

Table of Contents

| | |
|--|-----|
| Agenda | 3 |
| Minutes, March 13, 2017 | |
| 170313 Council MIN | 12 |
| Tillsonburg Fair Update & Request | |
| Delegation Request - Tillsonburg Fair Board | 25 |
| Tractor Pull Information | 28 |
| Presentation - Tillsonburg Fair | 30 |
| 2017 Premier's Award for Agri-Food Innovation Excellence Program | |
| 2017 Premier's Award for Agri-Food Innovation Excellence Program. | 53 |
| Memo County of Oxford, Report CAO 2017-04, Options for the Head of Council (Warden) Selection and Term | |
| Clerks - CAOs - Report No CAO 2017-04. | 57 |
| CL 17-03, Community Strategic Plan Update | |
| CL 17-03, Community Strategic Plan Update. | 63 |
| CL 17-07, Committee Appointments | |
| CL 17-07 - Committee Appointments | 73 |
| By-Law 4087 | 75 |
| Schedule A - Committee Appointment By-Law | 76 |
| CL 17-09, Authorize Voting Method | |
| CL 17-09 Authorize Voting method | 81 |
| By-law 4091 voting method 2018 election. | 83 |
| Report DCS 17-10 Lease of Town's Industrial Lands for Agricultural Purposes | |
| Report DCS 17-10 | 84 |
| Lease Agreement. | 87 |
| OPS 17-09 Results for RFP 2017-002 Airport Fuel Card Lock System | |
| OPS 17-09 Results for RFP 2017-002 Airport Fuel Card Lock System | 95 |
| RCP 17-20 – Tillsonburg Pumptrack | |
| RCP 17-20 Tillsonburg Pumptrack. | 97 |
| KSMSPT Long Term Site Plan | 100 |
| Letter re Tillsonburg Pumptrack. | 101 |
| RCP 17-21 - Canada 150 Celebration Tree Program | |
| RCP 17-21 - Canada 150 Celebration Tree Program. | 102 |
| RCP 17-22 – Sole or Single Source Procurement Authorizations | |
| RCP 17-22 – Sole or Single Source Procurement Authorizations. | 104 |
| RCP 17-23 – Tillsonburg District Craft Guild Service Agreement | |
| RCP 17-23 - Tillsonburg District Craft Guild Service Agreement | 106 |
| Agreement | 108 |

| | |
|---|-----|
| Minutes, Heritage, Beautification & Cemetery Advisory Committee | |
| 170309 HBC MIN | 111 |
| LPRCA Minutes | |
| LPRCA 170118 MIN | 113 |
| LPRCA 170201 MIN | 121 |
| LPRCA 170224 AGM MIN | 129 |
| By-Law 4087, To amend Schedule A of By-Law 3876 (Committee Appointments) | |
| By-Law 4087 | 137 |
| Schedule A - Committee Appointment By-Law | 138 |
| By-Law 4091, To Authorize the Voting Method for the 2018 Municipal Election | |
| By-Law 4091 | 143 |
| By-Law 4092, To Amend Zoning By-Law No. 3295 (Town of Tillsonburg Non-Profit Housing, ZN 7-16-09) | |
| By-Law 4092 | 144 |
| Schedule A | 145 |
| By-Law 4093, To authorize a Service Agreement with the Tillsonburg District Craft Guild | |
| By-Law 4093 | 146 |
| Agreement - Tillsonburg District Craft Guild | 147 |
| By-Law 4094, Authorize Agreement with John Vieraitis | |
| Bylaw 4094 | 150 |
| Agreement - Industrial Land Lease | 151 |
| By-Law 4095, To confirm the proceedings of Council | |
| Confirming By-Law | 159 |



COUNCIL MEETING

Monday, March 27, 2017

6:00 PM

Council Chambers
200 Broadway, 2nd Floor

AGENDA

1. Call to Order

2. Adoption of Agenda

Proposed Resolution #1

Moved By:

Seconded By:

THAT the Agenda as prepared for the Council meeting of Monday, March 27, 2017, be adopted.

3. Moment of Silence

4. Disclosures of Pecuniary Interest and the General Nature Thereof

5. Adoption of Council Minutes of Previous Meeting

5.1. Minutes of the Meeting of March 13, 2017

[170313 Council MIN](#)

Proposed Resolution #2

Moved By:

Seconded By:

THAT the Minutes of the Council Meeting of March 13, 2017, be approved.

6. Delegations and Presentations

6.1. Volunteer Achievement Award Presentation - Mark Smith

Presented By: Mary Anne VanGeertruyde, Special Awards Committee

6.2. Tillsonburg Fair Update & Request

Presentation By: Michael Dean, Past President
Jennifer Dean, Secretary - Tillsonburg Tri-County Agricultural Society

[Delegation Request - Tillsonburg Fair Board](#)

[Tractor Pull Information](#)

[Presentation - Tillsonburg Fair](#)

Proposed Resolution #3

Moved By:

Seconded By:

THAT Council receive the presentation regarding the Tillsonburg Fair Update & Request, as information.

6.3. Canada 150 Sculpture

Delegation By: Aleksandra Webber, Marwood Metal Fabrication

Proposed Resolution #4

Moved By:

Seconded By:

THAT Council receive the delegation regarding the Canada 150 Sculpture, as information.

7. Public Meetings

8. Planning Applications

9. Information Items

9.1. 2017 Premier's Award for Agri-Food Innovation Excellence Program

[2017 Premier's Award for Agri-Food Innovation Excellence Program](#)

9.2. Memo County of Oxford, Report CAO 2017-04, Options for the Head of Council (Warden) Selection and Term

[Clerks - CAOs - Report No CAO 2017-04](#)

Proposed Resolution #5

Moved By:

Seconded By:

THAT Council receive items 9.1 and 9.2, as information.

10. Mayor

11. Quarterly Reports

12. Reports from Departments

12.1. Chief Administrative Officer

12.2. Clerk's Office

12.2.1. CL 17-03, Community Strategic Plan Update

[CL 17-03, Community Strategic Plan Update](#)

Proposed Resolution #6

Moved By:

Seconded By:

THAT Council receive Report CL 17-03, Community Strategic Plan Update as information.

12.2.2. CL 17-07, Committee Appointments

[CL 17-07 - Committee Appointments](#)

[By-Law 4087](#)

[Schedule A - Committee Appointment By-Law](#)

Proposed Resolution #7

Moved By:

Seconded By:

THAT Council receive Report CL 17-07, Committee Appointments;

AND THAT _____, be appointed to the Accessibility Advisory Committee;

AND THAT _____, be appointed to the Canada 150 Committee;

AND THAT By-law 4087, To amend Schedule A of By-Law 3876, be brought forward for Council's consideration.

12.2.3. CL 17-09, Authorize Voting Method

[CL 17-09 Authorize Voting method](#)
[By-law 4091 voting method 2018 election](#)

Proposed Resolution #8

Moved By:

Seconded By:

THAT Council receive Report CL 17-09, Authorize Voting method;
AND THAT By-Law 4091 to authorize the use of the Internet and Telephone Voting method for the 2018 Municipal Election, be brought forward for Council's consideration.

12.3. Development and Communication Services

12.3.1. DCS 17-10, Lease of Town's Industrial Lands for Agricultural Purposes

[Report DCS 17-10](#)
[Lease Agreement](#)

Proposed Resolution #9

Moved By:

Seconded By:

THAT Council receive Report DCS 17-10, Lease of Town's Industrial Lands for Agricultural Purposes;
AND THAT the Mayor and Clerk be authorized to enter into a lease agreement with John Vieraitis for the lands described as:

- (i) Lands located on the south side of Hwy 3, legally described as part of Lots 1 and 2, Concession 5, North of Talbot Road, and more particularly described as, Parts 1, 2, 3, 4, 13 and part of Part 12 and 15, RP 41R-8336, consisting of approximately 37 acres of arable land;
- (ii) Lands located on the east side of Highway 19 (Vienna Road), legally described as Lot 1613, Lot 1638B, Plan 500; part of Lots 8 and 9, Concession 4, North of Talbot Road, consisting of approximately 17 acres of farmable land, and including:
 - a. Unnamed Road adjacent to Lots 1612, 1613 and 1614, Part 2, Plan 41R-6496;
 - b. Unnamed Road adjacent to Lots 1612, 1613 and 1614; and,
- (iii) Lands located on the west side of Rokeby Sideroad, legally described as

Lot 1641, Plan 500, MID Con 4 North of Talbot Road, Pt Lot 10, being part of Parts 1 & 2, Plan 41R-8386 (Oxford Registration #)/37R-10038, consisting of approximately 27 acres of arable land; for a three year term expiring on December 31, 2019 subject to the terms and conditions contained within the lease agreement;

AND THAT a By-law, be brought forward for Council's consideration.

12.4. Finance

12.5. Fire and Emergency Services

12.6. Operations

12.6.1. OPS 17-09, Results for RFP 2017-002 Airport Fuel Card Lock System

[OPS 17-09 Results for RFP 2017-002 Airport Fuel Card Lock System](#)

Proposed Resolution #10

Moved By:

Seconded By:

THAT Council receive Report OPS 17-09, Results for RFP 2017-002 Airport Fuel Card Lock System;

AND THAT Council award RFP 2017-002 to Kardtech Inc. of Brampton, Ontario at a cost of \$54,899.52 (net HST included), the highest scoring proposal received.

12.7. Recreation, Culture & Park Services

12.7.1. RCP 17-20, Tillsonburg Pumptrack

[RCP 17-20 Tillsonburg Pumptrack](#)

[KSMSPT Long Term Site Plan](#)

[Letter re Tillsonburg Pumptrack](#)

Proposed Resolution #11

Moved By:

Seconded By:

THAT Council receive Report RCP 17-20, Tillsonburg Pumptrack;

AND THAT Council endorse the long term plan for the pumptrack area so that ongoing fundraising efforts can be given focus and sanction.

12.7.2. RCP 17-21, Canada 150 Celebration Tree Program

[RCP 17-21 - Canada 150 Celebration Tree Program](#)

Proposed Resolution #12

Moved By:

Seconded By:

THAT Council receive Report RCP 17-21, Canada 150 Celebration Tree Program;

AND THAT Council endorse the recommended implementation plan for a Celebration Tree Program in 2017 to commemorate Canada's 150th anniversary.

12.7.3. RCP 17-22, Sole or Single Source Procurement Authorizations

[RCP 17-22 – Sole or Single Source Procurement Authorizations](#)

Proposed Resolution #13

Moved By:

Seconded By:

THAT Council receive Report RCP 17-22, Sole or Single Source Procurement Authorizations;

AND THAT Council authorize staff to procure the products and services listed in Report RCP 17-22 from the indicated sole or single source.

12.7.4. RCP 17-23, Tillsonburg District Craft Guild Service Agreement

[RCP 17-23 - Tillsonburg District Craft Guild Service Agreement Agreement](#)

Proposed Resolution #14

Moved By:

Seconded By:

THAT Council receive Report RCP 17-23, Tillsonburg District Craft Guild Service Agreement;

AND THAT the Mayor and Clerk, be authorized to sign the Service Agreement with the Tillsonburg District Craft Guild for 2017;

AND THAT a By-law, be brought forward for Council's consideration.

13. Unfinished Business

14. Staff Information Reports

15. Committee Minutes & Reports

- 15.1. Minutes, Heritage, Beautification & Cemetery Advisory Committee
[170309 HBC MIN](#)

Proposed Resolution #15

Moved By:

Seconded By:

THAT Council receive the Minutes of the Heritage, Beautification & Cemetery Advisory Committee for March 9, 2017, as information.

- 15.2. LPRCA Minutes
[LPRCA 170118 MIN](#)
[LPRCA 170201 MIN](#)
[LPRCA 170224 AGM MIN](#)

Proposed Resolution #16

Moved By:

Seconded By:

THAT Council receive the Minutes of the LPRCA for January 18, 2017, February 1, 2017 and February 24, 2017, as information.

16. Notice of Motions for which previous notice was given

- 16.1. Lion's Auditorium Kitchen Upgrades

Proposed Resolution #17

Moved By: Councillor Adam

Seconded By:

THAT a staff report outlining the budget and timelines for the Tillsonburg Community Complex Lion's Auditorium kitchen upgrades phase 1, be prepared for the April 10, 2017 regular Council meeting.

16.2. Municipal Election ActProposed Resolution #18

Moved By: Councillor Rosehart Seconded By:

THAT Council request that the Minister of Municipal Affairs review section 17 (3)(2) of the Municipal Elections Act to lobby for changes to the Act to allow owners of corporations who own businesses within the Municipality to vote at Municipal Elections.

17. Resolutions**18. Resolutions Resulting from Closed Session****19. By-Laws****By-Laws from the Meeting of Monday, March 27, 2017**Proposed Resolution #19

Moved By:

Seconded By:

- 19.1.** THAT [By-Law 4087](#), To amend Schedule A of By-Law 3876 to Define the Mandate, Membership and Meeting Procedures for Committees Established by The Corporation of the Town of Tillsonburg, [Schedule A](#);
AND THAT [By-Law 4091](#), To Authorize the Voting Method for the 2018 Municipal Election;
AND THAT [By-Law 4092](#), To Amend Zoning By-Law No. 3295 (Town of Tillsonburg Non-Profit Housing, ZN 7-16-09), [Schedule A](#);
AND THAT [By-Law 4093](#), To authorize a Service Agreement with the Tillsonburg District Craft Guild, [Agreement](#);
AND THAT [Bylaw 4094](#), To Authorize a Land Lease Agreement between The Corporation of the Town of Tillsonburg and John Vieraitis, [Agreement](#), be read for a first, second and 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.

Proposed Resolution #20

Moved By:

Seconded By:

- 19.2.** THAT [By-Law 4095](#), To confirm the proceedings of Council at its meeting held on the 27th day of March, 2017, be read for a first, second and 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 #21

Moved By:

Seconded By:

THAT the Council Meeting of Monday, March 27, 2017 be adjourned at _____ p.m.



COUNCIL MEETING

Monday, March 13, 2017

6:00 PM

Council Chambers
200 Broadway, 2nd Floor

MINUTES

ATTENDANCE

Mayor Stephen Molnar
Deputy Mayor Dave Beres
Councillor Maxwell Adam
Councillor Penny Esseltine
Councillor Jim Hayes
Councillor Chris Rosehart
Councillor Brian Stephenson

Staff:

David Calder, CAO
Donna Wilson, Town Clerk
Dave Rushton, Director of Finance/Treasurer
Kevin DeLeebeeck, Director of Operations
Rick Cox, Director of Recreation, Culture & Parks
Jeff Smith, Fire Chief
Tricia Smith, Deputy Clerk

1. Call to Order

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

2. Adoption of Agenda

Resolution #1

Moved By: Councillor Rosehart

Seconded By: Councillor Hayes

THAT the Agenda as prepared for the Council meeting of Monday, March 13, 2017, be adopted.

Carried

3. Moment of Silence

4. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

5. Adoption of Council Minutes of Previous Meeting

5.1. Minutes of the Meeting of March 2, 2017

[170302 Council MIN](#)

Resolution #2

Moved By: Councillor Rosehart

Seconded By: Councillor Hayes

THAT the Minutes of the Council Meeting of March 2, 2017, be approved.

Carried

6. Delegations and Presentations

6.1. Oxford County: Update on Trans Canada Trail Project

Presented By:

Peter Crockett - CAO, Oxford County | Future Oxford

Rick Cox - Director, Recreation, Culture & Parks, Chair,

Community Oxford

Frank Gross - Supervisor, Engineering Services, Oxford County

[Presentation](#)

Construction to commence on the Trans Canada Trail extension from Tillsonburg to Zenda Line in April.

North Street reconstruction to commence in June.

Completion for the resurfacing of Tillson Avenue anticipated in May.

Resolution #3

Moved By: Councillor Hayes

Seconded By: Councillor Rosehart

THAT Council receive the presentation regarding the Update on the Trans Canada Trail Project, as information.

Carried

6.2. Gibson House Deck

Presented By: Terry Ross, Tillsonburg Scout Association

[Delegation Request](#)

[Gibson Deck 1](#)

[Gibson Deck 2](#)

A permanent deck structure for Gibson House was proposed.

A request was made for \$8000-\$12,000 in funding from the Town to assist with the project.

Resolution #4

Moved By: Councillor Hayes

Seconded By: Councillor Rosehart

THAT Council receive the presentation regarding the Gibson House Deck as information;

AND THAT the matter, be referred to staff for review and bring back a report and recommendations as soon as possible.

Carried

7. Public Meetings

7.1. Applications for Official Plan Amendment & Zone Change - OP 16-11-7 & ZN 7-16-09 - Town of Tillsonburg Non-Profit Housing Corporation

[Official Plan Amendment Application](#)

[Zone Change Application](#)

[Previous Report CASPO 2017-17](#)

Eric Gilbert, Development Planner, County of Oxford, appeared before Council and presented CASPO Report 2017-17 for the applications for Official Plan Amendment & Zone Change.

A neighbourhood open house was provided by the applicant on February 21, 2017. No amendments were requested by the applicant to the Official Plan Amendment & Zone Change applications.

The Planned noted that concerns submitted to the Town regarding the proposed development would be addressed during the site plan process.

Opportunity was given for comments and questions.

Roderick VanRiesen, Board Member of the Tillsonburg Non-Profit Housing Corporation appeared before council in support of the applications.

Mr. VanRiesen addressed concerns received during the neighbourhood open house.

An amended drawing was circulated to council for the frontage of the building.

Larry Scanlan appeared before council in opposition to the applications.

A petition was received by council signed by neighbours of the proposed development.

Mr. Scanlan expressed concern for the layout, construction, tenancy mandate of the proposed development, impact on property values of neighbouring homes, for increased traffic congestion, and for the rezoning of the property.

Wendy Marve appeared before council in opposition to the applications to express concerns about the aesthetics and size of the proposed development, traffic impact and rezoning of the property.

She also opposed the proposed development location and expressed concern about the proximity to amenities for the seniors that would be residing there.

The applicant Stephen Culig, appeared before council in support of the applications and addressed concerns regarding the proposed development.

Ron Lang appeared before Council to seek clarification on the servicing of the proposed development.

The Director of Operations responded that servicing of the property would be addressed during the site plan process.

Norma Turner appeared before council in opposition to the applications and expressed concerns regarding drainage of the property and increased traffic resulting from the proposed development.

No other members of the public appeared in support of or in opposition to the applications.

Moved By: Councillor Stephenson Seconded By: Councillor Esseltine

THAT the signed Petition regarding the proposed 16-unit apartment complex at 8 Hardy Avenue and 13 Sanders Street (Official Plan Amendment & Zone Change File No. OP 16-11-7 & ZN 7-16-09) be received;

AND THAT the information, be referred to Report CASPO 2017-17 for deliberation.

Carried

Councillor Hayes requested a recorded vote.

Resolution #5

Moved By: Councillor Stephenson

Seconded By: Councillor Esseltine

THAT Council support the application to amend the Oxford County Official Plan (File No. OP 16-11-7) as submitted by Town of Tillsonburg Non-Profit Housing Corp., for lands located at 8 Hardy Avenue & 13 Sanders Street, in the Town of Tillsonburg to re-designate the subject property from Low Density Residential to Medium Density Residential to facilitate the construction of a one storey apartment building;
 AND THAT Council approve-in-principle the zone change application submitted by Town of Tillsonburg Non-Profit Housing Corp., whereby the lands described as Lots 598, 599 & 600, Plan 500, Part 1 of 41R-6762, Part 1 of 41R-6175, Part 1 of 41R-8912, known municipally as 13 Sanders Street and 8 Hardy Avenue, are to be rezoned from Low Density Residential Type 1 Zone (R1) to Medium Density Residential Zone (RM);
 AND THAT Council remove the site plan Approval process from staff for this property;
 AND THAT the approval process, be brought to Council for approval prior to any building permit issued.

| NAME | VOTE IN FAVOUR | VOTE AGAINST |
|-----------------------|----------------|--------------|
| Councillor Hayes | | X |
| Mayor Molnar | X | |
| Councillor Rosehart | | X |
| Councillor Stephenson | X | |
| Councillor Adam | X | |
| Deputy Mayor Beres | | X |
| Councillor Esseltine | X | |

The recorded vote reflects the vote is (4) in favour of the Motion and (3) against the Motion.

The motion is "Carried".

Council recessed at 8:26 p.m.

Council resumed at 8:36 p.m.

8. Planning Applications

9. Information Items

9.1. 2017 Senior of the Year Award

[Final Call for Nominations](#)

Resolution #6

Moved By: Councillor Stephenson

Seconded By: Councillor Esseltine

THAT Council receive item 9.1, as information.

Carried

10. Mayor

10.1. MYR 17-01 CAO Evaluation

[REPORTmayor17-01CAOevaluation](#)

Resolution #7

Moved By: Councillor Esseltine

Seconded By: Councillor Stephenson

That Council receive Report MYR 17-01, CAO Performance Evaluation 2016;

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

AND THAT Council appoints Mayor Molnar, Deputy Mayor Beres and Councillor Jim Hayes to the CAO Performance Review Committee.

Carried

11. Quarterly Reports

11.1. FIN17-08, 2016 Fourth Quarter Financial Results

[FIN17-08 2016 Fourth Quarter Financial Results](#)

[2016 Q4 Consolidated Results](#)

Resolution #8

Moved By: Councillor Esseltine Seconded By: Councillor Stephenson

THAT Council receive Report FIN 17-08, 2016 Fourth Quarter Financial Results, as information.

Carried

11.2. FIN17-09, Finance 2016 Q4 Results

[FIN17-09 2016 Fourth Quarter Finance Department Results](#)

[2016 Q4 Finance Department Results Summary](#)

Resolution #9

Moved By: Councillor Adam Seconded By: Deputy Mayor Beres

THAT Council receive Report FIN 17-09, 2016 Fourth Quarter Finance Department Results, as information.

Carried

11.3. DCS 17-07 - Building/Planning/By-Law Services 2016 Q4 Report

[DCS 17-07 - Building/Planning/By-Law Services 2016 Annual Report](#)

[Building & Protection Q4 Financial Summary](#)

Resolution #10

Moved By: Councillor Adam Seconded By: Deputy Mayor Beres

THAT Council receive Report DCS 17-07, Building/Planning/By-Law Services 2016 Annual Report, as information.

Carried

11.4. DCS 17-08 Economic Development and Marketing 2016 Q4 Results

[DCS 17-08](#)

[Financial Summary](#)

Resolution #11

Moved By: Deputy Mayor Beres Seconded By: Councillor Adam

THAT Council receive Report DCS 17-08, Economic Development and Marketing 2016 Q4 Results, as information.

Carried

11.5. OPS 17-07, Operations Services 2016 Q4 Results

[OPS 17-07 2016 Fourth Quarter Operations Services](#)

[OPS 17-07 Attachment 1 - Operating & Capital Summaries](#)

Resolution #12

Moved By: Deputy Mayor Beres Seconded By: Councillor Adam

THAT Council receive Report OPS 17-07, 2016 Fourth Quarter Operations Services, as information.

Carried

11.6. RCP 17-18 - Recreation Culture and Parks 2016 Q4 Results

[RCP 17-18 - Recreation Culture and Parks 2016 Q4 Results](#)

[RCP 2016 Financial Summaries](#)

Resolution #13

Moved By: Councillor Hayes Seconded By: Councillor Rosehart

THAT Council receive Report RCP 17-18, Recreation Culture and Parks 2016 Q4 Results, as information.

Carried

11.7. FRS 17-01, Fire 2016 Q4 Results.

[FRS 17-01 Fire Q4 2016](#)

[2016 Q4 Fire & Police Services Department Results Summary](#)

Resolution #14

Moved By: Councillor Rosehart Seconded By: Councillor Hayes

THAT Council receive Report FRS 17-01, Fourth Quarter 2016 Department Results, as information.

Carried

12. Reports from Departments

12.1. Chief Administrative Officer

12.1.1. CAO 17-02, Dedicated Provincial Gas Tax Funding - Public Transportation Program - Tillsonburg

[CAO 17-02 Dedicated Provincial Gas Tax Funding - Transit](#)

[CAO 17-02 Attachment](#)

Councillor Adam requested a recorded vote.

Resolution #15

Moved By: Councillor Stephenson Seconded By: Councillor Esseltine

THAT Council receive Report CAO 17-02, Dedicated Provincial Gas Tax Funding – Public Transportation Program - Tillsonburg;

AND THAT the Town of Tillsonburg supports the T-GO Transit System and is committed to providing ongoing annual support to begin April, 2017 in the amount of \$22,500 (Total eligible municipal contribution in 2017 of \$72,100);

AND THAT the Town of Tillsonburg agrees to receiving and being responsible for the Dedicated Gas Tax funds from the Province of Ontario for the T-GO Transit System;

AND THAT Council authorizes the CAO to complete all forms and supporting documentation for submission to the Ministry of Transportation to access the Dedicated Gas Tax Funds for a Public Transportation Program.

| NAME | VOTE IN FAVOUR | VOTE AGAINST |
|-----------------------|----------------|--------------|
| Councillor Adam | x | |
| Deputy Mayor Beres | | x |
| Councillor Esseltine | x | |
| Councillor Hayes | | x |
| Mayor Molnar | x | |
| Councillor Rosehart | | x |
| Councillor Stephenson | x | |

The recorded vote reflects the vote is (4) in favour of the Motion and (3) against the Motion.

The motion is "Carried".

12.2. Clerk's Office

12.3. Development and Communication Services

12.3.1. DCS 17-09, Highway 3 Business Park – Sole Sourcing (Consulting Services)

[DCS 17-09](#)

[Stantec Proposal](#)

Councillor Adam had left his seat and was not present for the vote.

Resolution #16

Moved By: Councillor Esseltine Seconded By: Councillor Stephenson

THAT Council receive Report DCS 17-09, Highway 3 Business Park – Sole Sourcing (Professional Services);

AND THAT staff be authorized to sole source professional engineering services from Stantec for the design, tender and project management of the Highway 3/Clearview Drive intersection project.

Carried

12.4. Finance

12.5. Fire and Emergency Services

12.6. Operations

12.6.1. OPS 17-08, OCIF Top-Up Component Agreement AC3-3236

[OPS 17-08 OCIF Top-Up Component Agreement AC3-3236](#)

[OPS 17-08 Attachment 1 - OCIF Top-Up Agreement AC3-3236](#)

Resolution #17

Moved By: Councillor Adam Seconded By: Deputy Mayor Beres

THAT Council receive Report OPS 17-08, Ontario Community Infrastructure Fund (OCIF) Top-Up Component Agreement AC3-3236;

AND THAT a By-law authorizing the Mayor and Clerk to execute Agreement OCIF AC3-3236 with the Province of Ontario, be brought forward for Council consideration;

AND THAT the Town's portion of \$88,991, be funded by debenture in the 2018 budget.

Carried

12.7. Recreation, Culture & Park Services

13. Unfinished Business

14. Staff Information Reports

15. Committee Minutes & Reports

15.1. Minutes, Canada 150 Committee

[170227 Canada 150 MIN](#)

15.2. Minutes, Museum Advisory Committee

[170223 Museum Advisory MIN](#)

Resolution #18

Moved By: Deputy Mayor Beres Seconded By: Councillor Adam

THAT Council receive the Minutes of the Canada 150 Committee for February 27, 2017 and of the Museum Advisory Committee for February 23, 2017, as information.

Carried

16. Notice of Motions

Moved By: Councillor Adam

THAT a staff report outlining the budget and timelines for the Tillsonburg Community Complex Lion's Auditorium kitchen upgrades phase 1, be prepared for the April 10, 2017 regular Council meeting.

Moved By: Councillor Rosehart

THAT Council request that the Minister of Municipal Affairs review section 17 (3)(2) of the Municipal Elections Act to lobby for changes to the Act to allow owners of corporations who own businesses within the Municipality to vote at Municipal Elections.

17. Resolutions

18. Resolutions Resulting from Closed Session

19. By-Laws

By-Laws from the Meeting of Monday, March 13, 2017

Resolution #19

Moved By: Councillor Hayes

Seconded By: Councillor Rosehart

- 19.1.** THAT By-law 4088, To authorize OCIF Top-Up Agreement with the Province of Ontario;
AND THAT By-Law 4089, To Amend Zoning By-Law 3295 (ZN 7-17-01 - Performance Communities Realty Inc.), be read for a first, second and 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

Resolution #20

Moved By: Councillor Hayes

Seconded By: Councillor Rosehart

19.2. THAT By-Law 4090, To confirm the proceedings of Council at its meeting held on the 13th day of March, 2017, be read for a first, second and third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

Carried

20. Items of Public Interest

21. Adjournment

Resolution #21

Moved By: Councillor Rosehart

Seconded By: Councillor Hayes

THAT the Council Meeting of Monday, March 13, 2017 be adjourned at 9:58 p.m.

