

The Corporation of the Town of Tillsonburg

COUNCIL MEETING

AGENDA



Monday, March 11, 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 Monday, March 11, 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 of February 28, 2019 be approved.

7. **Presentations**

8. **Public Meetings**

Proposed Resolution #3

Moved By: _____

Seconded By: _____

THAT Council move into the Committee of Adjustment to hear applications for Minor Variance at _____pm.

8.1 Application for Minor Variance - A01-19 - 24 Morning Glory Drive (Simon Wagler Homes)

Proposed Resolution #4

Moved By: _____

Seconded By: _____

THAT the Committee of Adjustment approves Application File A01-19, submitted by Simon Wagler Homes, for lands described as Lot 143, Plan 41M-145, Town of Tillsonburg, as it relates to:

1. Relief from Section 6.2, Table 6.2 - Zone Provisions, to increase the maximum permitted lot coverage of an 'R1' zoned lot from 36.7% to 38% of the lot area.

Proposed Resolution #5

Moved By: _____

Seconded By: _____

THAT Council move out of the Committee of Adjustment and move back into regular Council session at _____pm.

8.2 Application for Zone Change - ZN 7-18-14 - 88 Bidwell Street (St. Paul's United Church)

Proposed Resolution #6

Moved By: _____

Seconded By: _____

THAT Council approves the zone change application submitted by St. Paul's United Church, whereby the lands described as Lots 888-890, Plan 500, Town of Tillsonburg, known municipally as 38 Ridout Street are to be rezoned from 'Central Commercial Zone (CC)' to 'Special Central Commercial Zone (CC-sp)' to permit a single detached dwelling in an existing building.

8.3 Application for Zone Change - ZN 7-18-01 - Supplementary Report - 500 Broadway (Greg Vermeersch)

Proposed Resolution #7

Moved By: _____

Seconded By: _____

THAT Council approves the zone change application submitted by Greg Vermeersch, whereby the lands described as Part Lot 85, Lot 86, Plan 500, Parts 3 of 41R-1779, Town of Tillsonburg, known municipally as 500 Broadway are to be rezoned from 'Low Density Residential Type 1 Zone (R1)' to 'Special Low Density Residential Type 3 Zone (R3-15)' to permit the development of a multi-unit dwelling, consisting of 3

dwelling units.

9. Planning Applications

10. Delegations

10.1 Sharon Howard, President, Tillsonburg Rowing Club

Proposed Resolution #8

Moved By: _____

Seconded By: _____

THAT Council receives the delegation from Sharon Howard, President, Tillsonburg Rowing Club, as information.

11. Deputation(s) on Committee Reports

12. Information Items

12.1 Correspondence - City of Woodstock - Regional Government Reform

Proposed Resolution #9

Moved By: _____

Seconded By: _____

THAT Council receives the correspondence from the City of Woodstock, regarding Regional Government Reform, as information.

13. Staff Reports

13.1 Chief Administrative Officer

13.2 Clerk's Office

13.3 Development and Communication Services

13.3.1 DCS 19-03 - Highway 3 Business Park Naming - Survey Results

Proposed Resolution #10

Moved By: _____

Seconded By: _____

THAT Council receives Report DCS 19-03 - Highway 3 Business Park Naming - Survey Results, as information.

13.4 Finance

13.5 Fire and Emergency Services

13.6 Operations

13.6.1 OPS 19-04 - Results for Tender RFT 2019-001 Asphalt Paving Program

Proposed Resolution #11

Moved By: _____

Seconded By: _____

THAT Council receives Report OPS 19-04 - Results for Tender RFT 2019-001 Asphalt Paving Program;

AND THAT Council awards Tender RFT 2019-001 to Dufferin Construction Company, A division of CRH Canada Group Inc. of London, ON at a cost of \$700,674.59 (net HST included), the lowest bid received satisfying all Tender requirements.

13.6.2 OPS 19-05 - Results for Tender RFT 2019-002 Concrete Sidewalk and Curbing

Proposed Resolution #12

Moved By: _____

Seconded By: _____

THAT Council receives Report OPS 19-05 - Results for Tender RFT 2019-002 Concrete Sidewalk and Curbing;

AND THAT Council awards Tender RFT 2018-007 to Dufferin Construction Company, A division of CRH Canada Group Inc. of London, ON at a cost of \$289,489.29 (net HST included), the lowest bid received satisfying all Tender requirements.

13.7 Recreation, Culture & Park Services

13.7.1 RCP 19-12 - Skate Shop Lease 2019-2024

Proposed Resolution #13

Moved By: _____

Seconded By: _____

THAT Council receives Report RCP 19-12 – Skate Shop Lease 2019-2024 for information;

AND THAT Council awards the lease for the Skate Shop in the Tillsonburg Community Centre to Tillsonburg Skate Shop (Doug Holman) for May 1, 2019 through April 30, 2024.

14. New Business

15. Consideration of Committee Minutes

15.1 Committee Minutes

Proposed Resolution #14

Moved By: _____

Seconded By: _____

THAT Council receives the Airport Advisory Committee Minutes dated February 21, 2019 as information.

16. Motions/Notice of Motions

16.1 Councillor Gilvesy - Council Staff Relations Policy

Proposed Resolution #15

Moved By: _____

Seconded By: _____

THAT the Council Staff Relations Policy be reviewed in April 2020.

16.2 Councillor Rosehart - Manager of Recreation Programs & Services Position

Proposed Resolution #16

Moved By: _____

Seconded By: _____

THAT the Manager of Recreation Programs & Services position be reviewed and not be filled at this time.

16.3 Councillor Rosehart - Facility Attendant Position

Proposed Resolution #17

Moved By: _____

Seconded By: _____

THAT the Facility Attendant position be reviewed and not be filled at this time.

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

18.1 By-Law 4271, To Amend Zoning By-Law 3295 (ZN 7-18-12)

18.2 By-Law 4272, To Amend Zoning By-Law 3295 (ZN 7-18-01)

18.3 By-Law 4279, To Amend Zoning By-Law 3295 (ZN 7-18-14)

Proposed Resolution #18

Moved By: _____

Seconded By: _____

THAT By-Law 4271, To Amend Zoning By-Law 3295 (ZN 7-18-12)

By-Law 4272, To Amend Zoning By-Law 3295 (ZN 7-18-01, Vermeersch); and

By-Law 4279, To Amend Zoning By-Law 3295 (ZN 7-18-14, St. Paul's United Church), 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 #19

Moved By: _____

Seconded By: _____

THAT By-Law 4280, to Confirm the Proceedings of the Council Meeting held on March 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.

20. Items of Public Interest

21. Adjournment

Proposed Resolution #20

Moved By: _____

Seconded By: _____

THAT the Council Meeting of Monday, March 11, 2019 be adjourned at _____ p.m.

MINUTES



Thursday, February 28, 2019

6:00 PM

Council Chambers

200 Broadway, 2nd Floor

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

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

Regrets: Jeff Smith, Fire Chief

1. Call to Order

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

2. Closed Session

3. Adoption of Agenda

Resolution # 1

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

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

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

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

Carried

7. Presentations

8. Public Meetings

9. Planning Applications

10. Delegations

10.1 Town of Tillsonburg Concert Series

Mr. Carruthers notified the Clerk's Office that he was unable to attend the meeting.

11. Deputation(s) on Committee Reports

12. Information Items

12.1 Correspondence - Ministry of Municipal Affairs and Housing

Resolution # 4

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

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

Carried

12.2 Correspondence - Ministry of Finance - OMPF**Resolution # 5****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Luciani

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

Carried

12.3 Correspondence - Ministry of Development, Job Creation and Trade

Staff to provide this information to the Economic Development Advisory Committee.

Resolution # 6**Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Luciani

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

Carried

12.4 Regional Reform Report - Woodstock City Council

Oxford CAO's will be meeting to discuss the regional governance review.

The CAO will report back to Council prior to a report being submitted to County Council.

Stakeholders will have an opportunity to provide input.

Resolution # 7**Moved By:** Councillor Luciani**Seconded By:** Councillor Esseltine

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

AND THAT Council direct the CAO to participate with Oxford County CAO's in discussions regarding the regional governance review;

AND THAT this initiative be added to the 2019 Business Plans.

Carried

13. Staff Reports

13.1 Chief Administrative Officer

13.2 Clerk's Office

13.2.1 CLK 19-07 - Committees of Council Additional Appointments

Resolution # 8

Moved By: Councillor Luciani

Seconded By: Councillor Gilvesy

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.

Carried

13.3 Development and Communication Services

13.4 Finance

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

Opportunity was given for comments and questions from Council.

Resolution #9

Moved by: Councillor Esseltine

Seconded by: Councillor Parker

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

Carried.

Motion

Moved by: Councillor Givlesy

Seconded by: Councillor Rosehart

WHEREAS in the 2019 Business Plan and Budget deliberations for the Town of Tillsonburg there have been 3 identifiable positions recommended for support in 2019;

AND WHEREAS one of these positions (Financial Coordinator) is included in the Draft Budget as a Contract position, as amended;

AND WHEREAS additional Full-Time Equivalent requests are included in the 2019 Draft Business Plan and Budget for a Health and Safety Coordinator and a Transportation Coordinator;

BE IT RESOLVED that consistent with the Financial Coordinator position, that the Health and Safety contract position be extended as a contractual relationship and subject to further review in 2020 Business Plan and Budget deliberations;

AND FURTHER that the Transportation Coordinator position be introduced as a contractual position and subject to further review in 2020 Business Plan and Budget deliberations.

Carried.

Motion

Moved by: Councillor Gilvesy

Seconded by: Councillor Rosehart

THAT Item X53 PKS Trails Master Plan implementation be put on hold subject to a report from staff with regards to maintenance costs and policing requirements and capabilities.

Carried.

Council passed the sidewalk connectivity program in 2018.

The amount designated to the sidewalk connectivity program in the proposed 2019 budget would create approximately 150 meters of new sidewalk.

Staff to report to Council regarding the accomplishments on the program in 2019.

Motion

Moved by: Councillor Gilvesy

Seconded by: Councillor Rosehart

THAT Item X-15 Sidewalk Connectivity Program be removed from the 2019 Budget and that the funds remain in asset management reserve.

Defeated.

Motion

Moved by: Councillor Gilvesy

Seconded by: Councillor Parker

THAT Staff move forward with fire code compliance at the Station Arts Centre, Option 2 in the amount of \$170, 136 with an estimated time of completion by July 1, 2019;

AND defer X-91 - the roof repair subject to staff report;

AND THAT a course be set to fundraise to address the other concerns contained in the report;

AND THAT any money remaining be replaced in asset management reserves.

Carried.

Motion

Moved by: Councillor Rosehart

Seconded by: Councillor Gilvesy

THAT the Volunteer Appreciation Event be held once during the final year of the Term of Council.

AND THAT the \$5,000 designated for this event in the 2019 budget be removed.

Defeated.

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

Senior Leadership Team will bring forward a report regarding the 2019 Business Plan and Budget deliberation process. Council members to send their comments/recommendations to the Director of Finance.

Staff to provide public notice regarding the approved 2019 Budget and Business Plans.

Resolution # 10

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

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

AND THAT the 2019 Budget in the amount of \$15,718,000 from taxation be adopted;

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

Carried

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

Resolution # 11

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

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.

Carried

13.7 Recreation, Culture & Park Services

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

Resolution # 12**Moved By:** Councillor Parker**Seconded By:** Councillor Esseltine

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.

Carried

14. New Business**15. Consideration of Committee Minutes****15.1 Committee Minutes****Resolution # 13****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Luciani

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.

Carried

15.2 Long Point Region Conservation Authority Board Minutes**Resolution # 14****Moved By:** Councillor Luciani**Seconded By:** Deputy Mayor Beres

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

Carried

16. Motions/Notice of Motions

Moved by: Councillor Gilvesy

THAT the Council Staff Relations Policy be reviewed in April 2020.

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

Resolution # 15

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

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.

Carried

19. Confirm Proceedings By-law

Resolution # 16

Moved By: Councillor Parker

Seconded By: Councillor Esseltine

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.

Carried

20. Items of Public Interest

21. Adjournment

Resolution # 17

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT the Council Meeting of Thursday, February 28, 2019, be adjourned at 7:40 p.m.

Carried

**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: www.oxfordcounty.caOur File: **A01-19****APPLICATION FOR MINOR VARIANCE**

TO: Town of Tillsonburg Committee of Adjustment
MEETING: March 11, 2019
REPORT NUMBER: 2019-59

OWNER: Simon Wagler Homes
 RR#4 Aylmer ON, N5H 2R3

REQUESTED VARIANCE:

1. Relief from **Section 6.2, Lot Coverage**, to increase the maximum permitted lot coverage from 36.7% to 38%.

LOCATION:

The subject property is described as Lot 143, Plan 41M-145 in the Town of Tillsonburg. The property is located on the east side of Morning Glory Drive, lying between Crocus Avenue and Trillium Drive and is municipally known as 24 Morning Glory Drive.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'T-1'	Town of Tillsonburg Land Use Plan	Residential
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Schedule 'T-2'	Town of Tillsonburg Residential Density Plan	Low Density Residential
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TOWN OF TILLSONBURG ZONING BY-LAW:	Low Density Residential Type 1 Zone (R1)
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SURROUNDING USES:	Low density residential uses, consisting of single detached dwellings.
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COMMENTS:**(a) Purpose of the Application:**

The applicant is requesting relief from the above-noted provision of the Town Zoning By-law to facilitate the construction of single detached dwelling. Due to the design of the proposed dwelling, being narrow and deep, relief from the Zoning By-Law is required. The subject lands were granted a minor variance in December of 2018 to allow for a reduction for the rear yard depth requirement from 12 m (39.3 ft) to 10.3 m (33.9 ft) and an increase to lot coverage from 33% to 36.7%. The applicant has since recognized that an increase to 38% coverage is necessary to facilitate the design of the dwelling on the subject lands and has requested this variance post development to secure the necessary permits from the Town Building Department.

The subject property comprises approximately 629 m² (6,770.5 ft²) of area, with approximately 17 m (55.7 ft) of frontage on Morning Glory Drive and contains a single detached dwelling (under construction), for which an occupancy permit has not been issued by the Building Department. Approval of the requested variance is required prior to the issuance of this permit, as indicated by the Town Chief Building Official.

Plate 1, Location Map with Existing Zoning and Parcel Lines, shows the location of the subject property and the zoning in the immediate vicinity.

Plate 2, 2015 Aerial Photo, shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, shows the dimensions and setbacks of the proposed single detached dwelling.

(b) Agency Comments:

The application was circulated to a number of public agencies.

The Building Department has commented that they have no concerns with the requested variance, but that approval is required prior to the granting of occupancy for the dwelling.

(c) Public Consultation:

Public Notice was mailed to surrounding property owners on March 1, 2019. As of the writing of this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject lands are designated 'Low Density Residential' according to the Official Plan. Within the 'Low Density Residential' designation, permitted land uses primarily consist of low density housing forms including single detached dwellings, duplexes and street fronting town houses as well as accessory uses thereto. The use of the lands for a single detached dwelling conforms to the 'Low Density Residential' policies of the Official Plan.

(e) Intent and Purpose of the Zoning By-law:

The subject property is zoned 'Low Density Residential Type 1 Zone (R1)', which permits a single detached dwelling. The 'R1' zone also permits a maximum total lot coverage (including accessory

buildings/structures) of 33% and a minimum rear yard depth of 12 m (39.3 ft). In this instance, an approved minor variance has increased the maximum lot coverage to 36.7% and minimum rear yard depth to 10.3 m (33.9 ft).

The purpose of the lot coverage provision is to limit the extent of buildings/structures on a lot to ensure sufficient area is maintained for parking and private amenity area as well as ensuring the general lot grading for the overall subdivision and the individual lot are not negatively impacted. The lot coverage provisions also intended to ensure that the general scale of development is consistent and appropriate for the size of the lot. No detached accessory structures were included on the applicant's sketch. An accessory structure less than 10 m² (108 ft²) could be excluded from the overall calculation of lot coverage as per the Zoning By-law and would be permitted.

In this case, it is not anticipated that the minor increase in lot coverage will have a negative impact on lot grading or drainage. A preliminary lot grading plan will be reviewed as part of the building permit process to ensure the proposal will have no negative impacts on neighbouring properties.

(f) Desirable Development/Use:

It is the opinion of this Office that the applicant's request can be considered minor and desirable for the development of the subject property.

As the proposed relief is not anticipated to impact the ability of the property to provide adequate parking and amenity space, or negatively impact drainage, the requested relief can be considered minor. Sufficient separation width will also be provided from property lines to allow for normal building maintenance and access. The applicant's request can also be considered desirable as it will facilitate the construction of a single detached dwelling that is consistent with the existing development in the area.

In light of the foregoing, it is the opinion of this Office that the requested relief is in keeping with the general intent and purpose of the Official Plan and Town Zoning By-law and should be given favourable consideration.

RECOMMENDATION:

That the Town of Tillsonburg Committee of Adjustment **approve** Application File A01-19, submitted by Simon Wagler Homes, for lands described as Lot 143, Plan 41M-145, Town of Tillsonburg, as it relates to:

1. Relief from **Section 6.2, Table 6.2 – Zone Provisions**, to increase the maximum permitted lot coverage of an 'R1' zoned lot from 36.7% to 38% of the lot area;

As the proposed variance is:

- (i) a minor variance from the provisions of the Town of Tillsonburg Zoning By-law No. 3295;
- (ii) desirable for the appropriate development or use of the land;
- (iii) in-keeping with the general intent and purpose of the Town of Tillsonburg Zoning By-law No. 3295; and
- (iv) in-keeping with the general intent and purpose of the Official Plan.

Authored by:

Heather St. Clair, MCIP, RPP, Development Planner

Approved for submission by:

Eric Gilbert, MCIP, RPP, Senior Planner

Report Approval Details

Document Title:	A01-19_rpt.docx
Attachments:	- Report Attachments.pdf - a01-19t_appl-20190131.pdf
Final Approval Date:	Feb 28, 2019

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



David Calder - Feb 28, 2019 - 2:36 PM

Plate 1: Location Map with Existing Zoning and Parcel Lines
File No.: A01-19, Simon Wagler Homes
Lot 143, Plan 41M-145, 24 Morning Glory Drive, Tillsonburg



Legend

- Parcel Lines
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Environmental Protection/Flood Overlay
 - Flood Fringe
 - Floodway
 - Environmental Protection (EP1)
 - Environmental Protection (EP2)
- Zoning Floodlines/Regulation Limit
 - 100 Year Flood Line
 - 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

Notes



0 75 149 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

September 13, 2018

Plate 2: 2015 Aerial Photo
File No.: A01+-19, Simon Wagler Homes
Lot 143, Plan 41M-145, 24 Morning Glory Drive, Tillsonburg



Legend

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental

Protection/Flood Overlay

- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning

Floodlines/Regulation Limit

- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

Notes



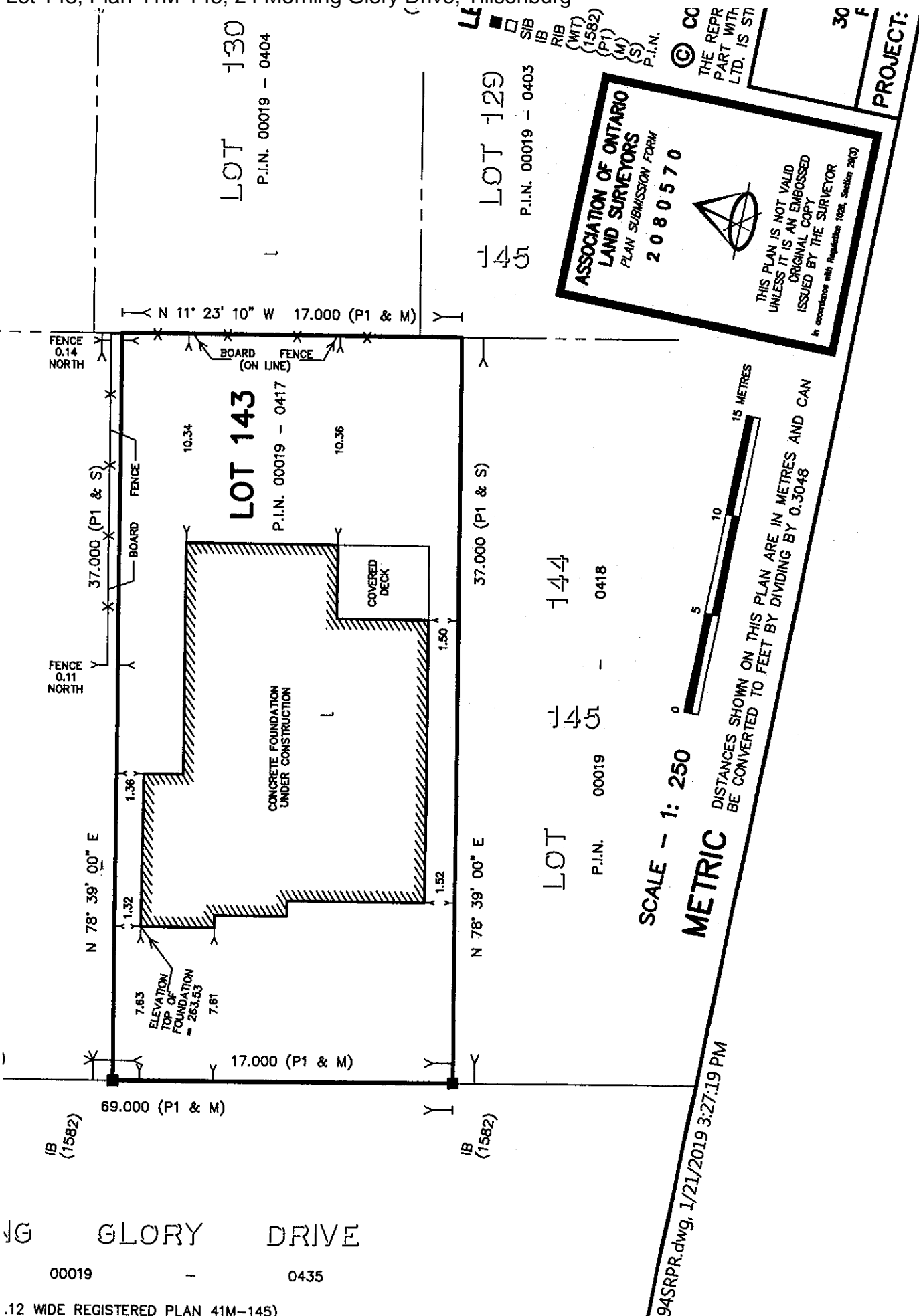
0 13 26 Meters

NAD_1983_UTM_Zone_17N



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October 24, 2018





FORM 1
PLANNING ACT, 1990
APPLICATION FOR MINOR VARIANCE OR PERMISSION
Town of Tillsonburg Committee of Adjustment
Fee \$600.00 (\$900 - See Note 1 - Page 4)

Customer Service Centre
Department of Development
& Communication Services
10 Lisgar Avenue
Tillsonburg ON N4G 5A7

For Office Use OnlyPIN#: 00019-0417 ROLL#:FILE: R

The undersigned hereby applied to the Committee of Adjustment for the Town of Tillsonburg under Section 44 of the Planning Act, 1990, for relief, as described in this application form By-Law No. 3295 (as amended).

Name and Address of Owner		Name and Address of Applicant/Agent (if applicable)	
<u>Simon Wagler Homes</u>			
<u>RR #4 Aylmer, ON. N5H 2R3</u>			
Postal Code:	Telephone Number:	Postal Code:	Telephone Number:
Email:		Email:	

1. Name and addresses of any mortgagees, holders of charges or other encumbrances:

NONE

JAN 21 2019

BY:

2. Nature and extent of relief applied for: To be completed by the applicant. (include By-Law Section if known)

Lot Coverage So Require an ADDITIONAL 1%
Lot Coverage Relief
Previous VARIANCE TO PERMIT 36.7% Require 38%
So Require an ADDITIONAL 1%

For office use only

3. Why is it not possible to comply with the Provision of the By-Law?

WE MEET THE BY-LAW SET BACK DISTANCES
HOWEVER LOT COVERAGE WAS CALCULATED USING
PRELIMINARY PLANS FINAL PLANS WERE SLIGHTLY LARGER

4. Legal Description of Subject land:

Lot Number(s) 143 Plan Number or Concession 41M-145

Part Number(s) _____ Reference Plan Number _____

Street Address (if any) #24 Morning GloryThe lot is located on the EAST side of the Street lying between Trillium DR. andCrocus Av. Street

5. Dimensions of land affected:

Frontage 17m Depth (average) 37m
 Area 629 SQ.M. Width of Street 20.117

6. Particulars of all buildings and structures on or proposed for the subject land: (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.)

Existing: 1 single & Family dwelling

Proposed: _____

7. Location of all buildings and structures on or proposed for the subject land: (specify distance from side, rear and front lot lines.) Please attach a sketch plan with measurements.

Existing: See ATTACHED Survey.

Proposed: _____

8. Date of acquisition of subject land: AUG 15/2018

9. Date of Construction of all buildings and structures on subject land (if known): Now

10. Existing uses of the subject property R-1

11. Existing uses of abutting properties: R-1

12. Length of time the existing uses of the subject property have continued: 20 yrs.

13. Municipal Services available (please check all appropriate boxes)

☒ Water

☒ Connected

☒ Sanitary Sewers

☒ Connected

☒ Storm Sewers

14. Present Official Plan Provisions applying to the land: Residential A1
15. Present Zoning by-Law provisions applying to the land: R-1
16. Has the owner previously applied for relief in respect of the subject property? ☒ Yes ☐ No
If the answer is yes, describe briefly A-19/18
17. Is the subject property the subject of a current application for consent under Section 53 of the Planning Act, 1990? ☐ Yes ☒ No

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I/We Simon Wagler of the TOWN of TILLSONBURG
In the COUNTY of OXFORD.

DO SOLEMNLY DELCIARE THAT: All of the prescribed information contained in the is application is true and that the information contained in the documents that may accompany this application is true and I make the solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act.

DECLARED before me at the Town

of Tillsonburg in the
County of Oxford

This 21 day of January, 2019.

Simon Wagler
Owner(s)/Applicant

Helen Johnson
A Commissioner for Taking affidavits

Owner(s)/Applicant
HELEN JOHNSON, a Commissioner,
etc., Province of Ontario, for the
Corporation of the Town of Tillsonburg
Expires: March 10, 2020

For Office use Only

AUTHORIZATION

NOTE: The property owner or the authorized agent must complete the application. Where an agent is making the application, the written authorization of the owner must be completed below. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

Authorization of Owner(s) for Applicant/Agent to Make the Application

I/We, _____, am/are the owner(s) of the land that is the subject of this application for site plan and I/we authorize _____, to make this application on my/our behalf.

Signature of Owner(s)

Signature of Owner(s)

DATED

Notes:

1. It is required that one original copy of this application and all drawings be filed at the Town's Customer Service Centre, accompanied by a fee of \$600 in cash or cheque made payable to the Town of Tillsonburg. A fee of \$900 will be charged if an application is required after the fact.
2. This application must be accompanied by a plan showing the dimensions of the subject land, and all abutting land and showing the location, size, and type of all buildings and structures on the subject and abutting land. The Town may require that the plan be prepared and signed by an Ontario Land Surveyor.
3. The Applicant for all applications for Official Plan amendment, Zone Change, Minor Variances and Site Plan is hereby notified that all costs associated with appeals to the Ontario Municipal Board (OMB) are at their expense.

Passed by Resolution of Town Council on August 24, 1998.

Acknowledgement by Applicant or Agent: Simon Wagner

Date: JAN 21 2019

To: Mayor and Members of Tillsonburg Council

From: Heather St. Clair, Development Planner, Community Planning

Application for Zone Change ZN 7-18-14 – St. Paul’s United Church Tillsonburg, A Congregation of the United Church of Canada

REPORT HIGHLIGHTS

- The application for zone change proposes to rezone a portion of the subject lands from ‘Central Commercial Zone (CC)’ to ‘Special Central Commercial Zone (CC-sp)’ to permit a single detached dwelling on the subject lands.
- Specifically, the applicant is proposing to revert the former church manse (which was converted to a restaurant in 2002), to a single detached dwelling. St. Paul’s United Church is also located on the subject lands, and an application for consent has been received to sever this building from the church property.
- Planning staff are supportive of the proposal, as it is generally consistent with the policy direction of the Provincial Policy Statement and County Official Plan respecting the provision of a range of uses in the Central Area.

DISCUSSION

Background

OWNER: St. Paul’s United Church, Tillsonburg
A Congregation of the United Church of Canada
88 Bidwell Street, Tillsonburg ON, N4G 3V2

APPLICANT: David Morris, Trustee
20 Devon Court, Tillsonburg ON, N4G 4K5

AGENT: Brad Bennett
36 Broadway, Tillsonburg ON, N4G 3P1

LOCATION:

The subject property is described as Lots 888-890, Plan 500, Town of Tillsonburg. The lands are located on the northeast corner of Ridout Street West and Bidwell Street and are municipally known as 38 Ridout Street in the Town of Tillsonburg.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "T-1"

Town of Tillsonburg
Land Use Plan

Central Business District

TOWN OF TILLSONBURG ZONING BY-LAW NO.3295:

Existing Zoning: Central Commercial Zone (CC)

Proposed Zoning: Special Central Commercial Zone (CC-sp)

PROPOSAL:

The applicant is proposing to rezone a portion of the subject lands from 'Central Commercial Zone (CC)' to 'Special Central Commercial Zone (CC-sp)' to allow for the conversion of an existing restaurant back into a single detached dwelling. The building on the subject lands was originally constructed as a single detached dwelling (the manse associated with the adjacent United Church), and was constructed in approximately 1890. The conversion of the manse into a commercial building (recently known as The Cup and Cake restaurant) occurred in 2002. The applicant is now requesting an amendment to the 'CC' zoning to permit the conversion of the structure back to a single detached dwelling.

The subject property is approximately 3,200 m² (34,445.6 ft²) in area, with approximately 51 m (167.3 ft) of frontage on Ridout Street West. The subject lands contain St. Paul's United Church as well as the former manse, which has been converted to a commercial building. The applicant has also submitted an application for consent to sever the existing commercial building from the church.

The former manse is designated under the Ontario Heritage Act as a building with historical significance. The historical significance of the building, as per the designation is described as *"this two and a half storey house was built in 1870 as the manse for the adjacent United Church. The front façade presents an interesting combination of features with its delicate gingerbread in the gable, small dentil trim under the eaves, and rough stone window surrounds."*

The subject lands are located at the northeast corner of Bidwell Street and Ridout Street and surrounding land uses are predominately central commercial type uses to the east, with a variety of office, residential and institutional uses to the north, south and west.

Plate 1, Location Map with Existing Zoning, shows the location of the subject property and the existing zoning in the immediate vicinity. Plate 1 also identifies the existing configuration of the property and the area which is proposed for severance.

Plate 2, Close-up of Subject Lands (2015 Air Photo), provides an aerial view of the subject property.

Plate 3, Applicant's Sketch, provides a site plan of the subject lands, as submitted by the applicant.

Application Review

PROVINCIAL POLICY STATEMENT:

The 2014 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act.

The PPS states that the vitality of settlement areas is critical to the long-term economic prosperity of our communities and that it is in the interest of all communities to use land and resources wisely to promote efficient development patterns and ensure effective use of infrastructure and public service facilities.

Planning authorities shall plan for, protect and preserve employment areas for current and future uses and ensure that the necessary infrastructure is provided to support current and projected needs. Planning authorities may also permit conversion of lands within employment areas to non-employment lands uses through a comprehensive review, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion. Planning authorities shall also protect employment lands in proximity to major corridors.

Section 1.1.3.1 of the PPS states that settlement areas will be the focus of growth and their vitality and regeneration shall be promoted. Land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources and are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available and avoid the need for their unjustified and/or uneconomical expansion. Land use patterns shall also accommodate a range of uses and opportunities for intensification and redevelopment.

Section 1.1.3.3 of the PPS states that Planning authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated, taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs and appropriate development standards should be promoted which facilitate intensification, redevelopment and compact urban form.

Planning authorities shall also provide for an appropriate range and mix of housing types and densities to meet projected needs of current and future residents of the regional market area by permitting and facilitating all forms of housing required to meet social, health and well-being requirements of residents and directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are available to support current and projected needs and by promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities and support the local active transportation and transit in the area.

OFFICIAL PLAN:

The subject lands are designated as Central Business District, according to the Land Use Plan for the Town of Tillsonburg, as contained in the County Official Plan. The Central Business District is located within the Central Area of the Town of Tillsonburg.

The Central Area of the Town is intended to be the most functionally diverse area of the Town that will serve as the primary business, cultural and administrative centre and includes complementary use sub-areas. This functional diversity will be pursued to promote stability and the health of the downtown area, especially in the Central Area.

The policies for lands designated Central Business District are contained in Section 8.3.2.3.1 of the Official Plan. The boundaries of the Central Business District reflect the existing land use patterns associated with the historical pedestrian shopping area along Broadway, which is characterized by continuous, narrow street-oriented buildings. The Central Business District also includes the downtown shopping mall, and is intended to be the most intensive, functionally diverse business, cultural and administrative centre in the Town. Therefore, within the Central Business District, the full range of commercial, office, administrative, cultural, entertainment, recreation, institutional, open space and multiple residential uses are permitted and residential uses on levels above the grade level are permitted in non-residential buildings, together with rooming, boarding and lodging houses and converted dwellings.

Restricted uses in the Central Business District include free standing residential development on lands having frontage on Broadway (bounded by Bridge Street and Baldwin/Oxford Streets), the conversion of existing buildings to free-standing medium density residential development within one block of Broadway and amusement arcades, adult entertainment parlours and commercial bingo parlours.

Section 8.2 of the Official Plan outlines policies with respect to housing development and states that it is a strategic aim of Council to facilitate a choice of housing type, tenure and location that meets the changing needs of all types of households by providing for a variety and mix of housing throughout the Town. Town Council shall ensure that new housing is of a human scale and is sensitive to and improves the existing physical character of the area.

Section 3.3.2.2 of the Official Plan provides that where historic sites, buildings and heritage conservation districts have been designated under the Ontario Heritage Act, the County Council and/or Area Councils may:

- promote the repair, refurbishment and maintenance of the existing structures through the administration of funding programs including those available under the Ontario Heritage Act for the preservation and enhancement of heritage resources;
- limit the range of uses permitted within heritage structures and not allow additions or alterations to structures which may detract from the architectural or historical value of the property;
- promote the redevelopment or recycling of designated historical buildings to uses compatible with the historical or architectural character of the building;
- provide for the preservation of historic sites and buildings by discouraging demolitions to the extent of its legislative authority. Where a demolition permit is granted, the recording of the property prior to demolition for historical or archival purposes shall be made a condition of the demolition permit;
- facilitate public involvement in the selection of historic sites and buildings and in the delineation of areas having historical importance or architectural merit, and
- require a Heritage Impact Assessment where a proposal to alter, demolish, or erect a structure on a property designated under the Ontario Heritage Act is made. Such assessment will outline the context of the proposal, any potential impacts the proposal may have on the heritage resource, and any mitigation measures required to avoid or lessen negative impact on the heritage resource.

Report No: CP 2019-63
COMMUNITY PLANNING
 Council Date: March 11, 2019

Development of heritage resources, and of properties adjacent to heritage resources, should be consistent with the historical or architectural significance of the site, and/or the character of the existing area. To achieve such consistency, County Council and/or Area Councils may consider regulating the use, bulk, form, location, setbacks, and other matters of development by designating heritage sites and heritage conservation districts in the Official Plan or in the Zoning By-law. Area Councils may require site plan control for properties and areas subject to Heritage zoning.

County Council and Area Councils shall have regard to the following factors when assessing development applications that may affect heritage resources. Any development shall satisfy the following:

- respect the massing, profile and character of adjacent heritage buildings;
- incorporate design features which approximate the width of nearby heritage buildings when constructing new buildings facing the street;
- emulate the established setback pattern on the street;
- be physically oriented in a manner similar to the orientation of existing heritage buildings to the street;
- minimize shadowing on adjacent heritage properties, particularly on landscaped open spaces and outdoor amenity areas;
- minimize the impact of parking facilities through rear-yard location and/or extensive landscaping and appropriate screening;
- minimize the loss of landscaped open space.

TOWN OF TILLSONBURG ZONING BY-LAW:

The subject property is currently zoned 'Central Commercial Zone (CC)' in the Town Zoning By-law. Permitted uses in the 'CC' zone include a wide range of commercial, cultural and business type uses, together with a number of residential uses, including a converted dwelling and an existing single detached dwelling, for which the zone provisions of Section 7.2 apply.

Section 7.2 (Low Density Residential – Type 2 Zone) provides that single detached dwellings required a minimum lot area of 450 m² (4,843.9 ft²), as well as a minimum lot frontage of 15 m (10.5 ft) for a corner lot, and a minimum lot depth of 30 m (98.4 ft). This section also provides that single detached dwellings require a minimum front yard depth and exterior side yard width of 7.5 m (24.6 ft) or 6 m (19.7 ft) for a lot created after the passing of the By-law.

The applicant is proposing to allow for the conversion of a structure which was originally built as a single detached dwelling and converted to a restaurant in 2002, back into a single detached dwelling. The applicant has also submitted an application for consent to sever the former dwelling on the subject lands from the existing church. According to the site sketch provided by the applicant, the lot frontage and area will be in keeping the above-noted development standards of the By-law and a minor variance has been requested to reduce the required rear yard depth from 6 m (19.7 ft) to 4.56 m (14.9 ft).

AGENCY COMMENTS:

The application was circulated to various public agencies considered to have an interest in the proposal.

The Town Chief Building Official has commented that re-conversion of the existing restaurant, back to a single detached dwelling will require a change of use permit from their office, and that any future severance of the subject lands will be subject to Ontario Building Code spatial separation requirements and will require separate servicing. Any exterior changes will require approval from the Culture, Heritage and Special Awards Advisory Committee.

The Tillsonburg District Chamber of Commerce has indicated that they are in support of the proposal.

The Town of Tillsonburg Development Commissioner has commented they are not in support of the proposed change of use.

The County of Oxford Public Works Department and Canada Post have indicated they have no concerns with the proposal.

PUBLIC CONSULTATION:

Notice of complete application and notice of public meeting regarding this application were circulated to surrounding property owners on January 15, 2019 and February 25, 2019. To date, no comments of concern have been received from the public.

Planning Analysis

The application for rezoning has been requested to permit the conversion of a former single detached dwelling (built as the manse for the adjacent United Church, which has since been converted to a restaurant) back into a single detached dwelling. The conversion of the dwelling into a restaurant occurred in approximately 2002 and now it is the intent of the applicant to sever the building from the United Church, and convert it back into a single detached dwelling (application B18-90-7).

Planning staff are of the opinion that the proposal will promote a mix of land uses that will continue to utilize the existing infrastructure and public service facilities accessible in the downtown core, and as the conversion of the restaurant will result in the use of the subject lands being re-established for their originally intended use, the conversion can be justified.

The subject lands are located on the periphery of the area designated as Central Business District in the Central Area, and as such are not characterized by the same continuous, narrow street-oriented buildings as those found on Broadway. Instead, the subject lands, which have historically been utilized as a single detached dwelling, are aesthetically residential in nature, and include an attached garage for private parking. Given this, minimal impact is anticipated on the integrity of the surrounding commercial land uses.

The applicant has also submitted an application for consent to sever the former manse building from the adjacent United Church and has provided a preliminary site sketch outlining the proposed lot lines and setbacks, which appear to maintain the required lot area and frontage of the 'Low Density Residential - Type 2 Zone (R2)' in the Town Zoning By-law, which are the applicable development standards for existing single detached dwellings in the 'Central Commercial Zone (CC)'. A minor variance has been requested to permit a reduction to the required rear yard depth from 6 m (19.7 ft) to 4.56 m (14.9 ft). Given that the structure on the subject lands was originally built as a single detached dwelling before the implementation of the Zoning By-law, staff are satisfied that the application of these provisions is appropriate in this instance. Further, it is noted

that the subject lands will remain in the 'CC' zoning, which will continue to allow for commercial type uses, should the opportunity arise in the future.

Planning staff are of the opinion that the proposal is also consistent with the cultural heritage and heritage protection policies in the Official Plan as the proposed rezoning is not expected to impact the appearance or exterior design of the existing building, which is designated under the Ontario Heritage Act. Any future changes to the appearance or exterior of the building would require approval from the Town's Culture, Heritage and Special Awards Advisory Committee.

In summary, given that the structure on the subject lands was originally intended for low density residential use and the exterior of the building has not been significantly altered with the conversion to a restaurant in 2002, Planning staff are of the opinion that the proposed re-conversion back to a single detached dwelling is acceptable, in this instance, as it will have minimal impact on the nature and characteristic of the central business area and can be supported from a planning perspective.

RECOMMENDATION

1. **It is recommended that the Council of the Town of Tillsonburg approve the zone change application submitted by St. Paul's United Church, whereby the lands described as Lots 888-890, Plan 500, Town of Tillsonburg, known municipally as 38 Ridout Street are to be rezoned from 'Central Commercial Zone (CC)' to 'Special Central Commercial Zone (CC-sp)' to permit a single detached dwelling in an existing building.**

SIGNATURES

Authored by:

Heather St. Clair, MCIP RPP,
Development Planner

Approved for submission:

Eric Gilbert, MCIP, RPP
Senior Planner

Report No: CP 2019-63
COMMUNITY PLANNING
Council Date: March 11, 2019

Report Approval Details

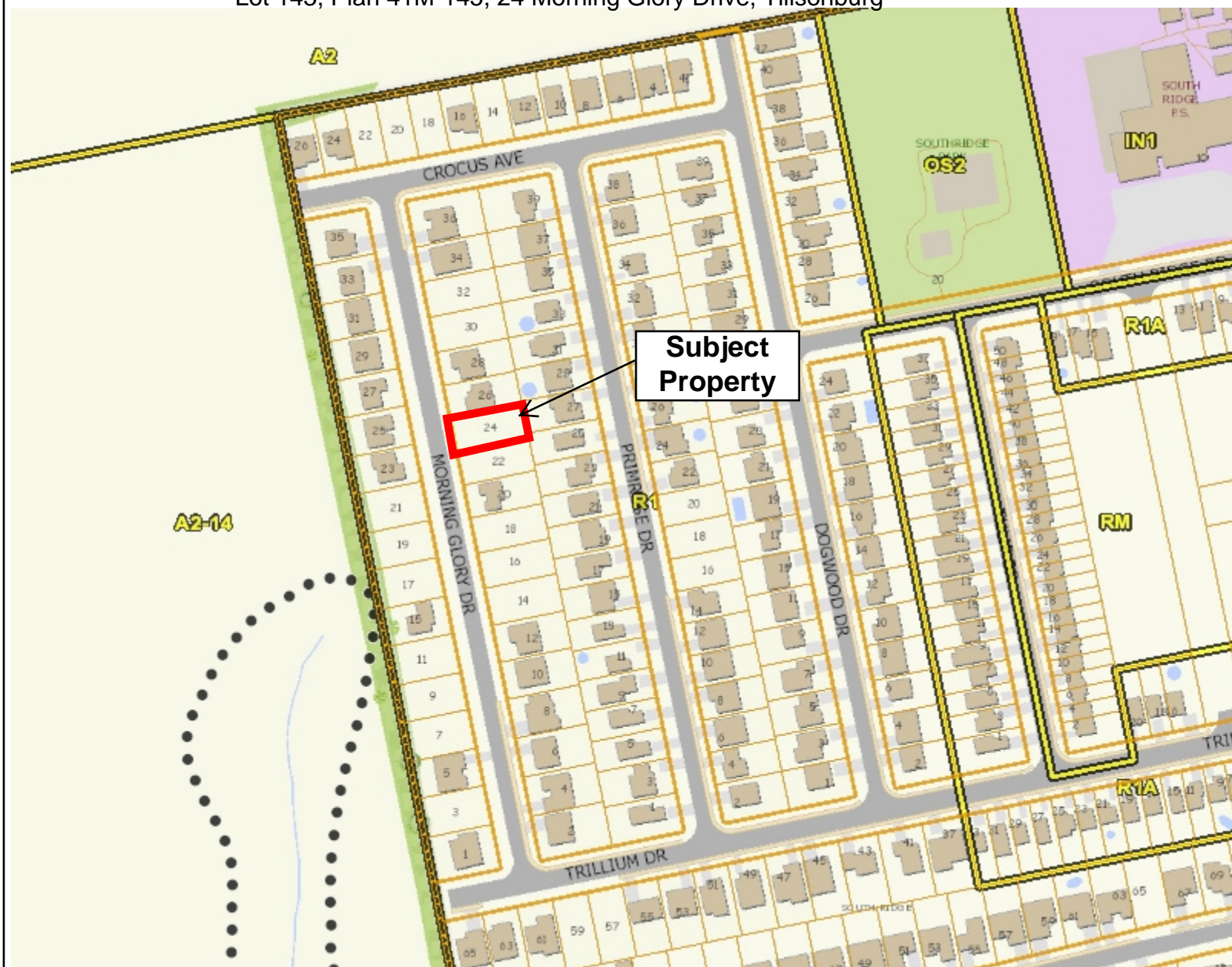
Document Title:	ZN 7-18-14_ StPauls_Rpt.docx
Attachments:	- Report attachments.pdf - 7-18-14_appl-20181228.pdf
Final Approval Date:	Mar 4, 2019

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



David Calder - Mar 4, 2019 - 10:23 AM

Plate 1: Location Map with Existing Zoning and Parcel Lines
File No.: A01-19, Simon Wagler Homes
Lot 143, Plan 41M-145, 24 Morning Glory Drive, Tillsonburg



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Environmental Protection/Flood Overlay**
 - Flood Fringe
 - Floodway
 - Environmental Protection (EP1)
 - Environmental Protection (EP2)
- Zoning Floodlines/Regulation Limit**
 - 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)**

Notes



0 75 149 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

September 13, 2018

Plate 2: 2015 Aerial Photo

File No.: A01+-19, Simon Wagler Homes

Lot 143, Plan 41M-145, 24 Morning Glory Drive, Tillsonburg



Legend

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental

Protection/Flood Overlay

- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning

Floodlines/Regulation Limit

- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

Notes



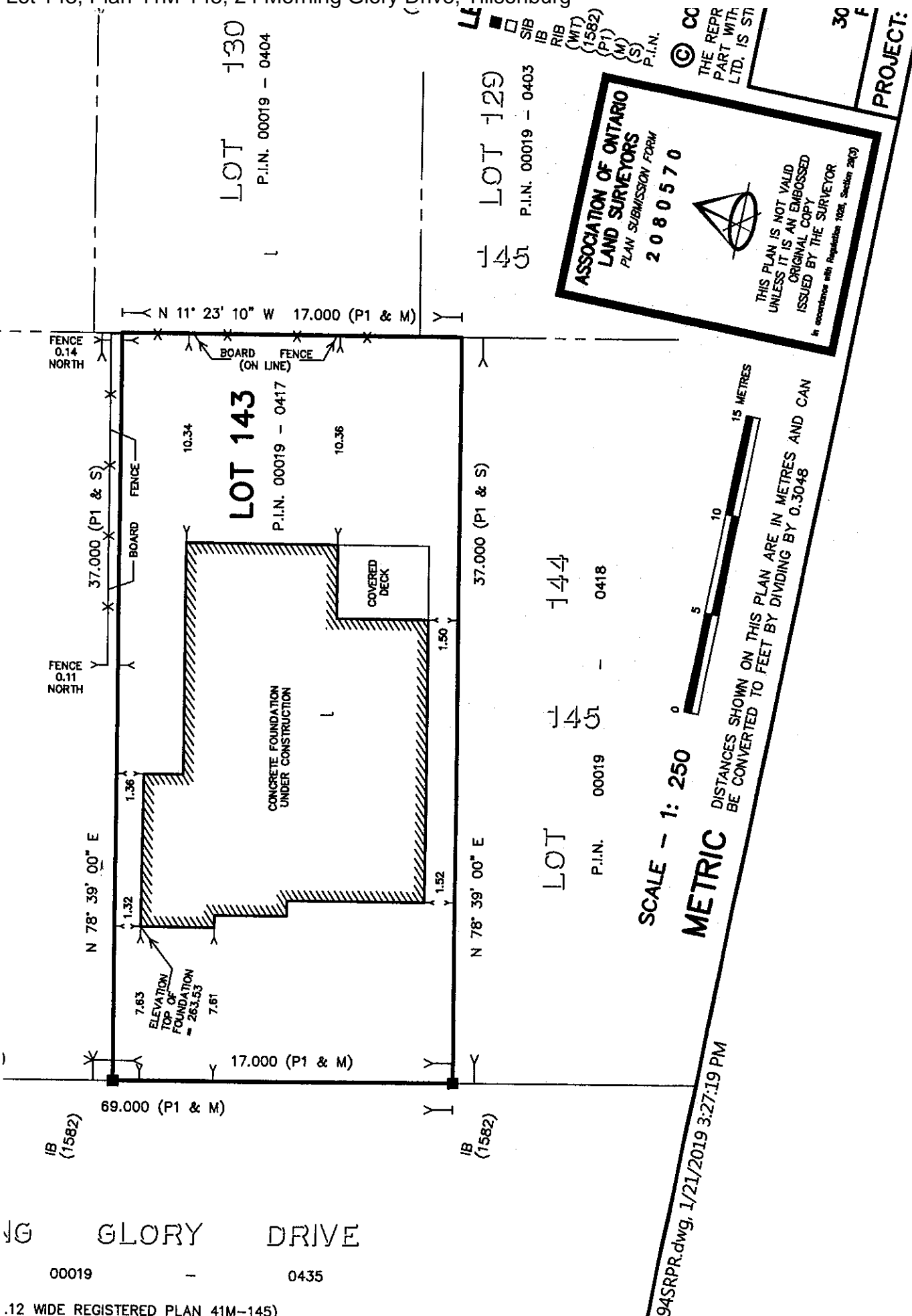
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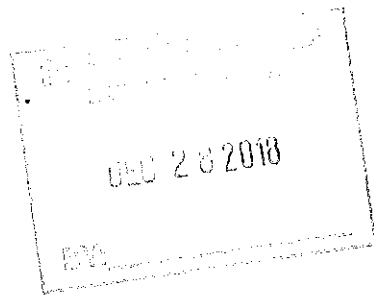
NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

October 24, 2018



FILE NO: ZN 7-18-14DATE RECEIVED: Dec. 28/18**TOWN OF TILLSONBURG****APPLICATION FOR ZONE CHANGE**

1. Registered Owner(s):
Name: ST. PAUL'S UNITED CHURCH, TILLSONBURG, A CONGREGATION OF TRUSTEES OF ST. PAUL'S UNITED CHURCH TILLSONBURG THE UNITED CHURCH
Address: 88 BIDWELL ST. TILLSONBURG
Postal Code: _____
Phone: Residence: OF CANADA
Business: _____
Fax: _____
E-mail: demorris 95@gmail.com

Applicant (if other than registered owner):

Name: DAVID MORRIS, TRUSTEE
Address: 20 DEVON CT. TILLSONBURG, ON
Postal Code: N4G 4K5
Phone: Residence: 519 777 3009
Business: _____
Fax: _____
E-mail: demorris 95@gmail.com

Solicitor or Agent (if any):

Name: BRAD BENNETT
Address: 36 BROADWAY, TILLSONBURG
Postal Code: N4G 3P1
Phone: Business: 519 842 3650
Fax: 519 842 5001
E-mail: bbennett@tillsonburglawyers.com

All communications will be sent to those listed above. If you **do not** wish correspondence to be sent to the
☐ Owner, ☐ Applicant, or ☐ Solicitor/Agent, please specify by checking the appropriate box.
Name and address of any holders of any mortgage, charges or other encumbrances (if known):
 _____**2. Subject Land(s):****a) Location:**

Municipality: TOWN OF TILLSONBURG former municipality _____
Concession No. _____ **Lot(s)** _____
Registered Plan No. _____ **Lot(s)** _____
Reference Plan No. _____ **Part(s)** _____
The proposed lot is located on the NORTH EAST CORNER **side of** BIDWELL ST. **Street, lying between** and
BIDWELL ST. **Street and** _____ **Street.**
Street and/or Civic Address (911#): 38 BIDWELL ST. WEST

b) Official Plan Designation:

Existing: CENTRAL BUSINESS DISTRICT
Proposed: _____

If the proposed designation is different than the existing designation, has an application for Official Plan Amendment been filed with the County of Oxford? ☐ No ☐ Yes

- c) Zoning: Present: CENTRAL COMMERCIAL
 Proposed: CENTRAL COMMERCIAL ADDING RESIDENTIAL
- d) Uses: Present: SINGLE FAMILY AS A PERMITTED USE - SITE SPECIFIC RESTAURANT 1ST FLOOR,
 Proposed: (Include description) RESTAURANT USE 1ST FLOOR, RESIDENTIAL UNIT 2ND AND THIRD FLOOR, POTENTIAL CONVERSION OF BUILDING BACK TO SINGLE FAMILY DWELLING IN FUTURE
3. Buildings/Structures: DWELLING IN FUTURE

For all buildings/structures, either existing or proposed on the subject lands, please supply the following information:

Existing/Proposed

Use:

☐ None Existing Building 1

☐ None Proposed Building 2 N/A

Date Constructed (if known):

1890

Floor Area:

1310^{sq} X 3 FLOORS + ATTACHED GARAGE 14' X 20'

Setbacks:

Front lot line

9.34 M

Side lot lines

EXT - 6.47 MINT - 2.0 M

Rear lot line

4.56 M

Please complete for residential, commercial/industrial or institutional uses.

	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL	INSTITUTIONAL
TYPE Apt., semi, townhouse, retail, restaurant, church, etc.		<u>RESTAURANT</u>	
# OF UNITS	<u>1 PROPOSED</u>	<u>1</u>	<u>N/A</u>
CONVERSION/ADDITION TO EXISTING BUILDING		<u>EXISTING</u>	
Describe	<u>2ND & 3RD FLOOR UNIT</u>	<u>CUP & COKE</u>	
TOTAL # OF UNITS/BEDS	<u>N/A</u>	<u>N/A</u>	
FLOOR AREA by dwelling unit or by type (office, retail common rooms, etc.)	<u>1310 SQ. FT. PER FLOOR</u>	<u>1310 SQ. FT. + GARAGE ATTACHED 14' X 20'</u>	
OTHER FACILITIES (playground, underground parking, pool, etc.)	<u>N/A</u>	<u>N/A</u>	
# OF LOTS (for subdivision)	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
SEATING CAPACITY (for restaurant, assembly hall, etc.)	<u>N/A</u>	<u>40</u>	
# OF STAFF	<u>N/A</u>	<u>3</u>	
OPEN STORAGE REQUIRED?	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
ACCESSORY RESIDENTIAL USE?	<u>N/A</u>	If accessory residential use, complete residential section	If accessory residential use, complete residential section

4. Site Information (proposed use(s):

Lot Frontage

21.747 M

Lot Depth

35 M

Lot Area

716.3 SQ. M.

Lot Coverage

9.34 M

Front Yard

4.56 M

Rear Yard

2.00 M

Interior Side Yard

Exterior Side Yard (corner lot)

6.47 M

Landscaped Open Space (%)

74

No. of Parking Spaces

4 + CASH IN

No. of Loading Spaces

LIVE SPACES

Building Height

30 FT.

Width of Planting Strip

18 FT.

Driveway Width

5. **Services:** (check appropriate box)

		Existing	Proposed
Water supply	Publicly owned and operated piped water system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	Publicly owned and operated sanitary sewer system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic tank	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
Storm Drainage	Municipal Sewers <input checked="" type="checkbox"/> Ditches <input type="checkbox"/>		
	Municipal Drains <input type="checkbox"/> Swales <input type="checkbox"/>		

6. **Access:**

Provincial Highway	<input type="checkbox"/>	Unopened Road Allowance	<input type="checkbox"/>
County Road	<input type="checkbox"/>	Right-of-Way owned by _____	<input type="checkbox"/>
Municipal Road maintained all year	<input checked="" type="checkbox"/>	Other (specify) _____	<input type="checkbox"/>
Municipal Road seasonally maintained	<input type="checkbox"/>		

7. **General Information:**

- a) Is the Subject Land the subject of regulations for flooding or fill and construction permits of the Long Point Region Conservation Authority? ☒ No ☐ Yes
- If yes, has an Application been filed with the Conservation Authority? ☐ No ☐ Yes

- b) Present land use(s) of adjacent properties:

ST. PAUL'S UNITED CHURCH

- c) Characteristics of subject land (check appropriate space(s) and add explanation, if necessary)

- (i) Does the land contain environmental features such as wetlands, woodlots, watercourses, etc.?

☒ No ☐ Yes If yes, describe _____

- (ii) Has any part of the land been formally used for any purpose other than agricultural purposes?

☐ No ☒ Yes

If yes, describe former use:

ST. PAUL'S MANSR - EXISTING BUILDING
CONVERTED IN 2002 TO CURRENT USE

8. **Historical Information:**

- a) Is the subject land the subject of a current Application for Consent to the Oxford County Land Division Committee or a current application for draft plan of subdivision to the County of Oxford?

☐ No ☒ Yes → Application No. FILED - CONSEN? & MINOR VARIANCE

- b) Have the subject land(s) ever been the subject of any other application under the Planning Act, such as an application for approval of an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order amendment, consent, a minor variance, or approval of a plan of subdivision?

☐ No ☐ Unknown ☒ Yes → MINOR VARIANCE - CONSEN IN LIEU OF PARKING
File No. _____ Status/Decision APPROVED 2003?

- c) If known, the date the subject land was acquired by the owner?

1867

- d) If known, the length of time that the existing uses of the subject land have continued?

2003

Authorization of Owner(s) for Applicant/Agent to Make the Application

I/We TRUSTEES, ST. PAUL'S UNITED CHURCH, TILLSONBURG are the owner(s) of the land that is the subject of this application for zone change and I/We authorize DAVID MORRIS, TRUSTEE to make this application on my/our behalf.

Date 28 DEC 2018 Signature of Owner(s) [Signature] Signature of Owner(s) [Signature]

OWNER. ST. PAUL'S UNITED CHURCH, TILLSONBURG,
A CONGREGATION OF THE UNITED CHURCH OF CANADA

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I/We DAVID MORRIS of the TOWN
of TILLSONBURG in the COUNTY of OXFORD.

DO SOLEMNLY DECLARE THAT:
All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the TOWN
of TILLSONBURG in the
COUNTY of OXFORD
this 28th day of DEC 2018

[Signature]
A Commissioner for Taking Affidavits Dec. 28/2018

[Signature]
Owner(s)/Applicant

[Signature]
Owner(s)/Applicant

TRACY CARPANI, a Commissioner, etc.,
Province of Ontario, for the Corporation
of the Town of Tillsonburg
Expires: June 12, 2021

Notes:

- Applications will not be considered complete until all requested information has been supplied.
- It is required that **one original** of this application (including the sketch/site plan) be filed, accompanied by the applicable fee of **\$700.00** in cash or cheque, payable to the **Treasurer, Town of Tillsonburg**. A fee of \$1,200 will be charged if an application is required 'after the fact' (after the use has occupied the site).

Municipal Freedom of Information and Protection of Privacy Act – Notice of Collection & Disclosure

The collection of personal information on this form is legally authorized under Sec.34 of the *Planning Act* and O.Reg.545/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Director of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800 (ext.3207).

Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec.32(e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.

To: Mayor and Members of Tillsonburg Council

From: Eric Gilbert, Senior Planner, Community Planning

Application for Zone Change ZN 7-18-01 – Greg Vermeersch

REPORT HIGHLIGHTS

- The application for zone change proposes to rezone the subject property to 'Special Low Density Residential Type 3 Zone (R3-sp)' to facilitate an addition to an existing single detached dwelling, consisting of two additional dwelling units.
- The new multi-unit dwelling will comply with the current provisions of the R3 zone with the exception of required interior side yard width and minimum required lot frontage.
- Planning staff are recommending approval of the application as it is consistent with the policies of the Provincial Policy Statement respecting the provision of a range and mix of housing types and densities, and maintains the intent and purpose of the Official Plan respecting low density residential uses.

DISCUSSION

Background

OWNER/ APPLICANT: Greg Vermeersch
500 Broadway, Tillsonburg ON N4G 3S7

LOCATION:

The subject property is described as Part Lot 85, Lot 86, Plan 500, Parts 3 of 41R-1779, Town of Tillsonburg. The lands are located on the east side of Broadway, south of Devonshire Avenue, and are municipally known as 500 Broadway.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "T-1"	Town of Tillsonburg Land Use Plan	Residential
Schedule "T-2"	Town of Tillsonburg Residential Density Plan	Low Density Residential

TOWN OF TILLSONBURG ZONING BY-LAW NO.3295:

Existing Zoning: Low Density Residential Type 1 Zone (R1)

Proposed Zoning: Special Low Density Residential Type 3 Zone (R3-sp)

PROPOSAL:

The purpose of the Application for Zone Change is to permit the development a three-unit dwelling which will be facilitated by way of an addition to an existing single detached dwelling.

This application was deferred at the April 9, 2018 Council meeting after Council held a public meeting to consider the application. The application was deferred to give the applicant an opportunity to provide additional details about the proposal, particularly the location of the proposed addition and the location of required parking areas.

The applicant has provided a sketch prepared by an Ontario Land Surveyor that illustrates the proposed location of the addition and the setbacks to lot lines; the proposal has not changed otherwise.

The subject lands front on the east side of Broadway, between Devonshire Avenue and Lisgar Avenue, and have an approximate area of 1045 m² (11,248 ft²). The lands are currently occupied by an existing single detached dwelling (circ. 1945) with an approximate gross floor area of 127 m² (1,367 ft²). A detached garage is also present but it proposed to be removed and a demolition permit has been issued by the Town Building Department.

Surrounding land uses include single detached dwellings fronting on Broadway and Devonshire, with service commercial uses located to the north and medium density residential uses to the south.

Two additional dwelling units (2 bedroom) are proposed to be constructed by way of an addition to the rear of the existing single detached dwelling. The gross floor area for these units are 98.4 m² (1,059 ft²) and 105.3 m² (1,133 ft²) respectively.

Plate 1, Location Map with Existing Zoning, shows the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2, 2015 Aerial Map, provides an aerial view of the subject property.

Plate 3, Proposed Site Plan, shows the proposed layout for the addition and multi-unit dwelling.

Plate 4, Proposed Survey Sketch, shows the proposed location for the addition and multi-unit dwelling.

Application Review

PROVINCIAL POLICY STATEMENT:

The 2014 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act,

where a municipality is exercising its authority affecting a planning matter, such decisions “shall be consistent with” all policy statements issued under the Act.

Section 1.1.3.1 of the PPS states that Settlement Areas will be the focus of growth and their vitality and regeneration shall be promoted.

Section 1.1.3.3 of the PPS states that Planning authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Section 1.4.3 of the PPS states that Planning Authorities shall provide for an appropriate mix of housing types and densities to meet projected requirements of current and future residents by permitting and facilitating all forms of housing required to meet the social, health, and well-being requirements of current and future residents and permitting and facilitating all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3.

OFFICIAL PLAN:

The subject lands are designated ‘Residential’ and ‘Low Density Residential’ according to the Land Use Plan and Residential Density Plan for the Town of Tillsonburg, as contained in the Official Plan. Low density residential districts are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including both executive and smaller single-detached dwellings, semi-detached, duplex and converted dwellings, street-fronting townhouses and other, similar development. Within areas designated Low Density Residential, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use.

The policies of Section 8.2 (TOWN OF TILLSONBURG HOUSING DEVELOPMENT AND RESIDENTIAL AREAS) promote the accommodation of present and future demand for housing in Tillsonburg through the efficient use of vacant residentially-designated lands, underutilized parcels in built-up areas and existing housing stock in all neighbourhoods. The policies also encourage a variety of housing type, tenure, cost and location that meets the changing needs of all types of households.

The policies of Section 8.2.2.2 (TENURE MIX) provides that Town Council shall encourage the creation of housing opportunities that may result in a mix of tenure forms, such as ownership, rental and cooperative, throughout the Town. Such encouragement will include the provision of opportunities for the development of a variety of housing forms in newly developing areas and by permitting sensitive infilling and accessory apartments in built-up areas.

The policies of Section 8.2.2.5 (RESIDENTIAL INTENSIFICATION AND REDEVELOPMENT) provides that residential intensification is permitted in appropriate locations within the Residential and Central Areas of the Town, subject to complying with the policies of the associated land use designations pertaining to the density, form and scale of residential development being proposed. It is not intended that residential intensification will occur uniformly through the Town. The location, form, and intensity of residential intensification will be determined by the policies of the various land use designations, with the intention of permitting smaller scale developments, such as individual infill lots, in areas designated as Low Density Residential.

In Low Density Residential areas, backyard infill may involve the development of existing lots of record, subject to the following criteria:

Report No: CP 2019-56
COMMUNITY PLANNING
 Council Date: March 11, 2019

- The nature of the proposed residential development will be evaluated having regard to the type of housing found in the surrounding residential neighbourhood;
- For proposals involving more than two dwelling units, the exterior design in terms of height, bulk, scale and layout of the proposed building is consistent with present land uses in the area;
- The siting of both buildings and parking areas in relation to the size, configuration and topography of the lot is such that effect on light, view and privacy of adjacent backyards is minimal;
- Direct vehicular access to a public street will be required and driveways will have sufficient width to allow efficient vehicular use and turning of both private and emergency vehicles and to provide for snow storage;
- Proposed multiple unit use is consistent with the multiple unit requirements for Low Density Residential areas;
- The location of vehicular access points, the likely impact of traffic generated by the proposal on Town streets, pedestrian safety, and surrounding properties is acceptable;
- Existing municipal services and public facilities will be adequate to accommodate the proposed infill project;
- Stormwater runoff will be adequately controlled and will not negatively affect adjacent properties;
- Adequate off-street parking and outdoor amenity areas will be provided;
- The extent to which the proposed development provides for the retention of any desirable vegetation or natural features that contribute to the visual character of the surrounding area;
- The effect of the proposed development on environmental resources;
- Consideration of the potential effect of the development on natural and heritage resources and their settings;
- Compliance of the proposed development with the provisions of the Town Zoning By-Law and other municipal By-Laws.

Backyard infill proposals may be subject to site plan control.

TOWN OF TILLSONBURG ZONING BY-LAW:

The subject property is currently zoned 'Low Density Residential Type 1 Zone (R1)', according to the Town of Tillsonburg Zoning By-law. Permitted uses within the 'R1' zone include a single detached dwelling.

The applicant proposes to rezone the subject property to 'Special Low Density Residential Type 3 Zone (R3-sp)'. The R3 zone permits a converted dwelling containing not more than 4 dwelling units, an existing single detached, a semi-detached or duplex dwelling, a multiple unit dwelling containing not more than 4 dwelling units, and a street fronting townhouse dwelling.

A multiple unit dwelling is defined in the Zoning By-Law as a dwelling consisting of 3 or more dwelling units, which are horizontally or vertically attached, which may be entered from an independent entrance directly from the outside or from an internal common space or an access balcony and in which 50% or more of dwelling units have direct access to grade or a roof terrace. A multiple unit dwelling includes a triplex, a fourplex, a sixplex and a townhouse, but shall not include a street fronting townhouse or apartment dwelling.

The R3 Zone requires a minimum lot area of 330 m² (3,552 ft²) per dwelling unit, lot frontage of 20 m (65.5 ft), lot depth of 30 m (98.4 ft), rear yard depth of 10.5 m (34.4 ft), and interior side yard

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COMMUNITY PLANNING
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of 4.5 m (14.8 ft) on one side and 3 m (9.8 ft) on the narrow side. Maximum lot coverage is 40% of lot area, and required amenity area is 48 m² (516.7 ft²) per dwelling unit.

Each dwelling unit requires 1.5 parking spaces, and parking areas are permitted in the rear yard.

The applicant has indicated that they are able to comply with the required lot area, rear yard depth, parking requirements, and all building setbacks, but require relief of the minimum lot frontage, minimum required interior side yard width (northerly lot line), and minimum aisle width for parking areas.. The applicant is proposing to recognize the existing lot frontage of 18.28 m (60') and permit the proposed addition at the same setback as the existing dwelling, being 2.15 m (7'). The applicant has proposed a minimum aisle width of 6.5 m (21.3') in lieu of the required 7.3 m (24').

It should be noted that the proposed addition (if constructed as a single detached dwelling) could be constructed as of right without any planning approvals. The proposal would meet all required setbacks and provisions of the R1 Zone.

AGENCY COMMENTS:

The application was circulated to various public agencies considered to have an interest in the proposal.

The Long Point Region Conservation Authority indicated they had no comment or concern with the application.

The Oxford County Public Works Department provided the following comments:

- The Applicant should be advised that the County's policy is one water service & one water meter (for billing purposes) per property; therefore, private plumbing should be extended from the existing home to these 2 proposed attached units (which is likely already the Owner's plan). If upsizing of services is required (as deemed by the Owner), the Owner shall formally apply for such through the Town. Associated costs for upsizing would be the responsibility of the owner.

The Oxford County Risk Management Official (Sourcewater Protection) provided the following comment:

The subject property is located in a Wellhead Protection Area for one of the Tillsonburg municipal supply wells. As such, the property is subject to the Source Protection Policies of the Long Point Region Source Protection Plan. Vulnerability scoring on the property is 10 and significant threat policies apply. In particular it should be noted that the installation of a below grade fuel storage tank (home heating oil) is prohibited. Further questions regarding the source protection policies should be directed to the County's Risk Management Official at: sourcewaterprotection@oxfordcounty.ca

The Town Building Services Department provided the following comments:

- existing residence will need to comply with OBC window requirements if deficient due to the addition at the rear;
- designer to provide spatial separation information for the north property line setback;
- water and sanitary sewer servicing sizes to be verified;
- project is subject to site plan control;

- development charges are applicable to new units.

The Town Economic Development Commissioner indicated that they have no concerns with this application and note that the new residential units will provide additional apartments to a market that has low vacancy.

Town Engineering Department indicated that they have no concerns with the rezoning. Concerns such as lot grading, aisle widths and servicing can be addressed through the site plan approval process.

The Tillsonburg District Chamber of Commerce provided the following comment:

There are a lot of multi-unit dwellings in the area, so this seems to fit, however current neighbours may not like this. Parking issues should be considered, and there may be increased possibility of garbage being left in ravine area.

PUBLIC CONSULTATION:

Notice of complete application and notice of public meeting regarding this application was circulated to surrounding property owners on two occasions, February 28, 2018 & March 23, 2018. A subsequent public notice was circulated to surrounding property owners on February 24, 2019, and was sent to persons who provided comments at the public meeting on April 9, 2018.

A petition was received at the April 9, 2018 Public meeting signed by 11 people who were opposed to the proposal; the petition did not identify particular concerns with the application.

A neighbouring resident who resides at 504 Broadway spoke at the public meeting in opposition to the proposal, particularly the location of the addition and the possible impacts to the privacy of adjacent properties.

Planning Analysis

It is the opinion of this Office that the proposed zoning application is consistent with the policies of the Provincial Policy Statement and Official Plan and can therefore be supported from a planning perspective.

The proposal is consistent with the PPS direction to provide for an appropriate diversity of housing types and densities to meet the needs of current and future residents. If approved, the multiple unit dwelling will provide an additional housing option and tenure and will provide increased rental supply in the Town and represents an efficient use of existing municipal infrastructure.

The proposal is consistent with the policy direction of the Official Plan to provide for variety and choice in housing types and tenures within the Town, and to permit residential intensification throughout the Town. The most recent Canada Mortgage and Housing Corporation Vacancy Report (fall 2018) indicated that the vacancy rate for 2 bedroom rental accommodation in Tillsonburg is 1.1%, the vacancy rate for 1 bedroom rental accommodation is 2%.

It is the opinion of Planning staff that the proposal conforms to the backyard infill policies of the Official Plan. The multiple unit dwelling will remain a low rise residential use and will be of an appropriate scale and building form compatible with surrounding development. The addition will be to the rear of the existing dwelling and the lot is sufficiently deep that even with the addition,

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COMMUNITY PLANNING
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the required rear yard depth will be maintained. The addition will include attached garages to accommodate one parking space per unit, with additional spaces proposed in the rear yard. The profile and orientation of the addition, west-east is not expected to create any impact on adjacent properties with respect to light or view. The property boundary will be required to be fenced with a privacy fence to prevent light trespass.

It is important to note that the proposed addition, if constructed as part of a single detached dwelling, could be constructed without any planning approvals as-of-right. A 2-storey addition as proposed could be constructed in the same location and would meet the R1 zone provisions. The two additional dwelling units are not expected to generate any additional impacts to privacy, light and view to surrounding properties that could be expected if the proposal was for a single detached dwelling.

The access to the dwelling will be provided by an enlarged driveway and aisle adjacent to the southerly interior lot line. The minimal traffic generated by this development is not expected to have any impact on surrounding transportation networks, and any lot grading or drainage concerns will be addressed through the site plan approval process. All required parking will be provided on-site, and no site alteration or development is proposed near the ravine lands at the rear of the lot, which will remain as part of the amenity area.

The proposed reduced minimum interior side yard width represents an extension of the current setback for the existing single detached dwelling; the proposed reduction can be considered minor and will still allow for adequate space for maintenance and can accommodate any required drainage swales. The reduced parking aisle width is not expected to generate any parking conflicts as they will be used as a private driveway for the 5 parking spaces on the subject lands and sufficient space will remain for exiting and turning movements to access the private garages.

Through the site plan approval process, concerns regarding lot grading and drainage, privacy, landscaping, building design, and parking and aisle width will be required to be addressed to the satisfaction of the Town.

It is Planning staff's opinion that the proposed addition to create two additional dwelling is appropriate from a planning perspective and can be given favourable consideration.

RECOMMENDATION

1. It is recommended that the Council of the Town of Tillsonburg approve the zone change application submitted by Greg Vermeersch, whereby the lands described as Part Lot 85, Lot 86, Plan 500, Parts 3 of 41R-1779, Town of Tillsonburg, known municipally as 500 Broadway are to be rezoned from 'Low Density Residential Type 1 Zone (R1)' to 'Special Low Density Residential Type 3 Zone (R3-15)' to permit the development of a multi-unit dwelling, consisting of 3 dwelling units.

SIGNATURES

Authored by: original signed by

Eric Gilbert, MCIP RPP,
Senior Planner

Approved for submission: original signed by

Gordon K. Hough, RPP
Director

Report Approval Details

Document Title:	ZN 7-18-01_supplementary_ Report.docx
Attachments:	- Report Attachments.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 - 6:22 PM

**Legend****Road Labels****Parcel Lines**

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental**Protection/Flood Overlay**

- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning**Floodlines/Regulation Limit**

- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

- Zoning (Displays 1:16000 to 1:500)

Notes

0 46 92 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

February 27, 2018



Legend

Road Labels

Parcel Lines

- Property Boundary
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0 18 36 Meters

NAD_1983_UTM_Zone_17N



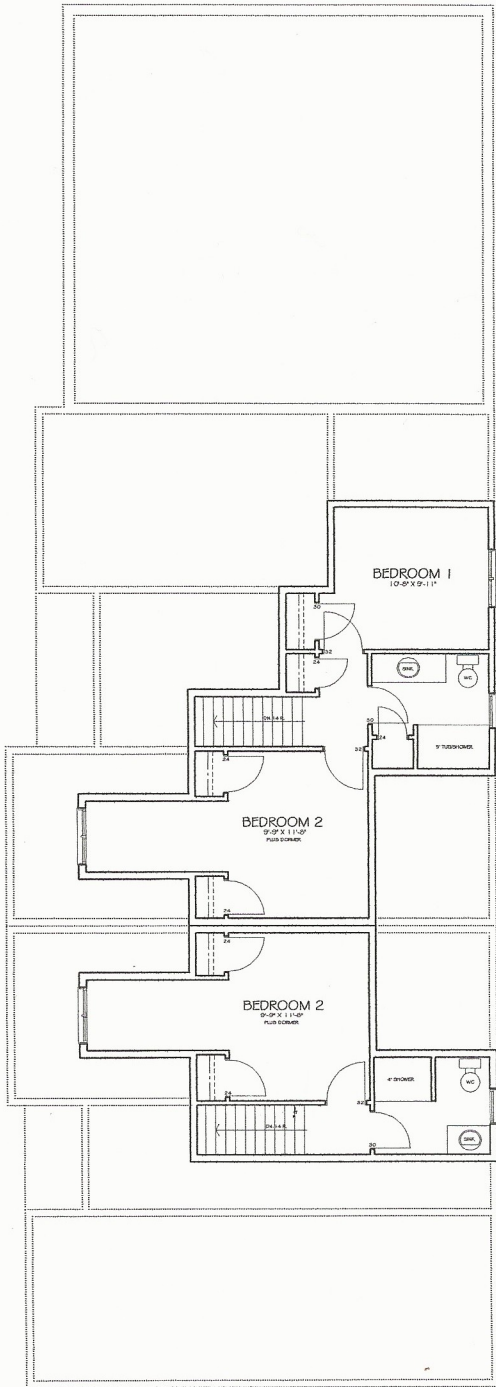
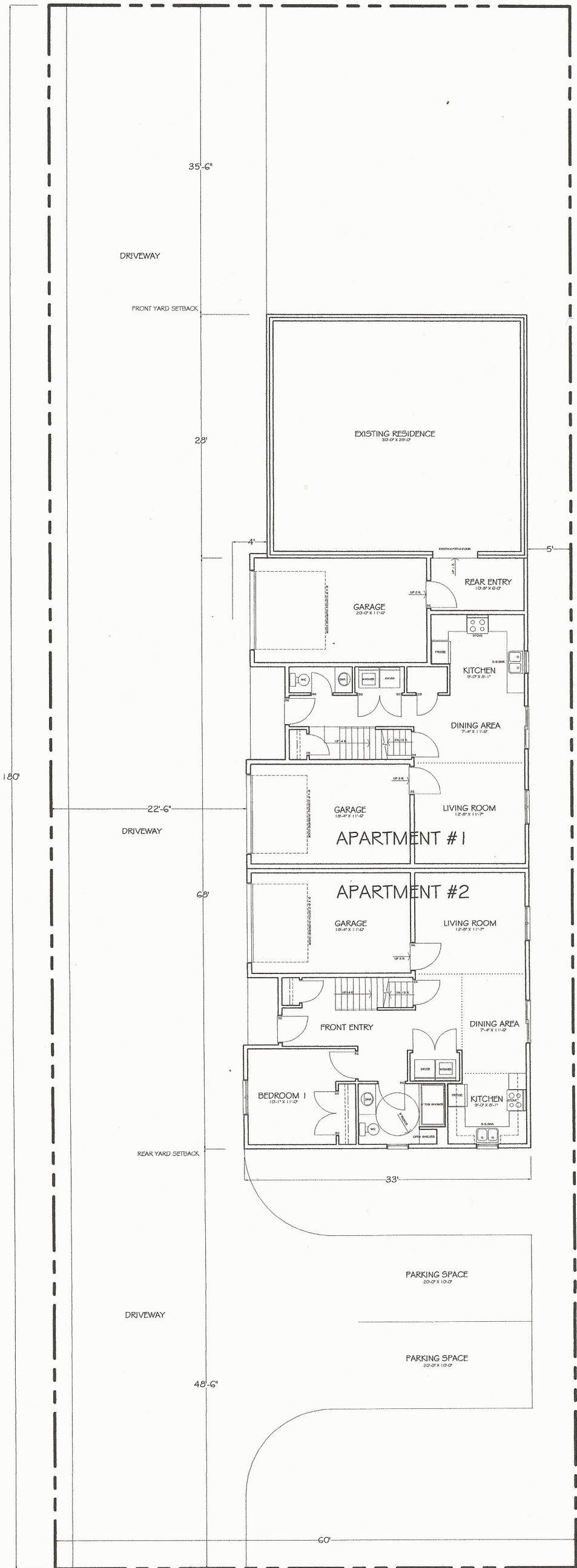
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February 27, 2018

BROADWAY

GROUND FLOOR PLAN-2 UNITS
562 SQUARE FEET TOP UNIT
800 SQUARE FEET BOTTOM UNIT

NOT TO SCALE
3087 SQUARE FEET TOTAL BUILDING AREA
28.6 % TOTAL LOT COVERAGE (R1 ZONING)



SECOND FLOOR PLAN-2 UNITS
497 SQUARE FEET TOP UNIT
333 SQUARE FEET BOTTOM UNIT

NOT TO SCALE

Plate 3: Proposed Survey Sketch
File No: ZN 7-18-01- Vermeersch
Part Lot 85, Lot 86, Plan 500, Part 3 of 41R-1779, Town of Tillsonburg- 500 Broadway

SKETCH
PREPARED FOR BUILDING PERMIT
FOR: GREG VERMEERSCH

LOT 85 AND PART OF LOT 86
JUDGE'S PLAN REGISTERED
AS PLAN No. 500
TOWN OF TILLSONBURG
COUNTY OF OXFORD

KIM HUSTED SURVEYING LTD.

CAUTION

THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES

THE PROPOSED BUILDING AND IT'S LOCATION SHOWN HEREON MAY BE SUBJECT TO CHANGES PRIOR TO CONSTRUCTION

DO NOT CONVEY FROM THIS PLAN

NOTES

- (1) - PROPERTY DIMENSIONS ARE AS SHOWN ON PLAN AND HAVE NOT BEEN VERIFIED BY SURVEY
- (2) - PROPOSED BUILDING POSITIONED BY CALCULATIONS, NOT BY ACTUAL SURVEY

ZONING COMPLIANCE TABLE		
BY-LAW - R1		PROPOSED
LOT AREA	480 sq. m	1045.8 sq. m
LOT FRONTAGE	15m	18.288m
LOT DEPTH	32m	54.887m
FRONT YARD SETBACK	7.5m	8.85m (TO EXISTING)
REAR YARD SETBACK	12m	15.48m
INTERIOR SIDE YARD	1.2m	2.15m/6.53m
SET BACK FROM CENTERLINE OF ARTERIAL ROAD	20.5m	18.91m (TO EXISTING)
LOT COVERAGE	33%	27.8%
LANDSCAPE OPEN SPACE	30%	36.4%
FLOOR AREA (MIN.)	93 sq. m	290.4 sq. m
HEIGHT	10.5m	TO BE DETERMINED
PARKING	2	5

JUDGE'S PLAN REGISTERED AS PLAN No. 500

THE KING'S HIGHWAY No. 19 (KNOWN AS BROADWAY STREET)

P.I.N. 00027 - 0614 (VARIOUS WIDTHS AS WIDENED)

SCALE 1:300 0 5 10 15 METRES 20

METRIC DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

NOVEMBER 13, 2018



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KIM HUSTED SURVEYING LTD.
ONTARIO LAND SURVEYOR
30 HARVEY STREET, TILLSONBURG, ONTARIO. N4G 3J8
PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 18-14170SP REFERENCE: FILE DISK No.



To: Mayor and Members of Tillsonburg Council

From: Eric Gilbert, Senior Planner, Community Planning

Application for Zone Change ZN 7-18-01 – Greg Vermeersch

REPORT HIGHLIGHTS

- The application for zone change proposes to rezone the subject property to 'Special Low Density Residential Type 3 Zone (R3-sp)' to facilitate an addition to an existing single detached dwelling, consisting of two additional dwelling units.
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- Proposed multiple unit use is consistent with the multiple unit requirements for Low Density Residential areas;
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- Stormwater runoff will be adequately controlled and will not negatively affect adjacent properties;
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- The extent to which the proposed development provides for the retention of any desirable vegetation or natural features that contribute to the visual character of the surrounding area;
- The effect of the proposed development on environmental resources;
- Consideration of the potential effect of the development on natural and heritage resources and their settings;
- Compliance of the proposed development with the provisions of the Town Zoning By-Law and other municipal By-Laws.

Backyard infill proposals may be subject to site plan control.

TOWN OF TILLSONBURG ZONING BY-LAW:

The subject property is currently zoned 'Low Density Residential Type 1 Zone (R1)', according to the Town of Tillsonburg Zoning By-law. Permitted uses within the 'R1' zone include a single detached dwelling.

The applicant proposes to rezone the subject property to 'Special Low Density Residential Type 3 Zone (R3-sp)'. The R3 zone permits a converted dwelling not containing more than 4 dwelling units, existing single detached, semi-detached or duplex dwelling, multiple unit dwelling containing not more than 4 dwelling units, and a street fronting townhouse dwelling.

A multiple unit dwelling is defined in the Zoning By-Law as a dwelling consisting of 3 or more dwelling units, which are horizontally or vertically attached, which may be entered from an independent entrance directly from the outside or from an internal common space or an access balcony and in which 50% or more of dwelling units have direct access to grade or a roof terrace. A multiple unit dwelling includes a triplex, a fourplex, a sixplex and a townhouse, but shall not include a street fronting townhouse or apartment dwelling.

The R3 Zone requires a minimum lot area of 330 m² (3,552 ft²) per dwelling unit, lot frontage of 20 m (65.5 ft), lot depth of 30 m (98.4 ft), rear yard depth of 10.5 m (34.4 ft), and interior side yard of 4.5 m (14.8 ft) on one side and 3 m (9.8 ft) on the narrow side. Maximum lot coverage is 40% of lot area, and required amenity area is 48 m² (516.7 ft²) per dwelling unit.

Each dwelling unit requires 1.5 parking spaces, and parking areas are permitted in the rear yard.

The applicant has indicated that they are able to comply with the required lot area, lot frontage, rear yard depth, parking requirements, and all building setbacks save for the northerly interior side yard. The required interior side yard is 3.0 m (9.8 ft) and the applicant proposes to construct the addition at the same setback as the existing dwelling, being 1.5 m (5').

AGENCY COMMENTS:

The application was circulated to various public agencies considered to have an interest in the proposal.

The Long Point Region Conservation Authority indicated they had no comment or concern with the application.

The Oxford County Public Works Department provided the following comments:

- The Applicant should be advised that the County's policy is one water service & one water meter (for billing purposes) per property; therefore, private plumbing should be extended from the existing home to these 2 proposed attached units (which is likely already the Owner's plan). If upsizing of services is required (as deemed by the Owner), the Owner shall formally apply for such through the Town. Associated costs for upsizing would be the responsibility of the owner.

The Oxford County Risk Management Official (Sourcewater Protection) provided the following comment:

The subject property is located in a Wellhead Protection Area for one of the Tillsonburg municipal supply wells. As such, the property is subject to the Source Protection Policies of the Long Point Region Source Protection Plan. Vulnerability scoring on the property is 10 and significant threat policies apply. In particular it should be noted that the installation of a below grade fuel storage tank (home heating oil) is prohibited. Further questions regarding the source protection policies should be directed to the County's Risk Management Official at: sourcewaterprotection@oxfordcounty.ca

The Town Building Services Department provided the following comments:

- existing residence will need to comply with OBC window requirements if deficient due to the addition at the rear;
- driveway to be widened for joint access;
- additional 2 parking spaces will need to be established to meet zoning (1.5 per unit);
- relief required for interior side yard setback;
- designer to provide spatial separation information for the north property line setback;
- water and sanitary sewer servicing sizes to be verified;
- project is subject to site plan control;
- development charges are applicable to new units.

The Town Economic Development Commissioner indicated that they have no concerns with this application and note that the new residential units will provide additional apartments to a market that has low vacancy.

Town Engineering Department indicated that they have no concerns with the rezoning. Concerns such as lot grading, aisle widths and servicing can be addressed through the site plan approval process.

The Tillsonburg District Chamber of Commerce provided the following comment:

There are a lot of multi-unit dwellings in the area, so this seems to fit, however current neighbours may not like this. Parking issues should be considered, and there may be increased possibility of garbage being left in ravine area.

PUBLIC CONSULTATION:

Notice of complete application and notice of public meeting regarding this application was circulated to surrounding property owners on two occasions, February 28, 2018 & March 23, 2018. At the time this report was written, no comments or concerns had been received from the public.

Planning Analysis

It is the opinion of this Office that the proposed zoning application is consistent with the policies of the Provincial Policy Statement and Official Plan and can therefore be supported from a planning perspective.

The proposal is consistent with the PPS direction to provide for an appropriate diversity of housing types and densities to meet the needs of current and future residents. If approved, multiple unit dwelling will provide an additional housing option and tenure and will provide increased rental supply in the Town and represents an efficient use of existing municipal infrastructure.

The proposal is consistent with the policy direction of the Official Plan to provide for variety and choice in housing types and tenures within the Town, and to permit residential intensification throughout the Town. The most recent Canada Mortgage and Housing Corporation Vacancy Report (fall 2017) indicated that the vacancy rate for 2 bedroom rental accommodation in Tillsonburg is 1.0%.

It is the opinion of Planning staff that the proposal conforms to the backyard infill policies of the Official Plan. The multiple unit dwelling will remain a low rise residential use and will be of an appropriate scale and building form compatible with surrounding development. The addition will be to the rear of the existing dwelling and the lot is sufficiently deep that even with the addition, the required rear yard depth will be maintained. The addition will include attached garages to accommodate one parking space per unit, with additional spaces proposed in the rear yard. The profile and orientation of the addition, west-east is not expected to create any impact on adjacent properties with respect to light or view. The property boundary will be required to be fenced with a privacy fence to prevent light trespass.

The access to the dwelling will be provided by an enlarged driveway and aisle adjacent to the southerly interior lot line. The minimal traffic generated by this development is not expected to have any impact on surrounding transportation networks, and any lot grading or drainage concerns will be addressed through the site plan approval process. All required parking will be provided on-site, and no site alteration or development is proposed near the ravine lands at the rear of the lot, which will remain as part of the amenity area.

Through the site plan approval process, concerns regarding lot grading and drainage, privacy, landscaping, building design, and parking and aisle width will be required to be addressed to the satisfaction of the Town.

It is Planning staff's opinion that the proposed addition to create two additional dwelling is appropriate from a planning perspective and can be given favourable consideration.

A copy of the draft amending by-law is attached for Council's consideration.

Report No: CP 2018-91
COMMUNITY PLANNING
Council Date: April 9, 2018

RECOMMENDATION

1. It is recommended that the Council of the Town of Tillsonburg approve the zone change application submitted by Greg Vermeersch, whereby the lands described as Part Lot 85, Lot 86, Plan 500, Parts 3 of 41R-1779, Town of Tillsonburg, known municipally as 500 Broadway are to be rezoned from 'Low Density Residential Type 1 Zone (R1)' to 'Special Low Density Residential Type 3 Zone (R3-15)' to permit the development of a multi-unit dwelling, consisting of 3 dwelling units.

SIGNATURES

Authored by: original signed by

Eric Gilbert, MCIP RPP,
Senior Planner

Approved for submission: original signed by

Gordon K. Hough, RPP
Director

**Legend****Road Labels****Parcel Lines**

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental**Protection/Flood Overlay**

- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning**Floodlines/Regulation Limit**

- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

- Zoning (Displays 1:16000 to 1:500)

Notes

0 46 92 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

February 27, 2018



Legend

Road Labels

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental

Protection/Flood Overlay

- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning

Floodlines/Regulation Limit

- ♦♦ 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

- Zoning (Displays 1:16000 to 1:500)

Notes



0 18 36 Meters

NAD_1983_UTM_Zone_17N



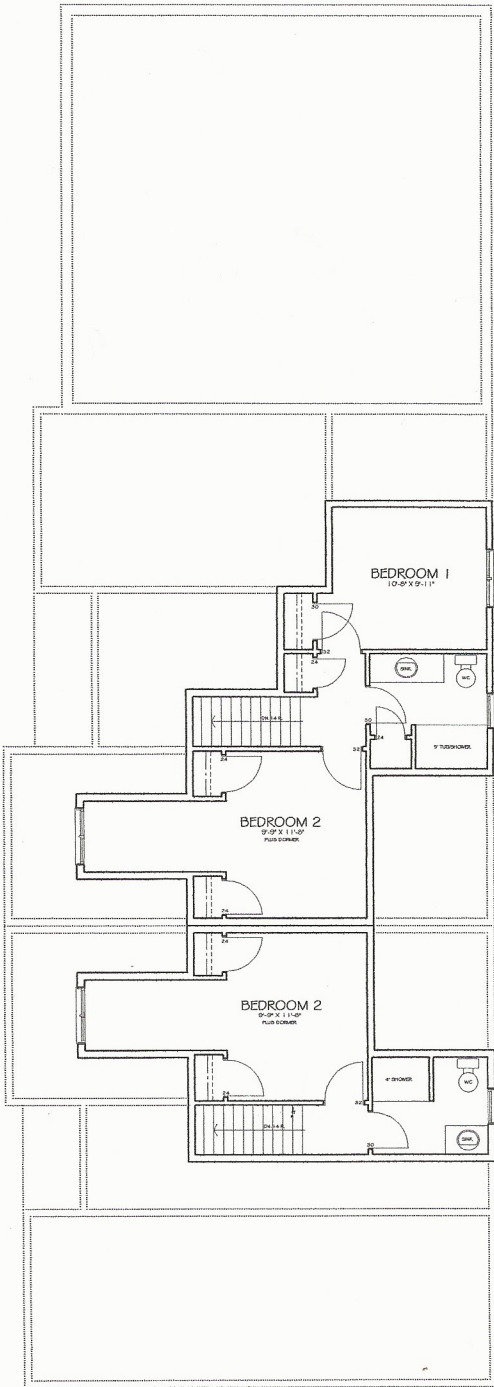
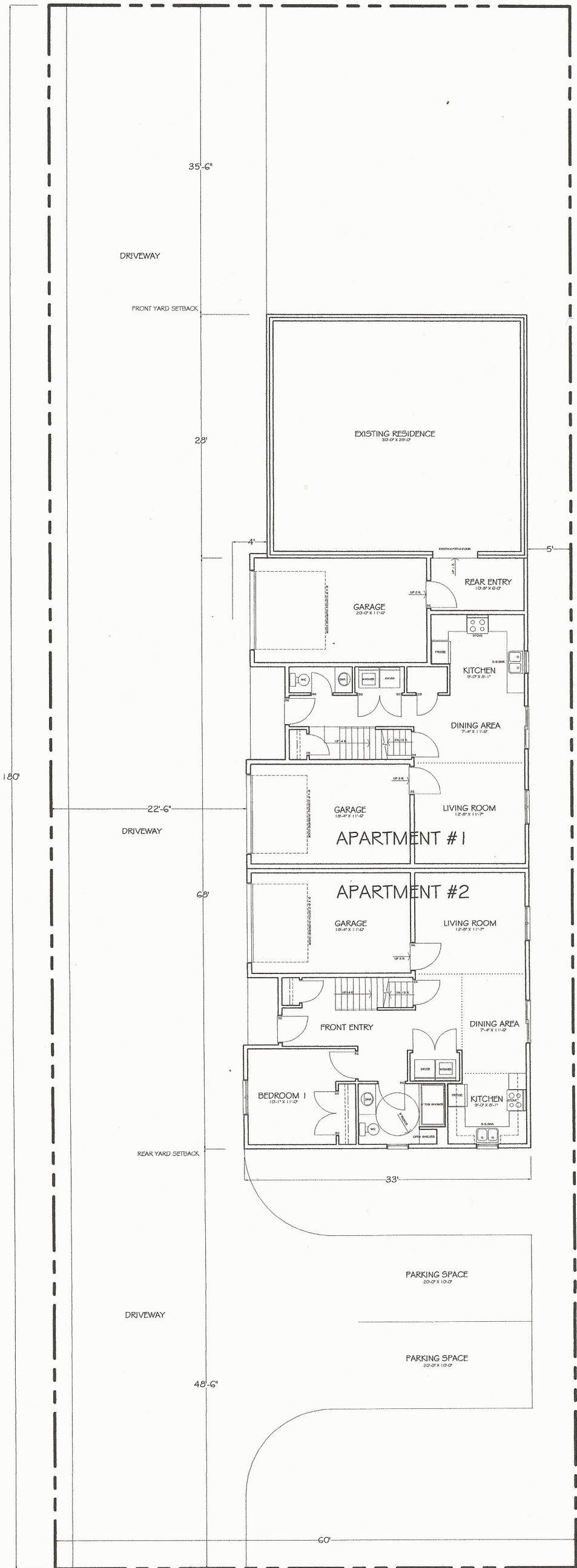
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

February 27, 2018

BROADWAY

GROUND FLOOR PLAN-2 UNITS
562 SQUARE FEET TOP UNIT
800 SQUARE FEET BOTTOM UNIT

NOT TO SCALE
3087 SQUARE FEET TOTAL BUILDING AREA
28.6 % TOTAL LOT COVERAGE (R1 ZONING)



SECOND FLOOR PLAN-2 UNITS
497 SQUARE FEET TOP UNIT
333 SQUARE FEET BOTTOM UNIT

NOT TO SCALE

From: Robert Kloss [<mailto:klossrobert@yahoo.ca>]
Sent: March 5, 2019 11:10 AM
To: Planning
Subject: FILE # ZN 7-18-01 (Greg Vermeersch)

Name: Robert Kloss

Address: 81 Devonshire Ave Tillsonburg ON.

File # ZN 7-18-01

I am sending this email to share some concerns with the above mentioned Amendment. I have some concerns with regards to parking and Auto access onto Broadway Street from this residence. Since I do live nearby, I can tell you that Broadway is a heavily traveled road and at times there can be a bit of a wait to pull onto Broadway from Devonshire Ave. Also, I would imagine that cramming any three unit structure onto a small lot, in that area, would detract from the enjoyment that close neighbors would have on their properties, and it may negatively effect the value of neighboring properties. Lastly, I have some concerns with what could become a trend and, may inspire other residences in the area to follow the lead of this residence and apply for Zoning amendments. Obviously, this would multiply any negative issues that may arise.

Thanks
Robert Kloss

Lana White

From: noreply@esolutionsgroup.ca
Sent: March-06-19 11:58 AM
To: Clerks Office
Subject: New Submission Completed for Delegation Request Form

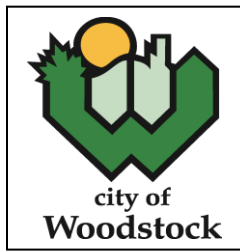
Hello,

Please note the following response to Delegation Request Form has been submitted at Wednesday March 6th 2019 11:57 AM with reference number 2019-03-06-001.

- **First Name**
Sharon
- **Last Name**
Howard
- **Street Address**
41 Dereham
- **Town/City**
Tillsonburg
- **Postal Code**
N4G 2B1
- **Phone Number**
151-968-8505
- **E-mail**
sharonhoward818@gmail.com
- **Do you or any members of your party require accessibility accommodations?**
No
- **Council Meeting Date**
March 11
- **Subject of Delegation**
Rowing club boathouse
- **Name(s) of Delegates and Position(s)**
Sharon Howard, President Tillsonburg Rowing Club

- **Name of Group or Person(s) being represented (if applicable)**
Sharon Howard (Tillsonburg Rowing Club)
- **I acknowledge Delegations are limited to fifteen (15) minutes each.**
I accept
- **Brief Summary of Issue or Purpose of Delegation**
The Tillsonburg Rowing Club is concerned about the use of the boathouse for the upcoming season and wishes to make this concern known so that immediate temporary measures can be implemented to ensure the continued use for the 2019 Season
- **Will there be a Power Point presentation?**
No
- **Please attach a copy of your presentation.**
- **Have you been in contact with a Staff member regarding the Delegation topic?**
Yes
- **If yes, please list the Staff member(s) you have been working with.**
Rick Cox
- **I acknowledge that all presentation material must be submitted to the Clerk's Office by 4:30 p.m. the Wednesday before the Council meeting date.**
I accept

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



Office of the City Clerk
Woodstock City Hall
P.O. Box 1539
500 Dundas Street
Woodstock, ON
N4S 0A7
Telephone (519) 539-1291

February 26, 2019

Chloe Senior, Clerk
County of Oxford
P.O. Box 1614
21 Reeve St.
Woodstock, ON N4S 7Y3

Via e-mail - csenior@oxfordcounty.ca

Re: Regional Reform

At the regular meeting of Woodstock City Council held on Thursday February 21, 2019, the following resolution was passed:

“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 Oxford 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."

The report mentioned in the resolution is attached for your reference.

Yours Truly,

A handwritten signature in blue ink, appearing to read 'A. Humphries'.

Amelia Humphries
City Clerk
City of Woodstock

cc via email: Oxford County Clerks
 Ministry of Municipal Affairs
 Ernie Hardeman, Oxford M.P.P.
 Michael Fenn, Special Advisor
 Ken Seiling, Special Advisor

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.

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.

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.

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

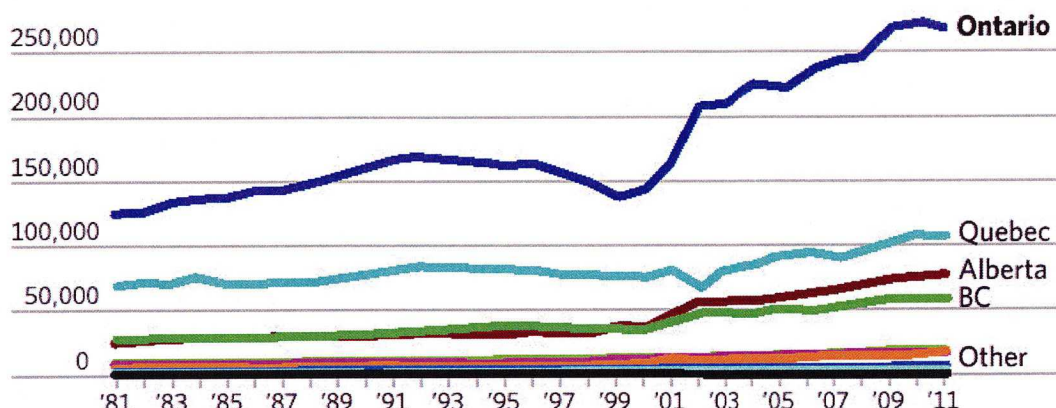
Post-amalgamation views

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

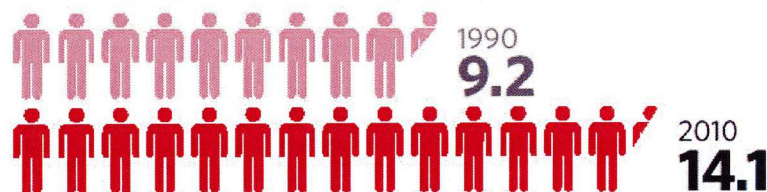
TOTAL NUMBER OF PERSONS EMPLOYED

300,000

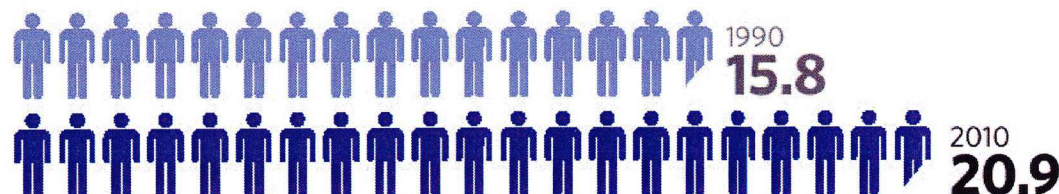


Local general government employees per 1,000 persons

AVERAGE CANADIAN PROVINCES




ONTARIO



SOURCE: Statistics Canada; Timothy Cobban, Western University

TORONTO STAR GRAPHIC

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

	Report Title	Highway 3 Business Park Naming – Survey Results
	Report No.	DCS 19-03
	Author	Cephas Panschow
	Meeting Type	Council Meeting
	Council Date	MARCH 11, 2019
	Attachments	Survey Results Summary

RECOMMENDATION

THAT Council receive Report DCS 19-03 Highway 3 Business Park Naming – Survey Results as information.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the results from consulting with the businesses located in the Industrial Park along Clearview Drive and North of Highway 3 regarding the new name for that industrial area.

BACKGROUND

Council approved the following motion at their January 14, 2019 meeting:

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

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

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

However, Council did direct staff to consult with the existing businesses located in that regarding the new name. In that regard, a short, seven question electronic online survey was created using Survey Monkey and sent to 39 email addressed to companies within the industrial park. The original email was sent on February 2 with a reminder on February 5. Due to the lack of responses, the deadline was extended with another reminder sent out again on February 21.

Despite the repeated follow up and extensions, only five responses were received. A quick summary is below:

- All five respondents were aware of the previous name (VanNorman Industrial Park);
- Two respondents liked the new name and two respondents did not with one respondent being uncertain;
- Respondents liked the new name because of (1) Historical tie to one of Tillsonburg's co-founders, (2) The focus on Innovation, and (3) Can use the abbreviation of "VIP" to market the park with one respondent choosing each of these reasons;
- Respondents did NOT like the new name because of (1) The name is too long, (2) I liked the old name better, and (3) Other reasons;
- Response rate was 13% (5/39).

Comments received along with staff's response are shown below.

Comments (as received in the survey)	Response
I think its tacky. We are an industrial park. The paper work and cost involved in changing names wont make any company be like "oh wow INNOVATION park" better go there instead of the next town.	<p>There is minimal paper work and cost associated with changing the name although it should be noted that increased marketing for the park, regardless of the name, may have some costs associated with it and as approved through the regular budget process.</p> <p>While changing the name may not directly result in a company choosing Tillsonburg, it can help with marketing the Town and business park for future oriented industries</p>
I do think its a bit long. But I am ok with it, if thats what people want.	
The name sounds to much like a residential zone rather than an industrial zone and it eats up a lot of space on the address line when printing shipping labels	It is not necessary nor standard procedure for companies to list the name of the industrial zone when printing labels. Typically, the street address and postal code will suffice.
My only concern would be the costs for renaming the industrial Park which is not available in this survey. Will there be any cost due to the change for businesses with current site plans that have not started a second phase? As small a change to current site plans going into phase 2 it's still a change that will need to be updated. Also signage at the road will that need to be changed/updated causing costs to Tillsonburg will the cost be worth the new name?	<p>There is minimal paper work and cost associated with changing the name although it should be noted that increased marketing for the park, regardless of the name, may have some costs associated with it and as approved through the regular budget process.</p> <p>It is not anticipated that there will be any costs for businesses nor any costs associated with changing signage as there is no signage with that name on it.</p>

CONSULTATION/COMMUNICATION

The former Development Committee, which was comprised of a business and manufacturing leaders, provided Council with a number of recommendations related to the Highway 3 Business Park including the letter on January 14, 2019. In addition to their review, Council requested that the businesses in the Southwest Industrial Area be consulted as well, which has now been completed.

FINANCIAL IMPACT/FUNDING SOURCE

There is no financial impact related to this report.

COMMUNITY STRATEGIC PLAN

Through the development of a new name through the Development Committee and further consultation with the affected businesses, staff believe that these actions support Theme 1.2 of the Community Strategic Plan, which identifies the goal of Streamlining communication and effectively collaborating within local government.

Report Approval Details

Document Title:	Report DCS 19-03 Highway 3 Business Park Naming - Survey Results.docx
Attachments:	- Survey_Results-New_Name.pdf
Final Approval Date:	Mar 6, 2019

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



David Calder - Mar 6, 2019 - 4:11 PM

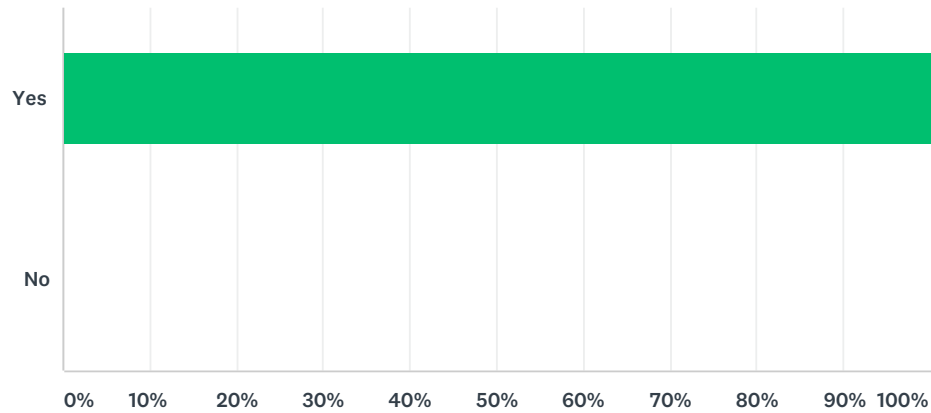
Q1 Contact Information

Answered: 5 Skipped: 0

ANSWER CHOICES	RESPONSES	
Name	100.00%	5
Company Name	100.00%	5
Address	100.00%	5
Email Address	100.00%	5
Phone Number	100.00%	5

Q2 Were you aware that the lands located on the North side of Highway 3 along Clearview Drive were designated as the Van Norman Industrial Park?

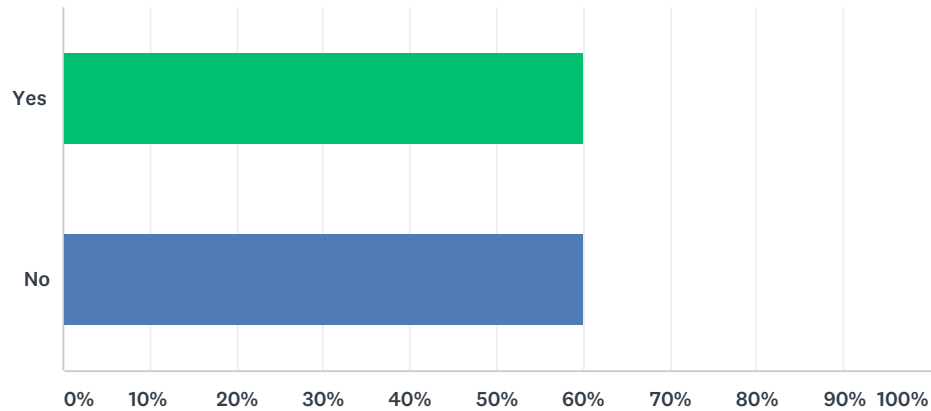
Answered: 5 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		100.00%	5
No		0.00%	0
Total Respondents: 5			

Q3 Do you like the new name (the Van Norman Innovation Park)?

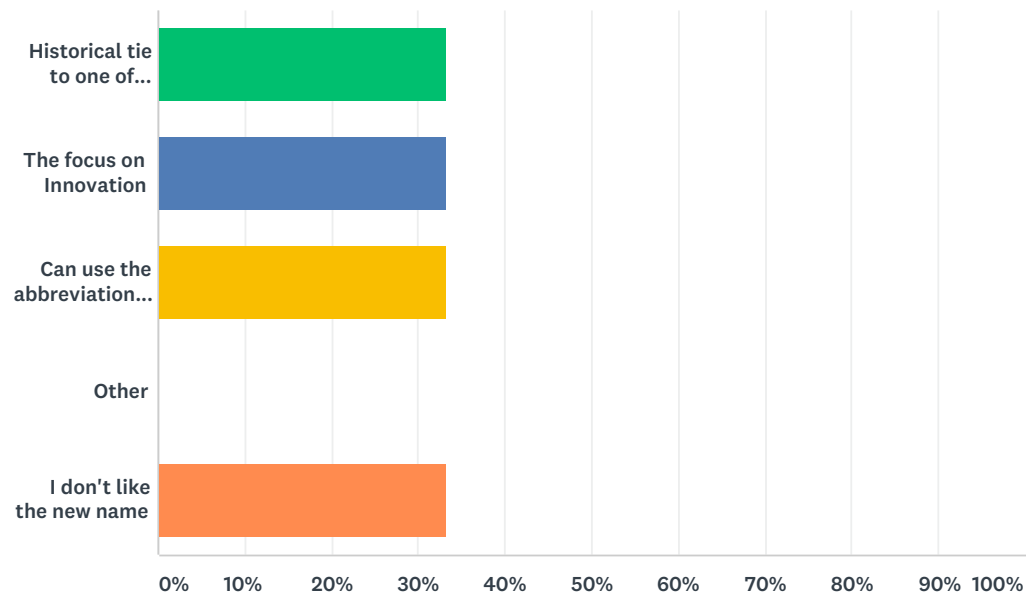
Answered: 5 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	60.00%	3
No	60.00%	3
Total Respondents: 5		

Q4 What are your reasons for liking the new name?

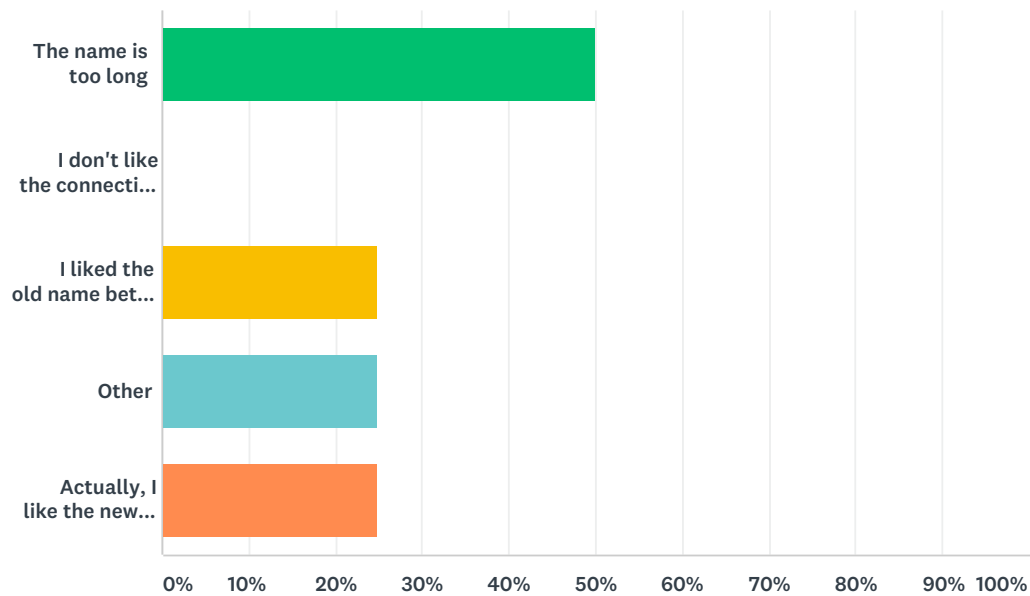
Answered: 3 Skipped: 2



ANSWER CHOICES	RESPONSES	
Historical tie to one of Tillsonburg's co-founders	33.33%	1
The focus on Innovation	33.33%	1
Can use the abbreviation of "VIP" to market the park	33.33%	1
Other	0.00%	0
I don't like the new name	33.33%	1
Total Respondents: 3		

Q5 What are your reasons for NOT liking the new name?

Answered: 4 Skipped: 1




ANSWER CHOICES	RESPONSES	
The name is too long	50.00%	2
I don't like the connection to the past	0.00%	0
I liked the old name better (I.e. the Van Norman Industrial Park)	25.00%	1
Other	25.00%	1
Actually, I like the new name	25.00%	1
Total Respondents: 4		

Q6 If you answered "other" above for either liking or not liking the new name, please explain why you picked "other"

Answered: 3 Skipped: 2

Q7 Do you have any other comments or concerns?

Answered: 1 Skipped: 4

	Report Title	Results for Tender RFT 2019-001 Asphalt Paving Program
	Report No.	OPS 19-04
	Author	Shayne Reitsma, Manager of Engineering
	Meeting Type	Council Meeting
	Council Date	March 11, 2018
	Attachments	<ul style="list-style-type: none"> • None

RECOMMENDATION

THAT Council receive Report OPS 19-04, Results for Tender RFT 2019-001 Asphalt Paving Program;

AND THAT Council award Tender RFT 2019-001 to Dufferin Construction Company, A division of CRH Canada Group Inc. of London, ON at a cost of \$700,674.59 (net HST included), the lowest bid received satisfying all Tender requirements.

SUMMARY

Tenders were called for the Hot Mix Asphalt Paving Program with fourteen (14) plan takers and a total of six (6) bids received on March 4th 2019 with the lowest bid from Dufferin Construction Company, A division of CRH Canada Group Inc. of London, Ontario at a cost of \$700,674.59 (net HST included).

As shown in **Figure 1** this project includes full depth resurfacing of the Links Subdivision (Fairway Hills Blvd, Greeneagle Dr., Birdyway Dr.), North Park Phase 1 Subdivision (Langrell Ave.) partial depth resurfacing of Thorncliffe Circle, Winona Dr. and Rosalynn Circle, and a combination of partial and full depth resurfacing of Allen St., Adams Ave., and Fernwood Dr., as well as other minor asphalt patching repairs as a result of maintenance work from the Public Works and Water Departments.

The tender was advertised on the Tillsonburg website, the Tillsonburg News, Ebid Solutions and on Biddingo. Results of the tender are summarized below:

<u>Bidder</u>	<u>Location</u>	<u>Bid Amount</u>
1. Dufferin Construction	London, ON	\$ 700,674.59
2. 5 Star Paving Inc.	Cambridge, ON	\$ 753,218.92
3. Brantco Construction	Cambridge, ON	\$ 766,033.10
4. Capital Paving Inc.	Guelph, ON	\$ 879,206.40
5. Coco paving Inc.	London, ON	\$ 899,965.44
6. Armstrong Paving Ltd.	St. Marys, ON	\$ 938,424.87

The above bids include net HST of 1.76%. The bids also include a \$45,000 contingency allowance for material testing and any unforeseen expenses encountered during construction. It should be noted that the actual price of asphalt cement from the time the tender is closed to the time asphalt is actually placed is subject to an Asphalt Cement (AC) adjustment factor that is set monthly by the MTO.

CONSULTATION/COMMUNICATION

Any planned roadway or lane closures in order to facilitate the work will be kept to a minimum and communicated to the public or any directly affect residents in advance, in accordance with the Towns Public Engagement Policy.

FINANCIAL IMPACT/FUNDING SOURCE

The combined budget for this project is \$720,000 which consists of \$500,000 in Gas Tax, \$99,800 in Development Remediation Reserves, \$65,200 in Securities, \$20,000 in Development Charges, and \$35,000 from the Roads and Water maintenance operating budgets.

ITEM	NOTES	TENDER COST	2019 BUDGET ALLOCATION
Water Maintenance (Operating)	Break Repairs	\$9,850	\$10,000
Roads Patching Maintenance (Operating)	Surface Failure	\$24,765	\$25,000
Outdoor Recreation Pad (Capital)	Surface Asphalt	\$16,370	\$20,000
North Park Phase 1 Rehabilitation (Capital)	Langrell Ave.	\$118,630	\$120,000
The Links Subdivision Rehabilitation (Capital)		\$144,650	\$145,000
Fairway Hills	135m (full depth)	\$42,995	
Greeneagle Drive	235m (full depth)	\$70,420	
Birdyway Drive	85m (full depth)	\$31,235	
2019 Capital Asphalt Resurfacing		\$386,410	\$400,000
Allan Street	630m (various depths)	\$123,915	
Adams Avenue	535m (various depths)	\$122,000	
Fernwood Drive	440m (various depths)	\$81,725	
Thornclyff Circle	140m (partial depth)	\$31,660	
Winona Drive	30m (partial depth)	\$10,225	
Rosalynn Circle	65m (partial depth)	\$16,885	
HOT MIX ASPHALT TOTAL		\$700,675	\$720,000*

*Note that the budget estimate was based on results from 2018 early tender pricing.

COMMUNITY STRATEGIC PLAN

This project supports Objective 2 – Economic Sustainability of the Community Strategic Plan through the renewal of infrastructure.



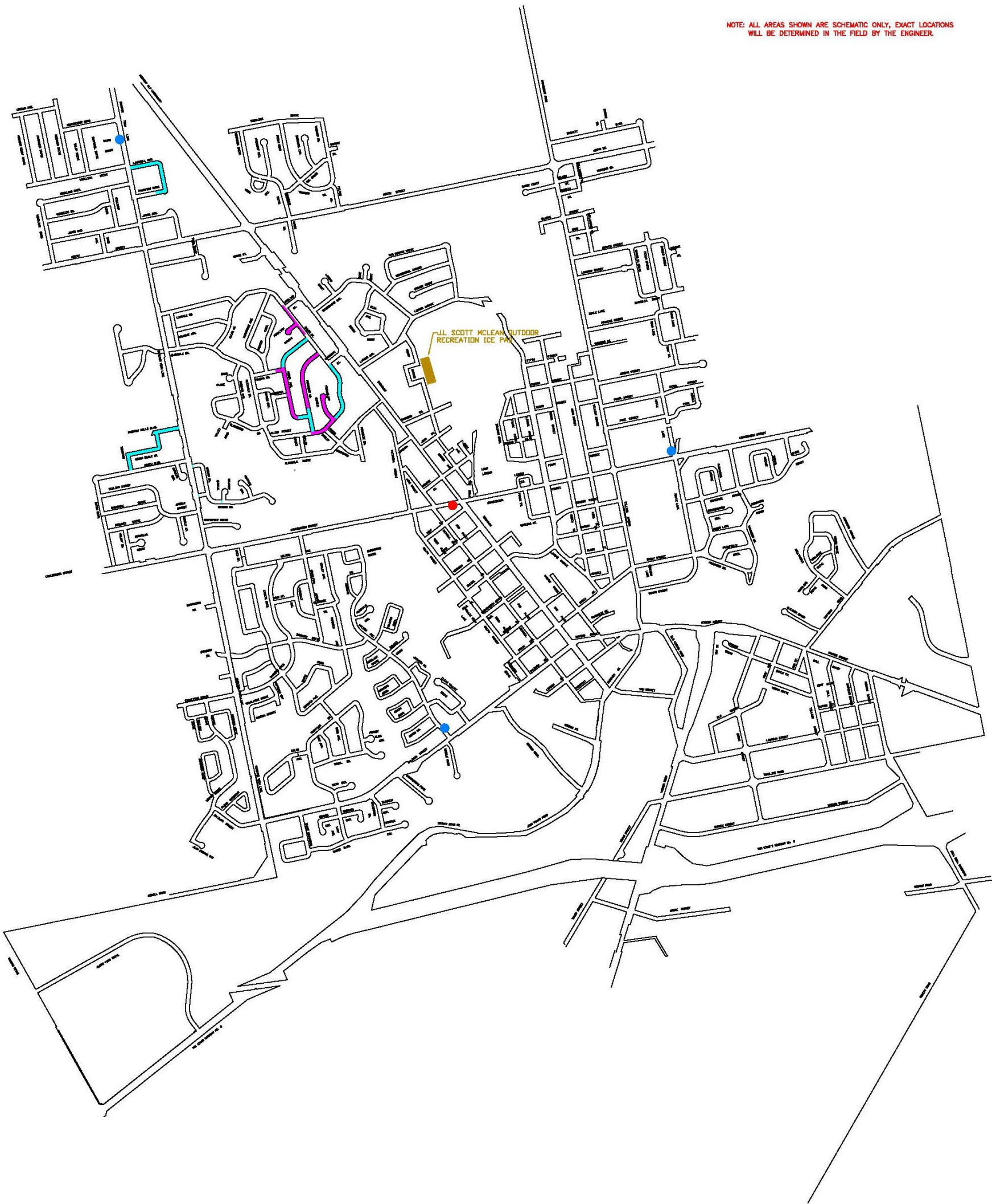
**CORPORATION OF THE
TOWN OF TILLSONBURG**

2019 ASPHALT PAVING LOCATIONS

DRAWING No. RFT 2019-001-01

- PLACE 88 TONNES HL-3 (PARTIAL DEPTH)
REMOVE EX. ASPHALT AND REPLACE 28 TONNES HL-8 (FULL DEPTH)
- REMOVE EX. ASPHALT AND REPLACE WITH 40mm HL-3 (PARTIAL DEPTH)
- REMOVE EX. ASPHALT AND REPLACE WITH 40mm HL-3, & 50mm HL-8 - FULL DEPTH
- MISCELLANEOUS PATCHES
- REMOVE AND REPLACE VALVE CHAMBER FRAME

NOTE: ALL AREAS SHOWN ARE SCHEMATIC ONLY, EXACT LOCATIONS WILL BE DETERMINED IN THE FIELD BY THE ENGINEER.



JANUARY 2019

Report Approval Details

Document Title:	OPS 19-04 Results for Tender RFT 2019-001 Asphalt Paving Program.docx
Attachments:	
Final Approval Date:	Mar 7, 2019

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


Dave Rushton - Mar 7, 2019 - 8:23 AM

No Signature - Task assigned to David Calder was completed by assistant Lana White

David Calder - Mar 7, 2019 - 1:49 PM

No Signature - Task assigned to Donna Wilson was completed by assistant Lana White

Donna Wilson - Mar 7, 2019 - 1:50 PM

	Report Title	Results for Tender RFT 2019-002 Concrete Sidewalk and Curbing
	Report No.	OPS 19-05
	Author	Shayne Reitsma, Manager of Engineering
	Meeting Type	Council Meeting
	Council Date	March 11, 2019
	Attachments	• None

RECOMMENDATION

THAT Council receive Report OPS 19-05, Results for Tender RFT 2019-002 Concrete Sidewalk and Curbing;

AND THAT Council award Tender RFT 2018-007 to Dufferin Construction Company, A division of CRH Canada Group Inc. of London, ON at a cost of \$289,489.29 (net HST included), the lowest bid received satisfying all Tender requirements.

SUMMARY

Tenders were called for the Concrete Sidewalk and Curbing project with nineteen (19) plan takers and a total of six (6) bids received on March 4th 2019 with the lowest bid from Dufferin Construction Company, A division of CRH Canada Group Inc. of London, Ontario at a cost of \$289,489.29 (net HST included).

The project includes the installation of new sidewalk segments, new sidewalk sections at intersections and crossings, and the replacement of miscellaneous sidewalk sections identified from the Sidewalk Inspection Program. This project also includes new depressed curb at accessible parking locations Downtown, curb repairs within capital rehabilitation areas and various locations throughout Town as a result of maintenance work from the Public Works and Water Departments.

The tender was advertised on the Tillsonburg website, the Tillsonburg News, Ebid Solutions and on Biddingo. Results of the tender are summarized below:

<u>Bidder</u>	<u>Location</u>	<u>Bid Amount</u>
1. Dufferin Construction Company	London, ON	\$289,489.29
2. Autoform Contracting	London, ON	\$291,047.59
3. Fortese Concrete Ltd	London, ON	\$292,804.22
4. Ro-Buck Contracting Ltd	London, ON	\$304,684.70
5. DPA Contracting Ltd	London, ON	\$312,830.59
6. J. Franze Concrete Ltd	London, ON	\$380,099.04

The above bids include net HST of 1.76%. The bids also include a \$25,000 contingency allowance for material testing and any unforeseen expenses encountered during construction.

CONSULTATION/COMMUNICATION

Any planned roadway or lane closures in order to facilitate the work will be kept to a minimum and communicated to the public or any directly affect residents in advance, in accordance with the Towns Public Engagement Policy.

FINANCIAL IMPACT/FUNDING SOURCE

The combined budget for this project is \$320,000 which consists of \$165,000 in Development Remediation Reserves, \$60,000 in Taxation, \$30,000 in Downtown Parking Reserves, \$15,000 in Grant Funding, \$10,000 in Development Charges and \$40,000 in Roads curb and sidewalk maintenance operating budgets.

ITEM	TENDER COST	2019 BUDGET ALLOCATION
Roads Sidewalk Maintenance (Operating)	\$9,435	\$15,000
Roads Curb Maintenance (Operating)	\$24,560	\$25,000
Broadway Mid-Block Accessible Stalls	\$25,270	\$30,000
Broadway & Ridout AODA Upgrade	\$32,075	\$35,000
Broadway & Trans Canada Trail PXO	\$13,640	\$15,000
Sidewalk Connectivity Plan (150m)	\$24,385	\$25,000
Outdoor Recreation Pad	\$8,855	\$10,000
North Park Phase 1 Rehabilitation	\$88,570	\$100,000
The Links Subdivision Rehabilitation	\$62,700	\$65,000
CONCRETE TOTAL	\$289,490	\$320,000

COMMUNITY STRATEGIC PLAN

This project supports Objective 2 – Economic Sustainability of the Community Strategic Plan through the renewal of infrastructure.

Report Approval Details

Document Title:	OPS 19-05 Results for Tender RFT 2019-002 Concrete Sidewalk and Curbing.docx
Attachments:	
Final Approval Date:	Mar 7, 2019

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


Dave Rushton - Mar 7, 2019 - 8:26 AM

No Signature - Task assigned to David Calder was completed by workflow administrator Amelia Jaggard

David Calder - Mar 7, 2019 - 1:52 PM

No Signature - Task assigned to Donna Wilson was completed by workflow administrator Amelia Jaggard

Donna Wilson - Mar 7, 2019 - 1:52 PM

	Report Title	Skate Shop Lease 2019-2024
	Report No.	RCP 19-12
	Author	Rick Cox, Director of Recreation, Culture & Parks
	Meeting Type	Council Meeting
	Council Date	March 11, 2019
	Attachments	Letter from M. Papaioannou Letter from D. Holman Skate Shop Contract 2019-2024

RECOMMENDATION

THAT Council receives Report RCP 19-12 – Skate Shop Lease 2019-2024 for information;

AND THAT Council awards the lease for the Skate Shop in the Tillsonburg Community Centre to Tillsonburg Skate Shop (Doug Holman) for May 1, 2019 through April 30, 2024.

EXECUTIVE SUMMARY

The lease for the skate shop at the Tillsonburg Community Centre (TCC) expires at the beginning of May, 2019. The current owner of the business, Michael Papaioannou, is in the process of retiring and selling the business. Whether or not there is a lease in place for the space is a key component of the valuation of the business. For the last several lease renewals, Mr. Papaioannou was the only respondent to the public invitation to submit bids. Staff recommends that a lease for 2019-2024 be awarded to Mr. Doug Holman to ensure continuity of service and maintain the lease revenue.

BACKGROUND

In March 2015, staff prepared and advertised an invitation to vendors to submit a proposal for the skate shop lease for the period of September 2015 through May 2019. Only one submission was received. Mr. Papaioannou has provided good service to the facility users and has been a good tenant. He has indicated his intent to retire and sell the business.

It is difficult to sell the business without having a lease in place. While the lease allows for a one-year extension past May 1, 2019, it does not allow for the lease to be transferred to another person or company unless approved in writing by the Town of Tillsonburg. As it is unlikely that there will be any other interested vendors, this report recommends, rather than extend the existing lease, that the Town issues a new lease to Mr. Papaioannou's selected purchaser, Mr. Doug Holman. The new proprietor has arrangements in place to work with Mr. Papaioannou during the transition to ensure the quality of service that TCC users are accustomed to will not be affected.

Mr. Holman is a Tillsonburg resident and is enthusiastic about the opportunity to continue to provide skate sharpening and other small services in the TCC location.

Staff recommends that the Town consent to the lease at the proposed rate schedule of \$2,734.60 per year for the first three years of the lease, increasing to \$2,853.25 for the final two

years of the lease. The tenant must also maintain \$5,000,000 liability insurance and WSIB coverage for the duration of the lease.

Council could consider not awarding the lease to Mr. Holman, and require that staff initiate a public invitation to vendors to see if there is additional interest. The last several invitations of this nature for the skate shop operation have not seen any interest beyond that of Mr. Papaioannou.

The term of the proposed lease is for five years, with provisions for one three-year extension, at the Town's sole discretion.

FINANCIAL IMPACT/FUNDING SOURCE

The current lease nets the Town \$2,280 per year. This revenue is reflected in the Recreation, Culture & Parks budget for 2019. Future budgets will reflect the increased lease amounts.

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 19-12 - Skate Shop Lease 2019-2024.docx
Attachments:	- RCP 19-12 - ATT 01 - Letters.pdf - RCP 19-12 - ATT 02 - New Agreement _Skate Shop_2019-2024_.docx
Final Approval Date:	Mar 5, 2019

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



David Calder - Mar 5, 2019 - 1:16 PM



Tillsonburg Skate Shop

130 Glendale Drive
Tillsonburg ON, N4G 5V9



Feb. 16th, 2019

Dear Rick Cox,

I checked my termination of the Skate Shop lease and discovered my lease is done May 1st. 2019.

I have an interested buyer and everything is in order for the sale of the Skate Shop. We only need the five year lease between the buyer and the Town of Tillsonburg to finalize the sale. Can we discuss this and have a meeting as soon as possible?

If this lease is finalized then I will be working with Doug Holman and teaching him the art of skate sharpening. He is eager to learn the trade. Doug is a local family man, lives in Tillsonburg, and involved with minor hockey. I'm sure he will be very dedicated to the business. He plans on maintaining the same hours at the Skate Shop as in the past.

Thank you and hopefully I have your prompt attention to this matter.

Michael Papaioannou

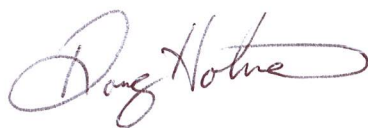
Dear Rick Cox,

My name is Doug Holman and I reside at 58 William Street, Tillsonburg. I was born and raised here in Tillsonburg. I attended Southridge Public School, Maple Lane, Annandale and Glendale High School. Growing up I played many sports here in Tillsonburg and now as a father I currently coach my eldest son's Atom local league hockey team. I have completed Coach Level 1, Coach Level 2, Respect in The Sport Leader, Gender Identity Course as well as a current background check on file with Tillsonburg Minor Hockey. I have been married to my lovely wife Tara for almost 12 years, we have two boys Chase 9 years old and Cooper 7 years old who are both enrolled in hockey here at the Tillsonburg arena, both since the age of 3. I love the town of Tillsonburg and volunteering with Tillsonburg Minor Hockey. I am well known in Tillsonburg and believe I will be well supported in this new endeavor.

When I heard that Mr. Papaioannou was selling the skate shop I was excited to apply for it. Mr. Papaioannou and I have agreed to a set price for the skate shop and I'm eager to follow in his footsteps. I would like to continue the same hours that Mr. Papaioannou has had and follow his business model and expertise. Mr. Papaioannou and I have worked together for myself to learn the art of skate sharpening. I have a mechanical background and have been doing renovations and contracting here in Tillsonburg for almost 10 years. Mr. Papaioannou has also agreed to stay on for 2-3 months to guide me in this endeavor as well as fill in should I need him to continue uninterrupted service and tradition.

I would be more than happy to meet you at your convenience to discuss this further. Also find attached a proposal for a 5 year rental agreement. If you require any other information you can contact me on my cell 519-521-6605 or home phone 519-842-2039 or by email: tdholman@hotmail.ca OR integri-d@outlook.com.

Sincerely,

A handwritten signature in dark ink, appearing to read "Doug Holman". The signature is fluid and cursive, with a large, sweeping "D" and a long, horizontal flourish at the end.

Doug Holman

THIS AGREEMENT made in duplicate this ____ day of ____, 20__.

BETWEEN:

THE CORPORATION OF THE TOWN OF TILLSONBURG,

Hereinafter called the Lessor, of the First Part,

-and-

Doug Holman as Tillsonburg Skate Shop

Hereinafter called the Lessee, of the Second Part,

AND WHEREAS the Lessor owns the Tillsonburg Community Centre,

AND WHEREAS the Lessor is desirous of renting the skate sharpening room to a qualified operator to provide skate sharpening services to the users of the Tillsonburg Community Centre;

NOW THEREFORE THE PARTIES, in consideration of the mutual covenants and agreement hereinafter set out, hereby agree as follows:

1. DEFINITIONS

- a. "Skate Shop" shall mean the Skate Sharpening Shop to which this Agreement applies.
- b. "Facility" shall mean the Tillsonburg Community Centre in its entirety.

2. RIGHT TO PROVIDE SKATE SHARPENING SERVICES

The Lessor grants to the Lessee exclusive rights to sell skate sharpening services within the facility in this Agreement.

3. LEASE TERM

The Lease Term is effective beginning May 1, 2019 and ending April 30, 2024, unless terminated under the provisions of Paragraphs 26, as applicable.

The Lease Term can be extended for an additional three (3) years, subject to approval by the Lessor in their sole and absolute discretion, upon receipt by the Lessor of written notice thirty (30) days prior to May 1, 2019. If accepted by the Lessor within forty-five days, unless otherwise negotiated, the same rates and terms shall apply except that the contract shall be amended to extend the termination date.

4. RENT

The Lessee agrees to pay the rent as outlined below:

Year	January - March	April - August	September - December	Total per calendar year
2019	N/A	\$ 56.50/mnth ⁱ	\$350.30/mnth	\$1,627.20
2020	\$350.30/mnth	\$ 56.50/mnth	\$350.30/mnth	\$2,734.60
2021	\$350.30/mnth	\$ 56.50/mnth	\$350.30/mnth	\$2,734.60
2022	\$350.30/mnth	\$ 56.50/mnth	\$367.25/mnth	\$2,802.40
2023	\$367.25/mnth	\$ 56.50/mnth	\$367.25/mnth	\$2,853.25
2024	\$367.25/mnth	\$ 56.50/mnth ⁱⁱ	N/A	\$1,158.25

i. Lease begins May 2019

ii. Lease ends April 2024

5. UTILITY COSTS

The utility costs are built within the monthly rent payment.

6. SECURITY DEPOSIT

The Lessee shall, at the time of signing the Contract, deposit the sum of Two Hundred & Fifty Dollars (\$250.00) in cash or certified cheque with the Lessor to ensure that the building is left in a condition satisfactory to the Lessor. The deposit will be refunded to the Lessee after the final year upon satisfactory inspection of the building or upon termination of the Contract.

7. FINANCIAL TERMS

The security deposit is due upon execution of the lease agreement.

The Lessor shall not be responsible to cover any operational losses, in whole or in part, at any time during the Agreement regardless of any circumstances that may arise in the operation of the Skate Sharpening Shop premises.

The Lessee shall also keep such other records as are necessary to perform its duties efficiently and in accordance with the laws of Canada and the Province of Ontario, including daily and annual revenue statements, and shall produce these records for inspection when requested by authorized representatives.

8. HOURS OF OPERATION

The Lessee will operate the Skate Shop within the normal hours of operation of the Tillsonburg Community Centre.

Hours of operation of the Skate Shop are to be posted in locations deemed appropriate by the Tillsonburg Community Centre Administration.

Operations on statutory holidays shall be by mutual consent between the Lessor and Lessee determined not less than twenty-four (24) hours in advance of the holiday.

It will be up to the Skate Shop operator to determine if she/he wishes to remain open for longer hours and/or days than what is posted. The Skate Shop operator shall work closely with the Tillsonburg Community Centre Administrator on promotion, marketing and all aspects of Skate Shop operations.

9. HOUSEKEEPING

The Lessee will be responsible for the normal housekeeping (cleaning and sanitizing) of those areas affected by the operation of the Skate Shop. Due diligence is the responsibility of the Lessee.

10. WASTE REMOVAL

The Lessee will be responsible for the coordination and costs associated with waste removal including recycling, etc.

11. TELEPHONE

The Lessee may install a business line and point of sale machine at his/her expense.

12. WALLS

Walls are for Tillsonburg Community Centre usage. No advertising or paraphernalia are to be put on walls or hung from ceiling without approval by the Tillsonbug Community Centre Administration, in their sole and absolution discretion.

13. FACILITY CHANGES

No changes, installation of signage, renovations or capital improvement shall be made by the Lessee to the building without the written consent of the Lessor.

14. OTHER BUSINESSES

No other businesses are to be operated in conjunction with the Skate Shop without prior approval by the Lessor in their sole and absolute discretion

15. REGULATION COMPLIANCE AND LEGISLATION

The Lessee shall ensure all services and products provided in respect to this Contract are in accordance with and under authorization of all applicable authorities (Municipal, Provincial and Federal); including but not limited to:

- The Occupational Health and Safety Act and its regulations
- The Workplace Safety & Insurance Act
- The Environmental Protection Act (Ontario) and its Regulations
- The Ontario Fire Protection & Prevention Act

The Lessor reserves the right to request authentic copies from the Lessee of any documentation relevant to the aforementioned compliance requirements. Failure to provide may result in the termination of the lease.

16. WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

The Lessee shall be required to supply a Certificate from the Workplace Safety and insurance Board prior to the start of the contract and upon fourteen (14) days' notice, if requested in writing, during the life of the contract. The Certificate shall indicate that all of the assessments the Contractor or any Subcontractor is liable to pay under the Worker's Safety Insurance Board Act or successor legislation have been paid and that they are in good standing with the Board.

17. W.H.M.I.S REQUIREMENTS

The Lessee must supply a supplier label and appropriate Material Safety Data Sheet under the W.H.M.I.S. legislation and Hazardous Material Protection Act for all controlled products to be used in conjunction with the lease an operation of the Skate Shop. Any controlled goods supplied without appropriate data sheet and proper labeling will not be allowed on site and will be immediately removed by the Lessee from the premises.

18. INSURANCE

The Lessee will maintain and pay for Commercial General Liability Insurance, which coverage shall include premises and all operations to be performed by the Lessee, his/her employees, and/or agents. This insurance coverage shall be subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

The policy shall include The Corporation of the Town of Tillsonburg as an additional insured in respect of all operations performed by or on behalf of the Lessee.

The Lessee shall be entirely responsible for the cost of any deductible.

The Insurance Policy shall not be altered, cancelled or allowed to expire or lapse, without thirty (30) days prior written notice to the Lessor.

19. LOSS OR DAMAGES

It is the Lessee's responsibility to maintain appropriate controls over the storage and safekeeping of property belonging to the Lessee and/or their staff; including, but not limited to, all inventory and

monies maintained on the premises. The Lessor will not be liable for any loss or damage to the Lessee's property stored on the premises, for any reason.

The Lessee shall also indemnify and save harmless the Lessor from and against all claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted by, or attributed to any such damages, injury or infringement as a result of activities under this Contract.

20. DAMAGE CLAIMS

The Lessee shall be responsible for all damages caused by it, its employees, agents, any workers or persons employed by it, or under its control, or arising from the execution of the Work, or by reason of the existence, location, or condition of Work, or of any materials, plant or machinery used thereon or therein, or goods supplied in execution of the Contract, or which may happen by reason of their failure or the failure of those for whom they are responsible, to do or perform any or all of the several acts or things required to be done by them under the Contract.

21. INDEMNIFICATION

The Lessee shall indemnify and save harmless the Lessor from and against all claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted by, or attributed to any such damages, injury or infringement as a result of activities under this Contract.

22. EMERGENCY TELEPHONE NUMBER

The Lessee shall provide the Lessor with the name(s) and telephone number(s) of his/her representative(s) who can be contacted on a 24-hour basis in case of an emergency during the term of the Contract.

23. TOWN NOT EMPLOYER

The Lessee agrees that the Corporation of the Town of Tillsonburg is not to be understood as the employer to any successful Skate Shop operator nor to such Skate Shop operator's personnel or staff for any work, service, or supply of any products or materials that may be part of this contract.

24. NON- TRANSFERRABLE

This contract is not assignable, in whole or in part, except by written permission provided by the Town of Tillsonburg in their sole and absolute discretion. Execution of the "Skate Shop Agreement" is not to be deemed as reason for provision of preferential treatment to the Lessee in his/her use of the Tillsonburg Community Centre, nor is there to be any inference, that the Lessor is under an obligation to enter into any other agreements with the Lessee related to the Tillsonburg Community Centre. The Lessor will give equal consideration to all public users of the facility including the Lessee.

25. CHARACTER AND EMPLOYMENT OF WORKERS

The Lessee shall employ only orderly, competent and skillful workers to ensure that the Skate Shop operations are carried out in a professional manner. In the event that any person employed by the Lessee in connection with the work arising out of this Contract gives, in the opinion of the Lessor, just cause for complaint, the Lessee upon notification by the Lessor in writing shall not permit such person to continue in any future work in conjunction with the Skate Shop.

26. TERMINATION OF THE CONTRACT FOR CAUSE

In the event of any material default in this agreement by the Lessee that is within the reasonable control of the Lessee, the Lessor shall have the right to provide written notice of such default and demand that the deficiency of program be rectified within five (5) working days or such longer period as may be agreed upon by the Lessor. If the said default is not rectified or steps are not taken to rectify the situation according to the agreed upon plan, the Lessor shall be entitled to issue a written notice of termination for cause with no less than thirty (30) days' notice and all monies outstanding shall be payable to the Lessor within thirty (30) days from termination.

27. INTERPRETATION

The terms and provisions of the Agreement shall be in accordance with the laws of the Province of Ontario.

28. FORCE MAJEURE

Neither party shall be held liable for non-performance or damages if caused by events of Force Majeure, which, without limiting the generality thereof, includes fires, floods, unusually severe weather or Acts of God, and are beyond the reasonable control of a party, provided same shall not apply to delay or excuse any financial obligation.

29. ACCESS

The Lessee agrees to supply the Lessor with a key holder list for the Skate Shop to be used in the instance where access is needed into the Skate Shop for maintenance or emergency purposes.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals.

SIGNED, SEALED AND

DELIVERED in the

Presence of

THE CORPORATION OF THE

TOWN OF TILLSONBURG

STEPHEN B. MOLNAR

DATE

MAYOR

DONNA WILSON

DATE

CLERK

I have the authority to bind the corporation

THE LESSEE:

DOUG HOLMAN

DATE

OWNER

I have the authority to bind the corporation

The Corporation of the Town of Tillsonburg



TILLSONBURG AIRPORT ADVISORY COMMITTEE

Thursday, February 21, 2019

5:30 p.m.

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

MINUTES

ATTENDANCE

Euclid Benoit, David Brandon, Dan Cameron, Jeff Dean, Valerie Durston, Deb Gilvesy, Geoffrey Lee, Jeffrey Miller, John Prno (departed at 6:50 p.m.), Mark Renaud, Jeremy Stockmans **Staff:** Annette Murray, Dan Locke, Amelia Jaggard (departed at 6:15 p.m.), Donna Wilson (departed at 6:15 p.m.) **Guest:** Chris Rosehart

MEMBERS ABSENT/REGRETS

None

1. Call to Order

The meeting was called to order at 5:31 p.m. Donna Wilson, Town Clerk, acted as Chair of the meeting until the election of the new Committee Chair.

2. Adoption of Agenda

Resolution #1

Moved By: John Prno

Seconded By: Jeremy Stockmans

THAT the Agenda as prepared for the Airport Advisory Committee meeting of February 21, 2019, be adopted.

Carried.

3. Disclosures of Pecuniary Interest and the General Nature Thereof

None Declared

4. Adoption of Minutes of Previous Meeting

No minutes were approved as this is the first meeting of the newly constituted committee.

5. Delegations and Presentations

None

6. General Business & Reports

6.1. Orientation

Donna Wilson and Amelia Jaggard conducted a committee orientation including key procedural processes:

- Explained pecuniary interest
- Explained that committee meetings are public meetings
- Publishing of the Agenda and Minutes
- Mayor can attend as de facto member of all committees
- Role of the Staff Liaison person
- Meetings outside of meetings. Business should not be carried on outside of actual TAAC meetings.
- Subcommittees can be created but a motion is required
- Explained the Code of Conduct
- Explained motions and amendments to motions
- Explained when Closed Sessions should be held
- Minutes go to the next scheduled Council meeting.

6.2. Election of Chair and Vice Chair

Members of the Committee were polled for interest in the positions of Chair and Vice Chair, as well as duration of term. A one-year term was decided upon.

Resolution # 2

Moved By: Deb Gilvesy

Seconded By: Geoff Lee

THAT Mark Renaud be appointed Chair of the Tillsonburg Airport Advisory Committee for a one-year term.

Carried

Resolution # 3

Moved By: John Prno

Seconded By: Jeremy Stockmans

THAT Euclid Benoit be appointed Vice-Chair of the Tillsonburg Airport Advisory Committee for a one-year term.

Carried

Donna Wilson turned over the meeting to Chair Mark Renaud.

6.2.1 Committee Secretary

The need for a secretary was confirmed. Minutes are to be circulated to the Chair, Vice-Chair and Staff Liaison for review within 72 hours of completion of each meeting, and prior to distribution to all Committee members.

Resolution # 4

Moved By: Jeremy Stockmans Seconded By: Deb Gilvesy

THAT John Prno be appointed Secretary of the Tillsonburg Airport Advisory Committee for a one-year term.

Carried

6.3 Summary of Previous Committee Initiatives

Dan Locke reviewed the go-forward items referred on from the previous Committee. These included finalizing the Master Plan; Hydro Infrastructure Update; and Woodlot Removal to allow for a 5,000 foot runway. Dan noted that metering at the demarcation point to measure hydro consumption for the airport is a 2019 Budget item, but as yet unfunded. General discussion took place. It was noted that the Woodlot issue is not a real concern for the majority of airport users, and that the airport is not certified to the level that would require the neighbour to clear trees under federal requirements.

The Committee consensus was that the priority was to do all that is necessary to build hangars this year, and that none of the above items impacted that priority. Deb Gilvesy noted that some of the items are being addressed in the 2019 Budget, and that sale of surplus airport lands will be used to aid economic development of the airport moving forward.

6.4 Discussion on Terms of Reference

Deferred.

6.5 Discussion of OPS 19-01 Report

Dan Locke presented a summary of the report on Airport Building Permits, and the action to support development activities at the airport in-house, approved by Council on January 28, 2019.

Discussion took place.

Resolution # 5

Moved By: Jeremy Stockmans

Seconded By: Jeff Miller

THAT "Past Practices" be used for the processing of hangar applications in 2019, until the new policy has been developed and put in practice.

Carried

Mark Renaud advised that he will meet with Dan Locke and the Town Building Inspector as soon as possible to resolve issues around building separation, fire walls, water source, etc., with the goal of returning to using "Past Practices".

Valerie Durston asked that the CAO of SWOX be included in the circulation of any documents since SWOX is no longer involved in the building inspection process. Dan Locke confirmed that he will inform his Director that communication to SWOX needs to occur, as it impacts the current practice, to ensure that the concern is taken to Senior Management for their action.

Deb Gilvesy confirmed that Council has approved an extension of taxiway G3 which will accommodate the hangars being considered. Annette Murray will circulate the most current conceptual drawings including the G3 extension to the Committee members for clarification.

Jeff Miller will have to resubmit his application for an extension to his hangar under the revised process.

7. Correspondence

None

8. Other Business

None

9. Closed Session

None

10. Next Meeting

In order to move forward on several issues, the Committee will meet monthly for the near future, and the Chair will contact members by e-mail to set a schedule of meetings.

11. Adjournment

Resolution # 6

Moved By: Jeremy Stockmans

Seconded By: Euclid Benoit

THAT the Airport Advisory Committee Meeting of February 21, 2019 be adjourned at 8:00 p.m.

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4271

A BY-LAW to amend Zoning By-Law Number 3295, as amended.

WHEREAS the Municipal Council of the Corporation of the Town of Tillsonburg deems it advisable to amend By-Law Number 3295, as amended.

THEREFORE, the Municipal Council of the Corporation of the Town of Tillsonburg, enacts as follows:

1. That Schedule "A" to By-Law Number 3295, as amended, is hereby amended by changing to 'EC-10' the zone symbol of the lands so designated 'EC-10' on Schedule "A" attached hereto.
2. That Section 12.4 to By-Law Number 3295, as amended, is hereby further amended by adding the following at the end thereof:

"12.4.10 **LOCATION: SOUTHWEST CORNER OF WASHINGTON GRAND AVENUE AND BIDWELL STREET, LOTS 885 & 886, PLAN 500, EC-10 (KEY MAP 20)**

12.4.10.1 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any EC-10 zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

a microbrewery;
an eating establishment;
a warehouse;
all uses permitted in Table 12.1.

12.4.10.1.1 For the purposes of this subsection, a 'microbrewery' shall mean a *building* or part of a *building*, used for the small scale or independent manufacturing of specialty or craft beer, wine or spirits produced for retail sale and consumption on or off-site. A *microbrewery* may include a tied-house and may also operate in combination with a permitted bar or tavern or an *eating establishment* and retail accessory items.

12.4.10.2 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any EC-10 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except in accordance with the following provisions:

12.4.10.2.1 Lot Coverage and Rear Yard Depth

Existing at the date of passing of this By-law, or as existing as a result of a decision of the Oxford County Land Division Committee.

12.4.10.3 That all of the provisions of the EC Zone in Section 12.2 of this By-Law, as amended, shall apply and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply *mutatis mutandis*."

3. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 11th day of March, 2019.

READ a third time and finally passed this 11th day of March, 2019.

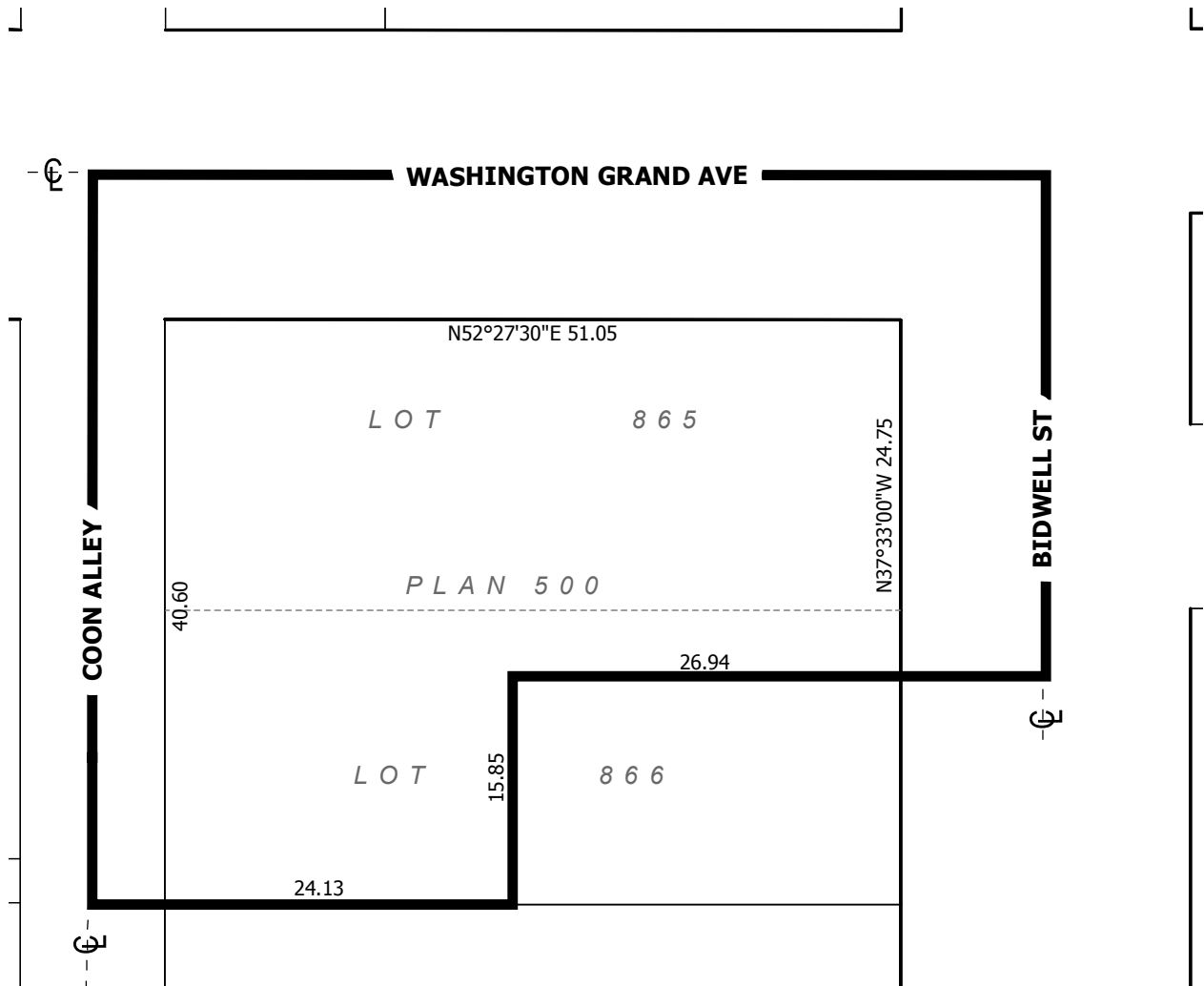
MAYOR – Stephen Molnar

DEPUTY CLERK – Lana White

SCHEDULE "A"

TO BY-LAW No. 4271

LOT 865 AND PT OF LOT 866, PLAN 500
TOWN OF TILLSONBURG



AREA OF ZONE CHANGE TO EC-10

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A"

TO BY-LAW No. 4271, PASSED

THE 11th DAY OF MARCH, 2019

THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW NUMBER 4272

A BY-LAW to amend Zoning By-Law Number 4272, as amended.

WHEREAS the Municipal Council of the Corporation of the Town of Tillsonburg deems it advisable to amend By-Law Number 3295, as amended.

THEREFORE, the Municipal Council of the Corporation of the Town of Tillsonburg, enacts as follows:

- 1. That Schedule "A" to By-Law Number 3295, as amended, is hereby amended by changing to 'R3-15' the zone symbol of the lands so designated 'R3-15' on Schedule "A" attached hereto.
- 2. That Section 8.6 to By-Law Number 3295, as amended is hereby further amended by adding the following:

“8.6.15 LOCATION: EAST SIDE OF BROADWAY, PART LOT 85, LOT 86, Plan 500 R3-15 (Key Map 9)

8.6.15.1 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R3-15 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

a multiple unit dwelling.

8.6.15.2 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R3-15 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except in accordance with the following provisions:

8.6.15.2.1 LOT FRONTAGE

Minimum 18.2 m (59.7 ft)

8.6.15.2.2 INTERIOR SIDE YARD WIDTH

Minimum 2.15 m (7 ft)

8.6.15.2.3 NUMBER OF DWELLING UNITS

Maximum 3

8.6.15.2.4 PARKING AISLE WIDTH

Minimum 6.5 m (21.3 ft)

8.6.15.3 That all of the provisions of the R3 Zone in Section 8.2 of this By-Law, as amended, shall apply; and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply mutatis mutandis.”

- 3. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 11th day of March, 2019.

READ a third time and finally passed this 11th day of March, 2019.

MAYOR – Stephen Molnar

DEPUTY CLERK – Lana White

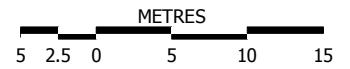
SCHEDULE "A"

TO BY-LAW No. 4272

LOT 85 AND PART OF LOT 86, PLAN 500

PART 3, PLAN 41R-1779

TOWN OF TILLSONBURG



AREA OF ZONE CHANGE TO R3-15

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A" TO

BY-LAW No. 4272, PASSED THE

11th DAY OF MARCH, 2019

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4279

A BY-LAW to amend Zoning By-Law Number 3295, as amended.

WHEREAS the Municipal Council of the Corporation of the Town of Tillsonburg deems it advisable to amend By-Law Number 3295, as amended.

THEREFORE, the Municipal Council of the Corporation of the Town of Tillsonburg, enacts as follows:

1. That Schedule "A" to By-Law Number 3295, as amended, is hereby amended by changing to 'CC-4' the zone symbol of the lands so designated 'CC-4' on Schedule "A" attached hereto.
2. That Section 13.3 to By-Law Number 3295, as amended is hereby further amended by the following:

"13.3.4 **LOCATION: EAST SIDE OF BIDWELL STREET, NORTH OF RIDOUT STREET WEST, Part Lots 888-890, Plan 500, CC-4 (Key Map 20)**

13.3.4.1 Notwithstanding any provisions of this By-Law, no *person* shall within any CC-4 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

all uses *permitted* in Table 13.1.

a *single detached dwelling* in accordance with the provisions contained in Section 7.2 of this By-Law

13.3.4.2 That all of the provisions of the CC Zone in Section 14.2 of this By-Law, as amended, shall apply; and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply *mutatis mutandis*."

3. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 11th day of March, 2019.

READ a third time and finally passed this 11th day of March, 2019.

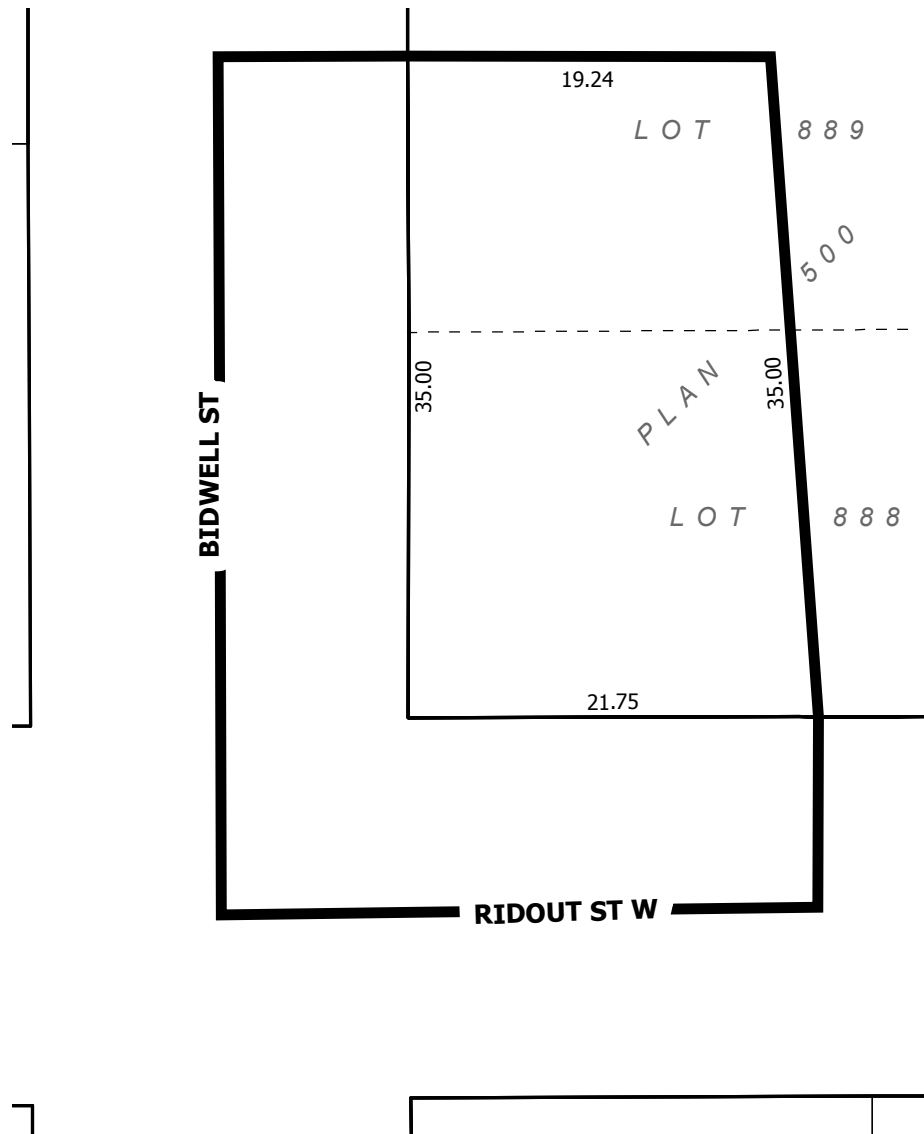
MAYOR – Stephen Molnar

DEPUTY CLERK – Lana White

SCHEDULE "A"

TO BY-LAW No. 4279

PT OF LOTS 888 AND 889, PLAN 500
TOWN OF TILLSONBURG



AREA OF ZONE CHANGE TO CC-4

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A" TO

BY-LAW No. 4279, PASSED

THE 11th DAY OF MARCH, 2019



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MAYOR - Stephen Molnar

DEPUTY CLERK - Lana White

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4280

BEING A BY-LAW to confirm the proceedings of Council at its meeting held on the 11th day of March, 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 March 11, 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 11th DAY OF MARCH, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 11th DAY OF MARCH, 2019.

MAYOR – Stephen Molnar

DEPUTY CLERK – Lana White