

The Corporation of the Town of Tillsonburg

COUNCIL MEETING

AGENDA



Thursday, February 28, 2019

6:00 PM

Council Chambers

200 Broadway, 2nd Floor

1. **Call to Order**

2. **Closed Session**

3. **Adoption of Agenda**

Proposed Resolution #1

Moved By: _____

Seconded By: _____

THAT the Agenda as prepared for the Council meeting of Thursday, February 28, 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 #2

Moved By: _____

Seconded By: _____

THAT the Minutes of the Council meeting held on February 11, 2019 and the Council Budget meeting held on February 19, 2019 be approved.

7. **Presentations**

8. **Public Meetings**

9. **Planning Applications**

10. Delegations

10.1 Town of Tillsonburg Concert Series

Presented by: William (Bill) Carruthers

Proposed Resolution #3

Moved By: _____

Seconded By: _____

THAT Council receives the delegation regarding the Town of Tillsonburg Concert Series presented by Bill Carruthers, as information.

11. Deputation(s) on Committee Reports

12. Information Items

12.1 Correspondence - Ministry of Municipal Affairs and Housing

Proposed Resolution #4

Moved By: _____

Seconded By: _____

THAT Council receives the correspondence from the Ministry of Municipal Affairs and Housing, as information.

12.2 Correspondence - Ministry of Finance - OMPF

Proposed Resolution #5

Moved By: _____

Seconded By: _____

THAT Council receives the correspondence from the Ministry of Finance, as information.

12.3 Correspondence - Ministry of Development, Job Creation and Trade

Proposed Resolution #6

Moved By: _____

Seconded By: _____

THAT Council receives the correspondence from the Ministry of Development, Job Creation and Trade, as information.

12.4 Regional Reform Report - Woodstock City Council

Proposed Resolution #7

Moved By: _____

Seconded By: _____

THAT Council receives the report for Woodstock City Council regarding regional government review, as information.

13. Staff Reports

13.1 Chief Administrative Officer

13.2 Clerk's Office

13.2.1 CLK 19-07 - Committees of Council Additional Appointments

Proposed Resolution #8

Moved By: _____

Seconded By: _____

THAT Council receives Report CLK 19-07, Committees of Council Additional Appointments;

AND THAT By-Law 4276, to amend Schedule A of By-Law 4247, be brought forward for Council consideration.

13.3 Development and Communication Services

13.4 Finance

13.4.1 FIN 19-04 - 2019 - Proposed Draft Budget Adjustments

Proposed Resolution #9

Moved By: _____

Seconded By: _____

THAT Council receives Report FIN 19-04 2019 Proposed Draft Budget Adjustments as information.

13.4.2 FIN 19-05 - 2019 - Final Budget and Departmental Business Plans

Proposed Resolution #10

Moved By: _____

Seconded By: _____

THAT Council receives report FIN 19-05 2019 Final Budget and Departmental Business Plans;

AND THAT the 2019 Budget in the amount of \$15,721,700 from taxation be adopted;

AND FURTHER THAT a by-law be brought forward setting the 2019

Property Tax Rates.

13.5 Fire and Emergency Services**13.6 Operations****13.6.1 OPS 19-03 - Results for Tender RFT 2019-003 Single Axle Cab and Chassis**Proposed Resolution #11

Moved By: _____

Seconded By: _____

THAT Council receives Report OPS 19-03, Results for Tender RFT 2019-003 Single Axle Cab and Chassis;

AND THAT Council award Tender RFT 2019-003 to TEAM Truck Centers of Woodstock, ON at a cost of \$120,382.08 (net HST included), the lowest bid received.

13.7 Recreation, Culture & Park Services**13.7.1 RCP 19-10 - Update to the Municipal Alcohol Policy**Proposed Resolution #12

Moved By: _____

Seconded By: _____

THAT Council receives Report RCP 19-10, Update to the Municipal Alcohol Policy;

AND THAT Council approves the updated Municipal Alcohol Policy;

AND THAT a by-law be brought forward for consideration.

14. New Business**15. Consideration of Committee Minutes****15.1 Committee Minutes**Proposed Resolution #13

Moved By: _____

Seconded By: _____

THAT Council receives the Economic Development Advisory Committee Minutes dated January 8, 2019 and February 12, 2019, the Cultural, Heritage and Special Awards Advisory Committee Minutes dated February 5, 2019, the Parks, Beautification and Cemetery Advisory Committee Minutes dated February 7, 2019,

the Accessibility Advisory Committee Minutes dated February 13, 2019, and the Tillsonburg Transit Advisory Committee Minutes dated February 14, 2019, as information.

15.2 Long Point Region Conservation Authority Board Minutes

Proposed Resolution #14

Moved By: _____

Seconded By: _____

THAT Council receives the Long Point Region Conservation Authority Board Minutes dated January 9, 2019, as information.

16. Motions/Notice of Motions

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

18.1 By-Law 4266, To Adopt a Municipal Alcohol Policy (M.A.P.)

18.2 By-Law 4274, To Adopt a Council-Staff Relations Policy

18.3 By-Law 4275, To Adopt a Pregnancy and Parental Leave for Members of Council Policy

18.4 By-Law 4276, To Amend Schedule A of By-Law 4247

Proposed Resolution #15

Moved By: _____

Seconded By: _____

THAT By-Law 4266, To Adopt a Municipal Alcohol Policy (M.A.P.); and

By-Law 4274, To Adopt a Council-Staff Relations Policy; and

By-Law 4275, To Adopt a Pregnancy and Parental Leave for Members of Council Policy; and

By-Law 4276, To Amend Schedule A of By-Law 4247, 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.

19. Confirm Proceedings By-law

Proposed Resolution #16

Moved By: _____

Seconded By: _____

THAT By-Law 4277, to Confirm the Proceedings of the Council meeting held on February 28, 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. Items of Public Interest

21. Adjournment

Proposed Resolution #17

Moved By: _____

Seconded By: _____

THAT the Council Meeting of Thursday, February 28, 2019, be adjourned at ____ p.m.

MINUTES



Monday, February 11, 2019

5:00 PM

Council Chambers

200 Broadway, 2nd Floor

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

Staff: Donna Wilson, Town Clerk
Kevin De Leebeeck, Director of Operations
Dave Rushton, Director of Finance
Rick Cox, Director of Recreation, Culture and Parks
Jeff Smith, Fire Chief
Amelia Jaggard, Legislative Services Coordinator

Regrets: David Calder, CAO

1. Call to Order

The Meeting was called to order at 5:00 p.m.

2. Closed Session

Resolution # 1

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT Council move into Closed Session at 5:00 p.m. to consider a proposed or pending acquisition or sale of land by the Town (Earle Street).

Carried

2.1 Proposed or Pending Land Acquisition or Sale (Earle Street)**3. Adoption of Agenda****Resolution # 2****Moved By:** Councillor Parker**Seconded By:** Councillor Esseltine

THAT the Agenda as prepared for the Council meeting of Monday, February, 11, 2019, 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 # 3****Moved By:** Councillor Esseltine**Seconded By:** Councillor Parker

THAT the minutes of the Council meeting held on Monday, January 28, 2019, be approved.

Carried

7. Presentations**8. Public Meetings****8.1 Application for Zone Change - ZN 7-18-12 - 2370392 Ontario Ltd. (Matheson) - 101 Bidwell**

Eric Gilbert, County Planner, County of Oxford, appeared before Council and provided an overview of Report CP 2019-35, Application for Zone Change ZN 7-18-12.

Opportunity was given for comments and questions from Council.

The applicant, Jush Matheson, was in attendance and spoke in favour of the application.

Diane Ladoucer, 73 Washington Grand Avenue, appeared before Council in opposition of the application.

Ms. Ladoucer raised concerns about parking and potential traffic congestion on Washington Grand and Bidwell Streets posing a hazard to pedestrian traffic.

Ms. Ladoucer also noted concerns about the proposed brewery impacting the water pressure at her property, odors resulting from production and the impact on the sewage system.

Ms. Ladoucer also noted concerns about the proposed restaurant and potential for increased noise.

Ms. Ladoucer also noted concerns about the amount of proposed usages.

Kim Millard owner of Making Good Spirits, 103 Bidwell, appeared before Council neither in support of, or opposition of the application.

Ms. Millard raised concerns about parking and questioned what kind of impact there would be on taxes.

Debra Ferris, 70 Washington Grand Avenue, appeared before Council in opposition of the application.

Ms. Ferris raised concerns about parking and traffic congestion.

Ms. Ferris also noted concerns about odor resulting from production of a brewery.

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

Council passed the following resolution.

Resolution # 4

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT Council approve the zone change application ZN 7-18-12, submitted by 2370392 Ontario Ltd. (Jush Matheson), whereby the lands described as Lots 885 & 886, Plan 500, Town of Tillsonburg, known municipally as 101 Bidwell Street are to be rezoned from 'Entrepreneurial Zone (EC)' to 'Special Entrepreneurial Zone (EC-sp)' to permit the establishment of a restaurant, a brewery and warehousing within an existing building.

Carried

9. Planning Applications

10. Delegations

11. Deputation(s) on Committee Reports

12. Information Items

12.1 Community Transportation Grant Program Announcement

Resolution # 5

Moved By: Councillor Luciani

Seconded By: Councillor Esseltine

THAT Council receive the correspondence regarding the Community Transportation Grant Program Announcement, as information.

Carried

13. Staff Reports

13.1 Chief Administrative Officer

13.2 Clerk's Office

13.2.1 CLK 19-04 - Pregnancy and Parental Leave Policy

Resolution # 6

Moved By: Councillor Luciani

Seconded By: Councillor Parker

THAT Council receives Report CLK 19-04 Pregnancy & Parental Leave for Council;

AND THAT Council chose Option 1 for remuneration of Council Members while on leave;

AND THAT a By-Law to authorize the policy be brought forward for Council consideration at the February 28, 2019 Council meeting.

Carried

13.2.2 CLK 19-05 - Council-Staff Relations Policy

Resolution # 7**Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Luciani

THAT Council receives Report CLK 19-05 Council-Staff Relations Policy;

AND THAT a By-Law to authorize the policy be brought forward for Council consideration at the February 28, 2019 Council meeting.

Carried

13.2.3 CLK 19-06 - Integrity Commissioner/Meeting Investigator**Resolution # 8****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Luciani

THAT Report CL 19-06 Integrity Commissioner /Meeting Investigator, be received;

AND THAT By-Laws to authorize Agreements with Gregory Stewart to fill the Integrity Commissioner and Closed Meeting Investigator roles for the Town of Tillsonburg for a five year term, be brought forward for Council consideration.

Carried

13.3 Development and Communication Services**13.4 Finance****13.5 Fire and Emergency Services****13.5.1 FRS 19-02 - Fundraising Authorization****Resolution # 9****Moved By:** Councillor Rosehart**Seconded By:** Councillor Gilvesy

THAT Report FRS 19-02 Fundraising Authorization is received as information;

AND THAT the Tillsonburg Fire Department's Public Education Committee is authorized by Council to fundraise for the purchase of a smoke alarm mascot.

Carried

13.6 Operations

13.7 Recreation, Culture & Park Services

13.7.1 RCP 19-09 - General Volunteer Policy

Volunteers will be required to read and acknowledged the policy.

Resolution # 10

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT Council receives Report RCP 19-09 General Volunteer Policy;

AND THAT Council adopts the Town of Tillsonburg General Volunteer Policy.

Carried

13.7.2 RCP 19-10 - Update to the Municipal Alcohol Policy

Staff to provide a red line version of the Municipal Alcohol Policy.

Moved by: Deb Gilvesy

Seconded by: Chris Rosehart

THAT Council defer Report RCP 19-10 Update to Municipal Alcohol Policy until February 28, 2019.

Carried

Resolution # 11

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT Council receives Report RCP 19-10 Update to the Municipal Alcohol Policy;

AND THAT Council approves the updated Municipal Alcohol Policy;

AND THAT a By-Law is brought forward for consideration.

Deferred

14. New Business

15. Consideration of Committee Minutes

15.1 Committee Minutes

Resolution # 12

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT Council receive the minutes of the Parks, Beautification and Cemetery Advisory Committee dated January 31, 2019, and the minutes of the Cultural, Heritage and Special Awards Advisory Committee dated February 5, 2019, as information.

Carried

15.2 Tillsonburg Police Services Board Minutes

Resolution # 13

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT Council receive the Tillsonburg Police Services Board minutes dated December 19, 2018, as information.

Carried

16. Motions/Notice of Motions

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

18.1 By-Law 4266, Municipal Alcohol Policy (M.A.P)

18.2 By-Law 4267, To Appoint an Integrity Commissioner

18.3 By-Law 4268, To Appoint a Meeting Investigator

18.4 By-Law 4270, To Authorize the Submission of an Application to Ontario Infrastructure and Lands Corporation

Resolution # 14

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

THAT By-Law 4267, To Appoint an Integrity Commissioner; and

By-Law 4268, To Appoint a Meeting Investigator; and

By-Law 4270, To Authorize the Submission of an Application to Ontario Infrastructure and Lands Corporation, 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

19. Confirm Proceedings By-law

Resolution # 15

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT By-Law 4265, to Confirm the Proceedings of the Council meeting held on February 11, 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.

Carried

20. Items of Public Interest

The Ladies Foursome by Norm Foster will be playing at Theatre Tillsonburg February 14 to 17, 2019.

On Wednesday, February 13, 2019 Glendale is hosting a coffee house in hopes to raise money for the graduating class of 2019.

A Valentine's Dance will be held at the Lions Auditorium at the Tillsonburg Community Centre on Thursday, February 14, 2019.

There will be a pancake breakfast at the Tillsonburg Community Centre on Family Day, Monday, February 18, 2019. The grand opening of the J.L. Scott McLean Memorial Rink will be at 10:45 a.m.

The next Council Budget Meeting will be held on February 19, 2019 at 4:30 p.m.

On Wednesday, February 6, 2019 the Ontario Chicken Producers made a significant contribution to the Food Bank.

The Tillsonburg Lions Fish Fry will be held on Wednesday, February 13, 2019.

Operation All Dressed Up which hopes to provide equitable access to all grade 8 and 12 students to have attire for graduation ceremonies. Donations can be dropped off at any OPP detachment.

The next Council meeting will be Thursday, January 28, 2019 at 6:00 p.m.

21. Adjournment

Resolution # 16

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT the Council meeting of Monday, February 11, 2019, be adjourned at 7:44 p.m.

Carried



BUDGET MEETING MINUTES

Tuesday, February 19, 2019

4:30 PM

Council Chambers

200 Broadway, 2nd Floor

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

Staff: David Calder, CAO
Donna Wilson, Town Clerk
Kevin De Leebeeck, Director of Operations
Rick Cox, Director of Recreation, Culture and Parks
Jeff Smith, Fire Chief

Regrets: Dave Rushton, Director of Finance

1. Call to Order

The Meeting was called to order at 4:30 p.m.

2. Adoption of Agenda

Resolution # 1

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT the Agenda as prepared for the Council Budget Meeting of Tuesday, February 19, 2019, be adopted.

Carried

4. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

5. Adoption of Council Minutes of Previous Meeting

Resolution # 2

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT the Minutes of the Council Budget Meeting of January 29, 2019, be approved.

Carried

6. Staff Reports

6.1 FIN 19-06 - Summary of 2019 Budget Changes to January 29, 2019

Resolution # 3

Moved By: Councillor Parker

Seconded By: Councillor Luciani

THAT Council receives Report FIN 19 -06 Summary of 2019 Budget Changes to January 29, 2019, as information;

AND THAT the 2019 Budget and Business Plans be brought forward at the February 28, 2019 Council Meeting for consideration.

Carried

6.2 FRS 19-01 - Budget Issue Paper: Strategic Plan Implementation & Costing Analysis

Fire Chief Smith provided an overview of the implementation and costs.

Council were given the opportunity to ask questions.

Resolution # 4

Moved By: Councillor Luciani

Seconded By: Deputy Mayor Beres

THAT Report FRS 19-01 Budget Issue Paper: Strategic Plan Implementation & Costing Analysis is received, as information;

AND THAT the Fire Chief is directed to implement the Recommendations as contained within the Fire Services Strategic Planning Committee Final Report dated November, 2018, with the exception of items 3, 7 & 8.

Carried

6.3 RCP 19-11 - Station Arts Building Order Compliance

The final award of any work would come to council for approval.

Resolution # 5

Moved By: Deputy Mayor Beres

Seconded By: Councillor Luciani

THAT Council receives Report RCP 19-11 Station Arts Building Compliance;

AND THAT Council gives pre-budget approval for up to \$20,000 from reserves for staff to proceed with assembling the necessary design work to apply for a building permit by April 1, 2019;

AND THAT Council approves Option 2 - With sprinklers to meet the requirements of Unsafe Building Order UBO 10-15-2018.

Carried

7. Motions/Notice of Motions for which Previous Notice Was Given

7.1 Councillor Rosehart

#6 Grass Cutting

The request was to improve the maintenance at the Cemetery beyond what staff currently are able to provide.

Resolution # 6

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT the Town contract the grass cutting at the cemetery in order to improve the operational standards at the cemetery.

Defeated

#7 Concert Series

Staff provided an update on the cost to the Town of the first two events that were cancelled and the cost of the recent valentine dance.

The next event is March 23, 2019 and the hope is to operate the event at a profit. The events are to build cultural events within the Town of Tillsonburg.

Resolution # 7

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT The Concert Series in the Amount of \$12,000 be removed from the 2019 Budget.

Defeated

Resolution # 8

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT The FTE Financial Coordinator position be contracted for one year for the 2019 Budget

Carried

Resolutions number 9 to 16 were withdrawn.

7.2 Councillor Gilvesy

Resolution # 17

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT the 2019 Draft Budget be brought back for council's consideration with a 2.2% levy increase which represents a reduction of 0.6% from the current proposed budget;

AND THAT no additional funds shall be derived from reserves or debentured to cover this reduction in the 2019 Budget;

AND THAT a budget meeting be set for February 28, 2019.

Carried

8. Motions/ Notice of Motions

9. Confirm Proceedings By-law

Resolution # 18

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT By-Law 4273, To Confirm the Proceedings of the Council Meeting held on February 19, 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.

Carried

10. Adjournment

Resolution # 19

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT the Council Budget Meeting of Tuesday, February 19, 2019, be adjourned at 6:08 p.m.

Carried

Hello,

Please note the following response to Delegation Request Form has been submitted at Tuesday February 19th 2019 3:20 PM with reference number 2019-02-19-001.

- **First Name**
William (Bill)
- **Last Name**
Carruthers
- **Street Address**
133 North Street East
- **Town/City**
Tillsonburg
- **Postal Code**
N4G1B4
- **Phone Number**
226-919-4441
- **E-mail**
wcarruthers12@gmail.com
- **Do you or any members of your party require accessibility accommodations?**
No
- **Council Meeting Date**
February 28, 2019
- **Subject of Delegation**
Town of Tillsonburg Concert Series (Arts & Culture)
- **Name(s) of Delegates and Position(s)**
Bill Carruthers - President, CARRUTHERS ENTERTAINMENT SERVICES Ltd.
- **Name of Group or Person(s) being represented (if applicable)**
Bill Carruthers

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

I accept

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

The Delegation will present a brief outline of the Town of Tillsonburg Arts & Culture Program Concert Series events planned for 2019. The purpose of this series is to provide community events intended to bring a higher profile and use to the Kinsmen Band Shell specifically and, to the Town of Tillsonburg's Arts & Culture offerings.

It was recommended by Mayor Steve Molnar and Rick Cox, Director of Recreation, Culture & Parks that this Delegation Request be submitted.

- **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.**

Steve Molnar - Mayor & Rick Cox - Director of Recreation, Culture & Parks

- **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

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Téléc. : 416 585-6470



19-2037

Dear Head of Council:

As the consultation on our government's Housing Supply Action Plan has come to a close, I wanted to draw your attention to one part of that work that is focused on land use planning – the need to increase supply and streamline the development approval process to speed up the time it takes to get the right kind of housing built in the right places. We have received some great suggestions in that consultation that will inform potential changes.

Our Government for the People is going to take swift action to streamline the development approvals system. Earlier this year we introduced proposed changes to the Growth Plan for the Greater Golden Horseshoe. These proposed changes are in response to the implementation challenges our government heard about when we took office. Consultation on these changes closes on February 28, 2019.

Given that land use planning and development approvals are critical to achieving housing and job-related priorities in communities across Ontario, my Ministry is also reviewing the *Planning Act* and Provincial Policy Statement to ensure they are calibrated to achieve our streamlining and housing supply objectives.

My intention is to bring forward legislation and concrete policy changes that would impact planning province-wide in the coming months. I encourage you to consider the context of this streamlining work and its focus on the *Planning Act* and the Provincial Policy Statement, as it may help to inform your local actions. You may wish to consider an interim pause on some planning decisions or reviews of major planning documents such as official plans or comprehensive zoning bylaw updates until this work is completed.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Clark".

Steve Clark
Minister



7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-325-0400
Facsimile: 416-325-0374

7^e étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-325-0400
Télécopieur: 416-325-0374

February 13, 2019

Dear Head of Council:

We are writing to provide you with an update on the 2019 Ontario Municipal Partnership Fund (OMPF).

Recognizing that we are already well into the municipal budget year, the government will be maintaining the current structure of the OMPF for 2019 as well as Transitional Assistance. This means that the program and funding will remain virtually the same as in 2018, while allowing for annual data updates and related adjustments. We heard the concerns of municipalities and that is why we are now providing the certainty they need to begin finalizing their budgets.

Ministry staff are working to finalize data updates to ensure the OMPF continues to be responsive to changing municipal circumstances as is the case under the current program. Allocation notices with funding details for each municipality, as well as supporting material, will be available in mid-March. At that time, the final 2019 funding envelope will also be announced. Consistent with prior years, Transitional Assistance will continue to gradually decline as fewer municipalities require this funding.

As we communicated previously, Ontario inherited a \$15 billion deficit. The rising cost of servicing our massive debt, if left unchecked, will imperil our hospitals, schools and other public services. We cannot allow this to happen. We continue to review government transfer payments, including the OMPF, as we work to put our province back on a sustainable and responsible fiscal path.

In the coming months, we will continue to consult with municipalities to ensure the OMPF program is sustainable and focused on the Northern and rural municipalities that need this funding the most. As we noted in December, the OMPF will be reviewed. For this reason, we are committed to announcing 2020 allocations well in advance of the municipal budget year so that municipalities have appropriate time to plan.

.../cont'd

We respect our municipal partners and remain committed to listening and working together constructively to find smarter and more efficient ways to make life better for our communities.

Sincerely,

Original Signed by

Vic Fedeli
Minister of Finance

c: The Honourable Steve Clark, Minister, Municipal Affairs and Housing
Jamie McGarvey, President, Association of Municipalities of Ontario

**Ministry of Economic Development,
Job Creation and Trade**

Office of the Minister

18th Floor
777 Bay Street
Toronto ON M7A 1S5
Tel.: 416-326-8475

**Ministère du Développement économique,
de la Création d'emplois et du Commerce**

Bureau du ministre

18^e étage
777, rue Bay
Toronto ON M7A 1S5
Tél.: 416-326-8475



Ontario

February 20, 2019

Dear Head of Council:

This week our government was pleased to announce our first step in supporting Ontario's automotive industry – Driving Prosperity: The Future of Ontario's Automotive Sector.

As you know, one of the biggest barriers automakers face if they want to build or expand an auto assembly plant is the availability of large-scale sites for manufacturing. The auto sector is generally concentrated in densely populated parts of Ontario where it isn't easy to find the right site.

Automakers have told us they are looking for sites with access to servicing, skilled labour and transportation — and that aren't situated on sensitive lands. In response to this, our plan includes a *Job Site Challenge* which will give municipalities, that wish to participate, the opportunity to propose sites of 500 to 1,500 acres for industrial expansion.

Our goal is to help proponents create competitive shovel-ready sites where an automaker can build a plant and bring thousands of good-paying jobs to the community. Lands that are located in the Green Belt, Oak Ridges Moraine, Ground Water Protection Zones or other sensitive lands are specifically excluded from eligibility.

