

The Corporation of the Town of Tillsonburg

COUNCIL MEETING

AGENDA



Tuesday, October 15, 2019

4:00 PM

Council Chambers

200 Broadway, 2nd Floor

1. Call to Order

2. Closed Session

Proposed Resolution #1

Moved By: _____

Seconded By: _____

THAT Council move into Closed Session to consider:

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Town Hall Project); and
- a proposed or pending acquisition or disposition of land by the Town (Clearview Drive South).

3. Adoption of Agenda

Proposed Resolution #2

Moved By: _____

Seconded By: _____

THAT the Agenda as prepared for the Council meeting of Tuesday, October 15, 2019, be adopted.

4. Moment of Silence

5. Disclosures of Pecuniary Interest and the General Nature Thereof

6. Adoption of Council Minutes of Previous Meeting

Proposed Resolution #3

Moved By: _____

Seconded By: _____

THAT the Minutes of the Council meeting of September 23, 2019, be approved.

7. Presentations

7.1 Tillsonburg Legion Poppy Campaign

Presented By: Don Burton

Proposed Resolution #4

Moved By: _____

Seconded By: _____

THAT Council receive the presentation by Don Burton regarding the Tillsonburg Legion Poppy Campaign, as information.

8. Public Meetings

Proposed Resolution #5

Moved By: _____

Seconded By: _____

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

8.1 Application for Minor Variance A12-19 (Broadway Estates Inc.)

Proposed Resolution #6

Moved By: _____

Seconded By: _____

THAT the Committee of Adjustment approve Application File A12-19, submitted by Broadway Estates Inc., for lands described as Lot 63, Plan 41M-218, Town of Tillsonburg, as it relates to:

1. Relief from **Section 6.2 – R1 Zone Provisions**, to reduce the minimum required rear yard depth from 12 m (39.4 ft) to 9.3 m (30.5 ft), to facilitate the construction of a single detached dwelling with a covered porch on the subject lands.

Subject to the following condition:

1. A building permit for the proposed dwelling shall be issued within one year of the date of the Committee's decision.

8.2 Application for Minor Variance A 13-19 (Green)

Proposed Resolution #7

Moved By: _____

Seconded By: _____

THAT the Committee of Adjustment approve Application File A13-19, submitted by Broadway Estates Inc. (Gary and Sharon Green), for lands described as Lot 9, Plan 41M-218, Town of Tillsonburg, as it relates to:

1. Relief from **Section 6.2, – Zone Provisions (R1) - Rear Yard Minimum Depth**, to reduce the required rear yard depth from 12 m (39.3 ft) to 9.57 (31.3 ft), and;
2. Relief from **Section 6.2, – Zone Provisions (R1) - Maximum Permitted Lot Coverage**, to increase the maximum permitted lot coverage from 33% to 43% of lot area, to facilitate the construction of a single detached dwelling and residential accessory building.

Subject to the following condition:

1. A building permit for the proposed dwelling and residential accessory building shall be issued within one year of the date of the Committee's decision;

Proposed Resolution #8

Moved By: _____

Seconded By: _____

THAT Council move out of the Committee of Adjustment and move back into regular Council session at _____ p.m.

9. Planning Applications

10. Delegations

10.1 Dereham Forge Playground Revitalization Project

Presented by: Melanie Dickson, Dereham Forge Housing Cooperative

Proposed Resolution #9

Moved By: _____

Seconded By: _____

THAT Council receive the delegation of Melanie Dickson regarding Dereham Forge playground revitalization project, as information.

11. Deputation(s) on Committee Reports

12. Information Items

12.1 Ministry of Natural Resources and Forestry - Proposed Changes to the Aggregate Resources Act

Proposed Resolution #10

Moved By: _____

Seconded By: _____

THAT Council receive the letter from the Ministry of Natural Resources and Forestry regarding proposed changes to the Aggregate Resources Act, as information.

12.2 153 Varnavair RC(Air)CS - Annual Tag Day

Proposed Resolution #11

Moved By: _____

Seconded By: _____

THAT Council receives the letter from the 153 Varnavair RC(Air)CS regarding their Annual Tag Days, October 18 and 19, 2019, as information.

12.3 Letter of Thanks - Special Olympics Tillsonburg

Proposed Resolution #12

Moved By: _____

Seconded By: _____

THAT Council receive the letter of thanks from the Special Olympics Tillsonburg, as information.

12.4 Request for Funds - Royal Canadian Legion Branch 153

Proposed Resolution #13

Moved By: _____

Seconded By: _____

THAT Council receive the letter from the Royal Canadian Legion Branch 153 regarding a request for funds to support a restoration project, as information;

AND THAT the matter be referred to the Community Trust Trustees for consideration.

13. Staff Reports

13.1 Chief Administrative Officer

13.1.1 HR 19-12 Full Time Health and Safety Coordinator

Proposed Resolution #14

Moved By: _____

Seconded By: _____

THAT Council receive Report HR 19-12 Full Time Health and Safety Coordinator as information;

AND THAT Council approve the additional funding to hire a Full Time Health and Safety Coordinator.

13.2 Clerk's Office

13.2.1 CLK 19-25 Alternate County Council Position

Proposed Resolution #15

Moved By: _____

Seconded By: _____

THAT Council receives report CLK 19-25, Alternate County Council Position as information;

AND THAT Council appoint _____ as an Alternate Member of County Council for the remainder of the Council term;

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

13.2.2 CLK 19-26 Amend Smoking By-Law

Proposed Resolution #16

Moved By: _____

Seconded By: _____

THAT Council receives Report CL 19-26, Amend Smoking By-Law – Outdoor Patio Space;

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

13.2.3 CLK 19-24 Community Safety and Well-Being Plan

Proposed Resolution #17

Moved By: _____

Seconded By: _____

THAT Council receives Report CLK 19-24 Community Safety and Well-Being Plan: A Collaborative Approach;

AND THAT Council declares its commitment to community safety and well-being within the Town of Tillsonburg and all of Oxford County;

AND FURTHER THAT Council support a collaborative approach to Community Safety and Well-being planning within Oxford County and the

development of a joint Community Safety and Well-being Plan with the lower tier municipalities within Oxford County;

AND FURTHER THAT Council approve the Terms of Reference for the Community Safety and Well-being Planning Coordinating Committee attached as Appendix B to this report and the Terms of Reference for the Community Safety and Well-Being Planning Advisory Committee attached as Appendix C to this report;

AND FURTHER THAT Council authorizes the allocation of \$10,000, from the 2019 one time funding from the Province, to hire a consultant to act as the Community Safety and Well-being Planning Coordinator for the development of the Oxford County Community Safety and Well-being Plan.

13.2.4 CLK 19-27 Oxford County Cycling Advisory Committee Appointment

Proposed Resolution #18

Moved By: _____

Seconded By: _____

THAT Council receives Report CLK 19-27 Oxford County Cycling Advisory Committee Appointment;

AND That Mark Salt be appointed as the Tillsonburg representative on the Oxford Cycling Advisory Committee.

13.2.5 CLK 19-29 Appointments to Dog Park Advisory Committee

Proposed Resolution #19

Moved By: _____

Seconded By: _____

THAT Council receives Report CLK 19-29 Appointments to the Dog Park Advisory Committee;

AND THAT Council appoint _____ as the Council representative on the Tillsonburg Dog Park Advisory Committee;

AND THAT By-Law 4350 to amend Schedule A of By-Law 4247, be brought forward for Council consideration.

13.3 Development and Communication Services

13.4 Finance

13.4.1 FIN 19-23 2019 OILC Debentures

Proposed Resolution #20

Moved By: _____

Seconded By: _____

THAT Council receives Report FIN 19-23, 2019 OILC Debentures;

AND THAT Council By-Law 4348 authorizing the Mayor and Treasurer to enter into a financing agreement with the Ontario Infrastructure and Lands Corporation for \$997,600 be brought forward for Council consideration.

13.4.2 FIN 19-24 Investment Policy

Proposed Resolution #21

Moved By: _____

Seconded By: _____

THAT Council receives report FIN 19-24 Investment Policy;

AND THAT By-Law 4349 to adopt the Investment Policy be brought forward for Council consideration.

13.4.3 FIN 19-25 2018 Summary of Reserves and Trusts

Proposed Resolution #22

Moved By: _____

Seconded By: _____

THAT Council receives report FIN 19-25 2018 Summary of Reserves and Trusts for information.

13.5 Fire and Emergency Services

13.6 Operations

13.6.1 OPS 19-42 Sidewalk Connectivity Program Outcomes

Proposed Resolution #23

Moved By: _____

Seconded By: _____

THAT Council receive Report OPS 19-42 Sidewalk Connectivity Program Outcomes;

AND THAT Council continue its support of the Sidewalk Connectivity Program through the budget deliberation process.

13.6.2 OPS 19-43 2019 OSIM Inspection Summary

Proposed Resolution #24

Moved By: _____

Seconded By: _____

THAT Council receive Report OPS 19-43 2019 OSIM Inspection Summary;

AND THAT the engineering design work for the retaining wall replacement along Quarter Town Line at Beech Boulevard in the amount of \$85,000 be brought forward as part of the 2020 budget deliberations;

AND FURTHER THAT the engineering design work for the rehabilitation of the culvert along Quarter Town Line at Stoney Creek in the amount of \$30,000 also be brought forward as part of the 2020 budget deliberations.

13.7 Recreation, Culture & Park Services

13.7.1 RCP 19-49 July - September 2019 RCP Activity Reports

Proposed Resolution #25

Moved By: _____

Seconded By: _____

THAT Council receives Report RCP 19-49 – July - September 2019 RCP Departmental Activity Reports for information.

13.7.2 RCP 19-50 Town Merchandise Sales History - Supplemental

Proposed Resolution #26

Moved By: _____

Seconded By: _____

THAT Council receives Report RCP 19-50 – Town Merchandise Sales History – Supplemental for information.

14. New Business

15. Consideration of Committee Minutes

15.1 Committee Minutes

Proposed Resolution #27

Moved By: _____

Seconded By: _____

THAT Council receive the Museum Advisory Committee Minutes dated June 27, 2019, the Transit Advisory Committee Minutes dated September 17, 2019, the Memorial Park Revitalization Advisory Committee Minutes dated September 18, 2019, the Airport Advisory Committee Minutes dated September 19, 2019, and the Cultural, Heritage and Special Awards Advisory Committee Minutes dated October 2, 2019, as information.

15.2 Police Services Board Minutes

Proposed Resolution #28

Moved By: _____

Seconded By: _____

THAT Council receive the Police Services Board Minutes dated June 20, 2019, and August 21, 2019, as information.

15.3 LPRCA Minutes of September 4, 2019

Proposed Resolution #29

Moved By: _____

Seconded By: _____

THAT Council receive the Long Point Region Conservation Authority Board of Directors Minutes dated September 4, 2019, as information.

16. Motions/Notice of Motions

17. Resolutions/Resolutions Resulting from Closed Session

18. By-Laws

18.1 By-Law 4346, To amend By-Law 3596, being a by-law to prohibit smoking in certain public places within the Town of Tillsonburg

18.2 By-Law 4348, 2019 OILC Borrowing By-Law

18.3 By-Law 4349, To Adopt a Municipal Investment Policy for the Town of Tillsonburg

18.4 By-Law 4350, To Amend Schedule A of By-Law 4247 (Committee Appointments)

Proposed Resolution #30

Moved By: _____

Seconded By: _____

THAT By-Law 4346, To amend By-Law 3596, being a by-law to prohibit smoking in certain public places within the Town of Tillsonburg; and

By-Law 4348, 2019 OILC Borrowing By-Law; and

By-Law 4349, To Adopt a Municipal Investment Policy for the Town of Tillsonburg; and

By-Law 4350, To Amend Schedule A of By-Law 4247 (Committee Appointments), 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 #31

Moved By: _____

Seconded By: _____

THAT By-Law 4347, to Confirm the Proceedings of the Council Meeting held on October 15, 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 #32

Moved By: _____

Seconded By: _____

THAT the Council Meeting of Tuesday, October 15, 2019 be adjourned at _____ p.m.

MINUTES



Monday, September 23, 2019

6:00 PM

Council Chambers

200 Broadway, 2nd Floor

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

Regrets: Mayor Molnar
Councillor Rosehart

Staff: Ron Shaw, Chief Administrative Officer
Donna Wilson, Town Clerk
Kevin De Leebeeck, Director of Operations
Dave Rushton, Director of Finance
Rick Cox, Director of Recreation, Culture and Parks
Lana White, Deputy Clerk/Executive Assistant
Terry Saelens, Acting Fire Chief

1. Call to Order

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

3. Adoption of Agenda

Resolution # 1

Moved By: Councillor Parker

Seconded By: Councillor Gilvesy

THAT the Agenda as prepared for the Council Meeting of Monday, September 23, 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 Parker

Seconded By: Councillor Gilvesy

THAT the Minutes of the Regular Council Meeting of September 9, 2019 and the Budget Council Meeting of September 12, 2019 be approved.

Carried

2. Introduction of Interim CAO, Ron Shaw

Deputy Mayor Beres introduced Mr. Ron Shaw, Interim CAO for the Town of Tillsonburg.

7. Presentations

7.1 Compensation Update

Marianne Love, ML Consulting, appeared before Council to provide a Compensation Update for the Management Non-union Group of the Town, providing a powerpoint to follow along.

Opportunity was given for comments and questions from Council.

As next steps, Ms. Love will be preparing a 2019 grid, moving into 2020.

Resolution # 3

Moved By: Councillor Esseltine

Seconded By: Councillor Luciani

THAT the Town of Tillsonburg Compensation Update for the Management Non-Union Group, as presented at the September 23, 2019 Council Meeting, be received;

AND FURTHER THAT the information received be referred to Agenda Item 12.1.2, HR 19-10.

Carried

8. Public Meetings

9. Planning Applications

9.1 Application for Draft Plan of Condominium and Exemption from Draft Plan Approval CD 19-02-7 - JMR Properties (253 Broadway)

Eric Gilbert, Senior Planner, County of Oxford, appeared before Council to provide an overview of Report CP 2019-294.

Opportunity was provided for comments and questions from Council.

The salesperson for the facility was in attendance to answer questions. Units are still available, with a move-in date early November.

Visit www.broadwayplace.ca for more information.

Resolution # 4

Moved By: Councillor Esseltine

Seconded By: Councillor Luciani

THAT Council advise County Council that the Town supports the application for draft approval of a proposed condominium submitted by Rego Management Inc., (File No. CD 19-02-7), prepared by MacDonald Tambllyn Lord Surveying, dated February 20, 2019, for lands described as Lot 944 & 945, Plan 500, Parts 4, 5, & 8 of 41R-6262, in the Town of Tillsonburg;

AND FURTHER THAT Council advise County Council that the Town supports the application for exemption from the draft plan of condominium approval process, submitted by Rego Management Inc., (File No. CD 19-02-7), prepared by MacDonald Tambllyn Lord Surveying, dated February 20, 2019, for lands described as Lot 944 & 945, Plan 500, Parts 4, 5, & 8 of 41R-6262, in the Town of Tillsonburg, as all matters relating to the development have been addressed through the Site Plan Approval process and a registered site plan agreement with the Town of Tillsonburg.

Carried

10. Delegations

10.1 THI Quarterly Update

Dan Rasokas, Board Chair, THI, appeared before Council and provided a THI Quarterly Update, including a powerpoint presentation.

Opportunity was provided for comments and questions from Council.

Resolution # 5

Moved By: Councillor Luciani

Seconded By: Councillor Parker

THAT the Tillsonburg Hydro Inc. Quarterly Update, dated September 23, 2019, be received as information.

Carried

10.2 Turtlefest 2019 Final Report

Suzanne Fleet, Festival Director, appeared before Council and provided a Turtlefest 2019 Final Report, including a powerpoint presentation.

Opportunity was provided for comments and questions from Council.

Resolution # 6

Moved By: Councillor Luciani

Seconded By: Councillor Esseltine

THAT the Turtlefest 2019 Final Report be received as information.

Carried

10.3 Lake Lisgar Waterpark Petition

Mandi Byrnes appeared before Council to file a petition and comments in support of the Lake Lisgar Waterpark.

Resolution # 7

Moved By: Councillor Gilvesy

Seconded By: Councillor Parker

THAT the Lake Lisgar Waterpark Petition be received as information.

Carried

11. Deputation(s) on Committee Reports

11.1 Report DCS 19-29 Town Hall Project Committee - Proposal Summary and Public Engagement Process

John Veldman, Chair, Town Hall Project Steering Committee, appeared before Council to provide an overview of Report DCS 19-29 Proposal

Summary and Public Engagement Process, also commenting on the Committee's mandate and the work the Committee has been doing over the past 3 years.

Opportunity was provided for comments and questions from Council.

Discussion was held in regards to the proposed public consultation process, communication to the public, as well as other Town Hall options.

The following resolutions were considered.

Moved By: Councillor Gilvesy

Seconded By: Councillor Parker

THAT Council receives Report DCS 19-29 Town Hall Project Committee – Proposal Summary and Public Engagement Process.

Carried.

Moved By: Councillor Gilvesy

Seconded By: Councillor Parker

THAT the Town Hall Project Committee be authorized to move forward with the public engagement process as outlined in this report.

Councillor Gilvesy called for a recorded vote.

| NAME | VOTE IN FAVOUR | VOTE AGAINST |
|----------------------|----------------|--------------|
| Councillor Gilvesy | | X |
| Councillor Luciani | X | |
| Councillor Parker | | X |
| Councillor Beres | | X |
| Councillor Esseltine | X | |

Defeated.

Moved By: Councillor Gilvesy

Seconded By: Councillor Parker

THAT Staff provide a report which includes other Town Hall options including a build our own option and modifying the current space.

Carried.

12. Information Items**13. Staff Reports****13.1 Human Resource****13.1.1 HR 19-10 Chief Administrative Officer Job Description****Resolution # 9****Moved By:** Councillor Parker**Seconded By:** Councillor Gilvesy

THAT Council receives HR 19-10 Chief Administrative Officer Job Description as information;

AND THAT Council approves the updated Chief Administrative Officer job description.

Carried**13.1.2 HR 19-11 - Pay Equity and Compensation Plan****Resolution # 10****Moved By:** Councillor Parker**Seconded By:** Councillor Gilvesy

THAT Council receives HR 19-11 Pay Equity and Compensation Plan as information.

Carried**13.2 Chief Administrative Officer****13.3 Clerk's Office****13.4 Development and Communication Services****13.5 Finance****13.6 Fire and Emergency Services****13.7 Operations****13.7.1 OPS 19-41 Oxford Simcoe St. Rehabilitation 2020 Pre-Budget Approval Request**

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

THAT Council receives Report OPS 19-41 Oxford/Simcoe St. Rehabilitation 2020 Pre-Budget Approval Request;

AND THAT Council provides 2020 pre-budget approval for the Oxford/Simcoe St. Rehabilitation in the amount of \$175,384 from Asset Management Reserves;

AND FURTHER THAT Council awards RFP 2019-008 to G. Douglass Vallee Limited Consulting Engineers of Simcoe, ON at a cost of \$131,804.39 (net HST included), the highest scoring proposal received.

Carried**13.8 Recreation, Culture & Park Services****13.8.1 RCP 19-43 Awarding RFT 2019-015 - Tillsonburg Community Centre DHW Boiler Replacement****Resolution # 12****Moved By:** Councillor Esseltine**Seconded By:** Councillor Parker

THAT Council receives Report RCP 19-43 – Awarding RFT 2019-015 – Tillsonburg Community Centre DHW Boiler Replacement;

AND THAT Council award RFT 2019-015 to 911777 Ontario Limited O/A T.A. Thomson Electrical Contractors at a cost not to exceed \$127,646.66 before taxes.

Carried**13.8.2 RCP 19-44 Town Merchandise Sales History****Resolution # 13****Moved By:** Councillor Luciani**Seconded By:** Councillor Gilvesy

THAT Council receives Report RCP 19-44 Town Merchandise Sales History for information.

Carried

13.8.3 RCP 19-45 Scattering Garden at Tillsonburg Cemetery Committee Recommendation

Moved by: Councillor Luciani

Seconded by: Councillor Esseltine

THAT Council receives Report RCP 19-45 – Scattering Garden at Tillsonburg Cemetery Committee Recommendation for information

AND THAT Council approves the Parks, Beautification & Cemetery Advisory Committee recommendation that a Scattering Garden is developed within the Tillsonburg Cemetery as identified within the amended Cemetery Master Plan;

AND THAT Council considers budget for implementation of a Scattering Garden commencing with the 2020 capital budget.

Councillor Gilvesy called for a recorded vote.

| NAME | VOTE IN FAVOUR | VOTE AGAINST |
|----------------------|----------------|--------------|
| Councillor Gilvesy | | X |
| Councillor Luciani | X | |
| Councillor Parker | | X |
| Deputy Mayor Beres | X | |
| Councillor Esseltine | X | |

Carried.

13.8.4 RCP 19-46 TCC CSR Service Level Increase

Resolution # 15

Moved By: Councillor Gilvesy

Seconded By: Councillor Parker

THAT Report RCP 19-46 – TCC CSR Service Level Increase be received;

AND THAT Council approves an increase in service levels by adding 10 hours per week at the Customer Service desk at the Tillsonburg Community Centre.

Carried

13.8.5 RCP 19-47 Otter Valley Corridor Fencing

Resolution # 16

Moved By: Councillor Gilvesy

Seconded By: Councillor Parker

THAT Report RCP 19-47 – Otter Valley Corridor Fencing be received;

AND THAT Council confirms the position of Tillsonburg's representatives on the Otter Valley Utility Corridor Board of Management endorsing the recommendation to authorize the Municipality of Bayham to install utility corridor fencing;

AND THAT the Town's 50% share of the cost for this work in the amount of \$4,967 be funded from the royalties collected by the Town from the use of the utility corridor.

Carried

13.8.6 RCP 19-48 Annandale Diamond Drainage

Resolution # 17

Moved By: Councillor Parker

Seconded By: Councillor Gilvesy

THAT Council receives Report RCP 19-48 – Annandale Diamond Drainage;

AND THAT Council approves a reallocation of up to \$12,000 from the Annandale Lights Enhancement Project to install and repair field drainage at Annandale Diamonds this fall with precedence being given to Annandale 3-Ball Diamond.

Carried

14. New Business

15. Consideration of Committee Minutes**15.1 Committee Minutes****Resolution # 18****Moved By:** Councillor Parker**Seconded By:** Councillor Gilvesy

THAT Council receive the Cultural, Heritage and Special Awards Advisory Committee minutes dated September 4, 2019, the Parks, Beautification and Cemetery Advisory Committee minutes dated September 5, 2019, the Economic Development Advisory Committee minutes dated September 10, 2019, the Accessibility Advisory Committee minutes dated September 10, 2019, and the Recreation and Sports Advisory Committee Minutes dated September 11, 2019, as information.

Carried**15.2 Otter Valley Utility Corridor Board Minutes****Resolution # 19****Moved By:** Councillor Esseltine**Seconded By:** Councillor Parker

THAT Council receives the minutes of the Otter Valley Board of Management meeting of September 9, 2019.

Carried**15.3 Business Improvement Area Board of Management Minutes****Resolution # 20****Moved By:** Councillor Esseltine**Seconded By:** Councillor Parker

THAT Council receive the BIA Board of Management Minutes dated July 18, 2019, as information.

Carried**16. Motions/Notice of Motions****16.1 Councillor Parker - Town Hall Public Consultation**

The motion was withdrawn by Councillor Parker.

Resolution # 21

THAT town hall public consultation be delayed until further options are made available via Staff Report.

17. Resolutions/Resolutions Resulting from Closed Session**18. By-Laws****19. Confirm Proceedings By-law****Resolution # 22**

Moved By: Councillor Luciani

Seconded By: Councillor Gilvesy

THAT By-Law 4344, to Confirm the Proceedings of the Council Meeting held on September 23, 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

Fire Prevention Week is scheduled for October 6-12, 2019. This year's slogan is 'Not Everyone Wears a Cape, Plan Your Escape'. During the week, firefighters will be visiting elementary schools, addressing the Grade 3 classes. An Open House is planned for Thursday, October 7, 6:00-8:00pm at the Fire Hall. Everyone is welcome to attend.

Ribfest is scheduled for September 27-29, 2019 at the Tillsonburg Fairgrounds. Visit tillsonburgribfest.ca for more information.

The Town will be implementing a new phone system September 25 at noon. Ads have been placed in the local newspaper and on social media. The new system will connect the Oxford County, Southwest Oxford, Zorra and Ingersoll, using a 4 digit extension. Others may be connected in the future. The system has saved the Town a substantial amount of capital, monthly phone charges will be lower, and the service better.

Anyone interested in joining the Tillsonburg Dog Park Committee is encouraged to submit an application.

21. Adjournment

Resolution # 23

Moved By: Councillor Luciani

Seconded By: Councillor Esseltine

THAT the Council Meeting of Monday, September 23, 2019 be adjourned at 8:53 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: **A12-19****APPLICATION FOR MINOR VARIANCE**

TO: Town of Tillsonburg Committee of Adjustment
MEETING: October 15, 2019
REPORT NUMBER: 2019-322

OWNER: Broadway Estates Inc.
 75 Blackfriars Street, London ON, N6H 1K8

REQUESTED VARIANCE:

1. Relief from **Section 6.2 – R1 Zone Provisions**, to reduce the minimum required rear yard depth from 12 m (39.4 ft) to 9.3 m (30.5 ft), to facilitate the construction of a single detached dwelling with a covered porch on the subject lands.

LOCATION:

The subject property is described as Lot 63, Plan 41M-218 in the Town of Tillsonburg. The property is located on the southeast corner of Brookside Lane and Lyndale Road, east of Quarter Town Line, and is municipally known as 7 Brookside Lane, Tillsonburg.

BACKGROUND INFORMATION:

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:

Low Density Residential Type 1 Zone (R1)

SURROUNDING USES: Low density residential uses, consisting of single detached dwellings and vacant lots planned for low density residential development.

COMMENTS:**(a) Purpose of the Application:**

The proposed minor variance has been requested to facilitate the construction of a single storey, single detached dwelling, on the subject lands, with an attached garage and an attached covered porch at the rear of the proposed dwelling. It is proposed that the dwelling will be approximately 214.4 m² (2,307.7 ft²) in size, according to the site sketch provided by the applicant.

The subject lands are approximately 836.3 m² (9,001.8 ft²) in size, with approximately 22 m (72 ft) of frontage on Brookside Lane. Surrounding land uses are predominately comprised of existing single detached dwellings and vacant land, intended for low density residential development.

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

Plate 2, 2015 Aerial Photo, provides an aerial view of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, shows the dimensions of the proposed dwelling on the subject lands.

Plate 4, Proposed Dwelling Layout, shows the floor plan and setbacks of the proposed dwelling on the subject lands.

(b) Agency Comments:

The application was circulated to a number of public agencies.

The Town Chief Building Official, the Town Fire Chief and the Oxford County Public Works Department have indicated they have no concerns with the proposal.

(c) Public Consultation:

Public Notice was mailed to surrounding property owners on October 3, 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 County of Oxford 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 townhouses 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)' in the Town Zoning By-law. The 'R1' zone permits the development of a single detached dwelling and requires a minimum rear yard depth of 12 m (39.3 ft) for such development.

Section 5.37.1 of the Zoning By-law permits certain structures, such as covered porches and decks, to project a maximum of 1.5 m (3.9 ft) into required rear yards, provided a minimum setback of 7.5 m (24.6 ft) can be maintained between the projection and the rear lot line. The purpose of this provision is to recognize that structures such as covered porches and decks are typically smaller in scale and size than single detached dwellings, and often function as additional amenity space for these residential uses, which is the intent of maintaining the rear yard space.

In this instance, the site plan provided by the applicant indicates that the proposed dwelling will be located 11.2 m (36.74) from the rear property line, with an attached covered porch which is proposed to be setback 9.39 m (30.1 ft) from the rear lot line.

The intent of these provisions is to ensure that single detached dwellings maintain sufficient setback to provide a buffer for neighbouring properties, as well as maintaining adequate space for recreational and amenity area, and proper area for drainage.

In this instance, it is not anticipated that the minor reduction to the required rear yard depth will have a negative impact on neighbouring property owners or appropriate lot grading or drainage, and it is noted that a final grading and drainage plan will be reviewed by the Town Engineering Department to ensure there are no adverse impacts as a result of the proposed construction. Further, staff are satisfied that the proposed construction will provide for sufficient amenity area for the rear yard of the subject lands, which is in keeping with the intent of the Town Zoning By-law.

(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 will facilitate the development of a single detached dwelling that will allow for adequate rear yard amenity space and is not anticipated to negatively impact drainage, it can be considered desirable development for the property. Additionally, staff are satisfied that the requested 2.6 m (8.6 ft) reduction to the required rear yard depth can be considered a minor departure from the provision of the By-law.

Further, staff are satisfied that the proposed relief will continue to provide sufficient separation between the proposed dwelling and the rear property line to allow for normal yard maintenance and access and approval of the proposed variance will be in keeping with the existing character and aesthetic of the surrounding lands.

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 can be given favourable consideration.

RECOMMENDATION:

That the Town of Tillsonburg Committee of Adjustment **approve** Application File A12-19, submitted by Broadway Estates Inc., for lands described as Lot 63, Plan 41M-218, Town of Tillsonburg, as it relates to:

1. Relief from **Section 6.2 – R1 Zone Provisions**, to reduce the minimum required rear yard depth from 12 m (39.4 ft) to 9.3 m (30.5 ft), to facilitate the construction of a single detached dwelling with a covered porch on the subject lands.

Subject to the following condition:

- i. A building permit for the proposed dwelling shall be issued within one year of the date of the Committee's decision.

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: *original signed by*

Heather St. Clair, MCIP, RPP
Development Planner

Approved for submission by: *original signed by*

Eric Gilbert, MCIP, RPP
Senior Planner

Report Approval Details

| | |
|----------------------|---|
| Document Title: | A12-19_rpt.docx |
| Attachments: | - Report Attachments.pdf - a12-19t_appl-20190827.pdf |
| Final Approval Date: | Oct 3, 2019 |

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

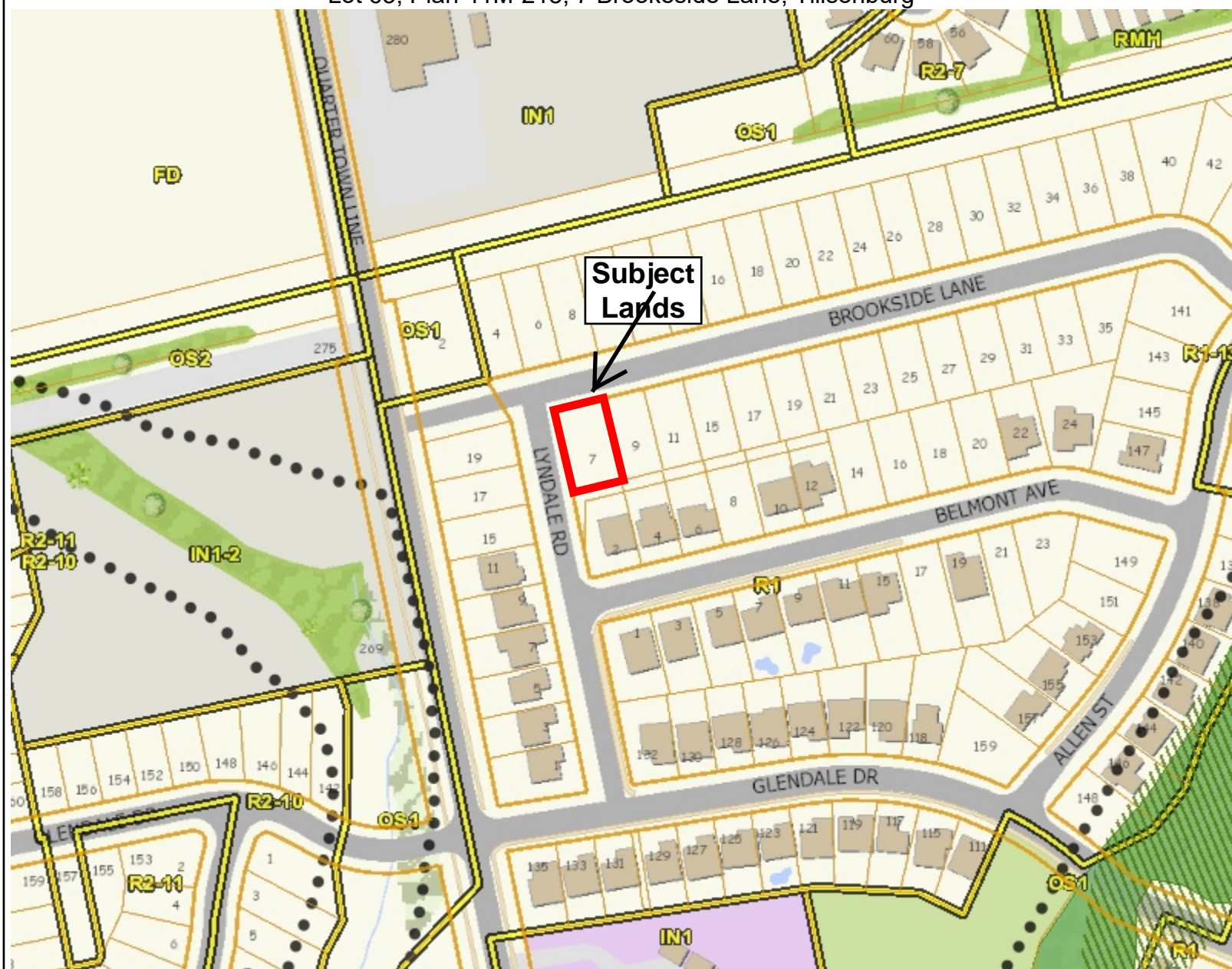
A handwritten signature in black ink, appearing to be 'Ron Shaw', with a long horizontal line extending to the right.

Ron Shaw - Oct 3, 2019 - 10:44 AM

Plate 1: Location Map with Existing Zoning

File No: A 12-19: Broadway Estates Inc.

Lot 63, Plan 41M-218, 7 Brookside Lane, 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
- Land Use Zoning (Displays 1:16000 to 1:500)
 - (ONHS 2006 Original) Prop. Sig. Woodlands
 - (ONHS 2006 Original) Prop. Non-Sig. Woodlands
 - GRCA Regulatory Floodplain (dl 12/2018)
 - UTRCA Flood Hazards (dl 10/2018)
 - GRCA River Slopes and Erosion Allowances (dl 12/2018)
 - GRCA River Valley Slopes (dl 12/2018)
 - UTRCA Erosion Hazards (dl 10/2018)

Notes



0 65 130 Meters

NAD_1983_UTM_Zone_17N



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October 2, 2019



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

Land Use Zoning (Displays 1:16000 to 1:500)

- (ONHS 2006 Original) Prop. Sig. Woodlands
- (ONHS 2006 Original) Prop. Non-Sig. Woodlands
- GRCA Regulatory Floodplain (dl 12/2018)
- UTRCA Flood Hazards (dl 10/2018)
- GRCA River Slopes and Erosion Allowances (dl 12/2018)
- GRCA River Valley Slopes (dl 12/2018)
- UTRCA Erosion Hazards (dl 10/2018)

Notes



0 16 33 Meters

NAD_1983_UTM_Zone_17N



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October 2, 2019

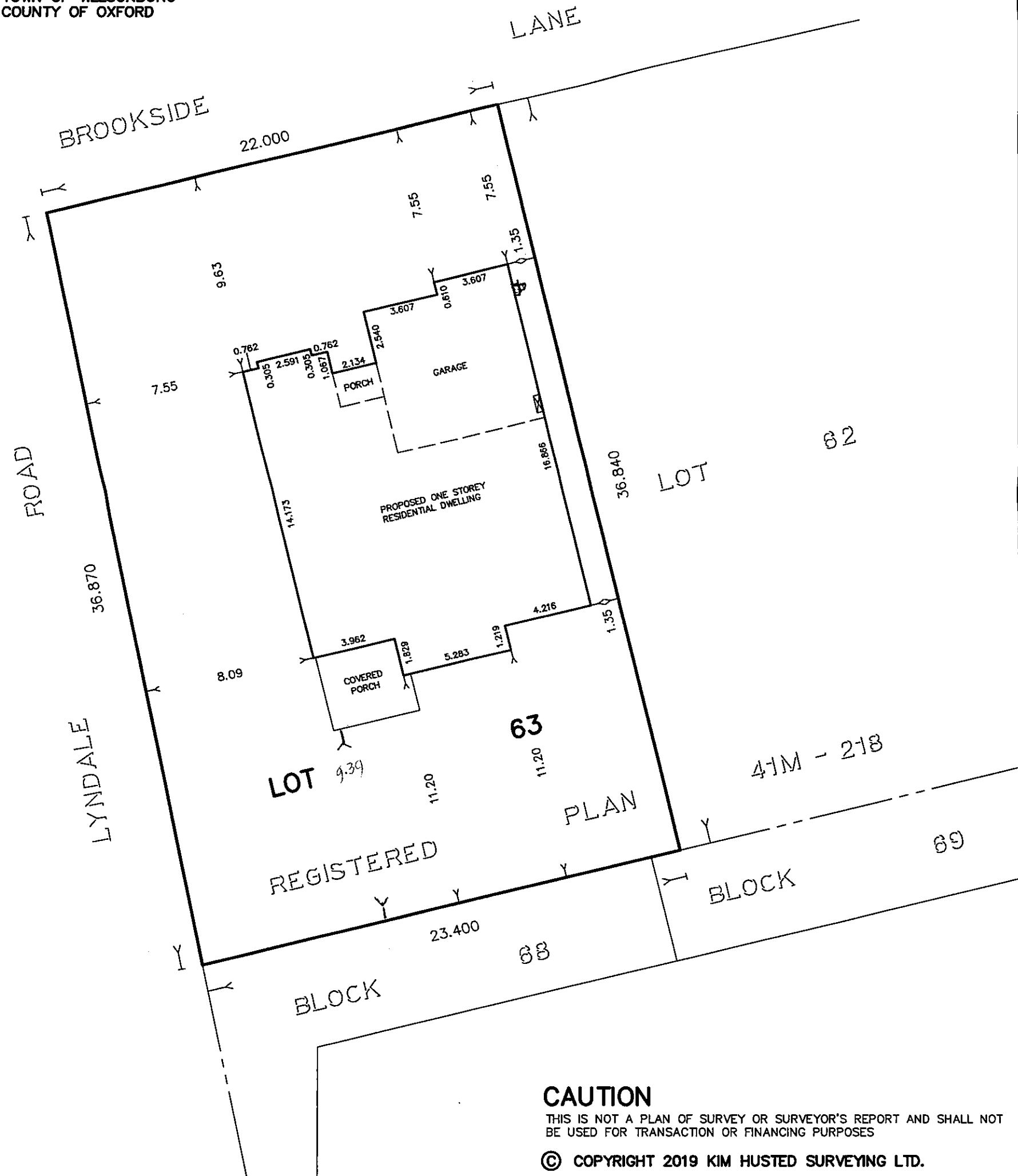
SKETCH
PREPARED FOR BUILDING PERMIT APPLICATION
FOR: HENRY DALM CONSTRUCTION
BROOKSIDE SUBDIVISION
KNOWN MUNICIPALLY AS # 7 BROOKSIDE LANE

SCALE 1:200
METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

- NOTES
- AREA OF LOT = 836.3 SQUARE METRES
 - DWELLING AREA (INCLUDING PORCH & GARAGE) = 214.4 SQUARE METRES
DWELLING COVERAGE = 25.6 %
 - ADD 200.00m TO ELEVATIONS SHOWN HEREON TO OBTAIN GEODETIC DATUM
 - T.F.W. DENOTES TOP OF FOUNDATION WALL
 - U.S.F. DENOTES UNDER SIDE OF FOOTING
 - 47.55 DENOTES PROPOSED FINISHED GRADE
 - P/L DENOTES PROPERTY LINE

"THIS IS NOT
AN ORIGINAL COPY
UNLESS
EMBOSSED WITH
SEAL"

PROPERTY DESCRIPTION:
LOT 63
REGISTERED PLAN 41M-218
TOWN OF TILLSONBURG
COUNTY OF OXFORD



CAUTION
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APPROVED BY CJD CONSULTING ENGINEERS

NAME _____ SIGNATURE _____

ATE _____

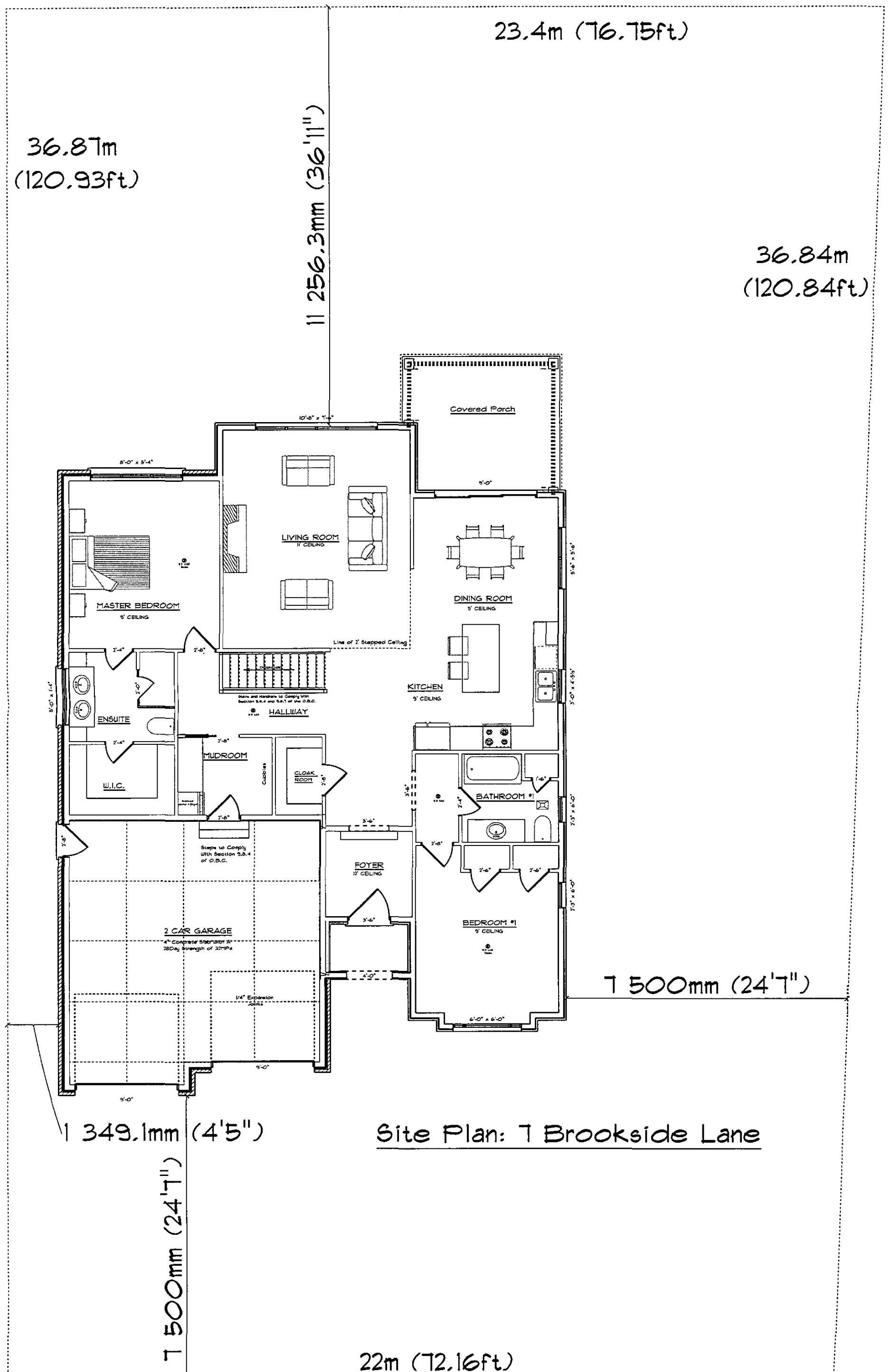
OTE: DISTANCE FROM T.F.W. TO U.S.F. = _____

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

PROJECT: 19-15035 REFERENCE: FILE

File No: A 12-19: Broadway Estates Inc.

Lot 63, Plan 41M-218, 7 Brookside Lane, Tillsonburg





FORM 1
PLANNING ACT, 1990
APPLICATION FOR MINOR VARIANCE OR PERMISSION
Town of Tillsonburg Committee of Adjustment
Fee \$900.00 (\$1,800.00 - See Note 1 - Page 4)



| | | |
|----------------------------|--------|---------------------|
| For Office Use Only | | |
| PIN#: | ROLL#: | FILE: <u>A12-19</u> |

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) | |
|----------------------------------|--------------------|---|-------------------|
| Broadway Estates Inc. | | | |
| 75 Blackfriars Street London, ON | | | |
| Postal Code: | Telephone Number: | Postal Code: | Telephone Number: |
| N6H 1K8 | 519-433-0634 x:230 | | |
| Email: michael@southsidegroup.ca | | Email: | |

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

NA

2. Nature and extent of relief applied for: To be completed by the applicant. (include By-Law Section if known)
Section 6.2 - rear yard setback 9.3 m (12m required)

For office use only

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

Design of dwelling (corner lot)

4. Legal Description of Subject land:

Lot Number(s) 63 Plan Number or Concession 41M-218

Part Number(s) _____ Reference Plan Number _____

Street Address (if any) 7 Brookside Lane

The lot is located on the East side of the Street lying between Lyndale Road Street and
Allen Street

5. Dimensions of land affected:

Frontage 22m Depth (average) 36.9mArea 836 m² Width of Street _____

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: VacantProposed: Single-detached dwelling as per sketch provided

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: _____

Proposed: as per sketch8. Date of acquisition of subject land: 20189. Date of Construction of all buildings and structures on subject land (if known): Commence after minor variance approval10. Existing uses of the subject property Vacant single-family Lot11. Existing uses of abutting properties: Single-family residential12. Length of time the existing uses of the subject property have continued: 12 years

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: Low density residential

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 _____

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 Broadway Estates Inc. of the City of London
In the County of Middlesex.

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 City

Of London in the

County of Middlesex

This 12th day of August, 2019

Per: [Signature]
Owner(s)/Applicant
Vito Frijia, President

Owner(s)/Applicant

[Signature]
A Commissioner for Taking affidavits

Susan Norma Hodgins, a Commissioner, etc.
County of Middlesex, for Southside Construction
(London) Limited and its affiliates
Expires April 20, 2022

For Office use Only

**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: **A 13-19****APPLICATION FOR MINOR VARIANCE**

TO: Town of Tillsonburg Committee of Adjustment
MEETING: October 15, 2019
REPORT NUMBER: 2019-335

OWNER: Broadway Estates Inc.
 75 Blackfriars Street, London ON, N6H 1K8

APPLICANTS: Gary and Sharon Green
 81 Deerfoot Trail, Huntsville ON, P1H 0A7

REQUESTED VARIANCES:

1. Relief from **Section 6.2, – Zone Provisions (R1) - Rear Yard Minimum Depth**, to reduce the required rear yard depth from 12 m (39.3 ft) to 9.57 (31.3 ft), and;
2. Relief from **Section 6.2, – Zone Provisions (R1) - Maximum Permitted Lot Coverage**, to increase the maximum permitted lot coverage from 33% to 43% of lot area, to facilitate the construction of a single detached dwelling and residential accessory building.

LOCATION:

The subject property is described as Lot 9, Plan 41M-218, in the Town of Tillsonburg. The property is located on the north side of Brookside Lane, lying between Belmont Avenue and the Trans Canada Trail, east of Quarter Town Line and is municipally known as 20 Brookside Lane, Tillsonburg.

BACKGROUND INFORMATION:

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:

Low Density Residential Type 1 Zone (R1)

SURROUNDING USES:

Low density residential uses consisting of recently constructed single detached dwellings and vacant lands planned for single detached dwellings, as well as the Trans Canada Trail to the north.

COMMENTS:(a) Purpose of the Application:

The applicants are requesting relief from the above noted sections of the Town Zoning By-law to facilitate the construction of a single storey, single detached dwelling with an attached garage, as well as a covered front porch and a covered rear yard porch. The applicants are also proposing a swimming pool and pool house in the rear yard.

The subject property is approximately 735.9 m² (7,921.1 ft²) in size, with approximately 16.76 m (54.9 ft) of frontage on Brookside Lane. The subject lands are currently vacant and the applicants are proposing the erection of a 294.1 m² (3,165.6 ft²) single detached dwelling with a pool and a 16.96 m² (181.9 ft²) pool house in the rear yard.

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

Plate 2, Close-up of Subject Lands (2015 Air Photo) provides an aerial view of the vacant subject lands (as they existed in 2015).

Plate 3, Applicants' Sketch, shows the location, size and setbacks of the proposed dwelling on the subject lands.

(b) Agency Comments:

The application was circulated to a number of public agencies for comment.

The Tillsonburg Building and By-Law Services Department, and the Town of Tillsonburg Engineering Services Department, have indicated they had no comments or concerns with respect to the application.

Public Notice was mailed to surrounding property owners on September 18, 2019 in accordance with the requirements of the Planning Act. As of the writing of this report, no comments or concerns had been received from the public.

(c) 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.

(d) 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 and establishes setback requirements to lot lines, including a minimum rear yard depth of 12 m (39.3 ft), and a maximum lot coverage of 33%.

The intent of the rear yard depth provision is to ensure that single detached dwellings maintain adequate setback to provide a buffer between neighbouring properties, and to maintain sufficient space for recreation and amenity areas. Rear yard space is also required to be maintained for drainage purposes.

The intent 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 provision is also intended to ensure that the general scale of development is consistent and appropriate for the size of the lot.

In this case, it is not anticipated that the reduced rear yard depth or increased lot coverage will have a negative impact on available amenity area of the subject lands (which will include a swimming pool, according to the applicant), or the necessary lot grading and drainage provisions. The proposed dwelling will maintain a 9.57 m (31.3 ft) setback from the rear lot line, providing sufficient outdoor amenity space, and a lot grading plan will be reviewed as part of the building permit process to ensure the proposal will have no adverse drainage impacts on neighbouring property owners, and that required drainage swales can be appropriately accommodated.

(e) Desirable Development/Use:

It is the opinion of this Office that the applicants' 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 or overall subdivision stormwater management design, the requested relief can be considered minor. Further, staff are satisfied that the proposed development will be in keeping with the character of similar type development in the area and will not have adverse impacts on surrounding lands uses.

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 can be given favourable consideration.

RECOMMENDATION:

That the Town of Tillsonburg Committee of Adjustment **approve** Application File A13-19, submitted by Broadway Estates Inc. (Gary and Sharon Green), for lands described as Lot 9, Plan 41M-218, Town of Tillsonburg, as it relates to:

1. Relief from **Section 6.2, – Zone Provisions (R1) - Rear Yard Minimum Depth**, to reduce the required rear yard depth from 12 m (39.3 ft) to 9.57 (31.3 ft), and;

2. Relief from **Section 6.2, – Zone Provisions (R1) - Maximum Permitted Lot Coverage**, to increase the maximum permitted lot coverage from 33% to 43% of lot area, to facilitate the construction of a single detached dwelling and residential accessory building.

Subject to the following condition:

- i. A building permit for the proposed dwelling and residential accessory building shall be issued within one year of the date of the Committee's decision;

As the proposed variances are:

- (i) deemed to be minor variances from 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

File Number: A13-19

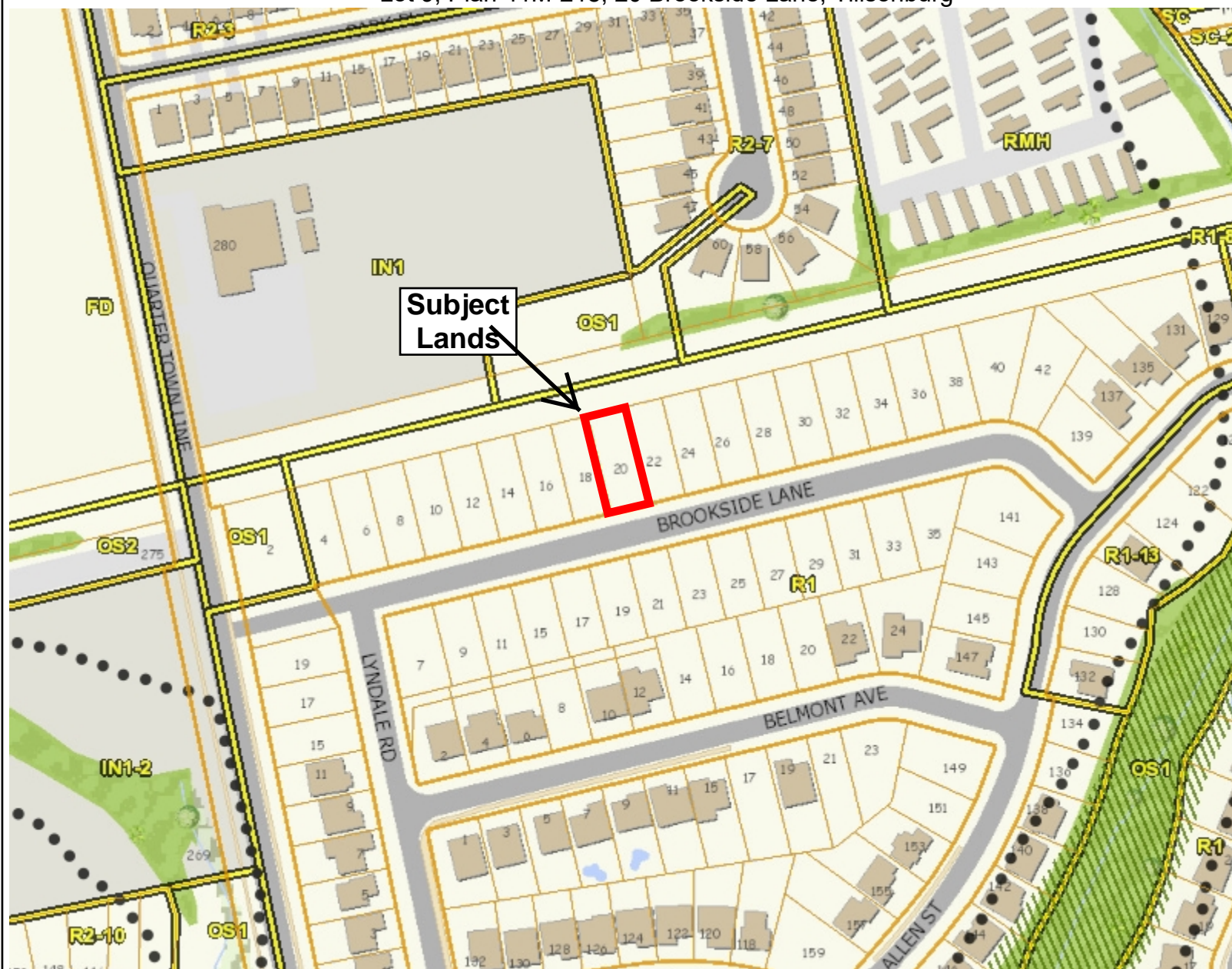
Report Number 2019-335
Page 5**Report Approval Details**

| | |
|----------------------|---|
| Document Title: | A13-19_rpt.docx |
| Attachments: | - Report Attachments.pdf - a13-19t_appl-20190918.pdf |
| Final Approval Date: | Oct 4, 2019 |

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

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a long horizontal line extending to the right.**Ron Shaw - Oct 4, 2019 - 2:58 PM**

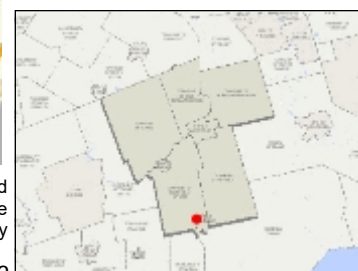
Plate 1: Location Map with Existing Zoning
File No: A 13-19: Broadway Estates Inc.
Lot 9, Plan 41M-218, 20 Brookside Lane, Tillsonburg



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

Notes



0 65 130 Meters

NAD_1983_UTM_Zone_17N



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October 4, 2019

Plate 2: Close-up of Subject Lands (2015 Air Photo)

File No: A 13-19: Broadway Estates Inc.

Lot 9, Plan 41M-218, 20 Brookside Lane, 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

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

Notes



0 33 65 Meters

NAD_1983_UTM_Zone_17N



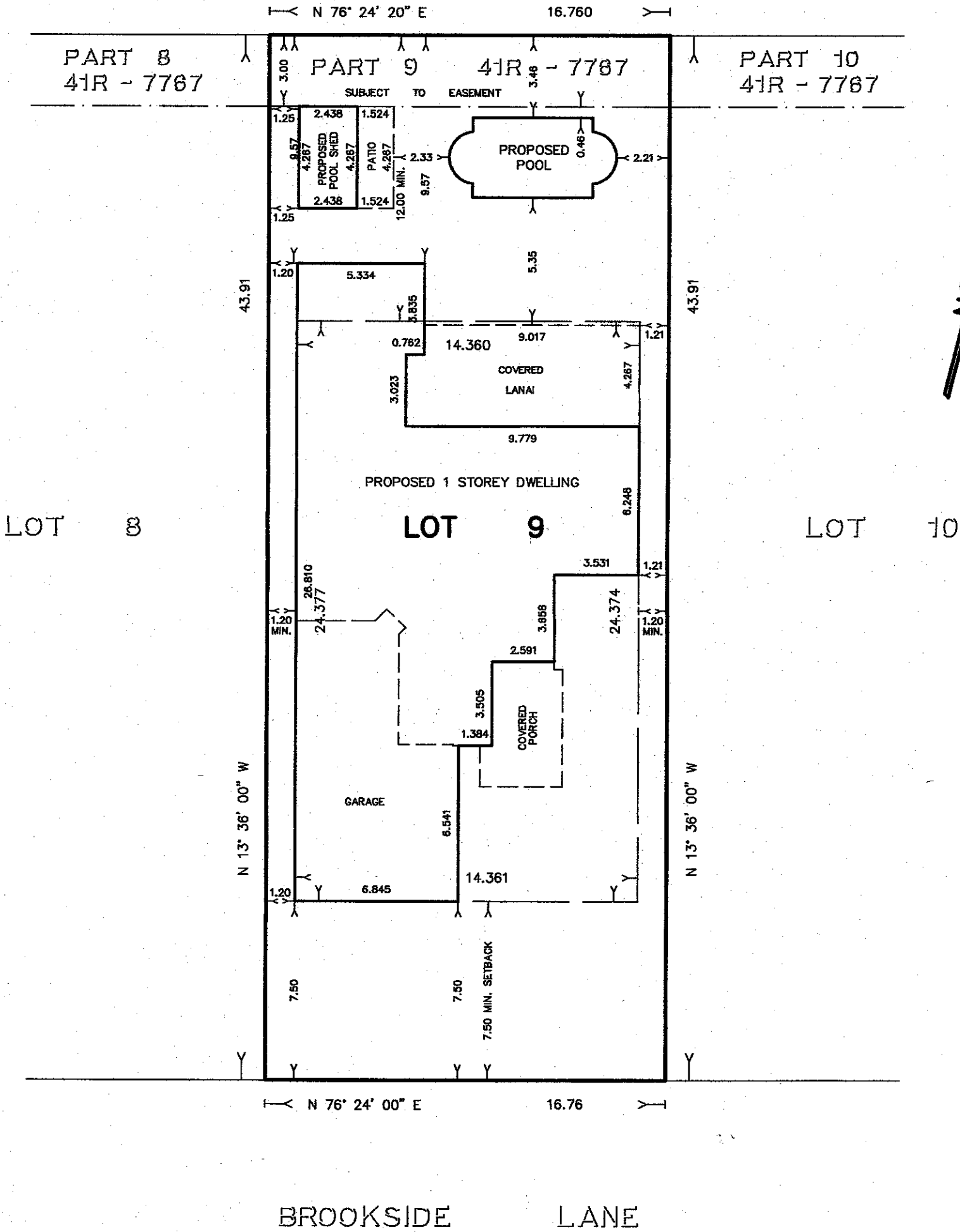
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

October 4, 2019

SKETCH
PREPARED SHOWING PROPOSED BUILDING
AND BUILDING ENVELOPE
FOR: GARY GREEN

SCALE 1:200
METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN
BE CONVERTED TO FEET BY DIVIDING BY 0.3048

- CAUTION
THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT
BE USED FOR TRANSACTION OR FINANCING PURPOSES
- NOTE
- (1) - PROPERTY DIMENSIONS ARE AS SHOWN ON REGISTERED PLAN 41M-218
AND HAVE NOT BEEN VERIFIED BY FIELD SURVEY.
 - (2) - PROPOSED BUILDING ENVELOPE BY CALCULATIONS, NOT BY ACTUAL SURVEY
 - (3) - AREA OF LOT 9 = 735.9 SQ. METERS
AREA OF PROPOSED BUILDING, COVERED PORCH AND COVERED LANAI
= 294.1 SQ. METERS
AREA OF POOL SHED AND PATIO = 16.9 SQ. METERS
COVERAGE = 42.3%
 - (4) - LOT ZONED R1
 - (5) - MAXIMUM ALLOWABLE LOT COVERAGE = 33% (242.8 SQ. METERS)
 - (6) - MINIMUM SETBACKS ALLOWED:
FRONT YARD = 7.5m
INTERIOR SIDE YARD (WITH ATTACHED GARAGE) = 1.2m
REAR YARD = 12.0m



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JULY 16, 2019

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PROPERTY DESCRIPTION:
LOT 9, REGISTERED PLAN 41M-218
TOWN OF TILLSONBURG
COUNTY OF OXFORD

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

PROJECT: 19-14949 REFERENCE: FILE

FORM 1
PLANNING ACT, 1990

Page 43 of 300 Law
Planning Service
10 Lisgar Avenue
Tillsonburg ON N4G 5A

APPLICATION FOR MINOR VARIANCE OR PERMISSION
Town of Tillsonburg Committee of Adjustment
Fee \$900.00 (\$1,800.00 - See Note 1 - Page 4)

| | | |
|----------------------------|--------|-------|
| For Office Use Only | | |
| PIN#: | ROLL#: | FILE: |

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) | |
|---|--|--|--|
| BROADWAY ESTATES INC. 75 Blackfriars St London Postal Code: Telephone Number: | | GARY GREEN & SHARON GREEN 81 DEERFOOT TRAIL Hunterville Postal Code: Telephone Number: | |
| S N6H 1K8 519-433-0634 Email: | | PIH 0A7 705-788-7836 Email: GARY@dbb.ca | |

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

N/A

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

| | | |
|---------------------------------|--------|-----------|
| LOT COVERAGE | By-Law | PROPOSED, |
| | 33% | 42.5 |
| REAR YARD | 12.0m | 9.57m |
| Section 6.2, R1 Zone Provisions | | |

For office use only

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

PROPOSED DESIGN OF NEW DWELLING

4. Legal Description of Subject land:

Lot Number(s) 9 Plan Number or Concession 41M-218
Part Number(s) Reference Plan Number
Street Address (if any) #20 Brookside Lane
The lot is located on the NORTH side of the Street lying between 1/4 TOWN LINE Street and
FLAX Street

5. Dimensions of land affected:

Frontage 16.76 Depth (average) 43.91
 Area 735.9 sq.m Width of Street 20.117m

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: VACANT

Proposed: 1 Single Family Dwelling
Pool House

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: VACANT

Proposed: See ATTACHED SITE PLAN

8. Date of acquisition of subject land: UNKNOWN AT THIS TIME

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

10. Existing uses of the subject property RESIDENTIAL

11. Existing uses of abutting properties: RESIDENTIAL

12. Length of time the existing uses of the subject property have continued: JAN 2006

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

☒ Water

☐ Connected

☒ Sanitary Sewers

☐ Connected

☒ Storm Sewers

NEW BUILD.

14. Present Official Plan Provisions applying to the land:

Residential (Low Density)

15. Present Zoning by-Law provisions applying to the land:

R1 Residential16. Has the owner previously applied for relief in respect of the subject property? ☐ Yes ☒ No

If the answer is yes, describe briefly _____

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 GARY & SHARON GREEN of the CITY of OVERLAND PARKIn the STATE of KANSAS.

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 5th day
Of September in the
year 2019 Overland Park, KSThis 5th day of September, 2019[Signature]
Owner(s)/Applicant[Signature]
Owner(s)/Applicant[Signature]
A Commissioner for Taking affidavitsKATHY L. ROBERTS
Notary Public-State of Kansas
My Appt. Expires 04-21-2021


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, Broadway Estates Inc., am/are the owner(s) of the land that is the subject of this application for site plan and I/we authorize Gary + Sharon Green, to make this application on my/our behalf.



Signature of Owner(s)

Signature of Owner(s)

Sept 9, 2019

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 \$900 in cash or cheque made payable to the Town of Tillsonburg. A fee of \$1800 will be charged if an application is required after the fact.

Council Delegation Request

Members of the public or citizen group may submit a Delegation Request to speak at an open meeting of Council.

First Name *

Melanie

Last Name *

Dickson

Page 48 of 300

Street Address *

390 Quarter Town Line

Town/City *

Tillsonburg

Postal Code *

N4G 5J7

Phone Number *

519-688-7393

E-mail *

derehamforgecooperative@gmail.com

Website

<https://windsorsex.cioc.ca/record/OXF0509>

Do you or any members of your party require accessibility accommodations? *

☐ Yes

☒ No

Council Meeting Date *

October 15th, 2019

Subject of Delegation *

Dereham Forge Playground Revitalization Project

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

Melanie Dickson - Property Administrator

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

Dereham Forge Housing Cooperative

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

☒ I accept

We are inviting you to participate in a ambitious and much needed playground revitalization project.

Will there be a Power Point presentation? *

☐ Yes

☒ No

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

☒ Yes

☐ No

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

Deb Gilvesy

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

Thank You

Personal information on this form is collected under the legal authority of the *Municipal Act*, as amended. The information is collected and maintained for the purpose of creating records that are available to the general public, pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about this collection should be directed to the Municipal Clerk, Town of Tillsonburg, 200 Broadway Street, 2nd Floor, Tillsonburg, Ontario, N4G 5A7, Telephone 519-688-3009 Ext. 3224.

From: "Aggregates (MNRF)" <Aggregates@ontario.ca>

Date: September 20, 2019 at 3:30:33 PM GMT+1

To: Undisclosed recipients;;

Subject: Proposed changes to the Aggregate Resources Act / Projet de modification de la Loi sur les ressources en agrégats

Subject: Proposed changes to the Aggregate Resources Act

Dear Head of Council and Clerk,

The Ministry of Natural Resources and Forestry recognizes the critical role Ontario's municipalities play in the lives of Ontarians. We value our strong collaborative partnership with municipalities and the associations that represent their interests.

We want to advise you that the Ministry of Natural Resources and Forestry is proceeding with changes to the way aggregates are managed in Ontario and would like to invite municipal input on the changes we are proposing.

We have released an aggregate proposal that aims to cut red tape, create jobs, and promote economic growth within Ontario's aggregate industry — an industry that generates \$1.6 billion in production revenue annually and supports more than 28,000 jobs in aggregate-related sectors.

The proposal draws on feedback from industry, municipalities, Indigenous communities and other stakeholders. It will create opportunities for growth while maintaining a steadfast commitment to protecting the environment and addressing impacts to communities.

A summary of the proposed legislative changes, and instructions for providing feedback, can be found on the Environmental Registry (ERO# 019-0556) at the following link:

<https://ero.ontario.ca/notice/019-0556>

My ministry is also considering some regulatory changes and would appreciate any initial feedback you have on these topics. As a next step, we expect to consult further on specific details related to regulatory proposals at a later date. I look forward to your input on these proposals and potential future changes.

If you have any questions about the proposed changes, please contact Andrew MacDonald, Resource Development Section, at 705-755-1222 or aggregates@ontario.ca.

Kind regards,

Original signed by Ala Boyd

Ala Boyd

A/Director, Natural Resources Conservation Policy Branch
Policy Division, Ministry of Natural Resources and Forestry
300 Water Street, 2 South
Peterborough, ON K9J 3C7
Telephone: 705-755-1241
Facsimilie: 705-755-1971
ala.boyd@ontario.ca



153 VARNVAIR
Royal Canadian Air Cadet Squadron
P.O. BOX 373 STN MAIN
TILLSONBURG, ONTARIO
N4G 4H8
TEL: 519-842-3715



26 September 2019

Town of Tillsonburg
200 Broadway
Tillsonburg, Ontario
N4G 5A7

Dear Council Members,

The 153 Varnavair Squadron Royal Canadian Air Cadets will be holding their Annual Tag Day the weekend of October 18th and 19th 2019.

This is the Squadrons Annual Fundraiser. The funds raised through this event go towards the training expenses for our organization. The Squadron consists of twenty five boys and girls between the ages of twelve and eighteen from Tillsonburg and the surrounding area.

Please contact the Cadet Office at 519-842-3715 and leave a message as to your decision.

Thank-you in advance for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Linda Pitter".

Linda Pitter
Sponsoring Committee Chair
153 Varnavair RC(Air)CS



Special Olympics
Ontario
Tillsonburg

September 4, 2019

To : Our Generous Sponsors for 2019

From : Doug Mulholland, Carolyn Mulholland, Diane Rugienis, Laverne Sinden

On behalf of Tillsonburg Special Olympics and ourselves we would like to thank you very much for your support in making our 3rd annual Golf Fundraiser an over the top success as we raised just over \$9000.00

The funds raised are used to help support the costs of all the activities that are provided throughout the year to keep our athletes busy and to help cover some of the costs of attending tournaments and moving on to larger events (Provincial & National Games).

None of this could happen without your support and the support of others in our community, so again we say thank you and hope that your generosity will carry over from year to year.

You should be very proud!!

We are already preparing for our 2020 tournament on Aug 15.

Sincerely yours,

Diane

Doug Mulholland, Carolyn Mulholland, Diane Rugienis, Laverne Sinden
Tournament Co-Conveners



Royal Canadian Legion

VARNAVAIR BRANCH 153

16 Durham St., Tillsonburg, Ontario N4G 1V7

Telephone (519) 842-5281

Fax (519) 842-6775

His Worship Mayor Stephen Molnar
Town of Tillsonburg
200 Broadway Street
Tillsonburg, Ont N4G 5A7

September 26, 2019

Dear Mayor Molnar:

The Royal Canadian Legion Varnavair Branch 153 is the proud owner of a 1943 40mm MK 1X Anti -Aircraft Gun. Due to the age of this piece of history, it is in dire need of repair.


We have received a quote of \$13,571.30 from Verellen Farm and Auto of Thamesville for the restoration, and a quote from Courtland Trucking for round trip transportation of \$1720.00. At this time, we are raising funds to cover the cost of this project. We are approaching the Town of Tillsonburg to see if there are funds available to assist with this project.

Once the restoration is complete, we plan to erect a plaque to recognize all who contributed to the project.

Could you possibly let us know by October 31, 2019 if you are able to assist the Tillsonburg Legion. Should you have any questions, please do not hesitate to contact me at 519-842-5281 or 519-688-5189. We look forward to hearing from you.

Yours In Remembrance,

Don Burton
Poppy Chairman

| | | |
|---|---------------------|---|
|  | Report Title | Full Time Health and Safety Coordinator |
| | Report No. | HR 19-12 |
| | Author | Ashley Andrews, Manager of Human Resources |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | <ul style="list-style-type: none"> • Health and Safety Coordinator Job Description |

RECOMMENDATION

THAT Council receive Report HR 19-12 Full Time Health and Safety Coordinator as information;

AND THAT Council approve the additional funding to hire a Full Time Health and Safety Coordinator.

EXECUTIVE SUMMARY

As Council is aware, health and safety legislation has been changing significantly over the past several years with the introduction of violence, harassment and bullying legislation, sexual harassment legislation, mental health in the workplace, etc. The Town has been able to meet legislative requirements within the area of Health and Safety, but we have not been able to proactively prepare due to increasing workload demands across the organization.

BACKGROUND

The Human Resource department is responsible for the oversight of Health and Safety within the Corporation. These duties include:

- Health and Safety training (i.e., WHMIS, Bill 168, Bill 132, etc.)
- Disability Management
- Return to Work
- WSIB case management
- Resource to Joint Health and Safety Committee (JHSC) management, and employees
- Compliance with relevant legislation such as the Occupational Health & Safety Act (OH&SA), Workplace Safety & Insurance Board (WSIA), Electrical Safety Association (ESA) etc.
- Health and Safety policies and procedures
- Accident/Incident/Near Miss management
- Promotion of employee wellness initiatives
- Health and Safety Audits
- Conducting ergonomic assessments

- Employee communications with regard to health and safety

In 2018 we introduced a one year contract Health and Safety Coordinator allowing for a dedicated position to focus solely on health and safety. This position is focused on day to day health and safety items, as well as specific Health and Safety programs/policies.

Over the last 18 months, this position has

- Join/complete required components of WSIB Safety Groups
- Introduce Supervisor Competency Policy/training
- Complete Incident Investigation Program
- Update Health & Safety Policy Statement
- Introduce Psychological Health & Safety Policy
- RTW Assessment – employees returning to work earlier
- Provide in depth management of disability claims – WSIB and Short Term Disability
- Review and manage incident reports
- Provide health and safety advice and support to both employees and the management
- Review all current SWP/SOP's
- Review and implement policy/procedure for Public Works Ergonomics as per MOL directive
- Design and implement a corporate orientation
- Design and implement department orientations
- Tracking of all training certifications
- Contractor Management- managing documents and ensuring compliance with program

Although the oversight falls within Human Resources; supervisors, managers, directors, the CAO and ultimately Council are directly responsible for the health and safety of our employees.

DISCUSSION

As part of the 2018 and 2019 budget process, Senior Leadership discussed the importance of health and safety for our employees as a number one priority. A position dedicated solely to health and safety was identified as a need from all levels of the Corporation and, to-date, has been very well received by all.

Since the approval of a 12 month position in 2018, and the 12 month extension approved through 2019 budget process, we have been unsuccessful in attracting and/or retaining qualified health and safety professionals. We have successfully recruited twice for this position, and each time the individuals provided us with their resignation with more than six months remaining in their contract, the most recent having resigned as of October 10, 2019. This has resulted in an increased cost with regard to recruitment and training, as well as a disruption of services to the Corporation.

It is recommended that additional funding be approved in order to hire a qualified professional on a full time basis.

FUNDING IMPACT/ FUNDING SOURCE


The additional cost to hire a full time Health and Safety Coordinator for the remainder of the 2019 year is \$3100.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

1. Excellence in Local Government

☒ Demonstrate strong leadership in Town initiatives

☒ Demonstrate accountability

| | | |
|---|---------------------|--|
|  | Report Title | Alternate County Council Position |
| | Report No. | CLK 19-25 |
| | Author | Donna Wilson, Town Clerk |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | County Council Procedural By-Law Excerpt Section 3.6 |

RECOMMENDATION

THAT Council receives report CLK 19-25, Alternate County Council Position as information;

AND THAT Council appoint _____ as an Alternate Member of County Council for the remainder of the Council term;

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

BACKGROUND

At the Council meeting of January 8, 2018, Council passed the following resolution:

“THAT Council receives Report CL 18-01, Alternate Member of the Upper-Tier Council; AND THAT Council endorses Option 2.”

Option 2 was chosen to appoint an alternate member for the upper-tier Council and a by-law was brought forward at the January 22, 2018 Council Meeting to appoint Dave Beres for the remainder of the council term until December 1, 2018. It should be noted that during the eleven months there was no occasion in which the alternate member was required.

At the first meeting of the new Council on December 10, 2018, Staff provided Council with Report CLK 18-35, Alternate County Council Position. At that time Council chose to wait to see if the other lower tier municipalities in Oxford County were appointing Alternate County Council Members prior to making this decision.

Section 268 of the Municipal Act sets out the Temporary replacement of a member of the upper-tier council. This is not a requirement but an option for municipalities of a lower tier.

268 (1) Subject to subsection (2), the council of a local municipality may appoint one of its members as an alternate member of the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person

is unable to attend a meeting of the upper-tier council for any reason. 2017, c. 10, Sched. 1, s. 31.

The limitations to the legislation is that only one alternate member can be appointed during the term of council and you cannot appointment an alternate member to act in place of an alternate member who has been appointed. However, if the seat of the member who has been appointed as an alternate member becomes vacant, then council may appoint another of its members as an alternate member for the remainder of the council term.

DISCUSSION

There is no requirement in the Municipal Act to appoint an Alternate Member for the Upper Tier Council for a municipality. The Act allows municipalities to appoint an alternate member of Council to act in the place of the County Councillor should he be absent or unable to fulfil those duties.

Part 11 of Tillsonburg Procedural By-Law 4173, describes a process to appoint an Alternate Member for County Council.

In 2017, Council opted to appoint a member of Council as an Alternate Member of County Council and an appointment By-Law was passed in January 2017. At that time one name was brought forward and a motion was passed in favour of appointing the Deputy Mayor Dave Beres.

On March 14, 2018 Oxford County Council approved changes to their Procedural By-law to incorporate changes to Council composition, including temporary replacement of a member of upper-tier Council.

An excerpt from Oxford County Council Procedural By-Law 5852-2016 is attached for your information.

The change to their by-law allowed for an alternate member to be appointed in the absence of a member except for the warden position.

If Council decides to appoint an Alternate Member for County Council the following process is set out in Procedural By-Law 4173.

In accordance with Part 11, the CAO, shall be selected as the person to draw a name from a ballot box in event of a **tied vote**. Each Councillor shall have a nomination form which requires both the signature of the nominator and a seconder. The nomination forms shall be provided to the Town Clerk immediately after the announcement of the election. If more than one member of Council has been nominated then an open vote shall take place. The Town Clerk shall call the names of the members of Council in alphabetical order according to surnames and each member shall verbally indicate the nominee of their choice. The Clerk shall announce the results of the vote. If only one member of Council has been nominated, a resolution shall be passed and a by-law brought forward for Council's consideration.



Council has two options, to simply receive the report as information and do nothing or to appoint an Alternate Member of County Council for the remainder of the four year Council term.

Option 1: Alternate County Council Position

THAT Council receives Report CLK 19-25 Alternate County Council Position as information.

Option 2: To Appoint a Deputy Mayor

THAT Council receives Report CLK 19-25 Alternate County Council Position;

AND THAT Council appoint _____ as an Alternate Member of County Council for the remainder of the Council term;

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

CONSULTATION/COMMUNICATION

Oxford County Municipalities have been polled regarding Alternate appointments to the upper tier. The following chart represents their appointments and method.

| Municipality | Appointment | Method |
|----------------------------------|------------------|--|
| Township of Blandford Blenheim | Councillor | Councillor with the highest # of votes in election. |
| Township of East Zorra-Tavistock | Deputy Mayor | Appointment of Deputy Mayor in accordance with Procedural By-Law |
| Town of Ingersoll | Deputy Mayor | Elected Deputy Mayor |
| Township of Norwich | No appointment | Council decided not to elect an alternate |
| Township of South West Oxford | Councillor | Council appointment – nomination process |
| Town of Tillsonburg | To be determined | |
| City of Woodstock | Councillor | Council nomination/election |
| Zorra Township | Councillor | Councillor with the highest # of votes in election. |

FINANCIAL IMPACT/FUNDING SOURCE

There is no compensation allotted for an alternate member of County Council by the County. In accordance with the Council Expense policy, mileage could be charged for attending meetings in Woodstock.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

Section 1 – Excellence in Local Government

1.3 Demonstrate Accountability – Citizens are aware of Council's actions.





Report Approval Details

| | |
|----------------------|--|
| Document Title: | CLK 19-25 Alternate County Council Position.docx |
| Attachments: | - CLK 19-25 County By-Law Excerpt 3.6.docx |
| Final Approval Date: | Sep 24, 2019 |

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

A handwritten signature in black ink, appearing to be 'RS' with a long horizontal stroke extending to the right.

Ron Shaw - Sep 24, 2019 - 11:48 AM




Excerpt – County of Oxford Procedural By-Law No. 5852-2016

3.6 ABSENCE OF A COUNCIL MEMBER OTHER THAN THE WARDEN OR DEPUTY WARDEN

- 3.6.1 If a person who is a member of the council of an area municipality and a member of County Council is **unable to act** as a member of those councils for a period exceeding one month, the council of the respective area municipality may appoint one of its members as an alternate member of County Council to act in place of the member until the member is able to resume acting as a member of those councils. This subsection does not authorize the appointment of an alternate head of Council of the County.
- 3.6.2 If the offices of a person who is a member of council of both an area municipality and the County **becomes vacant** and the vacancies will not be filled for a period exceeding one month, the council of the respective area municipality may appoint one of its members as an alternate member of County Council until the vacancies are filled permanently. This subsection does not authorize the appointment of an alternate head of Council of the County.
- 3.6.3 The council of an area municipality may appoint one of its members as an **alternate member** of County Council to act in place of a person who is a member of the councils of the area municipality and the County when the person is unable to attend a meeting of County Council for any reason. This subsection does not allow for more than one alternate member during the term of council unless the seat of the member who has been appointed as an alternate member becomes vacant then another of its members may be appointed; the appointment of an alternate member to act in place of an alternate member appointed under subsection 3.6.1 or 3.6.2; or the appointment of an alternate head of Council of the County.
- 3.6.4 When an alternate member is appointed under subsection 3.6.1 or 3.6.2 or 3.6.3 the following rules will apply:
1. The area municipality will advise County Council of any appointment in writing providing a certified appointment resolution.
 2. An alternate member shall take the Oath of Office, administered by the Clerk, prior to taking their seat on County Council.
 3. An alternate member shall not represent a County Councillor at an Inaugural meeting, or any County board or agency.
 4. An alternate member may, in the absence of the County Councillor, participate at meetings of County Council, its committees and information sessions.
 5. Upon notice under subsections 3.6.1 and 3.6.2, the County Councillor's compensation and expense reimbursement eligibility will cease and will be provided to the alternate member in the same manner.

6. An alternate member, appointed at the discretion of an area municipality under subsection 3.6.3, shall not receive compensation and expense reimbursement by the County for any meetings of County Council they are required to attend in the absence of the County Councillor.
7. An alternate member, appointed under subsection 3.6.3, shall not be eligible to be reimbursed for attendance at conventions, seminars, or training.
8. An alternate member, appointed under subsections 3.6.1, 3.6.2, and 3.6.3, while acting in their capacity, shall be governed by all applicable policies of the County such as but not limited to the Council Code of Conduct.
9. An alternate member, appointed under subsections 3.6.1 and 3.6.2, shall have access to applicable support resources such as but not limited to the County's Integrity Commissioner.
10. A County Councillor requesting an alternate member, under subsection 3.6.3, to act in their place at a meeting will advise the County Clerk's office by email forty-eight hours in advance of the meeting to enable the alternate member access to Closed Session items.

| | | |
|---|---------------------|--|
|  | Report Title | Amend Smoking By-Law – Outdoor Patio Space |
| | Report No. | CLK 19-26 |
| | Author | Donna Wilson, Town Clerk |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | By-Law 4346 To Amend 3596 Smoking |

RECOMMENDATION

THAT Council receives Report CL 19-26, Amend Smoking By-Law – Outdoor Patio Space;

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

EXECUTIVE SUMMARY

The By-Law amendment will designate the patio area in the front of the Tillsonburg Town Centre Mall as a smoke free zone which will align with the Smoke-Free Ontario Act.

BACKGROUND

During the spring of 2019 the Business Improvement Area Board of Directors (BIA) provided tables, chairs, umbrellas and barriers to set aside the patio area at the front of the Town Centre Mall. The BIA posted no smoking and no vaping signs on the tables in accordance with the Smoke-Free Ontario Act. (the Act) Following this they requested that Council amend the current smoking by-law to designate the area as a no smoking area and to align with the Smoke-Free Ontario Act. The Act states that an outdoor restaurant patio is one where food or drink is served or sold or offered for consumption, or that is operated alongside an area where food or drink is served or sold or offered. As Geno's Pizza and Tim Hortons are both adjacent to the Patio area, this area would be designated a smoke-free space according to the Act.

The Smoke-Free Ontario Act, 2017 prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoking of cannabis (medical and recreational) in enclosed workplaces and enclosed public places, as well as other designated places in Ontario, to protect workers and the public from second-hand smoke and vapour. It is illegal to smoke or vape on all restaurant and bar patios, and public areas within a nine metre radius of any point on the perimeter of the patio except Patios created by a branch of the Royal Canadian Legion or another veterans' organization before November 18, 2013. The Act states that owners and employers must post no smoking or vaping signs in these areas as well as ensure that no ashtrays remain in a smoke free area.

The Act states that local public health units will carry out inspections, respond to complaints and possibly issue fines, regarding smoking or vaping inside restaurants and bars, on their patios, and public areas within a nine (9) metre radius of any point on the perimeter of the patio.

Amending the Town smoking By-Law will allow By-Law enforcement to enforce this area to ensure a smoke free patio exists in this location.

There was discussion regarding aligning our by-law to be more in line with the Act, however SLT recommends that we should only make the amendments for areas that we are able to enforce and leave the balance of enforcement for the Act with Public Health.

CONSULTATION/COMMUNICATION

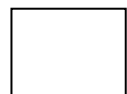
Staff has consulted with the Chief Building Office and By-Law Enforcement regarding the amendment and enforcement of the By-Law if passed by Council. They have indicated that they will provide attention to the patio area on a complaint basis. They noted however, that while every effort will be taken to enforce the by-law that these types of laws are difficult to obtain 100% compliance.

FINANCIAL IMPACT/FUNDING SOURCE

There is no financial impact to the amendment to the by-law.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

1. Excellence in Local Government
 - ☐ Demonstrate accountability
2. Demographic Balance
 - ☒ Make Tillsonburg an attractive place to live for youth and young professionals
3. Culture and Community
 - ☒ Promote Tillsonburg as a unique and welcoming community



CAO

Report Approval Details

| | |
|----------------------|--|
| Document Title: | CLK 19-26 Amend Smoking By-Law.docx |
| Attachments: | - By-Law 4346 To amend By-Law 3596 To Prohibit Smoking.doc |
| Final Approval Date: | Sep 27, 2019 |

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

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a stylized, cursive script.

Ron Shaw - Sep 27, 2019 - 11:27 AM



**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 4346**

A BY-LAW to amend By-Law 3596, being a by-law to prohibit smoking in certain public places within the Town of Tillsonburg.

WHEREAS the Corporation of the Town of Tillsonburg deems it necessary and expedient to amend the Town's smoking by-law;

AND WHEREAS Section 115 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality may prohibit or regulate the smoking of tobacco in public places and workplaces within the municipality and Section 128(1) of said Act provides that a municipality may prohibit and regulate with respect to a matter that in the opinion of Council are or could be public nuisances;

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

1.0 THAT the following section 1.0 Definitions and Interpretations shall be added as follows;

1.16 **"Town Centre Mall"** means the building located at 200 Broadway in the Town of Tillsonburg.

1.17 **"Vaporizer"** means an inhalant-type device that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine, cannabis or any other substance.

1.18 **"Vaporizing," "Vape," and "Vaping"** means the act of carrying, holding or inhaling of cannabis, tobacco, an e-substance or other similar substance with a vaporizer or electronic cigarette for the purpose of inhalation and may produce vapour, emissions or aerosol.

1.19 **"Waterpipe"** means a device in which the vapours, gases or smoke of a smoking product passes through liquid prior to being inhaled, and shall include but is not limited to a bong or hookah.

2.0 THAT the following definition in section 1.11 shall be amended;

1.11 **"Smoke or Smoking"** includes the carrying of a lighted cigar, cigarette, electronic cigarette, pipe, waterpipe, vaporizer, or any other lighted smoking equipment or smoking product but does not include smoke or smoking where smoke or smoking is used in a stage production of a theatrical performance;

3.0 THAT section 2.1 of By-Law 3596 shall be amended as follows:

2.4 No person shall smoke outdoors within 9 meters of any entrance to the Tillsonburg Town Centre Mall or within 9 meters of the designate patio area located at the front of said Mall.


4.0 THAT this by-law shall come into full force and effect upon final passing hereof.

READ A FIRST AND SECOND TIME THIS 15th DAY OF October, 2019.

READ A THIRD TIME AND FINALLY PASSED THIS 15th DAY OF October, 2019.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson

| | | |
|---|---------------------|--|
|  | Report Title | Community Safety and Well-Being Plan: A Collaborative Approach |
| | Report No. | CLK 19-24 |
| | Author | Donna Wilson, Town Clerk |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | Police Service Act Excerpt Part XI CSWB Plan Coordinating Committee Terms of Reference CSWB Plan Advisory Committee Terms of Reference |

RECOMMENDATION

THAT Council receives Report CLK 19-24 Community Safety and Well-Being Plan: A Collaborative Approach;

AND THAT Council declares its commitment to community safety and well-being within the Town of Tillsonburg and all of Oxford County;

AND FURTHER THAT Council support a collaborative approach to Community Safety and Well-being planning within Oxford County and the development of a joint Community Safety and Well-being Plan with the lower tier municipalities within Oxford County;

AND FURTHER THAT Council approve the Terms of Reference for the Community Safety and Well-being Planning Coordinating Committee attached as Appendix B to this report and the Terms of Reference for the Community Safety and Well-Being Planning Advisory Committee attached as Appendix C to this report;

AND FURTHER THAT Council authorizes the allocation of \$10,000, from the 2019 one time funding from the Province, to hire a consultant to act as the Community Safety and Well-being Planning Coordinator for the development of the Oxford County Community Safety and Well-being Plan.

OBJECTIVE

The purpose of this report is to provide Council with information on the legislative requirements of the Police Services Act with respect to the development of a Community Safety and Well-being Plan (CSWB Plan) and to recommend to Council that a joint plan be developed within Oxford County.

BACKGROUND

Legislative amendments to the Police Services Act, 1990 came into effect on January 1st, 2019. These amendments require every municipality to prepare and adopt a community safety and well-being plan. Municipalities are required to work in partnership with the police services and other sectors including health/mental health, education, community/social services and children/youth services throughout the planning process.

Municipalities have until January 1st, 2021 to prepare and adopt their plan. Municipalities have the flexibility to engage in community safety and well-being planning individually, or in partnership with neighbouring municipalities to develop a joint plan. The requirement to develop a CSWB Plan applies to lower-tier municipalities in the County of Oxford and in counties, and regional municipalities (other than the County of Oxford).

Municipalities are to take a leadership role in identifying local priority risks in the community and implementing evidence-based programs and strategies to address these risks before they escalate to a situation of crisis.

DISCUSSION

The ultimate goal of Community Safety and Well-being Planning is to achieve sustainable communities where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

The following four areas are to be considered as part of the community safety and well-being framework:

1. Social Development: addressing underlying causes of social issues to promote and maintain individual and community wellness (ex. opportunities for employment, income, adequate housing, access to education and other support for the promotion of social and economic inclusion).
2. Prevention: implementing and applying proactive strategies to known and identified risks that are likely to result in harm to individuals or communities if left unmitigated.
3. Risk Intervention: Identifying and responding to situations of elevated risk and intervening before an emergency or crisis response is required. This requires multiple sectors working together to address situations where there is an elevated risk of harm.
4. Incident Response: includes immediate and reactionary responses which may involve a sense of urgency (ex. police, fire, emergency medical services, child welfare intervention, student expelled from school). Planning should also consider increased collaboration to ensure that the most appropriate service provider is responding to incidents and that there is no duplication of service.

Planning should occur in all four areas outlined above; however, the resource material from the Province indicates that the majority of investment, time and resources should be spent on developing and/or enhancing social development, prevention and risk intervention strategies to reduce the number of individuals, families and communities that reach the point of requiring emergency/incident response. There is a focus on developing preventative strategies – research shows that it is more effective to focus on why something is happening (ex. a student has undiagnosed attention deficit disorder and challenges at home) than on what is happening (ex. student caught skipping school).



CAO

Additionally, there is a focus on the measurement of the success of strategies and goals that are identified. Performance metrics to be identified through the planning process to determine success of strategies/goals, some examples include:

- Increased access and use of social supports
- Number of information/education sessions held
- Decreased victimization rates
- Number of emergency room visits
- Police and crime data
- Employment levels
- Educational attainment rates
- Number of individuals accessing emergency shelters
- Number of youths graduating from high-school and post-secondary education

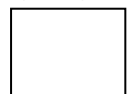
Sharing evidence and data that the plan is creating better outcomes for the community will help to build trust and support for the implementation of the plan.

In June, 2019 Oxford County CAOs, Clerks and Treasurers met and discussed the requirements of the legislation. There was consensus that the lower-tier municipalities within the County would like to work together to develop a joint plan. Discussion took place regarding the establishment of a Coordinating Committee to be made up of the Clerks from each of the participating municipalities, and an Advisory Committee. Municipalities are required to establish an advisory committee and those who are jointly preparing a CSWB Plan must establish a joint single advisory committee. The Advisory Committee's role would be to inform and guide the Coordinating Committee through the information gathering, community consultation and plan development stages. In appointing the members to the advisory committee the municipality must ensure that the members are representative of all the municipalities in regard to diversity of the population of each. Attached to this report for Council's consideration are draft Terms of Reference for the Coordinating Committee (Appendix B) and draft Terms of Reference for the Advisory Committee (Appendix C).

County CAOs, Clerks and Treasurers further suggested at their meeting in June, that each participating municipality allocate \$10,000 for this project to hire a consultant to work with the Coordinating Committee and Advisory Committee to make recommendations on the information gathered, and develop the CSWB Plan. With Council's support, the Coordinating Committee will prepare a request for proposal for a consultant to act as the Community Safety and Well-being Planning Coordinator. The results of the Request for Proposal will come back to Council for final consideration.

In relation to this project, Peter Heywood, on behalf of Southwestern Public Health, has advised County CAOs and Clerks that they are well positioned to inform the development of the plan through the information found in the Oxford Community Well-being Report. Southwestern Public Health is also finalizing the Community Health Status report, which municipalities will be able to access to also inform the development the plan.

Further, Inspector Tony Hymers, on behalf of the Ontario Provincial Police, has indicated that the Oxford County Situation Table is an existing committee which has been meeting regularly



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since 2014, and may be a good resource for the Coordinating Committee. They utilize existing resources to help individuals/families reduce acutely elevated risk. They meet weekly to identify situations, determine which agency will take the lead and which agencies will support the intervention. Existing partners around the table include Oxford County Public Health and Human Services, Woodstock Police Department, Canada Mental Health Association, Woodstock Probation Services, Youth Justice Services, Addiction Services of Thames Valley, Children's Aid Society of Oxford County, Domestic Abuse Services Oxford, Home & Community, South West LHIN, Oxford Assertive Community Treatment (ACT) Team, Oxford County Community Health Centre, Oxford Elgin Child & Youth Centre, Oxford Health Link, Oxford County Paramedic Services, Oxford Provincial Police Oxford Detachment, Thames Valley District School Board, Victim Assistance Services and Mental Health.

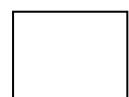
FINANCIAL IMPACT/FUNDING SOURCE

The \$10,000 funding to come from the 2019 one-time funding provided from the Ontario government for small and rural municipalities.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

1. Excellence in Local Government

- ☒ Demonstrate strong leadership in Town initiatives
- ☒ Streamline communication and effectively collaborate within local government
- ☒ Demonstrate accountability



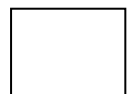
Report Approval Details

| | |
|----------------------|---|
| Document Title: | CLK 19-24 Community Safety.docx |
| Attachments: | <ul style="list-style-type: none">- CLK 19-24 APPENDIX A PSA EXCERPT.docx- CLK 19-24 CSWB Plan Coordinating Committee - Terms of Reference.docx- CLK 19-24 CSWB Plan Advisory Committee - Terms of Reference.docx |
| Final Approval Date: | Sep 30, 2019 |

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



Ron Shaw - Sep 30, 2019 - 5:34 PM



APPENDIX A

Police Services Act, R.S.O 1990, c. P.15

Part XI
COMMUNITY SAFETY AND WELL-BEING PLANS

PREPARATION AND ADOPTION

Municipal community safety and well-being plan

143 (1) The council of each municipality to which subsection 4 (1) applies shall prepare and, by resolution, adopt a community safety and well-being plan. 2018, c. 3, Sched. 1, s. 211 (6).

May be prepared individually or jointly

(2) The community safety and well-being plan may be prepared by the municipal council individually or jointly in consultation with other municipal councils or band councils. 2018, c. 3, Sched. 1, s. 211 (6).

First community safety and well-being plan

(3) A municipal council must prepare and adopt its first community safety and well-being plan before the second anniversary of the day on which this section began applying to the municipality. 2018, c. 3, Sched. 1, s. 211 (6).

Transition, deemed compliance

(4) The Minister may deem a community safety and well-being plan to have met all of the requirements set out in section 145 if,

- (a) consultations to develop the plan were completed before January 1, 2019; and
- (b) in the Minister's opinion, the consultations substantially complied with the obligations set out in section 145. 2019, c. 1, Sched. 2, s. 3.

First Nation community safety and well-being plan

144 (1) A band council of a First Nation may prepare and adopt a community safety and well-being plan. 2018, c. 3, Sched. 1, s. 211 (6).

May be prepared individually or jointly

(2) The community safety and well-being plan may be prepared by the band council individually or jointly in consultation with other band councils or municipal councils. 2018, c. 3, Sched. 1, s. 211 (6).

Preparation of plan by municipal council

145 (1) A municipal council that prepares a community safety and well-being plan shall establish an advisory committee. 2018, c. 3, Sched. 1, s. 211 (6).

Joint preparation of plan

(2) Despite subsection (1), a group of municipal councils that are jointly preparing a community safety and well-being plan shall jointly establish and consult with a single advisory committee. 2018, c. 3, Sched. 1, s. 211 (6).

Membership of committee

(3) The advisory committee must, at a minimum, consist of the following members:

1. A person who represents,
 - i. a local health integration network for a geographic area in which the municipality is located, as determined under the *Local Health System Integration Act, 2006*, or
 - ii. an entity that provides services to improve the physical or mental health of individuals in the community or communities.
2. A person who represents an entity that provides educational services in the municipality.
3. A person who represents an entity that provides community or social services in the municipality, if there is such an entity.
4. A person who represents an entity that provides community or social services to children or youth in the municipality, if there is such an entity.
5. A person who represents an entity that provides custodial services to children or youth in the municipality, if there is such an entity.
6. An employee of the municipality or a member of the municipal council.
7. A person who represents the board of the municipality or, if there is no board, the commander of the detachment of the Ontario Provincial Police that provides policing in the area or his or her delegate.
 - 7.1 A chief of police of a police force that provides police services in the area or his or her delegate.
8. Any other prescribed persons. 2018, c. 3, Sched. 1, s. 211 (6); 2019, c. 1, Sched. 2, s. 4 (1, 2).

Single individual may meet multiple requirements

(3.1) A single individual may satisfy the requirements set out in multiple paragraphs of subsection (3). 2019, c. 1, Sched. 2, s. 4 (3).

Same, joint plans

(4) If the community safety and well-being plan is prepared by a group of municipal councils or band councils,

- (a) the members of the advisory committee shall be appointed by agreement of the participating municipal councils and band councils; and
- (b) the provisions of this Act that apply to community safety and well-being plans apply, with necessary modifications, to joint community safety and well-being plans. 2018, c. 3, Sched. 1, s. 211 (6).

Considerations

(5) In appointing the members of the advisory committee, the municipal council or councils shall consider the need to ensure that advisory committee is representative of the municipality or municipalities, having regard for the diversity of the population in the municipality or municipalities. 2018, c. 3, Sched. 1, s. 211 (6).

Consultations

(6) In preparing a community safety and well-being plan, the municipal council or councils shall,

- (a) consult with the advisory committee;
- (b) consult with the members of the public, including youth, members of racialized groups and of First Nation, Inuit and Métis communities, in the municipality or municipalities and, in the case of a joint plan with a First Nation, in the First Nation reserve;
- (c) consult with community organizations, including First Nation, Inuit and Métis organizations and community organizations that represent youth or members of racialized groups, in the municipality or municipalities and, in the case of a joint plan with a First Nation, in the First Nation reserve; and
- (d) comply with any consultation requirements that may be prescribed. 2018, c. 3, Sched. 1, s. 211 (6).

Use of information

(7) In preparing a community safety and well-being plan, the municipal council or councils shall consider available information related to crime, victimization, addiction, drug overdose, suicide and any other prescribed risk factors, including statistical

information from Statistics Canada or other sources, in addition to the information obtained through its consultations. 2018, c. 3, Sched. 1, s. 211 (6).

Other prescribed requirements

(8) The municipal council or councils shall meet the prescribed requirements, if any, in preparing its community safety and well-being plan. 2018, c. 3, Sched. 1, s. 211 (6).
Transition

(9) A community safety and well-being plan that was adopted in accordance with this section, as it read at the time, continues to be valid despite any intervening changes to this section. 2019, c. 1, Sched. 2, s. 4 (3).

Content of community safety and well-being plan

146 A community safety and well-being plan shall,

- (a) identify risk factors in the municipality or First Nation, including, without limitation, systemic discrimination and other social factors that contribute to crime, victimization, addiction, drug overdose and suicide and any other prescribed risk factors;
- (b) identify which risk factors the municipality or First Nation will treat as a priority to reduce;
- (c) identify strategies to reduce the prioritized risk factors, including providing new services, changing existing services, improving the integration of existing services or coordinating existing services in a different way;
- (d) set out measurable outcomes that the strategies are intended to produce;
- (e) address any other issues that may be prescribed; and
- (f) contain any other information that may be prescribed. 2018, c. 3, Sched. 1, s. 211 (6).

Publication of community safety and well-being plan

147 A municipal council that has adopted a community safety and well-being plan shall publish it in accordance with the regulations. 2018, c. 3, Sched. 1, s. 211 (6).
Implementation of community safety and well-being plan

148 A municipal council that has adopted a community safety and well-being plan shall take any actions that the plan requires it to take and shall encourage and assist other entities to take any actions the plan requires those entities to take. 2018, c. 3, Sched. 1, s. 211 (6).

REPORTING AND REVISION

Monitoring, evaluating and reporting

149 (1) A municipal council that has adopted a community safety and well-being plan shall, in accordance with the regulations, if any, monitor, evaluate and report on the effect the plan is having, if any, on reducing the prioritized risk factors. 2018, c. 3, Sched. 1, s. 211 (6); 2019, c. 1, Sched. 2, s. 5 (1).

Publication

(2) The reports referred to in subsection (1) shall be published on the Internet in accordance with the regulations, if any. 2019, c. 1, Sched. 2, s. 5 (2).

Revision by municipality

150 (1) A municipal council that has adopted a community safety and well-being plan shall review and, if appropriate, revise the plan within the prescribed period. 2018, c. 3, Sched. 1, s. 211 (6).

APPENDIX B

Community Safety and Well-Being Planning
Coordinating Committee
Terms of Reference
Preamble:

Legislative amendments to the Police Services Act, 1990 came into effect on January 1st, 2019. These amendments require every municipality to prepare and adopt a community safety and well-being plan.

As part of the Provincial legislation, municipalities are required to develop and adopt community safety and well-being plans working in partnership with a multisectoral advisory committee comprised of representation from the police service board and other local service providers in health/mental health, education, community/social services and children/youth services. This approach allows municipalities to take a leadership role in defining and addressing priority risks in the community through proactive, integrated strategies that ensure vulnerable populations receive the help they need from the providers best suited to support them.

Municipal Councils of the Township of Blandford Blenheim, Township of East Zorra-Tavistock, Town of Ingersoll, Township of Norwich, Town of Tillsonburg, City of Woodstock, Zorra Township and Township of South-West Oxford passed resolutions which declare that community safety and well-being is a priority in Oxford County, and initiated a collective commitment to work together in the development of the Oxford County Community Safety and Well-being Plan.

Mandate:

The primary directive of the Community Safety and Well-being Planning Coordinating Committee is to guide and direct key tasks which are required for the completion of the Oxford County Community Safety and Well-being Plan.

Duties:

Duties of the Coordinating Committee include, but are not limited to, the following:

- Overseeing the recruitment and coordination of the Oxford County Community Safety and Well-being Planning Advisory Committee by the Community Safety and Well-being Planning Coordinator (CSWB Coordinator);
- Ensuring that the decisions of the Advisory Committee are implemented and reflected in the Community Safety and Well-being Plan when it is brought forward for Council's consideration;
- Receiving and responding to requests for information about the Community Safety and Well-being planning process;
- Updating and providing status information about the development of the Community Safety and Well-being Plan to their respective Councils;
- Overseeing project communications;
- Ensuring that the Plan, once finalized and adopted, is made publicly available.

Membership:

The membership of the Oxford County Community Safety and Well-being Planning Coordinating Committee is made up of the Clerks of the participating municipalities:

- [Amy Humphries](#), City of Woodstock
- [Donna Wilson](#), Town of Tillsonburg
- [Julie Forth](#), Township of South-West Oxford
- [Karen Martin](#), Zorra Township
- [Kyle Kruger](#), Township of Norwich
- [Michael Graves](#), Town of Ingersoll
- [Rodger Mordue](#), Township of Blandford Blenheim
- [Will Jaques](#), Township of East Zorra-Tavistock

The Chair, the Vice Chair and Secretary to be elected at the first meeting of the committee.

APPENDIX C



Community Safety and Well-Being Planning
Advisory Committee
Terms of Reference

Preamble:

Legislative amendments to the Police Services Act, 1990 came into effect on January 1st, 2019. These amendments require every municipality to prepare and adopt a community safety and well-being plan.

As part of the Provincial legislation, municipalities are required to develop and adopt community safety and well-being plans working in partnership with a multisectoral advisory committee comprised of representation from the police service board and other local service providers in health/mental health, education, community/social services and children/youth services. This approach allows municipalities to take a leadership role in defining and addressing priority risks in the community through proactive, integrated strategies that ensure vulnerable populations receive the help they need from the providers best suited to support them.

Municipal Councils of the Township of Blandford Blenheim, Township of East Zorra-Tavistock, Town of Ingersoll, Township of Norwich, Town of Tillsonburg, City of Woodstock, Zorra Township and Township of South-West Oxford passed resolutions which declare that community safety and well-being is a priority in Oxford County, and initiated a collective commitment to work together in the development of the Oxford County Community Safety and Well-being Plan.

Mandate:

The primary directive of the Community Safety and Well-being Planning Advisory Committee is to advise and inform the Community Safety and Well-being Planning Coordinator and the Coordinating Committee as they examine the County's risk factors, vulnerable groups and the protective factors needed to reduce harm and to enhance safety and well-being for all Oxford County residents.

Duties:

Duties of the Advisory Committee include, but are not limited to, the following:

- Conduct community engagement sessions to inform the development of the plan;
- Determine the priorities of the plan, including references to risk factors, vulnerable populations and protective factors;
- Ensure outcomes are established and responsibilities for measurement are in place and approving performance measures by which the plan will be evaluated, as well as the schedule and processes used to implement them;
- Ensure each section/activity under the plan, for each priority risk, is achievable;
- Ensure the right agencies/organizations and participants are designated for each activity;
- Evaluate and monitor the plan;
- Align implementation and evaluation of the plan with the municipal planning cycle (annually) and other relevant sector specific planning and budgeting activities to ensure alignment of partner resources and strategies;
- Set a future date for reviewing achievements and developing the next version of the plan;
- Think about ways in which the underlying structures and systems currently in place can be improved to better enable service delivery;
- Develop and undertake community engagement to build on the members' awareness of local risks, vulnerable groups and protective factors;
- Develop and maintain a dynamic data set, and ensuring its ongoing accuracy as new sources of information become available;
- Determine the priority risk(s) that the plan will focus on based on available data, evidence, community engagement feedback and capacity;
- After priority risks have been identified, all actions going forward should be designed to reduce these risks, or at least protect the vulnerable groups from the risks;
- Based on community capacity, developing an implementation plan or selecting, recruiting and instructing a small number of key individuals to do so to address the selected priority risk(s) identified in the plan.

Membership:

The Oxford County Community Safety and Well-being Planning Coordinator and Coordinating Committee is responsible for the recruitment of the Advisory Committee. The Advisory Committee should consist of the following representation, at a minimum:

- An employee of at least one of the participating municipalities (Coordinating Committee Vice-Chairs);
- A person who represents the education sector;
- A person who represents the health/mental health sector;
- A person who represents the community/social services sector;
- A person who represents the children/youth services sector;
- A person who represents an entity that provides custodial services to children/youth;

- A person who represents the police service board and/or Detachment Commander.

Individual members selected to the Advisory Committee will ideally have the authority to make decisions on behalf of their respective agencies/organizations regarding resources and priorities, or will be empowered to do so for the purposes of developing the plan. Recruitment to the Advisory Committee will be reflective of the diverse make-up of the community and will give consideration to the following:


- The individual's knowledge/information about the risks and vulnerable populations in the community;
- Lived experience with risk factors or part of a vulnerable group in the community;
- Understanding of protective factors needed to address those risks;
- Experience developing effective partnerships in the community;
- Experience with ensuring equity, inclusion and accessibility in their initiatives; and
- A proven track record advocating for the interests of vulnerable populations.

Community Safety and Well-being Planning Coordinator will act as the Chair of the Advisory Committee. The roles and responsibilities of the Chair include:

- Chair Advisory Committee meetings;
- Prepare and circulate meeting agendas;
- Act as a liaison between the Advisory Committee and the Coordinating Committee; and
- Facilitate the work towards the fulfillment of the mandate and development of the Community Safety and Well-being Plan for the lower tier Municipalities of the County of Oxford.

Meetings:

Following the recruitment of the Advisory Committee, the Community Safety and Well-being Planning Coordinator and the Coordinating Committee will host a general information meeting. This meeting will allow all members to become acquainted with each other, discuss roles and responsibilities, develop a meeting schedule and action plan. Tasks may be assigned to individual members to bring forward at the following meeting.

| | | |
|---|---------------------|--|
|  | Report Title | Oxford County Cycling Advisory Committee Appointment |
| | Report No. | CLK 19-27 |
| | Author | Donna Wilson, Town Clerk |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | Oxford County request for Tillsonburg Appointment |

RECOMMENDATION

THAT Council receives Report CLK 19-27 Oxford County Cycling Advisory Committee Appointment;

AND That Mark Salt be appointed as the Tillsonburg representative on the Oxford Cycling Advisory Committee.

BACKGROUND

In 2013, Oxford County completed the Transportation Master Plan which led to the need to include consideration for bicycles in all road reconstruction design and the need for a cycling advisory committee to help cultivate a bike-friendly community in Oxford County. The Oxford Cycling Advisory Committee was formed and municipalities were asked to appoint a member representative to the advisory committee.

The Cycling Advisory Committee assists the County in the development and implementation of future cycling initiatives. The committee coordinates and represents the interests of cyclists, focusing on their needs and priorities and ensures that those interests are taken into consideration in any future cycling initiatives.

The committee is led by staff from Public Health and Tourism Oxford and includes representation from County Council, other County departments, area municipal representatives and representatives of the cycling community.

DISCUSSION

At the Council meeting of March 25, 2013, Council appointed Janet McCurdy to be the Tillsonburg representative on the Oxford Cycling Advisory Committee (CAC). As Ms. McCurdy has retired in January of this year we are now being asked to appoint a new representative to the CAC. The committee requests that Tillsonburg appoint a council or staff representative to the committee. In 2013 the Town determined that a member of the recreation team would be best suited to the position as they have more knowledge of the cycling community, Tillsonburg trail linkages and are able to liaise with other departmental staff in order to share knowledge or obtain additional information that may be required during the work of the CAC. The Director of Recreation Culture and Parks was in support of Ms McCurdy's appointment in 2013 and has

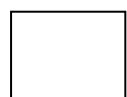
recommended Mark Salt be appointed at this time. In Mark's role as Recreation Programs and Services Manager his position supports key community development initiatives in culture, sport, recreation and volunteer management. The position works with other service providers locally, regionally and provincially to maximize community opportunities, benefits and community development services.

FINANCIAL IMPACT/FUNDING SOURCE

The financial impact to the Town to participate on the Cycling Advisory Committee will be the contribution of staff time and mileage for meeting attendance outside the boundaries of the Town of Tillsonburg.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

1. Demographic Balance
 - ☒ Make Tillsonburg an attractive place to live for youth and young professionals
 - ☒ Provide opportunities for families to thrive
2. 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



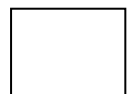
Report Approval Details

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|----------------------|-----------------------------------|
| Document Title: | CLK 19-27 Oxford Cycling Com.docx |
| Attachments: | - CLK 19-27 ATT.pdf |
| Final Approval Date: | Oct 2, 2019 |

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

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a stylized, cursive script.

Ron Shaw - Oct 2, 2019 - 4:38 PM



From: Frank Gross [<mailto:fgross@oxfordcounty.ca>]
Sent: Thursday, July 11, 2019 2:45 PM
To: Donna Wilson
Cc: David Simpson; pcrockett@oxfordcounty.ca; Rick Cox
Subject: Oxford County Cycling Advisory Committee

Hi Donna,

The Oxford County Cycling Advisory Committee (CAC) consists of representatives from each Area Municipality, County Council, Oxford County Staff, and six Community members that are appointed by County Council.

Janet McCurdy had been serving on the CAC as the Tillsonburg staff representative until she retired last year.

I am following up to see if Tillsonburg is planning to appoint a new representative for the CAC. It could be staff, Council or someone from the community; however, the Rep should be able to speak to Active Transportation initiatives by the Town.

A copy of the committee terms of reference is attached. The group meets the second Monday each month, except March, July, August, and October, at 6pm at the Oxford County Administration Building in Woodstock.

Please feel free to contact me if have any questions.

Thanks
Frank

Frank Gross, C.Tech

Manager of Transportation & Waste Management Services


Oxford County | 21 Reeve St., PO Box 1614, Woodstock, ON, N4S 7Y3 | T 519-539-9800 / 1-800-755-0394, Ext 3120
fgross@oxfordcounty.ca



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Think about our Environment. Print only if necessary.

| | | |
|---|---------------------|--|
|  | Report Title | Appointments to Dog Park Advisory Committee |
| | Report No. | CLK 19-29 |
| | Author | Amelia Jaggard, Legislative Services Coordinator |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | By-Law 4350 Schedule A |

RECOMMENDATION

THAT Council receives Report CLK 19-29 Appointments to the Dog Park Advisory Committee;

AND THAT Council appoint _____ as the Council representative on the Tillsonburg Dog Park Advisory Committee;

AND THAT By-Law 4350 to amend Schedule A of By-Law 4247, be brought forward for Council consideration.

BACKGROUND

At the August 12, 2019 Council meeting Council passed the following resolution:

Moved By: Councillor Luciani

Seconded By: Deputy Mayor Beres

THAT Council receives Report RCP 19-30 Terms of Reference for Tillsonburg Dog Park Advisory Committee;

AND THAT Council establishes the Tillsonburg Dog Park Advisory Committee and directs staff to initiate the advertising and appointment process.

Carried

An ad appeared in the Tillsonburg Update section of the Tillsonburg News regarding applications to the Tillsonburg Dog Park Advisory Committee on August 21, 28, September 11, 18 and October 2, 2019. The notice was also posted on the Town website from August through to October.

DISCUSSION

The attached By-Law 4350 Schedule A includes the recommended appointments. These recommendations and a by-law to appoint the members will be brought before Council for consideration.

FINANCIAL IMPACT/FUNDING SOURCE

N/A

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

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



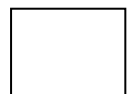
Report Approval Details

| | |
|----------------------|--|
| Document Title: | CLK 19-29 Appointments to Dog Park Advisory Committee.docx |
| Attachments: | - By-Law 4350 Schedule A.docx |
| Final Approval Date: | Oct 4, 2019 |

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


A handwritten signature in black ink, appearing to be 'Ron Shaw', with a stylized, cursive script.

Ron Shaw - Oct 4, 2019 - 4:36 PM



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

| | | |
|---|--|---|
| <p>Tillsonburg Transit Advisory Committee</p> | | <p>By-law 4250 Schedule A</p> <p>The objective of the Tillsonburg Transit Advisory Committee (TTAC) is to oversee and advise Town Council on the governance oversight of the Town's service providers contract for transit and specifically the policies and procedures related to service delivery of transit. The TTAC will provide a forum for input, exchange of ideas and debate on conventional and mobility transit related issues with representation from all affected groups in the community. The committee should use the Mandate to set out a clear plan for the term of the Committee. Create a high level work plan to define the scope and establish the framework and overall approach for transit. Set out goals the committee will work towards accomplishing.</p> |
|---|--|---|

| | | |
|---|---------------------|----------------------|
|  | Report Title | 2019 OILC Debentures |
| | Report No. | FIN 19-23 |
| | Author | Dave Rushton CPA CMA |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | By-Law 4348 |

RECOMMENDATION

THAT Council receives Report FIN 19-23, 2019 OILC Debentures;

AND THAT Council By-Law 4348 authorizing the Mayor and Treasurer to enter into a financing agreement with the Ontario Infrastructure and Lands Corporation for \$997,600 be brought forward for Council consideration.

BACKGROUND

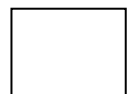
The Municipal Act requires lower tier governments to arrange capital financing through the upper tier government. We have submitted as list of our projects that the Town is financing through Oxford County with Ontario Infrastructure and Lands Corporation (OILC). These projects were approved in 2018 and 2019 but are or will be substantially complete in 2019.

FINANCIAL IMPACT/FUNDING SOURCE

| <u>Description of Capital Work</u> | <u>Estimated Expenditure</u> | <u>Loan Amount</u> |
|--|------------------------------|--------------------|
| Fire Communications Infrastructure South Huron | \$37,600 | \$37,600 |
| Lawrie Jane Reid Road Reconstruction and Urbanization | \$340,000 | \$340,000 |
| Bradburn Subdivision Phase 2 | \$490,000 | \$490,000 |
| Replacement Dodge Ram Truck | \$35,000 | \$35,000 |
| Community Centre Hot Water System Replacement | \$100,000 | <u>\$95,000</u> |
| Total to borrow | | \$997,600 |

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

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



Report Approval Details


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|----------------------|-------------------------------------|
| Document Title: | FIN 19-23 2019 OILC Debentures.docx |
| Attachments: | |
| Final Approval Date: | Oct 4, 2019 |

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

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a stylized, cursive script.

Ron Shaw - Oct 4, 2019 - 4:48 PM



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|---|---------------------|---------------------------------|
|  | Report Title | Investment Policy |
| | Report No. | FIN 19-24 |
| | Author | Sheena Pawliwec, CPA, CGA |
| | Meeting Type | Council Meeting |
| | Council Date | OCTOBER 15, 2019 |
| | Attachments | Policy #5-003 Investment Policy |

RECOMMENDATION

THAT Council receives report FIN 19-24 Investment Policy;

AND THAT By-Law 4349 to adopt the Investment Policy be brought forward for Council consideration.

EXECUTIVE SUMMARY

Section 418 of the *Municipal Act, 2001*, *Ontario Regulation 438/97*, and *Ontario Regulation 43/18*, are the legislative authority for the investment guidelines of municipal funds. As per the above legislation, before a municipality invests in a security Council shall, if it has not already done so, adopt a statement of the municipality's investment policies and goals. The Investment Policy is reviewed annually by the Treasurer and amended on an as needed basis to ensure compliance with changes to the Municipal Act and its Regulations.

The Investment Policy outlines the governing authority, objectives, eligible investments, and the roles and responsibilities of Council and staff including signing authority, investment decision making and reporting.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

1. Excellence in Local Government

- ☐ Demonstrate strong leadership in Town initiatives
- ☐ Streamline communication and effectively collaborate within local government
- ☒ Demonstrate accountability

Report Approval Details

| | |
|----------------------|---|
| Document Title: | FIN 19-24 Investment Policy.docx |
| Attachments: | - FIN 19-24 5-003 Investment Policy.docx - FIN 19-24 By-law 4349-To Adopt the Tillsonburg Investment Policy.docx |
| Final Approval Date: | Oct 4, 2019 |

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

Dave Rushton - Oct 4, 2019 - 4:00 PM



FINANCE DEPARTMENT
Policy #5-003: Investment Policy

Approval Date: October 15, 2019
Approval Authority: Council, By-Law 4349
Effective Date: October 15, 2019

Next Scheduled Review Year: as required
Department: Finance
Last reviewed: October 15, 2019
Revision Date/s:
Schedules: n/a

POLICY STATEMENT

This policy, to be referred to as the “Investment Policy”, shall govern the investment activities of the Town of Tillsonburg operating account, its trust accounts, reserves and reserve funds. It shall be administered by the Finance Department, and comes into force and effect on the date adopted.

PURPOSE

The purpose of this policy is to maximize investment income at a minimal risk to capital. Accordingly, the emphasis for investments is security first, liquidity second, and third, overall yield. The purpose of this policy is to ensure integrity of the investment management process and to establish a reporting structure.

AUTHORITY

Section 418 of the *Municipal Act, 2001*, *Ontario Regulation 438/97*, and *Ontario Regulation 43/18*, are the legislative authority for the investment guidelines of municipal funds.

A summary of the pertinent legislative guidelines as it applies to the Town's eligible investment portfolio is as follows:

1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by Canada or a province or territory of Canada or an agency of Canada;
2. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a municipality in Canada including the municipality making the investment, a school board in Canada, a local board as defined in the *Municipal Affairs Act*, and the *Municipal Finance Authority of British Columbia*;

3. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments, bonds, debentures or evidence of long-term indebtedness issued or guaranteed, by a bank (as listed in Schedule I, II or III to the Bank Act), a loan corporation or trust corporation (that is registered under the Loan and Trust Corporations Act), or a credit union or league to which the Credit Unions and Caisses Populaires Act, 1994, applies.

Earnings from the combined investment shall be credited to the fund from which they originated in proportion to the amount invested.

Signing Authority:

Investments made by the Town are settled by cheque requisition or by Electronic Funds Transfer with prior approval by the Treasurer (Deputy Treasurer).

Reporting:

The Treasurer shall provide an annual investment report that details the status of current investments.

Responsibility:

Investment decisions are delegated to the Treasurer. The Treasurer or the designate enters into arrangements with banks and other financial institutions for the purchase, sale, redemption, transfer, issuance, transfer and safekeeping of investments.

POLICY**Investment Policy Objectives:***Minimization of Credit Risk*

Meeting the first objective forces the adoption of a defensive policy to minimize the risk of incurring a capital loss and of preserving the value of the invested principal. This is accomplished by investing in properly rated financial instruments.

Maintenance of Liquidity

The term liquidity implies a high degree of marketability and a high level of price stability. A proportionate ratio of short and medium term maturities are maintained so as to meet the known funding requirements of the Town.

Rate of Return

Investment yields can only be sought within the boundaries set by the two foregoing objectives. Yields will fluctuate by institution as per individual credit ratings (greater risk confirmed by a lower credit rating). For example an instrument of a small trust company would in many cases

have a slighter higher yield than a major bank and conversely a small Province would have a higher yield than a large Province.

Eligible Investment Institutions

Eligible investment institutions are limited to those restricted to provide minimum risk as follows:

1. Investments issued or guaranteed by the Government of Canada, province or territory of Canada, including an agency of Canada or a province or territory of Canada, a school board or similar entity in Canada, or a local board as defined in the Municipal Affairs Act.
2. Investments issued or guaranteed by a municipality in Canada, including the Municipal Finance Authority of British Columbia.
3. Bonds, debentures or evidence of long-term indebtedness issued or guaranteed by a bank (as listed in Schedule I or II of the Bank Act), by a loan or trust corporation (which is registered under the Loan and Trust Corporations Act), subject to a minimum Dominion Bond Rating Service (DBRS) rating of "AA low", Moody's Investor Services Inc. of "Aa3" or Standard and Poor's of "AA-" as it applies under paragraph 3.1 or 4.1 of section 2 of *O. Reg. 43/18*.
4. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid no later than two years after the day the investment was made.
5. Bonds, debentures or other evidence of long-term indebtedness issued or guaranteed, by a bank (as listed in Schedule I or II to the Bank Act), a loan corporation or trust corporation (that is registered under the Loan and Trust Corporations Act).
6. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments, the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by a credit union or league to which the Credit Unions and Caisses Populaires Act, 1994 applies provided that the required financial indicators are met by the credit union or league.

Banking Arrangements

To facilitate movement of investment funds to and from different banks and financial institutions there is a requirement to open special purpose bank accounts designated for investment purposes. These accounts are designated for investment transactions only and are not to be used for the Town's day-to-day banking requirements.

Authorization requirements for these special purpose accounts vary from one institution to another. The Treasurer (Deputy Treasurer) and Mayor (Deputy Mayor) are authorized to establish such special purpose accounts as required by the particular financial institution. A

report to Council authorizing the account is not required providing that such arrangements are similar to those for other financial institutions. If, in the opinion of the Treasurer, the requirements for the new institution are sufficiently different from other existing special account requirements, a report will be presented to Council outlining the differences and seeking Council approval.

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4349

A BY-LAW to adopt a Municipal Investment Policy for the Town of Tillsonburg.

WHEREAS under Section 8. (1) of the Municipal Act, 2001, S.O., 2001, c.25, as amended, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

AND WHEREAS under Section 7. (1) of Ontario Regulation 438/97, before a municipality invests in a security prescribed under this Regulation, the council of the municipality shall, if it has not already done so, adopt a statement of the municipality's investment policies and goals.

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg is desirous of adopting a Municipal Investment Policy.

BE IT THEREFORE ENACTED as follows:


1. THAT the Tillsonburg Investment Policy attached hereto as "Schedule A" is hereby adopted and forms part of this by-law.
2. This By-Law shall come into full force and take effect upon the final passing hereof.

READ A FIRST AND SECOND TIME THIS 15th DAY OF OCTOBER, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 15TH DAY OF OCTOBER, 2019.

MAYOR Stephen Molnar

TOWN CLERK Donna Wilson

| | | |
|---|---------------------|---|
|  | Report Title | 2018 Summary of Reserves and Trusts |
| | Report No. | FIN 19-25 |
| | Author | Dave Rushton |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | 2018 TOWN OF TILLSONBURG STATEMENT OF RESERVES AND TRUSTS |

RECOMMENDATION

THAT Council receives report FIN 19-25 2018 Summary of Reserves and Trusts for information.

EXECUTIVE SUMMARY

The Town of Tillsonburg maintains several reserves and trusts. This summary defines the purpose of each one and their sources of revenues and expenditures and information on balances.

OBJECTIVE

To inform council and the public with details on monies that are summarized in annual financial statements presented to the Town.

BACKGROUND

In 2009, several trusts were merged together to create one reserve account and in 2017 they were separated into the accounts being presented within the attached report that summarizes in detail the various reserves and trusts. Some of these are Discretionary Reserves (\$4.1M) and operate according to the reserve policy established by council in 2017. Others are Obligatory Reserves (\$2.3M) and are restricted by rules set up through other levels of government. A third group is Trust Funds (\$1.7M). These funds have been donated to the trusts with accountability through the Town which establishes the Trusts and designates the Trustees to manage the Trusts. The Town Clerk and Treasurer are part of each set of Trustees for each Fund. In 2019, Council appointed new Trustees for most Trusts.

These funds support a variety of needs in the Town. The use of these funds can be for both Town capital and operating needs as well as the Trusts supports several community groups and individuals. The reserves can be thought of like a savings account where funds are collected until they need to be used for the purpose for which they were collected. This is the reason why the reserves have a minimum target and a maximum. When the maximum is reached no further funding is needed and if it drops below the minimum new contributions are required.

FINANCIAL IMPACT/FUNDING SOURCE

The Reserves and Trusts act as a source of funds for the annual budget as well as many community individuals and organizations.

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. Demographic Balance
 - ☒ Make Tillsonburg an attractive place to live for youth and young professionals
3. Culture and Community
 - ☒ Promote Tillsonburg as a unique and welcoming community
 - ☒ Provide a variety of leisure and cultural opportunities to suit all interests



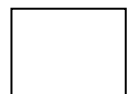
Report Approval Details

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|----------------------|--|
| Document Title: | FIN 19-25 2018 Summary of Reserves and Trusts.docx |
| Attachments: | - 2018 TOWN OF TILLSONBURG STATEMENT OF RESERVES AND TRUSTS.docx |
| Final Approval Date: | Oct 7, 2019 |

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

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a long horizontal stroke extending to the right.

Ron Shaw - Oct 7, 2019 - 2:55 PM



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AIRPORT RESERVE

The Airport Reserve provides a contingency for unforeseen events that might put pressure on the tax rate, provides for expenditures associated with the rehabilitation or replacement of existing Airport infrastructure as well as a source of funding for external airport consulting services.

Revenues

The Airport Reserve shall generally receive revenues from annual operating budget allocations or any surplus generated from the Airport business, after allowing for operating and capital expenses, on an annual basis.

This Reserve also consists of funds set aside from Airport projects not completed in the previous financial year. These funds will be used to complete those Airport projects in a future financial year.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Airport Reserve may be used to fund the rehabilitation or replacement of existing airport capital infrastructure, assist in meeting the funding requirements of matching airport funding programs developed by senior levels of government, or support airport consulting services for various types of studies, plans or strategic development of the Airport.

Recommended Target Levels

The recommended minimum target would be about to 50% of the annual Airport General Operating Budget, which for 2019 is equivalent to \$69,700.

The recommended maximum target would be about to 100% of the annual Airport General Operating Budget, which for 2019 is equivalent to \$139,400.

COMMENTS:

The 2018 ending balance is \$6,042.81.

The 2019 projected ending balance is \$212.69

ASSET MANAGEMENT FUNDING RESERVE

The Asset Management Plan Funding Reserve is a long term source of financing to overcome the deficiency in replacement or purchases of capital assets.

Revenues

The Asset Management Plan Funding Reserve revenues are from the growth portion of the Current Market Assessment.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Asset Management Plan Funding Reserve expenditures will be used to assist with the financing of assets in the approved Capital Budget.

Recommended Target Levels

The recommended minimum target shall be \$nil

The recommended maximum target would be \$454,100, 3% of the 2019 annual budget.

COMMENTS:

The 2018 ending balance is \$413,996.50.

The 2019 projected ending balance is \$342,657.26

FACILITY INFRASTRUCTURE RESERVE

The Capital Infrastructure Reserve provides for expenditures associated with the rehabilitation, replacement or construction of buildings and other related facilities.

Revenues

The Capital Infrastructure Reserve revenues are from taxation.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

This Capital Infrastructure Reserve will be spent on costs related to design and implementation of the rehabilitation, replacement or construction of buildings and other related facilities.

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Recommended Target Levels

The recommended minimum target shall reviewed based on specific facility projects and needs

The recommended maximum target would be the total costs of all foreseen projects.

COMMENTS:

The 2018 ending balance is \$402,518.41

The 2019 projected ending balance is \$77,358.69

CEMETERY RESERVE

The Cemetery Reserve provides a source of funds for Cemetery projects and equipment. Within the Cemetery Reserve is a separate Memorials component that will fund replacements and maintenance of memorial benches, special memorials and trees in the Cemetery.

Revenues

The Cemetery Reserve revenues are from year-end surpluses in the Cemetery operations and surpluses in cemetery-related capital projects and from donations. The Memorials Component will receive 10% of each memorial bench & tree fee, and a 25% perpetual care levy on special memorials (defined as any memorial not considered a burial markers).

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Cemetery Reserve is to be used for Cemetery planning and plan implementation, surveys, landscaping projects, and other special Cemetery projects. Funds in the Memorials component will be used to replace, repair or maintain memorial benches and trees, and special memorials in the Cemetery including the flagpoles, the memorials near the Cemetery Building, and the St. Mary's Cemetery cross.

Recommended Target Levels

The recommended target minimum is \$50,000 plus the cumulative total of contributions to the Memorials component.

COMMENTS:

The 2018 ending balance is \$46,164.41

The 2019 projected ending balance is \$1,598.26

COUNCIL RESERVE

The Council Reserve provides for funding special projects identified by Council that may arise from time to time.

Revenues

The Council Reserve revenues are derived from taxation.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Council Reserve is spent on special projects as determined by Council from time to time.

Recommended Target Levels

The recommended minimum target shall \$0

COMMENTS:

The 2018 ending balance is \$3,498.54

The 2019 projected ending balance is \$3,538.99

DEVELOPMENT REMEDIATION RESERVE

The Development Remediation Reserve provides a source of funding for the installation, repair or replacement of outstanding development related municipal infrastructure deficiencies

Revenues

The Development Remediation Reserve shall generally receive revenues, after the appropriate notice by the Town has been provided, from outstanding construction holdbacks for which the Contractor has not remedied, any outstanding or expired municipal infrastructure deposits provided at the time of building permit application that the Builder has not rectified, and any outstanding Subdivision or Site Plan Agreement securities as a result of Developer default.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Development Remediation Reserve may be used for the installation, repair or replacement of outstanding development related municipal infrastructure deficiencies.

Recommended Target Levels

The balance of the Development Remediation Reserve should not drop below \$0 and should be monitored regularly to ensure outstanding municipal infrastructure deficiencies are appropriately rectified.

COMMENTS:

The 2018 ending balance is \$170,070.55

The 2019 projected ending balance is \$0.00

DOWNTOWN PARKING RESERVE

The Parking Reserve provides a source of funding to properly maintain the Downtown Municipal parking lots including capital investment in new or existing Downtown parking infrastructure. This Reserve can be used for operating or capital expense purposes, but can only be used for Municipal parking located in the Downtown.

Revenues

The Parking Reserve revenues are generated from surplus funds left over from the parking levy charged to Downtown property owners, payments in lieu of parking paid on development not spent in the current year, and any net proceeds from the sale of Town owned parking lot property.

This reserve also consists of funds set aside from Downtown Municipal parking infrastructure capital projects not completed in a previous financial year. These funds will be used to complete those Downtown Municipal parking infrastructure capital projects in a future financial year.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Parking Reserve may be used for the rehabilitation or replacement of existing Downtown Municipal parking lots, the purchase and capital maintenance of any Downtown Municipal parking infrastructure and related components, including parking-related technology, the design and construction of new Downtown Municipal parking infrastructure and the purchase of associated land, including financing, the cost associated with parking-related studies, analysis, policy or strategy development, and any annual operating deficit if incurred by the Town.

Recommended Target Levels

The balance of the Downtown Parking Reserve should not drop below \$0 and should be monitored regularly to ensure appropriate investment in Downtown Municipal parking infrastructure.

COMMENTS:

The 2018 ending balance is \$270,768.13

The 2019 projected ending balance is \$256,117.80

ECONOMIC DEVELOPMENT RESERVE

The purpose of this reserve is to fund strategic economic development initiatives including:

- Industrial land acquisition and development
- Commercial land acquisition and development (high priority projects only)
- Preparation and implementation of Economic Development strategies and studies that support the growth and development of the Tillsonburg economy

Revenues

The Reserve revenues are typically generated by industrial and commercial land sales and special projects.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

This Reserve is used to fund land acquisition and development, studies that support growth and related costs.

Recommended Target Levels

The recommended minimum target shall be \$500,000

The recommended maximum target would be \$5,000,000

COMMENTS:

The 2018 ending balance is \$284,451.57

The 2019 projected ending balance is \$102,192.46

ELECTION RESERVE

The Election Reserve provides funding for the municipal election held every 4 years. The purpose of the fund is to spread the costs over each of the four years.

Revenues

The Election Reserve revenues are from planned amounts budgeted through the Council operating budget.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Election Reserve is to be used for election purposes and all associated costs therein.

Recommended Target Levels

The recommended target minimum is 13,500.

A preferred amount to support elections would be \$54,000.

COMMENTS:

The 2018 ending balance is \$16,288.32

The 2019 projected ending balance is \$18,476.68

ENGINEERING RESERVE

The Engineering Reserve provides a source of funding for external engineering services to smooth budgetary impacts associated with Regulated obligations, to support consulting services for various engineering related studies, plans, assessments, policy or strategic development, analysis, inspections, or investigations as they arise, and to support the implementation of engineering related capital projects.

Revenues

The Engineering Reserve shall generally receive revenues from annual operating budget allocations or any surplus generated from the engineering business, after allowing for operating and capital expenses, on an annual basis.

This Reserve also consists of funds set aside from engineering related projects not completed in the previous financial year. These funds will be used to complete those engineering related projects in a future financial year.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Engineering Reserve may be used for consulting services of various engineering related studies, plans, assessments, policy or strategic development, analysis, inspections, or investigations as they arise and the implementation of engineering related capital projects.

Recommended Target Levels

The recommended minimum target shall be sufficient to cover all Regulated engineering related obligations. For 2019, this is equivalent to \$40,000.

A preferred amount would be about 25% of the annual operating budget, which for 2019 is equivalent to \$63,450.

The recommended maximum target would be equivalent to 50% of the annual operating budget which is \$126,900 for 2019 representing about three iterations of Regulated engineering obligations.

COMMENTS:

The 2018 ending balance is \$47,867.95

The 2019 projected ending balance is \$8,421.50

FIRE DEPARTMENT EQUIPMENT RESERVE

The Fire Department Equipment Reserve provides a fund for capital equipment purchases.

Revenues

The Fire Department Equipment Reserve revenues are from planned amounts budgeted through the fire department operating budget.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Fire Department Equipment Reserve is to be used for capital projects.

Recommended Target Levels

The recommended target minimum is \$75,000.

A preferred amount to support capital purchases would be \$225,000.

COMMENTS:

The 2018 ending balance is \$81,567.48

The 2019 projected ending balance is \$117,510.75

FIRE DEPARTMENT LABOUR RESERVE

The Fire Department Labour Reserve provides a fund for part time suppression labour costs.

Revenues

The Fire Department Labour Reserve revenues are from surplus amounts, if any, of the fire department suppression labour budget.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Fire Department Labour Reserve is to be used for occasions where, suppression, training and public education labour costs exceed the budgeted amount in a year.

Recommended Target Levels

The recommended target minimum is \$15,000.

COMMENTS:

The 2018 ending balance is \$0

The 2019 projected ending balance is \$0

FLEET AND EQUIPMENT RESERVE

The Fleet and Equipment Reserve shall provide a source of funding for the replacement of corporate vehicles and equipment. Where expansion is necessary and where Development Charge funding cannot be applied, this Reserve is to provide a source of funding for the purchase of such fleet/equipment. Each request for expansion funded from this Reserve must be made clear during the capital budget process and in the purchase award report to Council.

Revenues

The Fleet and Equipment Reserve revenues shall be generated through the application of an annual Capital Cost Recovery charge to user departments. Fleet units shall repay this Reserve over the useful life of the unit. Additionally any surplus generated from the fleet business, after allowing for operating and capital expenses as well as any revenue generated from the disposal of replaced fleet assets shall also be contributed to this Reserve.

This reserve also consists of funds set aside from fleet capital projects not completed in a previous financial year. These funds will be used to complete those fleet capital projects in a future financial year. The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Fleet and Equipment Reserve shall be used for the replacement of corporate vehicles and equipment.

Recommended Target Levels

The Reserve balance shall be adequate to sustain the replace of existing vehicles and equipment on a replacement scheduled based on the estimated service life of the vehicle and/or piece of equipment.

The recommended minimum target shall be equivalent to the sustainable annual capital investment forecast identified in the Town Asset Management Plan as \$830,000 for fleet and equipment.

A preferred amount would be equivalent to 15% of the Fleet replacement value identified in the Town Asset Management Plan, which for 2019 would be equivalent to \$1,567,500.

The recommended maximum target would be about 20% of the Fleet replacement value identified in the Town Asset Management Plan. For 2019, this would be equivalent to \$2,090,000.

COMMENTS:

The 2018 ending balance is \$339,743.34

The 2019 projected ending balance is \$171,357.76

IT EQUIPMENT RESERVE

The IT Equipment Reserve shall provide a source of funding for the replacement of corporate software, computer and communications equipment.

Revenues

The IT Equipment Reserve revenues shall be generated through the application of an annual Capital Cost Recovery charge to user departments. IT related charges shall repay this Reserve over the useful life of the units.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The IT Equipment Reserve shall be used for the replacement of corporate software, computing and tele-communications equipment.

Recommended Target Levels

The Reserve balance shall be adequate to sustain the replacement of existing equipment on a replacement schedule based on the estimated service life of the piece of equipment.

The recommended minimum target shall be equivalent to the sustainable annual capital investment forecast identified in the Town Asset Management Plan as \$75,000.

A preferred amount would \$225,000.

COMMENTS:

The 2018 ending balance is \$150,126.05

The 2019 projected ending balance is \$97,865.22

LINEAR INFRASTRUCTURE RESERVE

The Linear Infrastructure Reserve provides for expenditures associated with the rehabilitation or replacement of existing capital infrastructure such as roads sidewalks, streetlights and signalized intersections, bridges, culverts and retaining walls, storm sewers and stormwater management facilities and their respective related infrastructure.

Revenues

The Linear Infrastructure Reserve shall generally receive revenues from annual operating budget allocations, any surplus generated from existing linear infrastructure business after allowing for operating and capital expenses, any new linear infrastructure program funding from senior levels of government, not including Gas Tax Funding, and an equitable share of the Assessment Growth allocated towards the Towns Asset Management Plan. Additionally, an annual allocation of surplus shall be contributed to this Reserve, as outlined in the Surplus Allocation Policy.

This reserve also consists of funds set aside from linear infrastructure capital projects not completed in a previous financial year. These funds will be used to complete those linear infrastructure capital projects in a future financial year.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Linear Infrastructure Reserve may be used to fund the rehabilitation or replacement of existing capital infrastructure or assist in meeting the funding requirements of matching linear infrastructure programs developed by senior levels of government.

Recommended Target Levels

The recommended minimum target shall be equivalent to 1% of the linear infrastructure replacement value identified in the Town Asset Management Plan, which for 2019 would be \$2,076,000.

The preferred amount would be equivalent to the sustainable annual capital investment forecast identified in the Town Asset Management Plan as \$3,890,000 for linear infrastructure.

The recommended maximum would be about 8% of the linear infrastructure replacement value identified in the Town Asset Management Plan. For 2019, this would be equivalent to \$16,608,000 representing approximately the support for a 5-year capital plan.

COMMENTS:

The 2018 ending balance is \$455,370.48

The 2019 projected ending balance is \$65.636.46

PHYSICIAN RECRUITMENT RESERVE

The Physician Recruitment Reserve is to establish funding in partnership with Tillsonburg District Memorial Hospital for the attraction of Physicians.

Revenues

The Physician Recruitment Reserve revenues are supported through taxation and donations from individuals and corporation.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Physician Recruitment Reserve has two main areas of expenditures. The first is related to the attraction of Physicians and the marketing related cost and the second is for costs to secure Physicians. A Shared Physician Recruitment Incentive Support Model for new physicians has been agreed to with the Tillsonburg District Memorial Hospital.

Recommended Target Levels

The recommended minimum target shall \$35,000

The recommended maximum target would be \$100,000

COMMENTS:

The 2018 ending balance is \$36,563.01

The 2019 projected ending balance is \$29,485.83

POLICE RESERVE

The Police Reserve purpose is to offset the annual cost of the Town's police service contract.

Revenues

The Police Reserve shall generally receive revenues from any surplus generated from a decrease in the budgeted service contract or unbudgeted funds received under the Ministry of Community Safety and Correctional Services which include, but are not limited to, the Community Policing Partnerships, Safer Communities - 1,000 Officers Partnership and RIDE grant programs. The Reserve will also retain interest earned by the funds in the Reserve.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Police Reserve funds are to be used solely to offset the annual cost of the Town's police service costs and must be made clear during the annual budget process.

Recommended Target Levels

N/A

COMMENTS:

The 2018 ending balance is \$139,841.07.

The 2019 projected ending balance is \$49,458.22

POLICE SERVICES BOARD RESERVE

The Police Services Board Reserve a fund to support special projects taken on by the Board to support policing efforts in the Town of Tillsonburg.

Revenues

The Police Services Board Reserve revenues are from the annual year end surplus of the special project funds, as outlined in the Surplus Allocation Policy as well as any revenue made from donations, auctions and unclaimed funds that may be collected by the Board.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Police Services Board Reserve is to be used for augmentation of the annual special projects allocation.

Recommended Target Levels

The recommended target minimum is \$1,000.

The recommended target maximum is \$20,000

COMMENTS:

The 2018 ending balance is \$10,476.20

The 2019 projected ending balance is \$15,597.35

RECREATION CULTURE AND PARKS RESERVE POLICY

The Recreation, Culture and Parks Reserve generates funds for projects, equipment, planning exercises, grant-matching, and other strategic initiatives of the Recreation, Culture & Parks Department. Within the Reserve is a separate Memorials component that will fund replacements and maintenance of memorial benches and trees in Town Parks. Other separate components may be established from time to time to track reserves targeted for specific projects or facilities.

Revenues

The Recreation Culture and Parks Reserve revenues are from year-end surpluses in RCP capital projects or from capital projects not completed at year-end. Revenue may also be sourced from donations, bequests, fundraising revenue, advertising sales, special user levies or fees, fines, court awards, insurance claims. The Memorials Component will receive 10% of each memorial bench & tree fee. The Reserve will also retain interest earned by the funds in the Reserve.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Recreation Culture and Parks Reserve is to be used for planning, plan implementation, grant matching, community events, equipment purchases, capital repairs and improvements, fee subsidies, youth leadership initiatives, public art, cultural initiatives or other expenditures as designated by the source of the revenue. Funds in the Memorials component will be used to replace, repair or maintain memorial benches and trees in Town Parks.

Recommended Target Levels

The recommended target minimum is \$500,000 plus the cumulative total of Memorial contributions.

COMMENTS:

The 2018 ending balance is \$324,382.67

The 2019 projected ending balance is \$224,266.27

TAX RATE STABILIZATION RESERVE

The Tax Rate Stabilization Reserve provides a contingency for unforeseen events that might put pressure on the tax rate. It is also used as a source of working capital.

Revenues

The Tax Rate Stabilization Reserve revenues are from the annual year end surplus, as outlined in the Surplus Allocation Policy.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Tax Rate Stabilization Reserve is to be used for unforeseen expenditures of a one-time nature.

Recommended Target Levels

The recommended target minimum is 3% of the annual tax supported budget.

For 2019, this would be \$417,900 based on an operating budget of \$13,929,400.

A preferred amount to support working capital would be about 15% of the budget which is \$2,270,550 representing about 2 month's cash flow.

COMMENTS:

The 2018 ending balance is \$887,571.08

The 2019 projected ending balance is \$736,336.80

TRANSIT RESERVE

The Transit Reserve was established to support provide funding for a Community Transportation Program in cooperation with other community agencies. A Community Transportation Program meets the Community Strategic Plan's action items of exploring alternative transportation options and implement and market a transportation program.

Revenues

The Transit Reserve revenues are from taxation. The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

This Transit Reserve is to co-fund the requirements of community transit system. The annual limit is established through the budget process.

Recommended Target Levels

The recommended minimum target shall be \$22,500.

The recommended maximum target would be \$75,000.

COMMENTS:

The 2018 ending balance is \$0.

The 2019 projected ending balance is \$0

WASTE MANAGEMENT RESERVE

The Waste Management Reserve consists of funds set aside for the future rehabilitation or replacement of waste related assets and to provide financial assurance for the future decommissioning, clean-up or remediation of the Transfer Station facility.

Revenues

The Waste Management Reserve shall generally receive revenues from any surplus generated from the waste business, after allowing for operating and capital expenses, on an annual basis.

This Reserve also consists of funds set aside from waste management projects not completed in the previous financial year. These funds will be used to complete those waste management projects in a future financial year.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Waste Management Reserve could be used for operating or capital expense purposes related to waste management.

Recommended Target Levels

The balance of the Waste Management Reserve shall be equivalent to the financial assurance to clean-up the maximum allowable amount of waste at the Transfer Station facility at any one time, which for 2019 is equivalent to \$79,600, and increase annually at the rate of inflation.

COMMENTS:

The 2018 ending balance is \$1,856.59

The 2019 projected ending balance is \$1,878.06

WINTER MAINTENANCE RESERVE

The Winter Maintenance Reserve is to fund winter maintenance activities in the event of a shortfall in the Winter Maintenance Operating Budget. This Reserve is to assist in minimizing the financial implications resulting from extreme winter weather conditions.

Revenues

The Winter Maintenance Reserve revenues are from surplus funds from the annual Operating Budget for winter maintenance, if any.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

This Reserve provides additional funding for winter maintenance expenditures in the event of a deficiency in the Operating Budget amount for winter maintenance.

Recommended Target Levels

The recommended minimum target shall be equal to 10% of the 5-year average winter maintenance costs or a minimum of \$50,000.

The recommended maximum target would be about 25% of the 5-year average winter maintenance costs which for 2019 would be approximately 133,200.

COMMENTS:

The 2018 ending balance is \$0.

The 2019 projected ending balance is \$0

OBLIGATORY RESERVES

BUILDING PERMIT COST STABILIZATION RESERVE

The Building Permit Cost Stabilization Reserve Fund was created to support Section 7(2) of the Ontario Building Code Act which states “The total amount of the fees authorized under clause (1) (c) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce this Act in its area of jurisdiction” meaning fees collected are to be used to administer the Act; surpluses cannot be used to fund general Town expenditures, and deficits should be funded from a Reserve Fund.

Revenues

Revenues to the Cost Stabilization Reserve Fund are an annual budgeted allocation from Building Permit revenues, as well as additional revenues added from Building Permit surplus as it occurs.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

Expenditures from the CSRF are to stabilize the building permit revenue line in the Operating Budget and to fund Building department capital expenditures.

Recommended Target Levels

The minimum target amount should be \$100,000 about 25% of the annual operating cost and the maximum should be \$400,000.

COMMENTS:

The 2018 ending balance is \$271,257.93

The 2019 projected ending balance will depend on the 2019 operating surplus but is expected to be over \$400,000.

DEVELOPMENT CHARGE RESERVE

The Development Charge (DC) Reserve Funds provide financing for growth related projects undertaken by the Town as detailed in the DC Background Study and By-Law. The DC legislation took effect in 1991.

Revenues

The Development Charge Reserve revenues are from charges imposed and collected prior to the issuance of a building permit on new development and redevelopment that will result in the demand for hard and soft services.

Expenditures

This Development Charge Reserve contributes to projects identified in the DC study and included in the rate.

Recommended Target Levels

The recommended target would be to have adequate funding to meet the growth of the Town.

COMMENTS:

The 2018 ending balance is \$1,976,883

The 2019 projected ending balance is to be determined from revenues received during 2019 and the forecasted expenditures of \$1,449,000 for 2019.

FEDERAL GAS TAX REBATE RESERVE

The Gas Tax Rebate Reserve provides funding for investments in Environmentally Sustainable Municipal Infrastructure (ESMI) Projects and Capacity Building Projects as per the Agreement for the Transfer of Federal Gasoline Tax Revenues.

Revenues

The Town of Tillsonburg receives a semi-annual allocation of funds from the Association of Municipalities Ontario (AMO) on behalf of the Federal Government per the Agreement for the Transfer of Federal Gasoline Tax Revenues.

The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

Expenditures from the Gas Tax Rebate Reserve are to be used to support environmentally sustainable municipal infrastructure projects to help ensure cleaner air, cleaner water, and reduced greenhouse gas emissions. The Transfer of Federal Gasoline Tax Revenues Agreement sets out Eligible projects/categories as well as terms & conditions in further detail.

Recommended Target Levels

The balance of the Gas Tax Rebate Reserve should not drop below \$0 and should be monitored regularly to make best use of the opportunity available to the Town of Tillsonburg.

COMMENTS:

The 2018 ending balance is \$91,685.83.

The 2019 projected ending balance is \$574,634.07

In 2019, the Federal government added two one-time payments on top of the annual contributions of \$487,351.46 and \$9,076.66.

TRUST FUNDS

THE ANNANDALE HOUSE TRUST

The Annandale House Trust is established for purpose of generating funds for the restoration, refurbish, development, and promotion of the Annandale House and the Museum's collection was established through By-Law 2259. The Trust was defined and Trustees appointed through By-Law 4322 on the 24th day of June, 2019.

Revenues

The Annandale House Trust revenues are from donations, bequests, fundraising activities and any revenue from the divestment of de-accessioned items in the Museum's collection or the sale of items donated for the collection but which do not meet the criteria to be added to the collection. Interest earned on funds in the Trust will be retained within the Trust.

Expenditures

The Annandale House Trust is to be used for capital repairs and enhancements to the Annandale House, outbuilding and grounds that are consistent with maintaining and/or restoring the National Historic Site. Trust funds may also be used for acquisition of items for the Museum collection or for expenses related to the preservation, storage or display of the items in the collection. Grant matching is an eligible expense. Fundraising expenses and donor recognition are not eligible expenses.

Recommended Target Levels

The recommended target minimum is \$400,000.

COMMENTS:

The 2018 ending balance is \$132,733.

The projected 2019 ending balance is \$132,900.

CEMETERY MAINTENANCE TRUST

The Cemetery Maintenance Trust was established to receive, maintain, control and use donations for the general maintenance and upkeep of Tillsonburg Cemeteries. The Trust was defined and Trustees appointed through By-Law 4322 on the 24th day of June, 2019.

Revenues

The Cemetery Maintenance Trust revenues are from donations received. They shall be deposited into this trust account and may be invested in such securities as the trustees may invest in under the Trustee Act, and the earnings derived from the investment of such monies form part of the trust fund.

Expenditures

This Cemetery Maintenance Trust Trustees will determine the disbursement of the funds, to focus on the general maintenance and care of the grounds of the Tillsonburg Cemetery.

Recommended Target Levels

The recommended minimum target shall \$10,000

The recommended maximum target would be \$100,000

COMMENTS:

The 2018 ending balance is \$34,701.

The projected 2019 ending balance is \$35,400.

CONSOLIDATED ACCOUNTS:

| | |
|----------------------|----------|
| Cemetery Maintenance | \$23,609 |
| TASC | \$1,710 |
| Cemetery Trees | \$3,126 |
| Cemetery Capital | \$6,256 |

PURPOSE:

| |
|---------------------------------------|
| Cemetery maintenance |
| Plant trees in cemeteries |
| Fund capital purchases for cemeteries |

CEMETERY PERPETUAL CARE TRUST

The Perpetual Care Trust holds funds in trust as per of the *Funeral, Burial and Cremation Services Act, 2002, Section 51 and Ontario Regulation 30/11, Division G*, which requires a cemetery operator to have a trust account for the purpose of generating funds for the care and maintenance of the cemetery. The Trust was defined and Trustees appointed through By-Law 4322 on the 24th day of June, 2019.

Revenues

The Perpetual Care Trust revenues are from the contributions required by the Act and set by regulation that are collected from every sale of interment rights within the cemetery and in respect of markers installed in the cemetery. As per the Act, income from the investment and reinvestment of those contributions must be must only be used for the prescribed purposes and in accordance with the prescribed rules. If this income is retained by the Trust it may only be made available for distribution to the cemetery operator.

Expenditures

The capital accumulated within the Trust cannot be used for any purpose except as required or permitted by the Act or the regulations. Distributed interest earned from the investment and reinvestment of contributions from markers can be used to stabilize, maintain, secure and preserve markers in the cemetery. Interest earned from the investment and reinvestment of money paid into the trust for purposes other than for markers can be used to maintain, secure and preserve the cemetery, including its grounds, buildings, structures and markers, and for the equipment used to maintain, secure and preserve the cemetery. Regulation permits the operator to use income from the fund or account to pay a worker wages and benefits for engaging in, or supervising, the stabilization, maintenance, securing or preservation of markers, the cemetery or any of its grounds, buildings, structures or markers; or the equipment used to maintain, secure or preserve the cemetery.

Recommended Target Levels

N/A

COMMENTS:

The 2018 ending balance is \$909,505.

The projected 2019 ending balance is \$927,500.

CEMETERY PRE-PAID TRUST

The Cemetery Pre-Paid Trust holds funds in trust for pre-paid cemetery services and has been established under Part VI of the *Funeral, Burial and Cremation Services Act, 2002, Section 52 and Ontario Regulation 30/11, Section 77-81*.

Revenues

The Cemetery Pre-Paid revenues were collected from Cemetery customers for pre-paid services up until 2014. They are no longer being collected as pre-paid services are not being offered by the Tillsonburg Cemetery. Interest earned from the Trust is retained within the Trust.

Expenditures

The funds in the Trust must be used for the purpose for which they were collected. When one of the clients who has pre-paid for cemetery services has need of those services, the funds held in trust plus the interest earned on those funds are used to pay for the services. If the fee for the services is less than the funds plus interest, any leftover must be returned to the estate of the client. If the fee is greater than the accumulated funds, the difference is waived by the Town.

Recommended Target Levels

The target level is \$0. As the pre-paid services are performed, the balance in the Trust will decrease to zero.

COMMENTS:

There are Provincial regulations and annual reporting requirements associated with pre-paid trusts that must be complied with as long as there are funds in the Trust.

The 2018 ending balance is \$29,406 representing 67 prepayments.

The projected 2019 ending balance is \$28,500.

COMMUNITY TRUST

The Community Trust was established to receive, maintain, control and use donations for community designated purposes. The Trust was defined and Trustees appointed By-Law 4322 on the 24th day of June, 2019.

Revenues

The Community Trust revenues are from Donations and Bequeaths received and deposited into this trust account. Funds in the Community Trust may be invested in such securities as the trustees may invest in under the Trustee Act, and the earnings derived from the investment of such monies form part of the trust fund.

Expenditures

This Community Trust shall be disbursed by the Trustees. These funds will be disbursed to focus on community purposes such as heritage designations, disaster relief, fire safety, parades, festivals, theatre and so on.

Recommended Target Levels

The recommended minimum target shall be \$50,000.

The projected 2019 ending balance is \$60,000.

COMMENTS:

The 2018 ending balance is \$64,171.

The projected 2019 ending balance is 76,200.

CONSOLIDATED ACCOUNTS:

| | |
|-------------------|----------|
| John Scott | \$6,743 |
| John McIntyre | \$2,784 |
| John Law | \$32,125 |
| Emergency | \$2,434 |
| LACAC | \$7,826 |
| Fire Safety House | \$1,174 |
| Rowing | \$35 |
| Youth Request | \$11,050 |

PURPOSE:

| |
|--|
| Poor of Tillsonburg |
| Sick children |
| Bands, concerts, & musical entertainment |
| Citizens affected by a fire or other disaster |
| Public awareness of heritage conservation |
| Fire safety |
| Sponsorship of rowing athletes |
| Special project grants and bursaries for youth |

LAKE LISGAR REVITALIZATION TRUST

The Lake Lisgar Revitalization Trust is to be used for generating funds for the care and maintenance of the water quality of Lake Lisgar and the shorelines in and around Lake Lisgar.

Revenues

The Lake Lisgar Revitalization Trust revenues are from donations, bequests, grants and fundraising activities. If the balance in the Trust is less than the targeted minimum, there may be contributions from the Town's operating budget. Interest earned on the funds in the Trust will be retained in the Trust.

Expenditures

Eligible expenditures include projects upstream of the Lake like sediment ponds and erosion mitigation. Eligible expenses also include equipment, project expenses, scientific research, water quality monitoring, grant matching, and activities or projects that inform people about the importance of water quality and how they can assist with keeping Lake Lisgar clean.

Recommended Target Levels

The recommended target minimum is \$50,000.

COMMENTS:

The 2018 ending balance is \$25,463.

The projected 2019 ending balance is \$28,500.

PARKLAND TRUST RESERVE

The Parkland Trust Reserve provides a source of funds for Parkland acquisition, projects and equipment. Within the Parkland Reserve is a separate Memorials component that will fund replacements and maintenance of memorial benches and trees in Town Parks. The Trust was defined and Trustees appointed through By-Law 4322 on the 24th day of June, 2019.

Revenues

The Parkland Trust Reserve revenues are from contributions from land developers and severances remitted under Section 51.1 (3) of the Planning Act R.S.O. (1990), from the sale of land previously designated for parkland purposes, and from donations. The Memorials Component will receive 10% of each memorial bench & tree fee. The Reserve will also retain interest earned by the funds in the Reserve.

Expenditures

The Parkland Reserve is to be used for Parks planning and plan implementation, surveys, landscaping projects, park amenities and other special Parks projects. Funds in the Memorials component will be used to replace, repair or maintain memorial benches and trees in Town Parks.

Recommended Target Levels

The recommended target minimum is \$10,000.

COMMENTS:

The 2018 ending balance is \$19,712.

The projected 2019 ending balance is \$20,400.

CONSOLIDATED ACCOUNTS:

| | |
|----------------|----------|
| Parkland Trust | \$17,967 |
| Arbour Day | \$1,601 |
| Fountain Trust | \$140 |

PURPOSE:

| |
|-----------------------------------|
| Purchase parkland and equipment |
| Plant trees |
| Maintain the Lake Lisgar fountain |

SCHOLARSHIP TRUST

The Scholarship Trust was established to receive, maintain, control and use donations for scholarship awards. The Trust was defined and Trustees appointed through By-Law 4322 on the 24th day of June, 2019.

Revenues

The Scholarship Trust revenues are from donations and bequeaths for the Town which are deposited to the trust account. The trust funds may be invested in such securities as the trustees determine under the Trustee Act and the earnings derived from the investment of such monies form part of the trust fund.

Expenditures

The Scholarship Trust funds shall be disbursed by the trustees on choosing a suitable recipient of a scholarship. The request for funds shall be provided from Tillsonburg High Schools and/or from neighboring Public or Private Schools to which Tillsonburg residents attend.

Recommended Target Levels

The recommended minimum target shall be \$20,000.

COMMENTS:

The 2018 ending balance is \$36,958.

The projected 2019 ending balance is \$35,200.

CONSOLIDATED ACCOUNTS:

| | |
|-----------------------------------|----------|
| Police Services Board Trust (PSB) | \$30,647 |
| M.L. Covey Trust | \$6,311 |

PURPOSE:

| |
|------------------------------|
| Police (Foundations) Studies |
| Modern Language Studies |

J.L. SCOTT MCLEAN OUTDOOR RINK TRUST

The J.L. Scott McLean Fund is to be used for capital expenses and ongoing facility improvements related to the construction of the outdoor refrigerated ice pad/basketball court facility behind the Tillsonburg Community Centre. The Trust was defined and Trustees appointed through By-Law 4126, Schedule A, on the 21st day of August, 2017.

Revenues

The J.L. Scott McLean Fund revenues are from donations received by the Town. Donations received herein shall be deposited into this trust account and may be invested in such securities as the trustees may invest in under the Trustee Act, and the earnings derived from the investment of such monies form part of the trust fund.


Expenditures

The J.L. Scott McLean Fund shall be disbursed by the trustees. Trustees are to determine the disbursement of the funds to focus on the construction of a new outdoor refrigerated ice pad/ basketball court facility in Memorial Park, the refrigeration of the facility and improvements to the facility.

COMMENTS:

The 2018 ending balance is \$413,204.

The projected 2019 ending balance is \$148,000.

| | | |
|---|---------------------|---|
|  | Report Title | Sidewalk Connectivity Program Outcomes |
| | Report No. | OPS 19-42 |
| | Author | Kevin De Leebeeck, P.Eng., Director of Operations |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | <ul style="list-style-type: none"> • Sidewalk Classification Map • Sidewalk Connectivity Plan Map |

RECOMMENDATION

THAT Council receive Report OPS 19-42 Sidewalk Connectivity Program Outcomes;

AND THAT Council continue its support of the Sidewalk Connectivity Program through the budget deliberation process.

EXECUTIVE SUMMARY

During the 2019 budget deliberations Council requested a follow-up report regarding the outcomes and accomplishments that the Sidewalk Connectivity Program achieved in 2019.

BACKGROUND

In general both the Provincial Policy Statement and the Official Plan encourage active transportation, walkable communities and pedestrian-oriented design. The Transportation Strategic Approach of the Official Plan as it relates to the pedestrian environment indicates that the strategic aim of Town Council is to “provide a safe, convenient and aesthetically pleasing pedestrian environment, responsive to all population, age, and health groups, linking all parts of the Town by a logical system of sidewalks, pathways and footbridges”.

To assist Council achieve this strategic objective the Official Plan also outlines some key parameters to help “make the pedestrian environment safer and more convenient to use in both new and existing development by:

- Requiring the provision of sidewalks in or adjacent to new development as follows:
 - on both sides of arterial and collector roads;
 - on at least one side of local streets.
- Ensuring that sidewalks, pathways and footbridges are provided in appropriate locations to facilitate direct and convenient pedestrian access throughout Residential Areas to prevent circuitous pedestrian routes to major roads and activity areas.
- Ensuring that sidewalks are sufficiently setback from adjacent roadways and adequately drained.
- Ensuring that new or replacement pedestrian facilities provide barrier free access from the road network for the disabled and elderly and persons pushing a stroller or cart.”

Sidewalk Connectivity Plan

In order to provide a safe and convenient pedestrian environment that links the Town by a logical system of sidewalks staff reviewed the overall connectivity of the Towns sidewalk network and identified:

- Several instances where no sidewalk precedes or follows a town block segment of sidewalk;
- Locations where the sidewalk terminates mid-block and does not provide a continuous connection to another component of the sidewalk network;
- Many locations where sidewalks are not effectively connected to one another forcing pedestrians to walk on the roadway.

A responsible and effective means to address the sidewalk network connectivity gaps and satisfy the objectives of the Official Plan Transportation Strategic Approach would be to prioritize the installation of identified sidewalk segments based on a consistent logical set of sidewalk classification criteria.

The previous sidewalk classification system utilized the same classification of the roadway in recognition that pedestrian traffic should remain separated from vehicular traffic along arterial and collector roadways. However, sidewalks perform a different function in the transportation network than roadways and their overall priority should reflect the routes most commonly used by pedestrian traffic.

The following table summarizes the sidewalk classification criteria adopted by Council in 2018 in an effort to logically prioritize the Towns sidewalk network. A graphical representation summarizing the criteria of **Table 1** is provided in **Attachment 1** which also utilized information regarding students within walking distance to schools and current staffed crossing guard locations.

Table 1 – Sidewalk Classification Criteria

| Class | Description |
|---------|--|
| Primary | <ul style="list-style-type: none"> • Sidewalks located within a Special Event area, when they are scheduled to occur. • Sidewalks along arterial or collector roadways that directly serve an Institution such as a school or hospital as well as common safe access routes to schools that connect crossing guard locations. • Sidewalks on bridges and steep hills along arterial and collector roadways. • Sidewalks along arterial or collector roadways that directly serve Commercial areas such as the Central Commercial District and Service Commercial. • Hard surfaced walkways and pathways identified as Primary in the Trails Master Plan. • Sidewalks that service high density apartment and social housing complexes, including retirement centers. |

| Class | Description |
|-----------|--|
| Secondary | <ul style="list-style-type: none"> Any remaining sidewalks located along arterial and collector roadways as well as sidewalks that service Public Transit Routes. Sidewalks along roadways that transport pedestrians to Parks and Open Space and remaining hard surfaced walkways within Parks and Open Space. Sidewalks along local roadways. Where sidewalks exist on both sides of a local roadway only one side would be considered. The selection of which sidewalk would be considered would be determined on an individual basis to ensure a smooth sidewalk transportation network in accordance with the Official Plan. |
| Other | <ul style="list-style-type: none"> Sidewalks along local roadways where no sidewalk precedes or follows. Any walkway, sidewalk, staircase, or pathway along any roadway that terminates mid-block and does not provide a continuous connection to another component of the sidewalk network. Any sidewalk, walkway or pathway along or adjacent to a vertical drop, large body of water, or along a steep grade where public safety is a potential concern. |

Utilizing the adopted sidewalk classification criteria as a means to address and prioritize the current sidewalk network connectivity gaps revealed that approximately 31.6 km of sidewalk would need to be added to the network as shown in **Attachment 2**. The location of where future sidewalk would be installed is completed on an individual basis in consideration of the following general guidelines:

- Pedestrian safety and surrounding environment
- Continuation of an existing sidewalk within the block
- Connectivity to the existing sidewalk network
- Provides logical linkage within and for future expansion of the sidewalk network
- Proximity to Transit Bus Stops
- Location of existing Community Mail Boxes
- Preference to the north or west side of a roadway to maximize solar heating value
- Preference to boulevard sidewalk to provide adequate snow storage
- Minimize the number of properties/driveways affected

While the amount of sidewalk installation of the Sidewalk Connectivity Plan is significant, approximately 8.1 km of sidewalk will be installed and paid for by future development. In addition approximately 6.6 km of sidewalk would be installed through identified future capital road reconstruction projects. The remaining 16.9 km of infill sidewalk would be completed through Council support and funding of the Sidewalk Connectivity Program.

SUMMARY

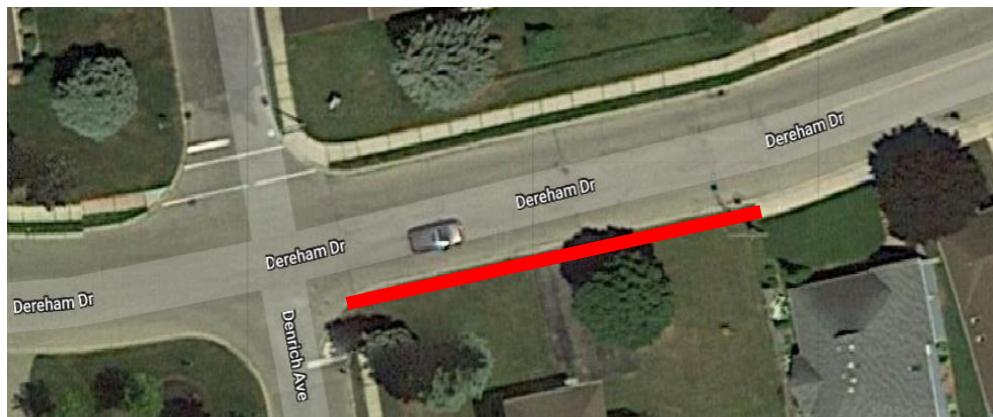
Year One Accomplishments

Following Council support of the Sidewalk Connectivity Program in 2018, the approved 2019 capital budget identified \$25,000 towards the Sidewalk Connectivity Program which facilitated the installation of 172.5m of new connecting sidewalk that:

- Removed a pedestrian safety hazard along Adams Ave. where a sidewalk crossing existed along a bend in the roadway by continuing sidewalk only along one side of Adams Ave. to the intersection with Fernwood Dr. as shown below.



- Continued existing sidewalk along Dereham Dr. that terminated mid-block and extended with new sidewalk to the intersection of Dereham Dr. and Denrich Ave. as shown in below.



- Provided sidewalk continuity along the east side of Lisgar Ave by installing a whole block segment of sidewalk between Elgin St. and Queen St. as shown below.



CONSULTATION/COMMUNICATION

Hand delivered Notices were provided to properties directly affected by the installation of new sidewalk to which no comment was received by Engineering Services. It should be noted however, that supportive comments have subsequently been received from nearby area residents following the installation of connecting sidewalk sections indicating general appreciation.

FINANCIAL IMPACT/FUNDING SOURCE

As a result of new development adjacent to existing neighbourhoods that lack sidewalk, the 2019 Development Charge Study included approximately \$34,600 per year to complement the installation of sidewalk that provide connectivity to/from these new development sites. Further funding support from Council during budget deliberations will also help to address sidewalk network connectivity gaps in other locations within the community.

COMMUNITY STRATEGIC PLAN

The Sidewalk Connectivity Plan is supported within the Community Strategic Plan under Goal 3.3 – Support the aging population and an active senior citizenship through the installation of universal accessible infrastructure and under Goal 4.3 – Improve mobility and promote environmentally sustainable living.

Report Approval Details

| | |
|----------------------|---|
| Document Title: | OPS 19-42 Sidewalk Connectivity Program Outcomes.docx |
| Attachments: | - OPS 19-42 Attachment 1 - Sidewalk Classification Map.pdf - OPS 19-42 Attachment 2 - Sidewalk Connectivity Plan Map.pdf |
| Final Approval Date: | Oct 8, 2019 |

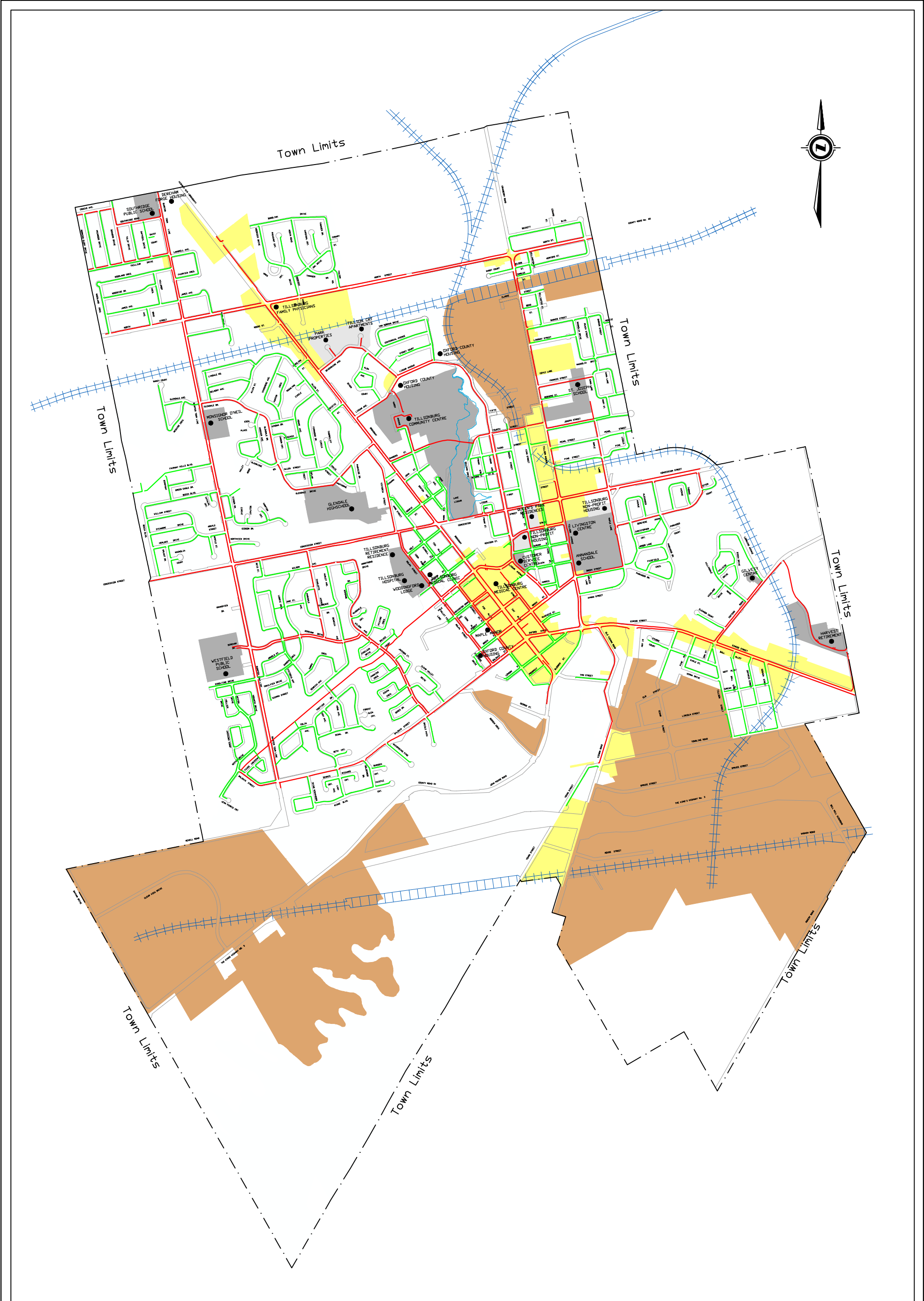
This report and all of its attachments were approved and signed as outlined below:


Dave Rushton - Oct 7, 2019 - 3:19 PM



Ron Shaw - Oct 7, 2019 - 5:30 PM

Donna Wilson - Oct 8, 2019 - 8:05 AM



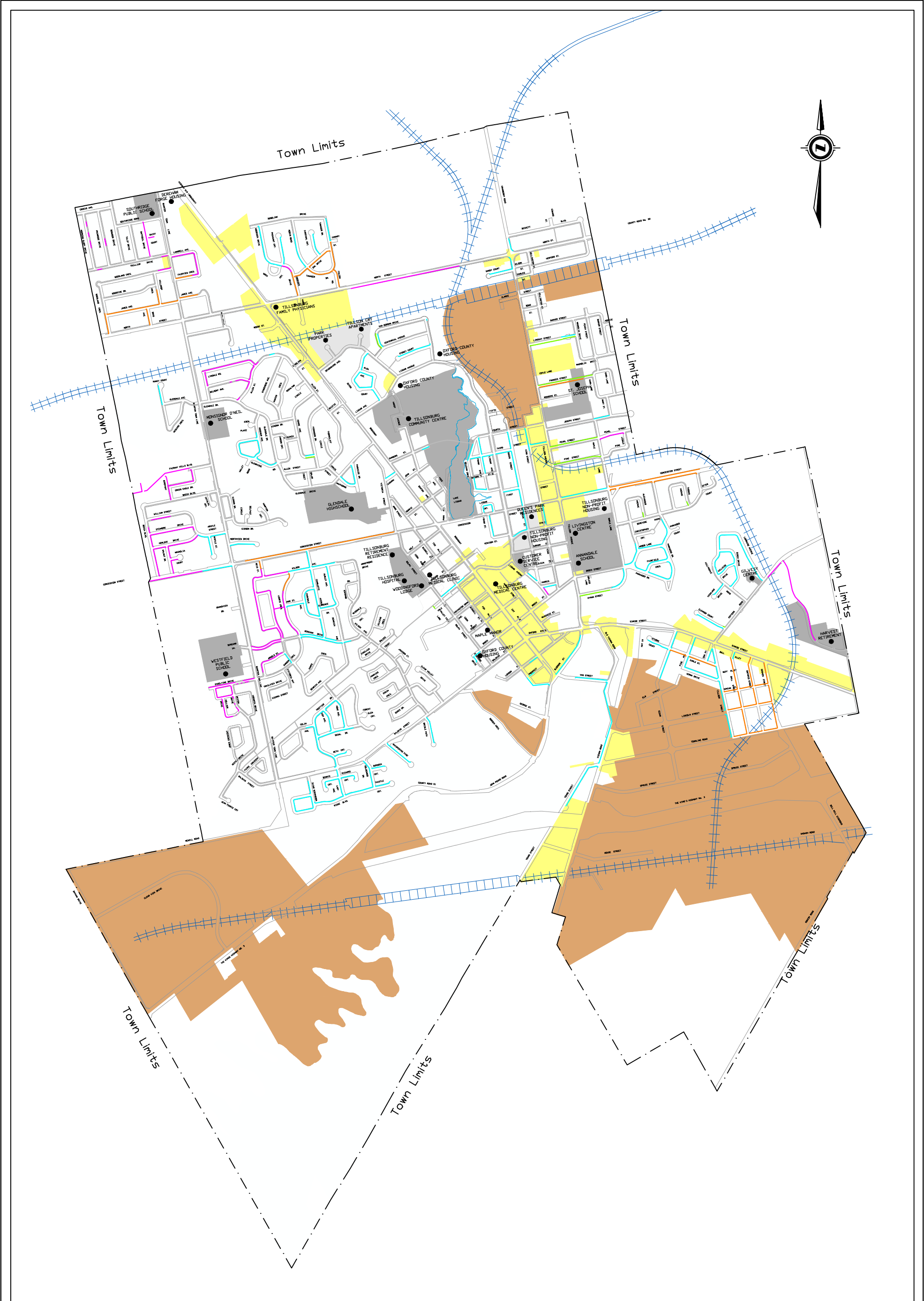


CONNECTED. ENRICHED. INSPIRED.

TOWN OF TILLSONBURG
ENGINEERING SERVICES
CUSTOMER SERVICE CENTRE
10 LISGAR AVE, TILLSONBURG, ON, N4G 5A5

SIDEWALK CLASSIFICATION

| | | | |
|-----------|------------|---------------|--------------------------|
| PRIMARY | COMMERCIAL | INSTITUTIONAL | HIGH DENSITY RESIDENTIAL |
| SECONDARY | INDUSTRIAL | RESIDENTIAL | |



TOWN OF TILLSONBURG
ENGINEERING SERVICES
CUSTOMER SERVICE CENTRE
10 LISGAR AVE, TILLSONBURG, ON, N46 5A5



COMMERCIAL
INDUSTRIAL
INSTITUTIONAL



RESIDENTIAL
HIGH DENSITY RESIDENTIAL




EXISTING
INFILL
DEVELOPER



RECONSTRUCTION
REMOVALS

SIDEWALK CONNECTIVITY PLAN

| | | |
|---|---------------------|---|
|  | Report Title | 2019 OSIM Inspection Summary |
| | Report No. | OPS 19-43 |
| | Author | Kevin De Leebeeck, P.Eng., Director of Operations |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | <ul style="list-style-type: none"> • Bridge, Culvert & Retaining Wall 10-year Capital Plan • 2019 OSIM Inspection Needs Study |

RECOMMENDATION

THAT Council receive Report OPS 19-43 2019 OSIM Inspection Summary;

AND THAT the engineering design work for the retaining wall replacement along Quarter Town Line at Beech Boulevard in the amount of \$85,000 be brought forward as part of the 2020 budget deliberations;

AND FURTHER THAT the engineering design work for the rehabilitation of the culvert along Quarter Town Line at Stoney Creek in the amount of \$30,000 also be brought forward as part of the 2020 budget deliberations.

BACKGROUND

Further to Report OPS 19-14 G. Douglas Vallee Limited was retained by the Town to complete the inspection of bridges, culverts, and retaining walls within the Town in accordance with Ontario Regulation 104/97 and to provide a Summary Report in the form of a Bridge, Culvert and Retaining Wall Needs Study. In total, 35 structures were inspected in 2019. Each inspection consisted of an element-by-element evaluation with the information recorded on the Ontario Structure Inspection Manual (OSIM) inspection forms.

The inspection reports were analyzed to evaluate the current condition of each respective structure based on the Ministry of Transportation's "Bridge Condition Index (BCI) – An Overall Measure of Bridge Condition" (July 30, 2009) and to determine which structures are in need of rehabilitation or replacement works. The results were used to prepare a multi-year plan over the next 10 years to conduct the required work in order to maintain the structures in a safe and functional condition.

Overall the Town's inventory of bridges, culverts and retaining walls is in good condition with an average BCI of 75; however without any improvement work the networks average BCI can be expected to decrease to 62. The intent of the bridge, culvert and retaining wall 10-year capital plan is to maintain the current BCI average of 75.

SUMMARY

Following the review of the recommended replacement and rehabilitation capital works from the 2015, 2017 and 2019 OSIM Inspection Reports staff have developed a 10-year capital plan for the Towns bridges, culverts and retaining wall structures. It is anticipated that as the Town's

Asset Management Plan is refined and as future OSIM inspections are completed that priorities will need to be adjusted, due external factors (i.e. regulatory, environmental, development, etc.) and as structure conditions change. However, the attached 10-year capital plan provides general planning guidance for staff and an overall indication of funding requirements for Council. A brief description of each identified replacement or rehabilitation is provided below in order of priority based on the review of the recommended capital works from the 2015, 2017 and 2019 OSIM Inspection Reports.

1) Quarter Town Line Retaining Wall at Beech Blvd. – Urgent Replacement BCI: 44

The Beech Blvd. and Quarter Town Line retaining wall is constructed of gabions baskets, with a total length of 42.0m and approximate height of 2.64m. Replacement is recommended due to ongoing movement and rotation of the retaining wall. Proximity of underground watermain adjacent to this retaining wall represents a real risk to the Town's water distribution system supporting the need for immediate replacement.

2) Quarter Town Line Culvert at Stoney Creek – Urgent Rehabilitation BCI: 61

This culvert is located on Quarter Town Line 85m north of Fairway Hills Blvd. at the Stoney Creek crossing. The structure is a box culvert, with two spans of 4m, and a total length of 21.3m. While the structure is in overall fair condition, severe rotation and sliding of the gabion basket retaining wall at the southwest quadrant has occurred requiring immediate rehabilitative work.

3) Kinsmen Pedestrian Bridge – 1-5 Year Rehabilitation BCI: 45

The Kinsmen Pedestrian Bridge is located on Veterans Memorial Walkway, 170m west of Rolph St. The structure is an old railway girder bridge constructed approximately in 1910 subsequently converted to a pedestrian bridge approximately 20 (+/-) years ago, with 9 spans and has total length of 107.5m. Major Rehabilitation to preserve the structure is recommended in 1-5 years. If no rehabilitation work is completed on the structure within this timeframe, then closure and/or replacement should be considered within 6-10 years.

4) Devonshire Ave. Culvert – 1-5 Year Replacement BCI: 51

Devonshire Ave. Culvert is located on Devonshire Ave. 125m east of Lamers Crt. The structure is a twin ellipse culvert, with spans of 1.9m and a total length of 20.1m. Severe local deformation of the east barrel as well as severe corrosion and section loss in the west barrel was noted during inspection. Overall the two barrels are in poor condition, the severe corrosion and section loss in the west barrel is particularly of concern and has triggered the recommendation of full replacement within 1 to 5 years. It would be economically feasible for the Town to replace both culvert barrels at the same time.

5) Baldwin St. Culvert at Participark Trail – 1-5 Year Rehabilitation BCI: 69

The Baldwin St. Culvert is located on Baldwin St. 120m west of Edgewood Dr. The structure is a round culvert, spanning 5.3m with a total length of 66m. During inspection it was noted that both the inlet and outlet headwalls have poor sections of concrete, specifically at the water level. The embankments were found to have severe erosion and the waterway was found to have severe scouring and ponding downstream. Minor rehabilitation work to address these defects is recommended within 1 to 5 years.

6) Hawkins Pedestrian Bridge – 1-5 Year Rehabilitation BCI: 71

The Hawkins Pedestrian Bridge is located 60m west of Frank St. and Delevan Cres. The structure is a 3 span girder bridge with a total length of 61.8m. During inspection it was noted that the post and lag abutments, beam diaphragms, beam girders, bracing and piers all display light to severe corrosion. The inspection also noted that rotation/deformation of the diaphragm at the west abutment has occurred and severe undermining of the retaining wall footing. Cleaning and painting of all the above mentioned elements is recommended to protect them from the elements and extend their service life. Retaining wall repair and erosion control on the embankments is also recommended as part of the 1 to 5 year rehabilitation work.

7) Simcoe St. Bridge – 1-5 Year Rehabilitation BCI: 73

The Simcoe St. Bridge is located on Simcoe St. 20m west of old Vienna Rd. The structure is a girder bridge, spanning 40m. During inspection it was noted that the wearing surface and approaches are in poor condition which is typical of Simcoe St. and Oxford St. beyond the structure as well. The Town should replace the structure's wearing surface and waterproof the deck in conjunction with related asphalt paving work on Oxford/Simcoe St. beyond the structure. Retaining wall maintenance, erosion control on the embankments and guide rail maintenance are also recommended as part of the 1 to 5 year rehabilitation work.

8) Lisgar Ave. Culvert Outlet at Brock St. E. – 1-5 Year Rehabilitation BCI: 61

The Lisgar Ave. Culvert Outlet is located on Brock St. E. across from the Lisgar Ave. intersection. The structure is a box culvert with a span of 1.7m and a total length of 376m running up the length of Lisgar Ave. to Bridge St. E and through Municipal Parking Lot 6A to behind Canadian Tire. During the inspection a pressurized leak was noted in the soffit of the structure. Further investigation is recommended to determine the cause of the pressurized leakage and to determine the extent or rehabilitation work to be completed within 1 to 5 years.

9) Lake Lisgar Outlet Culvert – 1-5 Year Rehabilitation BCI: 68

The Lake Lisgar Outlet Culvert is located on Concession St. E. 100m east of Park Ave. The structure is a box culvert spanning 1.6m with a total length of 45m. During the inspection severe undermining of the culvert outlet footing with exposed timber piles was noted. This structure is recommended to undergo an Enhanced OSIM Inspection due to limited access and to further scope the rehabilitation work within 1 to 5 years.

10) Broadway Culvert at Christie St. – 6-10 Year Replacement BCI: 53

The Broadway Culvert is located at the intersection of Broadway and Christie St. The structure is an ellipse culvert, spanning 2.4m with a total length of 30.2m. During inspection it was noted that the barrel has global deformations, while the retaining wall at the east end displays signs of rotation. It is recommended that the deformation and rotation be monitored at each biennial inspection and that the culvert be replaced within 6 to 10 years.

11) Concession St. W. Bridge – 6-10 Year Rehabilitation BCI: 70

The Concession St. W. Bridge is located on Concession St. 480m west of Broadway. The structure is a rigid frame bridge with vertical legs, spanning 10.7m, and has an overall width of 12.9m. While structure is in overall good condition, minor rehabilitation to the asphalt wearing surface, approaches and the concrete soffit is recommended within 6 to 10 years.

12) Baldwin St. Culvert at Whispering Pine – 6-10 Year Replacement BCI: 53

The Baldwin St. Culvert is located 75m east of Whispering Pine Lane. The structure is a single round culvert spanning 1.1m with a total length of 40m. The structure is in fair to poor condition with deformation and abrupt changes in the curvature of the culvert wall. Continued deformation and deterioration of the culvert is anticipated to continue over the next 6 to 10 years requiring replacement.

13) Lisgar Ave. North Culvert – 6-10 Year Rehabilitation BCI: 70

The Lisgar Ave. North Culvert is located on Lisgar Ave. 110m east of Van Norman Dr. The structure is a round culvert spanning 3.3m with a total length of 48.8m. During the inspection a horizontal crack (3") wide in the west wall at mid-length was noted. Due to high water levels it is recommended that a structure evaluation be completed at lower water levels or underwater inspection be conducted to determine feasibility of a liner rehabilitation option versus replacement.

14) Newell Road East Retaining Wall – 6-10 Year Replacement BCI: 48

The Newell Rd. (East Side) retaining wall is constructed of re-used concrete slabs, blocks, pipes, etc. While the exact dimensions were difficult to obtain, the length is estimated to be approximately 80m and height to be 8m. The wall is generally in fair condition and no immediate signs of failure or movement were noted. However, this is not an engineered retaining wall and is recommended to be replaced within 6 to 10 years. Further Geotechnical investigation may determine if Newell Road would be affected by excavation or if alternative Retained Soil Systems (RSS) wall design would be feasible.

15) Newell Road West Retaining Wall – 6-10 Year Replacement BCI: 50

The Newell Rd. (West Side) retaining wall is constructed of re-used concrete slabs, blocks, pipes, etc. While the exact dimensions were difficult to obtain, the length is estimated to be approximately 60m and height to be 8m. The wall is generally in fair condition and no immediate signs of failure or movement were noted. However, this is not an engineered retaining wall and is recommended that it be replaced within 6 to 10 years. Further Geotechnical investigation may determine if Newell Road would be affected by excavation or if alternative Retained Soil Systems (RSS) wall design would be feasible.

16) Newell Road Culvert – 6-10 Year Replacement BCI: 53

Newell Road Culvert is located on Newell Road approximately 250m south of Baldwin St. The structure is a single round culvert spanning 2.1m with a total length of 75m. Continued deformation and deterioration of the culvert is anticipated to continue over the next decade. The structure should be replaced in conjunction with the retaining wall replacement works within the next 6 to 10 years.

CONSULTATION/COMMUNICATION

Town staff consulted the following documents during the development of the bridge, culvert and retaining wall 10-year capital plan:

- Public Transportation and Highway Improvement Act.
- Ontario Regulation 104/97 Standards for Bridges, as amended.
- Infrastructure for Jobs and Prosperity Act.
- Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure
- 2016 Town Asset Management Plan
- 2015 OSIM Inspection Summary Report
- 2017 OSIM Inspection Summary Report
- 2019 OSIM Inspection Summary Report

FINANCIAL IMPACT/FUNDING SOURCE

To maintain the current bridge, culvert and retaining wall network average BCI of 75 over the next 10 years an average annual budget of approximately \$800,000 would be required. This represents approximately \$280,000 more than the annual funding identified in the Towns 2016 Asset Management Plan indicating a real short-term need to invest in the bridge, culvert and retaining wall network to ensure the expected useful life of these structures is realized.

To address the two identified Urgent needs staff are proposing that the engineering design work for the retaining wall along Quarter Town Line at Beech Blvd. in the amount of \$85,000 and the engineering design work for the Quarter Town Line Culvert at Stoney Creek in the amount of \$30,000 be brought forward as part of the 2020 budget deliberations.

COMMUNITY STRATEGIC PLAN

The development and implementation of a 10-year capital plan for the Towns bridges, culverts and retaining wall structures supports Objective 1 – Excellence in Local Government of the Community Strategic Plan by demonstrating strong leadership and accountability and supports Objective 2 – Economic Sustainability of the Community Strategic Plan through timely planning and renewal of infrastructure assets to reach their full potential service life.

Report Approval Details

| | |
|----------------------|--|
| Document Title: | OPS 19-43 2019 OSIM Inspection Summary.docx |
| Attachments: | - OPS 19-43 Attachment 1 - Bridge, Culvert, Retaining Wall 10-year Capital Plan.pdf - OPS 19-43 Attachment 2 - 2019 OSIM Inspection Needs Study.pdf |
| Final Approval Date: | Oct 8, 2019 |

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

Dave Rushton - Oct 7, 2019 - 2:51 PM



Ron Shaw - Oct 7, 2019 - 5:24 PM

Donna Wilson - Oct 8, 2019 - 8:04 AM

Bridge, Culvert & Retaining Wall 10-Year Capital Plan

| Priority | Structure No. | Structure Name | Work Description | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
|------------|-----------------|---|--------------------------|---------|---------|---------|---------|---------|---------|---------|-----------|---------|---------|---------|-----------|
| | | | OSIM Inspections | 40,000 | | 40,000 | | 45,000 | | 45,000 | | 50,000 | | 50,000 | |
| - | BR_GIBS0001 | Gibson Pedestrain Bridge | Removal | 20,000 | | | | | | | | | | | |
| 1 | RW_BEECH | Quarter Town Line Retaining Wall at Beech Blvd. | Replace | | 85,000 | 375,000 | | | | | | | | | |
| 2 | CU_QUAR2685_1 | Quarter Town Line Culvert at Stoney Creek | Minor Rehabilitation | | 30,000 | 125,000 | | | | | | | | | |
| 3 | BR_KINS0001 | Kinsmen Pedestrian Bridge | Deck Rehab / Major Rehab | 80,000 | | 70,000 | 630,000 | | | 215,000 | 2,300,000 | | | | |
| 4 | CU_DEVONS0314_1 | Devonshire Ave. Culvert | Replace | | | | 100,000 | 350,000 | | | | | | | |
| 5 | CU_BALD0654_1 | Baldwin St. Culvert at Participark Trail | Minor Rehabilitation | | | | | 50,000 | 125,000 | | | | | | |
| 6 | BR_LAKE0001 | Hawkins Pedestrian Bridge | Major Rehabilitation | 25,000 | | | | 75,000 | 235,000 | | | | | | |
| 7 | BR_SIMCO0001 | Simcoe St. Bridge * | Minor Rehabilitation | 150,000 | 225,000 | | | | | | | | | | |
| 8 | CU_LISG2209_1 | Lisgar Ave. Culvert Outlet at Brock St. E. | Minor Rehabilitation | | | | | | 55,000 | 225,000 | | | | | |
| 9 | CU_CONCE0299_1 | Lake Lisgar Outlet Culvert | Minor Rehabilitation | | | | | | 70,000 | 195,000 | | | | | |
| 10 | CU_BROA2247_1 | Broadway & Christie St. Culvert * | Replace | | | | | | | | 70,000 | 535,000 | | | |
| 11 | BR_CONCW0001 | Concession St. W. Bridge | Minor Rehabilitation | | | | | | | | | 70,000 | 178,000 | | |
| 12 | CU_BALD1103_1 | Baldwin St. Culvert at Whispering Pine | Replace | | | | | | | | | 55,000 | 260,000 | | |
| 13 | CU_LISG1158_1 | Lisgar Ave. North Culvert | Minor Rehabilitation | | | | | | | | | | 80,000 | 200,000 | |
| 14 | RW_NEWE0002 | Newell Road East Retaining Wall | Replace | | | | | | | | | | | 75,000 | 300,000 |
| 15 | RW_NEWE0001 | Newell Road West Retaining Wall | Replace | | | | | | | | | | | 75,000 | 250,000 |
| 16 | CU_NEWE1362_1 | Newell Road Culvert | Replace | | | | | | | | | | | 100,000 | 1,250,000 |
| Total | | | | 315,000 | 340,000 | 610,000 | 730,000 | 520,000 | 485,000 | 680,000 | 2,370,000 | 710,000 | 518,000 | 500,000 | 1,800,000 |
| 10 yr avg. | | | | 798,167 | | | | | | | | | | | |

Denotes Additional Investigation, Geotechnical Assessment, or Engineering Design

Denotes Construction

* Potential for Connecting Link Funding



TOWN OF TILLSONBURG

2019 OSIM INSPECTIONS

NEEDS STUDY



vallee

*Consulting Engineers,
Architects & Planners*

TOWN OF TILLSONBURG 2019 OSIM INSPECTIONS NEEDS STUDY

EXECUTIVE SUMMARY

In the spring of 2019, G. Douglas Vallee Limited staff completed field inspections on 35 known bridges, culverts, and retaining walls in the Town of Tillsonburg. The biennial inspections were performed in accordance with the Ontario Structure Inspection Manual (OSIM). The purpose of the inspections was to update the 2017 OSIM inventory and add new data to the inventory for 12 culverts less than 3 meters in span. Full OSIM reports for all structures inspected were completed as part of the scope of the project.

The inspection reports were analyzed in order to determine which structures are in need of rehabilitation or replacement. This process is used to prepare a needs study schedule of rehabilitation and replacement work over the next decade. This will establish a multi-year plan to perform the required work to maintain the assets in a safe and functional condition.

This document summarizes the recommendations and cost estimates for structure replacement, structure rehabilitation, and additional investigations as shown in the following table. This document will also serve as a tool for long range budget planning.

| ASSET PLAN | QUANTITY | ENGINEERING | CONSTRUCTION | ASSOCIATED WORK | TOTAL |
|---------------------------|----------|-------------|--------------|-----------------|-------------|
| FULL REPLACEMENT | 7 | \$437,000 | \$3,003,000 | \$235,000 | \$3,675,000 |
| REHABILITATIONS | 12 | \$638,000 | \$4,388,500 | \$385,000 | \$5,411,500 |
| REMOVAL | 0 | \$0 | \$0 | \$0 | \$0 |
| MAINTENANCE ONLY | 14 | \$0 | \$128,200 | \$22,000 | \$150,200 |
| ADDITIONAL INVESTIGATIONS | 12 | \$200,000 | \$0 | \$0 | \$200,000 |
| GRAND TOTAL | | | | | \$9,436,700 |

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G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

1.0 **BACKGROUND**

1.1 **DETAILED INSPECTIONS – OSIM**

The Ontario Structure Inspection Manual (OSIM) has the following objectives for inspections:

- to maintain structures in a safe condition;
- to protect and prolong the useful life of structures;
- to identify maintenance, repair, and rehabilitation needs of structures;
- to provide a basis for a structure management system that will assist the planning and funding for the maintenance and rehabilitation of structures.

Prior to attending each site, previous OSIM reports prepared by GM Blueplan Engineering Limited were reviewed. Copies of the previous OSIM reports and photographs were taken to each site and used as a basis to determine the nature, severity, and rate of any ongoing deterioration. The OSIM reports were updated in the field to reflect the current condition of the structures. For structures not having a prior OSIM inspection completed, a blank sheet was taken into the field. Date, observations, and measurements were recorded, and new reports were prepared.

The physical processes of inspecting individual structures include a detailed visual examination of each element. The visual inspections of elements were conducted from within an arm's-length where accessible. In many cases the inspection involved physically tapping concrete structures with a hammer or using a Delam 2000 tool to test for soundness.

Structures which exhibit deterioration of elements were recommended for rehabilitation or replacement. There were also maintenance issues that were noted during the detailed visual examinations. Examples of these issues include: embankment erosion, vegetation overgrowth, debris, minor collision damage, minor concrete damage, etc. Areas of deterioration or maintenance needs for each individual structure were noted on the OSIM forms as well as documented with photographs which are included in the OSIM Report.

We recommend that select structures undertake additional investigations such as Structure Evaluations and Bridge Condition Studies to help determine the extent of scope of work required for future capital projects and to assist in preparing budget estimates. This will be discussed in greater detail in the following sections of this report.

1.2 **RETAINING WALL BIENNIAL INVESTIGATIONS**

The Ontario Structure Inspection Manual (OSIM) specifies that retaining walls shall be inspected every 2 years (biennially) unless the engineer believes the retaining wall condition will not change before the next inspection, in which case the inspection interval can be increased to 4 years.

Based on the results of the 2019 OSIM inspections, and given the relatively low number of retaining walls in the inventory, we recommend inspecting the full inventory biennially.

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

2.0 **INVENTORY**

2.1 **BRIDGE AND CULVERT INVENTORY**

The Canadian Highway Bridge Design Code (CHBDC) and the Ontario Structure Inspection Manual (OSIM) are used as reference documents for this assignment. These documents typically define a bridge as a structure that provides a roadway or walkway for the passage of vehicles, pedestrians, or cyclists across any obstruction, gap, or facility that is greater than 3 m in span. The same is true for a culvert except that the opening is through soil. Typically, a culvert will convey water under a given road, whereas a bridge carries the road over the waterway or obstacle. The 2019 inventory of the Town of Tillsonburg structures includes 35 bridges, culverts, and retaining walls (8 bridges, 7 culverts, 12 culverts less than 3m in span, 8 retaining walls).

2.1.1 **BRIDGE AND CULVERT TYPES AND VINTAGE**

The types of structures owned by the Town of Tillsonburg are varied in size, age, and material. Examining the age of structures reveals that approximately 44% of the inventory was built before 1979 and is over 40 years old. Typically, bridges are expected to have a lifespan of 70+ years, however damage and deterioration due to wear and exposure is inevitable, reducing a structures lifespan below 70 years if timely rehabilitation work is not completed.

| STRUCTURE TYPE | INVENTORY |
|-----------------------------|------------------|
| Rigid Frame – Vertical legs | 1 |
| “I” Beams / Girders | 3 |
| Box Culvert | 2 |
| Box Culvert < 3m span | 2 |
| Ellipse Culvert | 2 |
| Half-Through Truss | 4 |
| Round Culvert | 2 |
| Round Culvert < 3m span | 10 |
| Twin Round Culvert | 1 |
| TOTAL | 27 |

| YEAR CONSTRUCTED | BRIDGES & CULVERTS |
|-----------------------------|-----------------------------------|
| 1900's | 0 |
| 1910's | 1 |
| 1920's | 0 |
| 1930's | 0 |
| 1940's | 0 |
| 1950's | 5 |
| 1960's | 2 |
| 1970's | 4 |
| 1980's | 4 |
| 1990's | 4 |
| 2000's | 7 |
| 2010's | 0 |
| TOTAL | 27 |

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

2.1.2 STRUCTURES ADDED TO THE INVENTORY

Since the previous OSIM Summary Report in 2017, the following structures with a span of less than 3 meters were added as part of the provisional culvert inventory:

| STRUCTURE # | STRUCTURE NAME |
|----------------|---|
| CU_BROA3948_1 | Broadway St. Culvert at Sobeys |
| CU_QUAR1937_12 | Quarter Town Line at Oak Park Pond |
| CU_BALD1103_1 | Baldwin St. Culvert at Whispering Pine |
| CU_BALD1272_1 | Baldwin St. at Goldenrod Dr. |
| CU_NEWE1362_1 | Newell Rd. Culvert |
| CU_BAYH0993_1 | Bayham Dr. Culvert |
| CU_VIEN0615_1 | Vienna Rd. from Stubbs Crt. Culvert |
| CU_CONCE0299_1 | Lake Lisgar Outlet Culvert |
| CU_BRIDE0274_1 | Lisgar Ave Culvert Part 1 |
| CU_BRIDE0274_2 | Lisgar Ave Culvert Part 2 |
| CU_LISG2209_1 | Lisgar Ave Culvert Outlet at Brock St. E. |
| CU_SPRU0541_3 | Spruce St. Culvert |

2.2 RETAINING WALL INVENTORY

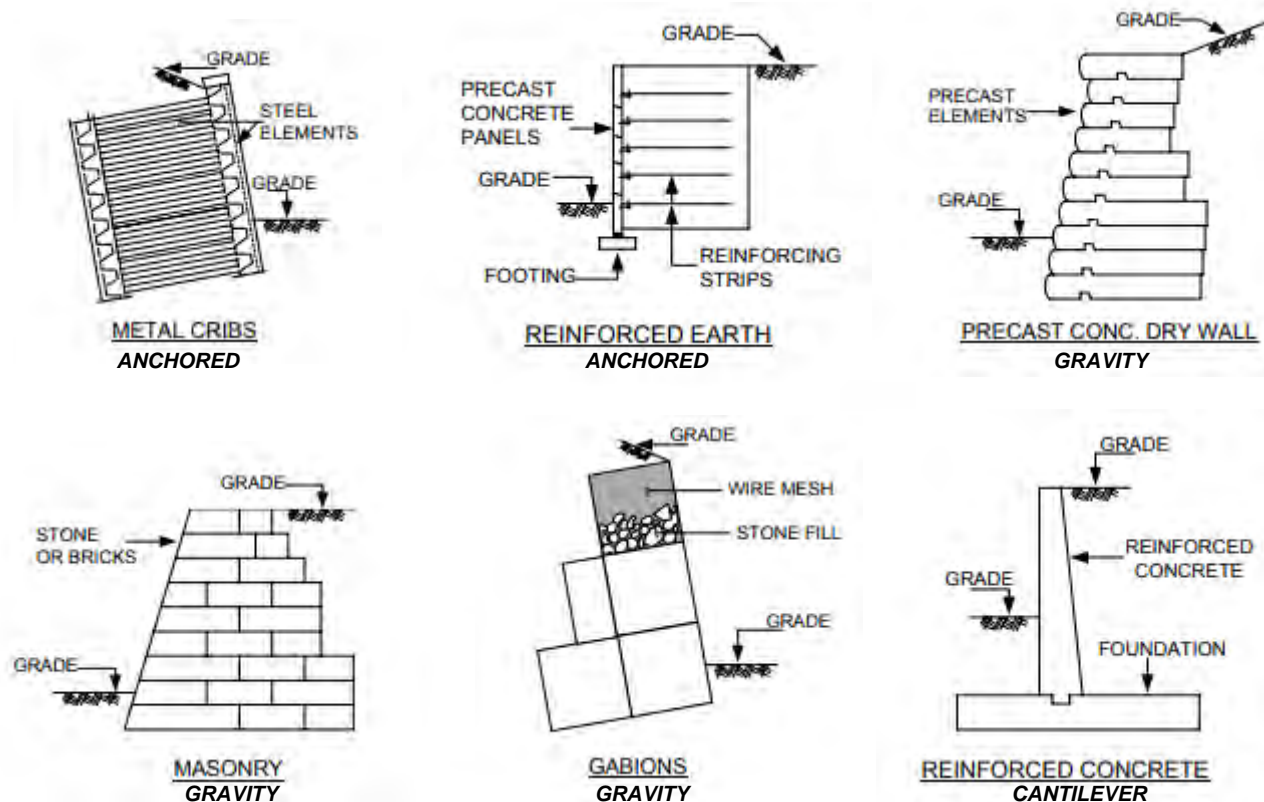
The OSIM manual is used as a reference document to complete structure inspections and reports for the retaining walls in the Town of Tillsonburg. This document defines a retaining wall as a wall with or without a foundation, and categorizes them into three different classes which can further be broken down by type:

- Gravity,
- Cantilever,
- and Anchored retaining walls.

The types of retaining walls owned by the Town of Tillsonburg vary in size, age, and material. An analysis of the current inventory of 8 retaining walls reveals that the majority of those examined are gravity retaining wall structures. The type of structure was determined based on the exterior area visible during the inspection.

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The following are examples of wall types taken directly from the OSIM manual depicting various types of retaining walls:



Refer to Figure 1.5.1.4 (a-c) of the OSIM manual (2018) for more examples of retaining wall structures.

In conjunction with the OSIM manual, the Ontario Building Code (OBC) was also used to define a retaining wall as a “designated structure”. The following refers to OBC 1.1.2.2.(2)(c) in regards to retaining walls:

- “...Subject to Articles 1.1.2.6. and 1.3.1.2., Part 4 of Division B applies to,...
- (c) a retaining wall exceeding 1 000 mm in exposed height adjacent to,
- (i) public property,
 - (ii) access to a building, or
 - (iii) private property to which the public is admitted ...”

A complete list of the retaining wall inventory can be found in Appendix B and shows the replacement cost based on the surface area of the retaining wall. If work is recommended to be completed on a structure, a more in-depth cost break down can be found in the individual inspection reports as well as the Proposed Budget Planning Schedule included in Appendix C.

Most of the retaining walls in the inventory are *designated structures*, and are subject to the requirements of the Ontario Building Code. Further information regarding the type of retaining wall can be found in the inspection reports for each structure.

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3.0 **RESULTS AND RECOMMENDATIONS**

3.1 **PROFESSIONAL SERVICES & CONSTRUCTION**

The professional services required to complete structure rehabilitations or structure replacements may include the following:

- Geotechnical investigations;
- Legal land surveys;
- Topographical land surveys;
- Environmental screening (Species-at-risk, endangered species, etc.);
- Hydraulic assessment;
- Archaeological assessments;
- Cultural heritage impact assessment reports;
- Municipal class environmental assessments;
- Engineering design, project tendering, and contract administration;
- Material Testing Quality Assurance during construction.

Many services may be needed to satisfy the requirements of permitting authorities prior to commencing the engineering design of a given project. Typically, replacement projects will require all of the services listed above, whereas rehabilitation projects may require varying amounts of services. The varying nature and degree of complexity of rehabilitations results in a scope of work that changes on a project to project basis. In the event that an environmental screening reveals that there are species at risk present at the bridge location, a relocation program may be required, involving additional costs, permitting processes, and time. Conversely, in a rehabilitation that will not affect the water course, or hydraulic capacity of a structure, a hydraulic assessment may not be required.

The following chart lists the asset plan work recommended and the associated costs:

| ASSET PLAN | QUANTITY | ENGINEERING | CONSTRUCTION | ASSOCIATED WORK | TOTAL |
|---------------------------|----------|-------------|--------------|-----------------|--------------------|
| FULL REPLACEMENT | 7 | \$437,000 | \$3,003,000 | \$235,000 | \$3,675,000 |
| REHABILITATIONS | 12 | \$638,000 | \$4,388,500 | \$385,000 | \$5,411,500 |
| REMOVAL | 0 | \$0 | \$0 | \$0 | \$0 |
| MAINTENANCE ONLY | 14 | \$0 | \$128,200 | \$22,000 | \$150,200 |
| ADDITIONAL INVESTIGATIONS | 12 | \$200,000 | \$0 | \$0 | \$200,000 |
| GRAND TOTAL | | | | | \$9,436,700 |

Notes:

¹ These figures are based on approximated present day values and do not reflect the amortized cost (i.e.: depreciation, etc.) of performing the necessary work in the future.

² Engineering includes: Additional Investigations, EA, Design, Contract Preparation, & Inspection.

³ Construction includes: Construction & Contingency for the construction stages.

⁴ Associated Work includes: Other Direct and Indirect Costs & General Project Contingencies.

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3.2 ADDITIONAL INVESTIGATIONS

Based on the results of the 2019 OSIM inspections, we recommend that a number of structures in the Town of Tillsonburg inventory have additional investigations completed. A complete list of structures recommended to have additional investigations completed and estimated costs for these studies has been included in Appendix C.

3.3 ENHANCED OSIM INSPECTIONS

Periodically, it may be necessary to utilize special equipment and tools to get within arms-reach of all areas of structure elements. Inspections of this nature are Enhanced OSIM inspections. The frequency of Enhanced OSIM inspections should be a maximum of 6 years for structures that:

- are over 30 years old,
- and contain critical elements and components in poor condition.

The Lake Lisgar Culvert (CU_CONCE0299_1) is the only structure currently recommended for an enhanced OSIM. This structure was unable to be inspected within arm's reach due to limited access. The cost estimate for this enhanced OSIM is included in Appendix C. Precautions and items that may assist in the enhanced OSIM include;

- Restricting the lake flow into the barrel to allow for further inspection of the inlet, barrel, and spillway;
- Utilizing a Delam 2000 tool to complete a sounding of the elements beyond arm's reach;
- Confined space equipment and practices.

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3.4 GENERAL MAINTENANCE & IMPROVEMENTS

A total of 14 structures in the inventory require maintenance only and/or improvements ranging from erosion control to guide rail improvements. The following structures are recommended for maintenance:

| STRUCTURE # | STRUCTURE NAME |
|----------------|---|
| RW_VICT | Victoria St. Concession St. West |
| RW_BRIDGE0274 | Bridge St. at Lisgar Ave. |
| CU_BRIDE0274_1 | Lisgar Ave. Culvert Part 1 |
| BR_GOLF0002 | The Bridges Golf Course John Pound Rd. |
| RW_BROAD | Broadway St. at Bloomer St. |
| CU_BALD1272_1 | Baldwin St. at Goldenrod Dr. |
| CU_VIEN0615_1 | Vienna Rd. from Stubbs Crt. Culvert |
| CU_BRIDE0274_2 | Lisgar Ave. Culvert Part 2 |
| CU_GLEND0176_1 | Glendale Dr. Culvert at Victoria St. |
| BR_VAN0001 | Van St. Pedestrian Bridge |
| BR_GOLF0001 | The Bridges Golf Course at Hole 10 |
| BR_GOLF0003 | The Bridges Golf Course at Hole 12 and 17 |
| CU_BAYH0993_1 | Bayham Dr. Culvert |
| CU_QUAR1937_12 | Quarter Town Line at Oak Park Pond |

Each of the maintenance issues are indicated on the individual OSIM report forms for each structure. Many of the maintenance issues requiring attention are minor and may include the following:

- erosion control on the approach embankments and slopes at the inlet and outlet;
- hazard sign repair/replacement;
- overgrowth removal;
- waterway debris removal;
- wearing surface maintenance (crack sealing, asphalt patching);
- deck surface cleaning;
- minor concrete repairs not requiring engineering direction.

The inspections revealed that some structures do not have barriers and guide rails that meet current standards. The requirement for guide rails on the structures and on the approaches is dependent upon a number of factors including:

- elevation difference between the road centerline and adjacent properties;
- traffic volume (AADT);
- operating speeds;
- road geometry (e.g. sight lines, curves, etc.);
- hazards.

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3.5 REHABILITATION RECOMMENDATIONS

There are 12 structures that require some form of rehabilitation or repair to select elements and nearly all of the structures inspected require some form of maintenance. The following structures are recommended for rehabilitation organized in order of priority based on timing and BCI:

| STRUCTURE # | STRUCTURE NAME |
|----------------|---|
| CU_QUAR2685_1 | Quarter Town Line Culvert at Stoney Creek |
| BR_KINS0001 | Kinsmen Pedestrian Bridge |
| CU_LISG2209_1 | Lisgar Ave. Culvert Outlet at Brock St. E |
| CU_CONCE0299_1 | Lake Lisgar Outlet Culvert |
| CU_BALD0654_1 | Baldwin St. Culvert at Participark Trail |
| BR_LAKE0001 | Hawkins Pedestrian Bridge |
| BR_SIMCO0001 | Simcoe Street Bridge |
| CU_VICT0569_1 | Victoria St. Driveway Access Culvert |
| CU_LISG1158_1 | Lisgar Ave. North Culvert |
| BR_CONCW0001 | Concession St. W. Bridge |
| RW_FAIR | Fairway Hills Blvd. and Quarter Town Line |
| RW_WILL | William St. and Quarter Town Line |

Refer to Appendix C for the Proposed Budget Planning Schedule showing all rehabilitation projects and estimated costs for additional investigations, engineering, construction, and associated costs.

In order to assist in prioritizing the recommended work, the calculated MTO Bridge Condition Index (BCI) number has been included in the rehabilitation recommendations table. The BCI values are used for capital budget planning purposes for repair work and do not represent the relative safety of the bridge. In general, for a bridge with a BCI value:

- Greater than 70 - Maintenance/repair work is not usually required within the next five years;
- Between 60 and 70 - Maintenance work is usually scheduled within the next five years;
- Less than 60 - Maintenance work is usually scheduled within the next year.

The Bridge Sufficiency Index (BSI) was also updated for each bridge and culvert structure. Unlike the BCI, the BSI determines the overall needs of a structure by considering non-structural parameters. The parameters used to determine the BSI include: traffic, economics, bridge width, and alignment.

Other factors may also be considered in the prioritization of the structure rehabilitation recommendations including:

- state of deterioration and estimated length of prolonged useful lifespan;
- need for rehabilitation given the length of detour or alternate access;
- cost vs. benefit consideration with respect to possible future replacement.

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It should be noted that the recommendations and relative priority rankings shown in the Capital Budget Planning Schedule are based on the inspections of the structures in accordance with the OSIM manual as well as engineering judgement and experience. As mentioned in the previous section, it is recommended to complete additional investigations such as bridge condition studies on structures corresponding with the priority rankings. The priority list shown in the capital budget planning schedule may be modified to suit the results from such studies once completed.

3.6 REPLACEMENT RECOMMENDATIONS

Based on our detailed visual inspections of each structure, we have compiled a list of 7 structures recommended for replacement.

The following structures are recommended for replacement organized in order of priority based on timing and BCI:

| STRUCTURE # | STRUCTURE NAME |
|--------------------|---|
| RW_BEECH | Quarter Town Line Retaining Wall at Beech Blvd. |
| CU_DEVONS0314_1 | Devonshire Ave. Culvert |
| RW_NEWE0002 | Newell Road East Retaining Wall |
| RW_NEWE0001 | Newell Road West Retaining Wall |
| CU_NEWE1362_1 | Newell Rd. Culvert |
| CU_BALD1103_1 | Baldwin St. Culvert at Whispering Pine |
| CU_BROA2247_1 | Broadway & Christie St. Culvert |

Refer to the Appendix C for the Proposed Budget Planning Schedule showing all replacement projects and estimated costs for additional investigations, engineering, construction, and associated costs.

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4.0 **LIFE CYCLE ANALYSIS**

Typically, a bridge will undergo minor and major rehabilitations in order to reach the target 75 year lifespan. As such, degradation models incorporate a minor and major rehabilitation at 25 and 50 years respectively. If rehabilitations are delayed and a structure is not regularly maintained, records indicate that reaching the target lifespan will not be achieved. Conversely, if the structure is adequately maintained and appropriate care and timing with respect to rehabilitations is observed, it is not uncommon for structures to greatly outlive the 75-year lifespan target. Culverts and retaining walls are not expected to undergo a major rehabilitation, however they may still require some minor rehabilitation and regular maintenance to reach their expected lifespan.

Our analysis provides a focused look at the proposed capital expenditure recommendations for the next 10 years and the effect on the average BCI for the inventory. This provides a simple asset management tool that gives insight to the immediate needs of the inventory over the next decade, while biennial updates keep the analysis refreshed so that there are no surprises in the future.

4.1 **BRIDGE CONDITION INDEX**

Tillsonburg's inventory of bridges and culverts has an updated Bridge Condition Index (BCI) as an abstract indicator of a bridge's overall condition. BCI scores are provided for both bridges and culverts. G. Douglas Vallee Limited has also applied this concept to the retaining walls in the Town of Tillsonburg. A new bridge will have a BCI of 100, and the BCI value decreases as wearing and weathering degrade the components of the structure. The bridges and culverts are reviewed biennially and these ratings are updated by a qualified engineer.

4.2 **DEGRADATION DRIVERS**

There are a number of factors that affect the rate of degradation of a specific structure. These include, but are not limited to: traffic volume, traffic type, regular maintenance, weather, sun and shade exposure, application of salts and deicing agents, quality of original construction, construction materials (e.g. air entrained concrete), and variations in design details.

4.3 **DEGRADATION MODELS**

Three degradation patterns are typically considered when modelling asset degradation: a linear degradation model, a logarithmic degradation model and a step-wise (MTO) model. With a realistic timeline from one rehabilitation to the next, the selection of a degradation model generally does not affect the outcome. The life cycle model varies based on structure type:

- 75 years for bridges and concrete culverts,
- 50 years for CSP culverts,
- 40 years for gabion basket retaining walls,
- 30 years for non-engineered stone or block retaining walls.

The model incorporates a like-for-like replacement structure with the same life cycle expectancy, however non-engineered retaining walls are expected to be replaced with engineered walls that have a 75 year life expectancy.

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4.4 DISCUSSION

As mentioned above, bridges are typically expected to undergo a minor and a major rehabilitation in order to reach the target 75 year lifespan. In some cases, there is benefit for a structure having two minor rehabilitations prior to a major rehabilitation; on the other side of the spectrum, there are structures that have performed well and gone straight to a major rehabilitation. Each bridge and each site is unique. For this reason, our approach is to stay focused on the short term while keeping long term longevity targets in view with sound capital planning recommendations.

The overall approach to structure asset management is to utilize a general model for degradation, apply this model to each structure in the inventory, and extrapolate the results over the long term. This is tracked along with estimated expenses for each rehabilitation and replacement project required to reach the structure's full service life. In general, a minor rehabilitation is usually 25% (+/- 10%) of full replacement cost, and a major rehabilitation is usually 45% (+/- 5%) of full replacement cost.

A simplified guideline to cost vs benefit analysis is to anticipate a major rehabilitation around age 50 that costs less than 50% of replacement value. In the event that the major rehabilitation is more expensive than 50% of replacement cost for a structure over 50 years old, a detailed cost vs benefit analysis should be completed to determine if the major rehabilitation should be undertaken or if a replacement should be planned.

4.5 BRIDGE DEGRADATION ANALYSIS

The following highlights major considerations of the relationship between the condition of the structures and the budgets required to maintain them.

- 4.5.1 **Average BCI:** A single number indicator can simplify monitoring of overall infrastructure health. The average BCI value does not account for bridge-specific rehabilitation or replacement costs. The inherent risk is that an average BCI for a 'healthy' inventory may be hiding some very big budgetary surprises.

To put this in context, a multi-million dollar bridge that requires replacement will have the same influence on the 'average BCI' as a small bridge that requires a fraction of the budget to replace. Rehabilitation and replacement costs need to be considered when evaluating the actual health of an inventory.

Totaling all expenses over the full service life of each bridge to determine a minimum average annual budget is a more reliable means of benchmarking. This will be discussed next.

- 4.5.2 **Annual Budgets:** Another common approach to assessing overall inventory health is dividing the total asset replacement value by the typical structure service life (eg. 75 years), resulting in a '*dollars per year*' value. Generally, this is interpreted as the average annual budget required to maintain the inventory. For example, if the calculation comes out to \$2 million per year, and current budgets are \$1 million per year, then budgetary shortfalls can be expected in the future.

The risk to this approach is that it does not consider the cost of rehabilitation work that is required to reach full service life. A more reliable representation can be achieved by including the anticipated rehabilitation work that is required over that lifespan.

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4.5.3 **Asset Degradation:** As an asset degrades over time, it will eventually require replacement. However, periodic investments in the rehabilitation of the structure can result in a more economical management of the asset. This concept, as described in *The Town of Tillsonburg Comprehensive Asset Management Plan 2016*, demonstrates that the costs over the life of an asset can be reduced through periodic rehabilitation instead of allowing an asset to degrade to failure and replacing it. Periodic rehabilitation increases the amount of time the assets remain in a state of slower degradation. For example, planning for a minor and a major rehabilitation on a bridge structure before recommendation of full replacement.

4.6 BCI ANALYSIS

The Town of Tillsonburg structure inventory was analyzed to compare the average BCI values of each structure type in three scenarios: the 10 year projected BCI assuming completion of all recommended work here-in, if only urgent and 1-5 year work recommendations are completed, and if no work is completed. The results are presented in the following table:

| | CURRENT AVERAGE BCI | 10 YEAR PROJECTED BCI (recommended work) | 10 YEAR PROJECTED BCI (urgent to 5 yr work only) | 10 YEAR PROJECTED BCI (no work) |
|--------------------------|---------------------------|--|--|---------------------------------------|
| BRIDGE | 80 | 71 | 69 | 68 |
| CULVERT | 76 | 77 | 67 | 62 |
| RETAINING WALLS | 68 | 80 | 59 | 55 |
| BCI AVERAGE | 75 | 76 | 66 | 62 |
| AVERAGE COST PER YEAR | | \$ 844,230 | \$ 519,800 | \$ 0 |

As demonstrated in the table above, the average BCI for the structural inventory in the Town of Tillsonburg is currently 75. Without upkeep from the 10 year recommended work to repair and replace deteriorating structures, the average BCI could fall to 62. Also, if only the structures recommended for urgent and 1-5 year work is completed, the BCI is projected to only reach 66. Maintaining an average BCI of between 70 and 80 is a helpful guide to maintaining a healthy inventory without overspending. While this approach doesn't reveal the whole picture, for reasons discussed above, it is a decent benchmark when not used in isolation. The proposed work in the capital plan would maintain the BCI above 70, while focusing work on the retaining wall infrastructure which has fallen below the 70 BCI threshold.

It may be noted that the BCI average for bridges is declining over the 10 year window even considering the recommended work. However, it is maintained above a BCI of 70, and the retaining wall inventory has returned to a strong average condition. With this approach, all three structure types have an average BCI above 70, which is an indicator for overall well-being of the entire structure inventory. It can be anticipated that the next 10 year planning window will need to more heavily address the bridge structures.

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4.7 BUDGETARY ANALYSIS

To cross-examine the data with the annual budget method, a review of the Town of Tillsonburg planning and budget data was completed. As per Appendix B, *Structure Inventory Table*, the total replacement value of the Town of Tillsonburg bridge, culvert, and retaining wall assets is estimated at over \$40 million. However, as discussed previously, many structures require rehabilitation work to reach that 75 year life. An estimated rehabilitation schedule was applied in the following manner:

- A minor rehabilitation is done at 25% of the replacement cost,
- A major rehabilitation is done at 45% of the replacement cost.

This results in an estimated annual budget average of **\$743,550** to maintain a healthy inventory. Comparing this result against the average cost per year for all recommended work, at \$844,230 shown in the above section, suggests that the health of the inventory has slightly fallen behind.

In 2019, the Town of Tillsonburg allocated \$125,000 to bridge, culvert, and retaining wall projects. If this trend continues to be applied year to year, it will not be sufficient to maintain the structure inventory in a healthy state. Also as shown in the above section, if the Town plans on completing all the recommended work to structures with urgent and 1-5 year needs only, at \$519,800 per year it is projected that the overall state of the structure inventory will still degrade.

If the target construction budget isn't met, an overall degradation of the Town's asset inventory can be expected. In addition to this, the lifespan of structure may not be realized, as it is usually expected that the structure will undergo rehabilitation work to reach a structure life of 75 years. The long-term results of not reaching the target budget could include:

- the Town would need to react to structure changes and complete emergency and urgent structure repairs,
- reacting to emergency repairs would inhibit the Town in fulfilling any proactive asset planning schedules,
- over time, the total cost to maintain the asset inventory would become greater,
- the Town may have to replace or close structures earlier than expected.

4.8 ANALYSIS RESULTS

The asset data has been cross-examined by both structure condition (BCI) and by annual budget comparison to mitigate the drawbacks of each methodology. The results indicate that the current and 10 year work plan proposed in Appendix E are consistent with the needs of the structural inventory. The proposed work will maintain the bridge structures within the 70-80 BCI window, while returning the retaining wall structures to a 'good' average condition.

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5.0 CONCLUSION

In all, there are 35 bridges, culverts, and retaining walls in the OSIM inventory currently owned and maintained by the Town. At the present time, 7 of those structures are recommended for replacement and 12 other structures are in need of rehabilitation work in less than 10 years. There are 14 other structures that are also in need of maintenance efforts. In the analysis of all inspection reports, the prioritized needs of the bridge, culvert, and retaining wall inventory, we offer the following recommendations:

- Regularly scheduled maintenance work be completed on structures exhibiting minor, non-structural damage and deterioration, and that are identified to have maintenance needs;
- Biennial OSIM inspections on structures continue to be completed on the entire structure inventory;
- The capital project budget forecast be reviewed considering a recommended annual budget of \$844,230 against the structure rehabilitation and replacement work recommended over the next 10 years.

We trust that this summary report contains the vital information that the Town of Tillsonburg will need to make preparations for the bridge and culvert work in the next two years. It has been a pleasure to work with staff over the duration of this project and we look forward to continuing to assist the Town of Tillsonburg in the future.



Michael J. Rapai, P.Eng.

Bridge Division Manager - Associate

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Head of Structural Engineering Dept. – Shareholder

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APPENDICES

APPENDIX A: 2019 OSIM PERFORMANCE SNAPSHOTS

APPENDIX B: STRUCTURE INVENTORY TABLE

APPENDIX C: PROPOSED BUDGET PLANNING SCHEDULES

APPENDIX D: STRUCTURE COMMENTS, POTENTIAL
SCENARIOS, AND ALTERNATIVE STRATEGIES

APPENDIX E: PROPOSED 2020-2030 CAPITAL BUDGET
FORECAST

APPENDIX F: STRUCTURE LOCATION MAP

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APPENDIX A

2019 OSIM PERFORMANCE SNAPSHOTS

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2019 OSIM INSPECTIONS - SNAPSHOTS

| | NUMBER | STRUCTURE NAME |
|----|-----------------|---|
| 1 | BR_KINS0001 | Kinsmen Pedestrian Bridge |
| 2 | BR_SIMCO0001 | Simcoe Street Bridge |
| 3 | BR_CONCW0001 | Concession St. W. Bridge |
| 4 | BR_GOLF0001 | The Bridges Golf Course at Hole 10 |
| 5 | BR_GOLF0002 | The Bridges Golf Course John Pound Rd. |
| 6 | BR_GOLF0003 | The Bridges Golf Course at Hole 12 and 17 |
| 7 | BR_LAKE0001 | Hawkins Pedestrian Bridge |
| 8 | BR_VAN0001 | Van St. Pedestrian Bridge |
| 9 | CU_BALD0654_1 | Baldwin St. Culvert at Participark Trail |
| 10 | CU_BROA2247_1 | Broadway & Christie St. Culvert |
| 11 | CU_DEVONS0314_1 | Devonshire Ave. Culvert |
| 12 | CU_GLEND0176_1 | Glendale Dr. Culvert at Victoria St. |
| 13 | CU_LISG1158_1 | Lisgar Ave. North Culvert |
| 14 | CU_QUAR2685_1 | Quarter Town Line Culvert at Stoney Creek |
| 15 | CU_VICT0569_1 | Victoria St. Driveway Access Culvert |
| 16 | RW_BEECH | Quarter Town Line Retaining Wall at Beech Blvd. |
| 17 | RW_BRIDGE0274 | Bridge St. at Lisgar Ave. |
| 18 | RW_BROAD | Broadway St. at Bloomer St. |
| 19 | RW_FAIR | Fairway Hills Blvd. and Quarter Town Line |
| 20 | RW_NEWE0001 | Newell Road West Retaining Wall |
| 21 | RW_NEWE0002 | Newell Road East Retaining Wall |
| 22 | RW_VICT | Victoria St. Concession St. West |
| 23 | RW_WILL | William St. and Quarter Town Line |
| 24 | CU_BROA3948_1 | Broadway St. Culvert at Sobeys |
| 25 | CU_QUAR1937_12 | Quarter Town Line at Oak Park Pond |
| 26 | CU_BALD1103_1 | Baldwin St. Culvert at Whispering Pine |
| 27 | CU_BALD1272_1 | Baldwin St. at Goldenrod Dr. |
| 28 | CU_NEWE1362_1 | Newell Rd. Culvert |
| 29 | CU_BAYH0993_1 | Bayham Dr. Culvert |
| 30 | CU_VIEN0615_1 | Vienna Rd. from Stubbs Crt. Culvert |
| 31 | CU_CONCE0299_1 | Lake Lisgar Outlet Culvert |
| 32 | CU_BRIDE0274_1 | Lisgar Ave. Culvert Part 1 |
| 33 | CU_BRIDE0274_2 | Lisgar Ave. Culvert Part 2 |
| 34 | CU_LISG2209_1 | Lisgar Ave. Culvert Outlet at Brock St. E. |
| 35 | CU_SPRU0541_3 | Spruce St. Culvert |

OSIM Inspection Performance Snapshot

Kinsmen Pedestrian Bridge

[MAP LINK](#)

Site Number: BR_KINS0001

Location: 170m West of Rolph St.**OSIM Recommendation:** Major Rehab - 1 to 5 years

BCI

45

Overall Comments:

Enhanced OSIM Inspection completed with use of rope access technicians. All structure members inspected to determine severity of deterioration. Steel members showing light to severe corrosion and delamination. Delaminated steel sections are flaking. Steel strapping missing on North I pier cap (refer to Enhanced OSIM Drawing for element locations). The overall condition... Refer to OSIM for details.

**General Structure Information:**

Lanes: 1
 Type: I-Beam or Girders
 Spans: 9
 Span Length: 8 @ 11m, 1 @ 18m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 1910
 Inspection Date: June 17, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|-----------------------|
| Construction Costs | \$1,721,000.00 |
| Associated Costs | \$1,130,000.00 |
| Total Costs | \$2,851,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------|----------|---------------|---------------------------------|----------|---------------|
| Abutment Walls | | | Ballast Walls | | |
| Bearing / Bearing Seat | 1 - 5 yr | Rehab | Bearings (At Piers) | 1 - 5 yr | Rehab |
| Wingwalls | | | Wearing Surface (Approaches) | | |
| Railing Systems | 1 - 5 yr | Rehab | Diaphragms (Horizontals) | 1 - 5 yr | Replace |
| Diaphragms (Diagonals) | 1 - 5 yr | Replace | Floor Beams | | |
| Girders | 1 - 5 yr | Rehab | Stringers | | |
| Diagonal Bracing Element | 1 - 5 yr | Rehab | Horizontal Bracing Element | 1 - 5 yr | Rehab |
| Bracing Element | 1 - 5 yr | Replace | Structural Connections | 1 - 5 yr | Rehab |
| Wearing Surface (Decks) | | | Embankments | | |
| Streams and Waterways | | | Foundation (Below Ground Level) | | |
| Bearings | | | Caps | 1 - 5 yr | Rehab |
| Shafts/Columns/Pile Bents | 1 - 5 yr | Rehab | Shafts/Columns/Pile Bents | | |

Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------|--------|-------------------------|---------------------------------|--------|----------------------------------|
| Abutment Walls | 2 yr | Other: Reinstall Mortar | Ballast Walls | | |
| Bearing / Bearing Seat | | | Bearings (At Piers) | | |
| Wingwalls | 2 yr | Other: Reinstall Mortar | Wearing Surface (Approaches) | 2 yr | Rout & Seal |
| Railing Systems | 1 yr | Other: Fix Loose Wire | Diaphragms (Horizontals) | | |
| Diaphragms (Diagonals) | | | Floor Beams | | |
| Girders | | | Stringers | | |
| Diagonal Bracing Element | | | Horizontal Bracing Element | | |
| Bracing Element | | | Structural Connections | | |
| Wearing Surface (Decks) | 1 yr | Deck Surface Repair | Embankments | 1 yr | Erosion Control at Bridges |
| Streams and Waterways | | | Foundation (Below Ground Level) | | |
| Bearings | | | Caps | Urgent | Other: Replace Missing Strapping |
| Shafts/Columns/Pile Bents | | | Shafts/Columns/Pile Bents | 2 yr | Other: Reinstall Mortar |

Additional Investigation:

Comment: Enhanced OSIM Inspection completed. Next Enhanced OSIM Inspection to be completed in 2025.

OSIM Inspection Performance Snapshot

Simcoe Street Bridge

[MAP LINK](#)

Site Number: BR_SIMCO0001

Location: 0.2km West of Old Vienna Road**OSIM Recommendation:** Minor Rehab - 1 to 5 years

BCI

73

Overall Comments:

Superstructure and substructure are generally in good condition.

**General Structure Information:**

Lanes: 5
 Type: I-Beam or Girders
 Spans: 1
 Span Length: 40 m
 AADT: 22400
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1994
 Inspection Date: May 10, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$175,000.00 |
| Associated Costs | \$200,000.00 |
| Total Costs | \$375,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|------------------------|----------|---------------|---------------------------------|----------|---------------|
| Abutment Walls | | | Wingwalls | | |
| Sign | | | Utilities | | |
| Railing Systems | 1 - 5 yr | Replace | Curbs/Gutters | | |
| Sidewalk and Medians | 1 - 5 yr | Rehab | Wearing Surface (Approaches) | 1 - 5 yr | Replace |
| Barrier / Parapet Wall | | | Hand Railing | | |
| Girders | | | Soffit - Thin Slab | | |
| Soffit - Thin Slab | | | Wearing Surface (Decks) | 1 - 5 yr | Rehab |
| Embankments | | | Slope Protection | | |
| Streams and Waterways | | | Foundation (Below Ground Level) | | |
| Walls | 1 - 5 yr | Rehab | Walls | 1 - 5 yr | Rehab |
| Walls | | | Sidewalk and Medians | | |

Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|------------------------|--------|---------------|---------------------------------|--------|-----------------------------------|
| Abutment Walls | | | Wingwalls | | |
| Sign | | | Utilities | | |
| Railing Systems | | | Curbs/Gutters | | |
| Sidewalk and Medians | | | Wearing Surface (Approaches) | | |
| Barrier / Parapet Wall | | | Hand Railing | Urgent | Bridge Railing System Maintenance |
| Girders | 2 yr | Rout and Seal | Soffit - Thin Slab | | |
| Soffit - Thin Slab | | | Wearing Surface (Decks) | | |
| Embankments | | | Slope Protection | 1 yr | Erosion Control at Bridges |
| Streams and Waterways | | | Foundation (Below Ground Level) | | |
| Walls | | | Walls | | |
| Walls | | | Sidewalk and Medians | | |

Additional Investigation:

Detailed Deck Condition Survey.

Comment: Deck condition survey to determine extent of rehabilitation required.

OSIM Inspection Performance Snapshot

Concession St. W. Bridge

[MAP LINK](#)

Site Number: BR_CONCW0001

Location: 480m West of Broadway St.**OSIM Recommendation:** Minor Rehab - 6 to 10 years

BCI

70

Overall Comments:

Localized cracking and delamination noted in soffit.

**General Structure Information:**

Lanes: 2
 Type: Rigid Frame, Vertical Legs
 Spans: 1
 Span Length: 10.7 m
 AADT: 4280
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1955
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$138,000.00 |
| Associated Costs | \$110,000.00 |
| Total Costs | \$248,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------------|-----------|---------------|------------------------------|-----------|---------------|
| Abutment Walls | | | Wingwalls | | |
| Sign | | | Railing Systems | | |
| Curbs/Gutters | | | Sidewalk and Medians | | |
| Sidewalk and Medians | | | Wearing Surface (Approaches) | 6 - 10 yr | Rehab |
| Barrier / Parapet Wall | | | Barrier / Parapet Wall | | |
| Railing Systems | | | Railing Systems | | |
| Deck Top | | | Soffit - Thick Slab | 6 - 10 yr | Rehab |
| Soffit - Thick Slab | 6 - 10 yr | Rehab | Wearing Surface (Decks) | 6 - 10 yr | Rehab |
| Embankments | | | Streams and Waterways | | |
| Foundation (Below Ground Level) | | | Walls | | |
| Walls | 6 - 10 yr | Rehab | Sidewalk and Medians | | |

Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------------|--------|----------------------------|------------------------------|--------|-----------------------------------|
| Abutment Walls | | | Wingwalls | | |
| Sign | | | Railing Systems | 2 yr | Bridge Railing System Maintenance |
| Curbs/Gutters | | | Sidewalk and Medians | | |
| Sidewalk and Medians | | | Wearing Surface (Approaches) | | |
| Barrier / Parapet Wall | | | Barrier / Parapet Wall | | |
| Railing Systems | | | Railing Systems | | |
| Deck Top | | | Soffit - Thick Slab | | |
| Soffit - Thick Slab | | | Wearing Surface (Decks) | | |
| Embankments | 2 yr | Erosion Control at Bridges | Streams and Waterways | | |
| Foundation (Below Ground Level) | | | Walls | | |
| Walls | | | Sidewalk and Medians | 1 yr | Bridge Cleaning |

Additional Investigation:

Detailed Deck Condition Survey, Concrete Substructure Condition Survey.
 Comment: Deck condition survey to determine extent of rehabilitation required.

OSIM Inspection Performance Snapshot

The Bridges Golf Course at Hole 10

[MAP LINK](#)

Site Number: BR_GOLF0001

Location: Carroll Trail at Hole 10**OSIM Recommendation:** Maintenance Only

BCI

89

Overall Comments:

The structure is generally in good condition.

**General Structure Information:**

Lanes: 1
 Type: Half-Through Truss
 Spans: 1
 Span Length: 28 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): 5.9 / /
 Construction Date: 2005
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|-------------------|
| Construction Costs | \$4,500.00 |
| Associated Costs | \$4,000.00 |
| Total Costs | \$8,500.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|------------------------------|--------|---------------|---------------------------------|--------|---------------|
| Abutment Walls | | | Ballast Walls | | |
| Bearings | | | Wingwalls | | |
| Wearing Surface (Approaches) | | | Railing Systems | | |
| Floor Beams | | | Stingers | | |
| Bracing Element | | | Wearing Surface (Decks) | | |
| Embankments | | | Slope Protection | | |
| Streams and Waterways | | | Foundation (Below Ground Level) | | |
| Bottom Chords | | | Connections | | |
| Top Chords | | | Verticals/Diagonals | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|------------------------------|--------|-----------------------|---------------------------------|--------|-------------------------|
| Abutment Walls | | | Ballast Walls | | |
| Bearings | | | Wingwalls | | |
| Wearing Surface (Approaches) | 2 yr | Bridge Surface Repair | Railing Systems | | |
| Floor Beams | | | Stingers | | |
| Bracing Element | | | Wearing Surface (Decks) | 2 yr | Repair to Bridge Timber |
| Embankments | | | Slope Protection | | |
| Streams and Waterways | | | Foundation (Below Ground Level) | | |
| Bottom Chords | | | Connections | | |
| Top Chords | | | Verticals/Diagonals | | |
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Additional Investigation:

OSIM Inspection Performance Snapshot

The Bridges Golf Course John Pound Rd.

[MAP LINK](#)

Site Number: BR_GOLF0002

Location: Carroll Trail at John Pound Rd.**OSIM Recommendation:** Maintenance Only

BCI

85

Overall Comments:

The structure is generally in good condition. Settlement of east concrete approach slab noted. Steel plate installed as temporary fix. Maintenance work required.

**General Structure Information:**

Lanes: 1
 Type: Half-Through Truss
 Spans: 1
 Span Length: 30 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): 5.9 / /
 Construction Date: 2005
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|--------------------|
| Construction Costs | \$10,000.00 |
| Associated Costs | \$4,000.00 |
| Total Costs | \$14,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|--------|---------------|---------------------------------|--------|---------------|
| Abutment Walls | | | Ballast Walls | | |
| Bearings | | | Wingwalls | | |
| Utilities | | | Wearing Surface (Approaches) | | |
| Railing Systems | | | Floor Beams | | |
| Stingers | | | Bracing Element | | |
| Wearing Surface (Decks) | | | Embankments | | |
| Streams and Waterways | | | Foundation (Below Ground Level) | | |
| Walls | | | Bottom Chords | | |
| Connections | | | Top Chords | | |
| Verticals | | | Diagonals | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|--------|-------------------------|---------------------------------|--------|--|
| Abutment Walls | | | Ballast Walls | | |
| Bearings | | | Wingwalls | | |
| Utilities | | | Wearing Surface (Approaches) | 1 yr | Erosion Control at Bridge, Bridge Surface Repair |
| Railing Systems | | | Floor Beams | | |
| Stingers | | | Bracing Element | | |
| Wearing Surface (Decks) | 2 yr | Repair to Bridge Timber | Embankments | | |
| Streams and Waterways | | | Foundation (Below Ground Level) | | |
| Walls | | | Bottom Chords | | |
| Connections | | | Top Chords | | |
| Verticals | | | Diagonals | | |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements,.
 Comment: Monitor settlement of east concrete approach slab.

OSIM Inspection Performance Snapshot

The Bridges Golf Course at Hole 12 and 17

[MAP LINK](#)

Site Number: BR_GOLF0003

Location: Carroll Trail at Hole 12 and 17**OSIM Recommendation:** Maintenance Only

BCI

89

Overall Comments:

The structure is generally in good condition. Deterioration of approach ramps noted. South utility box open during time of inspection. Maintenance work required.

**General Structure Information:**

Lanes: 1
 Type: Half-Through Truss
 Spans: 1
 Span Length: 21.2 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): 5.9 / /
 Construction Date: 2005
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|-------------------|
| Construction Costs | \$2,000.00 |
| Associated Costs | \$4,000.00 |
| Total Costs | \$6,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------------|--------|---------------|------------------------------|--------|---------------|
| Abutment Walls | | | Ballast Walls | | |
| Bearings | | | Wingwalls | | |
| Utilities | | | Wearing Surface (Approaches) | | |
| Railing Systems | | | Floor Beams | | |
| Stingers | | | Bracing Element | | |
| Wearing Surface (Decks) | | | Embankments | | |
| Slope Protection | | | Streams and Waterways | | |
| Foundation (Below Ground Level) | | | Bottom Chords | | |
| Connections | | | Top Chords | | |
| Verticals | | | Diagonals | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------------|--------|---------------------------------------|------------------------------|--------|-----------------------|
| Abutment Walls | | | Ballast Walls | | |
| Bearings | | | Wingwalls | | |
| Utilities | Urgent | Other: Reinstall Cover to Utility Box | Wearing Surface (Approaches) | 1 yr | Bridge Surface Repair |
| Railing Systems | | | Floor Beams | | |
| Stingers | | | Bracing Element | | |
| Wearing Surface (Decks) | | | Embankments | | |
| Slope Protection | | | Streams and Waterways | | |
| Foundation (Below Ground Level) | | | Bottom Chords | | |
| Connections | | | Top Chords | | |
| Verticals | | | Diagonals | | |
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Additional Investigation:

OSIM Inspection Performance Snapshot

Hawkins Pedestrian Bridge

[MAP LINK](#)

Site Number: BR_LAKE0001

Location: 60 West of Frank St. and Delevan Cres.**OSIM Recommendation:** Minor Rehab - 1 to 5 years

BCI

71

Overall Comments:

Minor rehabilitation work required. Severe undermining of retaining wall footing at southwest quadrant. Major rehabilitation recommended in 10 years including cleaning and coating of all structural steel.

**General Structure Information:**

Lanes:
 Type: I-Beam or Girders
 Spans: 3
 Span Length: 20.6, 20.6, 20.6 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 1993
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$125,000.00 |
| Associated Costs | \$105,000.00 |
| Total Costs | \$230,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------|-----------|---------------|------------------------------|----------|---------------|
| Abutment Walls | 1 - 5 yr | Rehab | Other | | |
| Barriers | | | Wearing Surface (Approaches) | | |
| Railing Systems | | | Diaphragms | 1 - 5 yr | Rehab |
| Girders | | | Bracing Element | 1 - 5 yr | Rehab |
| Structural Steel | 1 - 5 yr | Rehab | Wearing Surface (Decks) | | |
| Embankments | 1 - 5 yr | Rehab | Streams and Waterways | | |
| Shafts/Columns/Pile Bents | 6 - 10 yr | Rehab | Walls | | |
| Walls | 1 - 5 yr | Replace | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------|--------|---------------|------------------------------|--------|---------------|
| Abutment Walls | | | Other | | |
| Barriers | | | Wearing Surface (Approaches) | | |
| Railing Systems | | | Diaphragms | | |
| Girders | | | Bracing Element | | |
| Structural Steel | | | Wearing Surface (Decks) | | |
| Embankments | | | Streams and Waterways | | |
| Shafts/Columns/Pile Bents | | | Walls | | |
| Walls | | | | | |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements.

Comment: Monitor potential rotation/deformation of diaphragm at west abutment bearing at time of next inspection.

OSIM Inspection Performance Snapshot

Van St. Pedestrian Bridge

[MAP LINK](#)

Site Number: BR_VAN0001

Location: 45m East of Bloomer St.**OSIM Recommendation:** Maintenance Only

BCI

89

Overall Comments:

The structure is generally in good condition. Maintenance work required.

**General Structure Information:**

Lanes:
 Type: Half-Through Truss
 Spans: 1
 Span Length: 30.6 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): 5.9 / /
 Construction Date: 2004
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|--------------------|
| Construction Costs | \$10,000.00 |
| Associated Costs | \$4,000.00 |
| Total Costs | \$14,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------------|--------|---------------|-------------------------|--------|---------------|
| Abutment Walls | | | Ballast Walls | | |
| Bearings | | | Wingwalls | | |
| Wearing Surface (Approaches) | | | Railing Systems | | |
| Floor Beams | | | Stingers | | |
| Bracing Element | | | Wearing Surface (Decks) | | |
| Embankments | | | Streams and Waterways | | |
| Foundation (Below Ground Level) | | | Bottom Chords | | |
| Connections | | | Top Chords | | |
| Diagonals | | | Verticals | | |
| Diagonals | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------------|--------|----------------------------|-------------------------|--------|-----------------|
| Abutment Walls | | | Ballast Walls | | |
| Bearings | | | Wingwalls | | |
| Wearing Surface (Approaches) | | | Railing Systems | 2 yr | Bridge Cleaning |
| Floor Beams | | | Stingers | | |
| Bracing Element | | | Wearing Surface (Decks) | | |
| Embankments | 2 yr | Erosion Control at Bridges | Streams and Waterways | | |
| Foundation (Below Ground Level) | | | Bottom Chords | | |
| Connections | | | Top Chords | | |
| Diagonals | | | Verticals | | |
| Diagonals | | | | | |
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Additional Investigation:

OSIM Inspection Performance Snapshot

Baldwin St. Culvert at Participark Trail

[MAP LINK](#)

Site Number: CU_BALD0654_1

Location: 120m West of Edgewood Dr.**OSIM Recommendation:** Minor Rehab - 1 to 5 years

BCI

69

Overall Comments:

Structure is generally in fair to good condition. Localized spalls at inlet and outlet. Minor rehabilitation work required.

**General Structure Information:**

Lanes: 2
 Type: Round Culvert
 Spans: 1
 Span Length: 5.3 m
 AADT: 6230
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1970
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$55,000.00 |
| Associated Costs | \$85,000.00 |
| Total Costs | \$140,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|----------|---------------|---------------------------------|----------|---------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | 1 - 5 yr | Rehab | Outlet Components | 1 - 5 yr | Rehab |
| Wearing Surface | | | Embankments | | |
| Streams and Waterways | | | Foundation (Below Ground Level) | | |
| Curbs | | | Sidewalk and Medians | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|--------|---------------|---------------------------------|--------|----------------------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | | | Outlet Components | | |
| Wearing Surface | | | Embankments | 2 yr | Erosion Control at Bridges |
| Streams and Waterways | | | Foundation (Below Ground Level) | | |
| Curbs | | | Sidewalk and Medians | | |
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Additional Investigation:

OSIM Inspection Performance Snapshot

Broadway & Christie St. Culvert

[MAP LINK](#)

Site Number: CU_BROA2247_1

Location: Intersection of Broadway St. and Christie St.**OSIM Recommendation:** Replace - 6 to 10 years

BCI

53

Overall Comments:

Structure is generally in fair condition with some poor elements. Deformations at crown are of concern. Recommend replacing culvert within 10 years.

**General Structure Information:**

Lanes: 3
 Type: Ellipse Culvert
 Spans: 1
 Span Length: 2.28 m
 AADT: 10520
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1998
 Inspection Date: May 15, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$475,000.00 |
| Associated Costs | \$225,000.00 |
| Total Costs | \$700,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|--------|---------------|----------------------|-----------|---------------|
| Railing Systems | | | Barrels | 6 - 10 yr | Replace |
| Inlet Components | | | Outlet Components | | |
| Wearing Surface | | | Embankments | | |
| Streams and Waterways | | | Walls | 6 - 10 yr | Rehab |
| Curbs | | | Sidewalk and Medians | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|--------|---------------|----------------------|--------|----------------------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | | | Outlet Components | 1 yr | Other - Remove Debris |
| Wearing Surface | 2 yr | Rout and Seal | Embankments | 1 yr | Erosion Control at Bridges |
| Streams and Waterways | | | Walls | | |
| Curbs | | | Sidewalk and Medians | | |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements.

Comment: Retaining wall at northeast quadrant is showing signs of movement. Cusping is evident in barrel of CSP culvert. Monitor. Hydraulic investigation may be completed to determine if liner option is acceptable.

OSIM Inspection Performance Snapshot

Devonshire Ave. Culvert

[MAP LINK](#)

Site Number: CU_DEVONS0314_1

Location: 125m East of Lamers Crt.**OSIM Recommendation:** Replace - 1 to 5 years

BCI

51

Overall Comments:

Structure is in overall fair to poor condition. Culvert replacement is recommended.

**General Structure Information:**

Lanes: 2
 Type: Ellipse Culvert
 Spans: 2
 Span Length: 1.9, 1.9 m
 AADT: 3490
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1980
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$207,000.00 |
| Associated Costs | \$195,000.00 |
| Total Costs | \$402,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|----------------------|----------|---------------|-----------------------|----------|---------------|
| Railing Systems | | | Barrels | 1 - 5 yr | Replace |
| Inlet Components | | | Outlet Components | | |
| Wearing Surface | 1 - 5 yr | Replace | Streams and Waterways | | |
| Curbs | | | Sidewalk and Medians | 1 - 5 yr | Replace |
| Sidewalk and Medians | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|----------------------|--------|---------------|-----------------------|--------|---------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | | | Outlet Components | | |
| Wearing Surface | | | Streams and Waterways | | |
| Curbs | | | Sidewalk and Medians | | |
| Sidewalk and Medians | | | | | |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements.

Comment: East barrel shows signs of cussping, and differential settlement. Complete loss of section in north end of west barrel. Monitor deformations, settlements, and movements.

OSIM Inspection Performance Snapshot

Glendale Dr. Culvert at Victoria St.

[MAP LINK](#)

Site Number: CU_GLEND0176_1

Location: 55m West of Victoria St.**OSIM Recommendation:** Maintenance Only

BCI

89

Overall Comments:

The structure is generally in good condition. Maintenance work required.

**General Structure Information:**

Lanes: 2
 Type: Box Culvert
 Spans: 1
 Span Length: 3 m
 AADT: 2490
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 2003
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|-------------------|
| Construction Costs | \$2,500.00 |
| Associated Costs | \$0.00 |
| Total Costs | \$2,500.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|----------------------|--------|---------------|-----------------------|--------|---------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | | | Outlet Components | | |
| Wearing Surface | | | Embankments | | |
| Slope Protection | | | Streams and Waterways | | |
| Walls | | | Curbs | | |
| Sidewalk and Medians | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|----------------------|--------|----------------------------|-----------------------|--------|---------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | | | Outlet Components | | |
| Wearing Surface | | | Embankments | | |
| Slope Protection | | | Streams and Waterways | | |
| Walls | 2 yr | Erosion Control at Bridges | Curbs | | |
| Sidewalk and Medians | | | | | |
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Additional Investigation:

OSIM Inspection Performance Snapshot

Lisgar Ave. North Culvert

[MAP LINK](#)

Site Number: CU_LISG1158_1

Location: 110m East of Van Norman Dr.**OSIM Recommendation:** Minor Rehab - 6 to 10 years

BCI

70

Overall Comments:

Previous OSIM describes significant amount of deterioration. Limited inspection in 2019 due to water levels. Recommend supplementary inspection at lower levels or underwater inspection to determine appropriate recommendation.

**General Structure Information:**

Lanes: 2
 Type: Round Culvert
 Spans: 1
 Span Length: 3.3 m
 AADT: 4260
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1980
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$152,500.00 |
| Associated Costs | \$113,000.00 |
| Total Costs | \$265,500.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|--------|---------------|-------------|-----------|---------------|
| Railing Systems | | | Barrels | 6 - 10 yr | Rehab |
| Wearing Surface | | | Embankments | | |
| Streams and Waterways | | | Curbs | | |
| Sidewalk and Medians | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|--------|---------------|-------------|--------|----------------------------|
| Railing Systems | | | Barrels | | |
| Wearing Surface | | | Embankments | 1 yr | Erosion Control at Bridges |
| Streams and Waterways | | | Curbs | | |
| Sidewalk and Medians | | | | | |
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Additional Investigation:

Underwater Investigation, Structure Evaluation, Monitoring of Deformations, Settlements and Movements.

Comment: Monitor wide horizontal crack (3") in west wall at mid-length at time of next inspection. Limited inspection of culvert bottom due to high water level. Structure evaluation required to determine feasibility of liner option.

OSIM Inspection Performance Snapshot

Quarter Town Line Culvert at Stoney Creek

[MAP LINK](#)

Site Number: CU_QUAR2685_1

Location: 85m North of Fairway Hill Blvd.**OSIM Recommendation:** Minor Rehab - Urgent

BCI

61

Overall Comments:

Severe rotation and sliding of retaining wall at southwest quadrant. Continue to monitor movement, settlement and rotation of gabion basket retaining wall on the west side until replacement. Replacement or stabilization of the southwest section should be done as soon as possible.

**General Structure Information:**

Lanes: 2
 Type: Box Culvert
 Spans: 2
 Span Length: 4, 4 m
 AADT: 3185
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1970
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$82,000.00 |
| Associated Costs | \$68,000.00 |
| Total Costs | \$150,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|--------|---------------|-------------------------|--------|---------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | | | Outlet Components | | |
| Wearing Surface | | | Embankments | | |
| Streams and Waterways | | | Barrier System on Walls | | |
| Walls | Urgent | Replace | Curbs | | |
| Sidewalk and Medians | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|--------|---------------|-------------------------|--------|---------------------------|
| Railing Systems | | | Barrels | 2 yr | Repair of Bridge Concrete |
| Inlet Components | | | Outlet Components | | |
| Wearing Surface | | | Embankments | | |
| Streams and Waterways | | | Barrier System on Walls | | |
| Walls | | | Curbs | | |
| Sidewalk and Medians | | | | | |
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Additional Investigation:

Comment: Develop monitoring program for movement, settlement and rotation of gabion basket retaining walls on the west side.

OSIM Inspection Performance Snapshot

Victoria St. Driveway Access Culvert

[MAP LINK](#)

Site Number: CU_VICT0569_1

Location: 90m East of Parkdale Dr., 70m south of Glendale Dr.**OSIM Recommendation:** Minor Rehab - 1 to 5 years

BCI

75

Overall Comments:

Structure is generally in good condition, however, barriers are not anchored.

**General Structure Information:**

Lanes: 1
 Type: Twin Round Culvert
 Spans: 2
 Span Length: 1.2, 1.8 m
 AADT: 10
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 1990
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|--------------------|
| Construction Costs | \$40,000.00 |
| Associated Costs | \$18,000.00 |
| Total Costs | \$58,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|----------|---------------|------------------|--------|---------------|
| Railing Systems | 1 - 5 yr | Replace | Barrels | | |
| Barrels | | | Wearing Surface | | |
| Slope Protection | | | Slope Protection | | |
| Streams and Waterways | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|--------|---------------|------------------|--------|---------------|
| Railing Systems | | | Barrels | | |
| Barrels | | | Wearing Surface | | |
| Slope Protection | | | Slope Protection | | |
| Streams and Waterways | | | | | |
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Additional Investigation:

Comment: Need for barrier may be investigated.

OSIM Inspection Performance Snapshot

Quarter Town Line Retaining Wall at Beech Blvd.

[MAP LINK](#)

Site Number: RW_BEECH

Location: 0.3km North Beech Blvd.

OSIM Recommendation: Replace - Urgent

BCI

44

Overall Comments:

Replacement is recommended. Continue to monitor movement, settlement and rotation of retaining wall until replacement. If any immediate safety concerns are identified, immediate rehabilitation or replacement is required. Evaluate structures and new RSS option in-front of existing.



General Structure Information:

Lanes:
 Type: Gabion Gravity Ret. Wall
 Wall Height (Ave): 3 m
 Wall Length: 42 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 2000
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$150,000.00 |
| Associated Costs | \$295,000.00 |
| Total Costs | \$445,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|--------|---------------|-------------|----------|---------------|
| Railing Systems | | | Embankments | | |
| Barrier System on Walls | | | Walls | 1 - 5 yr | Replace |
| Sidewalk and Medians | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|--------|---------------|-------------|--------|---------------|
| Railing Systems | | | Embankments | | |
| Barrier System on Walls | | | Walls | | |
| Sidewalk and Medians | | | | | |
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Additional Investigation:

Structure Evaluation, Monitoring of Deformations, Settlements and Movements.

Comment: Develop monitoring program for movement, settlement and rotation of gabion basket retaining wall. Evaluate structures and new RSS option in-front of existing.

OSIM Inspection Performance Snapshot

Bridge St. at Lisgar Ave

[MAP LINK](#)

Site Number: RW_BRIDGE0274

Location: Northeast of Canadian Tire**OSIM Recommendation:** Maintenance Only

BCI

84

Overall Comments:

Structure is in generally good condition. Localized areas of bulging noted in wall.

**General Structure Information:**

Lanes:
 Type: Gabion MSE Ret. Wall
 Wall Height (Ave): 10.35 m
 Wall Length: 135 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 2000
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|-------------------|
| Construction Costs | \$2,000.00 |
| Associated Costs | \$0.00 |
| Total Costs | \$2,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|--------|---------------|---------------------------------|--------|---------------|
| Embankments | | | Foundation (Below Ground Level) | | |
| Barrier System on Walls | | | Walls | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|--------|---------------|---------------------------------|--------|--------------------------|
| Embankments | | | Foundation (Below Ground Level) | | |
| Barrier System on Walls | | | Walls | 1 yr | Other: Remove Vegetation |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements.
 Comment: Develop monitoring program for potential movement, settlement and rotation of retaining wall.

OSIM Inspection Performance Snapshot

Broadway St. at Bloomer St.

[MAP LINK](#)

Site Number: RW_BROAD

Location: 50m North of Bloomer St.

OSIM Recommendation: Maintenance Only

BCI

85

Overall Comments:

Structure is in overall fair to good condition. Minor maintenance work required.



General Structure Information:

Lanes:

Type: Concrete Gravity Ret. Wall

Wall Height (Ave): 2.1 m

Wall Length: 28 m

AADT:

Posted Speed:

Load Limit (Tonnes): None

Construction Date: 1960

Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|-------------------|
| Construction Costs | \$1,000.00 |
| Associated Costs | \$0.00 |
| Total Costs | \$1,000.00 |

Rehabilitation / Replacement Recommendations: *(Refer to OSIM elements for full details)*

[illegible]

Maintenance Needs: *(Refer to OSIM elements for full details)*

[illegible]

Additional Investigation:

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OSIM Inspection Performance Snapshot

Fairway Hills Blvd. and Quarter Town Line

[MAP LINK](#)

Site Number: RW_FAIR

Location: 70m North of Fairway Hills Blvd.**OSIM Recommendation:** Minor Rehab - 6 to 10 years

BCI

73

Overall Comments:

The structure is in fair to good condition. Settlement of wall is causing deformation to elements above.

**General Structure Information:**

Lanes:
 Type: Gabion Gravity Ret. Wall
 Wall Height (Ave): 3.65 m
 Wall Length: 110 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 2000
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|--------------------|
| Construction Costs | \$25,000.00 |
| Associated Costs | \$44,000.00 |
| Total Costs | \$69,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|--------|---------------|-------------|-----------|---------------|
| Railing Systems | | | Embankments | | |
| Barrier System on Walls | | | Walls | 6 - 10 yr | Rehab |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|--------|---------------|-------------|--------|---------------|
| Railing Systems | | | Embankments | | |
| Barrier System on Walls | | | Walls | | |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements,.

Comment: Monitor wall for settlement and rotation.

OSIM Inspection Performance Snapshot

Newell Road West Retaining Wall

[MAP LINK](#)

Site Number: RW_NEWE0001

Location: 250m South of Baldwin St.**OSIM Recommendation:** Replace - 6 to 10 years

BCI

50

Overall Comments:

The structure is generally in fair to poor condition. It is recommended that the retaining wall be replaced.

**General Structure Information:**

Lanes:
 Type: Masonry Gravity Ret. Wall
 Wall Height (Ave): 8 m
 Wall Length: 60 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 1950
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$150,000.00 |
| Associated Costs | \$143,000.00 |
| Total Costs | \$293,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------|-----------|---------------|-------------|--------|---------------|
| Railing Systems | | | Embankments | | |
| Walls | 6 - 10 yr | Replace | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------|--------|---------------|-------------|--------|---------------|
| Railing Systems | | | Embankments | | |
| Walls | | | | | |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements.
 Comment: Monitor dry stack concrete slabs for movement at time of next inspection.

OSIM Inspection Performance Snapshot

Newell Road East Retaining Wall

[MAP LINK](#)

Site Number: RW_NEWE0002

Location: 250m South of Baldwin St.**OSIM Recommendation:** Replace - 6 to 10 years

BCI

48

Overall Comments:

The structure is generally in fair to poor condition. It is recommended that the retaining wall be replaced.

**General Structure Information:**

Lanes:
 Type: Masonry Gravity Ret. Wall
 Wall Height (Ave): 8 m
 Wall Length: 80 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 1950
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$195,000.00 |
| Associated Costs | \$143,000.00 |
| Total Costs | \$338,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------|-----------|---------------|-------------|--------|---------------|
| Railing Systems | | | Embankments | | |
| Walls | 6 - 10 yr | Replace | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------|--------|---------------|-------------|--------|---------------|
| Railing Systems | | | Embankments | | |
| Walls | | | | | |
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Additional Investigation:

Structure Evaluation, Monitoring of Deformations, Settlements and Movements.
 Comment: Monitor dry stack concrete slabs for movement at time of next inspection.

OSIM Inspection Performance Snapshot

Victoria St. Concession St. West

[MAP LINK](#)

Site Number: RW_VICT

Location: At Corner of Ralph St., Across from Victoria St.**OSIM Recommendation:** Maintenance Only

BCI

83

Overall Comments:

The structure is in overall fair to good condition. Broken fence post at west end of wall.

**General Structure Information:**

Lanes:
 Type: Precast Conc. Drywall Grav. Ret.
 Wall Height (Ave): 2.17 m
 Wall Length: 51 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 1980
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|-----------------|
| Construction Costs | \$200.00 |
| Associated Costs | \$0.00 |
| Total Costs | \$200.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|--------|---------------|---------------------------------|--------|---------------|
| Embankments | | | Foundation (Below Ground Level) | | |
| Barrier System on Walls | | | Barrier System on Walls | | |
| Walls | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|--------|---------------|---------------------------------|--------|---------------------------|
| Embankments | | | Foundation (Below Ground Level) | | |
| Barrier System on Walls | | | Barrier System on Walls | 1 yr | Other: Remove broken post |
| Walls | | | | | |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements,.

Comment: Monitor movement of wooden fence at time of next inspection.

OSIM Inspection Performance Snapshot

William St. and Quarter Town Line

[MAP LINK](#)

Site Number: RW_WILL

Location: 30m North of William St.**OSIM Recommendation:** Minor Rehab - 6 to 10 years

BCI

73

Overall Comments:

Settlement of gabion baskets noted. Settlement and rotation of structure causing sidewalk above wall to rotate.

**General Structure Information:**

Lanes:
 Type: Gabion Gravity Ret. Wall
 Wall Height (Ave): 3.55 m
 Wall Length: 52 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 2000
 Inspection Date: May 21, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|--------------------|
| Construction Costs | \$11,000.00 |
| Associated Costs | \$12,000.00 |
| Total Costs | \$23,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|-----------|---------------|-------------|--------|---------------|
| Railing Systems | | | Embankments | | |
| Barrier System on Walls | | | Walls | | |
| Sidewalk and Medians | 6 - 10 yr | Rehab | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------------|--------|---------------|-------------|--------|--------------------|
| Railing Systems | | | Embankments | | |
| Barrier System on Walls | | | Walls | 1 yr | Other: Remove tree |
| Sidewalk and Medians | | | | | |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements,.

Comment: Monitor wall for settlement and rotation.

OSIM Inspection Performance Snapshot

Broadway St. Culvert at Sobeys

[MAP LINK](#)

Site Number: CU_BROA3948_1

Location: 25m Southeast of Entrance to Sobeys**OSIM Recommendation:** No Work Recommended -

BCI

94

Overall Comments:

Limited inspection of structure due to limited access and size of structure. Structure barrel was not visible from barrel access points.

**General Structure Information:**

Lanes: 4
 Type: Round Culvert (Assumed)
 Spans: 1
 Span Length: 0.8 (Assumed) m
 AADT: 10520
 Posted Speed: 60
 Load Limit (Tonnes): None
 Construction Date: 1950
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------|
| Construction Costs | \$0.00 |
| Associated Costs | \$0.00 |
| Total Costs | \$0.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|---------------|------------------|--------|---------------|
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Wearing Surface | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|---------------|------------------|--------|---------------|
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Wearing Surface | | |
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Additional Investigation:

Comment: Limited inspection of structure due to limited access and size of structure. Recommend use of CCTV inspection or similar.

OSIM Inspection Performance Snapshot

Quarter Town Line at Oak Park Pond

[MAP LINK](#)

Site Number: CU_QUAR1937_12

Location: 50m North of William St.**OSIM Recommendation:** Maintenance Only

BCI

89

Overall Comments:

Limited inspection of structure due to limited access and size of structure. This inspection only includes the culvert structure and elements located on the east end of the structure. All other elements (i.e. retaining wall and barriers at west end of structure) are recorded in the William St. and Quarter Town Line OSIM report (Site Number: RW_WILL).

**General Structure Information:**

Lanes: 2
 Type: Round Culvert
 Spans: 1
 Span Length: 0.4 m
 AADT: 4280
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 2007
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|-------------------|
| Construction Costs | \$5,000.00 |
| Associated Costs | \$0.00 |
| Total Costs | \$5,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|----------------------|--------|---------------|-------------------|--------|---------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | | | Outlet Components | | |
| Wearing Surface | | | Embankments | | |
| Sidewalk and Medians | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|----------------------|--------|---------------|-------------------|--------|----------------------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | | | Outlet Components | 1 yr | Other: Remove Debris |
| Wearing Surface | | | Embankments | 2 yr | Erosion Control at Bridges |
| Sidewalk and Medians | | | | | |
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Additional Investigation:

OSIM Inspection Performance Snapshot

Baldwin St. Culvert at Whispering Pine

[MAP LINK](#)

Site Number: CU_BALD1103_1

Location: 75m East of Whispering Pine Ln.**OSIM Recommendation:** Replace - 6 to 10 years

BCI

53

Overall Comments:

The structure is generally in fair to poor condition.

**General Structure Information:**

Lanes: 2
 Type: Round Culvert
 Spans: 1
 Span Length: 1.1 m
 AADT: 6230
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1968
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$176,000.00 |
| Associated Costs | \$103,000.00 |
| Total Costs | \$279,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|----------------------|-----------|---------------|-------------------|-----------|---------------|
| Railing Systems | | | Barrels | 6 - 10 yr | Replace |
| Inlet Components | 6 - 10 yr | Replace | Outlet Components | 6 - 10 yr | Replace |
| Wearing Surface | | | Embankments | 6 - 10 yr | Replace |
| Sidewalk and Medians | 6 - 10 yr | Replace | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|----------------------|--------|-----------------------|-------------------|--------|----------------------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | 1 yr | Other - Remove Debris | Outlet Components | | |
| Wearing Surface | | | Embankments | 2 yr | Erosion Control at Bridges |
| Sidewalk and Medians | | | | | |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements.
 Comment: Monitor deformation and cussing of barrel.

OSIM Inspection Performance Snapshot

Baldwin St. at Goldenrod Dr.

[MAP LINK](#)

Site Number: CU_BALD1272_1

Location: 15m East of Goldenrod Dr.**OSIM Recommendation:** Maintenance Only

BCI

86

Overall Comments:

Limited inspection of barrel due to limited access. Condition assumed based on condition of wearing surface above structure and visual inspection from inlet and outlet.

**General Structure Information:**

Lanes: 2
 Type: Round Culvert
 Spans: 1
 Span Length: 0.4 m
 AADT: 6230
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1969
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|-------------------|
| Construction Costs | \$8,000.00 |
| Associated Costs | \$1,000.00 |
| Total Costs | \$9,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|---------------|----------------------|--------|---------------|
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Embankments | | |
| Wearing Surface | | | Sidewalk and Medians | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|---------------|----------------------|--------|----------------------------|
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Embankments | 1 yr | Erosion Control at Bridges |
| Wearing Surface | 2 yr | Rout and Seal | Sidewalk and Medians | | |
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Additional Investigation:

OSIM Inspection Performance Snapshot

Newell Rd. Culvert

[MAP LINK](#)

Site Number: CU_NEWWE1362_1

Location: 250m South of Baldwin St.**OSIM Recommendation:** Replace - 6 to 10 years

BCI

53

Overall Comments:

The condition of the guide rail barriers as well as the retaining walls on either side of the culvert is recorded in the OSIM reports for the Newell Road/Quarter Town Line Retaining Walls (Site Numbers RW_NEWWE0001 and RW_NEWWE0002). The Culvert is recommended to be replaced at the same time as the retaining wall.

**General Structure Information:**

Lanes: 2
 Type: Round Culvert
 Spans: 1
 Span Length: 2.1 m
 AADT: 3185
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1989
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|-----------------------|
| Construction Costs | \$1,110,000.00 |
| Associated Costs | \$188,000.00 |
| Total Costs | \$1,298,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|-----------|---------------|------------------|-----------|---------------|
| Barrels | 6 - 10 yr | Replace | Inlet Components | 6 - 10 yr | Replace |
| Outlet Components | 6 - 10 yr | Replace | Wearing Surface | | |
| Embankments | 6 - 10 yr | Replace | Walls | 6 - 10 yr | Replace |
| Curbs | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|---------------|------------------|--------|---------------|
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Wearing Surface | | |
| Embankments | | | Walls | | |
| Curbs | | | | | |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements.

Comment: Deformation noted in the soffit and bottom of culvert barrel. Monitor barrel for further deformation.

OSIM Inspection Performance Snapshot

Bayham Dr. Culvert

[MAP LINK](#)

Site Number: CU_BAYH0993_1

Location: At the intersection of Pressey Line and Bayham Drive**OSIM Recommendation:** Maintenance Only

BCI

89

Overall Comments:

The structure is generally in good condition. Maintenance work required.

**General Structure Information:**

Lanes: 2
 Type: Round Culvert
 Spans: 1
 Span Length: 1.5 m
 AADT:
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 2005
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|--------------------|
| Construction Costs | \$10,000.00 |
| Associated Costs | \$2,000.00 |
| Total Costs | \$12,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|---------------|------------------|--------|---------------|
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Embankments | | |
| Wearing Surface | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|-----------------|------------------|--------|---------------|
| Barrels | 2 yr | Bridge Cleaning | Inlet Components | | |
| Outlet Components | | | Embankments | | |
| Wearing Surface | 2 yr | Rout and Seal | | | |
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Additional Investigation:

OSIM Inspection Performance Snapshot

Vienna Rd. from Stubbs Crt. Culvert

[MAP LINK](#)

Site Number: CU_VIEN0615_1

Location: 230m South of Simcoe St.**OSIM Recommendation:** Maintenance Only

BCI

87

Overall Comments:

Limited inspection of structure due to limited access and size of structure. Structure is generally in good condition. Build-up of debris at inlet. Maintenance work required.

**General Structure Information:**

Lanes: 2
 Type: Round Culvert
 Spans: 1
 Span Length: 1.5 m
 AADT:
 Posted Speed: 60
 Load Limit (Tonnes): None
 Construction Date: 1975
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|-------------------|
| Construction Costs | \$9,000.00 |
| Associated Costs | \$0.00 |
| Total Costs | \$9,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|---------------|------------------|--------|---------------|
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Wearing Surface | | |
| Embankments | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|----------------------------|------------------|--------|-----------------------|
| Barrels | | | Inlet Components | 1 yr | Other - Remove Debris |
| Outlet Components | | | Wearing Surface | 2 yr | Rout and Seal |
| Embankments | 1 yr | Erosion Control at Bridges | | | |
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Additional Investigation:

OSIM Inspection Performance Snapshot

Lake Lisgar Outlet Culvert

[MAP LINK](#)

Site Number: CU_CONCE0299_1

Location: 100m East of Park Ave.**OSIM Recommendation:** Minor Rehab - 1 to 5 years

BCI

68

Overall Comments:

Limited inspection of barrel due to limited access. Enhanced OSIM recommended. Severe undermining of footing at outlet. Rehabilitation recommended.

**General Structure Information:**

Lanes: 2
 Type: Box Culvert
 Spans: 1
 Span Length: 1.55 m
 AADT: 4280
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1952
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$116,000.00 |
| Associated Costs | \$173,000.00 |
| Total Costs | \$289,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------------|----------|---------------|----------------------|-----------|---------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | | | Outlet Components | 6 - 10 yr | Rehab |
| Wearing Surface | | | Embankments | | |
| Foundation (Below Ground Level) | 1 - 5 yr | Rehab | Walls | 1 - 5 yr | Replace |
| Curbs | | | Sidewalk and Medians | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------------|--------|-----------------------|----------------------|--------|----------------------------|
| Railing Systems | | | Barrels | | |
| Inlet Components | 1 yr | Other - Remove Debris | Outlet Components | 1 yr | Other - Remove Tree |
| Wearing Surface | 2 yr | Rout and Seal | Embankments | 2 yr | Erosion Control at Bridges |
| Foundation (Below Ground Level) | | | Walls | | |
| Curbs | | | Sidewalk and Medians | | |
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Additional Investigation:

Monitoring of Deformations, Settlements and Movements.

Comment: Severe undermining of footing at outlet with exposed timber piles. Monitor structure for settlement and further undermining.

OSIM Inspection Performance Snapshot

Lisgar Ave Culvert Part 1

[MAP LINK](#)

Site Number: CU_BRIDE0274_1

Location: 50m South of Frank St in Canadian Tire Parking Lot**OSIM Recommendation:** Maintenance Only

BCI

85

Overall Comments:

This structure is one of three structures that are connected together to create CU_BRIDE0274_1, CU_BRIDE0274_2, and LISG2209_1. Each structure, from the inlet at the north to the outlet at the south, is: CU_BRIDE0274_1 (round culvert 63 in length) and transitions to CU_BRIDE0274_2 (round culvert 77 m in length) which transitions to LISG2209_1 (concrete box culvert 376m... Refer to OSIM for details.

**General Structure Information:**

Lanes: 3
 Type: Round Culvert
 Spans: 1
 Span Length: 1.5 m
 AADT:
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1950
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|--------------------|
| Construction Costs | \$19,000.00 |
| Associated Costs | \$6,000.00 |
| Total Costs | \$25,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|---------------|-----------------------|--------|---------------|
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Wearing Surface | | |
| Embankments | | | Streams and Waterways | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|----------------------------|-----------------------|--------|----------------------|
| Barrels | 1 yr | Other - Joint Repair | Inlet Components | | |
| Outlet Components | 1 yr | Bridge Cleaning | Wearing Surface | 2 yr | Rout and Seal |
| Embankments | 1 yr | Erosion Control at Bridges | Streams and Waterways | Urgent | Other - Clear Debris |
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Additional Investigation:

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OSIM Inspection Performance Snapshot

Lisgar Ave Culvert Part 2

[MAP LINK](#)

Site Number: CU_BRIDE0274_2

Location: 110m South of Frank St in Canadian Tire Parking Lot**OSIM Recommendation:** Maintenance Only

BCI

87

Overall Comments:

This structure is one of three structures that are connected together to create CU_BRIDE0274_1, CU_BRIDE0274_2, and LISG2209_1. Each structure, from the inlet at the north to the outlet at the south, is: CU_BRIDE0274_1 (round culvert 63 in length) and transitions to CU_BRIDE0274_2 (round culvert 77 m in length) which transitions to LISG2209_1 (concrete box culvert 376m... Refer to OSIM for details.

**General Structure Information:**

Lanes:
 Type: Round Culvert
 Spans: 1
 Span Length: 1.7 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 1977
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|--------------------|
| Construction Costs | \$22,000.00 |
| Associated Costs | \$20,000.00 |
| Total Costs | \$42,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|--------|---------------|------------------|--------|---------------|
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Wearing Surface | | |
| Streams and Waterways | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-----------------------|--------|---------------------------|------------------|--------|-----------------|
| Barrels | 2 yr | Bridge Cleaning | Inlet Components | 2 yr | Bridge Cleaning |
| Outlet Components | 2 yr | Repair to Bridge Concrete | Wearing Surface | 2 yr | Rout and Seal |
| Streams and Waterways | | | | | |
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Additional Investigation:

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OSIM Inspection Performance Snapshot

Lisgar Ave Culvert Outlet at Brock St. E.

[MAP LINK](#)

Site Number: CU_LISG2209_1

Location: Outlet Located on Brock St. E, across from Lisgar Ave.**OSIM Recommendation:** Minor Rehab - 1 to 5 years

BCI

61

Overall Comments:

This structure is one of three structures that are connected together to create CU_BRIDE0274_1, CU_BRIDE0274_2, and LISG2209_1. Each structure, from the inlet at the north to the outlet at the south, is: CU_BRIDE0274_1 (round culvert 63 in length) and transitions to CU_BRIDE0274_2 (round culvert 77 m in length) which transitions to LISG2209_1 (concrete box culvert 376m... Refer to OSIM for details.

**General Structure Information:**

Lanes: 2
 Type: Box Culvert
 Spans: 1
 Span Length: 1.7 m
 AADT: 4260
 Posted Speed: 50
 Load Limit (Tonnes): None
 Construction Date: 1950
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------------|
| Construction Costs | \$160,000.00 |
| Associated Costs | \$98,000.00 |
| Total Costs | \$258,000.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------------|----------|---------------|-----------------------|--------|---------------|
| Barrels | 1 - 5 yr | Rehab | Barrels | | |
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Wearing Surface | | |
| Embankments | | | Streams and Waterways | | |
| Foundation (Below Ground Level) | | | | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|---------------------------------|--------|---------------------------|-----------------------|--------|---------------------------|
| Barrels | | | Barrels | | |
| Barrels | | | Inlet Components | 2 yr | Repair to Bridge Concrete |
| Outlet Components | 2 yr | Repair to Bridge Concrete | Wearing Surface | 2 yr | Rout and Seal |
| Embankments | | | Streams and Waterways | | |
| Foundation (Below Ground Level) | | | | | |
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Additional Investigation:

Structure Evaluation, Monitoring of Deformations, Settlements and Movements.

Comment: Investigate cause and effect of pressurized leakage in soffit of the culvert. Monitor progression of deterioration caused by leakage.

OSIM Inspection Performance Snapshot

Spruce St. Culvert

[MAP LINK](#)

Site Number: CU_SPRU0541_3

Location: Spruce St. between Freudenberg and Dodsley**OSIM Recommendation:** No Work Recommended -

BCI

97

Overall Comments:

Limited inspection of structure due to limited access and size of structure. Structure is generally in good condition.

**General Structure Information:**

Lanes:
 Type: Round Culvert
 Spans: 1
 Span Length: 0.5 m
 AADT:
 Posted Speed:
 Load Limit (Tonnes): None
 Construction Date: 1985
 Inspection Date: June 11, 2019

Costing Summary:

| Task | Cost Estimate |
|--------------------|---------------|
| Construction Costs | \$0.00 |
| Associated Costs | \$0.00 |
| Total Costs | \$0.00 |

Rehabilitation / Replacement Recommendations: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|---------------|------------------|--------|---------------|
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Embankments | | |
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Maintenance Needs: (Refer to OSIM elements for full details)

| Element | Timing | Work Required | Element | Timing | Work Required |
|-------------------|--------|---------------|------------------|--------|---------------|
| Barrels | | | Inlet Components | | |
| Outlet Components | | | Embankments | | |
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Additional Investigation:

APPENDIX B

STRUCTURE INVENTORY TABLE

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

APPENDIX B - STRUCTURE INVENTORY TABLE:
2019 TOWN OF TILLSONBURG STRUCTURES

| | Bridge / Culvert/ Retaining Wall | Site Number | Structure Name | Hwy/Road Name | Crossing Type | Structure Type | Year Built | Total Deck Length / Total Wall Length (m) | Overall Structure Width / Average Wall Height(m) | No. of Spans | Span Lengths (m) | Total Span | Load Posting (tonne) | AADT | Estimated Replacement Cost | Estimated BCI | 2017 BCI |
|----|--|-----------------|---|---------------------------|---------------|---------------------------------------|------------|--|--|-----------------|------------------|------------|----------------------------|-------|-------------------------------|------------------|----------|
| 1 | Bridge | BR_KINS0001 | Kinsmen Pedestrian Bridge | Veterans Memorial Walkway | Pedestrian | I-Beam or Girders | 1910 | 107 | 4 | 9 | 8 @ 11m, 1 @18m | 108 | -/- | 0 | \$ 4,095,000 | 45 | 50 |
| 2 | Bridge | BR_SIMCO0001 | Simcoe Street Bridge | Highway 19/ Simcoe Street | Road | I-Beam or Girders | 1994 | 40 | 23.5 | 1 | 40 | 40 | -/- | 22400 | \$ 5,625,000 | 73 | 74 |
| 3 | Bridge | BR_CONCW0001 | Concession St. W. Bridge | Concession St. | Road | Rigid Frame, Vertical Legs | 1955 | 10.7 | 12.9 | 1 | 10.7 | 10.7 | -/- | 4280 | \$ 1,203,750 | 70 | 72 |
| 4 | Bridge | BR_GOLF0001 | The Bridges Golf Course at Hole 10 | Carroll Trail | Pedestrian | Half-Through Truss | 2005 | 28 | 2.75 | 1 | 28 | 28 | 5.9/- | 0 | \$ 190,000 | 89 | 74 |
| 5 | Bridge | BR_GOLF0002 | The Bridges Golf Course John Pound Rd. | Carroll Trail | Pedestrian | Half-Through Truss | 2005 | 30 | 2.75 | 1 | 30 | 30 | 5.9/- | 0 | \$ 202,500 | 85 | 74 |
| 6 | Bridge | BR_GOLF0003 | The Bridges Golf Course at Hole 12 and 17 | Carroll Trail | Pedestrian | Half-Through Truss | 2005 | 21.2 | 2.65 | 1 | 21.2 | 21.2 | 5.9/- | 0 | \$ 143,750 | 89 | 75 |
| 7 | Bridge | BR_LAKE0001 | Hawkins Pedestrian Bridge | Memorial Park Trail | Pedestrian | I-Beam or Girders | 1993 | 61.8 | 1.96 | 3 | 20.6, 20.6, 20.6 | 61.8 | -/- | 0 | \$ 417,500 | 71 | 70 |
| 8 | Bridge | BR_VAN0001 | Van St. Pedestrian Bridge | Van St. | Pedestrian | Half-Through Truss | 2004 | 30.8 | 3.44 | 1 | 30.6 | 30.6 | 5.9/- | 0 | \$ 208,750 | 89 | 73 |
| 9 | Culvert | CU_BALD0654_1 | Baldwin St. Culvert at Participark Trail | Baldwin St. | Road | Round Culvert | 1970 | 5.3 | 66 | 1 | 5.3 | 5.3 | -/- | 6230 | \$ 2,775,000 | 69 | 63 |
| 10 | Culvert | CU_BROA2247_1 | Broadway & Christie St. Culvert | Broadway Street | Road | Ellipse Culvert | 1998 | 2.1 | 30.2 | 1 | 2.28 | 2.28 | -/- | 10520 | \$ 700,000.00 | 53 | 46 |
| 11 | Culvert | CU_DEVONS0314_1 | Devonshire Ave. Culvert | Devonshire Ave. | Road | Ellipse Culvert | 1980 | 3.4 | 20.1 | 2 | 1.9, 1.9 | 3.8 | -/- | 3490 | \$ 402,000 | 51 | 63 |
| 12 | Culvert | CU_GLEND0176_1 | Glendale Dr. Culvert at Victoria St. | Glendale Dr. | Road | Box Culvert | 2003 | 3.5 | 27.5 | 1 | 3 | 3 | -/- | 2490 | \$ 1,025,000 | 89 | 64 |
| 13 | Culvert | CU_LISG1158_1 | Lisgar Ave. North Culvert | Lisgar Ave. | Road | Round Culvert | 1980 | 3.5 | 48.8 | 1 | 3.3 | 3.3 | -/- | 4260 | \$ 1,825,000 | 70 | 60 |
| 14 | Culvert | CU_QUAR2685_1 | Quarter Town Line Culvert at Stoney Creek | Quarter Town Line | Road | Box Culvert | 1970 | 10.2 | 21.3 | 2 | 4, 4 | 8 | -/- | 3185 | \$ 1,100,000 | 61 | 67 |
| 15 | Culvert | CU_VICT0569_1 | Victoria St. Driveway Access Culvert | Victoria St. | Road | Twin Round Culvert | 1990 | 7.5 | 12 | 2 | 1.2, 1.8 | 3 | -/- | 10 | \$ 812,500 | 75 | 73 |
| 16 | Retaining Wall | RW_BEECH | Quarter Town Line Retaining Wall at Beech Blvd. | Quarter Town Line | | Gabion Gravity Ret. Wall | 2000 | 42 | 3 | 0 | 0 | 0 | -/- | 0 | \$ 445,000 | 44 | 57 |
| 17 | Retaining Wall | RW_BRIDGE0274 | Bridge St. at Lisgar Ave | Bridge St. | | Gabion MSE Ret. Wall | 2000 | 135 | 10.35 | 0 | 0 | 0 | -/- | 0 | \$ 1,837,500 | 84 | 64 |
| 18 | Retaining Wall | RW_BROAD | Broadway St. at Bloomer St. | Broadway St. | | Concrete Gravity Ret. Wall | 1960 | 28 | 2.1 | 0 | 0 | 0 | -/- | 0 | \$ 62,500 | 85 | 61 |
| 19 | Retaining Wall | RW_FAIR | Fairway Hills Blvd. and Quarter Town Line | Quarter Town Line | | Gabion Gravity Ret. Wall | 2000 | 110 | 3.65 | 0 | 0 | 0 | -/- | 0 | \$ 400,000 | 73 | 74 |
| 20 | Retaining Wall | RW_NEWE0001 | Newell Road West Retaining Wall | Newell Road | | Masonry Gravity Ret. Wall | 1950 | 60 | 8 | 0 | 0 | 0 | -/- | 0 | \$ 293,000 | 50 | 39 |
| 21 | Retaining Wall | RW_NEWE0002 | Newell Road East Retaining Wall | Newell Road | | Masonry Gravity Ret. Wall | 1950 | 80 | 8 | 0 | 0 | 0 | -/- | 0 | \$ 338,000 | 48 | 40 |
| 22 | Retaining Wall | RW_VICT | Victoria St. Concession St. West | Concession St. West | | Precast Conc. Drywall Grav. Ret. Wall | 1980 | 51 | 2.17 | 0 | 0 | 0 | -/- | 0 | \$ 112,500 | 83 | 63 |
| 23 | Retaining Wall | RW_WILL | William St. and Quarter Town Line | Quarter Town Line | | Gabion Gravity Ret. Wall | 2000 | 52 | 3.55 | 0 | 0 | 0 | -/- | 0 | \$ 187,500 | 73 | 75 |
| 24 | Culvert | CU_BROA3948_1 | Broadway St. Culvert at Sobeyes | Broadway St. | Road | Round Culvert | 1950 | 0.9 | 41 | 1 | 0.8 | 0.8 | -/- | 10520 | \$ 375,000 | 94 | - |
| 25 | Culvert | CU_QUAR1937_12 | Quarter Town Line at Oak Park Pond | Quarter Town Line | Road | Round Culvert | 2007 | 0.42 | 50 | 1 | 0.4 | 0.4 | -/- | 4280 | \$ 212,500 | 89 | - |
| 26 | Culvert | CU_BALD1103_1 | Baldwin St. Culvert at Whispering Pine | Baldwin St. | Road | Round Culvert | 1968 | 1.1 | 40 | 1 | 1.1 | 1.1 | -/- | 6230 | \$ 279,000 | 53 | - |
| 27 | Culvert | CU_BALD1272_1 | Baldwin St. at Goldenrod Dr. | Baldwin St. | Road | Round Culvert | 1969 | 0.4 | 60 | 1 | 0.4 | 0.4 | -/- | 6230 | \$ 250,000 | 86 | - |
| 28 | Culvert | CU_NEWE1362_1 | Newell Rd. Culvert | Newell Road | Road | Round Culvert | 1989 | 2.1 | 75 | 1 | 2.1 | 2.1 | -/- | 3185 | \$ 1,298,000 | 53 | - |
| 29 | Culvert | CU_BAYH0993_1 | Bayham Dr. Culvert | Pressey Road | Road | Round Culvert | 2005 | 1.5 | 55 | 1 | 1.5 | 1.5 | -/- | 0 | \$ 825,000 | 89 | - |
| 30 | Culvert | CU_VIEN0615_1 | Vienna Rd. from Stubbs Crt. Culvert | Vienna Rd. | Road | Round Culvert | 1975 | 1.1 | 44 | 1 | 1.5 | 1.5 | -/- | 0 | \$ 487,500 | 87 | - |
| 31 | Culvert | CU_CONCE0299_1 | Lake Lisgar Outlet Culvert | Concession St. East | Road | Box Culvert | 1952 | 1.55 | 45 | 1 | 1.55 | 1.55 | -/- | 4280 | \$ 700,000 | 68 | - |
| 32 | Culvert | CU_BRIDE0274_1 | Lisgar Ave Culvert Part 1 | Bridge St. East | Road | Round Culvert | 1950 | 1.5 | 63 | 1 | 1.5 | 1.5 | -/- | 0 | \$ 950,000 | 85 | - |
| 33 | Culvert | CU_BRIDE0274_2 | Lisgar Ave Culvert Part 2 | Former Raynes St. | Road | Round Culvert | 1977 | 1.7 | 77 | 1 | 1.7 | 1.7 | -/- | 0 | \$ 1,312,500 | 87 | - |
| 34 | Culvert | CU_LISG2209_1 | Lisgar Ave Culvert Outlet at Brock St. E. | Lisgar Ave. | Road | Box Culvert | 1950 | 2.3 | 376 | 1 | 1.7 | 1.7 | -/- | 4260 | \$ 8,650,000 | 61 | - |
| 35 | Culvert | CU_SPRU0541_3 | Spruce St. Culvert | Spruce St. | Road | Round Culvert | 1985 | 0.5 | 60 | 1 | 0.5 | 0.5 | -/- | 0 | \$ 300,000 | 97 | - |
| | | | | | | | | | | | | | | | \$ 40,041,250.00 | | |

APPENDIX C

PROPOSED BUDGET PLANNING SCHEDULES

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners

APPENDIX C - PROPOSED BUDGET PLANNING SCHEDULES
(CLASS D ESTIMATES)

| Priority | Structure No. | Structure Name | Minimum Recommended Work (OSIM) | | BCI | BSI | Investigations (\$000s) | Engineering (\$000s) | Construction (\$000s) | Associated Work (\$000s) | Estimated Project Cost (\$000s) |
|----------------------|-----------------|---|---------------------------------|---------------|-----|-----|-------------------------|----------------------|-----------------------|--------------------------|---------------------------------|
| | | | Work | Years | | | | | | | |
| Replacements | | | | | | | | | | | |
| 1 | RW_BEECH | Quarter Town Line Retaining Wall at Beech Blvd. | Replace | Urgent | 44 | - | \$ 15 | \$ 70 | \$ 290 | \$ 70 | \$ 445 |
| 2 | CU_DEVONS0314_1 | Devonshire Ave. Culvert | Replace | 1 to 5 Years | 51 | 48 | \$ 10 | \$ 90 | \$ 272 | \$ 30 | \$ 402 |
| 3 | RW_NEWE0002 | Newell Road East Retaining Wall | Replace | 6 to 10 Years | 48 | - | \$ 15 | \$ 48 | \$ 255 | \$ 20 | \$ 338 |
| 4 | RW_NEWE0001 | Newell Road West Retaining Wall | Replace | 6 to 10 Years | 50 | - | \$ 10 | \$ 53 | \$ 210 | \$ 20 | \$ 293 |
| 5 | CU_NEWE1362_1 | Newell Rd. Culvert | Replace | 6 to 10 Years | 53 | - | \$ 10 | \$ 83 | \$ 1170 | \$ 35 | \$ 1298 |
| 6 | CU_BALD1103_1 | Baldwin St. Culvert at Whispering Pine | Replace | 6 to 10 Years | 53 | - | \$ 10 | \$ 33 | \$ 216 | \$ 20 | \$ 279 |
| 7 | CU_BROA2247_1 | Broadway & Christie St. Culvert | Replace | 6 to 10 Years | 53 | 51 | \$ 10 | \$ 60 | \$ 590 | \$ 40 | \$ 700 |
| SUBTOTAL | | | | | | | \$80,000 | \$437,000 | \$3,003,000 | \$235,000 | \$3,755,000 |
| Major Rehabilitation | | | | | | | | | | | |
| 1 | BR_KINS0001 | Kinsmen Pedestrian Bridge | Major Rehabilitation | 1 to 5 Years | 45 | 37 | - | \$ 135 | \$ 2506 | \$ 210 | \$ 2851 |
| SUBTOTAL | | | | | | | \$0 | \$135,000 | \$2,506,000 | \$210,000 | \$2,851,000 |
| Minor Rehabilitation | | | | | | | | | | | |
| 1 | CU_QUAR2685_1 | Quarter Town Line Culvert at Stoney Creek | Minor Rehabilitation | Urgent | 61 | 58 | - | \$ 28 | \$ 102 | \$ 20 | \$ 150 |
| 2 | CU_LISG2209_1 | Lisgar Ave Culvert Outlet at Brock St. E. | Minor Rehabilitation | 1 to 5 Years | 61 | - | \$ 2 | \$ 46 | \$ 200 | \$ 10 | \$ 258 |
| 3 | CU_CONCE0299_1 | Lake Lisgar Outlet Culvert | Minor Rehabilitation | 1 to 5 Years | 68 | - | \$ 50 | \$ 63 | \$ 156 | \$ 20 | \$ 289 |
| 4 | CU_BALD0654_1 | Baldwin St. Culvert at Participark Trail | Minor Rehabilitation | 1 to 5 Years | 69 | 66 | - | \$ 45 | \$ 85 | \$ 10 | \$ 140 |
| 5 | BR_LAKE0001 | Hawkins Pedestrian Bridge | Minor Rehabilitation | 1 to 5 Years | 71 | 63 | \$ 20 | \$ 125 | \$ 635 | \$ 25 | \$ 805 |
| 6 | BR_SIMCO0001 | Simcoe Street Bridge | Minor Rehabilitation | 1 to 5 Years | 73 | - | \$ 20 | \$ 50 | \$ 280 | \$ 25 | \$ 375 |
| 7 | CU_VICT0569_1 | Victoria St. Driveway Access Culvert | Minor Rehabilitation | 1 to 5 Years | 75 | 75 | - | \$ 8 | \$ 45 | \$ 5 | \$ 58 |
| 8 | CU_LISG1158_1 | Lisgar Ave. North Culvert | Minor Rehabilitation | 6 to 10 Years | 70 | 67 | \$ 12 | \$ 66 | \$ 177.5 | \$ 10 | \$ 265.5 |
| 9 | BR_CONCW0001 | Concession St. W. Bridge | Minor Rehabilitation | 6 to 10 Years | 70 | 67 | \$ 16 | \$ 54 | \$ 153 | \$ 25 | \$ 248 |
| 10 | RW_FAIR | Fairway Hills Blvd. and Quarter Town Line | Minor Rehabilitation | 6 to 10 Years | 73 | - | - | \$ 13 | \$ 36 | \$ 20 | \$ 69 |
| 11 | RW_WILL | William St. and Quarter Town Line | Minor Rehabilitation | 6 to 10 Years | 73 | - | - | \$ 5 | \$ 13 | \$ 5 | \$ 23 |
| SUBTOTAL | | | | | | | \$120,000 | \$503,000 | \$1,882,500 | \$175,000 | \$2,680,500 |

APPENDIX C - PROPOSED BUDGET PLANNING SCHEDULES
(CLASS D ESTIMATES)

| Priority | Structure No. | Structure Name | Minimum Recommended Work (OSIM) | | BCI | BSI | Investigations (\$000s) | Engineering (\$000s) | Construction (\$000s) | Associated Work (\$000s) | Estimated Project Cost (\$000s) |
|---------------------|----------------|---|---------------------------------|-------|-----|-----|-------------------------|----------------------|-----------------------|--------------------------|---------------------------------|
| | | | Work | Years | | | | | | | |
| Maintenance | | | | | | | | | | | |
| | RW_VICT | Victoria St. Concession St. West | Maintenance | - | 83 | - | - | - | \$.2 | - | \$.2 |
| | RW_BRIDGE0274 | Bridge St. at Lisgar Ave | Maintenance | - | 84 | - | - | - | \$ 2 | - | \$ 2 |
| | CU_BRIDE0274_1 | Lisgar Ave Culvert Part 1 | Maintenance | - | 85 | - | - | - | \$ 22 | \$ 3 | \$ 25 |
| | BR_GOLF0002 | The Bridges Golf Course John Pound Rd. | Maintenance | - | 85 | 75 | - | - | \$ 12.5 | \$ 1.5 | \$ 14 |
| | RW_BROAD | Broadway St. at Bloomer St. | Maintenance | - | 85 | - | - | - | \$ 1 | - | \$ 1 |
| | CU_BALD1272_1 | Baldwin St. at Goldenrod Dr. | Maintenance | - | 86 | - | - | - | \$ 8 | \$ 1 | \$ 9 |
| | CU_VIEN0615_1 | Vienna Rd. from Stubbs Crt. Culvert | Maintenance | - | 87 | - | - | - | \$ 9 | - | \$ 9 |
| | CU_BRIDE0274_2 | Lisgar Ave Culvert Part 2 | Maintenance | - | 87 | - | - | - | \$ 32 | \$ 10 | \$ 42 |
| | CU_GLEND0176_1 | Glendale Dr. Culvert at Victoria St. | Maintenance | - | 89 | 87 | - | - | \$ 2.5 | - | \$ 2.5 |
| | BR_VAN0001 | Van St. Pedestrian Bridge | Maintenance | - | 89 | 77 | - | - | \$ 12.5 | \$ 1.5 | \$ 14 |
| | BR_GOLF0001 | The Bridges Golf Course at Hole 10 | Maintenance | - | 89 | 79 | - | - | \$ 7 | \$ 1.5 | \$ 8.5 |
| | BR_GOLF0003 | The Bridges Golf Course at Hole 12 and 17 | Maintenance | - | 89 | 79 | - | - | \$ 4.5 | \$ 1.5 | \$ 6 |
| | CU_BAYH0993_1 | Bayham Dr. Culvert | Maintenance | - | 89 | - | - | - | \$ 10 | \$ 2 | \$ 12 |
| | CU_QUAR1937_12 | Quarter Town Line at Oak Park Pond | Maintenance | - | 89 | - | - | - | \$ 5 | - | \$ 5 |
| SUBTOTAL | | | | | | | \$0 | \$0 | \$128,200 | \$22,000 | \$150,200 |
| No Work Recommended | | | | | | | | | | | |
| | CU_BROA3948_1 | Broadway St. Culvert at Sobeyes | None | - | 94 | - | - | - | - | - | - |
| | CU_SPRU0541_3 | Spruce St. Culvert | None | - | 97 | - | - | - | - | - | - |
| SUBTOTAL | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL | | | | | | | \$200,000 | \$1,075,000 | \$7,519,700 | \$642,000 | \$9,436,700 |

APPENDIX D

STRUCTURE COMMENTS, POTENTIAL SCENARIOS, AND ALTERNATIVE STRATEGIES

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners



Authorized by the Association of Professional Engineers of Ontario
to offer professional engineering services.

APPENDIX D - STRUCTURE COMMENTS, POTENTIAL SCENARIOS, AND ALTERNATIVE REHABILITATION STRATEGIES

| Priority | Structure No. | Structure Name | Additional Inspections, Investigations, Studies | | Comments, Potential Scenario | Alternative Rehabilitation Strategies |
|----------------------|-----------------|---|--|-----------|---|--|
| | | | Recommended | Completed | | |
| Replacements | | | | | | |
| 1 | RW_BEECH | Quarter Town Line Retaining Wall at Beech Blvd. | - Structure Evaluation - Monitoring of Deformations, Settlements, and Movements | | Replacement is recommended. Continue to monitor movement, settlement and rotation of retaining wall until replacement. | If any immediate safety concerns are identified, immediate rehabilitation or replacement is required. Extensive road work and staging may be required in a replacement project. Alternative solution to consider: Leave existing in-place and install new RSS in-front of existing - various material options may be feasible. Evaluate structure against existing buried civil services and utilities. |
| 2 | CU_DEVONS0314_1 | Devonshire Ave. Culvert | - Monitoring of Deformations, Settlements, and Movements | | Replace structure due to cusping, differential settlement, and corrosion. Monitor deformations, settlements, and movements. | Cost based on assumption of bridge being closed to traffic during construction. Cost will increase if construction is staged. Hydraulic investigation may reveal liner option is available. If a culvert liner option is available, significant costs related to traffic management may be saved. |
| 3 | RW_NEWE0002 | Newell Road East Retaining Wall | - Structure Evaluation - Monitoring of Deformations, Settlements, and Movements | | Replace retaining wall. Sections of wall are missing and displaced throughout. Monitor for deformation. Estimate costs account for replacement of the complete retaining wall. | Geotechnical investigation may determine if Newell Road will be affected by the excavation required for the retaining wall replacement. If Newell Road is not affected, traffic control, staging, or detours may not be required. Alternative solutions may include RSS walls - various material options may be feasible. This option may limit traffic management. Evaluate structure against existing buried civil services and utilities. |
| 4 | RW_NEWE0001 | Newell Road West Retaining Wall | - Monitoring of Deformations, Settlements, and Movements | | Replace retaining wall. Sections of wall are missing and displaced throughout. Monitor for deformation. Estimate costs account for replacement of the complete retaining wall. | Geotechnical investigation may determine if Newell Road will be affected by the excavation required for the retaining wall replacement. If Newell Road is not affected, traffic control, staging, or detours may not be required. Alternative solutions may include RSS walls - various material options may be feasible. This option may limit traffic management. Evaluate structure against existing buried civil services and utilities. |
| 5 | CU_NEWE1362_1 | Newell Rd. Culvert | - Monitoring of Deformations, Settlements, and Movements | | Replace structure. Deformation and deterioration of the culvert is anticipated to continue through the decade. Monitor deformation and cusping. Construction cost based on road closure and detour. | An investigation may be completed to determine if liner option is available. If a culvert liner option is available, significant costs related to traffic management may be saved. |
| 6 | CU_BALD1103_1 | Baldwin St. Culvert at Whispering Pine | - Monitoring of Deformations, Settlements, and Movements | | Replacement of cusping 1100mm CSP culvert. Deformation and deterioration of the culvert is anticipated to continue through the decade. Monitor deformation and cusping. Construction cost based on road closure and detour. | An investigation may be completed to determine if liner option is available. If a culvert liner option is available, significant costs related to traffic management may be saved. |
| 7 | CU_BROA2247_1 | Broadway & Christie St. Culvert | - Monitoring of Deformations, Settlements, and Movements | | Replacement of cusping elliptical culvert (2280mm x 1500mm). Monitor deformation and cusping. Retaining wall at northeast quadrant to be monitored for movement. Culvert replacement includes repair to headwalls at inlet and outlet to suit new structure. A traffic investigation and staging design may be required to complete the work with traffic maintained. | Hydraulic investigation may reveal liner option is available. If a culvert liner option is available, significant costs related to traffic management may be saved. |
| Major Rehabilitation | | | | | | |
| 1 | BR_KINS0001 | Kinsmen Pedestrian Bridge | | | Rehabilitation strategy and cost outlined in the Enhanced OSIM report. Rehabilitation would include replacement of select elements like-for-like, and rehabilitation and reinforcement of existing steel. | Evaluate structure elements considering it functions as a pedestrian bridge only - this may determine a cost efficient rehabilitation strategy. Less rehabilitation and reinforcement work may be required if the design incorporates the current load vs. original train loads. |
| Minor Rehabilitation | | | | | | |
| 1 | CU_QUAR2685_1 | Quarter Town Line Culvert at Stoney Creek | | | Severe rotation and sliding of retaining wall at southwest quadrant. Continue to monitor movement, settlement and rotation of gabion basket retaining wall on the west side until replacement. Replacement or stabilization of the southwest section should be done as soon as possible. Construction cost based on road closure and detour. | Geotechnical investigation may determine if Quarter Town Line will be affected by the excavation required for the retaining wall replacement. If road is not affected, traffic control, staging, or detours may not be required. Alternative solutions may include RSS walls - various material options may be feasible. This option may limit traffic management. Evaluate retaining wall against existing buried civil services and utilities. |
| 2 | CU_LISG2209_1 | Lisgar Ave Culvert Outlet at Brock St. E. | - Structure Evaluation - Monitoring of Deformations, Settlements, and Movements | | The structure is part of a combined system containing three (3) culverts. There is a pressurized water leak in the soffit of the structure. Monitor the deterioration caused by the leakage. An urgent investigation is recommended into the cause of the pressurized leakage to determine the extent and strategy of rehabilitation. | Alternative strategies may be considered after the investigation is completed, and should include all environmental impacts. Strategies should include, but not be limited to, a review of the impact to sidewalks, roads, intersections, civil services and utilities, private property, and parking lots. Project planning years in advance of planned work may be required. |
| 3 | CU_CONCE0299_1 | Lake Lisgar Outlet Culvert | - Monitoring of Deformations, Settlements, and Movements | | Minor rehabilitation of the spillway and outlet wingwalls, and footings. Replacement of the retaining wall at the southeast quadrant. Severe undermining of the footing at outlet with exposed timber piles. Monitor for settlement and further undermining. | An enhanced OSIM inspection is recommended due to limited access to the barrel. A more detailed underwater investigation of the structure not visible may reveal additional work not currently planned. Dewatering, or limiting flow from the lake may be necessary to complete these investigations. Coordination with the LPRCA may be required. Alternative materials or solutions may involve the installation of sheet-pile walls. |
| 4 | CU_BALD0654_1 | Baldwin St. Culvert at Participark Trail | | | Minor rehabilitation to repair the eroded concrete at the inlet and outlet. Dewatering will likely be required. | Planned rehabilitation of this structure may include a proprietary polymer spray-on liner to theoretically prolong lifespan. Alternative solutions for the retaining wall repair may include steel sheet pile, tremie concrete (depending on water level), pump-able SCC. |
| 5 | BR_LAKE0001 | Hawkins Pedestrian Bridge | - Monitoring of Deformations, Settlements, and Movements | | Minor rehabilitation of structural steel components, embankments, approaches, and retaining walls. Monitor deformation of diaphragm at west abutment bearing. Design work for new retaining walls on the banks and a rehabilitation of the approaches is underway. | While a minor rehabilitation is recommended in the short term (1 - 5 years), cleaning and coating of the steel piers is also recommended (6 - 10 years). At that time, a major rehabilitation may be expected and may include a blasting of localized steel areas, cleaning and over-coating of the remaining steel areas, and a deck replacement. Major costs associated with this work is expected. |

APPENDIX D - STRUCTURE COMMENTS, POTENTIAL SCENARIOS, AND ALTERNATIVE REHABILITATION STRATEGIES

| Priority | Structure No. | Structure Name | Additional Inspections, Investigations, Studies | | Comments, Potential Scenario | Alternative Rehabilitation Strategies |
|----------|---------------|---|--|-----------|---|--|
| | | | Recommended | Completed | | |
| 6 | BR_SIMCO0001 | Simcoe Street Bridge | - Detailed Condition Survey | | Minor rehabilitation of the approaches, deck wearing surface, and waterproofing. Construction staging recommended. Detailed condition survey recommended prior to design. Results of the detailed condition study will determine the rehabilitation strategy. | A traffic investigation and staging design will be required to complete the work with traffic maintained. Based on the age and history of the structure, the MTO Structure Rehabilitation Manual, Appendix 2.C., rehab methods include removal and replacement of the existing waterproofing. |
| 7 | CU_VICT0569_1 | Victoria St. Driveway Access Culvert | | | Minor rehabilitation including replacing the railing system. | An review of the site, slope grades, and service (traffic AADT), may be completed to evaluate the design of and the need for a barrier. |
| 8 | CU_LISG1158_1 | Lisgar Ave. North Culvert | - Underwater Investigation - Structure Evaluation - Monitoring of Deformations, Settlements, and Movements | | Minor rehabilitation of the culvert barrel. Limited inspection due to high water levels. | A structure evaluation is recommended, along with an underwater investigation to determine the appropriate scope of rehabilitation. Considering typical deterioration trends of these types of culverts, it would be safe to assume the condition of the steel below the water line is deteriorating at a faster rate than above the water line. There is potential for corrosion and section loss. Potential solutions could include a culvert liner or a proprietary spray-on liner to extend the life of the structure. Hydraulic investigation would be required for the liner option. |
| 9 | BR_CONCW0001 | Concession St. W. Bridge | - Detailed Condition Survey - Concrete Substructure Condition Survey | | Minor rehabilitation of the approaches, deck wearing surface, soffit, and retaining walls. Results of the detailed condition study will determine the rehabilitation strategy. | The minor rehabilitation strategy includes replacement of the wearing surface. The OSIM reports a previous deck rehabilitation, in 2004. By the time this structure is scheduled for work (6 - 10 years), it would be safe to assume new waterproofing is required, with at least localized patch repairs of the deck. If traffic is to be maintained, a traffic study would be required to determine appropriate temporary traffic lights at each approach. The private entrances and Kinsmen Park parking area would need to be maintained. |
| 10 | RW_FAIR | Fairway Hills Blvd. and Quarter Town Line | - Monitoring of Deformations, Settlements, and Movements | | Minor rehabilitation to prevent further settlement and deformation of the retaining wall structure. Monitor the structure for settlement and rotation. | The retaining wall appears stable at the time of inspection, however there is evidence of potential movement occurring. The sidewalk, barrier, and fill above the retaining wall has settled. |
| 11 | RW_WILL | William St. and Quarter Town Line | - Monitoring of Deformations, Settlements, and Movements | | Minor rehabilitation of sidewalk due to settlement. Monitor settlement of the retaining wall and sidewalk. Monitor the structure for settlement and rotation. | The retaining wall appears stable at the time of inspection, however there is evidence of potential movement occurring. The sidewalk above the retaining wall has settled partially. The suspected rotation may only be a result of construction (stone installation and bulging of gabion basket). |

Maintenance

| | | | | | | |
|--|----------------|---|--|--|--|--|
| | RW_VICT | Victoria St. Concession St. West | - Monitoring of Deformations, Settlements, and Movements | | | |
| | RW_BRIDGE0274 | Bridge St. at Lisgar Ave | - Monitoring of Deformations, Settlements, and Movements | | | |
| | CU_BRIDE0274_1 | Lisgar Ave Culvert Part 1 | | | | |
| | BR_GOLF0002 | The Bridges Golf Course John Pound Rd. | - Monitoring of Deformations, Settlements, and Movements | | | |
| | RW_BROAD | Broadway St. at Bloomer St. | | | | |
| | CU_BALD1272_1 | Baldwin St. at Goldenrod Dr. | | | | |
| | CU_VIEN0615_1 | Vienna Rd. from Stubbs Crt. Culvert | | | | |
| | CU_BRIDE0274_2 | Lisgar Ave Culvert Part 2 | | | | |
| | CU_GLEND0176_1 | Glendale Dr. Culvert at Victoria St. | | | | |
| | BR_VAN0001 | Van St. Pedestrian Bridge | | | | |
| | BR_GOLF0001 | The Bridges Golf Course at Hole 10 | | | | |
| | BR_GOLF0003 | The Bridges Golf Course at Hole 12 and 17 | | | | |
| | CU_BAYH0993_1 | Bayham Dr. Culvert | | | | |
| | CU_QUAR1937_12 | Quarter Town Line at Oak Park Pond | | | | |

No Work Recommended

| | | | | | | |
|--|---------------|---------------------------------|--|--|--|--|
| | CU_BROA3948_1 | Broadway St. Culvert at Sobeyes | | | | |
| | CU_SPRU0541_3 | Spruce St. Culvert | | | | |

APPENDIX E

PROPOSED 2020-2030 CAPITAL BUDGET FORECAST

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners



Authorized by the Association of Professional Engineers of Ontario
to offer professional engineering services.

Bridge/Structure Program - COSTS
Tillsonburg - Project #19-033
APPENDIX E - PROPOSED 2020 - 2030 CAPITAL BUDGET FORECAST

Last Updated: August 16, 2019

| Priority | Structure No. | Structure Name | Work Description | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
|----------|-----------------|---|----------------------|--------------|----------------|--------------|--------------|--------------|----------------|--------------|--------------|--------------|--------------|--------------|
| 1 | CU_QUAR2685_1 | Quarter Town Line Culvert at Stoney Creek | Minor Rehabilitation | \$150,000.00 | | | | | | | | | | |
| 2 | RW_BEECH | Quarter Town Line Retaining Wall at Beech Blvd. | Replace | \$85,000.00 | \$360,000.00 | | | | | | | | | |
| 3 | BR_KINS0001 | Kinsmen Pedestrian Bridge | Major Rehabilitation | \$135,000.00 | \$2,716,000.00 | | | | | | | | | |
| 4 | CU_DEVONS0314_1 | Devonshire Ave. Culvert | Replace | \$100,000.00 | \$302,000.00 | | | | | | | | | |
| 5 | CU_LISG2209_1 | Lisgar Ave Culvert Outlet at Brock St. E. | Minor Rehabilitation | | \$48,000.00 | \$210,000.00 | | | | | | | | |
| 6 | CU_CONCE0299_1 | Lake Lisgar Outlet Culvert | Minor Rehabilitation | | \$113,000.00 | \$176,000.00 | | | | | | | | |
| 7 | CU_BALD0654_1 | Baldwin St. Culvert at Participark Trail | Minor Rehabilitation | | | \$45,000.00 | \$95,000.00 | | | | | | | |
| 8 | BR_LAKE0001 | Hawkins Pedestrian Bridge | Minor Rehabilitation | | | \$70,000.00 | \$160,000.00 | | | | | | \$75,000.00 | \$500,000.00 |
| 9 | BR_SIMCO0001 | Simcoe Street Bridge | Minor Rehabilitation | | | \$70,000.00 | \$305,000.00 | | | | | | | |
| 10 | CU_VICT0569_1 | Victoria St. Driveway Access Culvert | Minor Rehabilitation | | | \$8,000.00 | \$50,000.00 | | | | | | | |
| 11 | RW_NEWE0002 | Newell Road East Retaining Wall | Replace | | | | \$63,000.00 | \$275,000.00 | | | | | | |
| 12 | RW_NEWE0001 | Newell Road West Retaining Wall | Replace | | | | \$63,000.00 | \$230,000.00 | | | | | | |
| 13 | CU_NEWE1362_1 | Newell Rd. Culvert | Replace | | | | | \$93,000.00 | \$1,205,000.00 | | | | | |
| 14 | CU_BALD1103_1 | Baldwin St. Culvert at Whispering Pine | Replace | | | | | | \$43,000.00 | \$236,000.00 | | | | |
| 15 | CU_BROA2247_1 | Broadway & Christie St. Culvert | Replace | | | | | | | \$70,000.00 | \$630,000.00 | | | |
| 16 | CU_LISG1158_1 | Lisgar Ave. North Culvert | Minor Rehabilitation | | | | | | | | \$78,000.00 | \$187,500.00 | | |
| 17 | BR_CONCW0001 | Concession St. W. Bridge | Minor Rehabilitation | | | | | | | | | \$70,000.00 | \$178,000.00 | |
| 18 | RW_FAIR | Fairway Hills Blvd. and Quarter Town Line | Minor Rehabilitation | | | | | | | | | | \$13,000.00 | \$56,000.00 |
| 19 | RW_WILL | William St. and Quarter Town Line | Minor Rehabilitation | | | | | | | | | | \$5,000.00 | \$18,000.00 |
| TOTAL | | | | \$470,000.00 | \$3,539,000.00 | \$579,000.00 | \$736,000.00 | \$598,000.00 | \$1,248,000.00 | \$306,000.00 | \$708,000.00 | \$257,500.00 | \$271,000.00 | \$574,000.00 |
| AVERAGE | | | | \$844,227.27 | | | | | | | | | | |

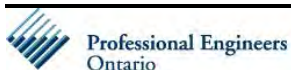
BR_LAKE0001 Hawkins Pedestrian Bridge recommended for a major rehab in 6-10 years. Work includes removal and reapplying of structural steel coating. Costs in above table are included as allowances for future work.

Note: The first year costs shown represent estimated investigation and engineering costs. The second year cost shown represent estimated construction and associated work costs.

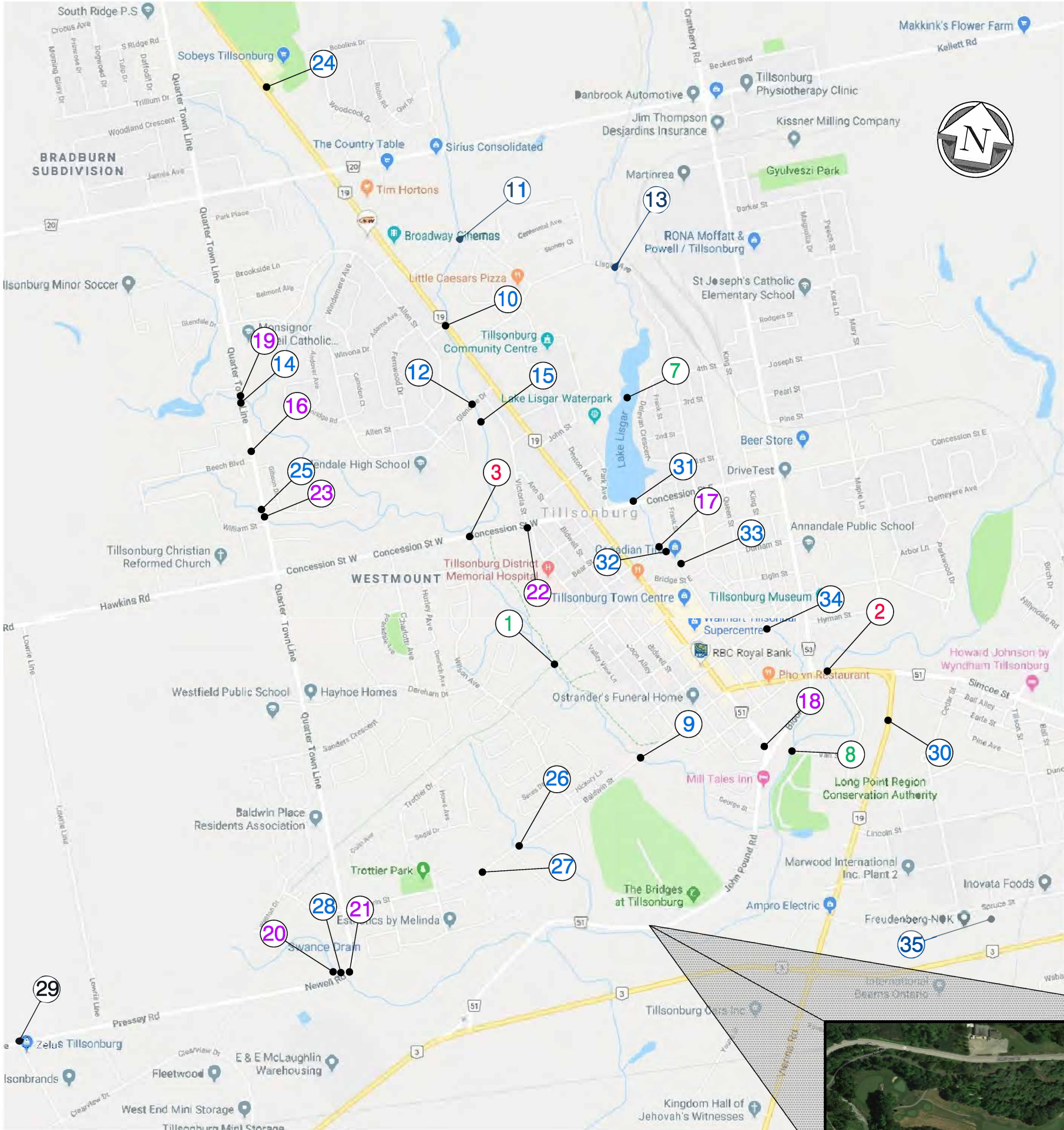
APPENDIX F

STRUCTURE LOCATION MAP

G. DOUGLAS VALLEE LIMITED
Consulting Engineers, Architects & Planners



Authorized by the Association of Professional Engineers of Ontario
to offer professional engineering services.



TOWN OF TILLSONBURG
STRUCTURE INSPECTIONS - 2019

- BRIDGE STRUCTURES
- CULVERT STRUCTURES
- PEDESTRIAN BRIDGE STRUCTURES
- RETAINING WALL STRUCTURES

| TYPE | NUMBER | STRUCTURE NAME | LOCATION |
|------|--------|-----------------|---|
| | 1 | BR_KINS0001 | KINSMEN PEDESTRIAN BRIDGE |
| | 2 | BR_SIMC00001 | SIMCOE ST. BRIDGE |
| | 3 | BR_CONCW0001 | CONCESSION ST. W. BRIDGE |
| | 4 | BR_GOLF001 | THE BRIDGES GOLF COURSE AT HOLE 10 |
| | 5 | BR_GOLF002 | THE BRIDGES GOLF COURSE AT JOHN POUND ROAD |
| | 6 | BR_GOLF003 | THE BRIDGES GOLF COURSE AT HOLE 12 AND 17 |
| | 7 | BR_LAKE0001 | HAWKINS PEDESTRIAN BRIDGE |
| | 8 | BR_VAN0001 | VAN ST. PEDESTRIAN BRIDGE |
| | 9 | CU_BALD0654_1 | BALDWIN ST. CULVERT AT PARTICIPARK TRAIL |
| | 10 | CU_BROA2247_1 | BROADWAY & CHRISTIE ST. CULVERT |
| | 11 | CU_DEVONS0314_1 | DEVONSHIRE AVE. CULVERT |
| | 12 | CU_GLEN0176_1 | GLENDALE DR. CULVERT AT VICTORIA ST. |
| | 13 | CU_LISG1158_1 | LISGAR AVE. NORTH CULVERT |
| | 14 | CU_QUAR2685_1 | QUARTER TOWN LINE CULVERT AT STONEY CREEK |
| | 15 | CU_VICT0569_1 | VICTORIA ST. DRIVEWAY ACCESS CULVERT |
| | 16 | RW_BEECH | QUARTER TOWN LINE RETAINING WALL AT BEECH BLVD. |
| | 17 | RW_BRIDGE0274 | BRIDGE ST. AT LISGAR AVE. |
| | 18 | RW_BROAD | BROADWAY ST. AT BLOOMER ST. |
| | 19 | RW_FAIR | FAIRWAY HILLS BLVD. AND QUARTER TOWN LINE |
| | 20 | RW_NEWEO001 | NEWELL ROAD WEST RETAINING WALL |
| | 21 | RW_NEWEO002 | NEWELL ROAD EAST RETAINING WALL |
| | 22 | RW_VICT | VICTORIA ST. AT CONCESSION ST. WEST |
| | 23 | RW_WILL | WILLIAM ST. AND QUARTER TOWN LINE |
| | 24 | CU_BROA3948_1 | BROADWAY ST. CULVERT AT SOBEYS |
| | 25 | CU_QUAR1937_12 | QUARTER TOWN LINE AND OAK PARK POND |
| | 26 | CU_BALD1103_1 | BALDWIN ST. CULVERT AT WHISPERING PINE |
| | 27 | CU_BALD1272_1 | BALDWIN ST. AT GOLDENROD DR. |
| | 28 | CU_NEWE1362_1 | NEWELL ROAD CULVERT |
| | 29 | CU_BAYH0993_1 | BAYHAM DRIVE CULVERT |
| | 30 | CU_VIEN0615_1 | VIENNA RD. FROM STUBBS CRT. CULVERT |
| | 31 | CU_CONCE0299_1 | LAKE LISGAR OUTLET CULVERT |
| | 32 | CU_BRIDE0274_1 | LISGAR AVE. CULVERT PART 1 |
| | 33 | CU_BRIDE0274_2 | LISGAR AVE. CULVERT PART 2 |
| | 34 | CU_LISG2209_1 | LISGAR AVE. CULVERT OUTLET AT BROCK ST. E. |
| | 35 | CU_SPRU0541_3 | SPRUCE ST. CULVERT |




2 TALBOT STREET NORTH
SIMCOE, ONTARIO N3Y 3W4
(519) 426-6270

STRUCTURE LOCATION MAP

2019 OSIM INSPECTIONS
TOWN OF TILLSONBURG

| | |
|------------|-------------------|
| Date | : OCTOBER, 4 2019 |
| Scale | : NTS |
| Project No | : 19-033 |
| Drawing No | : 1 |

| | | |
|---|---------------------|---|
|  | Report Title | July - September 2019 RCP Activity Reports |
| | Report No. | RCP 19-49 |
| | Author | Rick Cox, Director of Recreation, Culture & Parks |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | Jul-Sep 2019 Activity – Rec Programs and Services Jul-Sep 2019 Activity – Culture & Heritage Jul-Sep 2019 Activity – Parks and Facilities LLWP 2019 Season Results 2019 Summer Camp Program Activity Report |

RECOMMENDATION

THAT Council receives Report RCP 19-49 – July - September 2019 RCP Departmental Activity Reports for information.

EXECUTIVE SUMMARY

Attached are activity reports from the Recreation Programs & Services Division, the Culture & Heritage Division, the Parks & Facilities Division, and the RCP Administration team for the third quarter of 2019. These updates are normally provided quarterly for Council's information. In addition, more comprehensive reports regarding the operations of the Lake Lisgar Waterpark and the 2019 Summer Camp Program are attached.

BACKGROUND

Council asked for reporting on the tourism service figures from the Tillsonburg District Craft Guild as per the following criteria:

| Category | Criteria for counting |
|---|---|
| Visitors | Visitors who tour the facility <u>but do not access tourism info</u> |
| Programs | Adults & children who attend programing like school class visits & workshops <u>but do not access tourism info</u> |
| Events | Visitors who are attending activities i.e. Farmers Market, Canada Day <u>but do not access tourism info</u> |
| Tourism & Historical Information Services | Visitors who come into the facility for any reason who access these services |
| Members & Volunteers | Guild volunteers and members of the Guild who come in for meetings or to update the boutique |
| Room Rental Visitors | Visitors who are using the facility because they are attending a meeting or private booking <u>but do not access tourism info</u> |

The Craft Guild supplied the following data:

| | 2019 | | | | | | | | | | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------|----------|----------|
| | Jan | Feb | Mar | Q1 | Apr | May | Jun | Q2 | Jul | Aug | Sep | Q3 | Oct | Nov | Dec |
| Visitors and Staff | 595 | 597 | 984 | 2176 | 1098 | 1228 | 1304 | 3630 | 1304 | 1364 | 874 | 3542 | | | |
| In-house groups | 131 | 108 | 121 | 360 | 160 | 144 | 111 | 415 | 36 | 34 | 169 | 239 | | | |
| Adult classes | 0 | 62 | 56 | 118 | 53 | 0 | 7 | 60 | 0 | 0 | 7 | 7 | | | |
| Children's classes | 47 | 61 | 205 | 313 | 115 | 151 | 182 | 448 | 1013 | 1018 | 69 | 2100 | | | |
| Room Rentals | 111 | 174 | 127 | 412 | 129 | 55 | 122 | 306 | 48 | 85 | 96 | 229 | | | |
| Electronics Recycling | 150 | 172 | 174 | 496 | 148 | 162 | 176 | 486 | 174 | 182 | 176 | 532 | | | |
| Events | 50 | 20 | 20 | 90 | 532 | 501 | 915 | 1948 | 821 | 85 | 286 | 1192 | | | |
| QUARTERLY TOTAL | 1084 | 1194 | 1687 | 3965 | 2235 | 2241 | 2817 | 7293 | 3396 | 2768 | 1677 | 7841 | 0 | 0 | 0 |
| Visitor/tourism inquiries | 12 | 24 | 28 | 64 | 56 | 82 | 107 | 245 | 70 | 136 | 157 | 363 | | | |
| NOTE: This number is included in the "Visitors & Staff" total shown above | | | | | | | | | | | | | | | |

The quarterly total for Q3 2018 was 9799 visitors including 351 tourism inquiries.

FINANCIAL IMPACT/FUNDING SOURCE

N/A

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 19-49 - July - September 2019 RCP Activity Reports.docx |
| Attachments: | <ul style="list-style-type: none">- RCP 19-49 - ATT 01 - Jul-Sep 2019 Activity - Rec Programs and Services.docx- RCP 19-49 - ATT 02 - Jul-Sep 2018 Activity - Culture and Heritage.docx- RCP 19-49 - ATT 03 - Jul-Sep 2019 Activity - Parks and Facilities.docx- RCP 19-49 - ATT 04 - Jul-Sep 2019 Activity - RCP Admin.docx- RCP 19-49 - ATT 05 - LLWP 2019 Season Results.docx- RCP 19-49 - ATT 06 - Summer Camp 2019 Season Results.docx |
| Final Approval Date: | Oct 7, 2019 |

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

A handwritten signature in black ink, appearing to be 'Ron Shaw', with a stylized, cursive script.

Ron Shaw - Oct 7, 2019 - 8:55 AM

| | | |
|---|---------------------|--|
|  | Report Title | July–September 2019 Activity Report: Recreation Programs & Services |
| | Report No. | RCP 19-49 |
| | Author | Andrea Brown, Manager Recreation Programs and Services |
| | Meeting Type | Regular Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | |

BUSINESS SERVICES TEAM

The Business Services Team is responsible for:

- administration;
- customer service & reception;
- advertising, merchandise & vending sales;
- marketing;
- program registration; and
- facilities bookings & rentals

Administration

Legend continues to have some challenges. An onsite training workshop is scheduled for the beginning of October to address issues and to train staff that are new to Legend software.

An Adult Part Time Customer Service Representative resigned due to finding full-time employment in another municipality. 2 full-time CSR positions have been posted to align with a new service model that increases the service level and aims to increase retention rates. Two summer student Customer Service Representatives positions ended at the beginning of September. They performed the customer service roles at Lake Lisgar Waterpark and were a crucial part of the waterpark team.

Social Media training was provided in September by the Marketing department and will be utilized in the next quarter. The Recreation Department now has an Instagram account.

F.A.R.E.

Applications continue to be accepted for the Fee Assisted Recreational Experience program. The application form was updated to reflect the current Low Income Cut Off levels. In Q3 funds have been provided to program participants for programs such as swim lessons, youth programs, camps or health club and fitness passes and many F.A.R.E. participants utilized the free access to Lake Lisgar Water Park.

Programs & Facilities

Tillsonburg First Baptist Church continues with their Sunday services at the Community Centre. The Auditorium and Marwood Lounge are booked for them each week.

2019-2020 seasonal contracts have been completed and issued to all user groups. TMHI has adjusted their ice time this season to allow games to be entered into practice slots. This will assist with scheduling of last minute games, as well as not affecting our adult seasonal users.

Summer 2019 arena bookings went well. Rentals include: Figure Skating, Sniper's Hockey Academy, Power Skating, PEP, Hometown Hockey, TMHI Fall warm-up as well as their tryouts. We also had adult seasonal users play throughout the summer. The practice rink has been booked with monthly contracts as well.

Policies and Procedures

RZone

Educational materials are being produced and RCP staff are being trained on the new RZone policy. A presentation to provide information and the reporting process to user groups will take place in late October/early November.

Sports Facilities Allocation Policy Draft

The draft Sports Facilities Allocation Policy was presented to the Recreation & Sports Advisory Committee at the September meeting. The committee made a motion that the policy be shared with facility users for feedback and comment. Facility users have received the policy and have been asked for feedback by October 1st so that the feedback can be presented at the next Recreation & Sports Advisory Committee meeting.

Looking Ahead To The Next Quarter

Administration

- End of Season Ball meeting scheduled for October 20th.
- Ice User group meeting scheduled for November 7th

Programs & Facilities

- 2019/2020 Arena season will begin October 1, 2019
- Legend training October 8/9 2019
- TMHI will be hosting 3 tournaments this quarter - TMHI Rep, TMHI A/E & TMHI Midget Local League.
- Ball Tournament – October 26, 2019
- The Marwood Lounge will be used for the Federal Election for both Advanced Polls and the general election.

AQUATICS TEAM

The Aquatics Team is responsible for:

- swimming instruction;
- indoor pool lifeguards;
- waterpark lifeguards;
- aquafit programming;
- drowning prevention outreach programming;
- lifeguard competition and synchronized swimming teams.

Programs

The majority of programming took place at Lake Lisgar Waterpark and is addressed in a separate report.

The fall session of swimming began on September 9th and registration was extremely successful. There are over 100 more participants registered in Fall #1 2019 in comparison to Fall #1 2018. This would explain the year to date surplus of \$13,873.00 in Youth Program Fees revenue. Aquatic Admissions are also up at the end of September and have surpassed the year to date budget by \$1,279. This is unexpected considering the indoor pool was closed for the month of August.

The planned fall Homeschool group starts back up in November which attracts a significant number of people.

Staffing

Staff recruitment for employment in the Aquatics department was a successful and smooth process supported by HR. New applicants and returning staff filled the required compliment for aquatic programming and facilities for 2019/2020. Two new Assistant Instructors and two new Instructor/Lifeguards joined our team and are now trained and working very successfully at the Indoor Pool. Staff development will be a major focus this season.

Operations

The indoor pool was closed for a month from August 3 – September 8 for repairs and bi-annual maintenance. All memberships were put on hold during this time and reactivated when the pool reopened

Looking Ahead To The Next Quarter

Winter Brochure

Development of the brochure is well underway and all programming has been submitted for the Winter 2020 Leisure Guide. Promotion of new programming and schedules will need to take place to ensure the community is well aware of the opportunities available to them.

Special Events

Saturday October 5th Volunteers from the Aquatics Department are assisting the Amazing Race with an Artistic Swimming Leg of the race. Participants will learn a short water routine that will need to be performed well before moving on to the next leg of the race. All proceeds from the event will be donated to the Helping Hand Food Bank.

In support of the October Breast Cancer initiative knowing that fitness is one of the best self-care cancer preventative strategies the aquatics department will be offering a free Aqua Jogging Class Monday October 21st and free Aqua Cycling Class Thursday October 24th. The Cancer Society will be providing educational materials for participants and donations to the Cancer Society will be graciously accepted.

Back by popular demand Lake Lisgar Waterpark will be getting a spooky facelift by 3 of Tillsonburg's finest Halloween enthusiasts. Chip Barkhouse, Scott Foster and Lisa Boughner have graciously volunteered to decorate and supply all of the scares for anyone daring to enter the bathhouse at Lake Lisgar Waterpark Saturday October 26th and Sunday October 27th from 5:00 – 8:00pm. RCP staff will

also be volunteering and dressing up to assist with scare tactics. The cost for is just \$2.00 per person with all money going to support the FARE program.

Santa will also be returning to the indoor pool on Monday December 23rd from 1:00 – 2:30pm to fit in some last minute fitness preparations for Christmas Eve. Participants will again enjoy some in water Christmas themed activities as well as some close up and personal time with Santa.

PROGRAMS TEAM

The Programs Team is responsible for:

- Dry-land fitness instruction;
- Health club operations;
- Adult co-ed sport league programming;
- Youth sport programming; and
- Summer camp programming.

Youth Programs

Summer Camp

Summer Camps were the primary program offering for Q3, which saw a 12% increase in attendance compared to 2018. Camp capacities were raised for several weeks to accommodate the demand. Overall, camps were successful throughout the summer and showed growth across all weeks.

Youth Programs

Youth Programs entered the first season now offering 7 week long sessions, previously 5 weeks long. Sports programs had only one course cancellation (Ultimate Sports Mix 9-12 years old). Dance/Gymnastics have a total of 29 participants for the first session, which saw all 6 time slots operate. The first offering of the Home Alone course ran with 14/20 participants. The Creations Series cooking class reached capacity and had an overflow class set up and there are currently 14 participants taking the course.

PA Day Camp was able to run with adequate registrations; this is after all three needing to be cancelled in Q2. Although there were no participants using the newly added half day option, camps running are an encouraging sign for the future

Adult Programs

Volleyball leagues

Volleyball Leagues started up in September after not running in the summer, the session is operating at capacity.

Fitness Programs

Fitness classes ran a nearly complete schedule compared to the past quarter, typically, the summer schedule is severely reduced. The result of this allowed attendance numbers to see a boost to 669, from just 218 in the previous year.

Health Club

Health Club memberships remain growing steadily, with a current base of 399 members and 172 participants holding vouchers, for a total of 571 current Health Club users.

Bus Trips

The Toronto Blue Jays bus trip took place on Sunday, September 15th, with 40 participants making the trek to the Roger's Center.

Challenges

PA Day Camps will continue to run but have shown low registrations in the past. Options for more flexible registration and marketing opportunities are being explored for Q4. A new program offering, Friday Night Hangouts did not run for the first session. More descriptive marketing will be a focus for this course to see if it will be viable for the second session.

Youth programs are running the most courses they have all year, but there is still much more capacity to be filled. The successful formula is trending towards more program offerings rather than aiming to fill a

smaller number, more courses will need to be offered moving forward to maximize revenue generating potential.

The membership base remains steady, but the Health Club saw the typical lower attendance numbers throughout the summer.

Looking Ahead To The Next Quarter

As a holiday season bus trip has proved successful in the past, a trip in November has been planned. This trip will be pivotal in overall success of bus trips for 2019.

Youth Programs will continue to be marketed and modified to best reach our customer base. The Friday Night Hangouts program will expand the age range to 5-12 years old, from 8-12, and emphasize the drop-in options. A Day camps now offer the option to register for a half day, as an effort to increase registrations. More fitness classes will be added to the schedule, including 30 minute classes offered in the evenings. Building off of the success of the cooking program, Youth Programs will continue to expand offerings, including more arts and life-skills based programming.

Skating begins in the first week of October, this will be the first year that there is the ability to track attendance from the start of the season to when outdoor skating is offered.

Corporate Health Club membership terms have been drafted, marketing materials will be sent out in October to community businesses. Q4 will also see the retirement of the current Health Club Coordinator.

| | | |
|---|---------------------|---|
|  | Report Title | July–September 2019 Activity Report: Culture & Heritage |
| | Report No. | RCP 19-49 |
| | Author | Patricia Phelps, Culture & Heritage Manager/Curator |
| | Meeting Type | Regular Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | |

ACTIVITY REPORT JULY TO SEPTEMBER 2019

The third quarter of 2019 was active at the Museum as several planned events were hosted along with a new exhibit and various public programming. Preplanning for the fall and busy Christmas season commenced in the third quarter. Information regarding the decorating schedule was sent to the volunteer decorators, while quotes were requested for the two Lunch & Learn programs to be offered in the fourth quarter.

The Culture & Heritage Manager/Curator developed and presented an in-class World War One program to Ms. Giffin's Grade 10 history students at Glendale High school at the end of the quarter.

The Culture & Heritage Programs Coordinator position was posted and closed during the quarter, with interviews and candidate selection to occur within the first weeks of Q4.

Minor plaster repair work in rooms on the second and third floor of Annandale house began late in the quarter with completion scheduled in early Q4 ensuring the house will be ready for the Christmas decorating season.

ATTENDANCE UPDATE

The Museum saw an increase in attendance over Q3 of 2018. New events like the **Dolly & Teddy Bear Picnic** along with new programming like the **Breaking News – Not Fake News** power point presentations helped to increase the 2019 third quarter numbers.

| | 2017 | | | | | 2018 | | | | | 2019 | | | | |
|--|------|------|------|------|-------|------|------|------|------|-------|------|------|------|----|-------|
| | Q1 | Q2 | Q3 | Q4 | YTD | Q1 | Q2 | Q3 | Q4 | YTD | Q1 | Q2 | Q3 | Q4 | YTD |
| Admissions | 311 | 934 | 912 | 404 | 2561 | 192 | 533 | 522 | 612 | 1859 | 174 | 335 | 610 | | 2978 |
| Programs | 27 | 290 | 341 | 618 | 1276 | 21 | 91 | 15 | 765 | 892 | 0 | 106 | 23 | | 1021 |
| Events | 288 | 1000 | 2867 | 553 | 4708 | 235 | 912 | 2624 | 446 | 4217 | 357 | 1131 | 2873 | | 8578 |
| Tourism & Historical Information Services | 302 | 436 | 373 | 253 | 1364 | 164 | 323 | 452 | 289 | 1228 | 221 | 379 | 365 | | 2193 |
| Members & Volunteers | 455 | 537 | 517 | 656 | 2165 | 365 | 548 | 381 | 655 | 1949 | 488 | 510 | 462 | | 3409 |
| Room Rental Visitors | 398 | 247 | 240 | 238 | 1123 | 183 | 288 | 349 | 268 | 1088 | 250 | 241 | 199 | | 1778 |
| QUARTERLY TOTAL | 1781 | 3444 | 5250 | 2722 | 13197 | 1160 | 2695 | 4343 | 3035 | 11233 | 1490 | 2702 | 4532 | 0 | 19957 |

2019 BUSINESS PLAN

During the quarter two exhibits were installed in the Pratt Gallery. **"Hello Dolly,"** which opened in the second quarter, continued into the third, while **"Those Crazy Quilts"** opened and closed in Q3.

The “Hello Dolly” exhibit featuring over 120 dolls dating from the early 1860’s to present day was well received by the visiting public. The **Dolly and Teddy Bear Picnic** hosted on the lawn in August was a success with over 170 people enjoying a picnic lunch, live entertainment, games, crafts and a tea party. This was a first time event for the Museum and those in attendance made several requests to make this an annual event. Responding to this public input, a Teddy Bear Picnic has been added to the 2020 event calendar.

“**Those Crazy Quilts**” an exhibit highlighting crazy quilts from the Museum’s permanent collection along with borrowed quilts from area Museums and a private collector was the third exhibit in the Pratt Gallery for 2019. Due to the fragile nature of these quilts, this exhibit had a relatively short run, being installed for only a four week period. The Crazy Quilt fad began in the late 1870’s and were popular among upper middle class women throughout the 1880’s, coming back into favor for a brief time in the 1970’s. These particular quilts were produced as decorative items, not bed coverings. As such, the fabrics traditionally used to produce them were velvets and satins. These fabrics become incredible fragile over time, consequently this type of quilt is rarely displayed. The exhibit hosted during the quarter displayed over 20 Crazy quilts that brought visitors from London, Brantford, Waterford, Woodstock, St. Thomas as well as citizens from Tillsonburg. Several quilting groups and local quilters took in the opportunity to view so many of these unique quilts on display at one time. A **Crazy Quilter’s Tea** was offered during the exhibition run. This program gave participants tea and goodies followed by guided tour of the exhibit from the Museum’s Collections & Exhibitions Specialist, Jen Gibson. The program was filled to 90% capacity.

The Museum’s annual **Canada Day Open House and Fun Fair** on the lawn was hosted during the quarter with close to 800 visitors taking part in the various activities offered. Generous donations from the Rotary Club of Tillsonburg, the Tillsonburg Lions and Lioness Clubs and the Tillsonburg Knights of Columbus allowed the Museum to offer this event free of charge to Tillsonburg citizens and their visitors.

The public program of Power Point presentations “**Breaking News – Not Fake News**” which looked at interesting news items from the Tillsonburg Observer in 1869, 1879, 1889 and 1899 was completed during this quarter. The program, which was offered by donation, was well received with over \$200 in donations collected from those who attended the series. The next series of power point presentations “**Say Cheese**” will be presented in the fourth quarter and will look at the Museum’s historic photographic collection. Planning for this series was undertaken during Q3.


The **Annandale House Trust** Account received a **\$10,000 bequest** from the **Estate of Nancy Tillson** of Vancouver B.C. Miss Tillson was born and raised in Tillsonburg, being the **great, granddaughter of E.D. Tillson**.

The Collections & Exhibit Specialist cleared some of the displays within Annandale House during the quarter in preparation for the plaster repair work. The “**Hello Dolly**” exhibit was dismantled with loaned items returned to their donors and the “**Those Crazy Quilts**” exhibit was installed in the Pratt Gallery. This exhibition was featured in the Woodstock Sentinel Review, Tillsonburg News and Heart FM with the Collections & Exhibition Specialist conducting an live on-air interview. Two exhibit cases of recent acquisitions were created in the front lobby of the Museum to showcase artifacts that had recently come into the Museum’s collection. Planning for the upcoming Christmas exhibit is underway.

The Museum received objects, documents, and photographs from 14 **donors** this quarter. These 14 donors gave **66 objects** total. The most significant artifacts received during this quarter came from Martha and Max Jackson. Martha is a descendent of E. D. Tillson. The Jackson's donated a **1916 World War One Victory Quilt** embroidered with names of many past citizens of Tillsonburg. Included in the donation was the **WWI Nursing Cape of Nursing Sister Marguerite Sinclair, granddaughter of E. D. Tillson.**

Also of note was a large collection of **Tillsonburg souvenir ware** from Mr. Roger Matz. The bowls, plates, cups and saucers represent high quality souvenirs from around the **early 1900s** and feature **images of Tillsonburg including the Town Hall, Public School and Tillson Water Tower.** The Museum purchased three artifacts from a private collector. The items are a **very rare Luke & Sons Cream Lager Bottle, a R.H. Wilcox Soda Bottle, and a brass address plaque** from the **Tillson Pea Mill** and will add greatly to the collection of the Museum.

Volunteers, working under the Collections & Exhibition Specialist continue to scan documents and photographs from the permanent collection and to add records to the Pastperfect database. During the quarter data entry was completed for all bibles and Christmas greeting cards in the Museum's collection. Volunteers also started scanning the family history files the Museum has in its research files. All names appearing on the newly donated 1916 Victory Quilt were recorded by collection volunteers.

| | | |
|---|---------------------|--|
|  | Report Title | July–September 2019 Activity Report: Parks, Cemetery & Facilities Activity Report |
| | Report No. | RCP 19-49 |
| | Author | Corey Hill, Manager of Parks & Facilities |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | |

ACTIVITY REPORT (July - Sept 2019)

SPECIAL EVENTS

Canada Day – July 1 celebration activities took place at Station Arts, the Clock Tower, Museum & in Memorial Park/Celebration Plaza. Festivities included a breakfast, picnics, live music as well fireworks. Facilities and Parks staff supported the events through garbage collection/disposal, delivery & pick-up of tables/chairs, setting up barriers for the fireworks, configuration of picnic tables as well as site clean-up.

Ribfest – Ribfest took place in September and was located in Memorial Park. This even was supported by the Parks team by distributing garbage receptacles throughout the park and relocating picnic tables. The Facilities Special Events Crew assisted in the Park's clean-up following the event.

Horse Show – the Horse Show took place in August and required Parks staff to relocate bleachers and perform site clean-up.

Shriner's BBQ – The Shriners BBQ took place in September and required the set-up of 400+ chairs and 60 tables in the Memorial Arena and site clean-up.

Baseball Tournaments – Numerous baseball tournaments were hosted for a variety of organizations including Tillsonburg Old Sox, Tillsonburg Minor Ball, NSA Canada & Slow Pitch National. There was also regular league play with Tillsonburg Ladies' & Men's Slow Pitch plus youth hardball. Each event required planning, grooming & lining of fields, delivery of garbage containers and regular garbage collection and site clean-up.

Tillsonburg Fair – The Fair was held in August. Some site preparations and clean-up was performed within Memorial park as well as in Memorial Arena for the Comic-con. The Comic-con required extensive set-up, logistical planning and clean-up by the Facilities team.

CAPITAL PROJECTS

Facility Condition Assessment Work – Work commenced to organize the various work associated with Facility Condition Assessments for the cemetery, Public Works & the Museum. Work to continue in Q4.

Overhead Doors Condition Assessment – Critical repairs were completed and additional work continued throughout Q3.

Fire Hall Dehumidification – Project complete.

Ice Resurfacers Refuelling Station – Project complete.

Domestic Hot Water Replacement & Heat Recovery Integration – Project was procured in Q2 and awarded late Q3. Work to commence in Q4.

Summer Place/Rowing Club – Facility leased to third party in August and handed over in early Sept.

Annandale Diamond Lighting – Procurement took place in Q2. Project deferred to 2020 capital budgeting process.

CSC Bay Light Conversion to LED – Design specifications occurred in Q2 and completed in late Q3. Procurement to occur in Q4.

Station Arts Fire Code Compliance – Procurement occurred in Q2. Work commenced in Q3 and will continue throughout Q4.

Station Arts Roofing – Procurement occurred in late Q3 with award and completion to occur in Q4.

New Columbaria – Procurement commenced in Q3 with award and completion to occur in Q4.

TCC Fire Panel Replacement – Updated procurement occurred in Q3 with procurement, award and completion in Q4.

FACILITIES TEAM ACHIEVEMENTS

Facility Events – Multiple events/meetings set-ups and clean-ups including Shriners BBQ, weddings, buck & does, charity auctions etc.

New Staff – New Facility Operator I was hired and recruitment for new Facilities Attendants continues.

Memorial Arena Ice – In mid-September, the Memorial ice rink was installed, painted and opened for community use.

Indoor Pool – Coordinated acid washing and grouting of the indoor pool as well infrastructure repairs.

Facility Repairs – Multiple projects including painting & drywall repair were completed during pool closure.

LLWP – There were no 2019 lost operating days at the waterpark due to maintenance and/water clarity issues.

PARKS & CEMETERY ACHIEVEMENTS


Beautification – The 2019 beautification program was maintained throughout Q3 with multiple public compliments received specifically for the Broadway section (urns, Clock Tower & Oxford Parkette).

Baseball – After the wet spring and late start to baseball operations, the ball fields were maintained throughout Q3. Multiple baseball tournaments were hosted with Parks staff supporting the events through garbage collection as well as grooming and lining fields. Routine turf maintenance was performed throughout Q3.

Staffing – Q3 saw the addition of 2 summer students as well as turnover within the FT beautification program as well as normal Parks & Cemetery Operations. Staffing was a challenge in the later part of Q3.

Looking ahead to 2019 Q4

- New Year's Eve events;
- Fall cleanup at Cemetery & Parks;
- Set-up of toboggan hill ropes, signs and straw bales;
- Winterizing baseball facilities & irrigation systems;
- Completion of grass-cutting contracts;
- Commencement of snow removal contracts;
- Enhanced Beautification flowerbeds to be prepped for winter;
- Downtown flower urns to be removed;
- Fall baseball field repairs, edging and ground maintenance to be completed;
- Facilities staff recruitment for Attendants to continue;
- LLWP shutdown & end of season preventive maintenance to commence;
- Seasonal Ice use including multiple hockey tournaments?

| | | |
|---|---------------------|--|
|  | Report Title | July September 2019 Activity Report: Recreation, Culture & Parks Administration |
| | Report No. | RCP 19-49 |
| | Author | Rick Cox, Director of Recreation, Culture & Parks |
| | Meeting Type | Regular Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | |

The RCP Administration team includes the Director, the Sales & Services Coordinator, dedicated Communications support for RCP needs, and a dedicated financial analyst.

Policy Development

During Q3, the Administration team assisted with the development of the RZone Policy and a Sports Facilities Allocation Policy. Terms of Reference were prepared for a Dog Park Advisory Committee and a Tillsonburg 150 Committee. An update to the smoking by-law specific to parks and recreation spaces was prepared and provided to the By-Law and Clerk's department for review. Work continues on a Corporate Asset Naming Policy and a Corporate Sponsorship Policy.

Projects

Project management work included preparation of specifications, tender review, project initiation and contract management on multiple projects including the Memorial Park Parking Lot Expansion, Station Arts Fire & Life Safety Upgrades, Lions Auditorium Kitchen, Auditory Enhancements, TCC DHW Replacements and more. RCP Administration staff also took on the task of supporting the Department's roll-out of MESH software.

Considerable staff time was deployed to work with community partners towards a mutually beneficial long-term alternative to the demolition of Summer Place.

Communications

The biggest communication project in Q3 was the preparation of the Fall 2019 Recreation Guide, which was released in mid-August. The advertising for this issue brought in \$4,964.50 vs \$6,676.83 production and delivery costs.

Staff prepared updates to departmental websites, weekly print and radio materials, and the two roadside signs on a continual basis.

Community Engagement and Advisory Committees

Administrative team staff supported the Recreation & Sport Advisory Committee and the Memorial Park Revitalization Advisory Committee. Ex-officio liaison work continued with the Tillsonburg Senior Centre Board of Directors and the Tillsonburg & District Craft Guild. Staff represent Tillsonburg at the Future Oxford Partnership and Community Oxford meetings. Materials for distribution to service clubs associated with the Waterpark were compiled and provided for their review and input.

Administration and Human Resources


Fifteen Council Reports were prepared and brought forward to four council meetings over the Quarter. Preliminary work on the 2020 budget began in August and continued throughout September. Integrating the new RCP Financial Analyst role into the budget development has shown considerable promise to improve the process and the ability of RCP leadership to accurately measure financial performance.

Administration staff provided all RCP sections with support for recruitment, performance management, health & safety/SOP development, business need evaluation and the review of job descriptions and job ratings. Training of new leadership and administration staff continued. Emergency Management planning and updates to the Evacuation Centre Plan were initiated.

Special Events

Q3 was busy with special events: Canada Day, Tillsonburg Fair, Country Jamboree Lake Lisgar Fundraiser, Friesian Horse Show, Walk for Parkinsons, Celebrate Tillsonburg and Ribfest. Upcoming events for Q4 are Shake, Rattle and Rock 'n Roll on November 2 and New Year's Eve celebration on December 31.

It was determined that the black curtains can no longer be used as backdrop and sound direction. The winds that can come up in that part of the Memorial Park pose too much risk for staff to install the curtains and for performers and equipment on the bandshell platform. The 2020 draft budget includes a project to develop and install a safer, more durable wall system, hopefully in collaboration with community partners.

| | | |
|---|---------------------|---|
|  | Report Title | Lake Lisgar Waterpark 2019 Season Results |
| | Report No. | RCP 19-49 |
| | Author | Julie Dawley, Supervisor of Aquatics Andrea Brown, Manager, Recreation Programs and Services |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | |

EXECUTIVE SUMMARY

This report provides Council with a summary of the Lake Lisgar Waterpark 2019 season results.

BACKGROUND

The 2019 season at Lake Lisgar ran for a total of 9 weeks with weekend swims commencing on June 15, 2019 and daily swims running from June 28, 2019 to September 2, 2019. The park was open for 70 days with 7 early closures and 2 full closures due to inclement weather.

There was an increase in both waterpark attendance and revenue. Compared to 2018, attendance was up by 2,619 patrons, accounting for an 18% increase and admission sales totaled \$42,489.00, up 18% from the 2018 revenue of \$34,667.00.

Below is a summary of the successes and challenges for the summer.

Successes

Pre-Season School Rentals

5 pre-season rentals were booked in 2019 with close to 1000 students celebrating the end of their school year at the waterpark.

Out of Area Camp Visits

There were 10 Camps that included Lake Lisgar Waterpark as part of their summer program in 2019. During July and August camps enjoyed a day at our facility; some of these camps even attended multiple times throughout the summer. The new process for discounted groups over 25 people was well received. Feedback from Camp Leaders was that they enjoyed a smaller venue that could accommodate their numbers but not increase the risks associated with bus trips.

Special Events

There were several new special events implemented this season along with our regular committed providers. First Baptist Church was back in June to offer an outdoor service in Memorial Park followed by a swim at Lake Lisgar Waterpark for those interested in enjoying the facilities.

Execulink returned to offer a ½ price opening weekend. Unfortunately the weather did not cooperate and the weekend was rescheduled for July 6th and 7th. Again the weather wasn't great on the Saturday but Sunday was a great swim day. Execulink provided some great SWAG

at the door for patrons as they arrived and there were lots of positive comments regarding their willingness to sponsor this opportunity for the community.

Titan Trailers arranged for a day for their employees to enjoy the waterpark. Passes were handed out to all employees and close to 80 attended on the Titan Trailer Day in the park on August 17th.

Marwood provided passes for their employees and their families to attend any swim during the month of August. This was the first year of providing this perk and 39 employees took advantage of this generous offer.

Stubbe's Precast from Harley Ontario sponsored a Half Price Swim Day on August 10th. They also brought in a soft serve Ice cream station and provided free Ice Cream for everyone in the park that day. Needless to say participants were extremely appreciative of the discounted entrance fees and delicious Ice Cream. Unfortunately it wasn't a great weather day but there were still 200 people enjoying the day.

Sobeys sponsored 6 cans of whipped cream over the course of summer for a Pie in the Face event. All money raised was for Drowning Prevention through the Lifesaving Society.

Several events were hosted for National Drowning Prevention Week - Monday: What drowning actually looks like. Tuesday: CPR on the grass. Wednesday: Boating safety. Thursday: CPR on the grass. Friday: Ice Safety. Saturday: Mock Rescue.

Challenges

Staffing

This is an annual concern as scheduling becomes a challenge with so many of the staff team still participating in family vacations. The following new procedure was implemented this year to combat the issue:

- Each staff person was permitted a total of 2 weeks off during the summer season
- No more than 2 people could request time off for the same date. It was very difficult at times to keep staff on this scheduling regiment.
- A change in our staffing plan to reflect lower revenue expectations meant that there were two fewer early start staff in 2019. Staff are bringing forward a different staffing plan for 2020.

Heat Related Staff Incidents

There was an increase in staff incidents regarding working in the heat. New practices were implemented for 2019 and will continue in the future to ensure that staff are safe at work.

- Mandatory in water rotations for switching guarding stations
- Self-Care Form for each staff person where water intake, breaks from heat, in water cool off time and lunch time received is recorded daily to ensure staff are taking care of themselves properly.
- Continued from last year was the daily sign off of Health & Safety issues arising from working outdoors.

LLWP Statistics

Customer Location Survey

During the month of August a customer location survey was completed to find out exactly where our participants come from. 37% of those who attended Lake Lisgar Waterpark are Tillsonburg Residents, with the other 63% making the waterpark a summer destination, of which approximately 18% live within Oxford County.

Admissions Revenue and Attendance

The 2019 season saw an increase in both revenue and attendance. The chart below provides a 5 year comparison of revenue and attendance trends. While the 2019 season surpassed 2018 numbers, there is still a significant decrease from previous years due to a tired facility and the slide not being operational.

2015-2019 LLWP Admissions Revenue and Attendance Comparison

| Year | Attendance | Admission Revenue | Days of Operation | Weather Closures | Early Close Days | Seasons Passes Sold | Estimated value of "No-Slide Discount" |
|-------------|-------------------|--------------------------|--------------------------|-------------------------|-------------------------|----------------------------|---|
| 2015 | 26,336 | \$78,514 | 68 | 3 | 3 | 309 | n/a |
| 2016 | 24,484 | \$73,520 | 60* | 1 | 3 | 368 | n/a |
| 2017 | 22,836 | \$47,362 | 71 | 3 | 6 | 319 | n/a |
| 2018 | 14,257 | \$34,667 | 58** | 3 | 4 | 168 | \$5,148 |
| 2019 | 16,876 | \$42,489 | 69 | 2 | 7 | 186 | \$5,908 |

Notes:

* Season ended early due to tree removal

** Season started late due to deck repairs

| | | |
|---|---------------------|--|
|  | Report Title | Summer Camp 2019 Season Results |
| | Report No. | RCP 19-49 |
| | Author | Mark Salt, Recreation Programs Supervisor Andrea Brown, Manager, Recreation Programs and Services |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | |

EXECUTIVE SUMMARY

This report provides Council with a summary of the 2019 Summer Camp season results.

BACKGROUND

The 2019 summer camp program ran for a total of 9 weeks beginning on July 2, 2019 and ending on August 30, 2019.

After a transitional summer in 2018, which included a nearly complete turnover in staff, including lead hands for both camps, the focus for 2019 was to build a stronger camp program in all aspects. With a returning staff rate of around 90% there was a much higher capacity to deliver on this goal.

Successes

Compared to 2018, Attendance was up by 252 participants accounting for a 12% increase and revenue increased by \$23,769, or 47%. This is the highest revenue year that summer camp has had over the past 5 years.

Attendance numbers saw an increase from 2018, with relatively consistent numbers throughout the summer. A typical disparity between Junior and Senior age groups was experienced, with Junior Camp (5-8 years old) seeing higher registrations each week of the summer. The first week of summer had the lowest registration but this is consistent with past trends.

In order to increase registrations there was a focus on advertising, including radio ads, stronger Facebook presence, fence banners and lawn signs. Another contributing factor to higher registration this summer was entering back into a subsidy agreement with Oxford County, which allowed for the accommodation of 18 participants with varying degrees of attendance allowance, from single days to full weeks all summer. Camp capacities were raised several times to accommodate demand, a measure not taken last summer due to staffing concerns.

Revenue also saw a considerable increase, up 31% from 2018. Oxford County subsidies provided \$10,280.70 of the summer camp revenue this summer. Another change from last year was lowering the second child discount from 30% to 10%, which was often stacked for families; this change received little to no negative feedback and showed to not affect registration numbers. Camp costs were not raised beyond the 2% yearly increase, the increase in revenue is primarily attendance driven.

Looking Forward


With the slowest week being the first of the summer, looking to next year, advertising campaigns will start earlier, as they began the first week of the summer this year. The stronger Facebook presence proved to be beneficial, getting summer camp more exposure. Partnerships with other programs in town, such as Theatre Tillsonburg will be explored further to broaden the appeal of summer programs. A similar increase in attendance in 2020 will most likely put staffing to the maximum allowable camper to leader ratio, at which point, additional staffing may be required. If registration for the Junior Camp continues to be very high there may be the potential to add an intermediate level for camps. With an anticipated high return of staff, training provided by external organizations will be beneficial next year. Major changes in programming will not be necessary; however, the potential access to Summer Place next year would greatly benefit summer programming.

Research will be done into grant funding, specifically to accommodate campers with special needs that may not have a support worker. Over the past few summers there has been a noticeable increase in the number of children with special needs and/or behaviour concerns. This has had an impact on the experience for other campers as staff have had to provide additional support to accommodate the needs without additional resources to do so. Supervisor and management staff will also be attending a regional inclusion networking discussion on October 18, 2019 to obtain additional resources to assist with planning for the 2020 summer camp season.

Summer Camp Statistics

In 2019 there was an increase in both revenue and attendance for summer camp. The chart below provides a 5 year comparison of revenue and attendance trends as well as the split between Junior and Senior registrations.

| 2015-2019 Summer Camp Revenue and Attendance Comparison | | | | | |
|--|---------------------------------------|---------------------------------------|-----------------------------|----------------|-------------------------------|
| Year | Junior Camp Attendance | Senior Camp Attendance | Total Attendance | Revenue | Weeks of Operation |
| 2015 | n/a | n/a | 1995 | \$ 51,325 | 8 |
| 2016 | n/a | n/a | 2773 | \$ 70,032 | 9 |
| 2017 | 1593 | 834 | 2682 | \$ 71,546 | 9 |
| 2018 | 1244 | 780 | 2024 | \$ 50,781 | 9 |
| 2019 | 1484 | 792 | 2276 | \$ 74,550 | 9 |

| | | |
|---|---------------------|---|
|  | Report Title | Town Merchandise Sales History -Supplemental |
| | Report No. | RCP 19-50 |
| | Author | Rick Cox, Director of Recreation, Culture & Parks |
| | Meeting Type | Council Meeting |
| | Council Date | October 15, 2019 |
| | Attachments | |

RECOMMENDATION

THAT Council receives Report RCP 19-50 – Town Merchandise Sales History – Supplemental for information.

EXECUTIVE SUMMARY

Council requested additional information regarding the sales of town merchandise beyond what was provided in Report RCP 19-44 – Town Merchandise Sales History.

BACKGROUND

At the September 23, 2019 meeting, staff provided gross sales figures of Town merchandise for the period starting with January 1, 2017 until September 2019. It was requested that additional information about the cost of the inventory, the profit, the value of current inventory, and the value of merchandise given away be provided.

The table below provides that information:

| | Sales Revenue | Cost of Goods Sold | Profit (Loss) | Year end/Current Inventory Value | Value of Gifts/Promotional Items* |
|---------------------------------|----------------------|---------------------------|----------------------|---|--|
| 2017 | \$ 16,716 | \$ 10,844 | \$ 5,872 | \$ 28,400 | \$ 618 |
| 2018 | \$ 13,625 | \$ 8,915 | \$ 4,710 | \$ 23,423 | \$ 406 |
| 2019 (to Sept) | \$ 7,135 | \$ 4,225 | \$ 2,910 | \$ 21,696 | \$ 916 |
| *tradeshows, donated gifts, etc | | | | | |

CONSULTATION/COMMUNICATION

The information in this report was compiled jointly by staff from the Finance Department, the Economic Development Office, and Recreation, Culture & Parks.

FINANCIAL IMPACT/FUNDING SOURCE

There is no financial impact arising from this report.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

1. Excellence in Local Government
 - ☐ Demonstrate strong leadership in Town initiatives
 - ☐ Streamline communication and effectively collaborate within local government
 - ☒ Demonstrate accountability
2. Economic Sustainability
 - ☐ Support new and existing businesses and provide a variety of employment opportunities
 - ☐ Provide diverse retail services in the downtown core
 - ☐ Provide appropriate education and training opportunities in line with Tillsonburg's economy
3. Demographic Balance
 - ☐ Make Tillsonburg an attractive place to live for youth and young professionals
 - ☐ Provide opportunities for families to thrive
 - ☐ Support the aging population and an active senior citizenship
4. Culture and Community
 - ☒ Promote Tillsonburg as a unique and welcoming community
 - ☐ Provide a variety of leisure and cultural opportunities to suit all interests
 - ☐ Improve mobility and promote environmentally sustainable living

Report Approval Details

| | |
|----------------------|--|
| Document Title: | RCP 19-50 - Town merchandise sales history - supplemental.docx |
| Attachments: | |
| Final Approval Date: | Oct 7, 2019 |

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

Dave Rushton - Oct 7, 2019 - 9:43 AM

A handwritten signature in black ink, appearing to be 'DR', with a long horizontal line extending to the right.

Ron Shaw - Oct 7, 2019 - 10:25 AM

Donna Wilson - Oct 7, 2019 - 12:58 PM



The Corporation of the Town of Tillsonburg

Museum Advisory Committee

Thursday, June 27, 2019

4:30 pm

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

MINUTES

ATTENDANCE

Patty Phelps, Marianne Sandham, Dianne MacKeigan, Sherry Hamilton, Joan Weston, Donna Scanlan, Rosemary Dean and Councillor Rosehart.

MEMBERS ABSENT/REGRETS

Bob Marsden

1. Call to Order

The meeting was called to order at 4:30 pm

2. Adoption of Agenda

Moved By: Joan Weston

Seconded By: Rosemary Dean

Proposed Resolution #1

THAT the Agenda for the Museum Advisory Committee meeting of June 27, 2019 be adopted as circulated.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

None.

4. Adoption of Minutes of Previous Meeting

4.1. Minutes of the Meeting of May 30, 2019

Moved By: Joan Weston

Seconded By: Donna Scanlan

Proposed Resolution #2

THAT the minutes of the meeting for the Museum Advisory Committee meeting of May 30, 2019 be adopted as circulated.

Carried

5. Delegations and Presentations-none

6. General Business & Reports

6.1. **Financial-** There is a balance of \$141,185.67 in the Annandale House Trust account.

6.2. **Tour Guides-** Guides have been recruited for Canada Day activities at the museum.

6.3. **Curator-** The curator's report was circulated and discussed.

Moved By: Sherry Hamilton

Seconded By: Joan Weston

Proposed Resolution #3

THAT the reports be accepted as discussed.

Carried

7. Correspondence

None.

8. Other Business

8.1. **Sprinkler System-** can be put in the capital plan budget for 2020. Sprinklers to be added in areas that are presently watered by hand.

8.2. **CMOG-** grant application was received last week and must be submitted by July 2

9. Next Meeting- Thursday, September 26, 2019

10. Adjournment

Moved By: Dianne MacKeigan

Proposed Resolution #4

THAT the meeting be adjourned at 5:13 p.m.

Carried



The Corporation of the Town of Tillsonburg

Tillsonburg Transit Advisory Committee

September 17, 2019

10:00 a.m.

Suite 203, 200 Broadway, 2nd Floor

MINUTES

Present:

Cindy Allen, Sherry Hamilton, Pete Luciani, Lynn Temoin, Carolijn Verbakel and John Verbakel (Left at 11:15 a.m.).

Regrets:

David Brown, Kathryn Leatherland.

Also Present:

Kevin De Leebeeck, Director of Operations (Arrived at 10:11 a.m.)
 Amelia Jaggard, Legislative Services Coordinator
 Alex Piggott, Transit Coordinator

1. Call to Order

The meeting was called to order at 10:03 a.m.

2. Adoption of Agenda

Proposed Resolution #1

Moved by: Cindy Allen

Seconded by: Pete Luciani

THAT the Agenda as prepared for the Tillsonburg Transit Advisory Committee meeting of September 17, 2019, be adopted.

Carried.

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

4. Adoption of Minutes of Previous Meeting

Proposed Resolution #2

Moved by: Lynn Temoin

Seconded by: Pete Luciani

THAT the minutes of the Tillsonburg Transit Advisory Committee meeting dated August 20, 2019, be approved.

Carried.

5. Presentations/Deputations

6. General Business & Reports

6.1. T:GO Transit

6.1.1. Action Item Summary

Transit Coordinator provided an overview of the action item summary. All items have been addressed except the transit survey questionnaire which is expected to be released to the committee on surveymonkey later this fall.

6.1.2. Fixed Route Service Comments

All comments and concerns regarding the transit system should be forwarded to the Transit Coordinator so they can be tracked and addressed.

Kevin De Leebeeck arrived at 10:11 a.m.

It was noted that the bus is not consistently following the set schedule and routes. The bus has skipped Spruce Street on the Blue Route.

It was noted that the drivers are not consistently adhering to the requirement for riders to pay either exact cash or provide a bus pass upon entering the bus.

It was noted that drivers have expressed that they are driving for long periods of time without a break.

It was noted that the new bus stop notification button is very loud and distracting.

It was noted that the bus doors do not function properly and passengers have had to assist in slamming the doors shut.

Staff will address the committee's comments and concerns with the service provider.

It was noted that several residents who were frequent users of the transit system have expressed the new fixed route system does not work for them.

6.1.3. Ridership Stats

It was suggested to explore a partnership with the Multi-Service Centre's transit program.

Staff to remind the service provider to remove the old phone number from the rear of the bus.

6.1.4. Communications and Promotions

Bus tickets for October, November and December will be available soon.

It was noted that there are bus stops that do not have a curb cut, which would require a wheelchair user to travel on a roadway to the nearest curb cut. Staff stated that this issue is being addressed with the current RFP for

a service provider. A different style of bus is being proposed that utilizes side loading of passengers on wheelchairs and does not require curb cuts at bus stops. The sidewalks leading up to the bus stops are accessible and people are encouraged to use the sidewalks.

It suggested to provide a press release and photo to the local newspaper.

6.2. Inter-Community Transit

6.2.1. Updated Routes & Schedule

Staff provided an overview of the proposed routes and schedule. The London route has been adjusted to include Dorchester and Nilestown.

The proposed routes and schedule compliment the Ride Norfolk service which comes to Tillsonburg on Wednesdays.

There has been an expressed need for a connection between Port Burwell and Tillsonburg.

6.2.2. RFP Transit Operations

The RFP has been released for public bidding and will close on October 11, 2019 at 2:00 p.m.

John Verbakel left at 11:15 a.m.

The RFP includes minimum legislated requirements that bidders would need to meet to be considered. Performance metrics have been included to make bidders aware of the expectations of the contract.

The bus will be required to have a minimum of ten seats.

7. Correspondence

8. Other Business

9. Next Meeting

Tuesday, October 15, 2019, at 10:00 a.m. at the Corporate Office in Suite 203, 200 Broadway, Tillsonburg, ON.

10. Adjournment

Proposed Resolution #3

Moved by: Cindy Allen

Seconded by: Pete Luciani

THAT the September 17, 2019 Tillsonburg Transit Advisory Committee meeting be adjourned at 11:26 a.m.



The Corporation of the Town of Tillsonburg

Memorial Park Revitalization Advisory Committee

September 18, 2019

5:30 p.m.

Lion's Den, Community Centre

MINUTES

Present:

Mel Getty, Ken Patterson, Mike Cerna, Joan Weston, Scott Vitias, Sharon Howard, Jane Ann McLean

Absent with Regrets:

Eugene Todd, Terry Smith, Rosemary Dean

Also Present:

Rick Cox, Margaret Puhr, Chris Rosehart

1. Call to Order

The meeting was called to order at 5:33p.m. by Chair Mel Getty

2. Adoption of Agenda

Resolution #1

Moved by: Joan Weston

Seconded by: Jane Ann McLean

THAT the Agenda as revised for the joint Memorial Park Revitalization Advisory Committee of September 18, 2019, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

4. Adoption of Minutes of Previous Meeting

Resolutions #2

Moved by: Mike Cerna

Seconded by: Joan Weston

That the joint Memorial Park Revitalization Committee & Sports & Recreation Advisory Committee minutes of June 19, 2019, be approved.

Carried

5. Presentation & Deputations

6. General Business & Reports

6.1 Parking lot project update: per attached documents, reports are being reviewed by engineering department to determine when to proceed because of high pricing by contractors. The remainder of the overhead hydro work is going forward after ball

season, mid-October. The derby was relocated by the Fair Board to their new proposed location.

6.2 Summer Place update: in July and August the council had an opportunity to consider an alternative to demolishing the Summer Place and decided to enter into a 10-year agreement with E&E McLaughlin to redo the Summer Place. The town will be paying the demolition money toward the capital cost and pay utilities and maintenance. The community will be using the new building and E&E will make arrangements with the Rowing Club and/or any other groups for rentals.

6.2A Update for water park – there is infrastructure program available for municipal infrastructure, deadline is November. The council passed resolution directing the RCP director to submit for the grant with assistance from consultants, for a small project under 5M rehabilitate pool and water park as they are and a large project for under 50M to a full upgrade and expansion of both indoor and outdoor pools, splash pad etc. The decision on grants won't be made until sometime in spring 2020, so for the next year both pools will remain as status quo.

6.3 Derby location and advertising on cattle barn update – deferred to next meeting to have Fair Board representative present

6.4 Selection of new project from Master Plan – ideas from committee members to consider and discuss at next meeting: an updated list of past, current and future projects to be prepared by staff and circulated to the committee for review at next meeting.

7. Correspondence

- 8. Other business** – Councillor Rosehart – can the outdoor pad be used for ball hockey - can the boards stay up to allow playing ball hockey. Jane Ann will take it to the legacy committee, as it would not be safe for playing basketball, according to users and insurance company.

- 9. Next Meeting** – Wednesday, October 23 at 5:30pm, Lion's Den, Community Centre

10. Adjournment

Resolution #6

Moved by: Ken Patterson

THAT the September 18, 2019 Memorial Park Revitalization Advisory Committee meeting be adjourned at 6:15p.m.

Carried

The Corporation of the Town of Tillsonburg



TILLSONBURG AIRPORT ADVISORY COMMITTEE

Thursday, September 19, 2019

5:30 p.m.

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

MINUTES

ATTENDANCE

Euclid Benoit, Jeff Dean, Deb Gilvesy, Geoffrey Lee, Jeffrey Miller, Mark Renaud, Jeremy Stockmans **Staff:** Annette Murray, Dan Locke

MEMBERS ABSENT/REGRETS

John Prno; David Brandon, Dan Cameron, Valerie Durston, Kevin Deleebeeck

1. Call to Order

The meeting was called to order at 5:31 p.m.

2. Adoption of Agenda

Resolution #1

Moved By: Deb Gilvesy

Seconded By: Euclid Benoit

THAT the Agenda as prepared for the Airport Advisory Committee meeting of September 19, 2019, be adopted.

Carried.

3. Disclosures of Pecuniary Interest and the General Nature Thereof

None Declared

4. Adoption of Minutes of Previous Meeting

4.1 Minutes of the Meeting of August 15, 2019

Resolution #2

Moved by: Jeff Dean

Seconded by: Deb Gilvesy

5. Presentation/Deputations

None/withdrawn

6. General Business & Reports

6.1 Taxiway Paving Project Update

Dan Locke updated the committee. Paving of taxiway G3 will be completed before the end of the year.

6.2 New Hangar Development

Dan Locke updated the committee in hangar development activities. Corners for 3 hangars will be put in place next week by engineering.

6.3 Hydro Update

Dan Locke advised that the same company that did the hydro evaluation on the GA side will also be doing the same on the commercial side.

6.4 October Tenant meeting Planning Discussion

A signup sheet will be present at the meeting to collect tenant contact info for future correspondence. Some of the topics to be discussed include:

- Update on paving
- Hydro update
- Hangar Development Update
- 5 Items for 2020 budget
- Safety access airside
- Update on Feasibility Study

Meeting to take place on October 24th at 6:30 pm at the Terminal Building

An email will go out to tenants asking for topic ideas in advance of the October 24th meeting.

A special TAAC meeting will take place on October 10th to review Feasibility Study at 5PM so it can go to Council prior to the tenant meeting. (Note this meeting is not going forward at this time. Report will go back to council for their consideration first)

7. Correspondence

None

8. Other Business

8.1 Drainage

Deb Gilvesy requested information on drainage at the airport. Dan Locke advised that he is working with SWOX and will bring the info back to the TAAC when he has more info to share, targeting the December TAAC meeting.

8.2 Dodsley Propane.

Deb Gilvesy inquired about the future placement of propane tanks at the airport. Dodsley Propane will be completing an assessment of placements for tanks in the future. Dan Locke to confirm the delivery date of the information from Dodsley.

8.3 Runway Maintenance

Jeremy Stockmans asked about the preventative maintenance of the main runway. Staff advised that a complete crack sealing of entire runway took place in 2018.

8.4 Load rating on taxiways

Jeremy Stockmans commented on the heavy concrete truck utilizing the taxiways to get to the hangar under construction and asked what the load rating is for taxiways at the airport. Staff advised members that all taxiways were done at different times and likely all have a different load rating. Best practice would be to avoid the wet season for this kind on traffic on all taxiways.

8.5 Prop Strike June 21 2019

Geoff Lee requested information on the incident that took place on June 21 on grass runway 02 and what next steps will be. Staff explained that cones were placed on the runway threshold due to water ponding in a spot to avoid aircraft traffic in that area. The runway was not NOTAM'd closed as the remainder of the runway was in good condition.

9. Closed Session

None

10. Next Meeting

Next TAAC meeting is November 28th at 5:30 pm moved from November 21 due to council conflict.

11. Adjournment

Resolution # 6

Moved By: Euclid Benoit

Seconded By: Jeff Miller

THAT the Airport Advisory Committee Meeting of September 19, 2019 be adjourned at 6:22 p.m.



The Corporation of the Town of Tillsonburg

Cultural, Heritage and Special Awards Advisory Committee

August 7, 2019

5:30 p.m.

Suite 203, 200 Broadway, 2nd Floor

MINUTES

Present:

Deb Beard, Councillor Esseltine, Terry Fleming, Vernon Fleming, Erin Getty, Carrie Lewis and James Murphy (Arrived at 5:51 p.m.)

Regrets:

Rosemary Dean, Mark Dickson and Collette Takacs.

Also Present:

Amelia Jaggard, Legislative Services Coordinator

Regrets:

Patty Phelps, Culture and Heritage Manager/Curator

1. Call to Order

The meeting was called to order at 5:30 p.m.

2. Adoption of Agenda

Proposed Resolution #1

Moved by: Deb Beard

Seconded by: Carrie Lewis

THAT the Agenda as prepared for the Cultural, Heritage and Special Awards Advisory Committee meeting of October 2, 2019, be adopted.

Carried.

3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

4. Adoption of Minutes of Previous Meeting

Proposed Resolution #2

Moved by: Vern Fleming

Seconded by: Deb Beard

THAT the Minutes of the Cultural, Heritage and Special Awards Advisory Committee meeting of August 7, 2019, be approved.

Carried.

5. Presentations/Deputations

6. General Business & Reports

6.1. Cultural Grant Application – Santa Clause Parade

The committee reviewed the application and passed the following resolution.

Motion:

Moved by: Carrie Lewis

Seconded by: Terry Fleming

THAT the Cultural, Heritage and Special Awards Advisory Committee approve the Cultural Grant Application submitted by the Tillsonburg and Area Optimist Club which requests funds to support the annual Santa Clause Parade;

AND THAT staff forward the Cultural Grant in the amount of \$2,500 to Tillsonburg and Area Optimist Club.

Carried.

Staff to include in the notification letter a reminder that the Cultural Grant is intended to be a one-time grant and that the Committee recommends that the Club consider other funding opportunities in the future such as introducing float fees for businesses and selling tickets for a VIP seating area.

6.2. Tillsonburg 150

It was suggested to create an opportunity or means for the public to share their ideas for Tillsonburg 150 celebrations.

James Murphy arrived at 5:51 p.m.

There was discussion on possible ways to celebrate Tillsonburg 150 including:

- Ask the author of the Tillsonburg book about the potential for a reintroduction of the book;
- Enactment of historic events;
- Porch decorating contest;
- A mural;
- Collaborate with the Tillsonburg Tri-County Agricultural Fair (Ex. Skill contest to include 150 year old skill contest);
- Collaborate with Scouts and Guides.

7. Correspondence

8. Other Business

9. Next Meeting

Wednesday, November 6, 2019 at 5:30 p.m. at the Corporate Office in Suite 203.

10. Adjournment

Proposed Resolution #3

Moved by: Carrie Lewis

Seconded by: Terry Fleming

THAT the October 2, 2019 Cultural, Heritage and Special Awards Advisory
Committee meeting be adjourned at 6:03 p.m.

Carried.

TILLSONBURG POLICE SERVICES BOARD

Minutes

MEETING: GENERAL MEETING
 PLACE: Tillsonburg, OPP Detachment Boardroom
 DATE: Thursday, June 20, 2019
 TIME: 8:00 a.m.

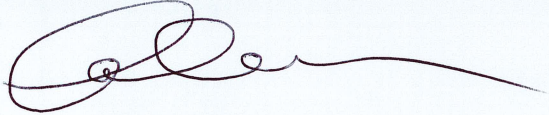
| AGENDA ITEM | DISCUSSION | OUTCOME/ACTION |
|-------------|--|---|
| 1 | <i>Call to Order</i> | The Chair called the General session of the Board to order at 8:04 am. |
| 2 | <i>Attendance</i> Present: Larry Scanlan, Chair Mayor Steve Molnar Inspector Hymers Ann Loker Greg Horvath, Vice Chair Becky Turrill, Secretary S/S Ormsby Regrets: Councilor Chris Rosehart | |
| 3 | <i>Declaration of Pecuniary Interest</i> | None declared |
| 4 | <i>Approval of Agenda</i> The Agenda was presented to the Board for approval. | On motion made by A. Loker, seconded by G. Horvath, and carried, the Agenda was approved. |
| 5 | <i>Issues Arising from previous minutes</i> | None |
| 6 | <i>Approval of Previous Minutes</i> The Minutes of a meeting of the Board held on June 20, 2019 were presented to the Board for approval. | On motion made by G. Horvath, seconded by A. Loker and carried the Minutes of the meeting held on May 15, 2019 were approved. |
| 7 | <i>Presentations / Delegations</i> | None |
| 8 | <i>Correspondence</i> | None |
| 9 | <i>Financial</i> | |

| AGENDA ITEM | DISCUSSION | OUTCOME/ACTION |
|----------------|---|----------------|
| 10 | <p><i>Detachment Commander Reports</i></p> <p><input type="checkbox"/> OPP contract Policing - Tillsonburg Inspector Ormsby presented the May 2019 contract statistics and memorandum which reported:</p> <ul style="list-style-type: none"> • N/A provincial offences tickets written • N/A By-law • 148.25/ hours of Cruiser Patrol • 72/ hours of Foot Patrol • 20.5/ hours of School Patrol <p>Members of the OPP attended 354 calls for service. The most serious of these calls were: Theft Under – 9, Break & Enter – 1, Fraud – 7 & Mischief – 5.</p> <p><input type="checkbox"/> Inspector, Hymers presented the Tickets Written in Tillsonburg for the months of April & May 2019.</p> <ul style="list-style-type: none"> • April totals: 51 PON, 1 By-Law • May totals: 60 PON, 1 By-Law <p><input type="checkbox"/> Inspector, Hymers presented the OPP Auxiliary Monthly Unit Summary for May 2019</p> <ul style="list-style-type: none"> • Total Hours within Tillsonburg for, 229 <p><input type="checkbox"/> Crime Stoppers of Oxford Inc. Report</p> <p>Inspector, Hymers presented the report for Oxford Crime Stoppers for May 2019.</p> <p><i>Monthly Tip Statistics for May 2019</i></p> <ul style="list-style-type: none"> • Total Calls Received, 28 • Woodstock PS Tips , 14 • OPP Tips, 13 – Tillsonburg received 4 • Assigned out to other Crime Stoppers Programs , 1 • Not Assigned, 0 | |


| AGENDA ITEM | DISCUSSION | OUTCOME/ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|----------------|------------|-----------|---------|---|---|----------|---|---|----------------------|---|---|-------|---|---|-------|---|---|--------------------|---|----|-------|---|----|-------|---|----|---------------------|------------|-----------|----------|---|----|---------|---|---|------------|---|---|----------------------|---|---|---------------|------------|-----------|---------------------|---|---|--------------------------|---|---|--------------------|---|---|-------------------|---|---|----------------------|---|---|-------|---|----|--|
| 10 cont'd | <p><i>Meetings/Events Attended in November</i></p> <ul style="list-style-type: none"> • Parades in Woodstock & Thamesford • Human Trafficking – Info event held May 28, 2019 • OACS Conference May 30-June 2, 2019 <p><i>Media Relations</i></p> <ul style="list-style-type: none"> • Crime of the week submissions to local media outlets including print and television as well as social media. <p><i>Fundraising</i></p> <ul style="list-style-type: none"> • June 13- Golf Tournament. <p><i>Promotions</i></p> <ul style="list-style-type: none"> • None <p><i>Upcoming Events</i></p> <ul style="list-style-type: none"> • Zone meeting – June 11, 2019 <p><input type="checkbox"/> Inspector, Hymers presented the High School Resource Officer Month End Report for May 2019</p> <p>May 2019 – Criminal Code CFS</p> <table border="1"> <thead> <tr> <th>Incident Type</th><th>This Month</th><th>YTD Total</th></tr> </thead> <tbody> <tr><td>Assault</td><td>0</td><td>3</td></tr> <tr><td>Mischief</td><td>0</td><td>1</td></tr> <tr><td>Threats/Intimidation</td><td>0</td><td>2</td></tr> <tr><td>Theft</td><td>0</td><td>2</td></tr> <tr><td>Drugs</td><td>0</td><td>2</td></tr> <tr><td>Trouble with Youth</td><td>2</td><td>19</td></tr> <tr><td>Other</td><td>1</td><td>11</td></tr> <tr><td>Total</td><td>3</td><td>41</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Police Action Taken</th><th>This Month</th><th>YTD Total</th></tr> </thead> <tbody> <tr><td>Warnings</td><td>2</td><td>10</td></tr> <tr><td>Charges</td><td>0</td><td>5</td></tr> <tr><td>Diversions</td><td>0</td><td>1</td></tr> <tr><td>Assist Other Officer</td><td>0</td><td>0</td></tr> </tbody> </table> <p>May 2019 – Provincial Offence CFS</p> <table border="1"> <thead> <tr> <th>Incident Type</th><th>This Month</th><th>YTD Total</th></tr> </thead> <tbody> <tr><td>Highway Traffic Act</td><td>0</td><td>5</td></tr> <tr><td>Trespass to Property Act</td><td>2</td><td>7</td></tr> <tr><td>Liquor Licence Act</td><td>0</td><td>1</td></tr> <tr><td>Mental Health Act</td><td>0</td><td>2</td></tr> <tr><td>Other Provincial Act</td><td>0</td><td>0</td></tr> <tr><td>Total</td><td>0</td><td>13</td></tr> </tbody> </table> | Incident Type | This Month | YTD Total | Assault | 0 | 3 | Mischief | 0 | 1 | Threats/Intimidation | 0 | 2 | Theft | 0 | 2 | Drugs | 0 | 2 | Trouble with Youth | 2 | 19 | Other | 1 | 11 | Total | 3 | 41 | Police Action Taken | This Month | YTD Total | Warnings | 2 | 10 | Charges | 0 | 5 | Diversions | 0 | 1 | Assist Other Officer | 0 | 0 | Incident Type | This Month | YTD Total | Highway Traffic Act | 0 | 5 | Trespass to Property Act | 2 | 7 | Liquor Licence Act | 0 | 1 | Mental Health Act | 0 | 2 | Other Provincial Act | 0 | 0 | Total | 0 | 13 | |
| Incident Type | This Month | YTD Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assault | 0 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mischief | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Threats/Intimidation | 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Theft | 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Drugs | 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trouble with Youth | 2 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other | 1 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 3 | 41 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Police Action Taken | This Month | YTD Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warnings | 2 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Charges | 0 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Diversions | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assist Other Officer | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Incident Type | This Month | YTD Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Highway Traffic Act | 0 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trespass to Property Act | 2 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Liquor Licence Act | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mental Health Act | 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Provincial Act | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 0 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| AGENDA ITEM | DISCUSSION | OUTCOME/ACTION | | | | | | | | | | | | | | | |
|----------------------|---|--|------------|-----------|----------|---|----|---------|---|---|------------|---|---|----------------------|---|---|--|
| 10 con't | <table border="1" data-bbox="240 247 976 422"> <thead> <tr> <th>Police Action Taken</th><th>This Month</th><th>YTD Total</th></tr> </thead> <tbody> <tr> <td>Warnings</td><td>2</td><td>14</td></tr> <tr> <td>Charges</td><td>0</td><td>0</td></tr> <tr> <td>Diversions</td><td>0</td><td>0</td></tr> <tr> <td>Assist Other Officer</td><td>0</td><td>0</td></tr> </tbody> </table> <p><i>Meetings/Presentations</i> May:</p> <ul style="list-style-type: none"> • Planning for Anti-Bullying Project • Student Crime Stoppers – plan a volleyball challenge • Law Class Presentation <p><i>School Events</i> May:</p> <ul style="list-style-type: none"> • None <p><i>Officer Comments</i> May:</p> <ul style="list-style-type: none"> • None | Police Action Taken | This Month | YTD Total | Warnings | 2 | 14 | Charges | 0 | 0 | Diversions | 0 | 0 | Assist Other Officer | 0 | 0 | |
| Police Action Taken | This Month | YTD Total | | | | | | | | | | | | | | | |
| Warnings | 2 | 14 | | | | | | | | | | | | | | | |
| Charges | 0 | 0 | | | | | | | | | | | | | | | |
| Diversions | 0 | 0 | | | | | | | | | | | | | | | |
| Assist Other Officer | 0 | 0 | | | | | | | | | | | | | | | |
| 11 | <i>Committee Reports</i> | None | | | | | | | | | | | | | | | |
| 12 | <i>OAPSB</i> | None | | | | | | | | | | | | | | | |
| 13 | <input type="checkbox"/> Spring Conference - Community Safety & Wellbeing <input type="checkbox"/> Policing Survey Results <input type="checkbox"/> Mobility Scooters <input type="checkbox"/> Oxford County Housing Security <input type="checkbox"/> Graffiti By-Law 4278 <input type="checkbox"/> OPP Communication - Oxford County – <input type="checkbox"/> Citizen Concern/mobile device security @ OPP Admin – | <p>Moved to 2021</p> <p>Full review at August meeting</p> <p>Information on mobility scooters required</p> <p>Costly to have security company at the building</p> <p>24 Hour removal</p> <p>Ways to enhance communications, Facebook, twitter, press releases</p> <p>All mobile devices should be turned off for security reasons while in the admin office.</p> | | | | | | | | | | | | | | | |

| AGENDA ITEM | DISCUSSION | OUTCOME/ACTION |
|----------------|--|---|
| 13 Con't | <input type="checkbox"/> Safeguard Report <input type="checkbox"/> Crime Stoppers Golf Tournament – June 13th | E-mail to R. Cox regarding completion. Good turnout for the event, no rain |
| 14 | <i>Date of Next Meeting</i> | Wednesday, August 21, 2019 |
| 15 | <i>Adjournment</i> | On motion made by S. Molnar, the meeting was adjourned at 9:01 a.m. |



Larry Scanlan, Chair



Becky Turrill, Secretary

TILLSONBURG POLICE SERVICES BOARD

Minutes

MEETING: GENERAL MEETING
 PLACE: Tillsonburg, OPP Detachment Boardroom
 DATE: Wednesday, August 21, 2019
 TIME: 8:00 a.m.


| AGENDA ITEM | DISCUSSION | OUTCOME/ACTION |
|----------------|--|--|
| 1 | <i>Call to Order</i> | The Chair called the General session of the Board to order at 8:00 am. |
| 2 | <i>Attendance</i> Present: Regrets: | Larry Scanlan, Chair Councilor Chris Rosehart Ann Loker Greg Horvath, Vice Chair Becky Turrill, Secretary S/Sgt. Ormsby Mayor Steve Molnar Inspector Hymers |
| 3 | <i>Declaration of Pecuniary Interest</i> | None declared |
| 4 | <i>Approval of Agenda</i> The Agenda was presented to the Board for approval. | On motion made by G. Horvath, seconded by A. Locker, and carried, the Agenda was approved. |
| 5 | <i>Issues Arising from previous minutes</i> | None |
| 6 | <i>Approval of Previous Minutes</i> The Minutes of a meeting of the Board held on June 20, 2019 were presented to the Board for approval. | On motion made by G. Horvath, seconded by A. Loker and carried the Minutes of the meeting held on June 20, 2019 were approved. |
| 7 | <i>Presentations / Delegations</i> | None |
| 8 | <i>Correspondence</i> | None |
| 9 | <i>Financial</i> | |

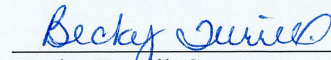
| AGENDA ITEM | DISCUSSION | OUTCOME/ACTION |
|----------------|--|----------------|
| 10 | <p><i>Detachment Commander Reports</i></p> <p><input type="checkbox"/> OPP contract Policing - Tillsonburg S/Sgt. Ormsby presented the June/July 2019 contract statistics and memorandum which reported:</p> <ul style="list-style-type: none"> • 47/51 provincial offences tickets written • 0/5 By-law • 149/68.25 hours of Cruiser Patrol • 48.75/ 52.5 hours of Foot Patrol • 20.75/ 0 hours of School Patrol <p>Members of the OPP attended 360/341 calls for service.</p> <p><input type="checkbox"/> S/Sgt. Ormsby presented the Tickets Written in Tillsonburg for the months of April & June/July 2019.</p> <ul style="list-style-type: none"> • June totals: 47 PON, 0 By-Law • July totals: 51 PON, 5 By-Law <p><input type="checkbox"/> S/Sgt. Ormsby presented the OPP Auxiliary Monthly Unit Summary for June/July 2019</p> <ul style="list-style-type: none"> • Total Hours within Tillsonburg for June/July, 178/32 <p><input type="checkbox"/> Crime Stoppers of Oxford Inc. Report</p> <p>S/Sgt. Ormsby presented the report for Oxford Crime Stoppers for June/July 2019.</p> <p><i>Monthly Tip Statistics for June/July 2019</i></p> <ul style="list-style-type: none"> • Total Calls Received, 34/32 • Woodstock PS Tips , 20/18 • OPP Tips, 11/ 10 – Tillsonburg received 5/4 • Assigned out to other Crime Stoppers Programs , 3/2 • Not Assigned, 0/2 | |

| AGENDA ITEM | DISCUSSION | OUTCOME/ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|----------------|------------|-----------|---------|---|---|----------|---|---|----------------------|---|---|-------|---|---|-------|---|---|--------------------|---|----|-------|---|----|-------|---|----|---------------------|------------|-----------|----------|---|---|---------|---|---|------------|---|---|----------------------|---|---|---------------|------------|-----------|---------------------|---|---|--------------------------|---|---|--------------------|---|---|-------------------|---|---|----------------------|---|---|-------|---|----|--|
| 10 cont'd | <p><i>Meetings/Events/Promotions</i></p> <ul style="list-style-type: none"> • Annual Crime Stoppers Conference • Human Trafficking Project OnRoute • Summer Street Fest - Woodstock <p><i>Media Relations</i></p> <ul style="list-style-type: none"> • Crime of the week submissions to local media outlets including print and television as well as social media. <p><i>Fundraising</i></p> <ul style="list-style-type: none"> • June 13- Golf Tournament. <p><i>Promotions</i></p> <ul style="list-style-type: none"> • Summer Street Fest <p><i>Upcoming Events</i></p> <ul style="list-style-type: none"> • Zone meeting – August 13, 2019 <p><input type="checkbox"/> S/Sgt. Ormsby presented the High School Resource Officer Month End Report for June 2019</p> <p>June 2019 – Criminal Code CFS</p> <table border="1"> <thead> <tr> <th>Incident Type</th><th>This Month</th><th>YTD Total</th></tr> </thead> <tbody> <tr><td>Assault</td><td>0</td><td>3</td></tr> <tr><td>Mischief</td><td>1</td><td>2</td></tr> <tr><td>Threats/Intimidation</td><td>0</td><td>2</td></tr> <tr><td>Theft</td><td>0</td><td>2</td></tr> <tr><td>Drugs</td><td>0</td><td>2</td></tr> <tr><td>Trouble with Youth</td><td>2</td><td>19</td></tr> <tr><td>Other</td><td>2</td><td>13</td></tr> <tr><td>Total</td><td>6</td><td>44</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Police Action Taken</th><th>This Month</th><th>YTD Total</th></tr> </thead> <tbody> <tr><td>Warnings</td><td>5</td><td>7</td></tr> <tr><td>Charges</td><td>1</td><td>6</td></tr> <tr><td>Diversions</td><td>0</td><td>1</td></tr> <tr><td>Assist Other Officer</td><td>0</td><td>0</td></tr> </tbody> </table> <p>June 2019 – Provincial Offence CFS</p> <table border="1"> <thead> <tr> <th>Incident Type</th><th>This Month</th><th>YTD Total</th></tr> </thead> <tbody> <tr><td>Highway Traffic Act</td><td>0</td><td>5</td></tr> <tr><td>Trespass to Property Act</td><td>0</td><td>7</td></tr> <tr><td>Liquor Licence Act</td><td>0</td><td>1</td></tr> <tr><td>Mental Health Act</td><td>0</td><td>2</td></tr> <tr><td>Other Provincial Act</td><td>0</td><td>0</td></tr> <tr><td>Total</td><td>0</td><td>13</td></tr> </tbody> </table> | Incident Type | This Month | YTD Total | Assault | 0 | 3 | Mischief | 1 | 2 | Threats/Intimidation | 0 | 2 | Theft | 0 | 2 | Drugs | 0 | 2 | Trouble with Youth | 2 | 19 | Other | 2 | 13 | Total | 6 | 44 | Police Action Taken | This Month | YTD Total | Warnings | 5 | 7 | Charges | 1 | 6 | Diversions | 0 | 1 | Assist Other Officer | 0 | 0 | Incident Type | This Month | YTD Total | Highway Traffic Act | 0 | 5 | Trespass to Property Act | 0 | 7 | Liquor Licence Act | 0 | 1 | Mental Health Act | 0 | 2 | Other Provincial Act | 0 | 0 | Total | 0 | 13 | |
| Incident Type | This Month | YTD Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assault | 0 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mischief | 1 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Threats/Intimidation | 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Theft | 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Drugs | 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trouble with Youth | 2 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other | 2 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 6 | 44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Police Action Taken | This Month | YTD Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warnings | 5 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Charges | 1 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Diversions | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assist Other Officer | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Incident Type | This Month | YTD Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Highway Traffic Act | 0 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trespass to Property Act | 0 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Liquor Licence Act | 0 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mental Health Act | 0 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Provincial Act | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 0 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| AGENDA ITEM | DISCUSSION | OUTCOME/ACTION | | | | | | | | | | | | | | | |
|----------------------|---|---|------------|-----------|----------|---|----|---------|---|---|------------|---|---|----------------------|---|---|--|
| 10 con't | <table border="1" data-bbox="240 247 974 422"> <thead> <tr> <th>Police Action Taken</th><th>This Month</th><th>YTD Total</th></tr> </thead> <tbody> <tr> <td>Warnings</td><td>0</td><td>14</td></tr> <tr> <td>Charges</td><td>0</td><td>0</td></tr> <tr> <td>Diversions</td><td>0</td><td>0</td></tr> <tr> <td>Assist Other Officer</td><td>0</td><td>0</td></tr> </tbody> </table> <p><i>Meetings/Presentations</i> June:</p> <ul style="list-style-type: none"> • Staff Meeting • Community Living • Crime Stoppers Award – video on Drug Awareness <p><i>School Events</i> June:</p> <ul style="list-style-type: none"> • Senior Prank Day <p><i>Officer Comments</i> June:</p> <ul style="list-style-type: none"> • None | Police Action Taken | This Month | YTD Total | Warnings | 0 | 14 | Charges | 0 | 0 | Diversions | 0 | 0 | Assist Other Officer | 0 | 0 | |
| Police Action Taken | This Month | YTD Total | | | | | | | | | | | | | | | |
| Warnings | 0 | 14 | | | | | | | | | | | | | | | |
| Charges | 0 | 0 | | | | | | | | | | | | | | | |
| Diversions | 0 | 0 | | | | | | | | | | | | | | | |
| Assist Other Officer | 0 | 0 | | | | | | | | | | | | | | | |
| 11 | <i>Committee Reports</i> | None | | | | | | | | | | | | | | | |
| 12 | <i>OAPSB</i> | None | | | | | | | | | | | | | | | |
| 13 | <input type="checkbox"/> County Housing <input type="checkbox"/> Mobility Scooters <input type="checkbox"/> Visitor Parking Lot <input type="checkbox"/> Oxford County Library <input type="checkbox"/> Solar Panel Stolen – Speed Spy <input type="checkbox"/> Quarter Town Line <input type="checkbox"/> Tillsonburg Police Services Board Survey | <p>Steps have been taken to evict some tenants for various reasons that should favourably impact our calls for service to some of those locations.</p> <p>The chair reported that he has not been able to find a by-law in any other municipality that deals directly with mobility scooters.</p> <p>Tender to close August 28, 2019</p> <p>– The Board received an email from the Chair of Oxford County Library to tell us how pleased staff of the Tillsonburg Location were after receiving more foot patrol at their location Online report completed</p> <p>The area is being monitored as it relates to excessive use by large trucks</p> <p>Results of the survey were presented to the board. Follow up at September's Meeting</p> | | | | | | | | | | | | | | | |

| AGENDA ITEM | DISCUSSION | OUTCOME/ACTION |
|----------------|-----------------------------|--|
| 14 | <i>Date of Next Meeting</i> | Wednesday, September 18, 2019 |
| 15 | <i>Adjournment</i> | On motion made by C. Rosehart, the meeting was adjourned at 9:23a.m. |



Larry Scanlan, Chair

Becky Turill, Secretary



**LONG POINT REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS MINUTES of September 4, 2019
Approved October 2, 2019**

Members in attendance: Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell, Roger Geysens, Ken Hewitt, Tom Masschaele and John Scholten

Staff in attendance: J. Maxwell, A. LeDuc, L. Minshall and D. McLachlan

Regrets: Stewart Patterson and Peter Ypma

*D. Beres arrived at 6:35pm.

*K. Chopp arrived at 6:45pm.

*R. Geysens arrived at 6:50pm.

The meeting was called to order at 6:30 pm Wednesday September 4, 2019 in the Tillsonburg Administration Office Boardroom.

ADDITIONAL AGENDA ITEMS

None

DECLARATION OF CONFLICTS OF INTEREST

None

MINUTES OF PREVIOUS MEETINGS

No questions or comments.

MOTION A-104/19 moved: K. Hewitt seconded: V. Donnell

THAT the minutes of the Board of Directors Regular Meeting held July 3, 2019 be adopted as circulated.

CARRIED

MOTION A-105/19 moved: R. Chambers seconded: K. Hewitt

THAT the minutes of the LPRCA Board of Directors Conference Call held August 7, 2019 be adopted as circulated.

CARRIED

BUSINESS ARISING

None

FULL AUTHORITY COMMITTEE MEMBERS

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

REVIEW OF COMMITTEE MINUTES**a) Backus Museum Committee Minutes – June 3, 2019**

No questions or comments.

MOTION A-106/19

moved: K. Hewitt

seconded: R. Chambers

THAT the minutes from the Backus Museum Committee meeting of June 3, 2019 be received as information.

CARRIED

D. Beres arrived.

CORRESPONDENCE

None

DEVELOPMENT APPLICATIONS**a) Staff Approved applications**

Staff have reviewed and completed the same number of permits to date as this time last year. Twenty-eight applications including five renewals and two revisions were completed and approved by staff over the past two months. LPRCA-183/17-Renewal, LPRCA-170/17-Renewal, LPRCA-187/17-Renewal, LPRCA-210/17-Renewal, LPRCA-211/17-Renewal, LPRCA-1/18-Revision, LPRCA-146/18-Revision, LPRCA-110/19, LPRCA-126/19, LPRCA-131/19, LPRCA-133/19, LPRCA-135/19, LPRCA-137/19, LPRCA-139/19, LPRCA-140/19, LPRCA-142/19, LPRCA-147/19, LPRCA-149/19, LPRCA-150/19, LPRCA-152/19, LPRCA-153/19, LPRCA-154/19, LPRCA-155/19, LPRCA-158/19, LPRCA-161/19, LPRCA-162/19, LPRCA-164/19 and LPRCA-166/19.

MOTION A-107/19

moved: V. Donnell

seconded: T. Masschaele

That the Board of Directors receives the Staff Approved Section 28 Regulation Applications report dated August 23, 2019 as information.

CARRIED

b) New applications

The Planning Department recommended approval for four applications: two new vacation homes, one garage and covered deck on a vacation home, and one non-habitable accessory building plus replacement of existing sheet pile wall.

FULL AUTHORITY COMMITTEE MEMBERS

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

MOTION A-108/19

moved: T. Masschaele

seconded: K. Hewitt

THAT the LPRCA Board of Directors approves the following Development Applications contained within the background section of the report:

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

LPRCA-159/19

LPRCA-163/19

LPRCA-170/19

LPRCA-176/19

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

CARRIED**NEW BUSINESS****a) SUMMARY OF THE LETTERS FROM MINISTER YUREK, MECP**

Minister Yurek, MECP, sent a letter to all conservation authorities directing staff to start winding down non-core activities that fall outside the core mandate; refrain from developing new policies not aligned with the mandate or provincial policies; and, not increase any fees or levies while the Ministry is reviewing and updating the legislation and regulations. The GM reviewed the communication documents from Minister Yurek and Kim Gavin, Conservation Ontario General Manager. There are still a number of unanswered questions at this time, therefore, a meeting has been scheduled between the Minister, K. Gavin and the Conservation Ontario Chair for September 9, 2019.

K. Chopp arrived.

R. Geysens arrived.

MOTION A-109/19

moved: T. Masschaele

seconded: R. Chambers

THAT the LPRCA Board of Directors receives the summary report on the letters from the Minister of the Environment, Conservation and Parks (MECP) as information.

CARRIED

The Board reviewed and approved a letter drafted by staff to Minister Yurek requesting a meeting to discuss the recent directive from his office and provide further direction.

b) GENERAL MANAGER'S REPORT

The GM noted that it has been a busy summer for staff as detailed in her report. Public Information Centre #2 for the Haldimand County Lake Erie Flood Hazard Mapping Project is scheduled for September 21, 2019 at the Selkirk Community Centre, and a

FULL AUTHORITY COMMITTEE MEMBERS

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

public consultation on the Clean Water Act s. 34 update to Long Point Source Protection Plan for the Otterville water supply has been scheduled for October 1, 2019 at the Norwich Community Centre.

MOTION A-110/19

moved: R. Chambers

seconded: T. Masschaele

THAT the LPRCA Board of Directors receives the General Manager's Report for July and August 2019 as information.

CARRIED**b) 2ND QUARTER FINANCIAL REPORT**

The Manager of Corporate Services reviewed the budget performance as at June 30th. It was noted that year to date revenues are up 5% compared to the same period in 2018. Operating expenses are trending higher than normal at this time due to unbudgeted grant funded expenditures. Overall, the organization is in a positive position compared to budget.

Capital projects in the parks were the main focus this year. Some of the capital projects will not be completed by year end due to staffing and time restrictions, or they are multi-year projects like the National Disaster Mitigation Program funded projects.

MOTION A-111/19

moved: K. Hewitt

seconded: V. Donnell

THAT the LPRCA Board of Directors receives the Budget Performance Report as at June 30, 2019 as information.

CARRIED**c) PRESCRIPTION OPERATING PLANS**

Staff prepare prescriptions/operating plans for the forest tracts that will receive some form of silvicultural treatment. Once approved, staff mark the properties and tender out the contract(s). Plans for Smith, Fairfield Plains (Dawes) and Phipps Tracts were presented. The Board asked if LPRCA was subject to the local tree-cutting bylaws. LPRCA complies with the local bylaws and all required paperwork, plus mapping, is completed by staff prior to any harvesting activities. Signage is also placed on all properties undergoing a harvest.

MOTION A-112/19

moved: R. Chambers

seconded: K. Hewitt

THAT the LPRCA Board of Directors approves the prescription/operating plans for the Smith Tract (North Norwich), Fairfield Plains (Dawes) Tract and Phipps Tract.

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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

d) A.D. LATORNELL CONFERENCE

The GM provided a brief overview of the annual A.D. Latornell Conference organized by Conservation Ontario. Four rooms have been reserved for those interested in attending the conference.

MOTION A-113/19 moved: R. Chambers seconded: T. Masschaele

THAT the LPRCA Board of Directors approves the attendance of the General Manager, Robert Chambers, John Scholten and Dave Beres for the Annual A.D. Latornell Conference.

CARRIED

MOTION A-114/19 moved: R. Chambers seconded: K. Hewitt

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

- ☐ *Personal matters about an identifiable individual, including employees of the Authority*
- ☐ *A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization*
- ☐ *A trade secret or scientific, technical, commercial or financial information that belongs to the Authority and has monetary value or potential monetary value, or*
- ☐ *A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.*

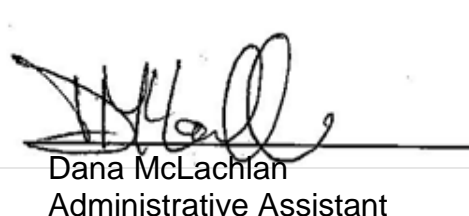
CARRIED

MOTION A-115/19 moved: T. Masschaele seconded: R. Chambers

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

CARRIED

The Chair adjourned the meeting at 8:05pm.

Dana McLachlan
Administrative Assistant

FULL AUTHORITY COMMITTEE MEMBERS

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

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 4346**

A BY-LAW to amend By-Law 3596, being a by-law to prohibit smoking in certain public places within the Town of Tillsonburg.

WHEREAS the Corporation of the Town of Tillsonburg deems it necessary and expedient to amend the Town's smoking by-law;

AND WHEREAS Section 115 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality may prohibit or regulate the smoking of tobacco in public places and workplaces within the municipality and Section 128(1) of said Act provides that a municipality may prohibit and regulate with respect to a matter that in the opinion of Council are or could be public nuisances;

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

1.0 THAT the following section 1.0 Definitions and Interpretations shall be added as follows;

1.16 **"Town Centre Mall"** means the building located at 200 Broadway in the Town of Tillsonburg.

1.17 **"Vaporizer"** means an inhalant-type device that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine, cannabis or any other substance.

1.18 **"Vaporizing," "Vape," and "Vaping"** means the act of carrying, holding or inhaling of cannabis, tobacco, an e-substance or other similar substance with a vaporizer or electronic cigarette for the purpose of inhalation and may produce vapour, emissions or aerosol.

1.19 **"Waterpipe"** means a device in which the vapours, gases or smoke of a smoking product passes through liquid prior to being inhaled, and shall include but is not limited to a bong or hookah.

2.0 THAT the following definition in section 1.11 shall be amended;

1.11 **"Smoke or Smoking"** includes the carrying of a lighted cigar, cigarette, electronic cigarette, pipe, waterpipe, vaporizer, or any other lighted smoking equipment or smoking product but does not include smoke or smoking where smoke or smoking is used in a stage production of a theatrical performance;

3.0 THAT section 2.1 of By-Law 3596 shall be amended as follows:

2.4 No person shall smoke outdoors within 9 meters of any entrance to the Tillsonburg Town Centre Mall or within 9 meters of the designate patio area located at the front of said Mall.

4.0 THAT this by-law shall come into full force and effect upon final passing hereof.

READ A FIRST AND SECOND TIME THIS 15th DAY OF October, 2019.

READ A THIRD TIME AND FINALLY PASSED THIS 15th DAY OF October, 2019.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 4348**

A BY-LAW TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR FINANCING CERTAIN ONGOING CAPITAL WORK(S) OF THE CORPORATION OF THE TOWN OF TILLSONBURG (THE “LOWER-TIER MUNICIPALITY”); TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH CAPITAL WORK(S); AND TO AUTHORIZE LONG-TERM BORROWING FOR SUCH CAPITAL WORK(S) THROUGH THE ISSUE OF DEBENTURES BY THE COUNTY OF OXFORD (THE “UPPER-TIER MUNICIPALITY”) TO OILC

WHEREAS the Municipal Act, 2001 (Ontario), as amended, (the “Act”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Lower-tier Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (“Schedule “A”) authorizing the capital work(s) described in column (2) of Schedule “A” (the “Capital Work(s)”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A”, subject in each case to approval by OILC of the financing for such Capital Work(s) requested by the Lower-tier Municipality in the Application as hereinafter defined;

AND WHEREAS before the Council of the Lower-tier Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the “Regulation”), the Council of the Lower-tier Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “Updated Limit”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “Authorized Expenditure” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Lower-tier Municipality to exceed the Updated Limit, and accordingly the approval of the Local Planning Appeal Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Lower-tier Municipality;

AND WHEREAS subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is a lower-tier municipality in a regional municipality and it has approved the work and the upper-tier municipality has approved the issue of debentures for the work;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS subsection 401(3) of the Act provides that a lower-tier municipality in a regional municipality does not have the power to issue debentures and accordingly the Lower-tier Municipality intends that the Upper-tier Municipality will issue debentures in respect of the Capital Work(s) and will request that the Upper-tier Municipality do so;

AND WHEREAS subsection 403(1) of the Act provides that a by-law of an upper-tier municipality authorizing the issuing of debentures for the purposes or joint purposes of one or more of its lower-tier municipalities may require those lower-tier municipalities to make payments in each year to the upper-tier municipality in the amounts and on the dates specified in the by-law;

AND WHEREAS the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act and subsection 403(7) of the Act provides that all debentures issued under a by-law passed by an upper-tier municipality under section 403 are direct, joint and several obligations of the upper-tier municipality and its lower-tier municipalities;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining temporary and long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital work(s) to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Lower-tier Municipality requested the Upper-tier Municipality to issue debentures for the Capital Work(s) and in this connection the Upper-tier Municipality and the Lower-tier Municipality completed and submitted or is in the process of submitting an application to OILC, as the case may be (the "Application") to request financing for the Capital Work(s) by way of long-term borrowing pursuant to section 403 of the Act through the issue of debentures by the Upper-tier Municipality to OILC and by way of temporary borrowing by the Lower-tier from OILC pending the issue of such debentures;

AND WHEREAS OILC has accepted and has approved or will notify the Lower-tier Municipality only if it accepts and approves the Application, as the case may be;

AND WHEREAS the Upper-tier Municipality has approved the issue of debentures for the Capital Work(s) to OILC in the maximum aggregate principal amount of \$997,600.00 (the "Debentures"); and OILC has indicated that pending the issue of the Debentures it will provide financing by way of temporary advances to the Lower-tier Municipality in respect of the Capital Work(s);

AND WHEREAS the Lower-tier Municipality will enter into a financing agreement with OILC pursuant to the terms of which OILC will provide temporary advances to the Lower-tier Municipality in respect of the Capital Work(s);

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

1. The Council of the Lower-tier Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC, in cooperation with the Upper-tier Municipality, for the financing of the Capital Work(s) by way of temporary borrowing from OILC, pending the issue of the Debentures, in the maximum aggregate principal amount of \$997,600.00 substantially in the form of Schedule "B" hereto and forming part of this By-law, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.
2. The Mayor and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Lower-tier Municipality a financing agreement (a "Financing Agreement") with OILC that provides for temporary borrowing from OILC under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
3. The Mayor and/or the Treasurer are hereby authorized, pending the substantial completion of the Capital Work or of each Capital Work, as the case may be, or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of the Capital Work or of each Capital Work, as the case may be, on the terms and conditions provided in the Financing Agreement which Financing Agreement provides that the information contained in the Record, as defined in the Financing Agreement, in respect of such temporary borrowings shall be deemed final, conclusive and binding on the

Lower-tier Municipality, and on such other terms and conditions as such authorized officials may agree; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowings allocated to the Capital Work or to each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.

4. In accordance with the provisions of section 25 of the Ontario Infrastructure and Lands Corporation Act, 2011, as amended from time to time hereafter, the Lower-tier Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Lower-tier Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Lower-tier Municipality, amounts not exceeding the amounts that the Lower-tier Municipality fails to pay to OILC on account of any unpaid indebtedness of the Lower-tier Municipality to OILC under any outstanding temporary borrowing and/or the Debentures, as the case may be (the "Obligations") and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. For the purposes of meeting the Obligations, the Lower-tier Municipality shall provide for raising in each year as part of the general lower-tier levy the amounts of principal and interest payable in each year under any outstanding temporary borrowing and/or any Debenture outstanding pursuant to the Financing Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
6. a) The Mayor and/or the Treasurer are hereby authorized to enter into, execute and deliver the Financing Agreement, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Lower-tier Municipality in order to perform the Obligations of the Lower-tier Municipality under the Financing Agreement, to request and receive any temporary borrowing, and the Treasurer is authorized to affix the Lower-tier Municipality's municipal seal to any such documents and papers.

b) The money realized in respect of any temporary borrowing for the Capital Work(s) and the Debentures, including any premium, and any earnings derived from the investment of that money after providing for the expenses related to any such temporary borrowing and to the issue of the Debentures by the Upper-tier Municipality, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.

7. This By-law takes effect on the day of passing.

READ A FIRST AND SECOND TIME THIS 15th day of OCTOBER, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 15th day of OCTOBER, 2019.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson

Schedule "A"
to By-Law 4348
(Ongoing Capital Work(s))

| (1) <u>By-Law</u> <u>Number/ Capital</u> <u>Work Number</u> | (2) <u>Description of Capital Work</u> | (3) <u>Estimated</u> <u>Expenditure</u> | (4) <u>Loan</u> <u>Amount</u> |
|--|--|---|-------------------------------------|
| | | \$ | \$ |
| 4221 | Fire Communications Infrastructure South Huron | \$37,600.00 | \$37,600.00 |
| 4299 | Lawrie Jane Reid Road Reconstruction and Urbanization | \$340,000.00 | \$340,000.00 |
| 4299 | Bradburn Subdivision Phase 2 | \$490,000.00 | \$490,000.00 |
| 4299 | Unit 26 Replacement Dodge Ram Truck | \$35,000.00 | \$35,000.00 |
| 4299 | Community Centre Hot Water System Replacement | \$100,000.00 | \$95,000.00 |

**Schedule “B”
to By-Law 4348
(OILC Application)**

Webloans Loan Application PDF

| | |
|-----------------|---|
| FA Number | 1418 |
| Application for | Tillsonburg, The Corporation of The Town of |

Projects

| ID | SIT Project ID | Project Name | Construction/Purchase Start | Construction/Purchase End | Project Cost | OILC Loan Amount |
|-----|----------------|---|-----------------------------|---------------------------|--------------|------------------|
| 961 | 1 | Fire Communications Infrastructure South Huron | 09/10/2018 | 12/31/2018 | \$37,600.00 | 37,600.00 |
| 962 | 2 | Lawrie Jane Reid Road Reconstruction and Urbanization | 04/01/2019 | 09/01/2019 | \$340,000.00 | 340,000.00 |
| 963 | 3 | Bradburn Subdivision Phase 2 | 05/01/2019 | 10/01/2019 | \$490,000.00 | 490,000.00 |
| 964 | 4 | Unit 26 Replacement Dodge Ram Truck | 03/01/2019 | 05/01/2019 | \$35,000.00 | 35,000.00 |
| 965 | 5 | Community Centre Hot Water System Replacement | 05/01/2019 | 12/01/2019 | \$100,000.00 | 95,000.00 |

Details of Project Fire Communications Infrastructure South Huron

| | |
|----------------------------------|---|
| Project Category | Municipal Other Infrastructure |
| Work Type | Fire |
| Other Description | Fire dispatch equipment |
| Project Name | Fire Communications Infrastructure South Huron |
| Construction/Purchase Start | 09/10/2018 |
| Construction/Purchase End | 12/31/2018 |
| Energy Conservation | <input type="checkbox"/> |
| Project Address 1 | 80 Concession Street East |
| Project Address 2 | |
| City / Town | Tillsonburg |
| Province | ON |
| Postal Code | |
| Description | equipment required to contract fire dispatch services for the Municipality of South Huron |
| Comments and/or Special Requests | |
| Project Life Span (Years) | 5 |

Project Financial Information

Project Cost (A)

\$37,600.00

Other Project Funding / Financing (B):

Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

| Required Date | Amount | Term | Type |
|---------------------------|-------------|------|--------|
| 12/01/2019 | \$37,600.00 | 5 | Serial |
| Long-term Borrowing Total | \$37,600.00 | | |

Details of Project Lawrie Jane Reid Road Reconstruction and Urbanization

Project Category

Municipal Roads Infrastructure

Project Name

Lawrie Jane Reid Road Reconstruction and Urbanization

Construction/Purchase Start

04/01/2019

Construction/Purchase End

09/01/2019

Energy Conservation

☐

Project Address 1

Lowrie Crescent, Reid Street and Jane Street

Project Address 2

City / Town

Tillsonburg

Province

ON

Postal Code

Description

Reconstruction and urbanization of Lowrie Crescent, Reid Street and Jane Street

Comments and/or Special Requests

Project Life Span (Years)

50

Project Financial Information

Project Cost (A)

\$340,000.00

Other Project Funding / Financing (B):

Other Project Funding/Financing Total (B)

\$0.00

OILC Loan Amount (A-B)

\$340,000.00

Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

| Required Date | Amount | Term | Type |
|---------------------------|--------------|------|--------|
| 12/01/2019 | \$340,000.00 | 25 | Serial |
| Long-term Borrowing Total | \$340,000.00 | | |

Details of Project Bradburn Subdivision Phase 2

Project Category

Municipal Roads Infrastructure

Project Name

Bradburn Subdivision Phase 2

Construction/Purchase Start

05/01/2019

Construction/Purchase End

10/01/2019

Energy Conservation ☐

Project Address 1

James Street, Brad Avenue, Hilldrop Crescent

Project Address 2

City / Town

Tillsonburg

Province

ON

Postal Code

Description

reconstruction of the pavement structure including barrier curb and gutter, sidewalks, the installation of new storm sewers and catch basins

Comments and/or Special Requests

Project Life Span (Years)

50

Project Financial Information

Project Cost (A)

\$490,000.00

Other Project Funding / Financing (B):

Other Project Funding/Financing Total (B)

\$0.00

OILC Loan Amount (A-B)

\$490,000.00

Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

| Required Date | Amount | Term | Type |
|---------------------------|--------|------|--------|
| 12/01/2019 | \$0.00 | 25 | Serial |
| Long-term Borrowing Total | \$0.00 | | |

Details of Project Unit 26 Replacement Dodge Ram Truck

Project Category

Municipal Other Infrastructure

Work Type

Others

Other Description

Fleet Vehicle Replacement

Project Name

Unit 26 Replacement Dodge Ram Truck

Construction/Purchase Start

03/01/2019

Construction/Purchase End

05/01/2019

Energy Conservation ☐

Project Address 1

20 Spruce Street

Project Address 2

City / Town

Tillsonburg

Province

ON

Postal Code

Description

Replacement for 2005 Light Duty Caravan

Comments and/or Special
Requests

Project Life Span (Years)

8

Project Financial Information

Project Cost (A)

\$35,000.00

Other Project Funding / Financing (B):

Other Project Funding/Financing Total (B)

\$0.00

OILC Loan Amount (A-B)

\$35,000.00

Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

Required Date

Amount

Term

Type

12/01/2019

\$0.00

5

Serial

Long-term Borrowing Total

\$0.00

Details of Project Community Centre Hot Water System Replacement

Project Category

Recreation Infrastructure

Work Type

Muni Indoor & Outdoor Cap Infr

Project Name

Community Centre Hot Water System Replacement

Construction/Purchase Start

05/01/2019

Construction/Purchase End

12/01/2019

Energy Conservation



Project Address 1

45 Hardy Ave

Project Address 2

City / Town

Tillsonburg

Province

ON

Postal Code

Description

Replace end of life and failing domestic hot water system and integrate with heat recovery loop

Comments and/or Special
Requests

Project Life Span (Years)

10

Project Financial Information

Other Project Funding / Financing (B):

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| Description | Timing | Amount |
|--|----------|--------------------|
| Grants | Expected | \$5,000.00 |
| Other Project Funding/Financing Total (B) | | \$5,000.00 |
| OILC Loan Amount (A-B) | | \$95,000.00 |

Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

| Required Date | Amount | Term | Type |
|----------------------------------|-------------|--------------------|--------|
| 12/01/2019 | \$95,000.00 | 10 | Serial |
| Long-term Borrowing Total | | \$95,000.00 | |

Debt and Re-payments Summary

Has there been any new/undisclosed debt acquired since last FIR was submitted?

☐ Yes ☒ No

Please describe any re-financing plans for any existing "interest only" debt, if applicable.

Non Re-payments of Loans or Debenture

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

If yes, please provide details.

OILC Loan Repayment Information

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

| | |
|---------------------|----------------|
| Taxation | 83.00 |
| User Fees | 17.00 |
| Service Charges | 0.00 |
| Development Charges | 0.00 |
| Connection Fees | 0.00 |
| Repayment Subsidies | 0.00 |
| Other | |
| Total | 100.00% |

Documentation and Acknowledgements

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-Law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

☒ I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

Please note: OILC retains the right to request and review any additional information or documents at its discretion.

Confidential Information

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 4349**

A BY-LAW to adopt a Municipal Investment Policy for the Town of Tillsonburg.

WHEREAS under Section 8. (1) of the Municipal Act, 2001, S.O., 2001, c.25, as amended, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

AND WHEREAS under Section 7. (1) of Ontario Regulation 438/97, before a municipality invests in a security prescribed under this Regulation, the council of the municipality shall, if it has not already done so, adopt a statement of the municipality's investment policies and goals.

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg is desirous of adopting a Municipal Investment Policy.

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

1. THAT the Tillsonburg Investment Policy attached hereto as "Schedule A" is hereby adopted and forms part of this by-law.
2. This By-Law shall come into full force and take effect upon the final passing hereof.

READ A FIRST AND SECOND TIME THIS 15th day of OCTOBER, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 15th day of OCTOBER, 2019.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson



FINANCE AND ACCOUNTING
Policy 5-003: Investment Policy

Approval Date: October 15, 2019
Approval Authority: Council, By-Law 4349
Effective Date: October 15, 2019

Next Scheduled Review Year:
Department: Finance
Last reviewed: October 15, 2019
Revision Date/s:
Schedules: n/a

POLICY STATEMENT

This policy, to be referred to as the “Investment Policy”, shall govern the investment activities of the Town of Tillsonburg operating account, its trust accounts, reserves and reserve funds. It shall be administered by the Finance Department, and comes into force and effect on the date adopted.

PURPOSE

The purpose of this policy is to maximize investment income at a minimal risk to capital. Accordingly, the emphasis for investments is security first, liquidity second, and third, overall yield. The purpose of this policy is to ensure integrity of the investment management process and to establish a reporting structure.

AUTHORITY

Section 418 of the *Municipal Act, 2001*, *Ontario Regulation 438/97*, and *Ontario Regulation 43/18*, are the legislative authority for the investment guidelines of municipal funds. A summary of the pertinent legislative guidelines as it applies to the Town's eligible investment portfolio is as follows:

1. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by Canada or a province or territory of Canada or an agency of Canada;
2. Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a municipality in Canada including the municipality making the investment, a school board in Canada, a local board as defined in the *Municipal Affairs Act*, and the *Municipal Finance Authority of British Columbia*;
3. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments, bonds, debentures or evidence of long-term indebtedness issued or guaranteed, by a bank (as listed in Schedule I, II or III to the *Bank Act*), a loan corporation or trust corporation (that is registered under the *Loan and Trust Corporations Act*), or a credit union or league to which the *Credit Unions and Caisses Populaires Act, 1994*, applies.

Earnings from the combined investment shall be credited to the fund from which they originated in proportion to the amount invested.

Signing Authority:

Investments made by the Town are settled by cheque requisition or by Electronic Funds Transfer with prior approval by the Treasurer (Deputy Treasurer).

Reporting:

The Treasurer shall provide an annual investment report that details the status of current investments.

Responsibility:

Investment decisions are delegated to the Treasurer. The Treasurer or the designate enters into arrangements with banks and other financial institutions for the purchase, sale, redemption, transfer, issuance, transfer and safekeeping of investments.

POLICY

Investment Policy Objectives:

Minimization of Credit Risk

Meeting the first objective forces the adoption of a defensive policy to minimize the risk of incurring a capital loss and of preserving the value of the invested principal. This is accomplished by investing in properly rated financial instruments.

Maintenance of Liquidity

The term liquidity implies a high degree of marketability and a high level of price stability. A proportionate ratio of short and medium term maturities are maintained so as to meet the known funding requirements of the Town.

Rate of Return

Investment yields can only be sought within the boundaries set by the two foregoing objectives. Yields will fluctuate by institution as per individual credit ratings (greater risk confirmed by a lower credit rating). For example an instrument of a small trust company would in many cases have a slighter higher yield than a major bank and conversely a small Province would have a higher yield than a large Province.

Eligible Investment Institutions

Eligible investment institutions are limited to those restricted to provide minimum risk as follows:

1. Investments issued or guaranteed by the Government of Canada, province or territory of Canada, including an agency of Canada or a province or territory of Canada, a school board or similar entity in Canada, or a local board as defined in the Municipal Affairs Act.
2. Investments issued or guaranteed by a municipality in Canada, including the Municipal Finance Authority of British Columbia.
3. Bonds, debentures or evidence of long-term indebtedness issued or guaranteed by a bank (as listed in Schedule I or II of the Bank Act), by a loan or trust corporation (which is registered under the Loan and Trust Corporations Act), subject to a minimum Dominion Bond

Rating Service (DBRS) rating of "AA low", Moody's Investor Services Inc. of "Aa3" or Standard and Poor's of "AA-" as it applies under paragraph 3.1 or 4.1 of section 2 of *O. Reg. 43/18*.

4. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments the terms of which provide that the principal and interest shall be fully repaid no later than two years after the day the investment was made.
5. Bonds, debentures or other evidence of long-term indebtedness issued or guaranteed, by a bank (as listed in Schedule I or II to the Bank Act), a loan corporation or trust corporation (that is registered under the Loan and Trust Corporations Act).
6. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments, the terms of which provide that the principal and interest shall be fully repaid more than two years after the day the investment was made if the receipt, note, certificate or instrument was issued, guaranteed or endorsed by a credit union or league to which the Credit Unions and Caisses Populaires Act, 1994 applies provided that the required financial indicators are met by the credit union or league.

Banking Arrangements

To facilitate movement of investment funds to and from different banks and financial institutions there is a requirement to open special purpose bank accounts designated for investment purposes. These accounts are designated for investment transactions only and are not to be used for the Town's day-to-day banking requirements.

Authorization requirements for these special purpose accounts vary from one institution to another. The Treasurer (Deputy Treasurer) and Mayor (Deputy Mayor) are authorized to establish such special purpose accounts as required by the particular financial institution. A report to Council authorizing the account is not required providing that such arrangements are similar to those for other financial institutions. If, in the opinion of the Treasurer, the requirements for the new institution are sufficiently different from other existing special account requirements, a report will be presented to Council outlining the differences and seeking Council approval.

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 4350

A BY-LAW To Amend Schedule A of By-Law 4247, to Define the Mandate and Membership for Committees Established By The Corporation Of The Town of Tillsonburg.

WHEREAS it is deemed necessary and expedient to amend Schedule A of By-Law 4247.

BE IT THEREFORE ENACTED by the Council of the Corporation of the Town of Tillsonburg as follows:

1. THAT Schedule A of By-Law 4247 be amended as attached hereto;
2. THAT these amendments to Schedule A of By-Law 4247 are hereby declared to be part of that By-Law as if written therein.
3. THAT this By-law shall come into full force and effect upon passing.

READ A FIRST AND SECOND TIME THIS 15th day of OCTOBER, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 15th day of OCTOBER, 2019.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson

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

| | | |
|---|--|---|
| Tillsonburg Transit Advisory Committee | | <p>By-law 4250 Schedule A</p> <p>The objective of the Tillsonburg Transit Advisory Committee (TTAC) is to oversee and advise Town Council on the governance oversight of the Town's service providers contract for transit and specifically the policies and procedures related to service delivery of transit. The TTAC will provide a forum for input, exchange of ideas and debate on conventional and mobility transit related issues with representation from all affected groups in the community. The committee should use the Mandate to set out a clear plan for the term of the Committee. Create a high level work plan to define the scope and establish the framework and overall approach for transit. Set out goals the committee will work towards accomplishing.</p> |
|---|--|---|

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 4347

BEING A BY-LAW to confirm the proceedings of Council at its meeting held on the 15th day of October, 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 October 15, 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 15th DAY OF OCTOBER, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 15th DAY OF OCTOBER, 2019.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson