exits are required		One exit is required		Two exits are required	
.a	Two exits, min. travel distance is [30m] if unsprinklered. 3.4.2.5 (1) f.		Upgrade lobby GWR	\$ 30,000				
.b	Two exits, min. travel distance is [45m] if sprinklered. 3.4.2.5. (1) c.							
.c	Reduce basement floor area to less than 150 m ² .		Is required for one exit		Area increased to 200 m ² with Sprinklers		Not feasible	
.d	One exit, min. travel distance is reduced to [25m]. 3.4.2.1 (2) b if sprinklered.					\$ -		
.e	One exit, min. travel distance is reduced to [15m]. 3.4.2.1 (2).					\$ 25,000		\$ 25,000
.f	Construct exterior stair from basement to grade on west end of gallery addition.			\$ 25,000		\$ 25,000		\$ 25,000
5.	Provide interconnected smoke alarms	1	Is recommended		Is recommended		Is recommended	
Option 1: Upgrade existing smoke alarms, exit signs, and emergency lighting								
.a	Upgrade smoke alarms to interconnected on all levels			\$ 9,500		\$ 9,500		\$ 9,500
.b	Upgrade Exit Signage and Emergency Lighting			\$ 5,000		\$ 5,000		\$ 5,000
Option 2: Provide new fire alarm system								
.c	Fire alarm would be required if occupancy over 150 for licensed events. 3.2.4.1 g.			\$ 22,000				
	Fire alarm may be connected to the existing security monitoring co.							
	Sprinkler signal to Fire Alarm - ULC Monitored?							
6.	Rebuild east access to exit stair to provide uniform risers.	1	Is required		Is required		Is required	
.a	Partial demolish, form and re-pour stairs over existing.			\$ 5,000		\$ 5,000		\$ 5,000
7.	Provide new handrails on basement access to exit stairs with extensions.	1	Is required		Is required		Is required	
.a	Remove existing and install new railings - one side if under 1100mm.			\$ 3,000		\$ 3,000		\$ 3,000
8.	Headroom clearance on west stair.	1	Is required		Is required		Is required	
.a	Remove existing shelf and patch ceiling GWB.			\$ 650		\$ 650		\$ 650
.b	If min. headroom clearance cannot be obtained, rebuild stairs and landing to suit.			\$ 5,000		\$ 5,000		\$ 5,000
9.	Clear pathways at ground floor exit doors. 4 exits required.	1	Is required		Is required		Is required	
.a	Tenant to remove stored materials and maintain clear paths to exits.			-		-		-
.b	Decommission west exit - not required.		Is recommended	-	Is recommended	-	Is recommended	-
10.	Modify & update facility Fire Plan Map	1	Is required		Is required		Is required	
.a	Update fire plan map posted on walls to reflect current & future site conditions.			-		-		-
11.	Remove stored materials under west basement stair.	1	Is required		Is required		Is required	
.a	Tenant to remove stored materials.			-		-		-
Subtotal				\$ 126,250		\$ 118,150		\$ 96,250
Contractor OH&P (20%)				\$ 25,250		\$ 23,630		\$ 19,250
SubTotal				\$ 151,500		\$ 141,780		\$ 115,500
Contingency (20%)				\$ 30,300		\$ 28,356		\$ 23,100
TOTAL PROJECT ESTIMATE				\$ 181,800		\$ 170,136		\$ 138,600

** HST Tax of 13% is additional to the cost estimate

- Notes:
- Maintenance Priority (1,2,3) is defined as 1 = within 1 year, 2 = within 2 to 3 years, 3 = 3 to 5 years.
 - High priority items identified in the report of a structural or fire and life safety nature will require immediate attention.
 - All costs indicated are based on 2018 values.

UNSAFE BUILDING ORDER**Order Number: UBO-10-15-2018****Date Order issued: October 15, 2018****Address to which Order applies:****Application/Permit Number: N/A**

**41 Bridge Street West
Tillsonburg, ON
N4G 5P2**

Order issued to:

1. The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, Ontario
N4G 5A7

2. Tillsonburg Station Arts Centre
41 Bridge Street West
Tillsonburg, ON
N4G 5P2

Receipt of report from a+Link Architecture Inc. dated October 10, 2018 (attached) and the site inspection completed on October 15, 2018 at the above-referenced address found and confirmed that use of the basement, fire separations and exiting from the basement area are deficient. As a result, the subject building is deemed to be unsafe as per the Building Code Act 15.9(2)(b).

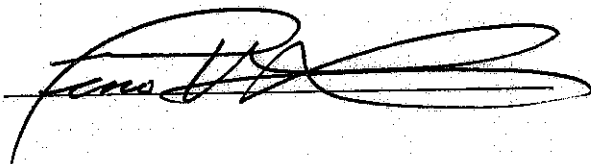
You are hereby ordered to correct the contraventions itemized below immediately or by the dates listed:

Item	Reference	Description and location	Required action and compliance date
1.	Building Code Act 15.9(4)	Prohibit public access and use of the basement portion of the building noted above.	Immediately
2.	Building Code Act 15.9(4)	Install 6 temporary interconnected smoke alarms (3 on main floor, 3 in basement).	October 26, 2018
3.	Building Code Act 15.9(4)	Provide architect's report regarding corrective options/measures.	November 9, 2018
4.	Building Code Act 15.9(4)	Make application, obtain a building permit to repair the unsafe condition as per the architect/consultant's report and proceed in completing the work in a timely manner.	February 1, 2018

Order issued by:Name **Geno A. Vanhaelewyn, CBCO**

BCIN 21123

Signature



Telephone no. (519) 842-9200 x 2234

Note:

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [Building Code Act, 1992 s. 20]
- An Order may be appealed to the Superior Court of Justice. [Building Code Act, 1992 s. 25]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [Building Code Act, 1992 s. 25]
- Failure to comply with this Order is an offence which could result in a fine. [Building Code Act, 1992 s.36]

The Corporation of the Town of
Tillsonburg
10 Lisgar Ave.
Tillsonburg ON
N4G 5A5

OCT 11 2018
BY:

By Email: RCox@Tillsonburg.ca

Attach: 2 pages

Att: Rick Cox, Director of Recreation, Culture & Parks

Re: Station Arts Centre, 41 Bridge Street
a+LINK project 1831

Dear Rick,

As part of the building condition assessment for the above noted project we have completed a building code review of the facility in relation to the current Ontario Building and Fire Codes. This has revealed some very serious life safety concerns.

During our investigation a number of code deficiencies were observed including the following:

1. Incomplete or non-existent fire separation of the floor above the basement space as required by OBC part 3.2.1.4. This separation is to have a ¾ hour fire resistance rating or be sprinklered.
2. Incomplete or unprotected supports of the ¾ hour required basement fire separation or be sprinklered.
3. There are no direct exits from the basement to the exterior. All access to exits from the basement exit by internal stairs into the ground floor occupied space. THIS IS NOT PERMITTED in accordance with OBC part 3.4.
4. The basement area is 166m² which exceeds 150m² and therefore requires 2 compliant exits. Neither stair qualifies as an exit.
5. There are smoke detectors but no fire alarm system. We RECOMMEND interconnected Smoke Alarms per 3.2.4.22. A Fire Alarm will be needed if the occupant load exceeds 150 for any licensed events and over 300 people otherwise.
6. The existing east stairs are constructed with inconsistent variable height risers that would make them a trip hazard. The variance is 1" +/- and they should be reconstructed.
7. The handrails on both stairs do not have the required 12" extensions at the top and bottom of the stairs in accordance with OBC part 3.4.7.5 (7). This would have been required at the time of construction and therefore is considered a deficiency.
8. It is suspected that the headroom clearance of approximately 6'-1" in the west basement stair is not in accordance with current code requirements.
9. The designated exit doors on the ground floor are blocked with stored materials and displayed objects and swing into the building. This is unsafe, a Fire Code violation and subject to fines. Either decommission the exit or remove the materials.
10. The Fire plan as posted requires updating. This is a Fire Code requirement.

preserve + create + sustain

Due to the serious nature of this finding, it is our professional responsibility to report this to both the CBO and Fire Chief by copy of this letter.

Sincerely,



Ed J. van der Maarel
Principal Architect + Heritage Consultant
Dipl. Arch. RAIC, dipl. Arch. Tech., CAHP, ICOMOS

cc: Town of Tillsonburg, CBO

a+LINK2|2

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4244

A BY-LAW to appoint a Deputy Mayor for the Town of Tillsonburg.

WHEREAS the Municipal Act, 2001, S.O. C 25, authorize a municipality to change the titles for its head of council and other members of its council.

AND WHEREAS The Council of the Corporation of the Town of Tillsonburg deems it is necessary and expedient to appoint a Deputy Mayor for the Corporation of the Town of Tillsonburg;

THEREFORE the Council of the Town of Tillsonburg enacts as follows:

1. THAT Dave Beres is hereby appointed as Deputy Mayor for a one year term until December 31, 2019.
2. THAT this By-Law is passed pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25.
3. THAT any previously enacted By-Laws which are inconsistent with the purpose and intent of this By-Law are hereby repealed.
4. THAT This By-Law shall come into full force and effect on the day of passing.

READ A FIRST AND SECOND TIME THIS 14th DAY OF JANUARY, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 14th DAY OF JANUARY, 2019.

MAYOR – Stephen Molnar

TOWN CLERK - Donna Wilson

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4245

A BY-LAW to Amend By-Law 4207, To Establish the Rate of Remuneration for Tillsonburg Council and to Establish the Rate of Remuneration for the Deputy Mayor of the Corporation of the Town of Tillsonburg for the 2018 – 2022 term of Council

WHEREAS pursuant to section 283. (1) of the Municipal Act, 2001 S.O. 2001, chapter 25, a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board;

AND WHEREAS Council has appointed a Deputy Mayor for the Corporation of the Town of Tillsonburg and has determined that additional remuneration shall be implemented for the position;

NOW THEREFORE Council of the Corporation of the Town of Tillsonburg does enact as follows:

1. Annual Remuneration

1.1 That Annual Remuneration paid to the Deputy Mayor shall be as follows:

Deputy Mayor	\$19,000.00
--------------	-------------

1.2 That the Annual Remuneration paid to the Deputy Mayor in Section 1.1 shall be increased each year for cost of living based on the percentage increase for employees commencing in the year 2020.

1.3 That the Annual Remuneration paid to the Deputy Mayor shall be paid in equal bi-weekly instalments by way of direct deposit through the Town's payroll system.

1.4 That the Deputy Mayor shall not be entitled to any form of severance pay upon ceasing to be a Member of Council prior to the completion of their elected term.

1.5 That all other terms and conditions of By-Law 4207 to Establish the Rate of Remuneration for Members of the Council of the Corporation of the Town of Tillsonburg for the 2018 – 2022 term of Council shall apply hereto.

THAT this By-Law is passed pursuant to the Municipal Act, 2001 S.O. 2001, and shall come into full force and effect on January 1, 2019.

READ A FIRST AND SECOND TIME THIS 14th DAY OF JANUARY, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 14th DAY OF JANUARY, 2019

Mayor – Stephen Molnar

Town Clerk – Donna Wilson

**THE COPORATION OF THE TOWN OF TILLSONBURG
BY-LAW NO. 4247**

A BY-LAW to Define the Mandate and Membership for Committees Established By The Corporation Of The Town Of Tillsonburg.

AND WHEREAS there is a need to establish Committees and Appoint Members;

AND WHEREAS Council has established committees that are comprised of both members of the public and members of Council;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Town of Tillsonburg enacts as follows:

1. THAT the Town of Tillsonburg Committee Appointments for Boards & Committees of Council attached hereto as “Schedule A” is hereby adopted and forms part of this by-law.
2. THAT By-law 3876 be and is hereby repealed;
3. THAT this By-law comes into full force and effect upon the day of passing.

READ A FIRST AND SECOND TIME THIS 14TH DAY OF JANUARY, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 14TH DAY OF JANUARY, 2019.

Mayor – Stephen Molnar

Town Clerk – Donna Wilson

Board/Committees	Citizen Appointments	Mandate
Accessibility Advisory Committee	Mike Cerna Michael Kadey Margaret McCrimmon Peter Staley Jeff Dean Cindy Allen	To advise and make recommendations to Council on all matters with respect to the accessibility for persons with disabilities to a municipal building, structure or premises.
Cultural, Heritage and Special Awards Advisory Committee	Collette Takacs Rosemary Dean Terry Fleming Vernon Fleming James Murphy Carrie Lewis	To advise and make recommendations to Council on all matters with respect to tourism and culture in the Town of Tillsonburg. To advise and make recommendations to Council on all matters related to properties of architectural and historical significance. To receive nominations and make recommendations to Council for the Citizen of the Year and monthly awards. To provide commemorative naming options to Council.
Economic Development Advisory Committee	Collette Takacs Jesse Goossens Andrew Burns Randy Thornton John Veldman Steves Spanjers Cedric Tomico – BIA Rep Lisa Gilvesy Ashton Nembhard Kirby Heckford Jim Hayes Lindsay Morgan-Jacko - Tillsonburg Real Estate Board Lindsay Tribble – Chamber of Commerce Rep	To advise on initiatives to attract and retain investment within the community. To provide advice on: <ul style="list-style-type: none"> • The Economic Development Strategy • The Community Strategic Plan • Annual Departmental Business Plan To support the development of alliances and partnerships to advance the Town's strategic plan and that assists in the overall growth of the Town. To provide advice regarding existing and new bylaws that relate to/impact development within the community.
Memorial Park Revitalization Advisory Committee	Mike Cerna Rosemary Dean Kim Sage Eugene Todd Mel Getty Jane Ann McLean Joan Weston (LLRP) Scott Vitias (Minor Ball) Terry Smith	To advise and make recommendations and provide regular updates to Council on all matters with respect to the Memorial Park Revitalization Project.
Museum Advisory Committee	Robert (Bob) Marsden Rosemary Dean Sherry Hamilton Dianne MacKeigan Marianne Sandham	To make recommendations to Council on policies and procedures pertaining to the Museum. To participate in strategic planning activities, initiate and participate in fundraising activities when and as needed, act as ambassadors for the museum within the community. To work with the Tillsonburg and District Historical Society regarding trust for artifact purchases and to act as trustees for the restoration trust.

Parks, Beautification and Cemeteries Advisory Committee	Robert (Bob) Marsden Donna Scanlan Wareing Cremation Services (Barbara Wareing/ Paul Wareing)nc. Christine Nagy (Robert Verhoeve/Maurice Verhoeve/Krystyna Verhoeve) – Maurice J. Verhoeve Funeral Home. Marian Smith Michael Dean Susan Saelens Paul De Cloet Ken Butcher - Ostranderson Funderal Home	By-law 4247 Schedule A To advise and make recommendations to Council on all matters with respect to the utilization and beautification of public parks, trails, trees, green space and Tillsonburg cemeteries.
Recreation and Sports Advisory Committee	Jeff VanRybroeck Susie Wray Ashton Nembhard Carrie Lewis Craig Cole Dace Zvanitajs Kim Sage Eugene Todd	To advise and make recommendations to Council on matters related to the programming and utilization of Tillsonburg's recreational facilities. To advise and make recommendations to Council on implementation of the Community Parks, Recreation and Cultural Strategic Master Plan.
Tillsonburg Airport Advisory Committee	Geoff Lee Jeffrey Miller Euclid Benoit Jeremy Stockmans David Brandon Jeff Dean Dan Cameron John Prno Mark Renaud	To advise and make recommendations to Council on matters related to the Tillsonburg Regional Airport. To provide a forum for receiving input and advice from aviation stakeholder groups and the community with respect to the Airport Master Plan and strategic initiatives and to provide a forum for dialogue and communication. Day to day operations of the airport is the responsibility of Town staff.
Tillsonburg Transit Advisory Committee	Carolyn Verbakel John Verbakel Cindy Allen Sherry Hamilton Kathryn Leatherland	The objective of the Tillsonburg Transit Advisory Committee (TTAC) is to oversee and advise Town Council on the governance oversight of the Town's service providers contract for transit and specifically the policies and procedures related to service delivery of transit. The TTAC will provide a forum for input, exchange of ideas and debate on conventional and mobility transit related issues with representation from all affected groups in the community. The committee should use the Mandate to set out a clear plan for the term of the Committee. Create a high level work plan to define the scope and establish the framework and overall approach for transit. Set out goals the committee will work towards accomplishing.

**THE COPORATION OF THE TOWN OF TILLSONBURG
BY-LAW NO. 4249**

A BY-LAW to Adopt the Policy for Boards & Committees or Council, to Define the Meeting Procedures for Committees Established by The Corporation Of The Town Of Tillsonburg.

AND WHEREAS Section 270(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 states that a municipality shall adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

AND WHEREAS Section 11 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, authorizes municipalities to pass by-laws regarding Accountability and Transparency of the municipality and its operations and of its local boards and their operations;

AND WHEREAS The Corporation of the Town of Tillsonburg wishes to adopt the Policy for Boards & Committees, which set out the rules and procedures under which all Boards and Committees are to conduct business;

AND WHEREAS all Committees established by The Corporation of the Town of Tillsonburg shall conduct their meeting procedures in the same manner as established under The Town's Procedural By-law in effect;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Town of Tillsonburg enacts as follows:


1. THAT the Town of Tillsonburg Policy for Boards & Committees attached hereto as "Schedule A" is hereby adopted and forms part of this by-law.
2. THAT this By-law comes into full force and effect upon the day of passing.

READ A FIRST AND SECOND TIME THIS 14TH DAY OF JANUARY, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 14TH DAY OF JANUARY, 2019.

Mayor – Stephen Molnar

Town Clerk – Donna Wilson

	THE CORPORATION OF THE TOWN OF TILLSONBURG			
	POLICY FOR BOARDS & COMMITTEES OF COUNCIL			
	Policy Number	2-009		
	Approval Date		Revision Date	
	Schedules			

A. POLICY STATEMENT

There is a need to provide a policy for Boards & Committees of Council within the Town of Tillsonburg.

B. PURPOSE

The purpose of this policy is to identify a process for establishing Boards and Committees of Council; requirements for maintaining and supporting their work; and the coordination of the appointment and advertising process through the Clerk's Office. It excludes external bodies and local boards not established by Council and internal, working groups of an administrative nature.

This policy supplements the Town of Tillsonburg Procedural By-law 4173. Boards and Committees shall be subject to the provisions of the Procedural By-Law.

IMPLEMENTATION PROCEDURE

1. Classification of Boards and Committees

Where the municipality makes appointments to bodies of its own creation and to outside bodies when requested to do so, such appointments shall be citizen appointments, except in those situations where the municipality has a direct financial involvement, in which case Council shall determine whether or not it will appoint citizen and/or Council Members to such bodies.

Generally Boards and Committees may be either ongoing or a Sub Committee of an existing Board or Committee. Committees provide recommendations, advice and information to Council on an ongoing basis on specific municipally-related matters that relate to the mandate of Boards and Committees as set out in the Committees Terms of Reference. They may include some of the following:

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- i. Advisory - includes bodies authorized by Municipal Council to provide input on a discretionary basis and advice to Council on a particular matter, or undertake special projects as assigned.
- ii. Mandatory - where a Provincial Statute prescribes the type of appointments to be made by the municipality to a given body, the Statute be complied with;
- iii. Local Boards/Committees - means a school board, municipal service board, public library board, board of health, police services board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality;
- iv. External Bodies - separate special purpose bodies that have a substantial amount of authority over their own operations.

Sub Committees assist in the short-term study and analysis of a specific municipally- related issue. They may include staff representation as well as representation from external bodies.

2. Establishment of Boards and Committees

Boards and Committees are proposed by resolution of Council and established by By-law. The By-law shall incorporate the Terms of Reference for the specific Board/ Committee. Prior to Council's establishment of any Board or Committee by by-law, staff shall submit a report to Council including the following information:

Board/Committee Structure, including Terms of Reference;

Membership composition;

Orientation, training and facilitation needs.

3. Ongoing Review of Boards and Committees

Early in a new Council term, Council shall review all Boards and Committees. The Clerk shall assist in this effort by providing an overview of all Boards/ Committees, including, but not limited to, the following:

- a. A list of Boards/Committees by name and type;
- b. Summary of mandates, goals and objectives for each Board/Committee;
- c. Recommendations on the future direction of each Board/Committee and its structure in general;

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- d. Review and recommendations on the reporting and functional relationships of Boards/Committees in general.

The Terms of Reference of each Board/Committee shall be reviewed on an ongoing basis by relevant staff in order to ensure that the Terms of Reference, the need for and the roles of each Board/Committee remains relevant and appropriate.

If a Board or Committee is to be disbanded, a final report on the Board/Committee activities and reasons for disbandment shall be presented to Council for approval.

4. Terms of Reference

It is recommended that the following components be included in the Board/Committee Terms of Reference at a minimum:

- a) Nature of Committee/Reporting and Functional Relationships
 - describes type of Board/Committee, whether advisory or subcommittee,
 - sets out reporting and functional relationships between the Board/Committee, Council, relevant town staff and the public.
- b) Mission/Mandate of Board/Committee
 - sets out the general purpose, goals and activities of the Board/Committee
- c) Committee Composition
 - describes the nature of the membership (citizens and/or organizations, numbers in each category), membership qualification, terms, quorum requirements, absentee requirements, Council Representative, Staff Liaison.
- d) Roles/Responsibilities
 - identifies various roles and expectations of key Board/Committee participants (members, Chair, Vice-Chair, staff participants, staff liaisons)
- e) Rules of Procedure/Order
 - Board/Committee members shall observe the Rules of Procedure outlined in the Town Procedure By-Law, as far as applicable, keeping in mind that members may feel more comfortable and appreciate the opportunity to exchange views with fellow committee members in a more informal atmosphere.
- f) Schedule/Location of Meetings
 - The Committee will establish a meeting schedule, setting out the time and place for meetings at the beginning of each year.

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g) Meeting Structure, Agenda and Minute Formats

- Identifies format, preparation and distribution of agendas and minutes
- Identifies that Minutes of all meetings, whether closed to the public or not, shall be recorded.

5. Mayor as Ex-Officio Member of Committees

The Mayor of the Council of the Town of Tillsonburg is an ex officio member of every Committee;

Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor of the Council, such number is automatically increased by one, being the Mayor of the Council, and all members of the Committee are present.

If there is an absent member, the Mayor's attendance replaces the absent member and the membership number is not automatically increased by one.

The Mayor is able to participate in the business of the Committee without any restriction including voting. Members of Council are able to attend at any meeting, however only members of Council who have been appointed to a Committee are entitled to vote.

6. Appointment Process and Advertising for Board/Committee Members

Where a Provincial Statute prescribes the type of appointments to be made by the Municipality to a given Board or Committee, the Statute shall be complied with. Where the Municipality makes appointments to Boards/Committees of its own creation and to outside bodies when requested to do so, such appointments shall be citizen appointments, except in circumstances where the Municipality has a direct financial involvement, in which instance Council shall determine whether or not it will appoint citizens and/or Council Members to such bodies.

Vacancies for citizen appointments shall be publicly advertised in the local newspapers, through social media and on the Town website. To apply to serve as a volunteer on a Town of Tillsonburg Board or Committee, interested individuals shall be invited to apply and submit an Application. It is not a requirement that applicants are a resident or municipal taxpayer in Tillsonburg. These appointments enable local citizens from various backgrounds to participate in local government and voluntarily give their time and expertise to help formulate the direction of certain municipal functions/programs.

The duration of Board/Committee appointments are the same as the term of Council, however staff may recommend that the terms for specific Board/Committee appointments be staggered to

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ensure experience and consistency in following the Board/Committee's goals and mandate. While appointees may serve on more than one Board/Committee, Council shall give first consideration to individuals who are not already appointed to another Board/Committee.

The following process, coordinated by the Clerk's Office, will generally be followed in initiating the recruitment, selection and appointment process:

- a) In an election year or upon Council passing a By-law to establish a Board/ Committee, the Clerk, will advertise Committee vacancies in the local newspapers, through social media and on the Town's website, making note of the mandate of the Committee, a brief statement of the role and responsibilities of Committee membership, duration of term, level of commitment, application process and contact information.
- b) Applicants shall be required to complete and submit to the Clerk an application form, available from the Clerk's office, Customer Service Centre (CSC) and the Town's website. Once the applications have been received, a selection committee comprising of three members of Council and the Clerk shall review the applications. The selection committee shall make recommended selections and a report will be prepared by the Clerk's office for approval by Council. All applicant's names shall be forwarded to Council with the staff report.
- c) Upon Council's approval of Board/Committee appointments, the Clerk will prepare the necessary appointment by-law.
- d) The Clerk, on behalf of Council, shall send out confirmation letters to new Board/ Committee appointees and advise of their staff liaison and any other relevant contacts.
- e) The Clerk will coordinate the necessary advertising in September of an election year in order to follow the appointment process.

Applications from volunteers who are not appointed during the regular appointment process will be kept on file for the remainder of the term of the committee. If a vacancy occurs on a Committee within that term, the applicants who applied to serve on that Committee and were not appointed will be contacted and asked if they are still interested in serving. Names of those who continue to have an interest to serve on the Committee will be submitted to the Clerk for consideration to fill the vacancy. The Clerk's Office will also advertise the vacancy in the newspaper.

7. Resignation/Dismissal Process

Board/Committee members wishing to resign their appointment shall submit a letter of resignation to the committee chair. Upon acceptance of the resignation, the Chair shall forward

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the resignation letter to the Clerk's office, which will initiate the aforementioned appointment process to fill the vacancy.

Council, at its discretion can dismiss any Committee/Board in its entirety or any member thereof at any time.

8. Absentee Requirements

If any Board/Committee member is absent from three consecutive meetings, without justification, the Chair of the Committee, in consultation with the staff liaison, will ask the member whether or not they wish to attend meetings and remain on the Committee or resign.

Upon confirmation that the member will no longer be serving on the Committee, the Committee Chair will notify the Town Clerk, which will initiate the appointment process for committee vacancies. If a member indicates the desire to continue to serve on the Committee, the member will be advised that attendance is required or the member will be removed from the Committee.

Any member of a Committee who is absent for more than fifty per cent (50%) of the meetings since their term of appointment, will not be eligible for re-appointment. A member of a Committee of Council who intends to leave a meeting before the meeting is adjourned must inform the Chair of this intention either at the start of the meeting or prior to leaving.

9. Orientation Sessions

Orientation sessions shall be conducted for Board/Committee appointees at the beginning of each Committee term. All Board/ Committee members benefit from orientation. The sessions identify goals, objectives and work plans. Further sessions may be conducted for appointees during the Council term, as required. Orientation manuals will be distributed to all members of the Committee for reference purposes. Each Board/Committee manual shall include the following information:

- a) Establishing By-Law for Board/Committee
- b) Mandatory Statutes (i.e. Ontarians with Disabilities Act)
- c) Tillsonburg Procedural By-Law
- d) Member Contact Information
- e) Council Members Contact Information
- f) Relevant Town Policies & Procedures affecting Board/Committee members.
- g) Committee Terms of Reference
- h) Staff Support Contact Information

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10. Meeting Structure, Agenda and Minute Formats

Meeting structure, agenda and minute formats should meet the needs of Individual Boards/Committees, while ensuring consistency, completeness and accountability. A Board/Committee may choose to follow a more informal procedure and allow for a consensus approach to discussion. It is recommended that the following components be included in Board/Committee Agendas, where specific subject items are described in each component.

- a) Date, time, location of meeting
- b) Members present (include office, i.e. Chair, Recording Secretary)
- c) Members absent/regrets
- d) Disclosure of Pecuniary Interest
- e) Approval of previous minutes
- f) Presentations/Deputations
- g) General Business and Reports
- h) Correspondence
- i) Other Business
- j) Closed Session
- k) Next meeting.
- l) Adjournment.

It is recommended that the Board/Committee minutes briefly outline the substance of each of the agenda items discussed during the meeting, including actions taken and recommendations by motion. The minutes shall be forwarded as soon as possible following the meeting to the Deputy Clerk in order to present them to Council as information on a monthly basis. Staff will be required to prepare a report for any recommendation of a Board/Committee requiring action by Council. Committee Chairs to present reports to Council. Minutes of all meetings must be recorded.

11. Election of Officers

Each Committee will elect as soon as possible after January 1st each calendar year to select a Chair and Vice-Chair from its membership for a term commencing January 1st and terminating December 31st or until a successor is appointed. For the purpose of clarity, a member of the Committee who served as Committee Chair or Vice Chair may be reappointed as Committee Chair or Vice Chair.

The secretary function shall be the responsibility of the staff liaison.

12. Term of Appointment

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The term of appointment shall be as set out in the appointment by-law.

Committee members will continue to serve on a committee past the expiration of their term until they are replaced.

13. Citizen Appointments

Renewed membership on a committee is not automatic, any member of the public who wishes to serve for an additional term must submit the approved application form or provide a letter which includes the necessary information in order to be considered for re-appointment;

14. Establishment of Sub-Committees

If a Committee wishes to establish a sub-committee, the sub-committee shall be formed to undertake business of special projects appropriate to the Committee through committee resolution. The Committee minutes shall note the mandate of the sub-committee, the beginning and proposed ending date, the composition and how the members are to be recruited. Such sub-committees shall report their findings to the Committee at regular Committee meetings. Sub-committees that are formed of members outside of the committee must be endorsed by council, as such staff must prepare a report to Council requesting endorsement of the additional committee members.

15. Access to Meetings

Except as provided in this section, all meetings shall be open to the public and the media and Board/Committee Minutes shall be available upon request. The Chair or presiding Officer may expel any person for improper conduct at a Meeting. A meeting may be closed to the public if the subject matter being considered is:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal employees or local board members;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) the receiving of advice that is subject to solicitor-client privilege; including communications necessary for that purpose;

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- g) a matter in respect of which the local board or committee may hold a closed meeting under another Act.
- h) consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act. This applies if the council, board, commission or other body is the head of an institution for the purposes of that Act;
- i) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*;
- j) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- k) 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;
- l) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value; or
- m) 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; or
- n) for the purpose of educating or training the members, subject to the condition that no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the committee.

Before holding a Meeting or part of a Meeting that is to be closed to the public, the Board/Committee shall state by Resolution:

- a) the fact of the holding of the Closed Meeting;
- b) the general nature of the matter to be considered at the Closed Meeting.
- c) in the case of a meeting for educational or training purposes, that it is closed for that purpose as well.

All deliberations while in Closed Session shall remain confidential unless otherwise approved by Committee in Open Session.

16. Provision for Accessibility and Diversity

Adequate provision shall be made by the Chair of the Board/Committee and relevant staff to ensure that meeting locations, agenda and minute formats, communications and conduct of meetings be accessible, to ensure maximum participation and quality customer service.

Reference may be made to the provisions of the Ontarians with Disabilities Act, and similar

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legislation, policies and guidelines. Membership that reflects the diversity of the Tillsonburg community will be encouraged in the recruitment, selection and appointment process.

17. Pecuniary Interest

If a Committee member has a pecuniary interest in any matter and is, or will be, present at a meeting at any time at which the matter is the subject of consideration, the member:

- a) shall, before any consideration of the matter, at the meeting verbally disclose the interest and its general nature.
- b) shall not, at any time, take part in the discussion of, or vote on, any question in respect to the matter; and
- c) shall leave the meeting and remain absent from it at any time during consideration of the matter.

18. Budget/Financial Reporting

Boards/Committees may make requests for budget allocations through their staff liaison in advance of the Town's annual budget process no later than August 31st of any given year. All related revenue and expenditure transactions will follow Council approved policy. Requests must relate to specific activities approved in the Board/Committee's mandate and work plan. Requests shall be submitted by the appropriate department head for consideration in the Town's budget review.

19. Town of Tillsonburg Policy and Procedures

Board and Committee members shall adhere to the policies and procedures of the Town of Tillsonburg.

THE TOWN OF TILLSONBURG

BY-LAW # 4248

A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY FOR THE YEAR 2019

WHEREAS section 317 of the *Municipal Act, 2001*, S.O. 2001, CHAPTER 25, provides that the council of a local municipality, before the adoption of estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipal purposes;

AND WHEREAS the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

THEREFORE the Council of the Town of Tillsonburg enacts as follows:

1. The amounts levied shall be as follows:
 - A. The amount levied on a property shall not exceed the prescribed percentage or 50 per cent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.
 - B. The percentage under paragraph “A” may be different for different property classes but shall be the same for all properties in a property class.
 - C. For the purposes of calculating the total amount of taxes for the year 2018 under paragraph “A”, if any taxes for municipal and school purposes were levied on a property for only part of the year 2018 because assessment was added to the tax roll during 2018, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
2. The provisions of this by-law apply in the event that assessment is first added to the Collector’s roll for the year 2019 and an interim levy shall be imposed at the prescribed percentage or 50 per cent if no percentage is prescribed, of the total tax rates levied for that class in the previous year.
3. All taxes levied under this by-law shall be payable into the hands of the Collector in accordance with the provisions of this by-law.
4. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out below. The penalty shall be one and one-quarter percent (1¼%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues, but not after the end of 2019.
5. The interim tax levy imposed by this by-law shall be payable in two (2) installments due on the following dates:

First Installment: The 21st day of February, 2019

Second Installment: The 23rd day of May, 2019
6. The Collector may mail or cause to be mailed to the address of the residence or place of business of each person taxed under this by-law, a notice specifying the amount of taxes payable.
7. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered in the Collector’s roll under section 343 of the *Municipal Act, 2001*.

8. The subsequent levy for the year 2019 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed under this by-law.
9. The provisions of section 317 of the *Municipal Act, 2001*, apply to this by-law with necessary modifications.
10. The Collector shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under section 4 of this by-law in respect of non-payment or late payment of any taxes or any installment of taxes.
11. Nothing in this by-law shall prevent the Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
12. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
12. This by-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14th DAY OF JANUARY, 2019.

MAYOR- Stephen Molnar

CLERK-Donna Wilson

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4252

BEING A BY-LAW to confirm the proceedings of Council at its meeting held on the 14th day of January, 2019.

WHEREAS Section 5 (1) of the *Municipal Act, 2001, as amended*, provides that the powers of a municipal corporation shall be exercised by its council;

AND WHEREAS Section 5 (3) of the *Municipal Act, 2001, as amended*, provides that municipal powers shall be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Town of Tillsonburg at this meeting be confirmed and adopted by by-law;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF TILLSONBURG ENACTS AS FOLLOWS:

1. All actions of the Council of The Corporation of the Town of Tillsonburg at its meeting held on January 14, 2019, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. The Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Tillsonburg referred to in the preceding section.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the Town of Tillsonburg.
4. This by-law shall come into full force and effect on the day of passing.

READ A FIRST AND SECOND TIME THIS 14th DAY OF JANUARY, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 14th DAY OF JANUARY, 2019.

Mayor – Stephen Molnar

Town Clerk – Donna Wilson