The Job Site Challenge is modelled on successful U.S. projects that have played a major role in attracting auto assembly plants to several southern states. These new plants, along with their extensive supply chains, have created thousands of new jobs.

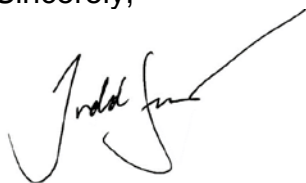
We look forward to working with municipalities on this. We will partner with the successful proponents to make sure that development opportunities are competitive. This will of course include streamlining the approvals processes for planning, environmental and servicing.

-2-

This is an opportunity for us to work together to bring high-quality jobs to your community, helping to drive one of Ontario's key economic sectors forward in the coming decades.

Please feel free to contact either of us with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Smith", with a long, sweeping horizontal stroke extending to the right.

Todd Smith
Minister of Economic Development,
Job Creation and Trade

A handwritten signature in blue ink, appearing to read "Steve Clark", in a cursive style.

Steve Clark
Minister of Municipal Affairs
and Housing

To: Members of Council

Re: Regional Reform

AIM

To discuss the Regional Reform initiative, potential options and implications of Regional Reform and to provide City Council with an opportunity to submit comments on this initiative.

BACKGROUND

On January 15, 2019 the Ontario Government announced that it is moving ahead with a review of Regional Government. Two special advisors have been appointed to consult broadly over the coming months and provide recommendations to improve governance, decision-making and service delivery. Recommendations to the Ontario Government in these areas are expected by early summer of this year.

The last review of municipal governance occurred approximately 20 years ago pursuant to the *Savings and Restructuring Act*, 1996. There was significant municipal restructuring across Ontario at this time. In Oxford the County retained KPMG to undertake a restructuring and rationalization of services study. The number of County, City and Township Councillors was reduced as a result of the governance recommendations from this study. There were 11 municipal services studied as part of the rationalization of services portion of the study. These 11 services were subjected to the triple majority process and generally resulted in the migration of tourism and waste collection to the upper tier (subject to contracting for service to Woodstock and South West Oxford). The County did not properly assume the authority for waste collection which is the reason why the Municipal Act does not assign exclusive authority to the County for this service. The review also identified significant cost savings in rationalizing the dual road authority system (ie County Road Authority for County Roads and Municipal Road Authority for Local Roads). Devolution of the road program to area municipalities was estimated to generate the highest savings followed by the County contracting road maintenance for County roads to the lower tiers. Rather than implement one of these recommendations the decision was to pursue a "Cooperative and Innovative Services Model" which provides for joint purchasing, route optimizations and co-operative capital planning.

Province wide the stated objective of finding savings and efficiencies through this last municipal government restructuring was not achieved. The appended article, *"Amalgamations brought fewer Ontario cities, but more city workers"* by Wendy Gillis, January 13, 2014 provides observations and analysis of municipal government ten years after the amalgamations. *"The conclusion is very strong: amalgamation didn't reduce the size of municipal government"* and *"The results show that municipal public sector grew, both in employment and cost, and expanded at a faster rate than it had in the decade before amalgamations"*.

What can be learned from this experience is that there are certain services which are best delivered at a local scale and there are other services which can be better delivered on a wider geographical scale. Page 29 of 154

COMMENTS

The current Regional Reform initiative is two pronged with the first area focusing on governance and structure and the second area on service efficiencies and service quality improvements.

Governance and Structure

Oxford County is first and foremost a rural County. The most significant force of change is the rapid growth of the City of Woodstock. The demand for growth opportunities should be expected to strengthen in the future; the difference will be that these opportunities will emerge and/or strengthen in other serviced communities in the County. This Regional Reform initiative should look ahead to the Oxford 20 years from now and what structural changes will best serve the taxpayer over these years.

Oxford County has a two tier government structure. Oxford County is a Regional Government but is essentially a servicing sharing organization that delivers services that are best managed on a larger geographical basis. One landfill for the entire County is a good example of a service that is best shared on a wider geographical basis.

Several alternative governance structures can be considered and are summarized below.

One Tier

The services delivered by the three urban municipalities and five townships are devolved to one level of government; presumably the County of Oxford under this option.

Based on the experience of amalgamations from twenty years ago, there should be no savings anticipated over the long term and any cost efficiencies related to one tier government will be eroded. This erosion will stem from the fact that some lower tier municipalities are unionized and others are not. There will be pressure to unionize with the County as one employer. Woodstock is the only municipality in the County with exclusively career firefighters and all other lower tier municipalities use volunteer firefighters. There will be similar pressure to migrate to the more costly career firefighter model.

The rural/urban service needs differ and there will be pressure to standardize services resulting in increasing cost. There is also concern that there will be pressure to standardize levels of service at a lower level than currently established in urban areas.

Decisions regarding matters such as zoning are best made at a local level where each Councillor voting on an application is elected to the community in which the application is made. Economic development is also best managed at a local level where competition drives decisions.

The Oxford Community Police Service (OCPS) can be considered a pilot project of one tier government. OCPS provided police services to the City of Woodstock, the Township of Blandford Blenheim, the Township of East-Zorra Tavistock and the Township of Norwich. This partnership disbanded in 2009 due to concerns over service levels and service costs. Page 30 of 154

Staff do not believe that a one tier system of government is appropriate for Oxford County.

Two Tier with Possible Lower Tier Boundary Realignment

A service rationalization review with consideration for lower tier boundary realignments is an option for consideration.

Staff suggest that this option be supported for further consideration.

Separated City(s) & County Amalgamation

This option considers creating a separated City status for some or all of the urban municipalities in the County and amalgamation of the County of Oxford with the County of Elgin, County of Middlesex and/or the County of Perth. Stratford and St Marys in Perth County are separated cities as is the City of St Thomas in Elgin County and London in Middlesex County. Service sharing agreements exist in Elgin, Middlesex and Perth Counties with their urban counterparts for various services.

The County of Oxford recently devolved Public Health to a new organization that serves both Oxford and Elgin Counties. Clearly, Public Health has emerged as a local service that is better delivered on a broader geographical basis than the current County boundaries. This option takes this example one step further to consider whether there are more services offered by the County that could be better delivered if moved to a larger geographical area.

This option has merit but brings greater difficulties to implement given that Elgin, Middlesex and Perth are not currently part of the Regional Reform initiative.

Service Efficiencies and Service Quality Improvements

There has always been a practice of resource sharing, working cooperatively and partnerships in the delivery of municipal services in the County. This sharing occurs both informally and contractually. The Regional Reform Initiative is an opportunity to consider "who does what" in the context of what is best for the taxpayer having regard for what we think the needs of Oxford residents and businesses will be 20 years from now. This is a challenging, yet intriguing question and there will be different perspectives. From the perspective of the City of Woodstock Staff suggest the following as services to be considered for changes.

Consent and Subdivision Approval

Land division responsibility currently resides with the County of Oxford. Consent applications are approved by a Land Division Committee which is appointed by County Council. Subdivision planning applications are approved by County Council. Public

meetings for both consent and subdivision applications occur at the City and then duplicated at either Land Division Committee or during Committee of the Whole at County Council. The public perceives that the public meeting held at the City is the statutory public meeting, but it is not. A local municipality is the decision making authority for zoning bylaw changes and Staff see no reason that Land Division decisions (consent or subdivision) should be different. Page 31 of 154

Staff suggest that these authorities should be transferred to the lower tier municipalities.

Water Distribution and Wastewater Collection Services

The City recommends consideration be given to affecting a shared authority to the City for water distribution and wastewater collection services within the City. The City currently provides maintenance services and capital replacement under contract to the County. The intent is to affect the following functions by granting shared authority to the City of Woodstock to:

- Independently approve wastewater collection and water distribution infrastructure to support economic development opportunities.
- Independently fund the cost of extensions to these systems.
- Independently approve operating and capital budget for this infrastructure.
- Pass a development charge bylaw for such infrastructure.
- Implement a one window approach to development approvals.
- Have the same status as other lower tier municipalities.

Successful economic development often hinges on the ability to provide information, servicing and upgrades in a guaranteed timely fashion. It is one of the most important development tools available.

Staff suggest that wastewater collection and water distribution be considered for non-exclusive status in the Municipal Act.

County Roads

The KPMG study undertaken by the County during the last governance and service review in July of 2000 estimated savings of approximately \$1.2 million if the County contracts road maintenance to area municipalities. Intuitively this estimate seems conservative considering the savings from eliminating the duplication of road patrol yards and equipment. This operational model exists in Elgin County and in the urban municipalities of Oxford County. Capital road reconstruction remains a county responsibility under this model.

The additional responsibility of County roads for a Township will result in more staff for the Township and less staff for the County. Township staff deliver services beyond roads and these additional staff will help support Township services when needed unlike a County roads employee.

Staff suggest that a devolution of County roads maintenance to all area municipalities be considered and that Lower Tier Municipal Councils request reports from their staff exploring the pros and cons of providing maintenance services on County roads under contract to the County.

RECOMMENDATION

That Woodstock City Council support the transfer of Consent and Subdivision approval authority to the City of Woodstock and that water distribution and waste water collection become a non-exclusive sphere of jurisdiction in Oxford County;

AND FURTHER that the following resolution be adopted by Woodstock City Council:

WHEREAS the Ontario Government has begun a Regional Reform Initiative that includes Oxford County;

AND WHEREAS the City of Woodstock opposes a one tier governance structure in Oxford County as it will not result in better decision making, will not result in improved services and will not provide cost efficiencies;

AND WHEREAS the City of Woodstock supports the continuation of a two tier governance structure and prefers to develop a "Made in Oxford" solution by looking at service rationalization and realignment;

NOW THEREFORE BE IT RESOLVED that Woodstock City Council requests County Council to facilitate and coordinate a process for developing a two tier "Made in Oxford" solution and that this report be circulated to all Oxford County Municipalities for consideration of endorsement;

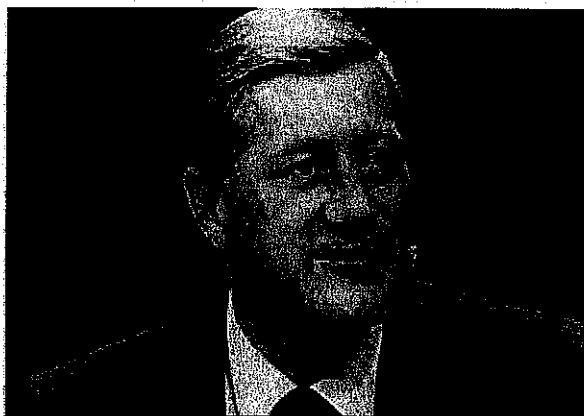
AND FURTHER that this report be forwarded to the Ministry of Municipal Affairs, the Oxford Member of Provincial Parliament and the Regional Reform Special Advisors.

David Creery, M.B.A., P. Eng., Chief Administrative Officer

News / GTA

Amalgamation brought fewer Ontario cities, but more city workers, report finds

New analysis finds local governments actually grew bigger, faster, after Mike Harris's so-called Common Sense Revolution, which massively restructured Toronto and other cities with the aim of reducing costs.



JOHN MAHLER FILE PHOTO

New research by a professor at Western University shows that the Common Sense Revolution espoused by former Ontario premier Mike Harris, seen here in a portrait from 1994, was unsuccessful in reducing the size of municipal government.

By: Wendy Gillis News reporter, Published on Mon Jan 13 2014

It was dubbed the Common Sense Revolution — Progressive Conservative premier Mike Harris's 1995 campaign to slash the province's bloated public sector through massive municipal government restructuring, to the tune of \$250 million in taxpayer savings.

But new analysis has found that while amalgamation technically decreased the number of municipalities in Ontario — down from 850 to 445 — and 23 per cent of elected official positions were axed, more people than ever are working in Ontario's municipal governments.

"The conclusion is very strong: amalgamation didn't reduce the size of municipal government," said Timothy Cobban, political science professor at Western University and lead researcher.

Cobban and his team crunched government data, including Statistics Canada numbers for 15 years before and after the provincial amalgamation, to determine just how much sense Harris's plan made in the long run.

The results show the municipal public sector grew, both in employment and cost, and expanded at a faster rate than it had in the decade before amalgamation.

From 1981 to 1996, Ontario's municipal governments grew by 23.9 per cent overall, adding 39,191 jobs. During the 15 years post-amalgamation, from 1996 to 2011, they grew by 38.8 per cent, adding 104,200 jobs. In total, about 270,000 people work in the municipal public sector in Ontario today, compared with 160,000 people in 1995.

That has translated into a sizeable spending spike: in 1981, Ontario spent just under \$200 million on local government salaries and wages. By 2011, that number had increased to \$750 million.

The rising number of government workers is not explained by population growth, Cobban says: The statistics show that in 1990, there were 15.8 municipal workers per thousand residents, while in 2010 there were 20.9 workers per thousand.

Cobban attributes this expansion to several other factors.

First, when municipalities merge, there will inevitably be jobs created in some fields. For instance, if suburban and urban areas merge, new firefighters will probably need to be hired, because the suburb may have previously had a part-time or volunteer department.

"Typically, as they get merged into a city, you end up with a full-time fire department and various other services," said Cobban. "There's upward pressure on services as people in one area of a city will understandably demand comparable services as people on other sides of the city."

Amalgamation also tends to hike wages for public-sector employees, since merging of collective bargaining units usually means compensation is harmonized upwards, Cobban said.

Growth can also be partly explained by the so-called "downloading" of provincial responsibilities onto municipalities that occurred under the Harris government, including social assistance, public housing and public health.

For instance, in 1991, just 3.4 per cent of Ontario's municipal government workers were employed in social services. By 2011, that number had more than doubled, to 7.8 per cent.

But numbers also increased in areas unaffected by downloading, including administrative roles such as clerks and treasurers, Cobban found.

"This is a significant finding because the (Common Sense Revolution) platform sought to reduce the number of administration roles . . . by reducing the number of municipalities, but this did not occur," Cobban wrote in a preliminary report on the research, prepared for a recent presentation to Hamilton's city council.

The findings don't necessarily mean amalgamation as a whole was a failure, Cobban said. Though it's clear it didn't achieve its stated goal, it may have produced municipalities that are stronger and better run, he said.

"We're agnostic about the conclusion, about whether it's good or bad on its own," he said.

Andrew Sancton, Western University professor and author of *Merger Mania: The Assault on Local Government*, said he was not surprised by the findings.

Sancton was hired by the pre-amalgamation city of Toronto to prepare a rebuttal to the province's report, prepared by KPMG, which said the changes suggested in the Common Sense Revolution would save money.

Based on academic research and real-world examples of other amalgamated cities, Sancton's report found that there wasn't a strong argument to be made for economies of scale — that is, that costs decrease when operations grow. Sancton found that there weren't many economies of scale in services that were not already amalgamated in Toronto and other cities.

It also foreshadowed Cobban's findings, saying wage and service levels were likely to increase.

"All the evidence was that there was little or no prospect of saving money," he said.

Chris Stockwell, a member of the Harris government during amalgamation, said he was opposed to it from the beginning. He claims there was little discussion about its implications before the idea was launched into the public realm during the 1995 election.

"Listen, I'm a big fan of the Harris government; we made some good decisions, but this one . . . it just came out of the air," Stockwell said.

A politician who worked in local, regional and then provincial government, Stockwell felt government grew less connected to constituents the bigger it got, and that small governments are the most efficient.

Doug Holyday, former Toronto deputy mayor and now the MPP for Etobicoke-Lakeshore, was Etobicoke's mayor during the push for amalgamation, and was in the minority among GTA mayors when he did not oppose it.

At the time, it seemed there was logic in fusing the numerous clerical offices, fire departments and more, and he was seeing similar moves in the corporate world.

"There were companies amalgamating throughout the world that were doing it, for good reason, and I thought those good reasons should apply here," he said. But he's not surprised to learn the size and cost of municipal governments in Ontario is larger than ever. "I watched it happen," he said.

A major problem was the lack of political will on the part of municipal leaders, who did not strongly enforce cuts in the number of jobs in their offices by getting rid of redundant positions, he said.

"Bureaucracy just by its nature grows, unless it's fought with," Holyday said.

Cobban's team also found that Ontario has more municipal government workers than any other province. Forty-three per cent of all municipal employees in Canada work in Ontario — a disproportionately large share, says Cobban, since Ontario has only 38 per cent of the country's population.

Researchers also found a shift in government employment in Canada in general. In 1981, the largest portion of government workers were federal, followed by provincial workers, then municipal. By 2000, that structure had become bottom heavy, with 43 per cent of public-sector employees in Canada working for municipal governments, followed by the federal then provincial governments.

Amalgamation, by the numbers

Number of municipal workers in Canada in 1981: 270,000

Number of municipal workers in Canada in 2011: 580,000

Percentage of Canadian municipal workers employed in Ontario: 43

Percentage of Canadian population living in Ontario: 38

Local government employees per 1,000 people in 1990, in Ontario: 15.8

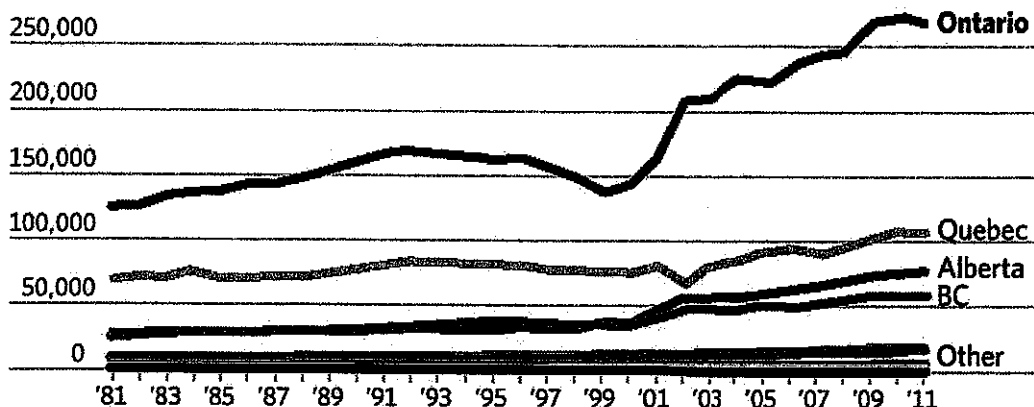
Local government employees per 1,000 people in 2010, in Ontario: 20.9

Post-amalgamation views

The Tory government in the late nineties pushed amalgamation on several communities in Ontario, including Toronto, arguing the move would cut the size of government. But a Western University study has found that while amalgamation lowered the number of municipalities in Ontario it did not cut the number of public sector employees.

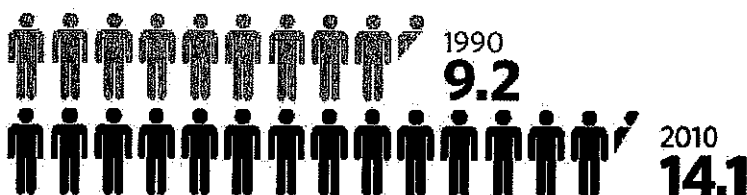
Local general government employment in Canada, by province

TOTAL NUMBER OF PERSONS EMPLOYED
300,000

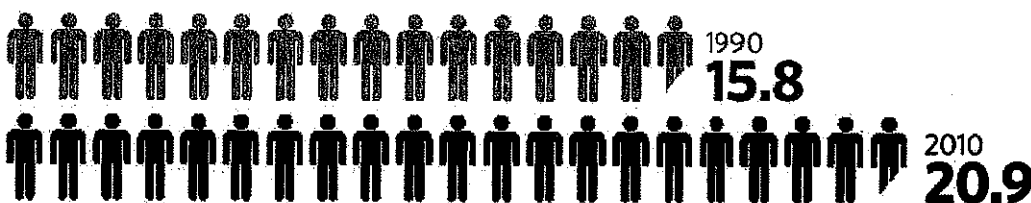


Local general government employees per 1,000 persons

AVERAGE CANADIAN PROVINCES




ONTARIO



SOURCE: Statistics Canada; Timothy Cobban, Western University

VIEW 2 PHOTOS
TORONTO STAR GRAPHIC

Note - January 13, 2014: This article was edited from a previous version.

	Report Title	Committees of Council Additional Appointments
	Report No.	CLK 19-07
	Author	Amelia Jaggard, Legislative Services Coordinator
	Meeting Type	Council Meeting
	Council Date	February 28, 2019
	Attachments	By-Law 4276 Schedule A

RECOMMENDATION

THAT Council receives Report CLK 19-07 Committees of Council Additional Appointments;

AND THAT By-Law 4276 to amend Schedule A of By-Law 4247, be brought forward for Council consideration.

BACKGROUND

Council will recall that at the January 14, 2019 Council meeting Council passed By-Law 4247, to define the mandate and membership for committees established by the Corporation of the Town of Tillsonburg. It was identified that more applications were required to fill vacancies on the Accessibility Advisory Committee, the Cultural, Heritage and Special Awards Advisory Committee, the Museum Advisory Committee and the Tillsonburg Transit Advisory Committee.

In January of 2019 an ad went in the Tillsonburg Update section of the Tillsonburg News regarding applications to the above noted committees of Council which have vacancies. The notice was also posted on the Town website.

DISCUSSION

In addition to the above noted committees, additional applications were received for the Recreation and Sports Advisory Committee, the Memorial Park Revitalization Advisory Committee and the Tillsonburg Airport Advisory Committee.

A member of the Tillsonburg Rowing Club has submitted an application to serve on the Memorial Park Revitalization Advisory Committee. The club is interested in having representation on the Memorial Park Revitalization Advisory Committee.

The terms of reference of the Tillsonburg Airport Advisory Committee indicate the committee should include one member of the Township of South-West Oxford Council. On Tuesday, February 19, 2019 the Council of the Township of South-West Oxford passed the following resolution:

RESOLVED that Councillor Valerie Durston be appointed to the Tillsonburg Airport Advisory Committee for the current term of Council, ending on November 14th, 2022 to represent the Township of South-West Oxford.

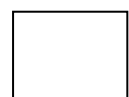
The attached By-Law 4276 Schedule A includes the recommended additional appointments. These recommendations and a by-law to appoint the members will be brought before Council for consideration.

FINANCIAL IMPACT/FUNDING SOURCE

N/A

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

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



Report Approval Details

Document Title:	CLK 19-07 Committees of Council Additional Appointments.docx
Attachments:	- By-Law 4276 Schedule A.pdf
Final Approval Date:	Feb 20, 2019


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



David Calder - Feb 20, 2019 - 6:14 PM



Board/Committees	Citizen Appointments	Mandate
Accessibility Advisory Committee	Erin Getty	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	Erin Getty Deb Beard, Tillsonburg District Craft Guild Representative	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	Sharon Howard, Tillsonburg Rowing Club Representative	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		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		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	Donald Baxter	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	Councillor Valerie Durston, Township of South-West Oxford	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	Lynn Temoin David Brown	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.

	Report Title	2019 Proposed Draft Budget Adjustments
	Report No.	FIN 19 - 04
	Author	Sheena Pawliwec, CPA, CGA
	Meeting Type	Council
	Council Date	FEBRUARY 28, 2019
	Attachments	1 – 2019 Financial Plan Budget Summary 2 - Cannabis Legalization Funding Notice 3 - Dedicated Transit Gas Tax Funding Notice

RECOMMENDATION

THAT Council receives report FIN 19-04 2019 Proposed Draft Budget Adjustments as information.

SUMMARY

At the February 19, 2019 budget meeting, Council provided direction that the consolidated budget requirement be reduced from 2.82% to 2.20% without additional funds from reserves or debentures to cover this reduction.

FINANCIAL IMPACT

The recent release of new information pertaining to Cannabis funding and Dedicated Transit Gas Tax funding has also adjusted the 2019 proposed budget (Attachments 2 & 3). Senior Management has considered these changes in addition to Council's direction in Table 1. Expected levels of service, reserve funds, debt proceeds, and the capital budget remain unadjusted. The effects of these changes are outlined within the 2019 Financial Plan Budget Summary (Attachment 1).