Carried



Council Delegation Request

This Delegation Request form and any written submissions or background information for consideration by Council must be submitted to the Clerk's office by the following deadline:

4:30 P.M. ON THE MONDAY PRIOR TO THE REQUESTED MEETING DATE

First Name

Rosemary

Last Name

Dean

Street Address

5 Adams Ave

Town/City

Tillsonburg

Postal Code

N4G 4X3

Phone Number

519-550-0748

E-mail

rdean@oxfordcounty.ca

Website:

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

Yes

No

If yes, how can we assist?

Should you require assistance completing this form, please contact:

Deputy Clerk at 519-688-3009 Ext. 3221 or tsmith@tillsonburg.ca

Please note that submission of this form does not guarantee the approval of your request for Delegation. The Clerk's office will confirm your Delegation by e-mail after receiving this form.

COMPLETE PAGE TWO (2) OF THIS FORM

Delegation Information (Must be completed)

Desired Council meeting date (Council regularly meets the 2nd and 4th Monday of each month):

Mar 27 or April 10

Subject of Delegation

Fair Update and request of area, etc. in kind

Names of Spokespersons (and positions)

Michael Dean Past President
Jennifer Dean Secretary

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

Tilsonburg Tri-County
Agricultural Society
(1634r Fair)

Brief Summary of Issue or Purpose of Delegation

- Update of 2017 Fair activities
- Ask for arena, table, chairs, Marwood Rm, or Lions Den. as an in kind contribution to fair July 21-23
- Tractor pullers proposal to use grounds.

Will there be a Power Point presentation accompanying the Delegation

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?

Rick Cox

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

I accept

I acknowledge that all presentation material must be submitted by 4:30 pm the Friday before the meeting date:

I accept

Personal information on this form is collected under the legal authority of the *Municipal Act*, as amended. The information is collected and maintained for purpose of creating a records that is **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, ON, N4G 5A7, Telephone 519-688-3009 Ext. 3224.

Big Creek Tractor Pullers Association
165 Lynedoch Road
R. R. #1,
Delhi, ON N4B 2W4

February 11, 2017

PROPOSAL FOR 2018 - Tillsonburg Tri County Fair Board

Requirements for BCTPA (Big Creek Tractor Pullers Association)

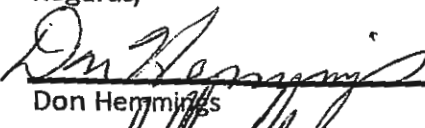
- * Clay Track (300' x 25') Minimum
- * Inside Storage Space: 50' x 80' (All Year Around)
Packer, Graters, Set of Discs; Etc.
- * Outside Storage: 10' x 40' (BCTPA - Container)
Which contains - Scales, Track Equipment, Etc.
- * Water Access: Require 1200-1500 gallons per Pull Day
Weather Pending
Garden Hose Access is not Acceptable due to not enough volume.
- * Track Location: Preferably present track, due to accessibility to scales and other track equipment

CONCERNS:


- * Noise - if track is located at the back of property by the tree line, this area is very populated with homes
- * Water access - BCTPA does not want to incur any cost
- * Insurance - Storage

Tentative Pull Schedule Attached: Subject to Change (Weather Pending or Other Events)

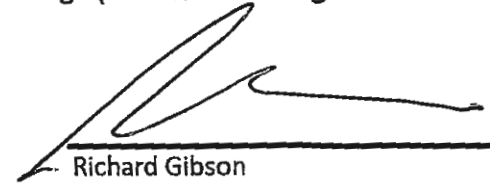
Regards,



Don Hemmings
President



Geoff McCabe
2nd Vice President



Richard Gibson
Vice President

2017 BCTPA Tentative Pulling Schedule

Sun Apr 9th - Test and Tune Day

Sun Apr 30th - 1st Points Pull

Sun May 14th - 2nd Points Pull

Sat May 20th - 3rd Points Pull

Sat May 27th - 4th Points Pull

Sat June 10th - 5th Points Pull

Sat June 17th - 6th Points Pull

Sat July 8th - 7th Points Pull

Sat July 15th - 8th Points Pull Rib Rest

Sat July 22nd - 9th Points Pull

Sat Aug 5th - 10th Points Pull

Sat Sept 16th - 11th Points Pull

Sat Sept 23rd - 12th Points Pull

Saturday Start Time: 4 pm to 8 pm

Sunday Start Time: 12 pm to 4 pm

TILLSONBURG FAIR 2017





Tillsonburg ★ Fair ★

2017



A FEW FAIR EVENTS WE DO:

- FAIR AMBASSADOR JUDGING
- TRACTOR PULLERS(FRIDAY)
- HOMECRAFT SECTION(QUILTS,PHOTOS,BAKED GOODS,CANNING,ETC
- RABBIT CLUB
- PETTING ZOO
- 4-H EVENT
- PONY RIDES
- ICE CREAM EATING CONTEST(SHAWNS)
- EMERGENCY RESPONSE (EMS,OPP,FIRE)
- PET SHOW
- DOG AGILITY
- LOCAL MUSIC ON GROUNDS
- DEMOLITION DERBY(SUNDAY) THRILLSHOW PRODUCTIONS
- POWER WHEELS EVENT FOR KIDS
- BABY SHOW
- TRACTOR FOR DISPLAY

NEW MIDWAY: TOWNSEND AMUSEMENTS

VARIETY OF VENDORS

FOOD BOOTH (OPERATED BY FAIR VOLUNTEERS)

History of the Tillsonburg Fair

- **1854** – Tillsonburg's Fair began with 70 members
- 1863** – George Tillson gave 4 acres of land (Ridout St. N of Ridout and W of Bidwell)
- 1864** – A two story building was built on Ridout St
- 1875** – The fair was moved to its present 12 acre site, with the Crystal Palace
- 1944** – The park was named Tillsonburg Memorial Park formerly Lake Lisgar Park, Tillsonburg Park, Tillsonburg Fairground Park, Dixie Tribe Memorial Park and VanNorman Park
- 1961** – Society name changed to Tri County Agriculture Society. Fair received \$1000 grant from the government as it passed its 100 years and money built stone gates
- 1962** – The Cattle Barn was built
- 1965** – The Grand Stand was built (1967 the roof was built on the grandstand)



Our History continued

1965 – The Grand Stand was built (1967 the roof was built on the grandstand)

1969 – Wood bleachers and aluminium ones were built

1980 – Food Booth was built

1984 – Transfer of land from the Fair to the Town of Tillsonburg. The fair can use buildings but the town pays

the insurance coverage for them. (parking lot, property that the poultry barn, grandstand, general

office, cattle barn, palace, and food booth is on).

2004 – Money was received from the Trillium Foundation to do upgrades on buildings

Sometime in the late 2000's - Crystal Place was rebuilt with washrooms by the Fairboard

2014 – The Grandstand was tore down

2016 – New Bleachers were purchased



Harness racing at Tillsonburg, Ont. circa 1945 (File Photo)

2016-2017 Executive

- **President** Rosemary Dean
- **1st Vice President** Tracy Green
- **2nd Vice President** Ali Ziegler
- **3rd Vice President** Glen Dunn
 - **Treasurer** Bonnie Sitts
 - **Secretary** Jennifer Dean
- **Past President** Mike Dean,

Tillsonburg Tri-County Agricultural Society First Annual Comic Con/Gaming Tournament



Agenda for Comic Con 2017

Saturday 11 am to 11 pm

- Brampton Batman & The Batmobile All day appearance.
- All day Gaming Tournament, First Place Prize money \$500!!!!!!!
- All day Comic Con with a verity of vendors and artist.
- All Day Snack Shack
- Celebrity guest panel
- Meet and greet

Sunday 11 am to 4 pm

- Free gaming day
- Comic Con
- Snack Shack



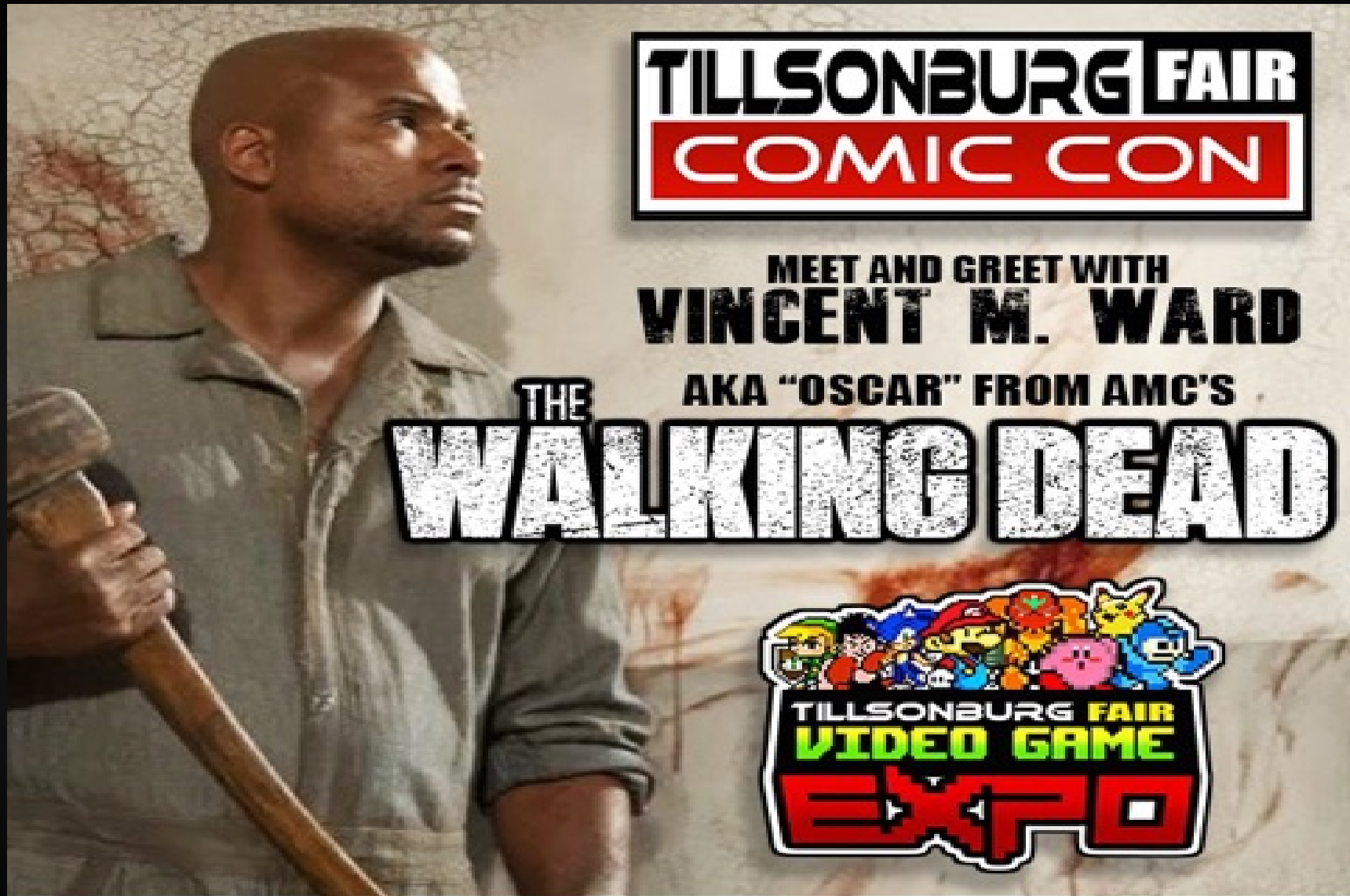
2 Day Event: Comic Con/Video Game
Tournament-\$4000 Includes set up, tear
down, accommodations, truck rental, crew
payment, vendors/artists.



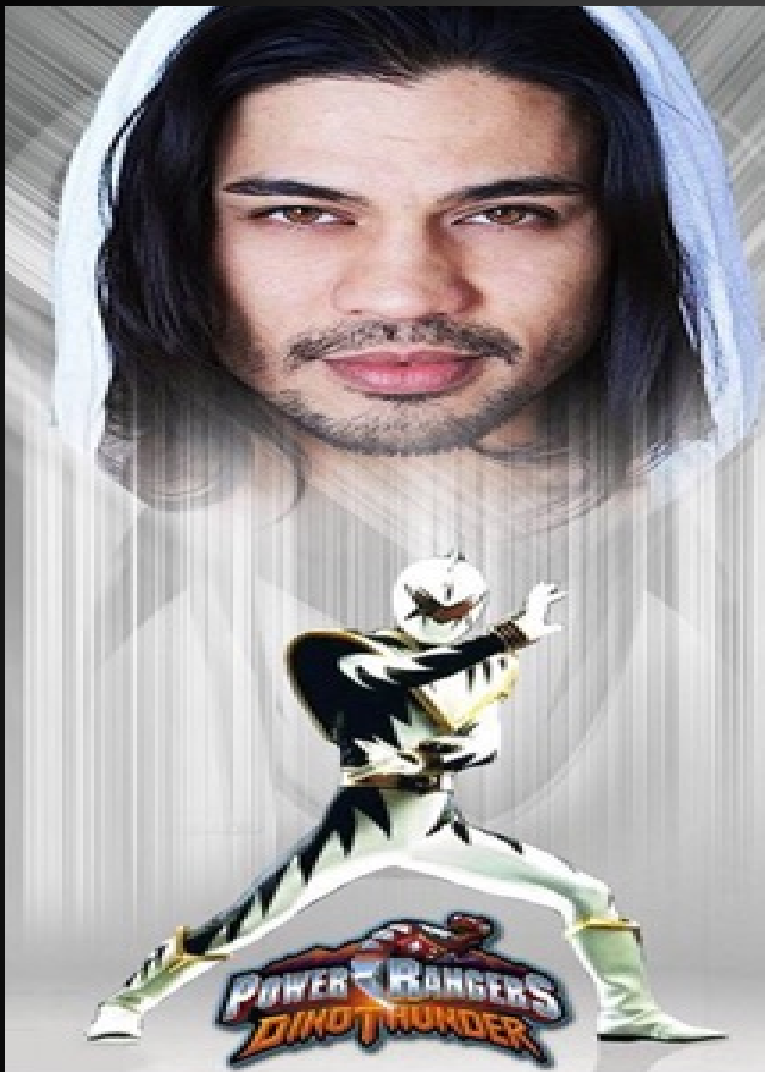
Price list for celebrities

Locked in Guests

- Paul Almos \$2500
- Vincent Ward \$3000
- Kevin Duhaney \$1500
- Jeff Parazzo \$1500
- Brampton Batman and Bat mobile \$1500



TILLSONBURG COMMUNITY CENTRE – JUNE 22/23 – \$5 WEEKEND PASS!



TILLSONBURG FAIR COMIC CON

MEET AND GREET WITH
Jeff Parazzo

TRENT THE WHITE RANGER FROM



TILLSONBURG COMMUNITY CENTRE – JUNE 22/23 – \$5 WEEKEND PASS!

A photograph of Kevin Duhaney, a Black man with short hair, wearing a blue t-shirt. He is looking slightly to the right of the camera with a neutral expression. The background is a blue and white graphic with lightning bolts.

TILLSONBURG FAIR COMIC CON

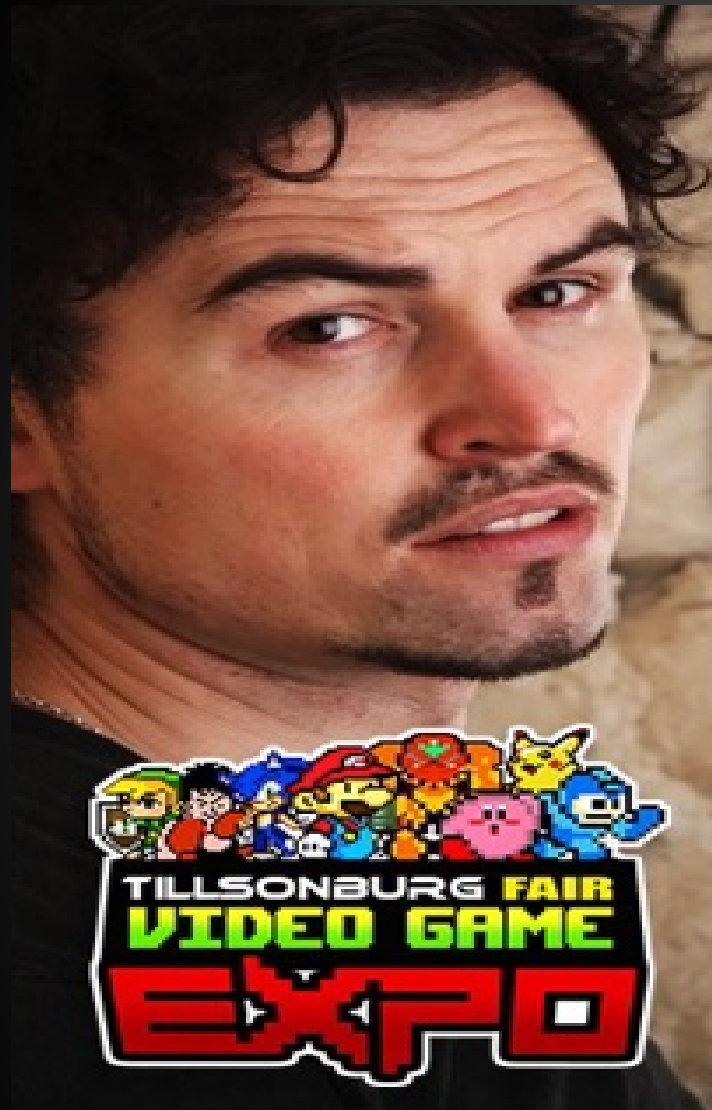
MEET AND GREET WITH

Kevin Duhaney

ETHAN THE BLUE RANGER FROM



TILLSONBURG COMMUNITY CENTRE – JUNE 22/23 – \$5 WEEKEND PASS!



TILLSONBURG FAIR
COMIC CON

MEET AND GREET WITH
PAUL AMOS
FROM ASSASSIN'S CREED & LOST GIRL

ASSASSIN'S
—CREED—

LOST GIRL



TILLSONBURG COMMUNITY CENTRE - JUNE 22/23 - \$5 WEEKEND PASS!

Brampton Batman & Batmobile



Potential Guests

- Katrina Brown \$1200
- Katrina Devine \$1200
- Denise Crosby \$5000



TILLSONBURG FAIR COMIC CON

MEET AND GREET WITH
Katrina Devine

FROM POWER RANGERS NINJA STORM!



TILLSONBURG COMMUNITY CENTRE – JUNE 22/23 – \$5 WEEKEND PASS!



TILLSONBURG FAIR
COMIC CON

MEET AND GREET WITH

Katrina Brown

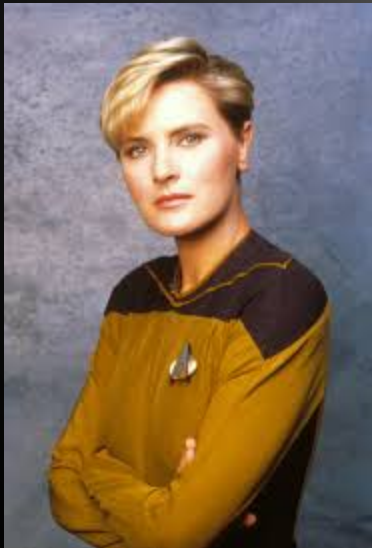
FROM POWER RANGERS NINJA STORM!



TILLSONBURG COMMUNITY CENTRE – JUNE 22/23 – \$5 WEEKEND PASS!

Denise Crosby

- Security Chief Tasha Yar: season one of Star Trek The Next Generation
- Rachel Creed: Pet Cemetery
- Mad Mary: AMC's The Walking Dead season 5
- Granddaughter of Bing Crosby
- \$5000 plus flight and accommodations





CELEBRATING CANADA'S 150TH



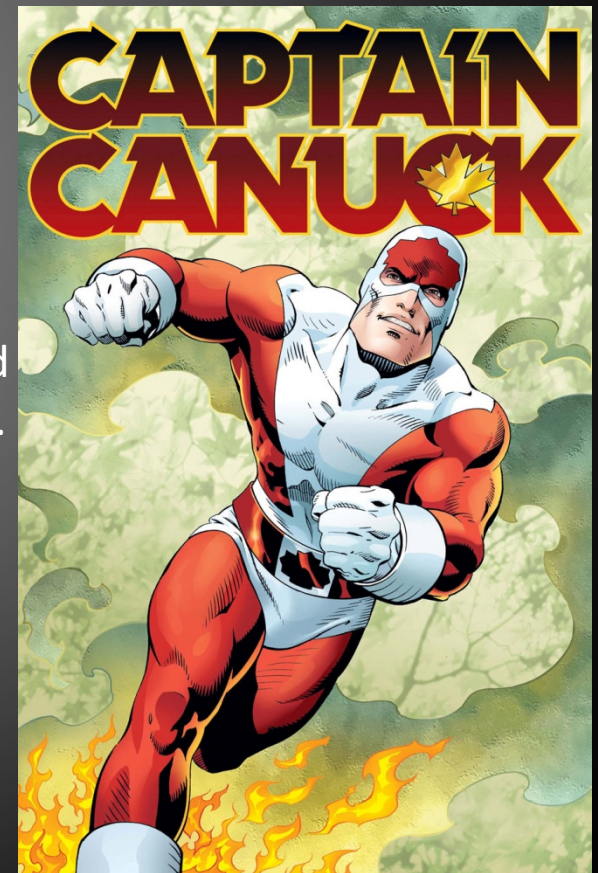
Limited Edition Tillsonburg Fair Captain Canuck Comic Books

Limited Edition one of a kind artwork exclusive to the Tillsonburg Fair

- 500 prints= \$2500
- 250 prints= \$1500



Captain Canuck is a Canadian comic book superhero. Created by cartoonist Ron Leishman and artist/writer Richard Comely. The original Captain Canuck first appeared in **Captain Canuck #1** (cover-dated July 1975)





QUESTIONS



Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
Fax: 416-326-3083

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
Télééc. : 416 326-3083

February 27, 2017

Dear Mayor/Reeve/Warden:

Applications for the 2017 Premier's Award for Agri-Food Innovation Excellence program are now being accepted. I ask that you please share this information in your municipality.

The Premier's Award for Agri-Food Innovation Excellence program was created to recognize and foster the spirit of innovation that thrives in Ontario's \$36.4-billion agri-food sector. Each year, our agri-food sector demonstrates leadership in innovation by developing new and exciting products, production methods and ways of doing business that help drive growth and create jobs in our province.

Every year the program recognizes up to 50 award-winning innovations across the province, including the Premier's Award which is valued at \$75,000.

Primary producers, processors and agri-food organizations are invited to submit applications until **11:59 p.m. on April 28, 2017**.

Details on eligibility, innovation categories, assessment criteria, the application and selection processes can be found in the enclosed 2017 Program Guidebook and Application Form or online (www.ontario.ca/agrifoodinnovation). For additional information, please contact the Agricultural Information Contact Centre at 1-877-424-1300 or ag.info.omafra@ontario.ca.

I have also enclosed a copy of a brochure that highlights the recipients of the 2016 program for the Premier's Award for Agri-Food Innovation Excellence.

I look forward to celebrating the great innovations developed in your municipality to grow our agri-food sector and Ontario's economy.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Leal".

Jeff Leal
Minister of Agriculture, Food and Rural Affairs

Enclosure



Good Things Grow in Ontario
À bonne terre, bons produits

CHECKLIST FOR COMPLETING YOUR PREMIER'S AWARD APPLICATION

1. Eligibility Criteria

- Did you review the eligibility criteria in the Program Guidebook and Application Form? Are you eligible to apply?
- Did you complete the eligibility chart on the application form? (Part C)
- Primary Producer/Farmer - Did you include your Farm Business Registration (FBR) number or alternative document? (see details in the Program Guidebook and Application Form)

TIP: A primary producer/farmer is defined as eligible to obtain an Ontario Farm Business Registration number, which requires at least \$7,000 in gross farm income. For more information contact Agricorp @ 1-866-327-3678 (Monday to Friday 7 a.m. to 5 p.m.).

- Processor – Did you provide your business registration / incorporation number?
- Agri-Food Organization – Did you provide your organization's mission statement, purpose and objectives? Did you include a current list of your Board of Directors?

2. Completing the Application

- Did you provide a summary of your innovation? (20 word maximum)
- Did you provide answers to all of the application questions? If you require assistance with your application, please contact your nearest OMAFRA office or call toll free at 1-877-424-1300.
- Did you certify your compliance with the Terms and Conditions of Participation, Compliance with Legislation and Regulations and OMAFRA Family Relationship disclosure by signing your application or following the electronic submission process (Part E)?

TIP: It is recommended that you answer each question with no more than 500 words per response. Provide quantitative information where appropriate (i.e. # acres, # of products, employees, financial benefits, etc.).

TIP: It is recommended you align your answers with the assessment criteria listed in the program guidebook (uniqueness and originality, development, operational benefits, adoption and/or commercialization, broader use, impact or benefits).

3. Supporting Information

- Did you include photos of your innovation?

TIP: Applicants are strongly encouraged to include five or six jpeg photos (of their innovation submitted on an USB or CD or via email to: premiersagrifoodinnovationaward@ontario.ca).

Photo examples include: the innovation, innovation partners, family, farm signs, farm equipment, etc.

TIP: Other supporting information may include, but is not limited to the following:

- testimonials/letters of support
- marketing plan and resources

If you have any questions or require additional support in completing your application, contact your nearest OMAFRA office or call toll-free at 1-877-424-1300.



OFFICE OF THE C.A.O./ CLERK

P. O. Box 1614, 21 Reeve Street

Woodstock, Ontario N4S 7Y3

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

Web site: www.oxfordcounty.ca

MEMO

DATE: March 10, 2017

TO: Area Municipal Clerks and CAOs

CC: Peter Crockett

FROM: Brenda Tabor
Clerk

**RE: Report No. CAO 2017-04
Options for the Head of Council (Warden) Selection and Term**

Oxford County Council, at its meeting held on March 8, 2017, received the attached Report No. CAO 2017-04, titled "Options for the Head of Council (Warden) Selection and Term" for information.

Council requested that the Report be forwarded to the lower tier municipalities and a selection of past Wardens for comment.

If your Council is interested in providing input, please respond with comments by no later than Friday, April 28th.

To: Warden and Members of County Council

From: Chief Administrative Officer

Options for the Head of Council (Warden) Selection and Term

RECOMMENDATION

1. That Council receive Report CAO 2017-04 entitled “Options for the Head of Council (Warden) Selection and Term” for information.

REPORT HIGHLIGHTS

- This report is intended to inform Council of its options for the selection of Head of Council (Warden) and the Term of the Warden beginning with the start of the 2019-2022 term of Council.

Implementation Points

Should Council adopt any resolutions seeking to change either the selection of the Head of Council or alter the term of the Head of Council, the necessary steps will be taken to request the Minister of Municipal Affairs for the regulation change necessary to proceed with the changes sought by Council.

Financial Impact

This report has no financial implications beyond that approved within the 2017 Business Plan and Budget. The Treasurer has reviewed this report and agrees with the financial impact information.

Risks/Implications

There are no risks to receiving this report. Should Council wish to pursue any change as outlined in this report, Council should note that approval of any change is solely at the discretion of the Minister of Municipal Affairs and that the options available to the Minister include:

1. deny the request;
2. authorize the requested change through regulation; or
3. impose an alternative change through regulation.

Strategic Plan (2015-2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

4. i. **A County that Informs and Engages** - Harness the power of the community through conversation and dialogue by:
- *Providing multiple opportunities for public participation and a meaningful voice in civic affairs*
 - *Fostering greater involvement in County and community events and/or program/project implementation*
 - *Understanding and addressing public aspirations for a more livable community*

DISCUSSION

Background

At its December 14, 2016 meeting Council adopted a motion requesting that staff present a report outlining options for the selection of Warden for its consideration. Specifically the following motion was adopted:

That notwithstanding Procedure By-law 5852-2016 or any additional provincial legislation or regulation, that Council directs staff to prepare a report reviewing any/all options on the nomination, election or appointment of Warden for Oxford County, and that report be presented in advance time to allow deliberation and recommendations in advance of any provincial restrictions for change (e.g. Dec. 2017).

Comments

Canadian municipalities are created through the delegation of constitutional authorities of Canadian provinces. As such, in Ontario all municipal authority is delegated through provincial legislation and regulation.

While several bodies of legislation govern specific aspects of municipal authority, the primary authority to govern at the municipal level in Ontario is derived through the Municipal Act, RSO 2001 as amended. Within this context, the following discusses the various options available for consideration by County Council and outlines the manner in which any could be pursued prior to the next municipal election date, Monday, October 22, 2018.

Our review of the Municipal Act has led us to conclude the following:

- *The County of Oxford is considered a regional municipality according to Subsection 1 (1) - “regional municipality” means an upper-tier municipality that was a regional or district municipality or the County of Oxford on December 31, 2002;*
- *The County of Oxford currently follows the Appointment of head, same term as council according to Subsection 233 (2) - If the term of office of an appointed head of council of an upper-tier municipality is the same as the term of council, the council of the upper-tier municipality shall, in the first year of its term, appoint the head of council at its first meeting. 2001, c. 25, s. 233 (2).*
- *Subsection 218 (4) applies regarding the Term of office - Without limiting sections 9, 10 and 11, those sections authorize an upper-tier municipality to change the term of office of an appointed head of council so long as the new term does not extend beyond the term of council. 2006, c. 32, Sched. A, s. 93 (3).*
- *In addition, Subsection 218 (5) applies to Regional municipalities, including Oxford County - A regional municipality shall not pass a by-law described in this section until the Minister has, by regulation, authorized the regional municipality to exercise the powers described in this section. 2006, c. 32, Sched. A, s. 93 (3).*

Moreover, the latest revisions to the Municipal Act, Bill 70, Building Ontario Up for Everyone Act (Budget Measures), 2016 – Received Royal Assent December 8, 2016. Bill 70 included an amendment requiring all regional government chairs, except Oxford County, to be directly elected at large.

Options for Selecting the Warden (Head of County Council)

Election from Within

- Council’s current process, as outlined in the Procedure By-law (By-law No. 5852-2016) includes the election of a sitting member of County Council;
- No action is required to maintain the status quo.

Election at Large

- Given the recent requirement of all other Regional Councils in Ontario to elect the head of Council at large in the next municipal election, it is reasonable to assume Council has the option to seek legislative authority to expand County Council by one seat and allow for the Warden to be elected at large;
- Such a direction would require the Minister to enact a regulation;
- The process to affect any such change is outlined later in this report.

Options for Selecting the Term for the Warden (Head of County Council)

Term of Council

- The term of Council (four (4) years) is the default which applies to the *Election Within* or the *Election at Large* options for selecting the Warden.

Terms less than the Term of Council

- With the *Election Within option*, Council has the option to seek authority for a change to either one (1) year or two (2) year terms for the Warden;
- A change to either a one (1) or two (2) year option will require the Minister to enact a regulation;
- The process to affect any such change is outlined later in this report.

Process for Changes to the Warden (Head of County Council) Selection or Term

Our interpretation of the sequence of events that must occur to allow either the Head of Council to be elected at large or to permit a change in Head of Council term limit:

- The County would initially have to pass a resolution requesting the Regulations Subsection 218 (6) - The Minister may make regulations authorizing a regional municipality to exercise any power described in this section. 2006, c. 32, Sched. A, s. 93 (3). Condition – Subsection 218 (7) - The Minister shall not make a regulation under subsection (6) unless the Minister has received a resolution from the regional municipality requesting the regulation. 2001, c. 25, s. 218 (7); 2002, c. 17, Sched. A, s. 43 (3).
Note any regulation change by the Minister requires public posting on the registry for 45 days
- If the County receives a regulation it can then provide Public Notice per Subsection 219 (1) - Before passing a by-law described in section 218, the municipality shall give notice of its intention to pass the by-law and shall hold at least one public meeting to consider the matter. 2001, c. 25, s. 219 (1); 2006, c. 32, Sched. A, s. 94 (1).
Note County policy requires public notice for 21 days prior to public meeting
- Following the public meeting, if a By-law is passed Subsection 219 (3) would apply regarding Commencement

Despite subsection 218 (2), a by-law described in section 218 does not come into force until the day the new council is organized following, (a) the first regular election following the passing of the by-law; or (b) if the by-law is passed in the year of a regular election before voting day, the second regular election following the passing of the by-law. 2001, c. 25, s. 219 (3); 2006, c. 32, Sched. A, s. 94 (2).

In summary, we believe that proper process would require the following sequence of events and results should Council wish to alter either the selection of or the term of the Head of Council:

1. Council must determine its preferred option to select the 2018 Head of Council:
 - a. Election Within (status quo); or
 - b. Elected at Large.

2. With option 1a (Election Within), Council must determine if it wishes to alter the current four (4) year term for the Head of Council. Should Council wish to reduce the term, Council must pass a resolution to request the Minister to approve a regulation to allow the County to alter the selection of the Head of Council to either:
 - a. One (1) Year term; or
 - b. Two (2) Year term.
3. If, and only when, the regulation is received, Council will be required to provide notice and conduct a public meeting;
4. Upon completion of the public meeting, Council will be required to pass a by-law to finalize the change of selection of, or the term of, the Head of Council;
5. All of the above must be completed by December 31, 2017 to take effect December 1, 2018 (with the new term of Council).

Minister's Options

Council should be aware that any regulatory change remains the sole discretion of the Minister of Municipal Affairs. As such, the Minister's options, upon receipt of any request for changes to either the Head of Council selection process or the Head of Council term, are to:

1. Deny the request;
2. Authorize the requested change through regulation; or
3. Impose an alternative change through regulation.

Conclusions


This report is presented as information at the request of Council.

SIGNATURE

Approved for submission:

Original signed by _____

Peter M. Crockett, P.Eng.
Chief Administrative Officer

| | | |
|---|---------------------|---------------------------------|
|  | Report Title | Community Strategic Plan Update |
| | Report No. | CL 17-03 |
| | Author | Tricia Smith, Deputy Clerk |
| | Meeting Type | Council Meeting |
| | Council Date | March 27, 2017 |
| | Attachments | |

RECOMMENDATION

THAT Council receive Report CL 17-03, Community Strategic Plan Update, as information.

BACKGROUND

On January 11, 2016, staff provided Council with an update on the status of the short-term (1 to 3 year) goals, as identified within the four Strategic Objective Themes of the Community Strategic Plan. This update had outlined which projects had been completed to date and/or were currently in progress.

The short-term projects that had been identified within the Community Strategic Plan as “currently in progress” had an anticipated completion date by year end. This report summarizes the status and general outcomes of those projects, as well as provides a review of the Medium-Term (3 to 5 year year) action items of the plan which have been initiated to date as staff move forward into phase two of the Plan.

1. Short-term Action Items (1 to 3 years):

1.1 Excellence in Local Government

All of the Short-Term action items contained within this category were completed prior to the end of 2016, which included on-going collaboration with citizen-led initiatives (i.e. Lake Lisgar Revitalization Committee & Pioneer Cemetery Committee). The design and implementation of a Communication Strategy for Town staff and the development and implementation of the new Town website, which incorporated improved accessibility features and opportunities to provide enhanced information and updates on Town initiatives as well as options for collecting public input and feedback was also completed by year end 2016.

2. Economic Sustainability

2.1 Support new and existing businesses and provide a variety of employment opportunities:

- Measure success to-date of implementing the recommendations/action items of the 2008 Economic Strategy.

It had been noted in the January 25, 2016 CSP Update Report, that a Feasibility Study had been completed in 2010 regarding the development of an Airport Industrial Park & Expansion and that the consolidation of a Master Plan was currently underway.

Since that report, a significant amount of effort has been invested into updating the drawings and concepts of the Master Plan, however updates to the accompanying document that coincides with the updated drawings and concepts remains outstanding. Staff presented Report OPS 16-31, Airport Comprehensive Review to Council on November 14, 2016 which identified finalizing the Master Plan for the Tillsonburg Regional Airport in the 2017 capital budget at a cost of \$35,000. The report was referred to the Airport Advisory Committee and discussed at their November 24, 2016 meeting. The Committee subsequently revised the Airport capital plan and placed the Master Plan for the Airport as a 2019 capital budget item and recommended that funds be utilized to expedite the runway crack sealing in 2017 to ensure service life potential.

3. Demographic Balance

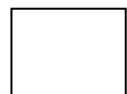
3.1 Support the aging population and an active senior citizenship.

- RCP staff to meet with Tillsonburg Seniors Centre to discuss seniors' health care needs and gaps in local services.

In February, 2016, the Recreation Programs & Services Manager worked in consultation with the Senior Centre Administrator to identify a number of service gaps in relation to seniors' health care needs. The following gaps and/or needs were identified:

- Access to daily low-cost mode of transportation to participate in programming, including out-of-town transportation (i.e. to attend doctor appointments, shopping, theatre, etc.);
- Ability to purchase low-cost meals on site at the Senior Centre – enable seniors to stay for the entire day at the Centre;
- Limited number of free or low-cost income tax clinics in Tillsonburg;
- Basic Computer/Tablet training (i.e. Using the Internet, Facebook, etc.)
- Respite for Seniors caring for aging parents (i.e. challenges with difficulty accessing local services, waiting lists and can be expensive);
- Senior specific gym and access to an affordable trainer familiar with seniors' needs.
- Combination Senior Centre membership and swimming pool membership.

The implementation and continuation of the Community Transportation Pilot Project has been successful in helping to fill the gap for daily low-cost transportation for local citizens. Some members of the Senior Centre routinely use this service to attend activities at the



CAO

centre. The Community Transportation Pilot Steering Committee has identified the availability of out-of-town transportation services as a future goal.

Senior Centre staff have looked into the possibility of providing hot meals at the centre, including the purchasing of frozen meals that could be reheated, hiring out their kitchen, and have investigated the availability of grant funding for someone to run a basic canteen in their kitchen. There are a number of challenges with providing this service at this time, including the booking of the kitchen by other programs during the week.

Low-cost income tax clinics are now being offered at the Multi-Service Centre which has expanded this needed service within the community.

In terms of computer training for seniors, the Oxford Public Library started offering tech boot camps last year and some of the Senior Centre members have partaken in the various courses provided. The Senior Centre continues to work in partnership with the Oxford County Public Library to promote these services to its members.

The Senior Centre will be hosting the Alzheimer's Society information session on April 19, 2017 to provide members with information on "Caring for the Caregiver" and accessing respite services.

The development of a senior-specific gym has not been undertaken at this time. Staff will be pursuing the possibility of a combined senior centre and swimming pool membership.

4. Culture & Community

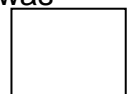
4.1 Make Tillsonburg an attractive place to live for youth and young professionals:

- RCP staff and Cultural Improvement Alliance (CIA) to expand and enhance local festivals to attract a greater number of tourists.

The Cultural Development Fund grant for the Cultural Improvement Alliance (CIA) project concluded at the end of March, 2016. RCP staff provided an update on the achievements of the Cultural Improvement Alliance to Council on June 16, 2016 and a final report was given at the August 8, 2016 meeting.

At the August 8, 2016 meeting, Council authorized the continuation of the CIA project for the remainder of 2016 and allocated \$13,600 from the 2016 Budget for this purpose. Direction was provided to RCP staff to work with the CIA partnership and Cultural Advisory Committee to develop a common Terms of Reference for Council's consideration. Following this meeting, RCP staff proceeded with the TCIA initiative and hired a part-time Culture & Heritage Projects Coordinator from November 1, 2016 to March 2, 2017 to carry out the work and contracting with a marketing company to roll out the monitor ad program. Spot Marketing was contracted to update and maintain the monitor network.

At the February 2, 2017 Budget Meeting, RCP staff provided Report RCP 17-14, Budget Issue Paper – Tillsonburg Cultural Improvement Alliance Update to Council to provide information on the accomplishments of the CIA since the program was



CAO

extended. Council passed a motion during the budget deliberations to remove the \$22,600 allocation toward the continued development and growth of the CIA program from the 2017 RCP Business Plan.

The Beautification Working Group fulfilled their mandate in developing strategies for the beautification of public spaces, commercial and residential neighbourhoods, and entrance gateways to the Town of Tillsonburg including landscaping and streetscaping and developed and recommended a budget and multi-year Beautification plan through the Heritage, Beautification & Cemetery Advisory Committee to Council at the December 1, 2016 Budget Council meeting.

The sub-committee had worked in partnership with students from Fanshawe College to develop a beautification plan and concepts for Broadway, the main street and amenity areas including the Oxford and Broadway Street parkette and the area of the Rotary Clock Tower. As well, the working group was successful in implementing beautification efforts in 2016 in partnership with Tillsonburg Garden Gate, the Knights of Columbus, Tillsonburg Horticultural Society and Tillsonburg BIA with the installation of plant filled urns at the intersections of Broadway.

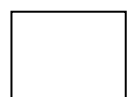
The first recommendation received by Council from the Heritage, Beautification & Cemetery Advisory Committee was for the allocation of resources to the Parks, Culture & Recreation 2017 Budget for beautification efforts in the Town and the second request was for \$8000.00 for the revitalization of the Broadway and Oxford Street parkette and redesign of this space. Council considered each request during the 2017 Business Plan & Budget review process.

At the February 2, 2017 Budget Council meeting, Council authorized an enhanced town-wide beautification program in 2017 which would include the planting, watering and ongoing maintenance of flowers, shrubs and trees at 18 garden locations throughout the Town, including the Town Gateways (Hwy 3 & 19), 12 Downtown Flower Urns, LLWP & Summerplace, Oxford & Broadway Parkette, Skatepark/Pumptrack, Fourth to North TCT Gateway (Fourth St), Mineral Springs and Clock Tower. Staff provided a supplemental report to Council at the February 13, 2017 meeting regarding the level of service that could be provided for beautification efforts within the approved \$25,000 budget. The urns for the downtown core will be financed through fundraising efforts and a seasonal horticultural staff person will be hired to undertake the beautification work from mid-April through to mid-October.

In the fall of 2017, staff will provide a follow-up report to Council for consideration regarding the continuation of the program in subsequent years.

4.2 Provide a variety of leisure and cultural opportunities to suit all interests:

- RCP staff to measure the success to-date of implementing the recommendations/action items of the Community Parks, Recreation & Cultural Strategic Master Plan.



The 5-year term for the Community Parks, Recreation and Cultural Strategic Master Plan concluded at the end of 2016 and staff prepared a summary report for council. At the January 10, 2017 Budget Council meeting, council approved a motion to remove the five-year update to the Parks, Recreation & Cultural Strategic Master Plan from the 2017 RCP Business Plan objectives and Budget (\$30,000) and requested that the update be undertaken in-house.

Staff have since prepared a Status Update for the Community Parks, Recreation & Cultural Strategic Master Plan which will be presented to the Parks & Recreation Advisory Committee on March 21, 2017 for review and input. A finalized update and report will be provided to Council in Q2.

4.3 Provide opportunities for families to thrive:

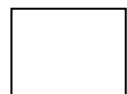
- Town Senior Management to explore the viability of alternative transportation options such as community transportation, car share programs and bike share programs.

The Community Transportation Pilot program offers reduced fares for passengers and was first launched in January, 2016 and the program operates on an established route and schedule within Tillsonburg. As of December 31, 2016, a total of 842 rides have been provided by this service. On November 28, 2016, Council adopted By-Law 4051 regarding Vehicles for Hire within Tillsonburg, which amended the Taxi By-law and now includes regulations for Group Transportation Vehicles such as that what is utilized by the Community Transportation program. The owners of Group Transportation Vehicles, as well as their vehicles and drivers must now be licensed by the Town similar to that for taxis and limousines. Licensing is required to ensure compliance with safety standards and regulations of the Highway Traffic Act, as well as demonstrate that drivers receive necessary accessibility training.

The MTO Community Transportation Pilot Program grant will be ending on March 31, 2017. The Transportation Pilot Steering Committee made a request to Council at the December 1, 2016 Budget meeting for the Town to apply for Provincial Gas Tax Funds to provide support for the continuation of the Community Transportation Pilot Program. A request was also made for pre-budget approval. An anticipated impact of \$133,000 for the receipt of Gas Tax funding was added to the 2017 Business Plan & Budget.

At the February 2, 2017 Budget Council meeting, the Community Transportation Coordinator appeared before Council to speak to the motion on the agenda regarding funding for the Transportation Pilot program and asked Council to defer the motion to deny funding for the Transportation Program until a Business Plan for the T:GO Call-n-Ride Program had been submitted. Council at this time had also received notice from the Ministry of Transportation that funding for the Community Transportation Pilot Grant Program had been extended for an additional year and up to a maximum of \$50,000 in funding would be available for operating costs.

The Transportation Pilot Steering Committee presented their Business Plan to Council at the February 13, 2017 meeting. Council received the presentation and directed



CAO

staff to bring back a report and recommendations for consideration. At the March 2, 2017 meeting Council received Report CAO 17-01, Extension Community Transportation Pilot Program and authorized staff to submit an application to the Ministry of Transportation for the \$50,000 in funding to extend the Community Transportation Pilot Program.

At the March 13, 2017 meeting, Council received Report CAO 17-02, Dedicated Provincial Gas Tax Funding – Public Transportation Program - Tillsonburg and passed a motion to support the T-Go Transit System; committed to providing ongoing annual support beginning in April, 2017 in the amount of \$22,500 and agreed to receiving and being responsible for the Dedicated Gas Tax funds from the Province of Ontario for the transit program. Council also authorized staff to submit to the MTO all forms and supporting documents to access the Dedicated Gas Tax funds for the transit program.

Medium-Term Action Items

The following is an outline of the Medium-Term (3-5 year) action items identified within the Community Strategic Plan and summary of the current status of these projects.

1. Excellence in Local Government

1.1 Demonstrate strong leadership in Town initiatives

Town Senior Management:

- Host annual “Town Hall” style meetings where the Town’s Senior Management team provides status updates on CSP implementation and successes to date.

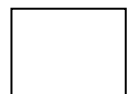
The Town Hall meeting held last April was a success and provided an opportunity for local citizens and community groups to learn about the status of Short-Term (1 to 3 year) projects identified within the Community Strategic Plan, their implementation and successes to date. The launch of the Town’s new branding program was also held during this event. This form of community engagement will continue into the future with similarly styled Town Hall events, which will also incorporate an overview and discussion on how the CSP initiatives are incorporated into the Town’s annual budget. As phase two of the CSP has just been initiated, it is recommended that a second Town Hall meeting be held half way through this phase to update the public on the status of the Medium Term (3-5) projects and identify action items that will be commenced in the coming months.

1.2 Streamline communication and effectively collaborate within local government

Development & Communication Services:

- Perform an internal audit of communication effectiveness.
- Revise Communication Strategy and webpage based on community feedback.

An internal audit of communication effectiveness has not been initiated at this time. Timing on this will be reviewed and the Development Commissioner will advise on at a later date.



CAO

In terms of the Town webpage, a number of elements have been included within the design of the new website to encourage community feedback. This includes the availability of the on-line feedback form to receive comments on the website. In addition, the new “Report a Problem/Complaint” form enables citizens to submit their comments and/or complaint on-line about a municipal program or service, which is directed to the appropriate municipal department for review and follow-up. Citizens also now have the ability to submit a formal Code of Conduct Complaint on-line relating to members of Council, local boards and committees.

A Communications Strategy update is currently in progress with an anticipated completion date at the end of Q2.

1.3 Demonstrate Accountability

Tillsonburg Senior Management:

- Provide an overview and discussion of how the CSP initiatives are incorporated into the Town’s annual budget.

This process will be incorporated by Tillsonburg Senior Management into the annual Town Hall style meeting during which status updates on the CSP implementation and successes to-date will be provided, as well as be part of the 2018 budget process.

2. Economic Sustainability

2.1 Support new and existing businesses and provide a variety of employment opportunities

Development & Communication Services:

- Produce an updated Economic Strategy.
- Monitor implementation of a new Economic Strategy and provide annual summary reports.
- Market existing financial assistance opportunities for existing and new local industry.

An updated Economic Strategy has been identified for initiation in the 2018 Business Plan forecast.

A new Community Improvement Plan has been developed in consultation with Planning and the Development Committee and marketing information will be developed shortly.

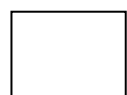
2.2 Provide diverse retail services in the downtown core

Development & Communication Services:

- Implement and monitor recommendations of the Retail Diversification Strategy
- Work with BIA and other stakeholders to develop and launch a “shop local” campaign.

The Development Commissioner has indicated that retail recruitment remains ongoing as an action plan at this time.

A “shop local” campaign has not been initiated at this time.



CAO

2.3 Provide appropriate education and training opportunities in line with Tillsonburg's economy

Development & Communication Services:

- Work with Glendale High School's Technological Studies Department to offer high school trades programs in line with Tillsonburg's Industries.
- Collaborate with local Fanshawe College campus to match education and training with local industry.
- Work with local educational institutions and businesses to launch a job shadowing/internship program for students to provide exposure to local industry.

A collaborative effort to design and offer a high school trade program has not been undertaken to date.

Progress is currently underway in regards to a collaboration between Town staff and Fanshawe College to match education and training with local industry.

The Development Commissioner has indicated that some initial work has been undertaken in regards to a job shadowing/internship program, but additional work is required.

3. Demographic Balance

3.1 Make Tillsonburg an attractive place to live for youth and young professionals

Development & Communication Services:

- Form partnerships with stakeholders and work with Glendale High School and Student Council to assess the effectiveness of the existing Cooperative Education Program.
- Work with Town Council to establish an honorary Council position for a Teen Advisory Group representative.

The assessment of the effectiveness of the existing Cooperative Education Program has not been assigned to date.

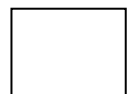
An honorary Council position for a Teen Advisory Group representative has not been undertaken at this time.

3.2 Provide opportunities for families to thrive

Recreation, Culture & Park Services (RCP)

- Devise and implement a strategy for addressing family needs.

Progress continues in regards to developing opportunities for families to thrive and over the last two years, RCP staff have implemented a fee subsidy program (F.A.R.E.) and have made arrangements to be an administrator for the Jumpstart program. Contact has also been made with Oxford County for the Town's Recreation, Culture & Services department to be a designated service provider for families on social assistance.



CAO

3.3 Support the aging population and an active senior citizenship

Town Senior Leadership

- To work with the South West LHIN Board of Directors Tillsonburg representative for the provision of needed seniors' health care and support services.
- Work with the Accessibility Advisory Committee to incorporate financial incentives for universal accessibility features into existing Community Improvement Plans.

No action has been made at this time in regards to working with the South West LHIN Board of Directors Tillsonburg representative for the provision of needed seniors' health care and support services.

The Community Improvement Plan approved by Council on February 13, 2017 includes an approved program for accessibility upgrades. Funding shall be developed for the program in future years subject to Council approval.

4. Culture & Community

4.1 Make Tillsonburg an attractive place to live for youth and young professionals

Development & Communication Services

- Explore and organize additional opportunities to showcase local talent.
- Organize a new "Welcoming Committee" comprised of local citizens that corresponds with new residents.

The showcasing of local talent is currently in progress and this principle has been key in the development of the Discover Tillsonburg magazine. This item will need to be included in future marketing initiative development.

The development of a new "Welcoming Committee" has not been assigned at this time.

4.2 Provide a variety of leisure & cultural opportunities to suit all interests

Parks, Culture & Recreation Services

- Monitor the implementation of and provide annual summary reports on the Parks, Culture & Recreation Strategic Master Plan.

Please refer to the update provided in section A (4.2).

4.3 Provide opportunities for families to thrive

Town Senior Management

- To implement a suitable transportation program and support the program through Town-wide marketing.

Please refer to the update provided in section A (4.3).



CONSULTATION/COMMUNICATION

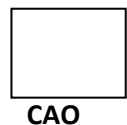
Consultation was made with Departmental Directors and staff in relation to the various action items identified within the CSP.

FINANCIAL IMPACT/FUNDING SOURCE

The financial impact/funding source is not identified at this time.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

A Community Strategic Plan establishes a vision for the future that reflects community ideas and aspirations, guides priority setting and ensures that programs and services address the changing needs of the community.



| | | |
|---|---------------------|------------------------------|
|  | Report Title | Committee Appointments |
| | Report No. | CL 17-07 |
| | Author | Tricia Smith, Deputy Clerk |
| | Meeting Type | Council Meeting |
| | Council Date | March 27, 2017 |
| | Attachments | Proposed By-Law & Schedule A |

RECOMMENDATION

THAT Council receive Report CL 17-07, Committee Appointments;

AND THAT _____ be appointed to the Accessibility Advisory Committee;

AND THAT _____ be appointed to the Canada 150 Committee;

AND THAT By-law 4087, To amend Schedule A of By-Law 3876, be brought forward for Council consideration.

BACKGROUND

Accessibility Advisory Committee:

The Tillsonburg Accessibility Advisory Committee was established by Council to advise and assist the Town of Tillsonburg on matters, issues and policies pertaining to accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premise.

At the November 9, 2016 meeting of the Accessibility Advisory Committee, the committee received notice regarding the resignation of Helen Lamos-Parker. A recommendation was made by the committee for staff to advertise the vacancy. To ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the majority of Committee members must self-identify as a person with a disability. An ad was placed in the Tillsonburg News for consecutive weeks between mid-November and the end of December, 2016 and on the Town website seeking applications. The Clerk's Office received (1) application.

Canada 150 Committee:

At the September 26, 2016 meeting Council endorsed the Terms of Reference for the Canada 150 Committee and appointed (4) members from the community and a member of council to plan a large-scale Canada Day event in partnership with Town staff, various community groups and organizations, as well as promote the development and presentation of events throughout the community between January 1, 2017 to December 31, 2017 to commemorate Canada's

150th anniversary. Since September, 2016 Council has appointed an additional (6) members from the community to serve on the Canada 150 committee.

Since the committee was first established, an invitation has been extended to the various local community groups and organizations to attend and participate in meeting discussions in regards to Canada 150 events in Tillsonburg.

The Clerk's Office has received an additional application for appointment to the Canada 150 Committee from a member of the community.

A copy of the amending By-Law has been attached for Council's information.

CONSULTATION/COMMUNICATION

Clerk's staff worked in partnership with the Marketing & Communications Officer to post notice of the Accessibility Advisory Committee vacancy.

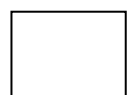
FINANCIAL IMPACT/FUNDING SOURCE

There will be no additional impact to the 2017 budget as a result of the appointments.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

Committee appointments demonstrate an excellence in local government through increased opportunities for citizens and stakeholders to be included in oversight on municipal operations;

AND provide opportunities for residents to get involved in the planning and presentation of local events and activities to promote the history and culture of Tillsonburg, draw visitors to attractions, collaborate with various community groups and organizations and expand upon local events such as through the celebration of Canada's sesquicentennial.



CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4087

A BY-LAW to amend Schedule A of By-Law 3876, to Define the Mandate, Membership, and Meeting Procedures 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 3876;

BE IT THEREFORE ENACTED by the Council of The Corporation of the Town of Tillsonburg as follows:

1. THAT Schedule A of By-Law 3876 Committee Structure be amended as attached hereto;
2. THAT these amendments to By-Law 3876 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 27th day of March, 2017.

READ A THIRD AND FINAL TIME AND PASSED THIS 27th day of March, 2017.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson

By-Law 4087 to Schedule "A" to Amend By-Law 3876

| Town of Tillsonburg Committees 2014 – 2018 | | | | | |
|---|---|---|--|--------------------------------|--|
| Board/Committees | Citizen Appointments | Terms of Reference | Composition | Council Representatives | Staff Liaison |
| Accessibility Advisory Committee | Mike Cerna Robert Doerr Margaret McCrimmon Michael Kadey Scot Richardson Peter Staley <hr/> | The mandate of the Accessibility Advisory Committee is to fulfill the duties of a Municipal Accessibility Advisory Committee, as outlined in the Accessibility for Ontarians with Disabilities Act, 2005 and to provide advice to Council on programs, policies and services provided to persons with disabilities and seniors. | 7 members 1 Staff 1 Councillor | Councillor Stephenson | Deputy Clerk |
| Airport Advisory Committee | Rick Lee Richard Van Maele Geoffrey Lee Donna Scanlan Euclid Benoit Andre Brisson Henry Atkinson Jeremy Stockmans John Prno Mel Getty Councillor Valerie Durston (South-West Oxford) | To advise and assist the Town of Tillsonburg on matters pertaining to the Tillsonburg Regional Airport. The Airport Advisory Committee will provide a forum for receiving input and advice from aviation stakeholder groups and the community with respect to the Airport Master Plan, strategic initiatives and operational improvements. The Committee will also provide a forum for dialogue, communication and education. | | Councillor Rosehart | Manager of Public Works Airport Administrator |

Last revised March 27, 2017

**Town of Tillsonburg
Committees 2014 – 2018**

| Board/Committees | Citizen Appointments | Terms of Reference | Composition | Council Representatives | Staff Liaison |
|-----------------------------|---|--|--|-------------------------|--|
| Canada 150 Ad Hoc Committee | Virginia Armstrong Wendy Cameron Mariana Carson Tabitha Dalm Josiane DeCloet Irene Hurley Karen Smith Jami Stephenson Paul Weaver Aleksandra Webber _____ | | 10 members 3 Staff 1 Councillor | Councillor Stephenson | Deputy Clerk Culture & Heritage Manager Recreation Programs Supervisor |
| Cultural Advisory Committee | Erin Getty Josiane DeCloet Deb Beard Heather Benton Jami Stephenson Terry Fleming Vern Fleming (1) Vacancy | To advise Council on matters, issues and policies pertaining to tourism, cultural events and festivals and to actively encourage partnerships. To develop and obtain Council endorsements of sub-committees when necessary to establish events such as Turtlefest, Airshows, Tillsonburg Christmas Festival, etc. To develop relationships for coordinating events with local service groups, BIA, Chamber of Commerce, Station Arts Centre and sports groups. | 8 members 1 Staff 1 Councillor | Councillor Stephenson | Culture & Heritage Manager |
| Development Committee | Lisa Gilvesy Steve Spanjers Randy Thornton John Veldman | To advise and assist in the promotion of development within the Town. To develop alliances and partnerships to advance the | 9 members 1 BIA Rep 1 Chamber Rep 1 Real Estate Rep | Councillor Hayes | CAO Development Commissioner |

Last revised March 27, 2017

**Town of Tillsonburg
Committees 2014 – 2018**

| Board/Committees | Citizen Appointments | Terms of Reference | Composition | Council Representatives | Staff Liaison |
|---|--|---|--|-------------------------|----------------------------|
| | Andrew Burns Paul DeCloet Ashton Nembhard Kirby Heckford Lindsay Morgan – Real Estate Rep Cedric Tomico - BIA Rep Jesse Goossens – Chamber Rep | Town’s strategic plan and to assist in the overall community growth within the Town. | 2 Staff 1 Councillor | | |
| Heritage, Beautification and Cemetery Committee | Paul DeCloet Sue Saelens Marion Smith Janet Wilkinson Robert Marsden Ken Butcher Charlie Baldwin Paul Wareing Christine Nagy Matthew Fenn Maurice Verhoeve | To advise and make recommendations to Council on all matters with respect to architectural and historical significance, beautification of public spaces, including trees, and Tillsonburg cemeteries. To advise Council of new and relevant legislation and funding initiatives; to make recommendations and assist with the development of education programs; and to liaise with the community and other organizations to promote Tillsonburg heritage, beautification and cemeteries. | 9 members 1 Staff 1 Councillor | Councillor Esseltine | Facilities Manager |
| Museum Advisory Committee | Dianne MacKeigan Robert Marsden Mary Lou Sergeant Marianne Sandham Jami Stephenson Aleksandra Webber (1) Vacancy | To research, collect, preserve, exhibit and promote the Tillsonburg Museum. To make recommendations to Council on policies and procedures pertaining to the museum. To work with the Tillsonburg Historical Society regarding trusts for restoration and artifact purchases. | 6 members 1 staff 1 Councillor | Councillor Rosehart | Culture & Heritage Manager |

Last revised March 27, 2017


**Town of Tillsonburg
Committees 2014 – 2018**

| Board/Committees | Citizen Appointments | Terms of Reference | Composition | Council Representatives | Staff Liaison |
|---|--|---|---|-------------------------|--------------------------------------|
| Parks and Recreation Advisory Committee | Donna Scanlan Bob McCormick Donald Baxter Mike Cerna Mel Getty James Payne Paul DeCloet Susie Wray Craig Cole (3) Vacancies | To advise Council and make recommendations on the programming and utilization of Parks, Trails, Green Space and Recreational facilities within Tillsonburg. To help implement the Community Parks, Recreation & Cultural Strategic Master Plan. To develop and obtain Council endorsements of sub-committees when necessary to deal with Trails, Tillsonburg Wall of Fame, etc. | 12 members 2 staff 1 Councillor | Councillor Esseltine | Recreation Programs Services Manager |
| Special Awards Committee | John Armstrong Sam Lamb Matt Scholtz Mary Anne VanGeertruyde | To advise Council and make recommendations on awards for volunteer service within the Town of Tillsonburg. The Volunteer Service Recognition Program shall recognize volunteers on a monthly basis when nominations are received by the Special Awards Committee. The Committee shall organize a Town of Tillsonburg volunteer recognition social event on a yearly basis with budget approval. | | Councillor Stephenson | Town Clerk or Designate |

Last revised March 27, 2017

**Town of Tillsonburg
Committees 2014 – 2018**

| Board/Committees | Citizen Appointments | Terms of Reference | Composition | Council Representatives | Staff Liaison |
|--|---|---------------------------|--------------------|--------------------------------|----------------------|
| Tillsonburg Non Profit Housing Corporation | Robert Hurley Evenly Fritz Ron Gasparetto Joyce Hanson Geraldine Brisebois John Stanbridge Terry Pierce Carolyn Hicks Roderick Van Riesen | | | Councillor Adam | n/a |

| | | |
|---|---------------------|--------------------------------------|
|  | Report Title | By-Law 4091, Authorize Voting Method |
| | Report No. | CL 17-09 |
| | Author | Donna Wilson, Town Clerk |
| | Meeting Type | Council Meeting |
| | Council Date | April 10, 2017 |
| | Attachments | By-Law 4091 |

RECOMMENDATION

THAT Council receives Report CL 17-09 Authorize Voting method;

AND THAT By-Law 4091 to authorize the use of the Internet and Telephone Voting method for the 2018 Municipal Election, be brought forward for Council consideration.

EXECUTIVE SUMMARY

At the Council meeting of January 23, 2017 Council passed the following resolution and direction for staff.

“Moved By: Councillor Esseltine Seconded By: Councillor Stephenson
 THAT Council endorse Option 3 – Internet/Telephone Voting, as the preferred voting method for the 2018 Municipal Election, for both Advance and Voting Day polling;

AND THAT staff be directed to develop the 2018 Election Work Plan based on the preferred method of voting;

AND THAT staff bring back a report regarding final quotes for procuring equipment and services for the preferred voting method.

Carried”

BACKGROUND

As described in Report CL 16-30 brought to Council on October 11, 2016, with the timeline amendments made under the Municipal Elections Modernization Act, 2016 (MEMA), and since Council decided to proceed with an alternative voting method, Council must now authorize electors to use such a method by passing a by-law on or before May 1st in the year before the election year. This would mean that a bylaw would be required by May 1, 2017, to be effective for the 2018 Municipal Election.

Therefore, as Council has authorized the use Internet/Telephone Voting, as the preferred voting method for the 2018 Municipal Election, for both Advance and Voting Day polling the attached by-law is before Council for consideration.

FINANCIAL IMPACT/FUNDING SOURCE

All municipal election expenses are funded by the Election Reserve Fund.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

Section 1 – Excellence in Local Government

- 1.3 Demonstrate accountability – Citizens are aware of ongoing Council initiatives and Internet/telephone voting provides enhanced accessibility features for all citizens.

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4091

BEING A BY-LAW to authorize the use of internet and telephone voting method for the 2018 Municipal Election.

WHEREAS Section 42 of the Municipal Elections Act, 1996 provides that the council of a municipality may, by by-law, authorize electors to use an alternative voting method, such as voting by mail, telephone, or internet, that does not require electors to attend at a voting place in order to vote;

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg considers it desirable to use internet and telephone as the preferred method of voting for the 2018 Municipal Election;

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


1. THAT the Council of the Corporation of the Town of Tillsonburg hereby authorizes the use of internet and telephone voting for the purpose of counting votes at the 2018 municipal election.
2. AND THAT By-Law 3760, to Authorize the Use of Optical Scanning Vote Tabulators for the 2014 Municipal Election be and is hereby repealed.
3. AND THAT this By-Law shall come into full force and effect on the day of its passing.

READ A FIRST AND SECOND TIME THIS 27th DAY OF March, 2017.

READ A THIRD AND FINAL TIME AND PASSED THIS 27th DAY OF March, 2017.

Mayor – Stephen Molnar

_ Deputy Clerk – Tricia Smith

| | | |
|---|---------------------|---|
|  | Report Title | Lease of Industrial Lands for Agricultural Purposes |
| | Report No. | DCS 17-10 |
| | Author | Cephas Panschow |
| | Meeting Type | Council Meeting |
| | Council Date | MARCH 27, 2017 |
| | Attachments | Lease agreement |

RECOMMENDATION

THAT Council receive Report DCS 17-10 Lease of Town’s Industrial Lands for Agricultural Purposes;

AND THAT the Mayor and Clerk be authorized to enter into a lease agreement with John Vieraitis for the lands described as:

- (i) Lands located on the south side of Hwy 3, legally described as part of Lots 1 and 2, Concession 5, North of Talbot Road, and more particularly described as, Parts 1, 2, 3, 4, 13 and part of Part 12 and 15, RP 41R-8336, consisting of approximately 37 acres of arable land;
- (ii) Lands located on the east side of Highway 19 (Vienna Road), legally described as Lot 1613, Lot 1638B, Plan 500; part of Lots 8 and 9, Concession 4, North of Talbot Road, consisting of approximately 17 acres of farmable land, and including:
 - a. Unnamed Road adjacent to Lots 1612, 1613 and 1614, Part 2, Plan 41R-6496;
 - b. Unnamed Road adjacent to Lots 1612, 1613 and 1614; and,
- (iii) Lands located on the west side of Rokeby Sideroad, legally described as Lot 1641, Plan 500, MID Con 4 North of Talbot Road, Pt Lot 10, being part of Parts 1 & 2, Plan 41R-8386 (Oxford Registration #)/37R-10038, consisting of approximately 27 acres of arable land;

for a three year term expiring on December 31, 2019 subject to the terms and conditions contained within the lease agreement;

AND THAT a bylaw be brought forward in this regard.

EXECUTIVE SUMMARY

The purpose of this report is to seek Council approval to award the tender for the lease of the Town’s industrial lands for agricultural purposes. The tender was released on February 16, 2017 with a response date of March 7, 2016 with two bids were received by the deadline. The proposed lease is for three crop years and would terminate on December 31, 2019. The lease will result in revenue of \$17,625 for the Corporation.

BACKGROUND

The following table summarizes the two bids received:

| Company | Revenue | Acres | Average Price/Acre | Crop Plan |
|----------------|----------|-------|--------------------|--|
| Anspach | \$16,767 | 81 | \$207 | Corn/soybean rotation using conventional tillage with both GMO and non-GMO seeds. Glyphosate and other conventional herbicides will be used. |
| John Vieraitis | \$17,625 | 81 | 218 | Hwy 3 Lands - Organic corn or edamame Vienna Rd Lands – Conventional corn, rye and soybean rotations Rokeby Rd Lands – Corn/soybean rotation |

Based on the above summary, staff is recommending that the lease be awarded to John Vieraitis for a three year period.

The successful bidder will be required to enter into a Lease Agreement with the Town of Tillsonburg, which includes general and specific provisions relating to the use of the land. The Lessee will be required to provide proof of liability insurance in an amount not less than \$2,000,000 with the Town of Tillsonburg named as an additional insured.

COMMUNITY STRATEGIC PLAN

Not applicable.

CONSULTATION/COMMUNICATION

The Tender opportunity was circulated to area farmers on February 16, 2017, published in the Tillsonburg News (Community Update page) on March 1, 2017, and posted to the Town's website.

The proposed lease has been developed based on advice from the Town's solicitor.

FINANCIAL IMPACT/FUNDING SOURCE

The 2017 Economic Development & Marketing Budget has estimated revenue of \$18,000 from Industrial Land agricultural leases. If the recommended motion is approved this will result in annual revenue of \$17,625, which is in line with the budget estimate.

The lease of industrial lands for agricultural purposes results in taxable assessment, which means that the Town of Tillsonburg is responsible to pay County and Education taxes. These costs are paid for out of the lease revenue. The remaining lease revenue would be allocated to the Economic Development & Marketing Budget.

THIS AGREEMENT made in quadruplicate this 21 day of MARCH, 2017.

BETWEEN:

THE CORPORATION OF THE TOWN OF TILLSONBURG

hereinafter called the Lessor, of the First Part,

-and-

JOHN VIERAITIS

hereinafter called the Lessee, of the Second Part

WHEREAS the Lessor is the owner of lands hereinafter described

- (a) Lands located on the south side of Hwy 3, legally described as part of Lots 1 and 2, Concession 5, North of Talbot Road, and more particularly described as, Parts 1, 2, 3, 4, 13 and part of Part 12 and 15, RP 41R-8336, consisting of approximately 37 acres of arable land;
- (b) Lands located on the east side of Highway 19 (Vienna Road), legally described as Lot 1613, Lot 1638B, Plan 500; part of Lots 8 and 9, Concession 4, North of Talbot Road, consisting of approximately 17 acres of farmable land, and including:
 - i. Unnamed Road adjacent to Lots 1612, 1613 and 1614, Part 2, Plan 41R-6496;
 - ii. Unnamed Road adjacent to Lots 1612, 1613 and 1614; and,
- (c) Lands located on the west side of Rokeby Sideroad, legally described as Lot 1641, Plan 500, MID Con 4 North of Talbot Road, Pt Lot 10, being part of Parts 1 & 2, Plan 41R-8386 (Oxford Registration #)/37R-10038, consisting of approximately 27 acres of arable land;

(collectively the "Lands")

AND WHEREAS the Lessor is desirous of leasing the Lands to the Lessee and the Lessee is desirous to lease the Lands for agricultural purposes subject to the conditions hereinafter set forth in this agreement (the "Lease").

NOW THEREFORE THIS INDENTURE WITNESSETH

1. PAYMENT

The Lessee covenants with the Lessor that the Lessee shall pay annual rent for the Lands as set out below to the Lessor by two payments each year during the term of this Lease. The first payment of which shall constitute 50% of annual rental fee and shall be due and payable no later than April 1 of each year that this Lease remains in force and the remaining 50% of the annual rental fee shall be due and payable on November 30 of each year that this Lease remains in force:

- (a) Annual rent of \$17,625 based on a blended rate of \$225 per acre (the "Base Rent").

2. TERM

The term of the Lease shall be from April 1, 2017 to December 31, 2019 (the "Lease Term"). The Lease Term can be extended for additional one (1) year terms by the Lessor in its sole and absolute discretion. There is no representation or warranty of the Lessor that it must, shall or will extend the Lease Term.

Lessor's Initials _____

Lessee's Initials _____

3. CONDITION OF THE LANDS

The Lessee acknowledges and agrees that it is leasing the Lands in its current condition “as is” and the Lessee has conducted all inspections and performed its own due diligence to determine the suitability of the Lands for the Lessee’s use. The Lessee acknowledges that the Lessor has made no representation or warranty and provides no covenant, representation or warranty concerning soil conditions, the existence of any items below the surface, and/or the environmental status of the Lands at any time. The Lessee acknowledges having inspected the property prior to signing this Lease and has relied upon its inspection regarding the suitability, condition, and state of repair of the Property. The Lessee further acknowledges that it has conducted its own due diligence as the size of the Lands and the size of the arable part of the Lands and not relied upon any representation or warranty of the Lessor. The Lessee acknowledges that Base Rent shall not alter if size of the arable land is less than as set out in this Lease.

4. USE

- (a) The Parties agree that the crops to be grown on the Lands shall be agreed upon by the Parties prior to planting and shall generally be a soybean, wheat, rye, corn or organic corn, vegetable or organic edamame or hay crops.
- (b) The Lessee shall not do or permit to be done on the Lands anything which may:
 - i. Constitute a nuisance;
 - ii. Cause damage to the Lands;
 - iii. Cause injury or annoyance to occupants of neighbouring premises;
 - iv. Make void or voidable any insurance upon the Lands;
 - v. Constitute a breach of any by-law, status, order or regulation of any municipal, provincial or other competent authority relating to the Lands; and,
 - vi. Create any environmental hazard.
- (c) The Lessee shall not store, allowed to be stored or do anything that creates hazardous waste or toxic material as defined by the Environmental Protection Act or any related, amended or successor legislation. If any order is made by any level of government, including all agencies, Crown corporations plus municipal bodies, or Court is made as a result of the Lessee’s, or its servants, directors, employees, invitees, customers or agents, actions or inaction under this Article then the Lessee shall satisfy the terms of such order including, but not limited to, paying all costs of the work required and shall indemnify and save the Lessor harmless from any costs, including legal costs, if the Lessor suffers any damages or pays any costs associated with such order.
- (d) In order to operate this farm efficiently and to maintain it is high state of productivity of the Lands, the Lessee covenants as follows:
 - i. To allow any incoming lessee or purchaser to enter upon the Lands after harvest in the last year of the Lease Term and have reasonable privileges and right-of-way to work on the Lands;
 - ii. To prepare a soil analysis prior to the commencement of the Term and a second soil analysis at the end of the Lease Term or sixty days after a Termination Notice has been served by either Party (the “Soil Tests”). The cost of the Soil Tests shall be payable by the Lessee without contribution of the Lessor. The Lessee shall provide the Lessor a copy of each of the Soil Tests within 10 of the Lessee’s receipt of the Soil Tests;
 - iii. To remove all crops from the ground at the end of the Lease Term; and,
 - iv. It will not construct any buildings upon the Lands.

5. RIGHT TO SELL SUBJECT LANDS

The Lessee acknowledges that the Lessor shall have the right to sell any part or parts of the Lands upon sixty (60) days notice, in writing, and upon expiry of such notice the Lessee shall surrender that part (or all if required by the notice) of the Lands sold by the Lessor and subject to the condition that if the Lessor sells and requires possession of any or all of the subject lands on which an agricultural crop is growing, the Lessee shall be compensated for any and all expenses incidental to growing such crop and the Base Rent shall be revised to take into account the adjustment of that part of the Lands not surrendered (if any) throughout the balance of the Lease Term. The Lessee must provide to the Lessor detailed accounting of the costs incurred for the lands in order to be reimbursed for the loss of the growing crops. The Lessee shall not demand, claim or plead any damages, costs, monies or compensation from the Lessor of any kind whatsoever and howsoever except as specifically provided for in this paragraph 5. The Lessee waives any and all claims, damages and/or losses for future income, profits or monies due to the surrender of some or all of the Lands.

6. FARM BUSINESS REGISTRATION NUMBER

The Lessee shall be required to provide proof of valid Farm Business Registration Number (OFA, CFFO or proof of exemption) to the Lessor prior to commencement of the Lease Term.

7. QUIET ENJOYMENT OF LANDS

IT IS further specifically agreed by and between the Parties hereto that the Lessor covenants with the Lessee for quiet enjoyment of the Lands. Notwithstanding the foregoing, the Lessor shall be permitted to access the Lands for any purpose(s), with the costs of any minor crop damage being borne by the Lessee.

8. ASSIGNMENT

The Lessee acknowledges and agrees that it will not assign or sublet the Lands without approval by the Lessor, which may be withheld by the Lessor at its sole and absolute discretion. The Lessee further covenants that it will not conduct any business, trade, enterprise or objects on the Lands other than to use the Lands for its own agricultural purposes pursuant to the terms and conditions contained in this Lease.

9. INSURANCE

The Lessee shall obtain Farm liability insurance of at least Two Million Dollars (\$2,000,000), covering injury to, or destruction of person or property, for which the Lessee may be held liable. The Lessee must obtain Farm Liability insurance on a form of coverage issued by an insuring company acceptable to the Town, which names the Town as an additional insured and contains a Cross Liability Clause. The Lessee shall provide the Town, by the 1st day of May in each year during the term hereof, with an insurance certificate showing the required insurance coverage.

10. INDEMNIFICATION

The Lessee covenants to keep the Lessor indemnified and save harmless the Lessor at all times against any and all claims, suits, proceedings, actions and demands (including but not limited to all legal costs) whatsoever and howsoever arising by any person, entity or corporation whether in respect of damage, loss or death to person or property, arising out of or occasioned by the maintenance, use or occupancy of the Lands or the subletting or assignment of same or any part thereof. And the Lessee further covenants to indemnify the Lessor with respect to any encumbrance on or damage to the Lands occasioned by or arising from the act, default, or negligence of the Lessee, its officers, agents, servants, employees, contractors, customers, invitees or licensees. The Lessee agrees that the foregoing indemnity shall survive the termination of this Lease notwithstanding any provisions of the Lease to the contrary.

11. MAINTENANCE

The Lessee covenants to maintain all of the Lands pursuant to this Lease in good condition at all times during the Lease Term, any extension of the Lease Term and any overholding periods (if any). The Lessee further covenants to keep the Lands free from refuse and shall not store any refuse, garbage, motor vehicles or any items on the Lands that may be considered by the Lessor to be noxious, hazardous or refuse.

Lessor's Initials _____

Lessee's Initials _____

12. IMPROVEMENTS TO LANDS

The Lessee agrees that all improvements to the Lands for the purposes of increasing agriculture production are at the Lessee’s sole cost and subject to the approval of the Lessor in the Lessor’s sole and absolute discretion. Notwithstanding the foregoing, the Lessor may consider entering into a second agreement for proposals that significantly expand the area available for agricultural production at the Lessor’s sole discretion.

13. BANKRUPTCY

The Lessee acknowledges and agrees that if during the Lease Term any of the goods or chattels of the Lessee shall at any time during the said term be seized or taken in execution or in attachment by any creditor of the Lessee, or if the Lessee shall make any assignment for the benefit of creditors, or becoming bankrupt or insolvent debtors, the then current and next ensuing balance of Base Rent shall immediately become due and payable and the said term shall, at the option of the Lessor, immediately become forfeited and determined and in such case, the Lessor may re-enter and take possession of the said lands as though the said lands was holding over after the expiration of the said term.

14. TERMINATION FOR CONVENIENCE

IT IS further hereby agreed between the Parties hereto that this Lease may be terminated by either party in such parties’ sole and absolute discretion by providing to the other Party sixty (60) days written notice prior to the termination date or the expiration of the lease term. In the case where the Lessor terminates the Lease, the provisions of Paragraph 5 above shall be in effect. If the Lessee terminates the lease it shall be responsible to pay a pro-rated Base Rent to the date of termination, pay all items required by paragraph 4 of this Lease and the Lessor shall not be responsible to reimburse the Lessee for the loss or damages for the abandoned growing crops.

15. TERMINATION OF THE CONTRACT FOR CAUSE

In the event of any material default of this Lease by the Lessee, the Lessor shall have the right to provide written notice of such default and demand that the deficiency of program be rectified within five (5) working days or such longer period as may be agreed upon by the Lessor. If the said default is not rectified or steps are not take to rectify the situation according to the agreed upon plan, the Lessor shall be entitled to issue a written notice of termination for cause with no less than thirty (30) days notice and all Base Rent and amounts owing pursuant to paragraph 4 of this Lease shall be payable to the Lessor by the Lessee within thirty (30) days from termination.

16. DEFAULT

An Act of Default has occurred when:

- (a) The Lessee has failed to pay Rent for a period of 60 consecutive days from the date that payment has been requested by the Lessor;
- (b) The Lessee has breached his covenants or failed to perform any of his obligations under this Lease plus:
 - i. The Lessor has given notice specifying the nature of the default and the steps required to correct it; and,
 - ii. The Lessee has failed to correct the default as required by the notice;
- (c) Any insurance policy is canceled or not renewed by reason of the use or occupation of the Lands, or by reason of non-payment of premiums;
- (d) The Lands:
 - i. Is used by any other person or persons, or for any other purpose than as provided for in this Lease without the written consent of the Lessor.

When an Act of Default on the part of the Lessee has occurred:

- (a) The current year's rent together with the next years' rent shall become due and payable immediately; and,
- (e) The Lessor shall have the right to terminate this Lease and to re-enter the Lands and deal with them as he may choose.

If, because an Act of Default has occurred, the Lessor exercises his right to terminate this Lease and re-enter the Lands prior to the end of the Term, the Lessee shall nevertheless be liable for payment of Rent and all other amounts payable by the Lessee in accordance with the provisions of the Lease until the Lessor has re-let the Lands or otherwise dealt with the Lands in such manner that the cessation of payments by the Lessee will not result in loss to the Lessor and the Lessee agrees to be liable to the Lessor, until the end of the Term of this Lease for payment of any difference between the amount of Rent hereby agreed to be paid for the Term hereby granted and the Rent any new Lessee pays to the Lessor.

If when an Act of Default has occurred, the Lessor chooses not to terminate the Lease and re-enter the Lands, the Lessor shall have the right to take any and all necessary steps to rectify any or all Acts of Default of the Lessee and to charge the costs of such rectification to the Lessee and to recover the costs as Rent.

If, when an Act of Default has occurred, the Lessor chooses to waive his right to exercise the remedies available to him under this Lease or at law the waiver shall not constitute condonation of the Act of Default, nor shall the waiver be pleaded as an estoppel against the Lessor to prevent his exercising his remedies with respect to a subsequent Act of Default. No covenant, term, or condition of this Lease shall be deemed to have been waived by the Lessor unless the waiver is in writing and signed by the Lessor.

17. NOTICE

Notice to either party shall be given at the following addresses:

If to the Lessor:

Development Commissioner
The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, ON N4G 5A7
Fax: 519-842-9431

If to the Lessee:

John Vieraitis
712383 Middletown Line
Tillsonburg, ON N4G 4G8

The Lessee shall not at any time register notice of or a copy of this Lease on title to the Lands or any part thereof without consent of the Lessor.

16. MISCELLANEOUS

The words importing the singular number only shall include the plural, and vice versa, and words importing the masculine gender shall include the feminine gender, and words importing persons shall include firms and corporations and vice versa.

This Lease, including any Schedule attached, shall constitute the entire agreement between the Lessor and Lessee. There is no representation, warranty, collateral agreement or condition which affects this agreement other than expressed herein.

In the event that any clause herein should be unenforceable or be declared invalid for any reason whatsoever, such enforce ability or invalidity shall not affect the enforce ability or validity of the remaining portions of the covenants and such unenforceable or invalid portions shall be severable from the remainder of this Lease.

Lessor's Initials _____

Lessee's Initials _____

This Lease shall be construed and enforced in accordance with the laws of the Province of Ontario. Any proceeding shall be brought at the City of Woodstock in the County of Oxford.

The Lessee hereby agrees that they have had an opportunity to review the terms of this Lease and seek independent legal advice.

Should any provision of this Lease require judicial interpretation or arbitration, it is agreed that the court or arbitrator interpreting or construing the same shall not apply a presumption that the terms thereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent prepared the same, it be agreed that both parties have participated in the preparation hereof.

This Lease constitutes the entire agreement between the Parties hereto pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations or other agreements between the Parties in connection with the subject matter hereof, except as specifically set forth herein. No supplement, modification, waiver or termination of this Lease shall be binding unless executed in writing by the Parties.

The Lessee shall not call on or demand the Lessor to perform any repairs or renovations prior to or after it obtains possession.

IT IS HEREBY declared and agreed that the expressions "Lessor" and "Lessee" wherever used in this indenture shall, when the context allows, include, be binding on and enure to the benefit of not only the Parties hereto, but also their respective executors, administrators and assigns.

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

**SIGNED, SEALED AND)
DELIVERED in the)
Presence of)
)
)
)
)
)
)
)
)**

STEPHEN MOLNAR, MAYOR **DATE**

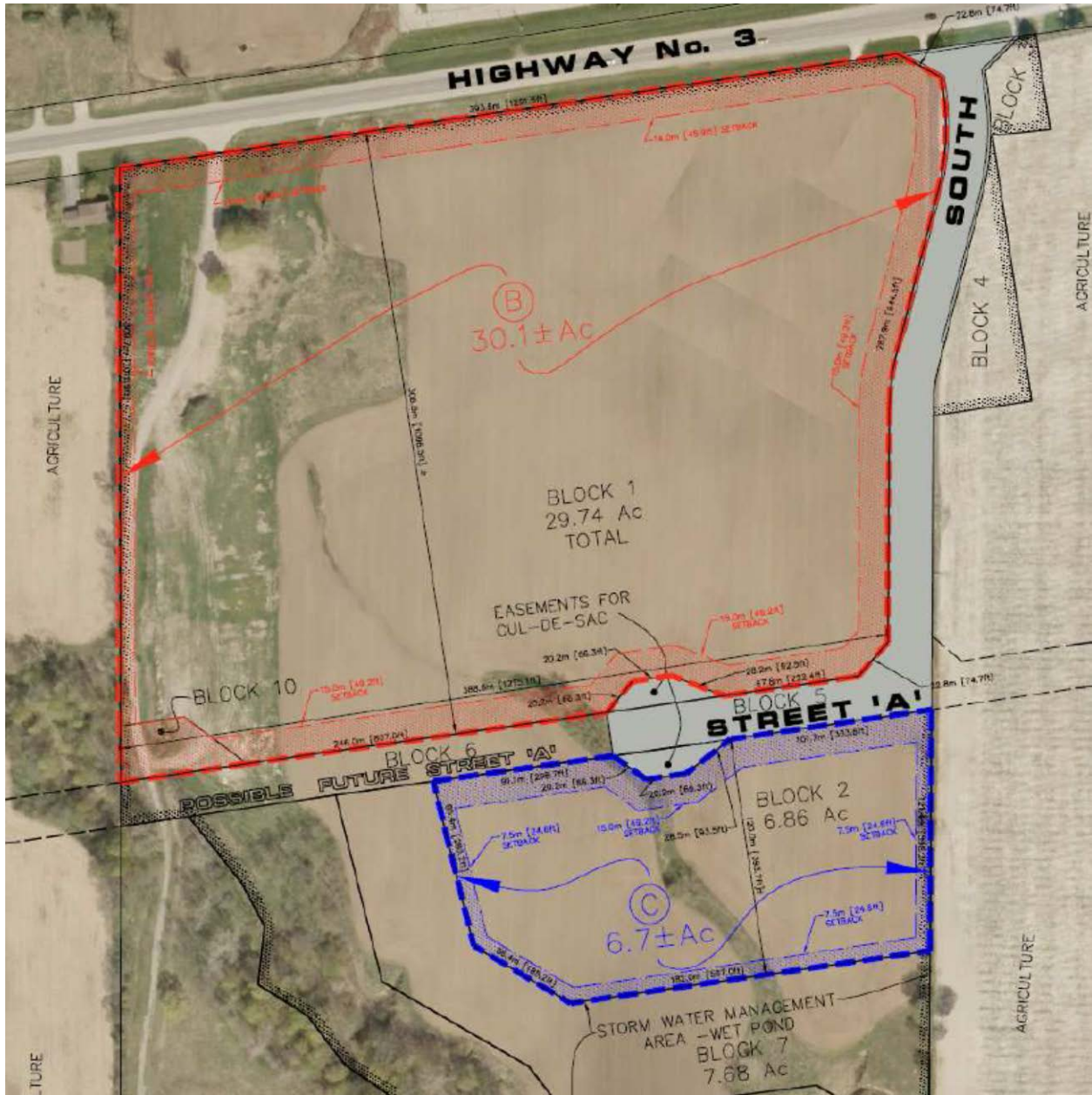
DONNA WILSON, CLERK **DATE**

THE LESSEE

JOHN VIERAITIS **DATE**
PRESIDENT
I have the authority to bind the corporation

APPENDIX A – SUBJECT PROPERTIES

3001 HWY 3 (37 ACRES OF FARMABLE LAND)

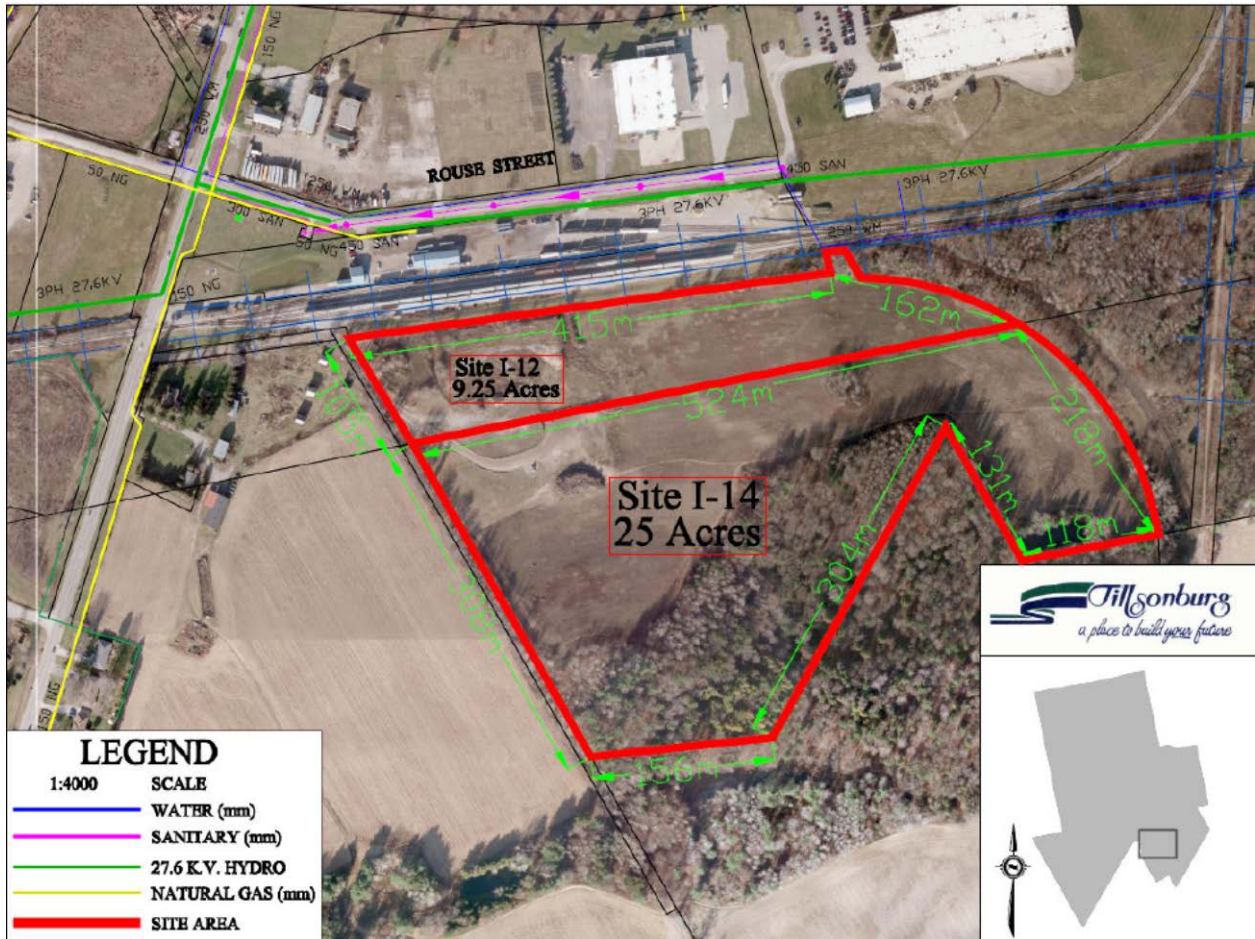


- Farmable lands include the “tongue” of land that extends south of the red dashed line
- Located on the southwest corner of Hwy 3 and Clearview Dr intersection

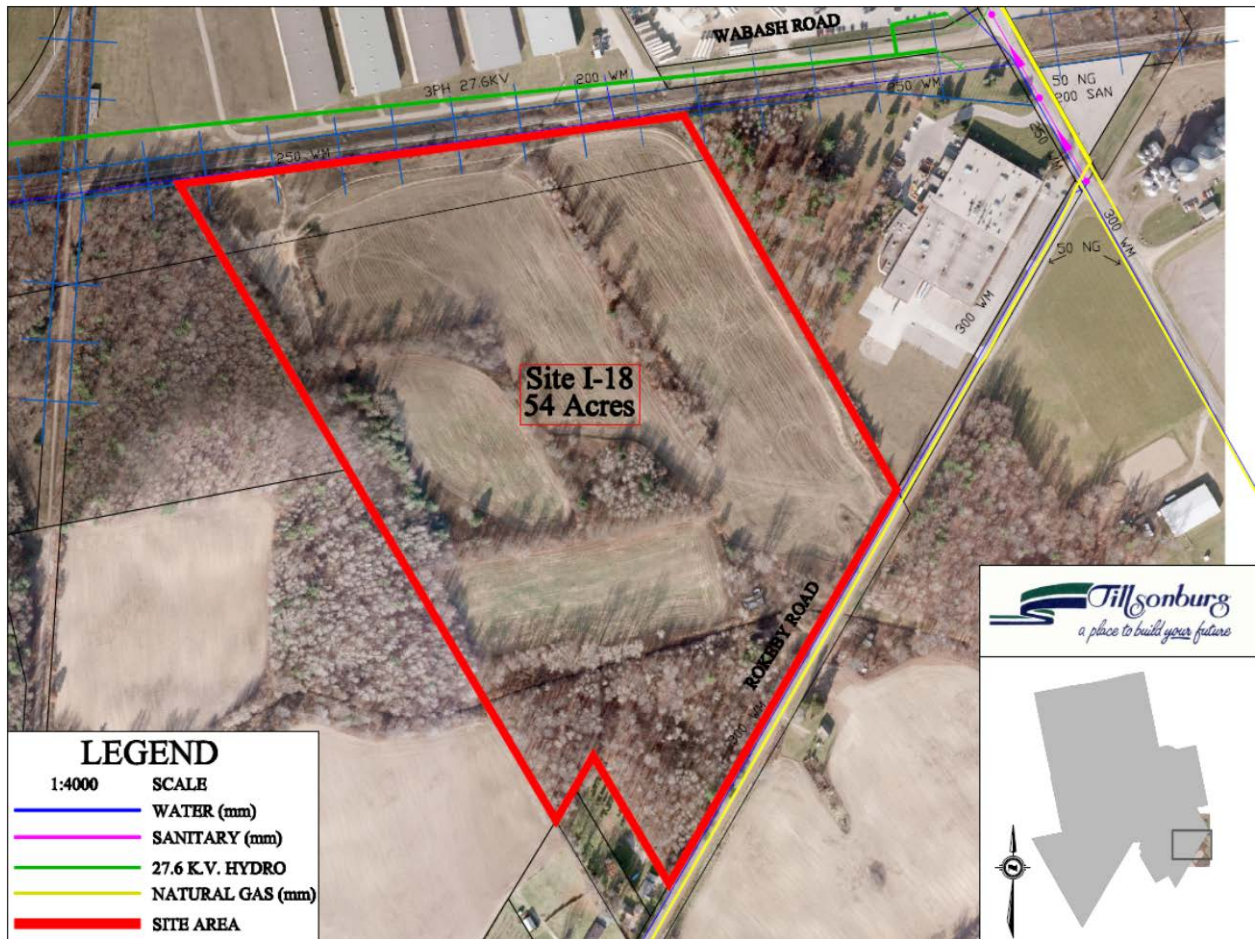
Lessor’s Initials _____

Lessee’s Initials _____

VIENNA RD (17 ACRES OF FARMABLE LAND)




ROKEBY RD (27 ACRES OF FARMABLE LAND)



Lessor's Initials _____

Lessee's Initials _____

| | | |
|---|---------------------|--|
|  | Report Title | Results for RFP 2017-002 Airport Fuel Card Lock System |
| | Report No. | OPS 17-09 |
| | Author | Vance Czerwinski, CRS. Manager of Public Works |
| | Meeting Type | Council Meeting |
| | Council Date | March 27, 2017 |
| | Attachments | • None |

RECOMMENDATION:

THAT Council receive Report OPS 17-09, Results for RFP 2017-002 Airport Fuel Card Lock System;

AND THAT Council award RFP 2017-002 to Kardtech Inc. of Brampton, Ontario at a cost of \$54,899.52 (net HST included), the highest scoring proposal received.

SUMMARY

As per the approved 2017 Operations Business Plan and in accordance with the Purchasing Policy, a Request for Proposal (RFP) was issued to acquire the necessary services for the supply, installation and implementation of a new stand-alone unattended payment for fuel dispensing management system at the Tillsonburg Regional Airport that satisfies all regulations pertaining to the operation of a fuel card lock system.

The RFP was released on February 17, 2017 and closed on March 8, 2017 with a total of seven (7) plan takers and two (2) proposals received. The RFP was advertised on the Tillsonburg website, the Tillsonburg News, Ebid Solutions and on Biddingo. Town staff reviewed and scored the two (2) proposals based on the scoring tool that was included in the RFP. The scoring tool is as follows:

| | |
|---------------------------------------|---------------|
| Corporate Qualifications & Experience | 10 pts |
| Proposed Solution | 20 pts |
| Maintenance Training & Support | 15 pts |
| Schedule & Work Plan | 15 pts |
| Proposed Fee | <u>40 pts</u> |
| Total Score 100 pts | |

The proposed fee of all proposals received ranged from \$51,837.56 to \$54,899.52 (net HST included). The scoring results from the Evaluation Committee are summarized in the table below:

| <u>Proponent</u> | <u>Total Score</u> |
|---|--------------------|
| 1. Kardtech Inc. | 91 |
| 2. Aviation Ground Fueling Technologies | 83 |

Kardtech Inc. have strong background and experience that relates directly to the type of work contemplated for this project, propose a schedule and work plan that meets the RFP project timeframe, offers a more comprehensive proposed solution and will remain as our dedicated service provider. Although the cost from this proponent is not the lowest of proposals received it is staff's recommendation that Kardtech Inc. still be retained for this assignment as their proposal was determined to be the best overall.

CONSULTATION/COMMUNICATION


The Evaluation Committee comprised of the Airport Administrator, Manager of Public Works, Director of Operations and the Operations Administrator assembled to evaluate the proposals and to later interview the Proponents to provide the evaluation team additional insight into the Proponents ability to meet the requirements of the RFP.

FINANCIAL IMPACT/FUNDING SOURCE

The recommended proponent's fee of \$54,899.52 (net HST included) to complete the scope of work for this assignment exceeds the 2017 approved budget of \$50,000 from reserves. The residual amount of \$4,899.52 can be accommodated within the Airport maintenance operating budget.

COMMUNITY STRATEGIC PLAN (CSP)

This project supports Objective 2 – Economic Sustainability of the Community Strategic Plan by providing new opportunities and support to existing and new business leveraging the indirect economic strength of the Airport.

| | | |
|---|---------------------|--|
|  | Report Title | Tillsonburg Pumptrack |
| | Report No. | RCP 17-20 |
| | Author | Rick Cox, Director of Recreation, Culture & Parks |
| | Meeting Type | Council Meeting |
| | Council Date | March 27, 2017 |
| | Attachments | <ul style="list-style-type: none"> • KSMSPPT Long-term Site Plan • Letter re Tillsonburg Pumptrack |

RECOMMENDATION

THAT Report RCP 17-20 – Tillsonburg Pumptrack be received;

AND THAT Council endorse the long term plan for the pumptrack area so that ongoing fundraising efforts can be given focus and sanction.

EXECUTIVE SUMMARY

Council requested additional information about the amenities, shade structures and signage planned for the pumptrack area. A long-term site plan has been developed which, if approved, will be implemented over time and as resources permit.

BACKGROUND

Site Plan

The overall site plan for this area includes creating places where parents and others can safely watch the skatepark, the pumptrack and the Optimist Diamonds, and where users of the skatepark and pumptrack can rest and socialize. Improvements will be made using an approach that considers environmental design to minimize the opportunity for and likelihood of mischief (CPTED). There are four underlying CPTED concepts or themes:

1. Natural Surveillance - The placement of physical features and/or activities, and people that maximizes natural visibility or observation.
2. Natural Access Control - Deters access to a target and creates a perception of risk to the offender.
3. Territorial Reinforcement - Defines clear borders of controlled space from public to semi-private to private, so that users of an area develop a sense of proprietorship or ownership over it.
4. Maintenance - Allows for the continued use of a space for its intended purpose.

In this situation, the main tool used will be natural surveillance. For example, placement of seating areas, etc. will be strategic so as to maintain visibility for passers-by. Sections of the existing fence will be removed to improve accessibility and sightlines.

Signage

Signage is a very important tool for the Municipality to reduce its liability. The signage must be clearly visible, located appropriately, and help users understand the risks they take and how to use the facility safely. Signage components recommended by the Town’s insurers include some specific wording as well as graphic elements that provide guidance about which zones of the pumptrack are more advanced than others. Similar to signs at ski-hills that identify beginner slopes and advanced slopes, pumptrack signage will use graphics to show where novices can

learn the basic techniques, where advanced skills are required and which areas are safe to pause at. These signs will need to be at multiple locations as the track can be accessed from all sides.

In addition to the above, the site will incorporate ways of providing visual recognition for those who have donated to the pumptrack and skatepark, or will do so in the future. Staff will place the required signage and the donor recognition in a manner consistent with the recommendations from Frank Cowan and other industry experts, while also keeping in mind the aesthetics of the site and the need to make the installation durable.

Shade, Shade Structures & Amenities

On their website, Oxford County Public Health advises that “*overexposure to ultraviolet (UV) rays increases the risk for skin cancer. Too much exposure to UV rays increases the risk of sunburn, skin cancers and cataracts and can weaken the immune system. A major proportion of sun exposure and sun damage occurs in children before the age of 18.*” Several large trees along the Hardy Avenue edge of the pumptrack and the Senior Centre end of the skatepark are the only shade sources in the area. Users of the facility and parents watching their kids typically sit on one of the benches in full sun, or stay in their vehicles in the parking lot. Users have asked for a place to sit that provides both shade and shelter. Tillsonburg Minor Ball (TMBI) has requested the Town consider establishing shade for the players’ benches at all ball diamonds. To date there has been no shade established for players or spectators at the Optimist Diamond adjacent to the pumptrack. RCP staff concur with the users that there is a need for providing more shade in this part of Memorial Park.

In keeping with the guidelines for naturalizing areas established in the Conceptual Master Plan, some shade trees are planned for the area. Even though the intent is to plant reasonably large caliper stock trees with a tree spade, trees will take considerable time to grow to a height where they provide adequate shade. They must be strategically located where their roots and leaves will not damage or create hazards to the skatepark or pumptrack.

A more effective type of shade structure has been proposed which uses shade sails. These are umbrella-like structures which have been used with significant success in many parks and playgrounds in other local area municipalities. Properly designed, they are durable, cost-effective and well-suited to a multi-purpose recreational setting like Memorial Park. A local service club has committed to funding the installation of a shade sail structure. Placing a shade sail structure in addition to planting strategically located trees will provide shade safety in the near term and allow for the natural shade to take over the task in the future when the shade sail membrane is due for replacement.

Other amenities planned for the area include additional benches and picnic tables. Some of these may take the form of concrete tables which are extremely durable, heavy, and can be engraved with donor recognition. As noted above, locations for trees, shade structures and amenities will be chosen using the CPTED principle of natural surveillance.

Further enhancement of the area for users and spectators will be achieved by implementing the gateway garden designed for the Lisgar/Hardy intersection as part of the Revitalization Project.

Pumptrack and Skatepark Improvements

The proposed skatepark expansion planned in 2016 was not implemented due to the cost. However, the expansion is still highly desired by the users and will improve the skatepark. In

particular, users anticipate eventually adding a half-bowl and landing zones on the North end, and a curved grind rail around the South end. The half-bowl will help keep water, grit and mud out of the half-pipe. Placing the pumtrack has dramatically increased the amount of dirt collecting in the bottom of the half pipe. The grind rail is desirable from a safety point of view, as it will help discourage users from exiting the skatepark at high speed and going down the hill, perhaps onto Hardy Avenue in front of a vehicle.

At the pumtrack, the popularity of the facility has illustrated the need for a platform adjacent to the NW corner. This platform will provide a place for riders to wait their turn in a place that is out of the way for other riders coming around the loop into the jump line. This will improve the safety of the pumtrack for both active riders and those waiting for their turn.

In the longer term, there is the potential of adding a line of rollers along the West and North edges of the pumtrack which can be used for exercise and training.

CONSULTATION/COMMUNICATION

This long-term plan has been reviewed and endorsed by the Memorial Park Revitalization Project Subcommittee. It was developed in consultation with RCP staff as well as the users of the skatepark and pumtrack.

FINANCIAL IMPACT/FUNDING SOURCE

The initial fundraising target set for constructing the pumtrack was exceeded, securing \$37,225 in cash and in-kind donations to supplement the \$13,400 in Town funding for the project approved by Council. The surplus remaining in the project is required to cover the cost of the recognition signage and additional drainage which has yet to be installed. The Town has benefited from Mr. Smith's efforts on this project, which as noted in the attached correspondence has achieved the construction of a facility worth in excess of three times what it cost and more than thirteen times greater than the Town's cash contribution.

Ongoing fundraising efforts by Mr. Smith and other users of the facility will continue in order to secure funds to contribute towards the cost of the amenities and improvements in the long term plan. Implementation of the plan will continue as resources obtained through fundraising and through the Town's capital budgeting process become available.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

This action is in alignment with the following Objectives of the Community Strategic Plan:

- Objective 1 – Excellence in Local Government
- Objective 2 – Economic Sustainability
- Objective 4 – Culture and Community



Workout rollers

Half Pipe Upgrade

Roll-In Staging Extension

Large (20') Shade Tree

Concrete Round Tables

Drainage required

Curved Grind Rail

Kinsman Shade Sail

| | |
|--|--------|
| Title: Kolin Smith Skatepark & Pumptrack Long Term Site Plan | |
| Author: T.Smith | |
| Date: March 16, 2017 | Sheet: |
| Revision: 1:1 | |

65 River Glen Path
Eden Mills, Ontario
N1H 6H8

Attn: Terry Smith

Good Afternoon Terry,

If I were to have been asked to recreate the Tillsonburg Pumptrack Park the true value would be in the range of \$175,000.

Just to brake down one component, typically in the bike park industry with material included we charge \$450.00 a tonne to hand place and compact pavement. Therefore in your park if you used 159 tonnes of asphalt, the cost JUST to pave it would be \$71,550.00


The Town of Tillsonburg was very fortunate to have you involved in this project.

Please don't hesitate to contact me if you require additional information.

Mike Hession
President

Ontario Bike Park Construction Inc



| | | |
|---|---------------------|---|
|  | Report Title | Canada 150 Celebration Tree Program |
| | Report No. | RCP 17-21 |
| | Author | Corey Hill, Manager of Parks & Facilities |
| | Meeting Type | Council Meeting |
| | Council Date | March 27, 2017 |
| | Attachments | • |

RECOMMENDATION

THAT Council receive Report RCP 17-21 - Canada 150 Celebration Tree Program;
 AND THAT Council endorse the recommended implementation plan for a Celebration Tree Program in 2017 to commemorate Canada’s 150th anniversary;

EXECUTIVE SUMMARY

The Town of Tillsonburg Recreation, Culture & Parks (RCP) Dept. was directed by Council to establish an implementation plan for the Canada 150 Celebration Tree Program as outlined in Council Report CAN 17-01. This report details the implementation of the 2017 Canada 150 Celebration Tree Program.

BACKGROUND

The Canada 150 Committee proposed a planting program in 2017 which would give the community an opportunity to plant 150 trees in Tillsonburg to commemorate Canada’s sesquicentennial at a cost of \$150 per tree. This Celebration Tree program was outlined in Council Report CAN 17-01 and Council directed the Recreation, Culture & Parks Department to draft an operational plan to implement the program.

RCP staff recommends that the Celebration Tree Program be restricted to plantings on privately owned property. This beautifies the Town while eliminating future uncertainty over tree ownership with respect to ongoing watering and maintenance as well as possible pruning, removal and/or replacement. This also preserves the dignity of the Town’s Memorial Tree program. Staff feels that offering a tree planting with commemorative plaque on Town property at a significantly reduced cost than the existing Memorial Tree program takes something away from the respect that the currently memorialized trees are due.

The Celebration Tree program would offer the following supplies/services for the \$150 fee:

- Supply of a potted Sugar Maple or Tulip Tree sapling (7-8ft in height based on availability);
- Supply of a stake, wire and protective sheath for tree planting;
- Supply of a commemorative plaque recognizing Canada’s sesquicentennial;
- Care package with planting instructions and fertilizer for initial planting;
- Delivery of the tree and all supplies to addresses with the Town of Tillsonburg (to be completed by Town Parks’ staff).

The retail value of the package is approximately \$250-\$300.

In addition to this Celebration Tree Program, RCP plans to plant additional trees on Town owned property through the Keep Tillsonburg Beautiful initiative as well as tree replacements in both Parks and Cemetery operations.

CONSULTATION/COMMUNICATION

Local tree nurseries and other sources were consulted in the development of this program. The Canada150 Committee endorsed the program by resolution passed at their meeting of March 20, 2017.


FINANCIAL IMPACT/FUNDING SOURCE

The Town's cost for the trees, signage and supplies would be recovered from the public through the \$150 fee. The cost for Town staff to implement the program and deliver the trees would be covered using existing RCP staff and fleet budget lines.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

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

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

| | | |
|---|---------------------|---|
|  | Report Title | Single or Sole Source Procurement Authorizations |
| | Report No. | RCP 17-22 |
| | Author | Rick Cox, Director of Recreation, Culture & Parks |
| | Meeting Type | Council Meeting |
| | Council Date | March 27, 2017 |
| | Attachments | • |

RECOMMENDATION

THAT Council receives Report RCP 17-22 – Sole or Single Source Procurement Authorizations;

AND THAT Council authorize staff to procure the products and services listed in Report RCP 17-22 from the indicated sole or single source.

EXECUTIVE SUMMARY

The purpose of this report is to seek Council approval to procure a specific list of products and services from a sole or single source so that the procurement is completed in a manner that is in compliance with the approved Purchasing Policy.

BACKGROUND

Section 6b of the Purchasing Policy specifically stipulates that procurement of goods or services from a single vendor without a bid, tender or quote process requires Council approval through resolution. The Policy does not make any exceptions.

The following list of products and services have been identified as meeting the specific needs of the Recreation, Culture & Parks Department and are being recommended as the vendor for a sole source procurement with the rationale indicated in the list.

| Product/Service | Vendor | Rationale for sole sourcing |
|--|---|---|
| Specialty storage and display products for archival and collection items at the Museum | Carr McLean Ltd., Etobicoke. | This vendor is a Canadian-based supplier of specialty items to the museum industry. |
| Cemetery marker, monument and mausoleum restoration supplies and repairs | Memorial Restorations Inc., Sarnia | This company is the only one in Ontario that specializes in monument restorations. |
| Landscape design and consultation services for all components of the Memorial Park Revitalization Project. | Ron Koudys Landscape Architects Inc. (RKLA), London | RKLA has been involved since the start of this project and has the right combination of local knowledge and industry expertise to provide good value. |

CONSULTATION/COMMUNICATION

N/A


FINANCIAL IMPACT/FUNDING SOURCE

There is no funding impact with respect to this report as the purchase of items or services identified above would only occur when included in approved operational or capital budgets.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

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

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

| | | |
|---|---------------------|---|
|  | Report Title | Tillsonburg District Craft Guild Service Agreement |
| | Report No. | RCP 17-23 |
| | Author | Rick Cox, Director of Recreation, Culture & Parks |
| | Meeting Type | Council Meeting |
| | Council Date | March 27, 2017 |
| | Attachments | <ul style="list-style-type: none"> • Service Agreement |

RECOMMENDATION

THAT Council receives Report RCP 17-23 – Tillsonburg District Craft Guild Service Agreement;
 AND THAT Council authorize the Mayor and Clerk to sign the Service Agreement with the Craft Guild for 2017;
 AND THAT a by-law be brought forward.

EXECUTIVE SUMMARY

The Service Agreement with the Tillsonburg District Craft Guild authorized under By-Law 3802 expired at the end of 2016. The Guild presented a draft Agreement for 2017 as part of their funding request submitted to Council during the 2017 budget deliberations. This report recommends that Council authorize the agreement for 2017.

BACKGROUND

During the 2014 budget process, the Guild requested a multi-year Service Agreement be put in place to provide a level of certainty to their operations for 2014-2016. As part of that Agreement, the funding to the Guild was increased over 2013 levels by \$10,000 to \$35,000.

The Agreement has worked effectively for the Town and the Guild over the past three years. In December 2016, the Guild presented their funding request and an updated Service Agreement for 2017 to Council during the budget deliberation process.

The only significant changes to the Agreement from the previous one were to:

1. Shorten the term of the Agreement from three years to one (2017)
2. Eliminate the Guild’s leadership of the community’s Christmas festival. Specifically, previously the Guild was responsible for *“provision of staff or volunteer resources to facilitate and coordinate the community Christmas Festival committee”* but this has been dropped from the 2017 Agreement.

Staff is supportive of a one-year agreement at this time in order to provide time to work with the Guild on a longer term Agreement for 2018 and beyond, and to seek legal review of same. With respect to the Christmas festival, it seems appropriate to respect the Guild’s decision to step away from a leadership role. Unfortunately, as a result there will be no community Christmas festival planned for 2017 unless others step forward to take on the challenge.

CONSULTATION/COMMUNICATION

N/A

FINANCIAL IMPACT/FUNDING SOURCE

The 2017 approved budget includes a \$35,000 payment to the Guild in return for the services addressed in the Agreement. This is the same payment as for each of the previous three years.

In addition, there is \$3,500 in the budget for community Christmas celebrations, which in the past has been used for advertising and other expenses related to the tree lighting and the decoration contests, etc. These funds will be available for an organizing committee to access, should one be established.

COMMUNITY STRATEGIC PLAN (CSP) IMPACT

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

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

SERVICE AGREEMENT

BETWEEN

The Corporation of the Town of Tillsonburg
(hereinafter referred to as the "Town")

- and -

Tillsonburg District Craft Guild (operating as: Station Arts Centre)
(hereinafter referred to as the "TDCG")

Dated October 4, 2016

WHEREAS the TDCG and the Town wish to enter into this service agreement to have the TDCG perform the tourism services described herein accordance with the terms of this Agreement.

Now therefore in consideration of the mutual covenants of the parties set forth in this Agreement and other good and valuable consideration, the TDCG and the Town agree as follows:

1. PURPOSE

The purpose of this Agreement is to continue and expand a framework of cooperation between the Town and the TDCG for the provision of tourism services in the Town of Tillsonburg to the benefit of both its residents and visitors.

2. STATEMENT OF BENEFITS

The benefits to the Town include:

1. The provision of an additional tourism information centre that offers a higher profile location adjacent to Broadway and within the Downtown core;
2. The provision of tourism information and amenities to the general public and visitors to the Town through a tourism reception person that provides information and assistance;
3. The provision of a tourism coordinator function to ensure effective liaison between local tourism initiatives/events and Tourism Oxford as well as other regional marketing initiatives; and
4. The maintenance of an existing heritage building;

The benefits to TDCG includes:

1. Financial support to provide the tourism information and services.

3. RESPONSIBILITIES

The Town shall:

1. Pay to the Guild the sum of \$35,000 for a period of three years commencing January 1, 2017 and extending to December 31, 2019. Payment will be made subsequent to the approval of the Town's annual budget; and

The TDCG shall:

1. Provide tourism information and amenities to the general public and visitors during regular business hours; namely, Monday to Friday from 9am-4pm and Saturdays from 9am-2pm and with extended Saturday hours during the months of May to September of 9am-4pm with the exception of Statutory Holidays;
2. Provide staff support for above through any combination of full-time, part-time and volunteer staff.

3. Maintain program support for existing events as follows:
 - a. Down Home Christmas Craft Show
 - b. Oxford Studio Tour
 - c. Canada Day Pancake Breakfast
 - d. Turtlefest
 - e. Help Portrait
 - f. Week of Remembrance
 - g. Creative Imagination Festival
4. Maintain liaison role with Tourism Oxford through promoting local & cultural initiatives.
5. Maintain the 41 Bridge St. W. property including:
 - a. Payment of operating and maintenance costs of all utilities such as water and sanitary services, electricity, heating, cooling, phone and internet service, etc.
 - b. Maintain the caboose displayed at 41 Bridge St. W. parkette west of the Station
 - c. Insurance for the property contents and inside use liability & Town of Tillsonburg named as an additional insured.
 - d. Appropriate planning for long-term capital projects.
 - e. Provide annual reports to the Town.

Notwithstanding above, should any of the above events cause undue financial distress, the TDCG shall have the right to review the provision of these programs in consultation with the Town.

4. PROGRAM EXPANSION

To facilitate the provision of tourism services for the Town, programming must be kept current. As such the Guild shall assist with new events or expand current events, namely:

1. Turtlefest
2. Creative Imaginations Festival
3. Other initiatives as proposed and considered by the TDCG board and community partners
4. Liaise with Tourism Oxford and other tourism and community groups to develop new initiatives and approaches, i.e. cooperative marketing opportunities, etc.

5. AMENDMENT

Amendments within the scope of the instrument shall be made by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed and by mutual consent of the parties. Returned email confirmation by the signing parties is also an acceptable form of amendment should the matter be time sensitive in nature.

6. PARTICIPATION IN SIMILAR ACTIVITIES

This instrument in no way restricts the TOWN from participating in similar activities with other public or private agencies, organizations, and individuals.

7. EFFECTIVE DATE

This Service Agreement is effective upon signature of the parties and will remain in effect until December 31, 2017 or until terminated as provided for under Section 8.

8. TERMINATION

This Service Agreement may be terminated by either party at any time by 60 days notice, delivered in writing to the addresses provided in Section 9 below.

9. NOTICES

All notices, requests, directions or other communications ("Notices") required or permitted herein will be in writing and will be delivered to the parties hereto respectively as follows:

If to the Town of Tillsonburg:

**The Corporation of the Town of Tillsonburg
200 Broadway, 2nd Floor
Tillsonburg, ON N4G 5A7
(t)519 -688-3009 ext 3224
(f)519-842-9431
Attn: Clerk**

If to the TDCG

**Tillsonburg District Craft Guild
41 Bridge St. W.
Tillsonburg ON N4G 5P2
Tel: 519-842-6151**

IN WITNESS WHEREOF the duly authorized officers of the parties have executed this Agreement as of the date first written.

The Corporation of the Town of Tillsonburg

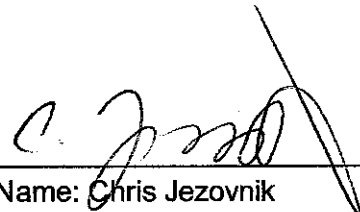
By: _____
Name: Stephen Molnar
Title: Mayor of Tillsonburg

By: _____
Name: Donna Wilson
Title: Clerk

Date: _____

I/we have authority to bind the Corporation.

Tillsonburg District Craft Guild

By:  _____
Name: Chris Jezovnik
Title: President of the Board of Directors

Date: 17 March 2017

I have authority to bind the TDCG



The Corporation of the Town of Tillsonburg

HERITAGE, BEAUTIFICATION & CEMETERY ADVISORY COMMITTEE

March 9, 2017

9:00 a.m.

Marwood Lounge
Community Centre

MINUTES

ATTENDANCE

MEMBERS PRESENT: Charles Baldwin, Penny Esseltine, Corey Hill, Robert Marsden, Christine Nagy, Sue Saelens, Marian Smith, Tricia Smith, Paul Wareing, Janet Wilkinson, Brian Stephenson

MEMBERS ABSENT/REGRETS: Ken Butcher, Paul DeCloet, Maurice Verhoeve

1. Call to Order

The meeting was called to order at 9:05 a.m.

2. Adoption of Agenda

Moved By: S. Saelens

Seconded By: P. Esseltine

Proposed Resolution #1

THAT the Agenda for the Heritage, Beautification & Cemetery Advisory Committee meeting of February 2, 2017, be adopted with additions. 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 February 2, 2017

Moved By: C. Nagy

Seconded By: J. Wilkinson

Proposed Resolution #2

THAT the minutes for the February 2, 2017 meeting be approved as written. Carried

5. Delegations and Presentations - none

6. General Business & Reports

6.1. Report from Tillsonburg Horticultural Society (THS) – C. Nagy reported that the Tillsonburg Horticultural Society is going ahead with the commercial beautification program and handed around poster advertising the program. Teams of THS members will distribute the posters to businesses. The urns will tie into the Canada 150 planters. THS will buy four of the street urns and Knights of Columbus have donated \$2,000 towards the project.

Moved By: C. Nagy

Seconded by S. Saelens

Proposed Resolution #3

THAT the Heritage, Beautification & Cemetery Advisory Committee accept the report as submitted. Carried

7. **Correspondence** – a letter was received from a citizen about the cost of burying cremains in the cemetery. The chairperson has been unable to contact her.

8. Other Business

8.1. **Heritage Designations** - T. Smith reported that there had been no replies to the letters sent to the owners of the Bidwell Street and Seven Gables properties.

8.2. **Tree Protection** - C. Baldwin read an article from London Free Press about Council passing a by-law to protect large trees from destruction.

Moved By: C. Baldwin

Seconded by S. Saelens

Proposed Resolution #4

THAT staff be asked to obtain a copy of London's by-law to determine what steps have been taken to protect trees on private property. Carried

8.3. **Enhanced Beautification Proposal** – C. Hill advised that a budget of \$25,000 was approved by Council. The plan has been modified to 12 urns for the downtown for a one year trial period and will be reviewed by Council in the fall of 2017. This budget includes funding for many other areas and parks around the town.

8.4. **Capital and Operational Budget** – C. Hill reported that monies were approved for the restoration of the façade of the Joy Mausoleum, prepping for the Scattering Garden, expanded fencing of the work area and improvements in the cemetery.

8.5. **“Trees to our Nature Canada 150 Legacy funding** – Staff were not able to apply due to restrictive requirements.

8.6. **Canada 150 Celebration Tree program** – a plan is being developed for planting 150 trees in the community which would be funded by citizens contributing \$150 towards purchase of the trees.

8.7. **Memorial Tree Program** – current cost is \$600 for purchase of tree, engraved rock and lifetime warranty. Ingersoll has a plan with is considerably less whereby citizen buys tree and the town plants it with no warranty. General discussion indicated that Tillsonburg's existing plan is a good one due to available space, maintenance and replacement of new trees, size of trees, etc.

9. Next Meeting

The next meeting of the Heritage, Beautification & Cemetery Advisory Committee will be on **April 6, 2017** at 9:00 a.m. in the **Annex Meeting Room**.

10. Adjournment

Moved By: C. Nagy

Seconded By: M. Smith

Proposed Resolution #5

THAT the Meeting of Heritage, Beautification & Cemetery Advisory Committee on March 9, 2017 be adjourned at 10:10 a.m. Carried.



**LONG POINT REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS – Minutes of January 18, 2017**

As Approved February 1st, 2017

Members in attendance: Doug Brunton, Michael Columbus, Roger Geysens, Noel Haydt, David Hayes, John Scholten and Tom Southwick

Staff in attendance: C. Evanitski, J. Robertson, J. Maxwell, D. Holmes, L. Bower and D. McLachlan

Guests: K. Kruger

Regrets: Leroy Bartlett, Dave Beres, Robert Chambers, Craig Grice

The LPRCA Chair called the meeting to order at 6:30 pm Wednesday, January 18th, 2017 in the Tillsonburg Administration Office Boardroom.

ADDITIONAL AGENDA ITEMS

MOTION A-1/17 moved: D. Hayes seconded: T. Southwick

THAT the LPRCA Board of Directors add "Deputations and Timelines" under New Business as items 11 (h) to the January 18th, 2017 agenda.

CARRIED

DISCLOSURES OF INTEREST

None

ELECTION OF LPRCA CHAIRMAN AND VICE-CHAIRMAN 2016

The Chair and Vice-Chair vacated their seats and Kyle Kruger assumed the Chair position. The positions for Chair and Vice-Chair were declared vacant and a request for nominations was called for the Chair.

T. Southwick nominated N. Haydt, and R. Geysens nominated M. Columbus. No further nominations were received. Both were asked if they would allow their names to stand to which both accepted.

MOTION A-2/17 moved: J. Scholten seconded: R. Geysens

That the nominations for the Chair be closed.

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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

N. Haydt and M. Columbus were then asked to say a few words. Kyle Cronk delivered and collected the ballots then retired along with K. Kruger to count the ballots. Upon their return, K. Kruger declared N. Haydt the successful candidate.

MOTION A-3/17 moved: D. Hayes seconded: T. Southwick

THAT Noel Haydt is declared the Long Point Region Conservation Authority Chairman for 2017.

CARRIED

MOTION A-4/17 moved: J. Scholten seconded: R. Geysens

That the ballots for the 2017 LPRCA Chair position be destroyed.

CARRIED

Mr. Kruger then called for nominations for Vice-Chair. N. Haydt nominated J. Scholten. K. Kruger called for further nominations for Vice-Chair and received none. J. Scholten accepted the nomination.

MOTION A-5/17 moved: M. Columbus seconded: D. Brunton

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

CARRIED

The Acting Chair declared *J. Scholten the Long Point Region Conservation Authority Vice-Chair for 2017.*

The Chair and Vice-Chair thanked the Board and took their seats. M. Columbus was thanked for past service as Chair. K. Kruger was thanked for his service and left the meeting.

DEPUTATIONS

None

MINUTES OF PREVIOUS MEETINGS

No questions or comments

MOTION A-6/17 moved: R. Geysens seconded: J. Scholten

THAT the minutes of the LPRCA Board of Directors Regular Meeting held December 7th, 2016 and the Special Conference Call held December 23rd, 2016 be adopted as circulated.

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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

- 2 -

BUSINESS ARISING

None

REVIEW OF COMMITTEE MINUTES

MOTION A-7/17 moved: J. Scholten seconded: R. Geysens

THAT the minutes from the Lee Brown Marsh Management Committee meeting of April 15th, 2016 be received as information.

CARRIED

CORRESPONDENCE

MOTION A-8/17 moved: T. Southwick seconded: J. Scholten

THAT the correspondence outlined in the Board of Directors' Agenda of January 18th, 2017 be received as information.

CARRIED

DEVELOPMENT APPLICATIONS

a) Staff Approved applications

Staff approved nine applications since the last meeting in December: LPRCA-198/16, LPRCA-199/16, LPRCA-202/16, LPRCA-209/16, LPRCA-210/16, LPRCA-211/16, LPRCA-212/16, LPRCA-215/16 and LPRCA-216/16. There were no questions or comments.

MOTION A-9/17 moved: J. Scholten seconded: R. Geysens

That the LPRCA Board of Directors receives the Staff Approved Section 28 Regulation Applications report dated January 18th, 2017 as information.

CARRIED

b) New Applications

The Planning Department recommended approval for two applications and provided clarification on the location of LPRCA-214/16.

MOTION A-10/17 moved: R. Geysens seconded: J. Scholten

FULL AUTHORITY COMMITTEE MEMBERS

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

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-214/16
LPRCA-217/16

- 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) CALENDAR REVIEW

The Norfolk County Mayor's Levy also included the Canada 150 Exhibitor Launch. LPRCA is a partner and had an exhibit at the well-attended event.

Staff will be presenting restoration tips at the 'Love Your Beach' Speaker Series in St. Williams January 26th.

MOTION A-11/17 moved: M. Columbus seconded: D. Brunton

THAT the Calendar of Events Report January be received as information.

CARRIED

b) 2017 LPRCA BUDGET VOTE

Staff summarized the 2017 budget.

MOTION A-12/17 moved: R. Geysens seconded: J. Scholten

That LPRCA Board of Directors approves the following recommendations regarding LPRCA's 2017 Operating and Capital budgets;

- 1. That the 2017 proposed Ontario Regulation 178/06 Permit Fees and Planning Act Review Fees as attached.*
- 2. That the 2017 proposed User Fees for the Conservation Areas as attached.*

FULL AUTHORITY COMMITTEE MEMBERS

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

- 4 -

3. That the 2017 Operating Budget in the total amount of \$3,869,457 and requiring a Municipal Levy- Operating of \$1,462,129 be approved;
4. That the 2017 Capital Budget in the total amount of \$615,100 and requiring a Municipal Levy- Capital of \$349,326 be approved;
5. That the proposed 2017 Consolidated Budget in the total amount of \$4,484,557 and requiring a Municipal Levy –Consolidated of \$1,811,455 be approved.

| Member | Municipality/Group | Weight | Present | Yes | No |
|------------------|-------------------------------|---------------|----------------|------------|-----------|
| Tom Southwick | Municipality of Bayham | 4.74 | √ | √ | |
| Robert Chambers | County of Brant | 6.34 | x | | |
| Leroy Bartlett | Haldimand County | 7.68 | x | | |
| Craig Grice | Haldimand County | 7.68 | x | | |
| Tom Southwick | Township of Malahide | 0.76 | √ | √ | |
| Doug Brunton | Norfolk County | 12.50 | √ | √ | |
| Michael Columbus | Norfolk County | 12.50 | √ | √ | |
| Roger Geysens | Norfolk County | 12.50 | √ | √ | |
| Noel Haydt | Norfolk County | 12.50 | √ | √ | |
| John Scholten | Norwich Township | 7.59 | √ | √ | |
| David Hayes | Township of South-West Oxford | 7.59 | √ | √ | |
| Dave Beres | Town of Tillsonburg | 7.59 | x | | |
| | | 100.00 | 78.00 | 100% | |

CARRIED

c) CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM

Staff made six applications to the Canada 150 Community Infrastructure Program and were approved for two of them - hydro upgrades at Waterford North Conservation Area and hydro upgrades at Backus Heritage Conservation Area. Each project had a budget of \$40,000 and approved funding is \$13,200 for each project.

MOTION A-13/17

moved: D. Brunton

seconded: D. Hayes

FULL AUTHORITY COMMITTEE MEMBERS

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

THAT the Long Point Region Conservation Board approves the Canada 150 Community Infrastructure Program (CIP 150) projects:

| Project Number | Project Title | Funding Amount | Percentage of Total Eligible Project Costs |
|----------------|--|----------------|--|
| 810069 | Improvement of Backus Campground Hydro in Campground D | \$13,200 | 33% |
| 810015 | Improvement of Waterford Campground Hydro Service | \$13,200 | 33% |

AND THAT the CIP 150 contribution agreement be signed by staff once it is received from FedDev Ontario.

CARRIED

d) LPRCA COMMITTEE APPOINTMENTS

The GM reviewed the various committees of LPRCA and interest expressed from the various Members as per the December meeting. Ballots were required for the Land Acquisition Chair and the Lee Brown Marsh Management Committee Chair. K. Cronk collected and counted the ballots aided by the Administrative Assistant.

MOTION A-14/17 moved: D. Hayes seconded: T. Southwick

That the LPRCA Board of Directors approves the following appointments for 2017: Mike Columbus as Land Acquisition Chair; Doug Brunton and the LPRCA Chair to the Lee Brown Marsh Management Committee; Mike Columbus, Robert Chambers, Roger Geysens and the LPRCA Chair to the Backus Museum Committee; AND Roger Geysens, Dave Beres, Mike Columbus, the LPRCA Chair and LPRCA Vice-chair to the Audit Committee.

CARRIED

e) SERVICE RECOGNITION REPORT

There will be six staff and one Board Member recognized at the Annual General Meeting for years of service ranging from 5 years to 30 years.

MOTION A-15/17 moved: J. Scholten seconded: D. Hayes

THAT the Years of Service Recognition Report be received as information.

CARRIED

f) DRAFT POLICIES FOR THE ADMINISTRATION OF SECTION 28 REGULATIONS

FULL AUTHORITY COMMITTEE MEMBERS

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

- 6 -

The draft Policies for the Administration of the Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation were reviewed with a Board ad hoc Policy Review Committee then approved to be circulated for comment to the planning staff of the member municipalities. Those comments have now been incorporated into the Draft Policy.

At the December meeting, staff was given direction to provide the draft policy to the newly proposed LPRCA-Builders Association Liaison Committee for comment. Further suggestions include bringing the Draft Policies back to the Policy Review Committee either prior to or along with the Liaison Committee; circulating the Draft Policies to the member Councils for approval; and reviewing which comments/changes were provided by staff, municipality, council, etc. Once all those comments are received and incorporated into the Draft Policy, it will again be reviewed by the Policy Review Committee then submitted for public consultation.

MOTION A-16/17 moved: D. Hayes seconded: T. Southwick

THAT the LPRCA Board of Directors receives the updated draft Policies for the Administration of the Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation as information;

AND THAT consultation timeline and comments to date be reviewed by the Ad Hoc Committee for further comment.

CARRIED

g) TECHNICAL AND PLANNING SERVICES

Staff provided an overview of the Technical and Planning Services Department roles and activities in 2016.

MOTION A-17/17 moved: D. Hayes seconded: D. Brunton

THAT the LPRCA Board of Directors receives the Planning and Regulations Report as information.

CARRIED

h) DEPUTATIONS AND TIMELINES

The current Administration Policy specifies "Persons wishing to appear before and speak to a Committee or Board of Directors meeting will be required to provide written notice at least one week in advance of the meeting in order to be included on the agenda." The monthly agenda is usually posted one week in advance of the meeting and does not provide enough time for those wishing to speak to the matter on the upcoming agenda.

FULL AUTHORITY COMMITTEE MEMBERS

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

Staff direction to review the Administration Policy regarding Delegations with the Strategic Planning Committee.

MOTION A-18/17 moved: D. Brunton seconded: D. Hayes

That the LPRCA Board of Directors does now enter into an "In Camera" session to discuss:

- a proposed or pending acquisition or disposition of land by the Conservation Authority;*
- litigation or potential litigation, including matters affecting the Conservation Authority*

CARRIED

MOTION A-19/17 moved: D. Hayes seconded: R Geysens

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

CARRIED

MOTION A-20/17 moved: T. Southwick seconded: J. Scholten

THAT the LPRCA Board of Directors receives the update regarding a land disposition as information.

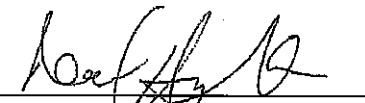
CARRIED

MOTION A-21/17 moved: R. Geysens seconded: M. Columbus

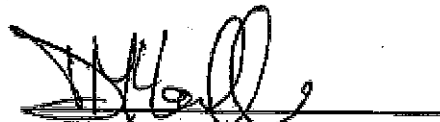
THAT the LPRCA Board of Directors receives the GM's verbal update regarding a legal matter (land claim) as information.

CARRIED

The Chair adjourned the meeting at 8:00pm.



Noel Haydt
Chair



Dana McLachlan
Administrative Assistant

FULL AUTHORITY COMMITTEE MEMBERS

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

- 8 -



**LONG POINT REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS – Minutes of February 1, 2017**

Approved February 24, 2017

Members in attendance: Leroy Bartlett, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Roger Geysens, Craig Grice, Noel Haydt, John Scholten and Tom Southwick

Staff in attendance: C. Evanitski, J. Robertson, J. Maxwell, D. Holmes, L. Minshall, P. Gagnon, L Bower, B. Bravener and D. McLachlan

Regrets: David Hayes

The LPRCA Chair called the meeting to order at 6:30 pm Wednesday, February 1st, 2017 in the Tillsonburg Administration Office Boardroom.

ADDITIONAL AGENDA ITEMS

None

DISCLOSURES OF INTEREST

None

DEPUTATIONS

None

MINUTES OF PREVIOUS MEETINGS

No questions or comments

MOTION A-22/17 moved: J. Scholten seconded: R. Geysens

THAT the minutes of the LPRCA Board of Directors Regular Meeting held January 18, 2017 be adopted as circulated.

CARRIED

BUSINESS ARISING

None

REVIEW OF COMMITTEE MINUTES

None

FULL AUTHORITY COMMITTEE MEMBERS

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

CORRESPONDENCE

None

DEVELOPMENT APPLICATIONS

a) **Hearing LPRCA - 169/16 (Kevin Walter Booth)**

MOTION A-23/17 moved: R. Geysens seconded: C. Grice

THAT the LPRCA Board of Directors does now sit as a Hearing Board.

CARRIED

The Chair gave his opening remarks and reviewed the guidelines and process to be followed for the hearing.

Staff introduced the applicant's agents then proceeded to present the staff report. The area requested for the construction of a new vacation home is in the Lake Erie shoreline flood hazard and has been identified as not having safe access/egress to support evacuation and emergency assistance in the event of a flood.

The applicants' agent presented his position on the basis that the redevelopment will be flood-proofed to the extent that it is able and that there are other similar redevelopments in the area that were granted permission in the past.

Staff and the agent responded to questions from the Board.

MOTION A-24/17 moved: J. Scholten seconded: D. Brunton

That the LPRCA Hearing Board does now enter into an "In Camera" session to discuss:

- *advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED

MOTION A-25/17 moved by: T. Southwick seconded: J. Scholten

That the LPRCA Hearing Board of Directors does now adjourn from the "In Camera" session.

CARRIED

MOTION A-26/17 moved by: R. Geysens seconded: D. Brunton

That the Board of Directors approves Application 169/17 made by Kevin Walter Booth

FULL AUTHORITY COMMITTEE MEMBERS

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

to construct a new vacation home provided that the applicant provides to the Long Point Region Conservation Authority a restrictive covenant or release in a form satisfactory to the Authority in accordance with the plans filed by the applicant with all fees and costs covered by the applicant.

CARRIED

MOTION A-27/17 moved by: D. Brunton seconded: R. Geysens

That the LPRCA Hearing Board does now adjourn from sitting as a Hearing Board.

CARRIED

b) **Hearing LPRCA – 196/16 Gary and Shirley Mussel**

MOTION A-28/17 moved: T. Southwick seconded: M. Columbus

THAT the LPRCA Board of Directors does now sit as a Hearing Board.

CARRIED

The Chair gave his opening remarks and reviewed the guidelines and process to be followed for the hearing.

Staff introduced the applicants and presented the staff report. The area requested for construction is in the Lake Erie shoreline flood hazard and dynamic beach hazard and is subject to frequent flooding. Construction of the structure also affects the control of flooding and the control of dynamic beach processes.

Mr. Mussel presented his position on the basis that the structure is being relocated from across the road and that there are similar structures in the area.

L. Bartlett left the meeting at 8:00pm.

Staff and the applicant responded to questions from the Board.

MOTION A-29/17 moved by: M. Columbus seconded: D. Brunton

That the LPRCA Hearing Board does now enter into an "In Camera" session to discuss:

- *advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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

- 3 -

MOTION A-30/17 moved by: T. Southwick seconded: R. Geysens

That the Hearing Board does now adjourn from the "In Camera" session.

CARRIED

MOTION A-31/17 moved by: T. Southwick seconded: J. Scholten

That the Hearing Board approves application No. 196/16 made by Gary and Shirley Mussel to construct a change house.

CARRIED

MOTION A-32/17 moved by: J. Scholten seconded: M. Columbus

That the Hearing Board does now adjourn from sitting as a Hearing Board.

CARRIED

C. Grice left the meeting at 8:15pm.

c) **Hearing LPRCA - 220/16 (Michael and Patricia Perovich)**

MOTION A-33/17 moved: D. Brunton seconded: J. Scholten

THAT the LPRCA Board of Directors does now sit as a Hearing Board.

CARRIED

The Chair gave his opening remarks and reviewed the guidelines and process to be followed for the hearing.

Staff introduced the applicant's agent then proceeded to present the staff report. The area requested to construct a new dwelling is in the Lake Erie shoreline flood hazard area and has been identified as not having safe access/egress to support evacuation and emergency assistance in the event of a flood.

The applicants' agent presented his position on the basis that the construction is similar to other redevelopments in the area that were granted permission in the past.

The agent responded to questions from the Board.

MOTION A-34/17 moved: M. Columbus seconded: R. Geysens

That the Hearing Board does now enter into an "In Camera" session to discuss:

- *advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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

MOTION A-35/17 moved by: D. Brunton seconded: M. Columbus

That the Hearing Board does now adjourn from the "In Camera" session.

CARRIED

MOTION A-36/17 moved by: R. Geysens seconded: T. Southwick

That the Hearing Board approves Application 220/16 made by Michael and Patricia Perovich to construct a new dwelling provided that the applicant provides to the Long Point Region Conservation Authority a restrictive covenant or release in a form satisfactory to the Authority in accordance with the plans filed by the applicant with all costs and fees to be paid by the applicant.

CARRIED

MOTION A-37/17 moved by: T. Southwick seconded: M. Columbus

That the Hearing Board does now adjourn from sitting as a Hearing Board.

CARRIED

d) Hearing LPRCA - 221/16 Mark Frew

MOTION A-38/17 moved: M. Columbus seconded: J. Scholten

THAT the LPRCA Board of Directors does now sit as a Hearing Board.

CARRIED

The Chair gave his opening remarks and reviewed the guidelines and process to be followed for the hearing.

Staff introduced the applicant and his agent and presented the staff report. The area requested for the construction of a new vacation home is in the Lake Erie shoreline flood hazard area and has been identified as not having safe access/egress to support evacuation and emergency assistance in the event of a flood.

The applicant presented his position on the basis that the construction is similar to other redevelopments in the area that were granted permission in the past.

MOTION A-39/17 moved by: J. Scholten seconded: D. Beres

That the Hearing Board does now enter into an "In Camera" session to discuss:

- *advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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

MOTION A-40/17 moved by: T. Southwick seconded: R. Chambers

That the Hearing Board does now adjourn from the "In Camera" session.

CARRIED

MOTION A-41/17 moved by: T. Southwick seconded: R. Geysens

That the Hearing Board approves application No. 221/16 made by Mark Frew to construct a new vacation home provided that the applicant provides to the Long Point Region Conservation Authority a restrictive covenant or release in a form satisfactory to the Authority in accordance with the plans filed by the applicant with all fees and costs covered by the applicant.

CARRIED

MOTION A-42/17 moved: J. Scholten seconded: R. Geysens

That the Hearing Board does now adjourn from sitting as a Hearing Board.

CARRIED

e) Staff Approved applications

Staff approved three applications since the last meeting in January: LPRCA-1/17, LPRCA-2/17 and LPRCA-19/17. There were no questions or comments.

MOTION A-43/17 moved: J. Scholten seconded: R. Geysens

That the LPRCA Board of Directors receives the Staff Approved Section 28 Regulation Applications report dated February 1, 2017 as information.

CARRIED

NEW BUSINESS

a) CALENDAR REVIEW

Staff will be providing brochures to the 5th Annual Brant Eco-Conference to be held February 25th.

MOTION A-44/17 moved: R. Geysens seconded: J. Scholten

THAT the February Calendar of Events Report be received as information.

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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

- 6 -

b) TREE ORDER 2017

The trees ordered in 2017 are destined for mainly private lands with some going to partners and some on LPRCA lands. The various restoration projects are sponsored by/paid for by Private Land Tree Planting Program, 50 Million Tree Program, OPG Forest Corridor, Clean Water projects, among others.

MOTION A-45/17 moved: D. Brunton seconded: J. Scholten

That LPRCA Board of Directors approves the 2017 tree order as presented by the Lands & Waters Supervisor at its regular meeting of February 1st, 2017.

CARRIED

c) FORESTRY ECOLOGICAL REPORT

Blue Oak Native Landscapes completed the field surveys for the Jacques and Long tracts. Staff discussed the importance of retaining the confidentiality of the report to discourage poaching of rare and threatened species.

MOTION A-46/17 moved: J. Scholten seconded: D. Beres

THAT the Long Point Region Board of Directors approves the recommendations contained in the report submitted by Blue Oak Native Landscapes titled "Field Surveys for Species at Risk Plants and Provincially Rare Vegetation Types at the Jacques and Long tracts.

CARRIED

d) BHCA AGRICULTURAL LAND RENTAL

In response to the request for tender for the rental of the agricultural land rental of ±32 acres at Backus Heritage Conservation Area, two bids were received by the deadline. Staff recommended the higher bid from Juhasz Farms who also rents the agricultural land at Lee Brown Marsh.

The previous tenant, Silver Hill Farms (Brian Dekeyser), was commended for good stewardship of the land as per the results of the recent soil samples.

MOTION A-47/17 moved: R. Geysens seconded: J. Scholten

That the LPRCA Board of Directors accepts the tender submitted by Juhasz Farms c/o Garry Juhasz for the rental of ± 32 acres of agricultural land located at Backus Heritage Conservation Area for a total submitted tender bid of \$270.75 per acre, per year, plus HST.

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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

e) PRESCRIPTION/OPERATING PLANS

Prescription/Operating Plans for the Jacques and Long tracts were presented.

MOTION A-48/17 moved: J. Scholten seconded: R. Geysens

THAT the LPRCA Board of Directors approves the prescription/operating plans for the Jacques and Long Tracts.

CARRIED

MOTION A-49/17 moved: D. Brunton seconded: J. Scholten

That the LPRCA Board of Directors does now enter into an "In Camera" session to discuss:

personal matters about an identifiable individual, including Conservation Authority employees

CARRIED

MOTION A-50/17 moved: D. Beres seconded: R Geysens

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

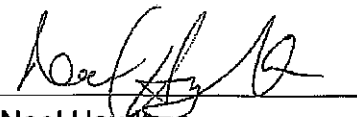
CARRIED

MOTION A-51/17 moved: M. Columbus seconded: D. Beres

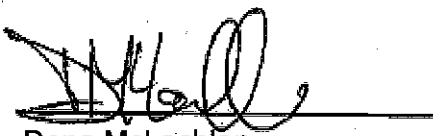
THAT the LPRCA Board of Directors approves the advertising of the job position, Manager of Conservation Lands, as per the GM's verbal report of February 1st, 2017.

CARRIED

The Chair adjourned the meeting at 9:25pm.



Noel Haydt
Chair



Dana McLachlan
Administrative Assistant

FULL AUTHORITY COMMITTEE MEMBERS

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



**LONG POINT REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS ANNUAL GENERAL MEETING
– Minutes of February 24, 2017**

Approved March 8, 2017

Members in attendance: Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Roger Geysens, Noel Haydt, David Hayes and John Scholten
Staff in attendance: C. Evanitski, J. Robertson, J. Maxwell, D. Holmes, L. Minshall and D. McLachlan
Keynote Speaker: Natalia Moudrak, Intact Centre on Climate Adaptation
Regrets: Leroy Bartlett, Craig Grice and Tom Southwick

The LPRCA Chair called the meeting to order at 1:35 pm Friday, February 24th 2017 in the LPRCA Boardroom.

WELCOME

Chair Haydt, introduced himself and welcomed everyone to the Long Point Region Conservation Authority's 2017 Annual General Meeting. He commented on the highlights and achievements of LPRCA during 2016 including the restoration of the Dereham Wetlands and 15 other wetland areas, the enhancement of school programming at Backus, and the capital upgrades completed at the parks. Mr. Haydt also noted that for the second year in a row, LPRCA has not used reserves to fund operations.

DISCLOSURES OF INTEREST

None recorded.

ADDITIONAL AGENDA ITEMS

None recorded.

MINUTES OF PREVIOUS MEETINGS

MOTION A-52/17 moved: D. Beres seconded: R. Chambers

THAT the minutes of the LPRCA Board of Directors regular meeting held February 1st, 2017 be adopted as circulated.

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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

INTRODUCTIONS

The Chair introduced the members of the Long Point Region Conservation Authority Board of Directors then introduced the various provincial partners in attendance, as well as, the guests from neighbouring conservation authorities. The municipal partners from the watershed were introduced brought greetings from their respective municipalities.

SERVICE AWARDS PRESENTATION

The following staff and board members have reached service milestones with LPRCA this past year.

| | |
|---|----------|
| Frank Schram, Workshop Supervisor | 5 years |
| Leroy Bartlett, LPRCA member from Haldimand County | 10 years |
| Deb Norman, Deer Creek Conservation Area Supervisor | 10 years |
| Cliff Evanitski, General Manager | 10 years |
| Paul Gagnon, Lands & Waters Supervisor | 15 years |
| Bonnie Bravener, Planning Technician | 25 years |
| Ginny Van Louwe | 30 years |

David Holmes, Field Superintendent was also recognized by the Chair and Toby Barrett, MPP Haldimand Norfolk. Mr. Holmes will be retiring next month after 30 years of service.

CONSERVATION STEWARDSHIP AWARD PRESENTATION

LPRCA encourages everyone to help enhance and protect the watershed and supports private land stewardship. The Conservation Stewardship award was created to recognize those individuals who take action to enhance and protect the watershed as well as their own properties. The Chair presented the first annual LPRCA Conservation Stewardship Award to Joe Csoff. Mr. Csoff has made a commitment to positive environmental actions that contribute to a more sustainable and healthier watershed since 2008 as part of the Alternative Land Use Services (ALUS) Norfolk. He has encouraged family and others to follow his lead while also providing guidance and expertise. He is a farmer liaison with ALUS and he contributes native grass seed back into the ALUS program through his own demonstration site. His expertise in tall grass prairie has contributed to the planting of nearly 1000 acres of tall grass prairie within the watershed.

Mr. Csoff thanked LPRCA for the award and told of how he hadn't originally thought of himself as a conservationist. That changed after an incident on his farm that destroyed a wildlife habitat with a pond. With help from LPRCA, ALUS and the Ministry of Natural Resources and Forestry he was able to rehabilitate the pond, He saw the benefits to the land and felt a need to continue with other projects that would enhance both the farm and the environment. "Conservation is definitely worth the effort."

FULL AUTHORITY COMMITTEE MEMBERS

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

NEW BUSINESS

a) CALENDAR REVIEW

Activities this coming month include an Owl Prowl at Backus Heritage Conservation Area and exhibitions at the Norfolk Woodlot Owners' Association AGM, Norfolk County Recreation Expo and the London Farm Show.

MOTION A-53/17 moved: D. Beres seconded: R. Chambers

THAT the March Calendar of Events Report be received as information.

CARRIED

b) DEVELOPMENT APPLICATIONS

The Planning Department recommended approval for ten adjacent lots in Port Dover. No questions or comments.

MOTION A-54/17 moved: R. Chambers seconded: D. Beres

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-20/17 | LPRCA-31/17 | LPRCA-35/17 |
| LPRCA-21/17 | LPRCA-32/17 | LPRCA-36/17 |
| LPRCA-22/17 | LPRCA-33/17 | |
| LPRCA-25/17 | LPRCA-34/17 | |

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

c) VEHICLE TENDER

As per the approved 2017 budget, one new ½ ton pick-up truck was tendered through ads placed in local papers and on the LPRCA website. Tender documents were forwarded to seven dealers. Of the four bids received, staff recommended the lowest bidder.

FULL AUTHORITY COMMITTEE MEMBERS

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

MOTION A-55/17

moved: R. Chambers

seconded: D. Beres

THAT the LPRCA Board of Directors accepts the tender submitted by DeGroot-Hill Chevrolet Buick GMC Ltd. for the purchase of one new ½ ton pick-up truck for \$25,039 plus tax of \$3255.07 for a total submitted price of \$28,294.07.

CARRIED

d) EQUIPMENT TENDER

As per the approved 2017 budget, one new commercial grade 4-wheel drive sub-compact lawn tractor was tendered through ads placed in local papers and on the LPRCA website. Staff reviewed the various models for the relevant specifications required including 21 HP diesel engine and 60" deck. All of the submissions compared favourably and of the four bids received, staff recommended the lowest bidder.

The tender price was lower than anticipated in the budget therefore staff recommended purchasing two units as the fleet is aging and there was no purchase of a lawn tractor in 2016.

MOTION A-56/17

moved: J. Scholten

seconded: R. Geysens

THAT the LPRCA Board of Directors accepts the tender submitted by Blue West Equipment for the purchase of one new sub-compact lawn tractor – 4-wheel drive for \$12,200 plus tax of \$1586 for a total submitted price of \$13,786.

AND THAT a second sub-compact lawn tractor – 4-wheel drive also be purchased at the original submitted tender price.

CARRIED

b) NOTICE OF FORMAL MOTIONS

MOTION A-57/17

moved by: R. Geysens

seconded: J. Scholten

That the LPRCA Board of Directors authorizes the Chairman or Vice-Chairman and the General Manager/Secretary-Treasurer or Manager of Corporate Services to borrow funds as required for the day-to-day operations of the Authority.

CARRIED

MOTION A-58/17

moved by: R. Geysens

seconded: D. Hayes

That the LPRCA Board of Directors approves the Chair, Vice-Chair, General Manager and Manager of Corporate Services as designated signing officers for Authority business for the year 2017.

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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

MOTION A-59/17 moved by: M. Columbus seconded: D. Brunton

That the LRPCA Board of Directors, pursuant to Section 26 (2) and 27 (2&3) of The Conservation Authorities Act RSO 1990, Chapter 27, designate all Member Municipalities as Benefiting Municipalities for the Administration, Capital and Operations Costs in the same proportion that the current value assessment of the whole Municipality or part thereof bears to the total assessment of the whole area under the jurisdiction of the Authority.

CARRIED

MOTION A-60/17 moved by: M. Columbus seconded: J. Scholten

That the LRPCA Board of Directors authorizes all members appointed to the Lee Brown Committee from the Community at Large be deemed to be Authority members for the purpose of receiving remuneration for their services on the same basis as regular members of the Authority for 2017.

CARRIED

MOTION A-61/17 moved by: M. Columbus seconded: D. Hayes

That the LRPCA Board of Directors designates the Authority Chairman as the Authority's representative to Conservation Ontario (CO), with the Vice-Chairman designated as alternate, and further that the General Manager be directed to participate on appropriate committees of CO, and be authorized to vote in the absence of the designated representatives.

CARRIED

AUDIT AND FINANCE COMMITTEE

The Chair introduced M. Columbus, Chair of the Audit and Finance Committee. The Audit and Finance Committee met February 14th, 2017 and received and reviewed the financial statements in detail. KPMG issued a clean opinion of the Authority's 2016 financial reports and found that the financial statements fairly presented the Authority's position.

MOTION A-62/17 moved by: D. Brunton seconded: D. Beres

THAT the minutes of the LRPCA Audit and Finance Committee's meeting held June 13th, 2016 be received as information.

CARRIED

MOTION A-63/17 moved by: J. Scholten seconded: R. Geysens

THAT the minutes of the LRPCA Audit and Finance Committee's meeting held February 14th, 2017 be adopted as circulated.

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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

MOTION A-64/17 moved by: D. Hayes seconded: J. Scholten

THAT the LPRCA Board of Directors approves the financial statements for the year ended December 31st, 2016 prepared by KPMG, LLP, Chartered Accountants.

CARRIED

MOTION A-65/17 moved by: R. Geysens seconded: D. Hayes

THAT the LPRCA Board of Directors approves the appointment of KPMG, LLP Chartered Accountants as LPRCA's auditors for the 2017 fiscal period as per the 5-year proposal of January 29th, 2013.

CARRIED

M. Columbus thanked municipal partners for helping LPRCA through a difficult time and thanked everyone who worked to achieve zero drawdown on reserves in 2016.

2016 COMMITTEE REPORTS

a) 2016 ANNUAL REPORT

The GM presented the 2016 annual report which highlights the environmental and social benefits of the Conservation Authority through the various projects and achievements of LPRCA over the past year. The GM thanked staff, the board and the various partners for their participation and efforts in helping LPRCA improve the environment for those living within the LPRCA watershed

b) LEE BROWN MARSH MANAGEMENT COMMITTEE

Chair Tom Haskett provided some history on the Lee Brown Waterfowl Management Area, and the Lee Brown Marsh Management Committee. Previously, the Lee Brown Marsh Management Committee (LBMMC) focused on the invasive plant *phragmites* that is damaging Ontario's wetlands and beaches. Phragmites is now well-controlled on LPRCA lands and staff are now working with neighbouring land owners to continue to reduce the spread. The Committee continues to monitor the agricultural land at the Marsh to ensure the soil health and that good conservation practices are being followed by the tenant.

Mr. Haskett thanked all staff with special mention to Kim Brown, Lee Brown Marsh Manager and David Holmes, Field Superintendent for their dedication and expertise in their respective fields.

MOTION A-66/17 moved by: R. Geysens seconded: D. Hayes

THAT the LPRCA Board of Directors receives the 2016 Annual Report and the Lee Brown Marsh Management Committee Report as information.

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

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


KEYNOTE SPEAKER

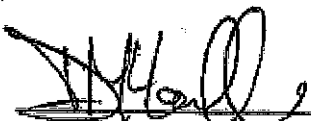
Natalia Moudrak was introduced by the General Manager. Ms. Moudrak is a Director of the Natural Infrastructure Adaptation Program at the Intact Centre on Climate Adaptation. The Program focuses on the development of best practices for building new residential communities in Canada that are more resilient to flooding.

In her presentation "Weather Gone Wild", Ms. Moudrak provided statistics for various catastrophic insurable loss events. These events damage private property and municipal assets, degrade the environment and can impact public health. The programs being studied and designed at Intact Centre are

1. Home Adaptation Assessment – helps home owners identify, install and maintain cost effective strategies to reduce the risk of flooding; trains building inspectors to identify deficiencies.
2. Natural Infrastructure Adaptation – helps communities reduce the risk of flooding by: studying building design more to be resistant to flooding; studying the impacts of green fields/wetlands to reduce the impacts of flooding; and researching the impact of climate change and extreme weather on financial institutions and the markets.
3. Corporate Specific Adaptation – work with business sector to identify extreme weather risks and establish ways to reduce those risks.

The Chair thanked Ms. Moudrak for her presentation and then adjourned the meeting at 3:00pm.



Noel Haydt
Chair

Dana McLachlan
Administrative Assistant

FULL AUTHORITY COMMITTEE MEMBERS

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

CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4087

A BY-LAW to amend Schedule A of By-Law 3876, to Define the Mandate, Membership, and Meeting Procedures 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 3876;

BE IT THEREFORE ENACTED by the Council of The Corporation of the Town of Tillsonburg as follows:

1. THAT Schedule A of By-Law 3876 Committee Structure be amended as attached hereto;
2. THAT these amendments to By-Law 3876 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 27th day of March, 2017.

READ A THIRD AND FINAL TIME AND PASSED THIS 27th day of March, 2017.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson

By-Law 4087 to Schedule "A" to Amend By-Law 3876

| Town of Tillsonburg Committees 2014 – 2018 | | | | | |
|---|---|---|--|--------------------------------|--|
| Board/Committees | Citizen Appointments | Terms of Reference | Composition | Council Representatives | Staff Liaison |
| Accessibility Advisory Committee | Mike Cerna Robert Doerr Margaret McCrimmon Michael Kadey Scot Richardson Peter Staley <hr/> | The mandate of the Accessibility Advisory Committee is to fulfill the duties of a Municipal Accessibility Advisory Committee, as outlined in the Accessibility for Ontarians with Disabilities Act, 2005 and to provide advice to Council on programs, policies and services provided to persons with disabilities and seniors. | 7 members 1 Staff 1 Councillor | Councillor Stephenson | Deputy Clerk |
| Airport Advisory Committee | Rick Lee Richard Van Maele Geoffrey Lee Donna Scanlan Euclid Benoit Andre Brisson Henry Atkinson Jeremy Stockmans John Prno Mel Getty Councillor Valerie Durston (South-West Oxford) | To advise and assist the Town of Tillsonburg on matters pertaining to the Tillsonburg Regional Airport. The Airport Advisory Committee will provide a forum for receiving input and advice from aviation stakeholder groups and the community with respect to the Airport Master Plan, strategic initiatives and operational improvements. The Committee will also provide a forum for dialogue, communication and education. | | Councillor Rosehart | Manager of Public Works Airport Administrator |

Last revised March 27, 2017

**Town of Tillsonburg
Committees 2014 – 2018**

| Board/Committees | Citizen Appointments | Terms of Reference | Composition | Council Representatives | Staff Liaison |
|-----------------------------|---|--|--|-------------------------|--|
| Canada 150 Ad Hoc Committee | Virginia Armstrong Wendy Cameron Mariana Carson Tabitha Dalm Josiane DeCloet Irene Hurley Karen Smith Jami Stephenson Paul Weaver Aleksandra Webber _____ | | 10 members 3 Staff 1 Councillor | Councillor Stephenson | Deputy Clerk Culture & Heritage Manager Recreation Programs Supervisor |
| Cultural Advisory Committee | Erin Getty Josiane DeCloet Deb Beard Heather Benton Jami Stephenson Terry Fleming Vern Fleming (1) Vacancy | To advise Council on matters, issues and policies pertaining to tourism, cultural events and festivals and to actively encourage partnerships. To develop and obtain Council endorsements of sub-committees when necessary to establish events such as Turtlefest, Airshows, Tillsonburg Christmas Festival, etc. To develop relationships for coordinating events with local service groups, BIA, Chamber of Commerce, Station Arts Centre and sports groups. | 8 members 1 Staff 1 Councillor | Councillor Stephenson | Culture & Heritage Manager |
| Development Committee | Lisa Gilvesy Steve Spanjers Randy Thornton John Veldman | To advise and assist in the promotion of development within the Town. To develop alliances and partnerships to advance the | 9 members 1 BIA Rep 1 Chamber Rep 1 Real Estate Rep | Councillor Hayes | CAO Development Commissioner |

Last revised March 27, 2017

**Town of Tillsonburg
Committees 2014 – 2018**

| Board/Committees | Citizen Appointments | Terms of Reference | Composition | Council Representatives | Staff Liaison |
|---|--|---|--|-------------------------|----------------------------|
| | Andrew Burns Paul DeCloet Ashton Nembhard Kirby Heckford Lindsay Morgan – Real Estate Rep Cedric Tomico - BIA Rep Jesse Goossens – Chamber Rep | Town’s strategic plan and to assist in the overall community growth within the Town. | 2 Staff 1 Councillor | | |
| Heritage, Beautification and Cemetery Committee | Paul DeCloet Sue Saelens Marion Smith Janet Wilkinson Robert Marsden Ken Butcher Charlie Baldwin Paul Wareing Christine Nagy Matthew Fenn Maurice Verhoeve | To advise and make recommendations to Council on all matters with respect to architectural and historical significance, beautification of public spaces, including trees, and Tillsonburg cemeteries. To advise Council of new and relevant legislation and funding initiatives; to make recommendations and assist with the development of education programs; and to liaise with the community and other organizations to promote Tillsonburg heritage, beautification and cemeteries. | 9 members 1 Staff 1 Councillor | Councillor Esseltine | Facilities Manager |
| Museum Advisory Committee | Dianne MacKeigan Robert Marsden Mary Lou Sergeant Marianne Sandham Jami Stephenson Aleksandra Webber (1) Vacancy | To research, collect, preserve, exhibit and promote the Tillsonburg Museum. To make recommendations to Council on policies and procedures pertaining to the museum. To work with the Tillsonburg Historical Society regarding trusts for restoration and artifact purchases. | 6 members 1 staff 1 Councillor | Councillor Rosehart | Culture & Heritage Manager |

Last revised March 27, 2017

**Town of Tillsonburg
Committees 2014 – 2018**

| Board/Committees | Citizen Appointments | Terms of Reference | Composition | Council Representatives | Staff Liaison |
|---|--|---|---|-------------------------|--------------------------------------|
| Parks and Recreation Advisory Committee | Donna Scanlan Bob McCormick Donald Baxter Mike Cerna Mel Getty James Payne Paul DeCloet Susie Wray Craig Cole (3) Vacancies | To advise Council and make recommendations on the programming and utilization of Parks, Trails, Green Space and Recreational facilities within Tillsonburg. To help implement the Community Parks, Recreation & Cultural Strategic Master Plan. To develop and obtain Council endorsements of sub-committees when necessary to deal with Trails, Tillsonburg Wall of Fame, etc. | 12 members 2 staff 1 Councillor | Councillor Esseltine | Recreation Programs Services Manager |
| Special Awards Committee | John Armstrong Sam Lamb Matt Scholtz Mary Anne VanGeertruyde | To advise Council and make recommendations on awards for volunteer service within the Town of Tillsonburg. The Volunteer Service Recognition Program shall recognize volunteers on a monthly basis when nominations are received by the Special Awards Committee. The Committee shall organize a Town of Tillsonburg volunteer recognition social event on a yearly basis with budget approval. | | Councillor Stephenson | Town Clerk or Designate |

Last revised March 27, 2017

**Town of Tillsonburg
Committees 2014 – 2018**

| Board/Committees | Citizen Appointments | Terms of Reference | Composition | Council Representatives | Staff Liaison |
|--|---|---------------------------|--------------------|--------------------------------|----------------------|
| Tillsonburg Non Profit Housing Corporation | Robert Hurley Evenly Fritz Ron Gasparetto Joyce Hanson Geraldine Brisebois John Stanbridge Terry Pierce Carolyn Hicks Roderick Van Riesen | | | Councillor Adam | n/a |

Last revised March 27, 2017

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4091

BEING A BY-LAW to authorize the use of internet and telephone voting method for the 2018 Municipal Election.

WHEREAS Section 42 of the Municipal Elections Act, 1996 provides that the council of a municipality may, by by-law, authorize electors to use an alternative voting method, such as voting by mail, telephone, or internet, that does not require electors to attend at a voting place in order to vote;

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg considers it desirable to use internet and telephone as the preferred method of voting for the 2018 Municipal Election;

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

1. THAT the Council of the Corporation of the Town of Tillsonburg hereby authorizes the use of internet and telephone voting for the purpose of counting votes at the 2018 municipal election.
2. AND THAT By-Law 3760, to Authorize the Use of Optical Scanning Vote Tabulators for the 2014 Municipal Election be and is hereby repealed.
3. AND THAT this By-Law shall come into full force and effect on the day of its passing.

READ A FIRST AND SECOND TIME THIS 27th DAY of March, 2017.

READ A THIRD AND FINAL TIME AND PASSED THIS 27th DAY of March, 2017.

MAYOR – Stephen Molnar

TOWN CLERK - Donna Wilson

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4092

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

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

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

1. THAT Schedule "A" to By-Law Number 3295, as amended, is hereby amended by changing to 'RM' the zone symbol of the lands so designated 'RM' on Schedule "A" attached hereto.
2. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ A FIRST AND SECOND TIME THIS 27TH DAY of March, 2017.

READ A THIRD TIME AND FINALLY PASSED THIS 27TH DAY of March, 2017.

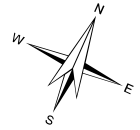
MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson

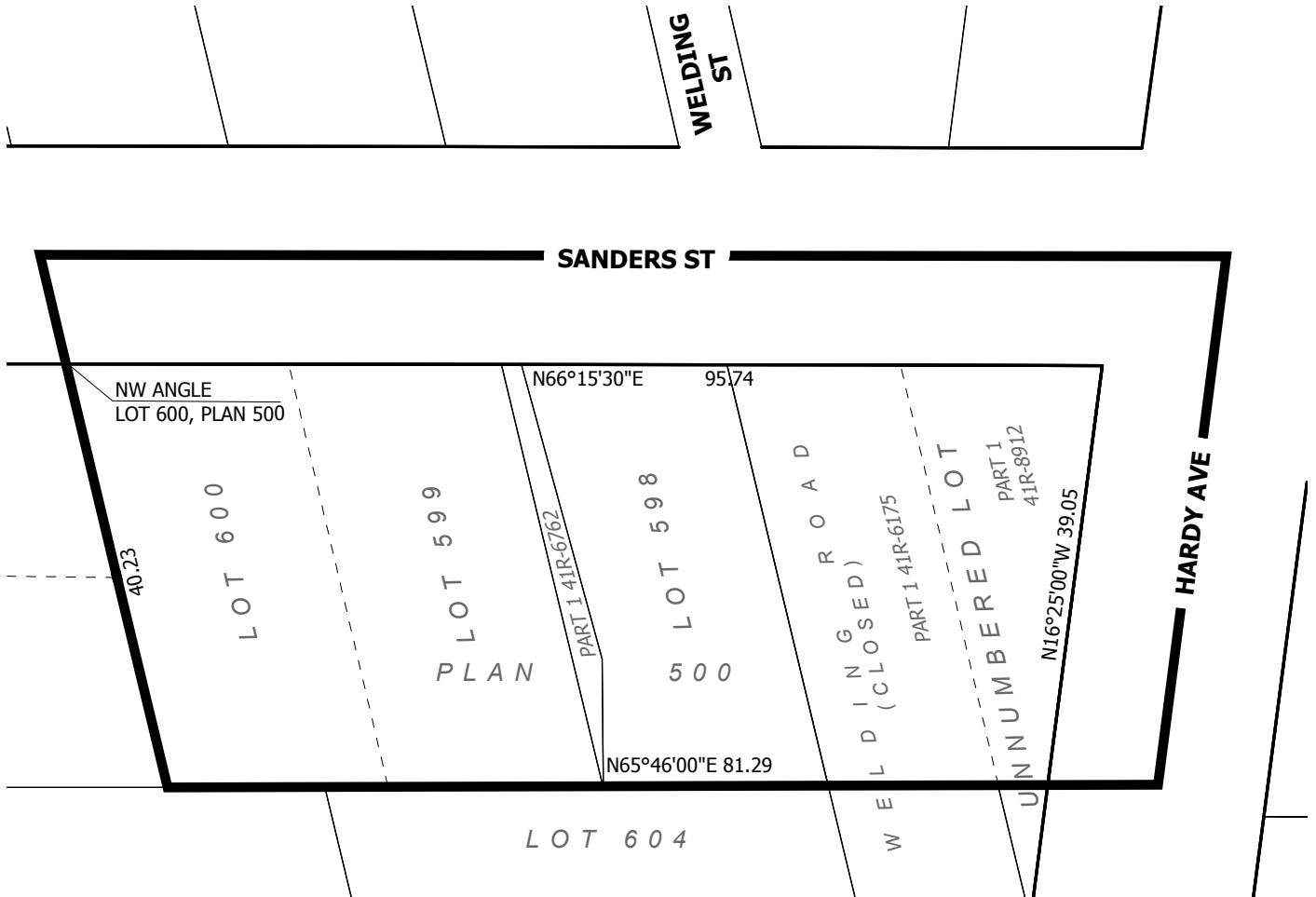
SCHEDULE "A"

TO BY-LAW No. 4092

LOTS 598, 599, 600, AND PART OF WELDING ROAD (CLOSED),
 AND PART OF UNNUMBERED LOT (SOUTH OF
 SANDERS ST. AND WEST OF HARDY AVE.), PLAN 500
 PART 1 REFERENCE PLAN 41R-6762, PART 1
 REFERENCE PLAN 41R-6175 AND PART 1
 REFERENCE PLAN 41R-8912



TOWN OF TILLSONBURG



 AREA OF ZONE CHANGE TO RM

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A" TO
 BY-LAW No. 4092, PASSED
 THE 27th DAY OF March, 2017

 MAYOR

 CLERK

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4093

A BY-LAW To authorize a Service Agreement with the Tillsonburg District Craft Guild.

WHEREAS the Corporation of the Town of Tillsonburg is desirous of entering into a Service Agreement with the Tillsonburg District Craft Guild;

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

1. THAT the Service Agreement attached hereto as Schedule "A" and forming part of this By-law between the Corporation of the Town of Tillsonburg and the Tillsonburg District Craft Guild is hereby approved;
2. THAT the Mayor and Clerk be hereby authorized to execute the attached Service Agreement marked as Schedule "A" on behalf of the Corporation of the Town of Tillsonburg;
3. This By-Law shall come into full force and effect on the day of passing.

READ A FIRST AND SECOND TIME THIS 27th DAY of March, 2017.

READ A THIRD AND FINAL TIME AND PASSED THIS 27th DAY of March, 2017.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson

SERVICE AGREEMENT

BETWEEN

The Corporation of the Town of Tillsonburg
(hereinafter referred to as the "Town")

- and -

Tillsonburg District Craft Guild (operating as: Station Arts Centre)
(hereinafter referred to as the "TDCG")

Dated October 4, 2016

WHEREAS the TDCG and the Town wish to enter into this service agreement to have the TDCG perform the tourism services described herein accordance with the terms of this Agreement.

Now therefore in consideration of the mutual covenants of the parties set forth in this Agreement and other good and valuable consideration, the TDCG and the Town agree as follows:

1. PURPOSE

The purpose of this Agreement is to continue and expand a framework of cooperation between the Town and the TDCG for the provision of tourism services in the Town of Tillsonburg to the benefit of both its residents and visitors.

2. STATEMENT OF BENEFITS

The benefits to the Town include:

1. The provision of an additional tourism information centre that offers a higher profile location adjacent to Broadway and within the Downtown core;
2. The provision of tourism information and amenities to the general public and visitors to the Town through a tourism reception person that provides information and assistance;
3. The provision of a tourism coordinator function to ensure effective liaison between local tourism initiatives/events and Tourism Oxford as well as other regional marketing initiatives; and
4. The maintenance of an existing heritage building;

The benefits to TDCG includes:

1. Financial support to provide the tourism information and services.

3. RESPONSIBILITIES

The Town shall:

1. Pay to the Guild the sum of \$35,000 for a period of three years commencing January 1, 2017 and extending to December 31, 2019. Payment will be made subsequent to the approval of the Town's annual budget; and

The TDCG shall:

1. Provide tourism information and amenities to the general public and visitors during regular business hours; namely, Monday to Friday from 9am-4pm and Saturdays from 9am-2pm and with extended Saturday hours during the months of May to September of 9am-4pm with the exception of Statutory Holidays;
2. Provide staff support for above through any combination of full-time, part-time and volunteer staff.

3. Maintain program support for existing events as follows:
 - a. Down Home Christmas Craft Show
 - b. Oxford Studio Tour
 - c. Canada Day Pancake Breakfast
 - d. Turtlefest
 - e. Help Portrait
 - f. Week of Remembrance
 - g. Creative Imagination Festival
4. Maintain liaison role with Tourism Oxford through promoting local & cultural initiatives.
5. Maintain the 41 Bridge St. W. property including:
 - a. Payment of operating and maintenance costs of all utilities such as water and sanitary services, electricity, heating, cooling, phone and internet service, etc.
 - b. Maintain the caboose displayed at 41 Bridge St. W. parkette west of the Station
 - c. Insurance for the property contents and inside use liability & Town of Tillsonburg named as an additional insured.
 - d. Appropriate planning for long-term capital projects.
 - e. Provide annual reports to the Town.

Notwithstanding above, should any of the above events cause undue financial distress, the TDCG shall have the right to review the provision of these programs in consultation with the Town.

4. PROGRAM EXPANSION

To facilitate the provision of tourism services for the Town, programming must be kept current. As such the Guild shall assist with new events or expand current events, namely:

1. Turtlefest
2. Creative Imaginations Festival
3. Other initiatives as proposed and considered by the TDCG board and community partners
4. Liaise with Tourism Oxford and other tourism and community groups to develop new initiatives and approaches, i.e. cooperative marketing opportunities, etc.

5. AMENDMENT

Amendments within the scope of the instrument shall be made by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed and by mutual consent of the parties. Returned email confirmation by the signing parties is also an acceptable form of amendment should the matter be time sensitive in nature.

6. PARTICIPATION IN SIMILAR ACTIVITIES

This instrument in no way restricts the TOWN from participating in similar activities with other public or private agencies, organizations, and individuals.

7. EFFECTIVE DATE

This Service Agreement is effective upon signature of the parties and will remain in effect until December 31, 2017 or until terminated as provided for under Section 8.

8. TERMINATION

This Service Agreement may be terminated by either party at any time by 60 days notice, delivered in writing to the addresses provided in Section 9 below.

9. NOTICES

All notices, requests, directions or other communications ("Notices") required or permitted herein will be in writing and will be delivered to the parties hereto respectively as follows:

If to the Town of Tillsonburg:

**The Corporation of the Town of Tillsonburg
200 Broadway, 2nd Floor
Tillsonburg, ON N4G 5A7
(t)519 -688-3009 ext 3224
(f)519-842-9431
Attn: Clerk**

If to the TDCG

**Tillsonburg District Craft Guild
41 Bridge St. W.
Tillsonburg ON N4G 5P2
Tel: 519-842-6151**

IN WITNESS WHEREOF the duly authorized officers of the parties have executed this Agreement as of the date first written.

The Corporation of the Town of Tillsonburg


By: _____
Name: Stephen Molnar
Title: Mayor of Tillsonburg

By: _____
Name: Donna Wilson
Title: Clerk

Date: _____

I/we have authority to bind the Corporation.

Tillsonburg District Craft Guild

By:  _____
Name: Chris Jezovnik
Title: President of the Board of Directors

Date: 17 March 2017

I have authority to bind the TDCG

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4094

A BY-LAW to authorize a Land Lease Agreement between The Corporation of the Town of Tillsonburg and John Vieraitis.

WHEREAS the Corporation of the Town of Tillsonburg deems it necessary and expedient to enter into a Land Lease Agreement with John Vieraitis.

THEREFORE the Council of the Town of Tillsonburg enacts as follows:

1. THAT the Agreement attached hereto as Schedule "A" and forming part of this By-law between the Corporation of the Town of Tillsonburg and John Vieraitis is hereby approved;
2. THAT the Mayor and Clerk be hereby authorized to execute the attached agreement marked as Schedule "A" on behalf of the Corporation of the Town of Tillsonburg.
3. This By-Law shall come into force and take effect immediately after the final passing hereof.

READ A FIRST AND SECOND TIME THIS 27th day of March, 2017.

READ A THIRD AND FINAL TIME AND PASSED THIS 27th day of March, 2017.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson

THIS AGREEMENT made in quadruplicate this 21 day of MARCH, 2017.

BETWEEN:

THE CORPORATION OF THE TOWN OF TILLSONBURG

hereinafter called the Lessor, of the First Part,

-and-

JOHN VIERAITIS

hereinafter called the Lessee, of the Second Part

WHEREAS the Lessor is the owner of lands hereinafter described

- (a) Lands located on the south side of Hwy 3, legally described as part of Lots 1 and 2, Concession 5, North of Talbot Road, and more particularly described as, Parts 1, 2, 3, 4, 13 and part of Part 12 and 15, RP 41R-8336, consisting of approximately 37 acres of arable land;
- (b) Lands located on the east side of Highway 19 (Vienna Road), legally described as Lot 1613, Lot 1638B, Plan 500; part of Lots 8 and 9, Concession 4, North of Talbot Road, consisting of approximately 17 acres of farmable land, and including:
 - i. Unnamed Road adjacent to Lots 1612, 1613 and 1614, Part 2, Plan 41R-6496;
 - ii. Unnamed Road adjacent to Lots 1612, 1613 and 1614; and,
- (c) Lands located on the west side of Rokeby Sideroad, legally described as Lot 1641, Plan 500, MID Con 4 North of Talbot Road, Pt Lot 10, being part of Parts 1 & 2, Plan 41R-8386 (Oxford Registration #)/37R-10038, consisting of approximately 27 acres of arable land;

(collectively the "Lands")

AND WHEREAS the Lessor is desirous of leasing the Lands to the Lessee and the Lessee is desirous to lease the Lands for agricultural purposes subject to the conditions hereinafter set forth in this agreement (the "Lease").

NOW THEREFORE THIS INDENTURE WITNESSETH

1. PAYMENT

The Lessee covenants with the Lessor that the Lessee shall pay annual rent for the Lands as set out below to the Lessor by two payments each year during the term of this Lease. The first payment of which shall constitute 50% of annual rental fee and shall be due and payable no later than April 1 of each year that this Lease remains in force and the remaining 50% of the annual rental fee shall be due and payable on November 30 of each year that this Lease remains in force:

- (a) Annual rent of \$17,625 based on a blended rate of \$225 per acre (the "Base Rent").

2. TERM

The term of the Lease shall be from April 1, 2017 to December 31, 2019 (the "Lease Term"). The Lease Term can be extended for additional one (1) year terms by the Lessor in its sole and absolute discretion. There is no representation or warranty of the Lessor that it must, shall or will extend the Lease Term.

Lessor's Initials _____

Lessee's Initials J.V.

3. CONDITION OF THE LANDS

The Lessee acknowledges and agrees that it is leasing the Lands in its current condition "as is" and the Lessee has conducted all inspections and performed its own due diligence to determine the suitability of the Lands for the Lessee's use. The Lessee acknowledges that the Lessor has made no representation or warranty and provides no covenant, representation or warranty concerning soil conditions, the existence of any items below the surface, and/or the environmental status of the Lands at any time. The Lessee acknowledges having inspected the property prior to signing this Lease and has relied upon its inspection regarding the suitability, condition, and state of repair of the Property. The Lessee further acknowledges that it has conducted its own due diligence as the size of the Lands and the size of the arable part of the Lands and not relied upon any representation or warranty of the Lessor. The Lessee acknowledges that Base Rent shall not alter if size of the arable land is less than as set out in this Lease.

4. USE

- (a) The Parties agree that the crops to be grown on the Lands shall be agreed upon by the Parties prior to planting and shall generally be a soybean, wheat, rye, corn or organic corn, vegetable or organic edamame or hay crops.
- (b) The Lessee shall not do or permit to be done on the Lands anything which may:
 - i. Constitute a nuisance;
 - ii. Cause damage to the Lands;
 - iii. Cause injury or annoyance to occupants of neighbouring premises;
 - iv. Make void or voidable any insurance upon the Lands;
 - v. Constitute a breach of any by-law, status, order or regulation of any municipal, provincial or other competent authority relating to the Lands; and,
 - vi. Create any environmental hazard.
- (c) The Lessee shall not store, allowed to be stored or do anything that creates hazardous waste or toxic material as defined by the Environmental Protection Act or any related, amended or successor legislation. If any order is made by any level of government, including all agencies, Crown corporations plus municipal bodies, or Court is made as a result of the Lessee's, or its servants, directors, employees, invitees, customers or agents, actions or inaction under this Article then the Lessee shall satisfy the terms of such order including, but not limited to, paying all costs of the work required and shall indemnify and save the Lessor harmless from any costs, including legal costs, if the Lessor suffers any damages or pays any costs associated with such order.
- (d) In order to operate this farm efficiently and to maintain it is high state of productivity of the Lands, the Lessee covenants as follows:
 - i. To allow any incoming lessee or purchaser to enter upon the Lands after harvest in the last year of the Lease Term and have reasonable privileges and right-of-way to work on the Lands;
 - ii. To prepare a soil analysis prior to the commencement of the Term and a second soil analysis at the end of the Lease Term or sixty days after a Termination Notice has been served by either Party (the "Soil Tests"). The cost of the Soil Tests shall be payable by the Lessee without contribution of the Lessor. The Lessee shall provide the Lessor a copy of each of the Soil Tests within 10 of the Lessee's receipt of the Soil Tests;
 - iii. To remove all crops from the ground at the end of the Lease Term; and,
 - iv. It will not construct any buildings upon the Lands.

Lessor's Initials _____

Lessee's Initials J.V.

5. RIGHT TO SELL SUBJECT LANDS

The Lessee acknowledges that the Lessor shall have the right to sell any part or parts of the Lands upon sixty (60) days notice, in writing, and upon expiry of such notice the Lessee shall surrender that part (or all if required by the notice) of the Lands sold by the Lessor and subject to the condition that if the Lessor sells and requires possession of any or all of the subject lands on which an agricultural crop is growing, the Lessee shall be compensated for any and all expenses incidental to growing such crop and the Base Rent shall be revised to take into account the adjustment of that part of the Lands not surrendered (if any) throughout the balance of the Lease Term. The Lessee must provide to the Lessor detailed accounting of the costs incurred for the lands in order to be reimbursed for the loss of the growing crops. The Lessee shall not demand, claim or plead any damages, costs, monies or compensation from the Lessor of any kind whatsoever and howsoever except as specifically provided for in this paragraph 5. The Lessee waives any and all claims, damages and/or losses for future income, profits or monies due to the surrender of some or all of the Lands.

6. FARM BUSINESS REGISTRATION NUMBER

The Lessee shall be required to provide proof of valid Farm Business Registration Number (OFA, CFFO or proof of exemption) to the Lessor prior to commencement of the Lease Term.

7. QUIET ENJOYMENT OF LANDS

IT IS further specifically agreed by and between the Parties hereto that the Lessor covenants with the Lessee for quiet enjoyment of the Lands. Notwithstanding the foregoing, the Lessor shall be permitted to access the Lands for any purpose(s), with the costs of any minor crop damage being borne by the Lessee.

8. ASSIGNMENT

The Lessee acknowledges and agrees that it will not assign or sublet the Lands without approval by the Lessor, which may be withheld by the Lessor at its sole and absolute discretion. The Lessee further covenants that it will not conduct any business, trade, enterprise or objects on the Lands other than to use the Lands for its own agricultural purposes pursuant to the terms and conditions contained in this Lease.

9. INSURANCE

The Lessee shall obtain Farm liability insurance of at least Two Million Dollars (\$2,000,000), covering injury to, or destruction of person or property, for which the Lessee may be held liable. The Lessee must obtain Farm Liability insurance on a form of coverage issued by an insuring company acceptable to the Town, which names the Town as an additional insured and contains a Cross Liability Clause. The Lessee shall provide the Town, by the 1st day of May in each year during the term hereof, with an insurance certificate showing the required insurance coverage.

10. INDEMNIFICATION

The Lessee covenants to keep the Lessor indemnified and save harmless the Lessor at all times against any and all claims, suits, proceedings, actions and demands (including but not limited to all legal costs) whatsoever and howsoever arising by any person, entity or corporation whether in respect of damage, loss or death to person or property, arising out of or occasioned by the maintenance, use or occupancy of the Lands or the subletting or assignment of same or any part thereof. And the Lessee further covenants to indemnify the Lessor with respect to any encumbrance on or damage to the Lands occasioned by or arising from the act, default, or negligence of the Lessee, its officers, agents, servants, employees, contractors, customers, invitees or licensees. The Lessee agrees that the foregoing indemnity shall survive the termination of this Lease notwithstanding any provisions of the Lease to the contrary.

11. MAINTENANCE

The Lessee covenants to maintain all of the Lands pursuant to this Lease in good condition at all times during the Lease Term, any extension of the Lease Term and any overholding periods (if any). The Lessee further covenants to keep the Lands free from refuse and shall not store any refuse, garbage, motor vehicles or any items on the Lands that may be considered by the Lessor to be noxious, hazardous or refuse.

Lessor's Initials _____

Lessee's Initials

When an Act of Default on the part of the Lessee has occurred:

- (a) The current year's rent together with the next years' rent shall become due and payable immediately; and,
- (e) The Lessor shall have the right to terminate this Lease and to re-enter the Lands and deal with them as he may choose.

If, because an Act of Default has occurred, the Lessor exercises his right to terminate this Lease and re-enter the Lands prior to the end of the Term, the Lessee shall nevertheless be liable for payment of Rent and all other amounts payable by the Lessee in accordance with the provisions of the Lease until the Lessor has re-let the Lands or otherwise dealt with the Lands in such manner that the cessation of payments by the Lessee will not result in loss to the Lessor and the Lessee agrees to be liable to the Lessor, until the end of the Term of this Lease for payment of any difference between the amount of Rent hereby agreed to be paid for the Term hereby granted and the Rent any new Lessee pays to the Lessor.

If when an Act of Default has occurred, the Lessor chooses not to terminate the Lease and re-enter the Lands, the Lessor shall have the right to take any and all necessary steps to rectify any or all Acts of Default of the Lessee and to charge the costs of such rectification to the Lessee and to recover the costs as Rent.

If, when an Act of Default has occurred, the Lessor chooses to waive his right to exercise the remedies available to him under this Lease or at law the waiver shall not constitute condonation of the Act of Default, nor shall the waiver be pleaded as an estoppel against the Lessor to prevent his exercising his remedies with respect to a subsequent Act of Default. No covenant, term, or condition of this Lease shall be deemed to have been waived by the Lessor unless the waiver is in writing and signed by the Lessor.

17. NOTICE

Notice to either party shall be given at the following addresses:

If to the Lessor:

Development Commissioner
The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, ON N4G 5A7
Fax: 519-842-9431

If to the Lessee:

John Vieraitis
712383 Middletown Line
Tillsonburg, ON N4G 4G8

The Lessee shall not at any time register notice of or a copy of this Lease on title to the Lands or any part thereof without consent of the Lessor.

16. MISCELLANEOUS

The words importing the singular number only shall include the plural, and vice versa, and words importing the masculine gender shall include the feminine gender, and words importing persons shall include firms and corporations and vice versa.

This Lease, including any Schedule attached, shall constitute the entire agreement between the Lessor and Lessee. There is no representation, warranty, collateral agreement or condition which affects this agreement other than expressed herein.

In the event that any clause herein should be unenforceable or be declared invalid for any reason whatsoever, such enforce ability or invalidity shall not affect the enforce ability or validity of the remaining portions of the covenants and such unenforceable or invalid portions shall be severable from the remainder of this Lease.

Lessor's Initials _____

Lessee's Initials J.V.

This Lease shall be construed and enforced in accordance with the laws of the Province of Ontario. Any proceeding shall be brought at the City of Woodstock in the County of Oxford.

The Lessee hereby agrees that they have had an opportunity to review the terms of this Lease and seek independent legal advice.

Should any provision of this Lease require judicial interpretation or arbitration, it is agreed that the court or arbitrator interpreting or construing the same shall not apply a presumption that the terms thereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent prepared the same, it be agreed that both parties have participated in the preparation hereof.

This Lease constitutes the entire agreement between the Parties hereto pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations or other agreements between the Parties in connection with the subject matter hereof, except as specifically set forth herein. No supplement, modification, waiver or termination of this Lease shall be binding unless executed in writing by the Parties.

The Lessee shall not call on or demand the Lessor to perform any repairs or renovations prior to or after it obtains possession.

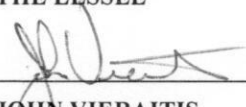
IT IS HEREBY declared and agreed that the expressions "Lessor" and "Lessee" wherever used in this indenture shall, when the context allows, include, be binding on and enure to the benefit of not only the Parties hereto, but also their respective executors, administrators and assigns.

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

**SIGNED, SEALED AND
DELIVERED in the
Presence of**)
)
)
)
)
)
)
)
)
)
)

STEPHEN MOLNAR, MAYOR **DATE**

DONNA WILSON, CLERK **DATE**

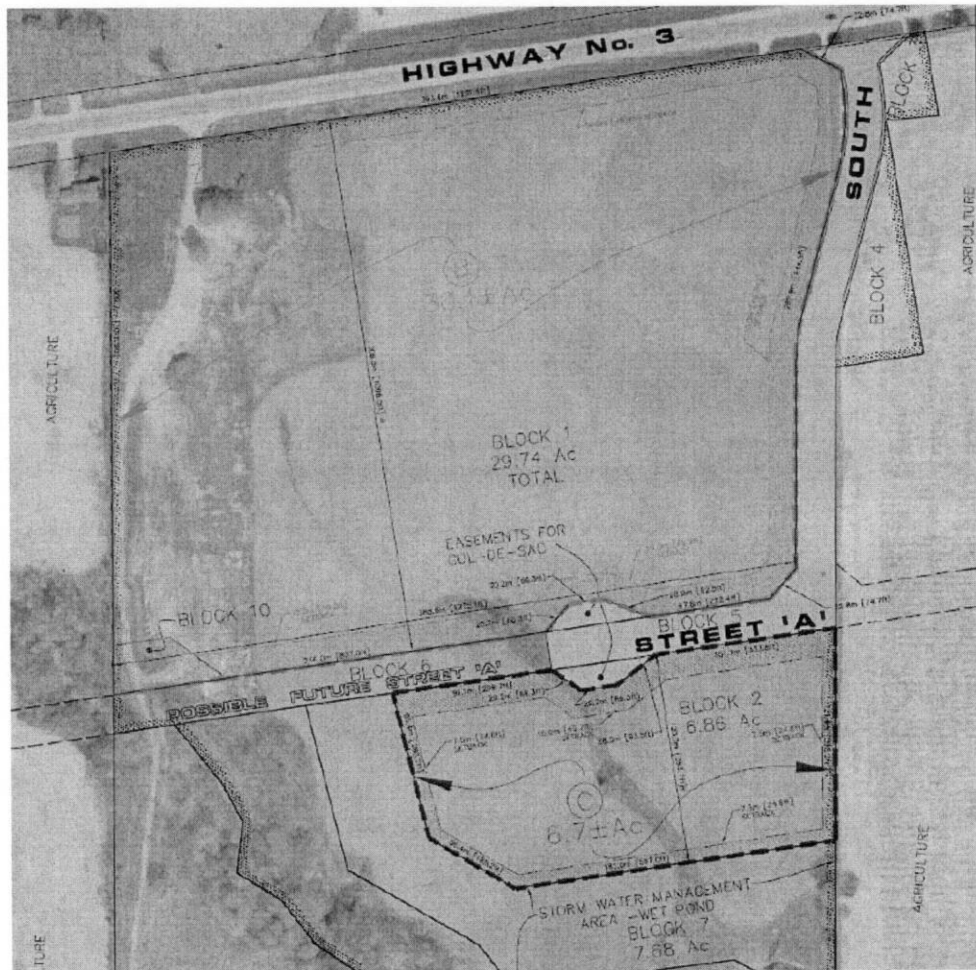
THE LESSEE


JOHN VIERAITIS **March 22 2017**
PRESIDENT **DATE**
I have the authority to bind the corporation

Lessor's Initials _____

Lessee's Initials J.V.

APPENDIX A – SUBJECT PROPERTIES
3001 HWY 3 (37 ACRES OF FARMABLE LAND)

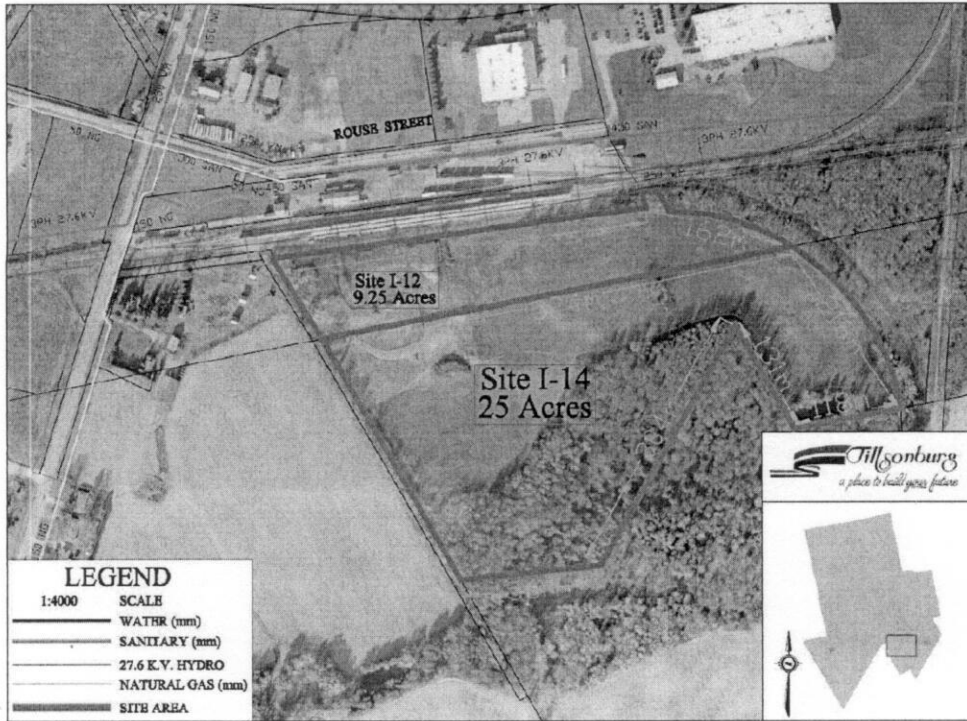


- Farmable lands include the "tongue" of land that extends south of the red dashed line
- Located on the southwest corner of Hwy 3 and Clearview Dr intersection

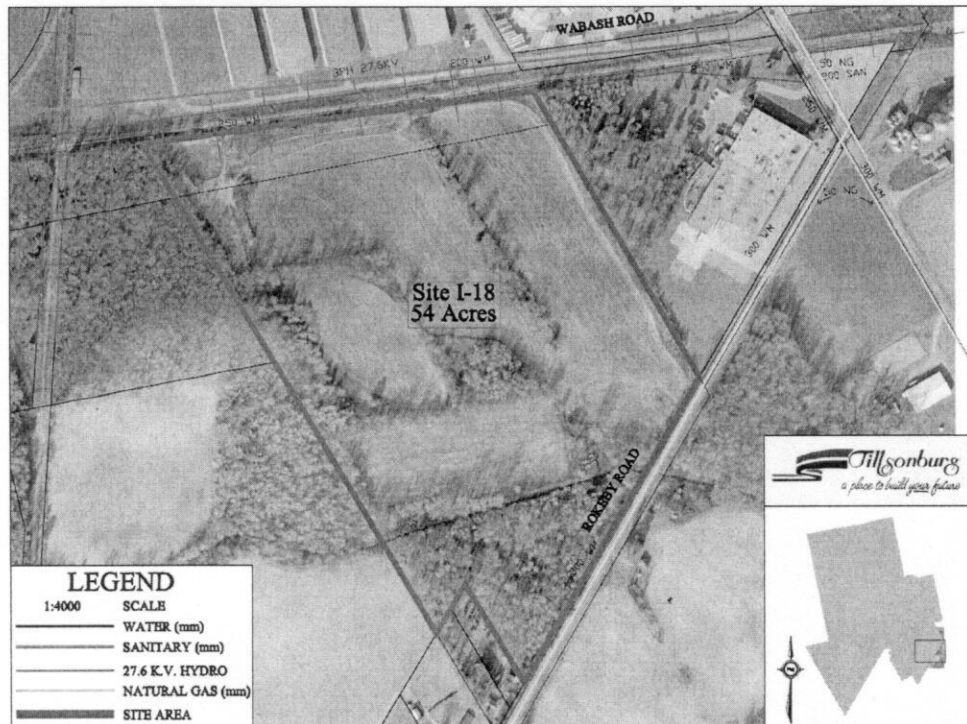
Lessor's Initials _____

Lessee's Initials J.V.

VIENNA RD (17 ACRES OF FARMABLE LAND)



ROKEBY RD (27 ACRES OF FARMABLE LAND)



Lessor's Initials _____

Lessee's Initials J.V.

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4095

BEING A BY-LAW to confirm the proceedings of Council at its meeting held on the 27th day of March, 2017.

WHEREAS Section 5 (1) of the *Municipal Act, 2001*, as amended, provides that the powers of a municipal corporation shall be exercised by its council;

AND WHEREAS Section 5 (3) of the *Municipal Act, 2001, as amended*, provides that municipal powers shall be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Town of Tillsonburg at this meeting be confirmed and adopted by by-law;

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

1. All actions of the Council of The Corporation of the Town of Tillsonburg at its meeting held on March 27, 2017, 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 the 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 27th DAY of March, 2017.

READ A THIRD AND FINAL TIME AND PASSED THIS 27th DAY of March, 2017.

MAYOR – Stephen Molnar

TOWN CLERK – Donna Wilson