Table 1: 2019 Draft Budget Adjustments

		Consolidated Budget Requirement	
		\$	%
Council & Grant Funding Adjustments:			
Add: Council Deliberated Community Grants		\$ 417,800	2.82%
MTO Transit Gas Tax Grant (Funding Reduction)	\$ 19,300	8,900	2.88%
Cannabis Grant Revenue Announcement	(11,600)		
	\$ 7,700	\$ 434,400	
SLT Operating Budget Adjustments:			
Add: Tiered Medical Responses (Fire)	\$ 8,400		
Fire Prevention Officer	(45,700)		
IT Software Expense	(13,900)		
Legal/Audit Expense	(10,000)		
Tax Department Expense (Write-Off Reduction)	(10,000)		
Grant Funding - Transportation	(5,500)		
Election Contribution to Reserves	(5,000)		
Annual Volunteer Event Expense	(5,000)		
Cyber Security Expense	(5,000)		
Facilities Subcontractor Expense	(5,000)		
Physician Recruitment	(5,000)		
Transit Fare Revenue Increase	(5,000)		
Corporate Meeting Expense	(2,000)		
	\$ (108,700)	\$ 325,700	2.20%

Net 2019 Proposed Draft Budget Reduction	\$ (101,000)
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2019 Financial Plan
Budget Summary - Budget Requirement

	2018 Budget	2019 Proposed Budget	Variance \$	Variance %	2019 Proposed Budget - Revised	Adjustment \$	Variance \$	Variance %
<u>Budget Requirements</u>								
Sub-total	\$ 14,815,000	\$ 15,813,800	\$ 998,800	6.74%	\$ 15,721,700	\$8,900 (101,000)	\$ 906,700	6.12%
Municipal Taxes - Phase in Growth		(330,000)	(330,000)		(330,000)		(330,000)	
Municipal Taxes - New Growth		(251,000)	(251,000)		(251,000)		(251,000)	
Consolidated Budget Requirement - SLT Recommendation	\$ 14,815,000	\$ 15,232,800	\$ 417,800	2.82%	\$ 15,140,700	(\$92,100)	\$325,700	2.20%
<u>Operating Plan</u>								
Sub-total	\$ 13,356,400	\$ 14,025,200	\$ 668,800	5.01%	\$ 13,933,100	\$8,900 (101,000)	\$ 576,700	4.32%
Municipal Taxes - New Growth		(251,000)	(251,000)		(251,000)		(251,000)	
Total Operating Budget - SLT Recommendation	\$ 13,356,400	\$ 13,774,200	\$ 417,800	3.13%	\$ 13,682,100	(\$92,100)	\$ 325,700	2.44%
<u>Capital (Asset Management)</u>								
Sub-total	\$ 1,458,600	\$ 1,788,600	\$ 330,000	22.62%	\$ 1,788,600		\$ 330,000	22.62%
Municipal Taxes - Phase in Growth		(330,000)	(330,000)		(330,000)		(330,000)	
Total Capital (Asset Management) - SLT Recommendation	\$ 1,458,600	\$ 1,458,600	\$ -	0.00%	\$ 1,458,600	(\$92,100)	\$ -	0.00%

Ministry of Finance	Ministère des Finances
Office of the Deputy Minister	Bureau du sous-ministre
Frost Building South, 7th Floor	Édifice Frost Sud 7 ^e étage,
7 Queen's Park Crescent	7 Queen's Park Crescent
Toronto, ON M7A 1Y7	Toronto, ON M7A 1Y7
Tel (416) 325-0420	Tél 416-325-0420
Fax (416) 325-1595	(416) 325-1595



February 12, 2019

Dear Treasurer:

Re: Ontario Cannabis Legalization Implementation Fund – Second Payment

On November 26, 2018, your municipality received an allocation notice for the first payment of the Ontario Cannabis Legalization Implementation Fund ("Fund"). The Fund provides \$40 million over two years to municipalities across Ontario to help with the implementation costs of recreational cannabis legalization.

In January 2019, the first payments totaling \$15 million were processed.

The municipal opt-out deadline under the *Cannabis Licence Act, 2018* passed on January 22, 2019. The Province will distribute the second payment to all municipalities in February 2019 as follows:

- Municipalities that have opted out of hosting private retail stores receive \$5,000 each.
- Municipalities that have not opted out of hosting private retail stores receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. Household numbers are based on 2018 Municipal Property Assessment Corporation (MPAC) data.
- Upper tier municipalities receive funding in relation to opt-out decisions made by the lower tier municipalities. If a lower tier municipality opted out, the upper tier municipality does not receive funding on a per household basis in relation to that municipality.

The attached allocation notice sets out the amount your municipality will receive as a second payment from this Fund. These funding amounts will also be posted on the Ministry of Finance's website at www.fin.gov.on.ca/en/budget/oclif/ this month.

.../cont'd

- 2 -

As a reminder, municipalities must use the money they receive from the Fund solely for the purpose of paying for implementation costs directly related to the legalization of cannabis.

Examples of permitted costs include:

- Increased enforcement (e.g., police, public health and by-law enforcement, court administration, litigation)
- Increased response to public inquiries (e.g., 311 calls, correspondence)
- Increased paramedic services
- Increased fire services
- By-law / policy development (e.g., police, public health, workplace safety policy)

Municipalities must also adhere to the terms and conditions set out in the November 26, 2018 letter regarding ineligible use of funds, transfer of funds between upper-tier and lower-tier municipalities, and record keeping.

If you have any further questions, please contact:

Cannabis Retail Implementation Project
Ministry of Finance
Email: OCLIF@ontario.ca

Yours sincerely,



Greg Orencsak
Deputy Minister

Attachment

- c. Paul Boniferno, Deputy Attorney General
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project,
Ministry of Finance
Allan Doheny, Assistant Deputy Minister, Provincial-Local Finance Division,
Ministry of Finance

Ontario Cannabis Legalization Implementation Fund

2018-19 Second Payment - Allocation Notice



Town of Tillsonburg
County of Oxford

3204

The Ontario Cannabis Legalization Implementation Fund (OCLIF) is provided to municipalities to help with the implementation costs of recreational cannabis legalization.

Funding Allocation

\$11,601

A Funding Amount based on Number of Households ($A1 \times A2 \div 100$)

\$11,601

1. Number of Households	7,436
2. Funding Amount per 100 Households	\$156

Notes and Data Sources

A - funding amount is rounded up to the nearest dollar.

A1 - household figures are based on the 2018 returned roll provided by the Municipal Property Assessment Corporation (MPAC).

A2 - represents the funding amount per 100 households for lower-tier municipalities.

**Ministry of
Transportation**

Office of the Minister

Ferguson Block, 3rd Floor
77 Wellesley St. West
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transportation

**Ministère des
Transports**

Bureau du ministre

Édifice Ferguson, 3^e étage
77, rue Wellesley Ouest
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transports



JAN 22 2019

Mayor Stephen Molnar
Town of Tillsonburg
10 Lisgar Ave
Tillsonburg ON N4G 5A5

Dear Mayor Molnar:

RE: Dedicated Gas Tax Funds for Public Transportation Program

This Letter of Agreement between the **Town of Tillsonburg** (the "Municipality") and Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario, (the "Ministry"), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the "Program"). Under the Program, the Province of Ontario provides two cents out of the provincial gas tax to municipalities to improve Ontario's transportation network and support economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2018/19 Guidelines and Requirements (the "guidelines and requirements").

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

191. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to \$52,793 ("the "Maximum Funds") in accordance with, and subject to, the terms set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements.

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192. Subject to Section 1, the Ministry will, upon receipt of a fully signed copy of this Letter of Agreement and a certified copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement, provide the Municipality with \$39,595; and any remaining payment(s) will be provided thereafter.
3. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds.
4. The Municipality agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the guidelines and requirements.
5. The Municipality will deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
6. The Municipality will adhere to the reporting and accountability measures set out in the guidelines and requirements, and will provide all requested documents to the Ministry.
7. The Municipality agrees that the funding provided to the Municipality pursuant to this Letter of Agreement represents the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2018/19 Program year.
8. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the payment of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b); and (ii) subject to section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.

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9. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.
10. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
11. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.
12. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
13. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
14. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print it, secure the required signatures for it, and then return a fully signed copy, in pdf format, to the following email account:

MTO-PGT@ontario.ca

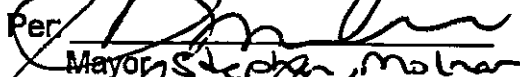
Sincerely,



Jeff Yurek
Minister of Transportation

I have read and understand the terms of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms.


Municipality

Per: 
Mayor Stephen Molnar

Date: Jan 30, 2019

Per: 
Chief Financial Officer/Treasurer
Dave Ruckton

Date: Jan 30, 2019

	Report Title	2019 Final Budget and Departmental Business Plans
	Report No.	FIN 19 - 05
	Author	Sheena Pawliwec, CPA, CGA
	Meeting Type	Council
	Council Date	FEBRUARY 28, 2019
	Attachments	Refer to budget binder for business plans

RECOMMENDATION

THAT Council receives report FIN 19-05 2019 Final Budget and Departmental Business Plans;

AND THAT the 2019 Budget in the amount of \$15,721,700 from taxation be adopted;

AND FURTHER THAT a by-law be brought forward setting the 2019 Property Tax Rates.

EXECUTIVE SUMMARY

This report is to present the final 2019 Budget and Departmental Business Plans for approval. The 2019 Budget and Departmental Business Plans reinforce the three major budget themes of service excellence to the public, improved organizational processes and capital investment in infrastructure.

BACKGROUND

The 2019 budget process started with a review of Business Plans. Staff then prepared the draft budget that was reviewed over budget meetings through December 2018 to February 2019 and included deputations from various committees and community groups.

The budgeted requirement from taxation changed to \$15,721,700 from \$14,815,000 in the previous year, amounting to an increase of \$906,700. This increase includes an additional investment in the Capital Asset Management Plan of \$330,000.

CONSULTATION

Council was consulted to start the budget process and all meetings have been published in the newspaper and on the Town website. The results of Council's decision will be issued in a news release, in addition to one of the Town's weekly community pages with further budget details.

FINANCIAL IMPACT

The 2019 Operating Budget totals \$21,374,600 (2018 - \$20,513,700) of which \$13,682,100 (2018 - \$13,356,400) is funded from taxation.


The 2019 Capital Budget totals \$6,505,800 (2018 - \$12,208,700) of which \$1,788,600 (2018 - \$1,458,600) is funded from taxation.

This results in a 2019 consolidated budget increase of 2.20%. Council's approval of the 2019 Operating and Capital Budgets will allow staff to carry out the actions contained in the 2019 Departmental Business Plans.

COMMUNITY STRATEGIC PLAN

Section 1 – Excellence in Local Government

1.3 Demonstrate accountability – The Municipal Budget and Business Plans ensure transparency and accountability of local government.

	Report Title	Results for Tender RFT 2019-003 Single Axle Cab and Chassis
	Report No.	OPS 19-03
	Author	Dan Locke, C.E.T., Manager of Public Works
	Meeting Type	Council Meeting
	Council Date	February 28, 2019
	Attachments	<ul style="list-style-type: none"> • None

RECOMMENDATION

THAT Council receive Report OPS 19-03, Results for Tender RFT 2019-003 Single Axle Cab and Chassis;

AND THAT Council award Tender RFT 2019-003 to TEAM Truck Centers of Woodstock, ON at a cost of \$120,382.08 (net HST included), the lowest bid received.

SUMMARY

As per the 2019 Operations Business Plan and in accordance with the Purchasing Policy a tender was issued for the supply and delivery of a new single axle cab and chassis for the retrofit of Roads Unit #61 to reuse the existing plow and body.

The tender closed on February 8th 2019 with a total of two (2) plan takers and two (2) bids received. The tender was advertised on the Tillsonburg website, the Tillsonburg News, Ebid Solutions and on Biddingo. Results of the tender are summarized below and include the estimated retrofit costs for each bid:

<u>Bidder</u>	<u>Delivery</u>	<u>Bid Price</u>	<u>Est. Retrofit Cost</u>	<u>Total</u>
1. Team Truck Centers	October	\$120,382.08	\$39,301.02	\$159,683.10
2. Carrier Centers	September	\$125,419.20	\$35,717.76	\$161,136.96

The above comparison includes net HST of 1.76%.

The additional retrofit costs of approximately \$3,600 for the Team Truck Center bid is due to some minor additional modification work (i.e. relocation of battery box, installation of two air control valves, etc.) compared to the Carrier Center bid, however remains the lowest cost overall. Although the delivery time is one (1) month longer, staff estimate approximately 6 – 8 weeks to complete the retrofit work which will allow this unit to be ready and placed into service for the 2019/2020 winter season. It is therefore staff's recommendation to award this RFT to Team Truck Centers.

FINANCIAL IMPACT/FUNDING SOURCE

2019 pre-budget approval in the amount of \$160,000 from debenture was provided at the December 17th 2018 Council Budget Meeting for the retrofit of Roads Unit #61. The bid price of a new cab and chassis of 120,382.08 (net HST included) plus estimated retrofit costs of \$39,301.02 (net HST included) is within the pre-budget approval amount.

COMMUNITY STRATEGIC PLAN

This project supports Objective 2 – Economic Sustainability of the Community Strategic Plan by providing the necessary equipment to maintain the Towns transportation network.

Report Approval Details

Document Title:	OPS 19-03 Results for Tender RFT 2019-003 Single Axle Cab and Chassis.docx
Attachments:	
Final Approval Date:	Feb 21, 2019


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

Sheena Hinkley - Feb 19, 2019 - 4:12 PM



David Calder - Feb 20, 2019 - 6:17 PM

Donna Wilson - Feb 21, 2019 - 8:01 AM

	Report Title	Update to the Municipal Alcohol Policy
	Report No.	RCP 19-10
	Author	Rick Cox, Director of Recreation, Culture & Parks
	Meeting Type	Council Meeting
	Council Date	February 11, 2019
	Attachments	Tillsonburg Municipal Alcohol Policy Updated Jan. 2019

RECOMMENDATION

THAT Council receives Report RCP 19-10 – Update to the Municipal Alcohol Policy;

AND THAT Council approves the updated Municipal Alcohol Policy;

AND THAT a by-law is brought forward for consideration.

EXECUTIVE SUMMARY

The last time Tillsonburg's Municipal Alcohol Policy was updated was in 2015. A review of the current Policy by staff identified a series of administrative changes to align the policy with current best practices and clarify some language related to the security provisions in the Policy.

BACKGROUND

In February 2018, Council gave approval on a trial basis for the Tillsonburg Thunder to get a license to serve alcohol in the tiered seating area of the Kinsmen Memorial Arena until the end of the 2017-18 season and playoffs. In September 2018, Council extended that approval for the 2018-19 season and playoffs for both the Tillsonburg Thunder and the Tillsonburg Hurricanes organizations.

During discussion of the above issue, the Tillsonburg Thunder asked the Town to change how licensed functions work at the Tillsonburg Community Centre. Specifically, the request was for the Town to investigate a change from only allowing Special Occasion Permits (SOP) to the Town securing a liquor license for some or all of the facility and implementing a system that would allow functions to work within that license.

One impetus behind the request was the dramatic increase in cost for securing an SOP from \$75 per application (which could be for multiple days) to \$150 per day. Other municipally operated facilities in South Western Ontario do have a license and the thought was that perhaps a similar approach could be used in Tillsonburg.

Staff reviewed the potential and invested considerable time in researching how these other municipalities operated their licenses. The investigation included visiting the sites to speak directly with staff and see how their bar configurations were deployed. After the investigation, staff believes that the current system in place here in Tillsonburg is the most appropriate and should be continued.

Reasons for this recommendation include:

- The Tillsonburg Community Centre layout is not well-suited to establishing permanent licenced areas because there are many entrance points and barriers to visibility/oversight of potential issues. Other facilities have more focused points of entry and control.
- The potential revenue from liquor sales, when offset by costs of supplies and staff does not seem worth the amount of work it would take to establish the appropriate spaces, procedures, and staff.
- The Tillsonburg Community Centre is well used for many other functions besides licensed events, often at the same time. The current system works well for administrators, users, and other patrons. The only reason to change the current system would be to make it possible for licensed events to be held at a lower cost, but by the time the Town secured a portion of bar revenue to offset administrative and licensing costs, the difference is estimated to be minimal.
- The most successful operator of a municipally licensed facility requires all licensed functions in the facility to use that service, with very few exceptions. In Tillsonburg, that means that events run by service clubs and others which currently use bar proceeds to contribute towards event profits would no longer have that option. While there is some revenue sharing, the service clubs, caterers and others would not have the same revenue as they are used to. Staff believes this change would create major discontent and the resulting issues would outweigh potential revenue to the town.
- The current processes in place in Tillsonburg are sufficient to ensure compliance with the MAP. Enforcing compliance with AGCO regulations is the responsibility of the AGCO, but the process is robust enough to be generally sufficient to avoid enforcement issues.

The review of the MAP and other facility's procedures did identify some administrative changes that should be incorporated into the Town's Municipal Alcohol Policy (MAP) to align with best practices and add some clarity to the security provisions.

FINANCIAL IMPACT/FUNDING SOURCE

There is no financial impact with respect to this report.

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
2. Economic Sustainability
 - ☐ Support new and existing businesses and provide a variety of employment opportunities
 - ☐ Provide diverse retail services in the downtown core
 - ☐ Provide appropriate education and training opportunities in line with Tillsonburg's economy
3. Demographic Balance

- ☒ Make Tillsonburg an attractive place to live for youth and young professionals
- ☐ Provide opportunities for families to thrive
- ☐ Support the aging population and an active senior citizenship

4. Culture and Community

- ☒ Promote Tillsonburg as a unique and welcoming community
- ☒ Provide a variety of leisure and cultural opportunities to suit all interests
- ☐ Improve mobility and promote environmentally sustainable living

Report Approval Details

Document Title:	RCP 19-10 - Update to the Municipal Alcohol Policy.docx
Attachments:	- 2019 MAP Update.FINAL.pdf
Final Approval Date:	Feb 6, 2019

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



David Calder - Feb 6, 2019 - 3:28 PM

Report Approval Details

Document Title:	RCP 19-10 - Update to the Municipal Alcohol Policy.updated.docx
Attachments:	- 2019 MAP Update.REDLINE CHANGES.pdf
Final Approval Date:	Feb 20, 2019

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



David Calder - Feb 20, 2019 - 6:27 PM

TOWN OF TILLSONBURG

Municipal Alcohol Policy (M.A.P.)

By-Law **3565**
~~April 16, 2015~~ **4266**
February 2019



TOWN OF TILLSONBURG – MUNICIPAL ALCOHOL POLICY

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~~1. Introduction~~

~~2. Goal Statement~~

~~3. Policy Objectives~~~~4. Conditions of the Use of Alcohol in Municipally-owned Facilities~~~~**SECTION #1 — Municipal Facilities Eligible for Special Occasion Permit Events
(refer to each location for specific facilities)**~~~~A. Tillsonburg Community Centre~~~~B. Annandale National Historic Site~~~~C. Tillsonburg Municipal Airport~~~~**SECTION #2 — Municipal Parks and Facilities NOT Eligible for Special Occasion Permit Events**~~~~**SECTION #3 — Signs**~~~~A. Serving Practices~~~~B. Accountability~~~~C. No Last Call~~~~D. RIDE Signs~~~~E. Ticket Sales Stop~~~~**SECTION #4 — Controls Prior to Event**~~~~A. Special Occasion Permit~~~~B. Control~~~~C. M.A.P.~~~~D. Checklist for Event Organizers~~~~E. List of Trained Persons~~~~F. SOP Signatory~~~~**SECTION #5 — Controls During Event**~~~~**SECTION #6 — Event Workers Trained**~~~~A. Public Events~~~~B. Private Events~~~~**SECTION #7 — Alcohol Service**~~~~A. Low Alcohol and Non-alcoholic Options~~~~B. Control of Alcohol Service~~~~C. Advertising Events~~~~**SECTION #8 — Liability Insurance**~~~~**SECTION #9 — Safe Transportation**~~~~**SECTION #10 — Youth Admission**~~

~~SECTION #11 — Security Requirements at Specific Events~~

~~SECTION #12 — Consequences for Failure to Comply~~

~~SECTION #13 — Policy Monitoring and Revisions~~

~~Appendix "A" — Checklist & Security Plan for Event Organizers~~

~~Appendix "B" — M.A.P. Comment Form~~

~~Appendix "C" — Event Category Guideline — Risk Assessment~~

1. INTRODUCTION

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1. INTRODUCTION

The Tillsonburg Council first endorsed a by-law for an Alcohol Management Policy in 1994. This policy has proven to be very effective in Municipal Risk Management and has been included in the contract for all Municipal Facilities rented and licensed for Special Occasion Permits.

The policy is also intended to promote a safe, enjoyable environment for those who use these facilities. By managing and enforcing this policy, the Town of Tillsonburg hopes to reduce any possible risk of litigation.

1.2. ~~2.~~ GOAL STATEMENT

In order to reduce alcohol related problems that may arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for users of these facilities, the Town of Tillsonburg has developed a M.A.P. The Town of Tillsonburg offers a variety of unique recreational experiences for people of all ages. Our goal is to encourage responsible use of alcohol during licensed events to ensure the health and safety of the participants and the protection of Town of Tillsonburg facilities.

2.3. ~~3.~~ POLICY OBJECTIVES

To provide appropriate procedures and education to individuals or Event Organizers wishing to hold events in parks and facilities within the Town of Tillsonburg's jurisdiction in order to ensure that all Alcohol & Gaming Commission Board of Ontario legislation pertaining to Special Occasion Permits (SOP) is properly understood and complied with. The policy is based on legislation of the Liquor License Act (LLA) and Best Practices (BP). To encourage and reinforce moderate drinking practices through the development of appropriate operational procedures, controls, training and education.

Town's Best Practice:

1. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
2. To provide a balance use of alcohol through licensed premises or catered events so that alcohol becomes a responsible part of a social function, rather than the reason for it.
3. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

3.4. ~~4.~~ CONDITIONS OF THE USE OF ALCOHOL IN MUNICIPALLY OWNED AND OPERATED FACILITIES

Anyone who wishes to serve alcohol at a designated site must sign a facility rental contract that stipulates the conditions under which alcohol may be served and acknowledges the requirements. In addition, the responsible person must obtain a Special Occasion Permit (SOP) from the Alcohol & Gaming Commission of Ontario (AGCO). The SOP Holder must comply with the Liquor License Act (LLA), R.S.O. 1990, Chapter L.19, the Sections and all of the provisions of the Town of Tillsonburg

M.A.P.

All applications for SOPs must be made online at <https://www.agco.ca/>

SECTION #1 - MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

Tillsonburg Community Centre

Lion's Auditorium

The Auditorium is suitable for holding Special Occasion Permit events. It is equipped with a kitchen area including a stove, dishwasher and freezer compartments. The Auditorium holds up to 400 guests with tables and chairs and is wheelchair accessible.

Lion's Den

The Den is suitable for holding Special Occasion Permit events. It is equipped with a kitchen area including a stove, dishwasher, freezer compartment and separate bar area. The Den holds up to 120 guests with tables and chairs and is wheelchair accessible.

Marwood Lounge

The Lounge is suitable for holding Special Occasion Permit events with seating for 80. This room is ideal for meetings and small social functions.

Rotary Wing

~~The Rotary Wing is suitable for holding Special Occasion Permit events with seating for approximately 40 with tables and chairs and is equipped with a small kitchen. This room is ideal for meetings and small social functions.~~

-Memorial Arena Floor and Tiered Seating

The Arena Floor and tiered seating is suitable for holding Special Occasion Permit events with main floor seating for 1400. A variety of events can be held in this facility and is wheelchair accessible with elevator. The use of Marwood Lounge is required for the purpose of main bar when a Special Occasion Permit is approved for tiered seating area in Memorial Arena. Liquor License Act states that applicants can now apply for public event SOP for premises with fixed tiered seating or temporary tiered seating (i.e. bleachers). Conditions may be added to the permit to address identified risks to public safety. SOP applications for tiered seating facilities will be sent to the AGCO for review.

Senior Centre Auditorium

This facility is suitable for holding Special Occasion Permit events with seating for approximately 120 with tables and chairs. This room is ideal for meetings and small social functions.

~~LAKE LISGAR WATER PARK – Grass Area~~

~~This area within the Waterpark is suitable for holding Special Occasion Permit events providing designated area and proper fencing are in place.~~

PARKS & PLAYGROUNDS

Parks & Playgrounds

Kiwanis, Optimist, Hardball, Annandale ball diamonds, as well as, Memorial Park and Coronation Park are suitable for outdoor Special Occasion permit functions, provided proper approvals have been received and a designated area with proper fencing provided. Designated area will control the people coming in and out. Event Organizer will be required to provide sanitation requirements, accessibility to the area by emergency works and access to telephone (cell phones) for those wishing to arrange for transportation.

Annandale National Historic Site

Meeting Room

This facility is suitable for holding Special Occasion Permit events. It will seat approximately 60 and is ideal for private parties, workshops and general meetings.

Tillsonburg Municipal Airport

| The exterior grounds at the airport ~~is~~are suitable for holding Special Occasion Permit events providing a designated area and proper fencing are in place.

Restaurant Area and Boardroom

These areas are suitable for holding licensed events.

~~ALL OTHER MUNICIPALLY OWNED FACILITIES~~

~~All other municipally owned land and facilities require written approval from the Town of Tillsonburg, Chief Administrative Officer or designate.~~

SECTION #2 - MUNICIPAL PARKS & FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

- Parks and outdoors areas not listed in policy
- Arena Dressing Rooms
- Arena ~~Lobby~~Lobbies (upper and lower level)
- Arena Ice ~~Surface~~Surfaces
- Pool Change rooms
- Summer Place
- Gibson House
- Health Club
- Exceptions: Any person wishing to hold a Special Occasion Permit event in a location not listed in this policy must receive written approval from Director of Recreation, Culture & Parks or designate.

Areas Designated Where Alcohol Use Is Prohibited

The consumption of alcoholic beverages is prohibited in the majority of parks, gardens, sports facilities and service facilities within the jurisdiction of the Town of Tillsonburg. **The Town of Tillsonburg has a zero tolerance policy on the consumption of alcohol where proper permits have not been obtained.** The Town may change the designation of any site within its jurisdiction at its discretion.

SECTION #3 - SIGNS

~~According to the Liquor License Act:~~

A. Service Practices:

To provide consistent and proper wording which satisfies the Alcohol & Gaming Commission of Ontario (AGCO) requirements, the following permanent signs have been designed and strategically posted.

1. "It is against the Liquor License Act of Ontario for a person to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages."
2. "In Ontario, the legal drinking age is 19 years of age. You may be asked for proof of age. Acceptable identification is:
 - Ontario Drivers License
 - Canadian Passport
 - Canadian Citizenship Card with photo
 - Canadian Armed Forces I.D. card
 - Bring Your Identification (B.Y.I.D.) card issued by the Liquor Control Board of Ontario
 - A Secure Indian Status Card issued by the Government of Canada
 - A Permanent Resident Card issued by the Government of Canada
 - A Photo Card issued under the *Photo Card Act, 2008*
3. "No person shall sell or supply liquor or offer to sell or supply liquor from a prescribed premise unless, the premises prominently displays a warning sign containing the prescribed information that cautions women who are pregnant that the consumption of alcohol during pregnancy is the cause of Fetal Alcohol Spectrum Disorder"

B. Accountability:

This will inform patrons as to where to direct concerns. This will include telephone numbers of the Event Organizer(s), local Police Department and the Alcohol & Gaming Commission of Ontario.

***RATIONALE:** Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.*

C. Last Call

Last Call will NOT be announced".

D. Ride Signs

Ride signs will be posted at all SOP events". providing contact information for local taxi services.

E. Ticket Sales Stop

Starting at 12:00am, only single ticket sales will be made. All ticket sales will stop at 12:45am".

***RATIONALE:** Oxford O.P.P. recommends that only single ticket sales be made at 12:00am. This will deter guests from buying multiple tickets and possible over-consumption prior to bar closing.*

SECTION #4 - CONTROLS PRIOR TO EVENT

EVENT ORGANIZERS OF MUNICIPAL FACILITIES WILL BE REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING

According to the Liquor License Act:**A. Private Event Special Occasion Permit**

A Private Event is held for invited guests only. Examples include a wedding reception, an anniversary party, baptism or birthday party, among others, where only family, friends and people known to the hosts or permit holders are invited to attend. The public cannot be admitted, and there can be no intention to gain or profit from the sale of alcohol at the event. Private Events cannot be publicly advertised. Information about the event may be shared with invited guests and members only.

B. Public Event Special Occasion Permit

Public Events: For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.

Town's Best Practice:**A. SPECIAL OCCASION PERMIT: A. Special Occasion Permit**

The SOP Holder shall post the Special Occasion Permit at the bar area clearly stating the name of the SOP Holder and the telephone numbers for the designated contact person, secondary contact person and the Alcohol & Gaming Commission Board of Ontario.

While the local authorities and Alcohol & Gaming Commission Inspectors are informed of the date and place of the special occasion function, they do not always have an opportunity to drop in and check on the operation of the event.

The SOP Holder shall remain on site at all times. If, for some reason, they cannot, a secondary name must be posted. Concerned participants will know whom to contact immediately on the premises. This can facilitate early correction of potentially risky situations.

B. Control

—In order to be eligible for a facility rental for a special occasion function, the Event Organizer must demonstrate to the satisfaction of the Director of Recreation, Culture & Parks or designate that there are sufficient controls in place to prevent under age, intoxicated or rowdy people from entering the event and that the intoxicated participants will be refused services and removed from the event.

***RATIONALE:** Event Organizers must understand that prevention of intoxication is paramount. Controls must be enforced to allow for an enjoyable and safe atmosphere for all present.*

C. Municipal Alcohol Policy (MAP)

A copy of the MAP will be ~~available from~~ provided to organizers by Town Staff or designate at the time of booking.

~~D. CHECKLIST FOR EVENT ORGANIZERS~~ **D. Checklist for Event Organizers**

A checklist form and a rental contract form will be provided by the municipality at the time of booking. These mandatory forms are to be completed by the Event Organizer and returned to the staff person or designate at least two (2) weeks prior to the event. The use of a Special Occasion Permit may be in jeopardy if forms are not received in the specified time frame. Signatures from both the Event Organizer and the staff person are required on the forms. Please see Appendix “A”.

~~E. LIST OF TRAINED PERSONS~~ **E. List of Trained Persons**

The Town will endeavor to have a list of trained persons who have indicated that they may be available to assist at events when the Event Organizer does not have the required SIP/Smart Serve trained personnel.

~~F. THE SPECIAL OCCASION PERMIT SIGNATORY~~ **F. The Special Occasion Permit Signatory**

The person who's name is on the SOP must attend the event, and be responsible for decisions regarding the actual operation of the event. If the event is more than 2 days in length then a designate may be assigned and their name(s) must appear on the contract. This person and all event workers must refrain from alcohol consumption during the event, including any clean-up activities.

SECTION #5 - CONTROLS DURING EVENT

All controls and service must be consistent with the provisions of the Alcohol & Gaming Commission Act of Ontario and its Sections.

According to the Liquor License Act:**1. SOP Holder, Event Volunteers/Event Staff must:**

- Abide by all the rules of the M.A.P.
- Attend the event and be sober before and during the event, including any clean-up activities
- Ensure that the bartenders and servers do not serve alcohol to any one under age, intoxicated or rowdy at the event

2. Access & Control

The SOP Holder and event volunteers/event staff shall accept the following as proof of age for alcohol purchase or consumption:

- Ontario Drivers License

- Canadian Passport
- Canadian Citizenship Card with photo
- Canadian Armed Forces I.D. card
- Bring Your Identification (B.Y.I.D.) card issued by the Liquor Control Board of Ontario
- A Secure Indian Status Card issued by the Government of Canada
- A Permanent Resident Card issued by the Government of Canada
- A Photo Card issued under the Photo Card Act, 2008

Entry to public functions must be denied to:

- Intoxicated or unruly individuals
- Individuals carrying unsealed alcoholic beverages
- Individuals previously ejected from the event

3. Entry to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be impaired or have a history of causing problems at events.

4. The SOP Holder has the right to deny entry to any individual.

5. The SOP Holder and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation.

~~6. The type of identification to be worn by event workers must be stated on the "Checklist & Security Form. See appendix "A".~~

~~7~~6. All signs of sale and service must be cleared from the premises within 45 minutes of the end time stated on the licensed permit. This includes the removal of all partially consumed and empty bottles, and glasses that contained liquor.

Town's Best Practice:

1. ~~1.~~ All day outdoor events are required to cease the sale of alcohol for a period of one hour to allow for clean-up.
2. ~~2.~~ The bar area within the premises shall be closed no later than 1:00am and NO service or sale of alcoholic beverages will be allowed after this time.
3. ~~3.~~ All entertainment within the facility shall cease at 1:00am.
4. ~~4.~~ The only exception to the 1:00am closing time is during New Year's Eve when bar service will cease serving at 2:00am. Event Organizers must ensure that patrons have vacated the facility by 3:00am.
5. ~~5.~~ To assist staff and to ensure that no incidents occur on the premises, patrons must vacate the facility by 2:00am. Exception: New Year's Eve Refer to #4.
6. ~~6.~~ Failure to comply with the above could prevent the SOP holder or organization from

further renting of any Town of Tillsonburg facility and where appropriate, ~~0.P.P.~~the Ontario Provincial Police (OPP) and the Alcohol & Gaming Commission of Ontario (AGCO) will be advised and charges may be laid by the ~~0.P.P.~~OPP or infractions cited by the ~~A.G.C.~~AGCO.

7. ~~7.~~ Bartenders must be ~~SIP~~/Smart Serve trained (further details in Section #6). Event organizers are encouraged to have all event staff SIP/Smart Serve trained.
8. ~~8.~~ Leftover liquor must be removed from the premises at the end of the event, with exception of multiple-day SOPs.
9. ~~9.~~ The town limits number of tickets to be sold to any person at one time to 4 each. Unused tickets may be redeemed for cash at any time up until 15 minutes after the bar closes.

SECTION #6 - EVENT – STAFFING REQUIREMENTS

Event Servers And Monitors

The following guideline sets out the ratio of event servers and monitors to event participants. The requirements may be increased or decreased by the Director of Recreation, Culture & Parks or designate having operational jurisdiction over the premises depending on crowd dynamics and type of event.

Trained servers must be certified by a recognized alcohol server training course that has been approved by the Town. ~~These include~~This includes Smart Serve ~~and S.I.P. programs~~program. The sponsor shall ensure all event workers are over the age of 19 years of age. Door and entrance monitors are encouraged to monitor the door for a minimum of 1.5 hours following the advertised admission time and for a minimum of 1.5 hours prior to the advertised departure time.

The type of identification to be worn by event workers must be stated on the “Checklist & Security Plan. See Appendix “A”.

Self-serving is prohibited and trained bar personnel are required. Sponsor and all event workers will refrain from alcohol consumption before, during and after the event, including any clean-up activities.

Passive, moderate, high risk and major event classifications are determined by Town of Tillsonburg staff based on event dynamics.

Refer to Appendix ~~EB~~ – Event Category Guideline

Category	Trained Servers**	Door/Entrance Monitors	Floor Monitors/Bar Ticket Sales
PASSIVE	** 1	The sponsor is responsible to monitor the entrance to the room	The sponsor is responsible to monitor those in attendance
MODERATE	2	1 event worker at the entrance to the room at all times	1 event worker throughout the room at all times
HIGH RISK/ MAJOR EVENT	2 + 2 for every additional 200 participants	1 event worker at every entrance/exit to the room	2 + 2 per every additional 200 participants

*Covers any public or private event

**The server requirement for passive events may be waived at the discretion of the Director of Recreation, Culture & Parks or staff designate when an event has approximately 50 or less participants in attendance

~~**RATIONALE:** Event Staff requirements are based on 3 criteria: Attendance, Public Event or Private Event. History has shown that these were too vague. Not all Public Events require the same level of event staff as others. Additional event categories were needed to determine sufficient Event Staff. These additional considerations include:~~

RATIONALE: Event Staff requirements are based on 3 criteria: Attendance, Public Event or Private Event. History has shown that these were too vague. Not all Public Events require the same level of event staff as others. Additional event categories were

needed to determine sufficient Event Staff. These additional considerations include:

1. Age Group & Maturity	2. Attendance	3. Incident History
4. Event Dynamics	5. Invitation	6. Food Availability
7. Impact on Neighbourhood	8. Supervision	9. Threats & Concerns

SECTION #7 - ALCOHOL SERVICE

A. Low Alcohol and Non-Alcoholic Options

Town's Best Practice:

1. ~~1.~~ The SOP Holder will ensure that 30% of the alcoholic beverages offered consist of low alcohol options (i.e. low alcohol beer, light wine, and low alcohol/spirits). Non-alcoholic beverages must be readily available and priced significantly below any alcoholic beverage.
2. ~~2.~~ The SOP Holder shall provide a sign, which shall be prominently posted identifying the low alcohol and non-alcoholic beverages available at the event.
RATIONALE: *Low alcohol beverages help prevent intoxication by providing responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated. A patron consuming a regular beer (at 5% alcohol) would have to drink two "extra light" beers (at 2.5% alcohol) to ingest the same amount of alcohol. Similarly, "light" beer (at 4% alcohol) represents a 20% reduction in alcohol intake.*
3. ~~3.~~ Discounts will not be offered for volume purchase of tickets when tickets are sold for alcoholic beverages. The Town limits number of tickets to be sold to any person at one time to 4 each.
RATIONALE: *By limiting the number of tickets or drinks participants may purchase at one time, the ticket sellers, monitors, bartenders and servers are provided with more opportunities to observe participants for signs of intoxication.*

B. CONTROL OF ALCOHOL SERVICE

B. Control Of Alcohol Service

According to the Liquor License Act:

1. Practices which may encourage the immoderate consumption of alcohol are not permitted. Contests or games involving the consumption of liquor are not permitted. (Reg. 389/91 Section 18(1))
2. Liquor cannot be awarded as a prize for any game, contest or raffle. (Reg 389/91 Section 20))
3. Gambling: Games of chance ~~or mixed-chance~~ (i.e. poker, crown & anchor, raffles, 50/50 draws, etc) are not permitted unless the proper license has been obtained from the province or municipality. Such licenses are only issued to eligible organizations with charitable or religious purposes. (Section 32). **Games of skill are permitted.**
4. Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event, and no drink containing more than 85 ml of spirits can be sold or served. (Reg. 389/91 Section 16 and Section 13)
5. **RATIONALE:** *Table consumption can be moderated by not selling rounds of large numbers of tickets.*

6. ~~2.~~ The following is not permitted at an SOP event, including adjacent

washrooms, liquor and food preparation areas and storage areas of under control of the permit holder:

- ~~_____~~ Drunken individuals
- ~~_____~~ Illegal gambling
- ~~_____~~ Violent or disorderly conduct (fights, etc.)

7. ~~_____~~ ~~3.~~ No "Last Call" will be announced prior to the end of the event/sale of alcohol.

8. ***RATIONALE:*** *Announcing, "last call", prior to end sales encourages some patrons to purchase the maximum number of drinks allowed to prolong the event and drinking.*

9. ~~_____~~ ~~4.~~ An adequate supply of food must be available to persons attending the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.

10. ~~_____~~ ~~5.~~ There will be no self-serve events; even "Wine & Cheese" functions require a bartender.

Town's Best Practice:

1. ~~_____~~ ~~1.~~ Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar. A maximum of 4 tickets may be sold at one time.

2. ~~_____~~ ~~2.~~ Bartenders and servers are required to pour all beverages into plastic or paper disposable cups at the bar. All bottles are to be kept behind the bar. Alcoholic and Non-Alcoholic drinks are to be served in different cups. Exception: Private events by invitation only.

RATIONALE: *By following the guidelines we will reduce the risk that Event Organizer's automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption. By pouring all beverages into disposable cups, the chance of glass/bottle breakage is minimized.*

3. ~~_____~~ ~~3.~~ Any masked events, such as Masques, New Year's Eve parties, Halloween Parties, where masked identity of individuals are in attendance (costumed events), must meet the following conditions:

- Acceptable type of identification, as listed
- No one under the age of 19 years admitted

4. ~~_____~~ ~~4.~~ A maximum of 2 standard drinks will be served at one time.

5. The Standard Drink means:

- Bottle of Regular Beer - 12 oz or 341 ml. (beer, cider or cooler)
- Glass of Wine - 5 oz or 142 ml.
- Shot of Spirits - 1 oz or 29 ml.
- Fortified Wine – 3 oz or 85 ml.

6. ~~_____~~ ~~5.~~ Only single drinks will be served (no more than one shot in one glass)

C. Advertising Events

According to the Liquor License Act:

SOP holder may advertise that liquor will be sold and/or served, according to the provisions in the Alcohol & Gaming Commission application Guidelines, Section 7(2), Reg. 389/91 regarding alcohol advertising. Reception Events cannot be advertised.

SECTION #8 - INSURANCE

LIABILITY INSURANCE: The SOP holder shall:

- ~~Obtain a minimum of TWO MILLION (\$2,000,000.00) DOLLARS liability insurance for Passive and Moderate Risk events~~
- Obtain a minimum of **FIVE MILLION (\$5,000,000.00) DOLLARS** liability insurance ~~for High Risk events~~
- Name the Town of Tillsonburg as an additional insured, providing a **mandatory** copy to the Town at least two weeks prior to the event
- Indemnify and save the Town of Tillsonburg harmless from all claims arising from the permit or event.

The actual insurance limits required may be increased at the discretion of the Director of Recreation, Culture & Parks or designate.

RATIONALE: If an individual is injured, and if the Town of Tillsonburg were to be found "jointly and severally" liable, the Town of Tillsonburg could end up paying part or all of the judgment should the Special Occasion SOP permit holder be inadequately insured or uninsured. In addition to the expense to the municipality to defend any legal action, the municipality might have difficulty obtaining continued insurance coverage.

When the Renter is a corporation or organization:

Commercial General Liability Insurance

Commercial General Liability Insurance satisfactory to the Owner and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- (a) A limit of liability of not less than FIVE MILLION (5,000,000)/occurrence with an aggregate of not less than TWO MILLION (\$2,000,000)
- (b) Add the Owner as an additional insured with respect to the operations of the Named Insured
- (c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- (d) Non-owned automobile coverage with a limit not less than TWO MILLION (\$2,000,000) and shall include contractual non-owned coverage (SEF 96)
- (e) Products and completed operations coverage
- (f) Broad Form Property Damage
- (g) Contractual Liability
- (h) Owners and Contractors Protective
- (i) Tenants legal liability
- (j) The policy shall provide 30 days prior notice of cancellation
- (k) Liquor Liability endorsement

When the Renter is an individual:**Homeowner's Liability Insurance**

Homeowner's liability insurance satisfactory to the Town and underwritten by an insurer licensed to conduct business in the Province of Ontario is required. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall have a limit of liability of not less than FIVE MILLION (\$5,000,000).

The individual must provide proof of a Homeowner's Liability Policy by way of a letter from the Broker. The Town cannot be added as additional insured.

Party Alcohol Liability Insurance

Party Alcohol Liability Insurance in an amount not less than FIVE MILLION (\$5,000,000) and underwritten by an insurer licensed to conduct business in the Province of Ontario is required. The municipality shall be added as an additional insured.

Sample Indemnification

The Host shall indemnify and save harmless the Municipality from any and all claims, demands, causes of action, losses, costs or damages that the Municipality may suffer, incur or be liable for, resulting from the Hosts', event workers' and agents' performance, actions and negligent acts or omissions in connection with the holding of an event involving the serving of alcohol on Municipal premises.

SECTION #9 - SAFE TRANSPORTATION

Town's Best Practice:

Only individuals, Event Organizer or organizations implementing a safe transportation strategy will be permitted rental privileges of facilities for SOP functions.

The Event Organizer shall identify the strategies, which will be used on the "Checklist for Event Organizers" form. The Event Organizer shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware this program is available. This program shall consist of the following:

It is suggested that the designated driver be supplied with free soft drinks/coffee during the function. The Event Organizer shall advertise or announce the availability of this program during and, if possible, prior to the event.

Advertise the use of taxi service – The Event Organizer shall advertise or announce the availability of a taxi service to attendees of the event. If not required to provide a taxi service, the Event Organizer shall ensure that appropriate signage is posted at the facility which includes the telephone number and/or use their best efforts to obtain any attendee a taxi upon request.

RATIONALE: *The risk of liability is especially high when an impaired driver leaves an alcohol-related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an impaired person is with time.*

The SOP holder is responsible for promoting safe transportation options for all the drinking participants. Examples of safe transportation options are:

- ~~_____~~ A designated driver provided by the Event Organizer; or
- ~~_____~~ A taxi paid either by the Event Organizer or the participant.

RATIONALE: *The risk of liability is especially high when an impaired driver leaves an alcohol-related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an impaired person is with time.*

SECTION #10 - YOUTH ADMISSION TO ADULT EVENTS

Each rental Event Organizer will be responsible to select a strategy on allowing youth to their event. In all cases, the following guidelines must be adhered to:

According to the Liquor License Act:

Anyone who appears to be under the age of 25 years will be required to show I.D. before they are allowed into the event/facility.

Individuals under the age of majority will not be allowed to consume alcohol beverages on licensed premises. Anyone serving individuals under the age of majority alcohol will be required to leave the event.

Town's Best Practice:

Two (2) extra floor monitors will be required if persons under the age of majority are allowed to enter Public events.

It is suggested that for events allowing individuals under the age of majority and with over 250 patrons will be required to identify those persons over the age of majority. Event Organizers

may choose either stamps or wristbands to identify persons over the age of majority.

SECTION #11 - SECURITY REQUIREMENTS AT SPECIFIC EVENTS

~~The following requires paid duty police officers or licensed and bonded Security Company (in uniform):~~

For the purposes of this section, security personnel may be either Paid Duty Police Officers and/or licensed Security Guards that are employed by a registered Security Employer as governed by the Private Security & Investigative Services Act (PSISA) of Ontario. As per the PSISA, a Security Guard is a person who performs work, for remuneration, that consists primarily of guarding or patrolling for the purpose of protecting persons or property. Additionally, no person shall act as a security guard or hold himself or herself out as one unless the person holds the appropriate license under the Act.

CATEGORY	# OF SECURITY PERSONNEL**
PASSIVE	1**
MODERATE	2
HIGH RISK/MAJOR EVENT	2***

~~_____*~~ Covers any public or private event

~~**Security requirement~~requirements for ~~passive~~ events may be ~~waived~~increased or decreased at the discretion of the Director of Recreation, Culture & Parks or designate.

~~_____*** Security requirement for High Risk/Major Event may be increased at the discretion of the Director of Recreation, Culture & Parks or designate. and with an approved security plan.~~

According to the Liquor License Act:

The SOP holder must provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the Liquor License Act are observed. In order to determine whether security is sufficient, the permit holder shall consider:

- ~~_____a)~~ The nature of the event;
- ~~_____b)~~ The size of the premises; and
- ~~_____c)~~ The age and number of persons attending the event.

Town's Best Practice

Security must have access or provide a communication link on site to summon emergency services.

Security is not to be involved in serving of alcoholic beverages nor may assist in any way in the liquor operation of the event.

The purpose of security is to:

~~_____Challenge;~~

~~_____Warn;~~

~~_____Report anyone having~~

- Provide high visibility access control at all entrances/exits to licensed area(s);
- Prevent underage patrons from entering licensed area(s);
- Prevent alcohol outside from leaving licensed area(s);
- Reinforce event rules through verbal interventions;
- Observe, report and document event policy and/or procedural violations;

Note – Security Guards do not have the area covered by authority to act as an Agent of the licensed area Owner (the Town of Tillsonburg) as per the Trespass to Property Act of Ontario.

Full payment of licensed and bonded security company is the sole responsibility of the Event Organizer. Time Period required is 9:00pm – 2:00am. **Exception:** For Tiered Seating Events during hockey tournaments, games, or carnivals where specific times will vary, the duration of security will be determined by staff.

The Town of Tillsonburg reserves the right to approve or reject licensed and bonded private security companies. Each event will be reviewed on its own merit. If the Event Organizer demonstrates the need for less security at their event, the required number of officers may be reduced or waived at the discretion of the Director of Recreation, Culture & Parks or designate. However, public safety for the patrons of the event will be paramount.

Reportable Incidents

All reportable incidents that occur at the event shall be documented by security personnel and a copy of the incident report shall be forwarded to the Town for their review.

Examples of reportable incidents are as follows:

- Any illegal act as defined by the Criminal Code of Canada;
- Damage to property;
- Any critical injury as defined by the Occupational Health & Safety Act;
- Any other significant incidents not included in the previous bullets.

The incident report shall include all the relevant incident details including:

- Who was involved (full names) & contact information;
- What occurred (chronological account of events with as much detail as possible);
- Where it occurred (specific locations as required);
- When it occurred (date & time of incident, when reported and response times);
- Why it occurred (if known);
- How it occurred (if known);
- Police report number (if Police were involved);
- Security guard name and contact information;
- Any additional relevant information such as actions taken by event organizers etc.

RATIONALE: Security requirements vary depending on category of event. Dances designed for those over 25 years of age or seniors will differ from those dances geared towards those 25 years and under. Events that have attendance exceeding 300 will require additional security over those events with less than 300. Events that are by invitation only versus general admittance will impact security requirements.

The overall event dynamics must be considered before security requirements can be imposed. Additional considerations include:

Age Group & Maturity	Attendance	Incident History
Event Dynamics	Invitation	Food Availability
Impact on Neighbourhood	Supervision	Threats & Concerns

Each of the above nine considerations is evaluated and checked off accordingly. Majority dictates category of risk and how the requirements of event staff/security are reached.

Outdoor Events/Festivals

According to the Liquor License Act:

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent or marquee. The outdoor area must be clearly defined and separated from unlicensed areas by a minimum 36" high partition.

Festivals and events can define an area larger than outside beer tents where people can walk around freely with drinks. Local communities are free to customize the events to their needs. AGCO may be involved to discuss public safety issues with the permit holder.

Notification must be made to local municipality, including clerk, police, fire and health department and AGCO 30 ~~days~~days' notice for events where fewer than 5,000 people attend and 60 ~~days~~days' notice for events where 5,000 or more people attend.

If a SOP has been issued for an outdoor event that has both licensed areas (bars, restaurants) and areas to which the SOP applies (~~ie.i.e.~~ a street on which the event occurs), patrons can move freely between these areas with a single serving of alcohol, under certain conditions and where permission has been granted by the AGCO.

Town's Best Practice:

The Town of Tillsonburg Fire Chief and Building Official will determine maximum capacity for outside tents based on exits and floor area.

For potential problem rentals, the Town reserves the right to require the presence of minimally two (2) guards licensed and bonded Security Company for the duration of an event. Number of security will be based on Section 11 and Appendix C of this M.A.P. This cost will be borne by the Event Organizer or individual. The Town also reserves the right to refuse the issuance of a facility rental permit at their sole discretion.

SECTION #12 - CONSEQUENCES FOR FAILURE TO COMPLY

SOP Holder's Responsibilities

1. ~~4.~~ In the case of patrons who are intoxicated to the point that they must be cut-off, the SOP holder or designated Event volunteer/staff must make every effort to ensure that the patron does not drive and that he or she will arrive safely at home. In some instances, non-intoxicated friends might agree to drive the person home, or a cab may be called for the patron.
2. ~~2.~~ In an effort to encourage patrons not to drink and drive, free access to a phone should be made available to persons wishing to call a taxi and the telephone number of a taxi company should be prominently displayed.
3. ~~3.~~ If an intoxicated person insists on driving, the SOP holder and/or staff may have to attempt to detain the person and call the police.
4. ~~4.~~ Where anyone is engaged in a disruptive behaviour as a result of alcohol consumption at social events, authorities will be called.
5. ~~5.~~ The SOP holder is required to report in writing to the Director of Recreation, Culture & Parks or designate within 48 hours all incidents in which patrons are injured or ejected from an event or Police are called.

6. ~~6.~~ Although police will be called if a situation deems necessary to do so, it is the responsibility of the SOP holder to ensure the proper management of an event.
7. ~~7.~~ Where persons under the age of majority are found to have consumed or to be consuming alcohol at SOP and non SOP events, the authorities will be called immediately.

Enforcement Procedures For Policy Violation

A violation of this policy occurs when the SOP holders or individual(s) fail to comply with this policy or the conditions of the Liquor ~~Licence~~ License Act, or any other relevant legislation. Intervention can be initiated by a participant at the event, Town of Tillsonburg staff, Police or an Inspector of the AGCO. Random monitoring of events where alcohol is served may be conducted by the Director of Recreation, Culture & Parks or designate having jurisdiction over the premises.

Town's Best Practice:

1. ~~1.~~ Event Organizer(s), SOP Holder or the monitor(s) may intervene by informing the offending individual of the M.A.P. violation and asking that it stop. Event Organizer members and monitors are encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.
2. ~~2.~~ A Town of Tillsonburg staff member with recognized authority will intervene whenever he/she encounters a violation of the policy. Depending upon the severity of the policy infraction, the Town of Tillsonburg staff may ask the organizers of the event to stop the violation or they may close down the SOP portion of the event (especially if there is the potential for harm or loss of enjoyment by non-drinkers). Should the organizers fail to comply, ~~the~~ the staff will call the police for enforcement.

Penalties:

Where an SOP holder has violated the ~~M.A.P.~~ MAP, and has been confronted by a Town of Tillsonburg staff member, the sponsoring organization and/or SOP holder will be sent a registered letter by the Director of Recreation, Culture & Parks or designate advising of the violation and indicating that further violations will not be tolerated.

Should the sponsoring organization and/or SOP holder violate the policy within one year of receiving notice of their first violation, the sponsoring organization and event organizers shall be suspended from organized use of a Town of Tillsonburg facility or area for a further one year. The Director of Recreation, Culture & Parks or designate will send a registered letter to the appropriate contact person advising of the suspension. A copy of the letter will be sent to the Chief Administrative Officer.

Where, in the opinion the Director of Recreation, Culture & Parks or designate, there have been repeated violations of a municipal, provincial or federal statute, the sponsoring organization and event organizers shall be immediately suspended from organized use of a Town of Tillsonburg facility or area for a period of one year or longer as are warranted in the circumstances. A registered letter shall be sent and copied to the Chief Administrative Officer or designate and Council.

SECTION #13 - POLICY MONITORING AND REVISIONS

The Municipal Alcohol Policy for the Town of Tillsonburg will be reviewed as required. It is subject to change and updates as reflecting changes in laws ~~change~~ and the circumstances related to ~~its~~ the administration ~~requirements~~ of the MAP.

| Contact will be made with local ~~O.P.P.~~OPP and ~~Alcohol & Gaming Commission~~AGCO agents to review occurrences within our licensed facilities. All reports will be sent to Director of Recreation, Culture & Parks.

Appendix A – Municipal Alcohol Policy

Appendix A – Municipal Alcohol Policy

~~Appendix "A"~~ CHECK LIST & SECURITY PLAN**Event Location:**

Tillsonburg Community Centre

☐ Lion's Auditorium☐ Lion's Den☐ Marwood Lounge☒ ~~Rotary Room~~☐ Arena Floor

Event Date: _____ Event Time: _____ Function: _____

Contact Name: _____ Phone #: _____

SOP filed: Yes ☐ No ☐ Anticipated Attendance: _____Proof of Insurance filed: Yes ☐ No ☐1. Has customer received and read Municipal Alcohol Policy (M.A.P.)? Yes ☐ No ☐

2. List name(s) of trained bartenders, complete with certification numbers.

- a) _____
- b) _____
- c) _____

3. List names of who will be checking identification at the door?

- a) _____
- b) _____
- c) _____

4. List names of who will be monitoring the event, checking washrooms, circulating through the parking lots to ensure that over drinking, supplying minors and self-serving does not occur?

- a) _____
- b) _____
- c) _____

5. List safe transportation strategies for this event:

- a) _____
- b) _____
- c) _____

6. Will security be provided beyond this plan? Yes ☐ No ☐

Approved Private Security Company? (must attend in full uniform)

7. General Comments:

~~APPENDIX "B"~~~~MUNICIPAL ALCOHOL POLICY COMMENT FORM~~~~Please comment on the effects that this policy had relating to your rental.~~

Appendix A – Municipal Alcohol Policy

~~Date of your event:~~ _____

~~Location of your event:~~ _____

~~Type of event:~~

COMMENTS:

Appendix A – Municipal Alcohol Policy

~~TOWN OF TILLSONBURG – MUNICIPAL ALCOHOL POLICY~~



EVENT CATEGORY GUIDELINE – RISK ASSESSMENT~~(Appendix C – Municipal Alcohol Policy)~~

Name/Organization: _____

Type of Event: _____

PRIMARY CONSIDERATION	✓	PASSIVE RISK	✓	MODERATE RISK	✓	HIGH RISK
1. AGE GROUP & MATURITY OF PARTICIPANTS		An adult/senior booking an event that will be predominately attended by persons 25+ yrs.		An adult booking an event that will be predominately attended by persons under 25 years		Any public events which is predominately attended by persons under 25 years of age
2. ATTENDANCE		Under 50		51-300		Over 300 (min. 2 Licensed security officers) Over 500 (min. 4 officers) Over 1000 (min. 6 officers) and an approved Security Plan required
3. INCIDENT HISTORY		Well known sponsor		Sponsor has frequent organizational experience		Unknown
4. EVENT DYNAMICS		Stage Performance Community or family dinner/banquet held inside a facility		-Open outdoor public gatherings -Indoor public gatherings		-When the event dynamics substantially increases the level of risk or threat to include activities that require care and skill -Games of Chance <u>Skill</u> -Video Dance Parties - Events in tiered seating - Outside Festivals, Beer Gardens
5. INVITATION		Closed – Personal invitation only		Closed – Personal invitation with advanced ticket sales		Open – General admittance
6. FOOD AVAILABILITY		Sit down dinner/banquet served with regular bar		Regular bar with food provided throughout the event on a no charge basis or food is provided in the cost of the ticket		Midnight buffet only Snacks and light meal provided
7. IMPACT ON NEIGHBOURHOOD		Held inside a facility limited to the local community only		Held inside a facility with adequate on-site parking		- Noise control considerations - Substantial parking requirements -Transportation service increased to accommodate expected participant volume

Appendix B – Municipal Alcohol Policy

8. SUPERVISION		<ul style="list-style-type: none"> - Town staff on duty - Private event held inside the facility or in an open area - Sponsor acting as door monitor 		<ul style="list-style-type: none"> - Town staff on duty - Public Event held inside facility or in an open area. - Sponsor acting as door and floor monitors 		<ul style="list-style-type: none"> - Town staff on duty - Public Event held inside facility or in an open area. - Within an enclosed area outside such as a temporary tent, fencing or barricades. - Sponsor acting as door and floor monitors
9. THREATS & CONCERNS		None apparent		Within 100 meters of a residential property Moving motorized vehicles on site Motorized equipment on site		Time of the event When majority of participants arrive after 10:00pm Within close proximity to: Waterfront venues, dunk tank, ice surface, hills, ravines, rugged terrain, heavily forested areas, accessibility to tiered seating, livestock, vehicles/equipment, fireworks
Each of the 9 considerations is valued and checked off accordingly. Majority dictates category of risk.	/9	Comments:	/9	Comments:	/9	Comments:
CHECKS TO BE CONDUCTED & APPROVALS OBTAINED (Refer to Section 11 – Security Requirements)		Sponsor is well known to staff, therefore no Class or police check required -Obtain trained server Confirmation - Obtain copy of SOP -Obtain Party Alcohol Liability insurance (\$ 2M <u>5M</u>)		-Conduct a Class alert warning check -Obtain trained server information - Obtain copy of SOP -Obtain Party Alcohol Liability Insurance (\$ 2M <u>5M</u>) -Obtain door and floor monitors information		-Conduct a Class alert warning check -When 1000+ are anticipated, additional approvals are required from AGCO -Obtain security /operational plan, to include police, fire & AGCO considerations -Obtain paid duty O.P.P. or approved private security in uniform -Obtain trained server information - Obtain copy of SOP -Obtain Party Alcohol Liability Insurance (\$5M) -Obtain door and floor monitor information -Conduct a site inspection, if required

Appendix B – Municipal Alcohol Policy

FINAL APPROVAL AUTHORITY Signature & Date		Director of Recreation, Culture & Parks designated staff		Director of Recreation, Culture & Parks or designated staff		Director of Recreation, Culture & Parks or designated staff
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The Corporation of the Town of Tillsonburg



Development Committee

January 8, 2019

7:30 AM

Boardroom, Customer Service Centre
10 Lisgar Ave, Tillsonburg

MINUTES

ATTENDANCE

Andrew Burns, Deb Gilvesy, Lisa Gilvesy, Jesse Goossens, Mayor Stephen Molnar (Left 8 AM), Ashton Nembhard (Left 8:45 AM), Steve Spanjers (Arrived 7:50 AM), Cedric Tomico, John Veldman

Staff Present: David Calder, Cephas Panschow

MEMBERS ABSENT/REGRETS

Mel Getty, Councillor Jim Hayes, Kirby Heckford, Lindsay Morgan, Randy Thornton,

1. Call to Order

The meeting was called to order at 7:39 AM.

2. Adoption of Agenda

Moved By: D. Gilvesy

Seconded By: L. Gilvesy

Resolution # 1

THAT the Agenda for the Development Committee meeting of January 8, 2019 be adopted.

Carried

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

4. Adoption of Minutes of Previous Meeting – December 11, 2018

Moved By: A. Burns

Seconded By: L. Gilvesy

Resolution # 2

THAT the Minutes of the Development Committee Meeting of December 11, 2018 be approved.

Carried

4.1. Business Arising from the Minutes

5. Delegations and Presentations

6. Information Items

6.1. Community Strategic Plan – No update

6.2. Tillsonburg Hydro Inc – Board Chair Dan Rasokas has presented to the chamber board and it appears that the changes being made are being required by Provincial regulatory bodies. Question still remains as to the timing of the changes.

6.3. Town Hall Task Force – Release of the RFP is scheduled this month.

7. General Business & Reports

7.1. Monthly Project Update

Heritage lights installation in the downtown is now complete. Downtown retail gap analysis is being completed by a consultant and will help guide future recruitment efforts. Contractor for the sanitary sewer crossing will be mobilizing on January 8 with completion anticipated by end of week of the following week.

7.2. Chamber of Commerce Award Selection

7.2.1. Industrial

The list of industrial investments in the past year was reviewed.

Moved By: D. Gilvesy

Seconded By: L. Gilvesy

Resolution # 3

THAT [REDACTED] be selected as the recipient of the New Industrial Investment Award based on total investment amount, new/future jobs created in Tillsonburg and quality of jobs.

Carried

7.2.2. Commercial

Moved By: A. Burns

Seconded By: S. Spanjers

Resolution # 4

THAT The [REDACTED] be selected as the recipient of the New Commercial Investment Award based on total investment amount, new jobs created in Tillsonburg and improvement to the Town's image.

Carried

7.3. Chamber Award Process

This item has been discussed after the prior year's process and also at the November meeting. The Committee is satisfied with the information provided for the award and the process. Suggestion to add criteria on the quality of jobs created (perhaps through average wages) and also to consider relative value of investment in order to ensure smaller, but significant investments can be considered. Revise template and circulate to next committee.

8. Committee Minutes & Reports

8.1. Tillsonburg District Chamber of Commerce – AGM luncheon scheduled for January 16.

8.2. Downtown Business Improvement Association – AGM scheduled also scheduled for January 16 starting at 5:30 PM followed by business meeting starting at 7 PM.

8.3. Tillsonburg District Real Estate Board – Monthly sales volume up 23% versus last year, with year to date down less than 1%. Units sold down 8% and new listings also down 8%. December average residential sale price up 14% to \$411,742 while year to date average residential price is up 13% to \$344,241.

8.4. Physician Recruitment – No update

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

D. Gilvesy indicated that, further to the information session on attainable housing, affordability, even for working people, is an issue.

J. Veldman indicated need to bring forward development opportunities in the health care sector to the next committee.

S. Spanjers indicated that Triton has received their 3D metal printer and also created a new company. 3D printers have resulted in good business opportunities and may be a good idea for a tour by the committee.

11. Closed Session - None**12. Next Meeting** – Tuesday, February 12, at 7:30 AM**13. Adjournment**

Moved By: A. Burns

Seconded By: S. Spanjers

Proposed Resolution 5

The meeting adjourned at 9:15 AM.

Carried



The Corporation of the Town of Tillsonburg

Economic Development Advisory Committee

February 12, 2019

7:30 a.m.

Boardroom, Customer Service Centre
10 Lisgar Ave, Tillsonburg

MINUTES

Present:

Andrew Burns
Deb Gilvesy
Jesse Goossens
Kirby Heckford
Stephen Molnar, Mayor
Lindsay Morgan-Jacko
Ashton Nembhard

Jeff Van Rybroeck
Steves Spanjers
Collette Takacs
Randy Thornton
Cedric Tomico (Arrived 7:39 a.m.)
Lindsay Tribble
John Veldman

Absent with Regrets:

Lisa Gilvesy
Jim Hayes

Also Present:

Amelia Jaggard, Legislative Services Coordinator
Cephas Panschow, Development Commissioner
Donna Wilson, Town Clerk

1. Call to Order

The meeting was called to order at 7:34 a.m.

Mayor Stephen Molnar welcomed committee members.

Cedric Tomico arrived at 7:39 a.m.

2. Adoption of Agenda

Proposed Resolution #1

Moved by: Randy Thornton

Seconded by: Kirby Heckford

THAT the Agenda as prepared for the Economic Development Advisory Committee meeting of February 12, 2019, 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:** Deb Gilvesy**Seconded by:** Lindsay Morgan-Jacko

THAT the minutes of the Economic Development Advisory Committee dated January 18, 2019 be received, as information.

Carried**5. Presentations/Deputations****6. Information Items****7. General Business & Reports****7.1. Orientation – Donna Wilson, Town Clerk and Amelia Jaggard, Legislative Services Coordinator**

Amelia Jaggard, Legislative Services Coordinator, provided an overview of the materials available to members of the committee.

Donna Wilson provided an overview of the roles of members and general governance for committees.

7.2. Election of Chair and Vice-Chair – Donna Wilson, Town Clerk**Moved by:** Kirby Heckford**Seconded by:** Randy Thornton

THAT Jesse Goossens be nominated for the role of Chair.

Carried**Moved by:** Stephen Molnar**Seconded by:** Randy Thornton

THAT John Veldman be nominated for the role of Vice Chair.

Carried

Donna Wilson left the meeting at 8:30 a.m.

7.3. Meeting location, dates and time**Moved by:** Ashton Nembhard**Seconded by:** Randy Thornton

THAT the meetings of the Economic Development Advisory Committee have a hard stop of 9:15 a.m., which can be extended to 9:30 a.m. if announced at the beginning of the meeting or by motion during the meeting.

Carried

Moved by: Lindsay Morgan-Jacko

Seconded by: Kirby Heckford

THAT the Economic Development Advisory Committee meet the second Tuesday of each month at 7:30 a.m.

Carried

Location to be determined.

7.4. Monthly Project Updates (**Attached**)

The Development Commissioner gave a monthly project update.

A media release is being prepared regarding the Highway 3 Business Park's new name and pricing, but an update to the property listings on the Town website will be completed this week.

It was suggested to consider listing the properties on MLS and/or using the Town's online tendering software, to ensure that property information is shared as widely as possible.

Moved by: Deb Gilvesy

Seconded by: Randy Thornton

THAT an overview summary and status update of the Highway 3 Business Park be provided to the committee.

Carried

7.5. Community Strategic Plan

No updates.

The Community Strategic Plan to be provided to committee members.

7.6. Tillsonburg Hydro Inc

The Corporation of the Town of Tillsonburg and THI finalized and signed a Master Service Agreement.

7.7. Town Hall Task Force

John Veldman gave an overview and update on the committees work.

7.8. Economic Development & Marketing Q4 2018 Report

The Development Commissioner presented the Economic Development and Marketing Q4 2018 Report.

How the Town targets different types of businesses to fulfill demands within different sectors to be discussed further.

An overview of key Economic Development tools and programs (CIP, other supports) was requested to be provided for the benefit of committee members.

7.9. Downtown Retail Gap Analysis (**Attached**)

The Development Commissioner presented the Downtown Retail Gap Analysis.

It was noted that the Tillsonburg Real Estate Board is interested in becoming more involved with initiatives moving forward.

Randy Thornton left the meeting at 9:16 a.m.

To bring this item forward to the next meeting in order to allow for more discussion on the matter and to determine how the document can be used.

8. **Committee Organization Updates**

8.1. Tillsonburg District Chamber of Commerce

Lindsay Tribble provided an update.

Downtown Retail Gap Analysis to be reviewed at the next Board meeting.

The Chamber received a response in January from THI regarding proposed policy revisions to the new Economic Evaluation Model (EEM) process, to be reviewed by the Chamber.

The golf tournament is being moved from the month of August to the month of June. Date to be determined.

The 2019 Awards of Excellence will be held on Thursday, May 9, 2019 at 5:00 p.m. at the Lions Auditorium

The Mayor's Breakfast will be held on March 19, 2019 at 7:15 a.m. at the Carriage Hall.

Economic Outlook, breakfast meeting will be held in conjunction with the Delhi Chamber of Commerce on February 27, 2019 at 7:15 a.m. at the Carriage Hall.

It was noted that the Chamber wants to get more involved in affordable housing efforts within the community.

8.2. Downtown Business Improvement Association

Cedric Tomico provided an update.

The BIA Annual General Meeting was held in January.

A calendar of events will be communicated once dates are finalized.

Downtown Retail Gap Analysis to be reviewed at the next Board meeting.

Lindsay Tribble left the meeting at 9:31 a.m.

8.3. Tillsonburg District Real Estate Board (**Attached**)

Lindsay Morgan-Jacko provided an update.

January activity numbers are down. It has been predicted that numbers will be down over the course of the year.

Monthly Canadian Real Estate Association (CREA) statistics to be provided.

8.4. Physician Recruitment

Proposed draft budget of \$70,000 in partnership with the hospital for the 2019 year.

9. Round Table

Tillsonburg Aquatics Facility Survey and Retail Cannabis Sales Survey results to be provided.

Ashton Nembhard noted that there are opportunities for increased use of rail and this should not be forgotten. The availability of this rail service should be promoted when marketing industrial development.

Deb Gilvesy noted that Norfolk County staff have initiated a Green Light Team. This group is formed from the County's various departments to help entrepreneurs grow. Tillsonburg has created an expedited approvals process, which has been used by a number of local developers.

Cedric Tomico gave an update on the Housing: Let's Get Into It forum held on Thursday, February 7, 2019. Information sheet to be sent to committee members.

Mayor Stephen Molnar noted that Application for Zone Change - ZN 7-18-12 - 2370392 Ontario Ltd. (Matheson) - 101 Bidwell was approved by Council at the meeting on February 11, 2019. The applicant is proposing to add a dance studio, an assembly hall, a restaurant, a brewery and storage units.

The province is currently undertaking a regional government review.

The 2018 Ontario Good Roads Association Conference will be held at the Sheraton Centre Toronto on February 24 to 27, 2019.

Through the Community Transportation Grant Program (CT Program) the Town is eligible to receive \$1,457,732 in provincial funding for intercommunity transportation.

10. Other Business

11. Next Meeting

Tuesday, March 12, 2019 at 7:30 a.m. at the Corporate Office in Suite 203, 200 Broadway, Tillsonburg, ON.

12. Adjournment

Proposed Resolution #3

Moved by: Kirby Heckford

Seconded by: John Veldman

THAT the February 12, 2019 Economic Development Advisory Committee meeting
be adjourned at 9:50 a.m.

Carried



The Corporation of the Town of Tillsonburg

Cultural, Heritage and Special Awards Advisory Committee

February 5, 2019

2:30 p.m.

Annex Board Room, 200 Broadway, 2nd Floor

MINUTES

Present:

Penny Esseltine, Terry Fleming, Vernon Fleming, James Murphy.

Absent with Regrets:

Rosemary Dean, Carrie Lewis, Collette Takacs.

Also Present:

Erin Getty

Amelia Jaggard, Legislative Services Coordinator

Donna Wilson, Town Clerk

1. Call to Order

The meeting was called to order at 2:33 p.m.

2. Adoption of Agenda

Resolution #1

Moved by: Terry Fleming

Seconded by: James Murphy

THAT the Agenda as prepared for the Cultural, Heritage and Special Awards Advisory Committee meeting of February 5, 2019, 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

5. Presentations/Deputations

6. General Business & Reports

6.1. Orientation – Donna Wilson, Town Clerk

Amelia Jaggard, Legislative Services Coordinator, provided an overview of the materials available to members of the committee.

Donna Wilson provided an overview of the roles of members and general governance for committees.

6.2. Election of Chair and Vice Chair – Donna Wilson, Town Clerk

The election of the Chair and Vice Chair will be moved to the next meeting of the committee in order to allow all members with the opportunity to take part in the election.

The Town Clerk chaired the remainder of the meeting.

6.3. Meeting location, dates and time

The committee recommended meeting the first Wednesday of each month at 5:30 p.m. at the Corporate Office in Suite 203.

6.4. Terms of Reference

Cultural Grant Process to promote cultural initiatives within the Town to be cited in Terms of Reference.

6.5. Set goals for term

Promote Century Plaque and Special Awards programs.

Plans for Town's 150th Anniversary.

To bring this item forward to the next meeting in order to allow for a more inclusive discussion.

7. Correspondence

8. Other Business

9. Next Meeting

Wednesday, March 6, 2019 at 5:30 at the Corporate Office in Suite 203.

10. Adjournment

Resolution #3

Moved by: Terry Fleming

Seconded by: Penny Esseltine

THAT the February 5, 2019 Cultural, Heritage and Special Awards Advisory Committee meeting be adjourned at 3:29 p.m.

Carried



The Corporation of the Town of Tillsonburg
**Parks, Beautification and
 Cemetery Advisory Committee**

February 7, 2019

9:00 a.m.

Suite 203, 200 Broadway, 2nd Floor

MINUTES

Present: Paul DeCloet, Marian Smith, Christine Nagy, Ken Butcher, Donna Scanlan & Sue Saelens.

Absent with Regrets: Penny Esseltine, Mike Dean, Paul Wareing & Bob Marsden

Absent without Regrets: Maurice Verhoeve

Also Present: Corey Hill

1. Call to Order

The meeting was called to order at 9:02 a.m.

2. Adoption of Agenda

Added agenda items 5.2 Horticultural Society Update (Christine Nagy) & 6.5 Oxford County Public Consultation Meeting (Corey Hill).

Resolution #1

Moved by: Marian Smith

Seconded by: Christine Nagy

THAT the Agenda as prepared for the Parks, Beautification and Cemetery Advisory Committee meeting of February 7, 2019, 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: Ken Butcher

Seconded by: Christine Nagy

THAT the Parks, Beautification and Cemetery Advisory Committee Meeting Minutes of January 31, 2019, be approved.

Carried

5. Presentations/Deputations

5.1 Memorial Park Lions' Tree Grove – Paul DeCloet

On behalf of the Tillsonburg Lions Club, Paul DeCloet provided an overview of the ongoing development of the Lions' Tree Grove that is located in Memorial Park immediately west of the Kinsmen foot bridge.

5.2 Horticultural Society Update – Christine Nagy

On behalf of the Tillsonburg Horticultural Society, Christine Nagy provided background information on the Society's seasonal commercial beautification program. Christine then introduced a new 4 season commercial beautification program being launched in 2019 and passed out an information sheet for Committee members.

6. General Business & Reports**6.1. Keep Tillsonburg Beautiful/Trails Festival Event – Corey Hill**

Corey Hill, Committee Staff Liaison, provided a brief summary on the Committee's decision on Jan 31 to host the Keep Tillsonburg Beautiful Event, and expand it to include the Oxford Trails Festival, to be held on the first weekend in June 2019. A sub-committee was established to work on the planning of this event. Sub-committee members to include Penny Esseltine, Sue Saelens, Marian Smith, Paul DeCloet and Corey Hill acting as staff liaison. The first sub-committee meeting will be scheduled for Thursday, February 14, 2019, at 9am in the Corporate Office Annex Suite 203 meeting room. A sub-committee Chair will need to be selected at that meeting. Corey Hill to follow-up with sub-committee members via email regarding the meeting details.

6.2. Review of Terms of Reference

The current terms of reference were discussed and there were no recommended changes.

6.3. Committee Goals

After discussion, the following goals were identified and agreed upon:

Cemetery

- To review the Cemetery By-law and recommend changes as needed.
- To review the Cemetery Master Plan and recommend changes as needed.

Beautification

- To continue to support, promote and recommend enhanced beautification initiatives within the Town of Tillsonburg as achieved through volunteer organizations such as the Horticultural Society, and working in partnership with the Town's Recreation, Culture & Parks Departmental in-house beautification program.

Parks

- To review the Tree By-law and recommend changes as needed.

6.4. Budget Update – Corey Hill

An update was provided on the current status of capital budget projects that are within the scope of the Committee. The budget deliberation process is ongoing and final approvals have yet to be achieved.

6.5. Oxford County Public Consultation Meeting - Corey Hill

Corey Hill, Committee Staff Liaison, provided information on an upcoming Oxford County Public Consultation meeting to be held on February 27 at 7pm in County Council Chambers located at the Oxford County Administration Building at 21 Reeve Street in Woodstock. The meeting is to hear public feedback on the County's intention to dispose of sections of the abandoned railway corridor that have been deemed as not viable for use as utility and/or trail corridors, as well as, surplus flank lands through wider sections of the former railway corridors. Corey Hill distributed a copy of the meeting notice which included a map identifying the locations of the surplus lands.

7. Correspondence

None

8. Other Business

None

9. Next Meeting

Thursday, March 7, 2019, at 9:00a.m.at the Corporate Office Annex Suite 203 meeting room.

10. Adjournment**Resolution #3**

Moved by: Christine Nagy

Seconded by: Marian Smith

THAT the January 31, 2019 Parks, Beautification and Cemetery Advisory Committee meeting be adjourned at 10:03 a.m.

Carried



The Corporation of the Town of Tillsonburg

Accessibility Advisory Committee

February 13, 2019

2:30 p.m.

Annex Board Room, 200 Broadway, 2nd Floor

MINUTES

Present:

Cindy Allen, Mike Cerna, Michael Kadey, Peter Luciani, Margaret McCrimmon, Peter Staley

Absent with Regrets:

Also Present:

Donna Wilson, Town Clerk
Amelia Jaggard, Legislative Services Coordinator

1. Call to Order

The meeting was called to order at 2:30 p.m.

2. Adoption of Agenda

Resolution #1

Moved by: Cindy Allen

Seconded by: Margaret McCrimmon

THAT the Agenda as prepared for the Accessibility Advisory Committee meeting of February 13, 2019, 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: Margaret McCrimmon

Seconded by: Mike Cerna

THAT the Accessibility Advisory Committee Meeting Minutes of November 28, 2018, be approved.

Carried

5. Presentations/Deputations

6. General Business & Reports

6.1. Orientation – Donna Wilson, Town Clerk

Amelia Jaggard, Legislative Services Coordinator, provided an overview of the materials available to members of the committee.

Donna Wilson provided an overview of the roles of members and general governance for committees.

6.2. Election of Chair and Vice Chair – Donna Wilson, Town Clerk

Moved by: Mike Cerna

Seconded by: Michael Kadey

THAT Peter Staley be nominated for the role of Vice Chair.

Carried

Moved by: Peter Staley

Seconded by: Pete Luciani

THAT Cindy Allen be nominated for the role of Chair.

Carried

6.3. Meeting location, dates and time

Moved by: Peter Staley

Seconded by: Mike Cerna

THAT the Accessibility Advisory Committee meet on the second Tuesday of the months of March, June, September and December at 2:00 p.m.

Carried

6.4. Terms of Reference

6.5. Set goals

Research available accessibility grants.

Undertake accessibility review of playground equipment throughout the Town.

To bring this item forward to the next meeting in order to allow for more discussion.

7. Correspondence

7.1. Enabling Accessibility Fund Update

8. Other Business

9. Next Meeting

March 12, 2019 at 2:00 p.m. at the Corporate Office in Suite 203.

10. Adjournment

Resolution #3

Moved by: Mike Cerna

Seconded by: Peter Staley

THAT the February 13, 2019 Accessibility Advisory Committee meeting be adjourned at 3:39 p.m.

Carried



The Corporation of the Town of Tillsonburg

Tillsonburg Transit Advisory Committee

February 14, 2019

3:00 p.m.

Suite 203, 200 Broadway, 2nd Floor

MINUTES

Present:

Cindy Allen, Sherry Hamilton, Kathryn Leatherland, Pete Luciani, Mayor Stephen Molnar (Arrived at 3:10 p.m.), Carolijn Verbakel, John Verbakel

Absent with Regrets:

Also Present:

Kevin De Leebeeck, Director of Operations
 Amelia Jaggard, Legislative Services Coordinator
 Donna Wilson, Town Clerk

1. Call to Order

The meeting was called to order at 3:00 p.m.

2. Adoption of Agenda

Resolution #1

Moved by: Carolijn Verbakel

Seconded by: Kathryn Leatherland

THAT the Agenda as prepared for the Tillsonburg Transit Advisory Committee meeting of February 14, 2019, 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

5. Presentations/Deputations

6. General Business & Reports

6.1. Orientation – Donna Wilson, Town Clerk and Amelia Jaggard, Legislative Services Coordinator

Amelia Jaggard, Legislative Services Coordinator, provided an overview of the materials available to members of the committee.

Donna Wilson, Town Clerk, provided an overview of the roles of members and general governance for committees.

Mayor Stephen Molnar arrived at 3:10 p.m.

Mayor Stephen Molnar welcomed committee members.

Staff to provide background information and updates regarding the T:GO Call-N-Ride community transit service to committee members prior to the next meeting of the committee.

6.2. Election of Chair and Vice Chair – Donna Wilson, Town Clerk

Moved by: Mayor Stephen Molnar

Seconded by: Cindy Allen

THAT Sherry Hamilton be nominated for the role of Chair.

Carried

Moved by: Pete Luciani

Seconded by: Carolijn Verbakel

THAT Cindy Allen be nominated for the role of Vice Chair.

Carried

Donna Wilson left the meeting at 3:29 p.m.

6.3. Meeting location, dates and time

Moved by: John Verbakel

Seconded by: Caroljin Verbakel

THAT the Tillsonburg Transit Advisory Committee meet the second Tuesday of each month at 10:00 a.m.

Carried

The next meeting of the Tillsonburg Transit Advisory Committee will be Tuesday, March 19, 2019.

6.4. Terms of Reference

Discussed Terms of Reference and identified goals.

Evaluate T:GO Call-N-Ride community transit service with regards to extending hours, including weekend service and feasibility.

Provide advice regarding intercommunity transportation project.

It was suggested that the T:GO Call-N-Ride community transit service bus needs more logos to make it identifiable.

Staff to invite a representative from the BTS Network to speak at the next committee meeting.

The committee identified questions for the BTS Network representative, regarding size of bus, schedules and routes.

It was noted that the Town of Tillsonburg website indicates that the T:GO Call-N-Ride community transit service has designated meeting points but does not indicate where those meetings points are located.

A background overview was provided on the former 1990s transit system, and on the current transit system.

Staff to provide the Tillsonburg Transit Study, as well as ridership stats on the T:GO Call-N-Ride community transit service.

Staff noted that the 2019 draft budget includes a half full time employee (FTE) Transportation Coordinator position to assist with transportation.

6.5. Set goals

To bring this item forward to the next meeting in order to allow for more discussion.

7. Correspondence

7.1. Community Transportation Grant Program Announcement

8. Other Business

9. Next Meeting

March 19, 2019 at 10:00 a.m. at the Corporate Office in Suite 203.

10. Adjournment

Resolution #3

Moved by: Carolijn Verbakel

Seconded by: Cindy Allen

THAT the February 14, 2019 Tillsonburg Transit Advisory Committee meeting be adjourned at 4:24 p.m.

Carried



**LONG POINT REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS MINUTES of January 9, 2019
Approved February 6, 2019**

Members in attendance: Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell, Roger Geysens, Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten and Peter Ypma
Staff in attendance: J. Maxwell, A. LeDuc, L. Minshall, B. Colman and D. McLachlan
Special Guests: K. Earls, H Demeyere
Regrets: none

The meeting was called to order at 6:30 pm Wednesday, January 9, 2019 in the Tillsonburg Administration Office Boardroom.

ADDITIONAL AGENDA ITEMS

MOTION A-1/19 moved: P. Ypma seconded: T. Masschaele

THAT the Board of Directors add "Personal Matter" to the Closed Session as item 12 (b) to the January, 2019 agenda.

CARRIED

DISCLOSURES OF INTEREST

None

ELECTION OF LPRCA CHAIRMAN AND VICE-CHAIRMAN 2019

The Chair and Vice-Chair vacated their seats and Ms. Kimberley Earls, Economic Development Coordinator for South Central Ontario Region Economic Development Corporation assumed the Chair position and Heather Demeyere was appointed scrutineer. The positions for Chair and Vice-Chair were declared vacant and a request for nominations was called for the Chair.

R. Chambers nominated M. Columbus who accepted the nomination. No further nominations were received.

MOTION A-2/19 moved: R. Chambers seconded: V. Donnell

That the nominations for the Chair be closed.

CARRIED

MOTION A-3/19 moved: J. Scholten seconded: R. Geysens

FULL AUTHORITY COMMITTEE MEMBERS

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell, Roger Geysens, Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Peter Ypma

That Michael Columbus is declared the Long Point Region Conservation Authority Chair for 2019.

CARRIED

Ms. Earls then called for nominations for Vice-Chair. P. Ypma nominated J. Scholten who accepted the nomination. No further nominations were received.

MOTION A-4/19 moved: R. Chambers seconded: D. Beres

That the nominations for the LPRCA Vice-Chair be closed.

CARRIED

MOTION A-5/19 moved: P. Ypma seconded: D. Beres

That John Scholten is declared the Long Point Region Conservation Authority Vice-Chair for 2019.

CARRIED

The Chair and Vice-Chair thanked the Board for their support and were looking forward to the year ahead.

M. Columbus assumed the Chair. Ms. Earls and Ms. Demeyere were thanked for their service and left the meeting.

DEPUTATIONS

None

MINUTES OF PREVIOUS MEETINGS

MOTION A-6/19 moved: S. Patterson seconded: D. Beres

THAT the minutes of the Board of Directors Meeting held November 19, 2018 be adopted as circulated.

CARRIED

BUSINESS ARISING

None

REVIEW OF COMMITTEE MINUTES

FULL AUTHORITY COMMITTEE MEMBERS

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,
Roger Geysens, Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Peter Ypma

a) Lee Brown Marsh Management Committee

MOTION A-7/19 moved: J. Scholten seconded: R. Geysens

THAT the minutes of the Lee Brown Marsh Management Committee meeting of May 5, 2018 be received as information.

CARRIED

b) Backus Museum Committee

MOTION A-8/19 moved: R. Chambers seconded: D. Beres

THAT the minutes of the Backus Museum Committee meeting of November 7, 2018 be received as information.

CARRIED

CORRESPONDENCE

none

DEVELOPMENT APPLICATIONS

a) Staff Approved applications

Staff approved six applications since the last meeting. LPRCA-230/18, LPRCA-231/18, LPRCA-232/18, LPRCA-233/18, LPRCA-234/18 and LPRCA-236/18.

MOTION A-9/19 moved: P. Ypma seconded: K. Chopp

That the LPRCA Board of Directors receives the Staff Approved Section 28 Regulation Applications report dated January 9, 2019 as information.

CARRIED

b) New applications

The Planning Department recommended approval for two applications. Both applications are for the construction of new vacation homes along the lakeshore in Haldimand County.

MOTION A-10/19 moved: K. Chopp seconded: R. Geysens

THAT the LPRCA Board of Directors approves the following Development Applications

FULL AUTHORITY COMMITTEE MEMBERS

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,
Roger Geysens, Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Peter Ypma

contained within the background section of the report:

- A. For Work under Section 28 Regulations, Development, Interference with Wetlands & Alterations to Shorelines and Watercourses Regulations (R.R.O. 1990 Reg. 178/06),*

LPRCA-235/18

LPRCA-237/18

- B. That the designated officers of LPRCA be authorized to complete the approval process for this Development Application, as far as it relates to LPRCA's mandate and related Regulations.*

CARRIED

NEW BUSINESS

a) 2019 LPRCA BUDGET VOTE

The 2019 LPRCA Budget was circulated to member municipalities for a 30-day comment period on November 14, 2018. Staff made Budget presentations to the Township of Bayham, the Township of Malahide and Oxford County councils over the past month.

MOTION A-11/19

moved: R. Geysens

seconded: P. Ypma

That the LPRCA Board of Directors approves the following recommendations regarding LPRCA's 2019 Operating and Capital budgets;

- 1. That the 2019 proposed Ontario Regulation 178/06 Permit Fees and Planning Act Review Fees as set out in Tab 5 be approved;*
- 2. That the 2019 proposed Conservation Area User Fees as set out in Tab 11 be approved;*
- 3. That the 2019 Operating Budget in the total amount of \$4,182,984 and requiring a Municipal Levy- Operating of \$1,607,452 be approved;*
- 4. That the 2019 Capital Budget in the total amount of \$878,350 requiring a General Municipal Levy- Capital of \$387,650 be approved;*
- 5. That the proposed 2019 Consolidated Budget in the total amount of \$5,061,334 and requiring a Municipal Levy –Consolidated of \$1,995,102 be approved.*

<u>Member</u>	<u>Municipality/Group</u>	<u>Weight</u>	<u>Present?</u>	<u>Yes</u>	<u>No</u>
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FULL AUTHORITY COMMITTEE MEMBERS

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,
Roger Geysens, Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Peter Ypma

Valerie Donnell	Municipality of Bayham	4.82	Y	✓	
Robert Chambers	County of Brant	6.91	Y	✓	
Stewart Patterson	Haldimand County	7.45	Y	✓	
Ken Hewitt	Haldimand County	7.45	Y	✓	
Valerie Donnell	Township of Malahide	0.77	Y	✓	
Kristal Chopp	Norfolk County	12.50	Y	✓	
Michael Columbus	Norfolk County	12.50	Y	✓	
Roger Geysens	Norfolk County	12.50	Y	✓	
Tom Masschaele	Norfolk County	12.50	Y	✓	
John Scholten	Township of Norwich	7.53	Y	✓	
Peter Ypma	Township of South-West Oxford	7.53	Y	✓	
Dave Beres	Town of Tillsonburg	7.53	Y	✓	

100

100

100

CARRIED**b) 2019 LPRCA COMMITTEE APPOINTMENTS****MOTION A-12/19**

moved: R. Geysens

seconded: P. Ypma

THAT the LPRCA Board of Directors approves the following appointments for 2019: D. Beres as the Land Acquisition Chair; T. Masschaele and the LPRCA Chair to the Lee Brown Marsh Management Committee; R. Chambers, R. Geysens, D. Beres and the LPRCA Chair to the Backus Museum Committee; AND D. Beres, S. Patterson, V. Donnell, the LPRCA Chair and Vice-chair to the Audit and Finance Committee.

CARRIED**c) LAND DONATION UPDATE**

Mr. Blommaert donated a bush lot in Turkey Point to LPRCA in late 2018. The property was donated in memory of Mr. Blommaert's parents and he requested that the property never be developed and that it be managed to enhance the ecological features. The donation was deemed to be a good fit with the Ecological Gift Program and staff applied to the Program in December. Signage will be developed and a dedication ceremony will take place later in the year.

MOTION A-13/19

moved: D. Beres

seconded: S. Patterson

THAT the LPRCA Board of Directors receives the report as information regarding the

FULL AUTHORITY COMMITTEE MEMBERS

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell, Roger Geysens, Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Peter Ypma

land donation of the Blommaert property at Pt Lt 12 Con 1, Charlotteville, Norfolk County.

CARRIED

MOTION A-14/19

moved: J. Scholten

seconded: K. Hewitt

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

- ☐ *Personal matters about an identifiable individual, including employees of the Authority*

CARRIED

MOTION A-15/19

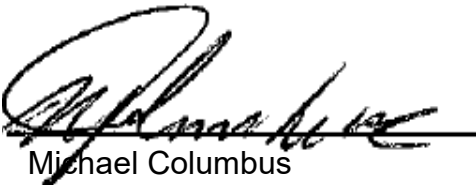
moved: V. Donnell

seconded: T. Masschaele

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

CARRIED

The Chair adjourned the meeting at 8:20pm.



Michael Columbus
Chair



Dana McLachlan
Administrative Assistant

FULL AUTHORITY COMMITTEE MEMBERS

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,
Roger Geysens, Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Peter Ypma

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4266

BEING A BY-LAW to adopt the Town of Tillsonburg Municipal Alcohol Policy and to repeal the former Municipal Alcohol Policy, By-Law 3893.

WHEREAS the Corporation of the Town of Tillsonburg deems it necessary and expedient that there shall be a clear and concise policy governing the sale and consumption of alcoholic beverages in Municipal owned facilities and parks to promote a safe, enjoyable environment for those who use these facilities;

AND WHEREAS the Corporation of the Town of Tillsonburg deems it expedient and necessary to repeal By-Law 3893;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF TILLSONBURG ENACTS AS FOLLOWS:

1. THAT the Municipal Alcohol Policy attached hereto as Schedule "A" forms part of this By-Law;
2. THAT By-Law 3893 is hereby repealed;
3. AND THAT this by-law shall come into full force and effect on the day of passing.

READ A FIRST AND SECOND TIME THIS 28th DAY OF FEBRUARY, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 28th DAY OF FEBRUARY, 2019.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson

TOWN OF TILLSONBURG

Municipal Alcohol Policy (M.A.P.)

By-Law 4266
February 2019



TOWN OF TILLSONBURG – MUNICIPAL ALCOHOL POLICY

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1. INTRODUCTION

The Tillsonburg Council first endorsed a by-law for an Alcohol Management Policy in 1994. This policy has proven to be very effective in Municipal Risk Management and has been included in the contract for all Municipal Facilities rented and licensed for Special Occasion Permits.

The policy is also intended to promote a safe, enjoyable environment for those who use these facilities. By managing and enforcing this policy, the Town of Tillsonburg hopes to reduce any possible risk of litigation.

2. GOAL STATEMENT

In order to reduce alcohol related problems that may arise from alcohol consumption within its facilities and to promote a safe, enjoyable environment for users of these facilities, the Town of Tillsonburg has developed a M.A.P. The Town of Tillsonburg offers a variety of unique recreational experiences for people of all ages. Our goal is to encourage responsible use of alcohol during licensed events to ensure the health and safety of the participants and the protection of Town of Tillsonburg facilities.

3. POLICY OBJECTIVES

To provide appropriate procedures and education to individuals or Event Organizers wishing to hold events in parks and facilities within the Town of Tillsonburg's jurisdiction in order to ensure that all Alcohol & Gaming Commission Board of Ontario legislation pertaining to Special Occasion Permits (SOP) is properly understood and complied with. The policy is based on legislation of the Liquor License Act (LLA) and Best Practices (BP). To encourage and reinforce moderate drinking practices through the development of appropriate operational procedures, controls, training and education.

Town's Best Practice:

1. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
2. To provide a balance use of alcohol through licensed premises or catered events so that alcohol becomes a responsible part of a social function, rather than the reason for it.
3. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

4. CONDITIONS OF THE USE OF ALCOHOL IN MUNICIPALLY OWNED AND OPERATED FACILITIES

Anyone who wishes to serve alcohol at a designated site must sign a facility rental contract that stipulates the conditions under which alcohol may be served and acknowledges the requirements. In addition, the responsible person must obtain a Special Occasion Permit (SOP) from the Alcohol & Gaming Commission of Ontario (AGCO). The SOP Holder must comply with the Liquor License Act (LLA), R.S.O. 1990, Chapter L.19, the Sections and all of the provisions of the Town of Tillsonburg M.A.P.

All applications for SOPs must be made online at <https://www.agco.ca/>

SECTION #1 - MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

Tillsonburg Community Centre

Lion's Auditorium

The Auditorium is suitable for holding Special Occasion Permit events. It is equipped with a kitchen area including a stove, dishwasher and freezer compartments. The Auditorium holds up to 400 guests with tables and chairs and is wheelchair accessible.

Lion's Den

The Den is suitable for holding Special Occasion Permit events. It is equipped with a kitchen area including a stove, dishwasher, freezer compartment and separate bar area. The Den holds up to 120 guests with tables and chairs and is wheelchair accessible.

Marwood Lounge

The Lounge is suitable for holding Special Occasion Permit events with seating for 80. This room is ideal for meetings and small social functions.

Memorial Arena Floor and Tiered Seating

The Arena Floor and tiered seating is suitable for holding Special Occasion Permit events with main floor seating for 1400. A variety of events can be held in this facility and is wheelchair accessible with elevator. The use of Marwood Lounge is required for the purpose of main bar when a Special Occasion Permit is approved for tiered seating area in Memorial Arena. Liquor License Act states that applicants can now apply for public event SOP for premises with fixed tiered seating or temporary tiered seating (i.e. bleachers). Conditions may be added to the permit to address identified risks to public safety. SOP applications for tiered seating facilities will be sent to the AGCO for review.

Senior Centre Auditorium

This facility is suitable for holding Special Occasion Permit events with seating for approximately 120 with tables and chairs. This room is ideal for meetings and small social functions.

Parks & Playgrounds

Kiwanis, Optimist, Hardball, Annandale ball diamonds, as well as Memorial Park and Coronation Park are suitable for outdoor Special Occasion permit functions, provided proper approvals have been received and a designated area with proper fencing provided. Designated area will control the people coming in and out. Event Organizer will be required to provide sanitation requirements, accessibility to the area by emergency works and access to telephone (cell phones) for those wishing to arrange for transportation.

Annandale National Historic Site

Meeting Room

This facility is suitable for holding Special Occasion Permit events. It will seat approximately 60 and is ideal for private parties, workshops and general meetings.

Tillsonburg Municipal Airport

The exterior grounds at the airport are suitable for holding Special Occasion Permit events providing a designated area and proper fencing are in place.

Restaurant Area and Boardroom

These areas are suitable for holding licensed events.

SECTION #2 - MUNICIPAL PARKS & FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

- Parks and outdoors areas not listed in policy
- Arena Dressing Rooms
- Arena Lobbies (upper and lower level)
- Arena Ice Surfaces
- Pool Change rooms
- Summer Place
- Gibson House
- Health Club
- Exceptions: Any person wishing to hold a Special Occasion Permit event in a location not listed in this policy must receive written approval from Director of Recreation, Culture & Parks or designate.

Areas Designated Where Alcohol Use Is Prohibited

The consumption of alcoholic beverages is prohibited in the majority of parks, gardens, sports facilities and service facilities within the jurisdiction of the Town of Tillsonburg. **The Town of Tillsonburg has a zero tolerance policy on the consumption of alcohol where proper permits have not been obtained.** The Town may change the designation of any site within its jurisdiction at its discretion.

SECTION #3 - SIGNS

A. Service Practices:

To provide consistent and proper wording which satisfies the Alcohol & Gaming Commission of Ontario (AGCO) requirements, the following permanent signs have been designed and strategically posted.

1. "It is against the Liquor License Act of Ontario for a person to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages."
2. "In Ontario, the legal drinking age is 19 years of age. You may be asked for proof of age. Acceptable identification is:
 - Ontario Drivers License
 - Canadian Passport
 - Canadian Citizenship Card with photo
 - Canadian Armed Forces I.D. card
 - Bring Your Identification (B.Y.I.D.) card issued by the Liquor Control Board of Ontario
 - A Secure Indian Status Card issued by the Government of Canada
 - A Permanent Resident Card issued by the Government of Canada
 - A Photo Card issued under the *Photo Card Act, 2008*
3. "No person shall sell or supply liquor or offer to sell or supply liquor from a prescribed premise unless, the premises prominently displays a warning sign containing the prescribed information that cautions women who are pregnant that the consumption of alcohol during pregnancy is the cause of Fetal Alcohol Spectrum Disorder"

B. Accountability:

This will inform patrons as to where to direct concerns. This will include telephone numbers of the Event Organizer(s), local Police Department and the Alcohol & Gaming Commission of Ontario.

***RATIONALE:** Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.*

C. Last Call

Last Call will NOT be announced.

D. Ride Signs

Ride signs will be posted at all SOP events providing contact information for local taxi services.

E. Ticket Sales Stop

Starting at 12:00am, only single ticket sales will be made. All ticket sales will stop at 12:45am.

***RATIONALE:** Oxford O.P.P. recommends that only single ticket sales be made at 12:00am. This will deter guests from buying multiple tickets and possible over-consumption prior to bar closing.*

SECTION #4 - CONTROLS PRIOR TO EVENT

EVENT ORGANIZERS OF MUNICIPAL FACILITIES WILL BE REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING

According to the Liquor License Act:**A. Private Event Special Occasion Permit**

A Private Event is held for invited guests only. Examples include a wedding reception, an anniversary party, baptism or birthday party, among others, where only family, friends and people known to the hosts or permit holders are invited to attend. The public cannot be admitted, and there can be no intention to gain or profit from the sale of alcohol at the event. Private Events cannot be publicly advertised. Information about the event may be shared with invited guests and members only.

B. Public Event Special Occasion Permit

Public Events: For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.

Town's Best Practice:**A. Special Occasion Permit**

The SOP Holder shall post the Special Occasion Permit at the bar area clearly stating the name of the SOP Holder and the telephone numbers for the designated contact person, secondary contact person and the Alcohol & Gaming Commission Board of Ontario.

While the local authorities and Alcohol & Gaming Commission Inspectors are informed of the date and place of the special occasion function, they do not always have an opportunity to drop in and check on the operation of the event.

The SOP Holder shall remain on site at all times. If, for some reason, they cannot, a secondary name must be posted. Concerned participants will know whom to contact immediately on the premises. This can facilitate early correction of potentially risky situations.

B. Control

In order to be eligible for a facility rental for a special occasion function, the Event Organizer must demonstrate to the satisfaction of the Director of Recreation, Culture & Parks or designate that there are sufficient controls in place to prevent under age, intoxicated or rowdy people from entering the event and that the intoxicated participants will be refused services and removed from the event.

***RATIONALE:** Event Organizers must understand that prevention of intoxication is paramount. Controls must be enforced to allow for an enjoyable and safe atmosphere for all present.*

C. Municipal Alcohol Policy (MAP)

A copy of the MAP will be provided to organizers by Town Staff or designate at the time of booking.

D. Checklist for Event Organizers

A checklist form and a rental contract form will be provided by the municipality at the time of booking. These **mandatory** forms are to be completed by the Event Organizer and returned to the staff person or designate at least two (2) weeks prior to the event. **The use of a Special Occasion Permit may be in jeopardy if forms are not received in the specified time frame.** Signatures from both the Event Organizer and the staff person are required on the forms. Please see Appendix "A".

E. List of Trained Persons

The Town will endeavor to have a list of trained persons who have indicated that they may be available to assist at events when the Event Organizer does not have the required SIP/Smart Serve trained personnel.

F. The Special Occasion Permit Signatory

The person who's name is on the SOP must attend the event, and be responsible for decisions regarding the actual operation of the event. If the event is more than 2 days in length then a designate may be assigned and their name(s) must appear on the contract. This person and all event workers must refrain from alcohol consumption during the event, including any clean-up activities.

SECTION #5 - CONTROLS DURING EVENT

All controls and service must be consistent with the provisions of the Alcohol & Gaming Commission Act of Ontario and its Sections.

According to the Liquor License Act:**1. SOP Holder, Event Volunteers/Event Staff must:**

- Abide by all the rules of the M.A.P.
- Attend the event and be sober before and during the event, including any clean-up activities
- Ensure that the bartenders and servers do not serve alcohol to any one under age, intoxicated or rowdy at the event

2. Access & Control

The SOP Holder and event volunteers/event staff shall accept the following as proof of age for alcohol purchase or consumption:

- Ontario Drivers License
- Canadian Passport
- Canadian Citizenship Card with photo
- Canadian Armed Forces I.D. card
- Bring Your Identification (B.Y.I.D.) card issued by the Liquor Control Board of Ontario
- A Secure Indian Status Card issued by the Government of Canada

- A Permanent Resident Card issued by the Government of Canada
- A Photo Card issued under the Photo Card Act, 2008

Entry to public functions must be denied to:

- Intoxicated or unruly individuals
- Individuals carrying unsealed alcoholic beverages
- Individuals previously ejected from the event

3. Entry to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be impaired or have a history of causing problems at events.

4. The SOP Holder has the right to deny entry to any individual.

5. The SOP Holder and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation.

6. All signs of sale and service must be cleared from the premises within 45 minutes of the end time stated on the licensed permit. This includes the removal of all partially consumed and empty bottles, and glasses that contained liquor.

Town's Best Practice:

1. All day outdoor events are required to cease the sale of alcohol for a period of one hour to allow for clean-up.
2. The bar area within the premises shall be closed no later than 1:00am and NO service or sale of alcoholic beverages will be allowed after this time.
3. All entertainment within the facility shall cease at 1:00am.
4. The only exception to the 1:00am closing time is during New Year's Eve when bar service will cease serving at 2:00am. Event Organizers must ensure that patrons have vacated the facility by 3:00am.
5. To assist staff and to ensure that no incidents occur on the premises, patrons must vacate the facility by 2:00am. Exception: New Year's Eve Refer to #4.
6. Failure to comply with the above could prevent the SOP holder or organization from further renting of any Town of Tillsonburg facility and where appropriate, the Ontario Provincial Police (OPP) and the Alcohol & Gaming Commission of Ontario (AGCO) will be advised and charges may be laid by the OPP or infractions cited by the AGCO.
7. Bartenders must be Smart Serve trained (further details in Section #6). Event organizers are encouraged to have all event staff SIP/Smart Serve trained.
8. Leftover liquor must be removed from the premises at the end of the event, with exception of multiple-day SOPs.
9. The town limits number of tickets to be sold to any person at one time to 4 each. Unused tickets may be redeemed for cash at any time up until 15 minutes after the bar closes.

SECTION #6 - EVENT – STAFFING REQUIREMENTS

Event Servers And Monitors

The following guideline sets out the ratio of event servers and monitors to event participants. The requirements may be increased or decreased by the Director of Recreation, Culture & Parks or designate having operational jurisdiction over the premises depending on crowd dynamics and type of event.

Trained servers must be certified by a recognized alcohol server training course that has been approved by the Town. This includes Smart Serve program. The sponsor shall ensure all event workers are over the age of 19 years of age. Door and entrance monitors are encouraged to monitor the door for a minimum of 1.5 hours following the advertised admission time and for a minimum of 1.5 hours prior to the advertised departure time.

The type of identification to be worn by event workers must be stated on the “Checklist & Security Plan. See Appendix “A”.

Self-serving is prohibited and trained bar personnel are required. Sponsor and all event workers will refrain from alcohol consumption before, during and after the event, including any clean-up activities.

Passive, moderate, high risk and major event classifications are determined by Town of Tillsonburg staff based on event dynamics.

Refer to Appendix B – Event Category Guideline

Category*	Trained Servers**	Door/Entrance Monitors	Floor Monitors/Bar Ticket Sales
PASSIVE	1	The sponsor is responsible to monitor the entrance to the room	The sponsor is responsible to monitor those in attendance
MODERATE	2	1 event worker at the entrance to the room at all times	1 event worker throughout the room at all times
HIGH RISK/ MAJOR EVENT	2 + 2 for every additional 200 participants	1 event worker at every entrance/exit to the room	2 + 2 per every additional 200 participants

*Covers any public or private event

**The server requirement for passive events may be waived at the discretion of the Director of Recreation, Culture & Parks or staff designate when an event has approximately 50 or less participants in attendance.

RATIONALE: Event Staff requirements are based on 3 criteria: Attendance, Public Event or Private Event. History has shown that these were too vague. Not all Public Events require the same level of event staff as others. Additional event categories were needed to determine sufficient Event Staff. These additional considerations include:

1. Age Group & Maturity	2. Attendance	3. Incident History
4. Event Dynamics	5. Invitation	6. Food Availability
7. Impact on Neighbourhood	8. Supervision	9. Threats & Concerns

SECTION #7 - ALCOHOL SERVICE

A. Low Alcohol and Non-Alcoholic Options

Town's Best Practice:

1. The SOP Holder will ensure that 30% of the alcoholic beverages offered consist of low alcohol options (i.e. low alcohol beer, light wine, and low alcohol/spirits). Non-alcoholic beverages must be readily available and priced significantly below any alcoholic beverage.
2. The SOP Holder shall provide a sign, which shall be prominently posted identifying the low alcohol and non-alcoholic beverages available at the event.

RATIONALE: *Low alcohol beverages help prevent intoxication by providing responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated. A patron consuming a regular beer (at 5% alcohol) would have to drink two "extra light" beers (at 2.5% alcohol) to ingest the same amount of alcohol. Similarly, "light" beer (at 4% alcohol) represents a 20% reduction in alcohol intake.*

3. Discounts will not be offered for volume purchase of tickets when tickets are sold for alcoholic beverages. The Town limits number of tickets to be sold to any person at one time to 4 each.

RATIONALE: *By limiting the number of tickets or drinks participants may purchase at one time, the ticket sellers, monitors, bartenders and servers are provided with more opportunities to observe participants for signs of intoxication.*

B. Control Of Alcohol Service

According to the Liquor License Act:

1. Practices which may encourage the immoderate consumption of alcohol are not permitted. Contests or games involving the consumption of liquor are not permitted. (Reg. 389/91 Section 18(1))
2. Liquor cannot be awarded as a prize for any game, contest or raffle. (Reg 389/91 Section 20).
3. Gambling: Games of chance (i.e. poker, crown & anchor, raffles, 50/50 draws, etc) are not permitted unless the proper license has been obtained from the province or municipality. Such licenses are only issued to eligible organizations with charitable or religious purposes. (Section 32). **Games of skill are permitted.**
4. Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event, and no drink containing more than 85 ml of spirits can be sold or served. (Reg. 389/91 Section 16 and Section 13)
5. ***RATIONALE:*** *Table consumption can be moderated by not selling rounds of large numbers of tickets.*
6. The following is not permitted at an SOP event, including adjacent washrooms, liquor and food preparation areas and storage areas of under control of the permit holder:
 - Drunken individuals
 - Illegal gambling
 - Violent or disorderly conduct (fights, etc.)
7. No "Last Call" will be announced prior to the end of the event/sale of alcohol.
8. ***RATIONALE:*** *Announcing, "last call", prior to end sales encourages some patrons to purchase the maximum number of drinks allowed to prolong the event and drinking.*

9. An adequate supply of food must be available to persons attending the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.
10. There will be no self-serve events; even "Wine & Cheese" functions require a bartender.

Town's Best Practice:

1. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar. A maximum of 4 tickets may be sold at one time.
2. Bartenders and servers are required to pour all beverages into plastic or paper disposable cups at the bar. All bottles are to be kept behind the bar. Alcoholic and Non-Alcoholic drinks are to be served in different cups. Exception: Private events by invitation only.
***RATIONALE:** By following the guidelines we will reduce the risk that Event Organizer's automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption. By pouring all beverages into disposable cups, the chance of glass/bottle breakage is minimized.*
3. Any masked events, such as Masques, New Year's Eve parties, Halloween Parties, where masked identity of individuals are in attendance (costumed events), must meet the following conditions:
 - Acceptable type of identification, as listed
 - No one under the age of 19 years admitted
4. A maximum of 2 standard drinks will be served at one time.
5. The Standard Drink means:
 - Bottle of Regular Beer - 12 oz or 341 ml. (beer, cider or cooler)
 - Glass of Wine - 5 oz or 142 ml.
 - Shot of Spirits - 1 oz or 29 ml.
 - Fortified Wine – 3 oz or 85 ml.
6. Only single drinks will be served (no more than one shot in one glass)

C. Advertising Events

According to the Liquor License Act:

SOP holder may advertise that liquor will be sold and/or served, according to the provisions in the Alcohol & Gaming Commission application Guidelines, Section 7(2), Reg. 389/91 regarding alcohol advertising. Reception Events cannot be advertised.

SECTION #8 - INSURANCE

LIABILITY INSURANCE: The SOP holder shall:

- Obtain a minimum of **FIVE MILLION (\$5,000,000) DOLLARS** liability insurance
- Name the Town of Tillsonburg as an additional insured, providing a **mandatory** copy to the Town at least two weeks prior to the event
- Indemnify and save the Town of Tillsonburg harmless from all claims arising from the permit or event.

The actual insurance limits required may be increased at the discretion of the Director of Recreation, Culture & Parks or designate.

***RATIONALE:** If an individual is injured, and if the Town of Tillsonburg were to be*

found “jointly and severally” liable, the Town of Tillsonburg could end up paying part or all of the judgment should the Special Occasion SOP permit holder be inadequately insured or uninsured. In addition to the expense to the municipality to defend any legal action, the municipality might have difficulty obtaining continued insurance coverage.

When the Renter is a corporation or organization:

Commercial General Liability Insurance

Commercial General Liability Insurance satisfactory to the Owner and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- (a) A limit of liability of not less than FIVE MILLION (5,000,000)/occurrence with an aggregate of not less than TWO MILLION (\$2,000,000)
- (b) Add the Owner as an additional insured with respect to the operations of the Named Insured
- (c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- (d) Non-owned automobile coverage with a limit not less than TWO MILLION (\$2,000,000) and shall include contractual non-owned coverage (SEF 96)
- (e) Products and completed operations coverage
- (f) Broad Form Property Damage
- (g) Contractual Liability
- (h) Owners and Contractors Protective
- (i) Tenants legal liability
- (j) The policy shall provide 30 days prior notice of cancellation
- (k) Liquor Liability endorsement

When the Renter is an individual:

Homeowner’s Liability Insurance

Homeowner’s liability insurance satisfactory to the Town and underwritten by an insurer licensed to conduct business in the Province of Ontario is required. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall have a limit of liability of not less than FIVE MILLION (\$5,000,000).

The individual must provide proof of a Homeowner’s Liability Policy by way of a letter from the Broker. The Town cannot be added as additional insured.

Party Alcohol Liability Insurance

Party Alcohol Liability Insurance in an amount not less than FIVE MILLION (\$5,000,000) and underwritten by an insurer licensed to conduct business in the Province of Ontario is required. The municipality shall be added as an additional insured.

Sample Indemnification

The Host shall indemnify and save harmless the Municipality from any and all claims, demands, causes of action, losses, costs or damages that the Municipality may suffer, incur or be liable for, resulting from the Hosts’, event workers’ and agents’ performance, actions and negligent acts or omissions in connection with the holding of an event involving the serving of alcohol on Municipal premises.

SECTION #9 - SAFE TRANSPORTATION

Town's Best Practice:

Only individuals, Event Organizer or organizations implementing a safe transportation strategy will be permitted rental privileges of facilities for SOP functions.

The Event Organizer shall identify the strategies, which will be used on the "Checklist for Event Organizers" form. The Event Organizer shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware this program is available. This program shall consist of the following:

It is suggested that the designated driver be supplied with free soft drinks/coffee during the function. The Event Organizer shall advertise or announce the availability of this program during and, if possible, prior to the event.

Advertise the use of taxi service – The Event Organizer shall advertise or announce the availability of a taxi service to attendees of the event. If not required to provide a taxi service, the Event Organizer shall ensure that appropriate signage is posted at the facility which includes the telephone number and/or use their best efforts to obtain any attendee a taxi upon request.

RATIONALE: *The risk of liability is especially high when an impaired driver leaves an alcohol-related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an impaired person is with time.*

The SOP holder is responsible for promoting safe transportation options for all the drinking participants. Examples of safe transportation options are:

- A designated driver provided by the Event Organizer; or
- A taxi paid either by the Event Organizer or the participant.

RATIONALE: *The risk of liability is especially high when an impaired driver leaves an alcohol-related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an impaired person is with time.*

SECTION #10 - YOUTH ADMISSION TO ADULT EVENTS

Each rental Event Organizer will be responsible to select a strategy on allowing youth to their event. In all cases, the following guidelines must be adhered to.

According to the Liquor License Act:

Anyone who appears to be under the age of 25 years will be required to show I.D. before they are allowed into the event/facility.

Individuals under the age of majority will not be allowed to consume alcohol beverages on licensed premises. Anyone serving individuals under the age of majority alcohol will be required to leave the event.

Town's Best Practice:

Two (2) extra floor monitors will be required if persons under the age of majority are allowed to enter Public events.

It is suggested that for events allowing individuals under the age of majority and with over 250 patrons will be required to identify those persons over the age of majority. Event Organizers may choose either stamps or wristbands to identify persons over the age of majority.

SECTION #11 - SECURITY REQUIREMENTS AT SPECIFIC EVENTS

For the purposes of this section, security personnel may be either Paid Duty Police Officers and/or licensed Security Guards that are employed by a registered Security Employer as governed by the Private Security & Investigative Services Act (PSISA) of Ontario. As per the PSISA, a Security Guard is a person who performs work, for remuneration, that consists primarily of guarding or patrolling for the purpose of protecting persons or property. Additionally, no person shall act as a security guard or hold himself or herself out as one unless the person holds the appropriate license under the Act.

CATEGORY*	# OF SECURITY PERSONNEL**
PASSIVE	1
MODERATE	2
HIGH RISK/MAJOR EVENT	2

*Covers any public or private event

**Security requirements for events may be increased or decreased at the discretion of the Director of Recreation, Culture & Parks or designate and with an approved security plan.

According to the Liquor License Act:

The SOP holder must provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the Liquor License Act are observed. In order to determine whether security is sufficient, the permit holder shall consider:

- The nature of the event;
- The size of the premises; and
- The age and number of persons attending the event.

Town's Best Practice

Security must have access or provide a communication link on site to summon emergency services.

Security is not to be involved in serving of alcoholic beverages nor may assist in any way in the liquor operation of the event.

The purpose of security is to:

- Provide high visibility access control at all entrances/exits to licensed area(s);
- Prevent underage patrons from entering licensed area(s);
- Prevent alcohol from leaving licensed area(s);
- Reinforce event rules through verbal interventions;
- Observe, report and document event policy and/or procedural violations;

Note – Security Guards do not have the authority to act as an Agent of the Owner (the Town of Tillsonburg) as per the Trespass to Property Act of Ontario.

Full payment of licensed and bonded security company is the sole responsibility of the Event Organizer. Time Period required is 9:00pm – 2:00am. **Exception:** For Tiered Seating Events during hockey tournaments, games, or carnivals where specific times will vary, the duration of security will be determined by staff.

The Town of Tillsonburg reserves the right to approve or reject licensed and bonded private security companies. Each event will be reviewed on its own merit. If the Event Organizer demonstrates the need for less security at their event, the required number of officers may be reduced or waived at the discretion of the Director of Recreation, Culture & Parks or designate. However, public safety for the patrons of the event will be paramount.

Reportable Incidents

All reportable incidents that occur at the event shall be documented by security personnel and a copy of the incident report shall be forwarded to the Town for their review.

Examples of reportable incidents are as follows:

- Any illegal act as defined by the Criminal Code of Canada;
- Damage to property;
- Any critical injury as defined by the Occupational Health & Safety Act;
- Any other significant incidents not included in the previous bullets.

The incident report shall include all the relevant incident details including;

- Who was involved (full names) & contact information;
- What occurred (chronological account of events with as much detail as possible);
- Where it occurred (specific locations as required);
- When it occurred (date & time of incident, when reported and response times);
- Why it occurred (if known);
- How it occurred (if known);
- Police report number (if Police were involved);
- Security guard name and contact information;
- Any additional relevant information such as actions taken by event organizers etc.

RATIONALE: Security requirements vary depending on category of event. Dances designed for those over 25 years of age or seniors will differ from those dances geared towards those 25 years and under. Events that have attendance exceeding 300 will require additional security over those events with less than 300. Events that are by invitation only versus general admittance will impact security requirements.

The overall event dynamics must be considered before security requirements can be imposed. Additional considerations include:

Age Group & Maturity	Attendance	Incident History
Event Dynamics	Invitation	Food Availability
Impact on Neighbourhood	Supervision	Threats & Concerns

Each of the above nine considerations is evaluated and checked off accordingly. Majority dictates category of risk and how the requirements of event staff/security are reached.

Outdoor Events/Festivals

According to the Liquor License Act:

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent or marquee. The outdoor area must be clearly defined and separated from unlicensed areas by a minimum 36" high partition.

Festivals and events can define an area larger than outside beer tents where people can walk around freely with drinks. Local communities are free to customize the events to their needs. AGCO may be involved to discuss public safety issues with the permit holder.

Notification must be made to local municipality, including clerk, police, fire and health department and AGCO 30 days' notice for events where fewer than 5,000 people attend and 60 days' notice for events where 5,000 or more people attend.

If a SOP has been issued for an outdoor event that has both licensed areas (bars, restaurants) and areas to which the SOP applies (i.e. a street on which the event occurs), patrons can move freely between these areas with a single serving of alcohol, under certain conditions and where permission has been granted by the AGCO.

Town's Best Practice:

The Town of Tillsonburg Fire Chief and Building Official will determine maximum capacity for outside tents based on exits and floor area.

For potential problem rentals, the Town reserves the right to require the presence of minimally two (2) guards licensed and bonded Security Company for the duration of an event. Number of security will be based on Section 11 and Appendix C of this M.A.P. This cost will be borne by the Event Organizer or individual. The Town also reserves the right to refuse the issuance of a facility rental permit at their sole discretion.

SECTION #12 - CONSEQUENCES FOR FAILURE TO COMPLY**SOP Holder's Responsibilities**

1. In the case of patrons who are intoxicated to the point that they must be cut-off, the SOP holder or designated Event volunteer/staff must make every effort to ensure that the patron does not drive and that he or she will arrive safely at home. In some instances, non-intoxicated friends might agree to drive the person home, or a cab may be called for the patron.
2. In an effort to encourage patrons not to drink and drive, free access to a phone should be made available to persons wishing to call a taxi and the telephone number of a taxi company should be prominently displayed.
3. If an intoxicated person insists on driving, the SOP holder and/or staff may have to attempt to detain the person and call the police.
4. Where anyone is engaged in a disruptive behaviour as a result of alcohol consumption at social events, authorities will be called.
5. The SOP holder is required to report in writing to the Director of Recreation, Culture & Parks or designate within 48 hours all incidents in which patrons are injured or ejected from an event or Police are called.
6. Although police will be called if a situation deems necessary to do so, it is the responsibility of the SOP holder to ensure the proper management of an event.
7. Where persons under the age of majority are found to have consumed or to be consuming alcohol at SOP and non SOP events, the authorities will be called immediately.

Enforcement Procedures For Policy Violation

A violation of this policy occurs when the SOP holders or individual(s) fail to comply with this policy or the conditions of the Liquor License Act, or any other relevant legislation. Intervention can be initiated by a participant at the event, Town of Tillsonburg staff, Police or an Inspector of the AGCO. Random monitoring of events where alcohol is served may be conducted by the Director of Recreation, Culture & Parks or designate having jurisdiction over the premises.

Town's Best Practice:

1. Event Organizer(s), SOP Holder or the monitor(s) may intervene by informing the offending individual of the M.A.P. violation and asking that it stop. Event Organizer members and monitors are encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.
2. A Town of Tillsonburg staff member with recognized authority will intervene whenever he/she encounters a violation of the policy. Depending upon the severity of the policy

infraction, the Town of Tillsonburg staff may ask the organizers of the event to stop the violation or they may close down the SOP portion of the event (especially if there is the potential for harm or loss of enjoyment by non-drinkers). Should the organizers fail to comply; the staff will call the police for enforcement.

Penalties:

Where an SOP holder has violated the MAP, and has been confronted by a Town of Tillsonburg staff member, the sponsoring organization and/or SOP holder will be sent a registered letter by the Director of Recreation, Culture & Parks or designate advising of the violation and indicating that further violations will not be tolerated.

Should the sponsoring organization and/or SOP holder violate the policy within one year of receiving notice of their first violation, the sponsoring organization and event organizers shall be suspended from organized use of a Town of Tillsonburg facility or area for a further one year. The Director of Recreation, Culture & Parks or designate will send a registered letter to the appropriate contact person advising of the suspension. A copy of the letter will be sent to the Chief Administrative Officer.

Where, in the opinion the Director of Recreation, Culture & Parks or designate, there have been repeated violations of a municipal, provincial or federal statute, the sponsoring organization and event organizers shall be immediately suspended from organized use of a Town of Tillsonburg facility or area for a period of one year or longer as are warranted in the circumstances. A registered letter shall be sent and copied to the Chief Administrative Officer or designate and Council.

SECTION #13 - POLICY MONITORING AND REVISIONS

The Municipal Alcohol Policy for the Town of Tillsonburg will be reviewed as required. It is subject to change and updates reflecting changes in laws and the circumstances related to the administration of the MAP.

Contact will be made with local OPP and AGCO agents to review occurrences within our licensed facilities. All reports will be sent to Director of Recreation, Culture & Parks.

Appendix A – Municipal Alcohol Policy

CHECK LIST & SECURITY PLAN**Event Location:**

Tillsonburg Community Centre

- ☐ Lion's Auditorium
☐ Lion's Den
☐ Marwood Lounge
☐ Arena Floor

Event Date: _____ Event Time: _____ Function: _____

Contact Name: _____ Phone #: _____

SOP filed: Yes ☐ No ☐ Anticipated Attendance: _____
 Proof of Insurance filed: Yes ☐ No ☐

1. Has customer received and read Municipal Alcohol Policy (M.A.P.)? Yes ☐ No ☐

2. List name(s) of trained bartenders, complete with certification numbers.

- a) _____
 b) _____
 c) _____

3. List names of who will be checking identification at the door?

- a) _____
 b) _____
 c) _____

4. List names of who will be monitoring the event, checking washrooms, circulating through the parking lots to ensure that over drinking, supplying minors and self-serving does not occur?

- a) _____
 b) _____
 c) _____

5. List safe transportation strategies for this event:

- a) _____
 b) _____
 c) _____

6. Will security be provided beyond this plan? Yes ☐ No ☐

Approved Private Security Company? (must attend in full uniform)

7. General Comments:

EVENT CATEGORY GUIDELINE – RISK ASSESSMENT

Name/Organization: _____

Type of Event: _____

PRIMARY CONSIDERATION	✓	PASSIVE RISK	✓	MODERATE RISK	✓	HIGH RISK
1. AGE GROUP & MATURITY OF PARTICIPANTS		An adult/senior booking an event that will be predominately attended by persons 25+ yrs.		An adult booking an event that will be predominately attended by persons under 25 years		Any public events which is predominately attended by persons under 25 years of age
2. ATTENDANCE		Under 50		51-300		Licensed security officers and an approved Security Plan required
3. INCIDENT HISTORY		Well known sponsor		Sponsor has frequent organizational experience		Unknown
4. EVENT DYNAMICS		Stage Performance Community or family dinner/banquet held inside a facility		-Open outdoor public gatherings -Indoor public gatherings		-When the event dynamics substantially increases the level of risk or threat to include activities that require care and skill -Games of Skill -Video Dance Parties - Events in tiered seating - Outside Festivals, Beer Gardens
5. INVITATION		Closed – Personal invitation only		Closed – Personal invitation with advanced ticket sales		Open – General admittance
6. FOOD AVAILABILITY		Sit down dinner/banquet served with regular bar		Regular bar with food provided throughout the event on a no charge basis or food is provided in the cost of the ticket		Midnight buffet only Snacks and light meal provided
7. IMPACT ON NEIGHBOURHOOD		Held inside a facility limited to the local community only		Held inside a facility with adequate on-site parking		- Noise control considerations - Substantial parking requirements -Transportation service increased to accommodate expected participant volume
8. SUPERVISION		- Town staff on duty - Private event held inside the facility or in an open area - Sponsor acting as door monitor		- Town staff on duty - Public Event held inside facility or in an open area. - Sponsor acting as door and floor monitors		- Town staff on duty - Public Event held inside facility or in an open area. - Within an enclosed area outside such as a temporary tent, fencing or barricades. - Sponsor acting as door and floor monitors

Appendix B – Municipal Alcohol Policy

9. THREATS & CONCERNS		None apparent		Within 100 meters of a residential property Moving motorized vehicles on site Motorized equipment on site		Time of the event When majority of participants arrive after 10:00pm Within close proximity to: Waterfront venues, dunk tank, ice surface, hills, ravines, rugged terrain, heavily forested areas, accessibility to tiered seating, livestock, vehicles/equipment, fireworks
Each of the 9 considerations is valued and checked off accordingly. Majority dictates category of risk.	/9	Comments:	/9	Comments:	/9	Comments:
CHECKS TO BE CONDUCTED & APPROVALS OBTAINED (Refer to Section 11 – Security Requirements)		Sponsor is well known to staff, therefore no Class or police check required -Obtain trained server Confirmation - Obtain copy of SOP -Obtain Party Alcohol Liability insurance (\$5M)		-Conduct a Class alert warning check -Obtain trained server information - Obtain copy of SOP -Obtain Party Alcohol Liability Insurance (\$5M) -Obtain door and floor monitors information		-Conduct a Class alert warning check -When 1000+ are anticipated, additional approvals are required from AGCO -Obtain security /operational plan, to include police, fire & AGCO considerations -Obtain paid duty O.P.P. or approved private security in uniform -Obtain trained server information - Obtain copy of SOP -Obtain Party Alcohol Liability Insurance (\$5M) -Obtain door and floor monitor information -Conduct a site inspection, if required
FINAL APPROVAL AUTHORITY Signature & Date		Director of Recreation, Culture & Parks designated staff		Director of Recreation, Culture & Parks or designated staff		Director of Recreation, Culture & Parks or designated staff

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NO. 4274

A BY-LAW to adopt a Council-Staff Relations Policy.

WHEREAS Section 270(1) of the Municipal Act, 2001 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

AND WHEREAS Section 270(1) 2.1 of the Municipal Act 2001, S.O. 2001, c.25, as amended, requires municipalities to adopt and maintain policies with respect to the relationship between members of Council and the officers and employees of the municipality; and

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg is desirous of adopting the Council-Staff Relations Policy.

THEREFORE the Council of the Town of Tillsonburg enacts as follows:


1. THAT the Council-Staff Relations Policy attached hereto as "Schedule A" is hereby adopted and forms part of this by-law.
2. AND THAT this by-law comes into full force and effect on the day of passing.

Read a First and Second Time this 28th day of February, 2019.

Read a Third and Final Time and passed this 28th day of February, 2019.

Mayor – Stephen Molnar

Town Clerk – Donna Wilson

	COUNCIL			
	COUNCIL-STAFF RELATIONS POLICY			
	Policy Number	2-010		
	Approval Date	FEB 28.19	Revision Date	
	Schedules			

A. POLICY STATEMENT

The Town of Tillsonburg promotes a respectful and professional relationship and workplace between Council Members and employees of the Town of Tillsonburg.

B. PURPOSE

This policy provides guidance on how the Town of Tillsonburg ensures a respectful, tolerant and harassment-free relationship and workplace between Council Members and employees of the Town of Tillsonburg.

C. SCOPE

The guiding principles contained in this policy shall apply to all municipal employees and elected officials of the Town of Tillsonburg.

D. AUTHORITY

Section 270 of the Municipal Act, 2001, as revised by Bill 68, requires municipalities to adopt and maintain a policy with respect to the relationship between elected officials and municipal employees.

The Town Clerk shall be responsible for administering this policy.

The CAO and Head of Council are responsible for receiving complaints and/or concerns related to this policy.

E. DEFINITIONS

Chief Administrative Officer (CAO) : the head of staff, as the only employee of Council, manages the day-to-day work of staff as directed by Council.

Council: shall mean the members elected as the legislative body of the Town of Tillsonburg.

COUNCIL	
COUNCIL-STAFF RELATIONS POLICY	
Policy Number	2-010

Council Members: shall mean the Mayor, Deputy Mayor and the Councillors of the Town of Tillsonburg.

Mayor: the head of Council and the Chief Executive Officer of the Town of Tillsonburg.

Staff: shall mean any full-time, part-time and contract workers employed by the Town of Tillsonburg.

Town: shall mean The Corporation of the Town of Tillsonburg

F. POLICY

Positive relationships between Council and Staff are essential to the provision of public service excellence and effective governance in the Town of Tillsonburg. Successful relationships involve mutual understanding of roles and responsibilities, two-way communication, clarity in reporting relationships and direction from Council to Staff through the CAO. These principles can be achieved when high standards of conduct form the basis of all Council and Staff interaction.

The role of Council is to govern. The role of staff is to advise, implement and manage public service delivery. Council and staff work in partnership with one another, while performing their respective roles. Although the roles of Council and staff are distinct, they are interdependent, each one requiring the other to fulfill the Town's mandate and purpose.

Members of Council and Staff Shall:

- Demonstrate a commitment to accountability and transparency among Council and staff and with the general public;
- Demonstrate leadership by making sound decisions based on knowledge, areas of expertise and sound judgment;
- Demonstrate a high degree of confidentiality, when required;
- Enhance public education about the political process by providing context and process information about decision making;
- Uphold the decisions of Council, regardless of personal opinion or belief, and commit to the implementation of those decisions;
- Refrain from publically criticizing members of Council or staff; and
- Seek to achieve a team approach in an environment of mutual respect and trust, with acceptance of the different roles in achieving Council's objectives.

Respect for Time

Priorities and timelines must be respected by all members of Council and staff. It is expected that all participants will be well prepared for meetings and will prioritize appropriately, according to direction given by management or Council. Staff will spend time on significant projects only once direction is given by Council to do so.

COUNCIL	
COUNCIL-STAFF RELATIONS POLICY	
Policy Number	2-010

It is expected that appointments will be made for meetings between staff members and Council members in order to ensure that all parties are available and prepared for the discussion.

Role of Members of Council (Mayor and Councillors):

- Seek to advance the common good of the community which they serve;
- Truly, faithfully and impartially exercise the office to the best of their knowledge and ability;
- Govern and provide political direction;
- Act in a way that enhances public confidence in local government;
- Set strategic objectives and goals for the organization based on consultation with staff and community members;
- Give direction to staff through resolution by Council as a whole;
- Govern the management of the organization through the CAO;
- Respond to concerns from the public and refer concerns to staff members through the Mayor and CAO for action – elected officials do not have an administrative managerial role in the day to day business of the organization;
- Adhere to the Code of Conduct for Members of Council, Committees and Boards and the oath of office sworn at the inaugural meeting of each term of council; and
- Refrain from behaviour that could constitute an act of disorder or misbehaviour; is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others; or prejudices the provision of a service or services to the community.

It Is Expected That Council Members Will:

- Acknowledge that only Council as a whole has the capacity to direct staff members, through the CAO, to carry out specific tasks or functions;
- Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others;
- Refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility;
- Request the CAO's input prior to making important policy decisions;
- Direct questions or concerns regarding departmental activities to the CAO;
- Discuss issues with the CAO and advise staff of questions that may arise prior to Committee or Council meetings whenever possible;
- Understand that their discussions with staff may be communicated and that a member of Council cannot compel a member of staff to confidentiality;
- Consult with the CAO prior to making commitments to agencies, groups, citizens, or likewise.

COUNCIL	
COUNCIL-STAFF RELATIONS POLICY	
Policy Number	2-010

Role of Members of Staff

- Provide timely reports to Council outlining factors that will assist in their decision-making process and provide information based upon professional expertise and good judgement, and free from undue influence from any individual member or members of Council;
- Research policy issues as required;
- Implement Council's decisions;
- Manage and identify the means for achieving corporate goals and outcomes;
- Provide appropriate follow-up to Council inquiries and keep members of Council up-to-date and informed, as appropriate – staff do not have a political role;
- Refrain from behaviour that could constitute an act of disorder or misbehaviour; is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others; or prejudices the provision of a service or services to the community.

It Is Expected That Staff Members Will:

- Ensure that Council members are aware of any issues that may impact upon their decision-making process;
- Management will ensure that the CAO is aware of any issues that may impact upon the municipality and of ongoing activities in each department;
- The CAO will ensure that managers are aware of any issues that may impact upon their departments;
- Respond to inquiries from Council members (through the CAO or Mayor, if necessary) in a timely fashion, when appropriate during business hours with the exception of emergencies.
- Present a professional opinion/recommendation in writing or in person, at Council meetings or Committee meetings.
- Notify Council members of changes to legislation and any unexpected impacts of policy decisions through written material circulated electronically or at a Council or Committee meeting; and
- Through the CAO, convey feedback to Council members who may be unaware of existing policies or staff workload demands, and other related issues.

Respectful Reporting Relationship

The formal relationship between staff and members of Council must be respected to ensure that all members of staff and Council are treated equally. There is a chain of command in place to deal with significant issues, and Council members are encouraged to primarily direct questions and concerns to the Mayor and/or CAO for their consideration. Any request for information from a Council member that is not received and answered at a Committee or Council meeting, may be received in writing and circulated in writing (i.e. email) to all Council members.

COUNCIL	
COUNCIL-STAFF RELATIONS POLICY	
Policy Number	2-010

Related Policies

This policy shall be read and applied in conjunction with the following corporate documents, as updated from time to time:

- Council Code of Conduct
- By-Law 4173 Procedural By-Law
- 2-007 Use of Corporate Resources
- Town Personnel Policy
 - Code of Conduct for Employees of the Town
 - Respect in the Workplace
 - Workplace Violence

G REVIEW

This policy shall be reviewed once per term of Council.

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NO. 4275

A BY-LAW To adopt a Pregnancy and Parental Leave for Members of Council Policy.

WHEREAS Section 270(1) of the Municipal Act, 2001 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

AND WHEREAS Section 270(1)8 of the Municipal Act 2001, S.O. 2001, c.25, as amended, requires municipalities to adopt and maintain policies with respect to pregnancy leaves and parental leaves of members of council; and

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg is desirous of adopting the Pregnancy & Parental Leave for Members of Council Policy.

THEREFORE the Council of the Town of Tillsonburg enacts as follows:


1. THAT the Pregnancy & Parental Leave for Members of Council Policy attached hereto as "Schedule A" is hereby adopted and forms part of this by-law.
2. AND THAT this by-law comes into full force and effect on the day of passing.

Read a First and Second Time this 28th day of February, 2019.

Read a Third and Final Time and passed this 28th day of February, 2019.

Mayor – Stephen Molnar

Town Clerk – Donna Wilson

	COUNCIL		
	PREGNANCY & PARENTAL LEAVE FOR MEMBERS OF COUNCIL POLICY		
	Policy Number	2-011	
	Approval Date		Revision Date
	Schedules		

A. POLICY STATEMENT

The Town of Tillsonburg recognizes a Council Member's right to take leave for the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with the Municipal Act, 2001.

B. PURPOSE

This policy establishes guidelines on how the Town of Tillsonburg manages a Council Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected official.

C. SCOPE

This policy applies to any elected official of Tillsonburg Town Council in need of taking a pregnancy or parental leave. An elected official of the Town of Tillsonburg includes the Mayor, Deputy Mayor and Councillors.

D. AUTHORITY

Section 270 of the Municipal Act, 2001, as revised by Bill 68, requires municipalities to adopt and maintain a policy with respect to the pregnancy and parental leaves for Members of Council.

The Town Clerk shall be responsible for monitoring the application of this policy and for receiving complaints and/or concerns related to this policy.

E. POLICY

Council Members are permitted an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with the Municipal Act, 2001. A Council Member has the right to return to their regular duties prior to 20 consecutive weeks of an absence if they desire.

Tillsonburg Town Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

COUNCIL	
PREGNANCY & PARENTAL LEAVE FOR MEMBERS OF COUNCIL POLICY	
Policy Number	2-011

1. A Member of Council is elected to represent the interests of Tillsonburg citizens.
2. A Member's pregnancy and/or parental leave does not require Council approval and their office cannot be declared vacant as a result of the leave.
3. A Member of Council on pregnancy and/or parental leave shall reserve the right to exercise his or her delegated authority at any time during their leave.

Council Members are encouraged to submit a written notification to the Town Clerk as soon as possible before taking pregnancy or parental leave so that the Town can plan accordingly.

Where a Council Member must begin their leave immediately due to unforeseen circumstances, such as illness or complications caused by pregnancy, they must inform the Town Clerk of this absence as soon as possible.

While on leave, the Council Member shall still be counted as part of quorum during roll call for any regular or special Council Meetings.

Regular benefit and insurance premiums will be paid during the leave. Remuneration for attending meetings will remain in place while the Member is on leave and returns to their regular schedule of attendance at meetings.

Notwithstanding, at any point in time during a Member's pregnancy or parental leave, the Member reserves the right to exercise his/her statutory role on matters within the Town. The Member shall provide written notice to the Town Clerk of their intent to exercise their statutory role.

There will be no delegation of authority as the Town of Tillsonburg does not operate using a ward system but rather Council is elected at large to represent the interests of the municipality as a whole. Another member shall be appointed on a temporary basis to fill the role of the member on leave for Boards and Committees

In the event, the Member on leave is the Mayor then these additional office-specific responsibilities shall be delegated to the Deputy Mayor until the Member returns.

In the event, the Member on leave is the Deputy Mayor then those additional responsibilities shall be delegated to another Council Member (voted by the remainder of Council Members) until the regular Member returns.

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 4276

A BY-LAW To Amend Schedule A of By-Law 4247, to Define the Mandate and Membership for Committees Established By The Corporation Of The Town of Tillsonburg.

WHEREAS it is deemed necessary and expedient to amend Schedule A of By-Law 4247.

BE IT THEREFORE ENACTED by the Council of the Corporation of the Town of Tillsonburg as follows:

1. THAT Schedule A of By-Law 4247 be amended as attached hereto;
2. THAT these amendments to Schedule A of By-Law 4247 are hereby declared to be part of that By-Law as if written therein.
3. THAT this By-law shall come into full force and effect upon passing.

READ A FIRST AND SECOND TIME THIS 28th day of February, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 28th day of February, 2019.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson

Board/Committees	Citizen Appointments	Mandate
Accessibility Advisory Committee	Erin Getty	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	Erin Getty Deb Beard, Tillsonburg District Craft Guild Representative	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	Sharon Howard, Tillsonburg Rowing Club Representative	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		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		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	Donald Baxter	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	Councillor Valerie Durston, Township of South-West Oxford	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	Lynn Temoin David Brown	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 CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4277

BEING A BY-LAW to confirm the proceedings of Council at its meeting held on the 28th day of February, 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 February 28, 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 28th DAY OF FEBRUARY, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 28th DAY OF FEBRUARY, 2019.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson