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## COUNCIL MEETING

Monday, April 23, 2018

6:00 PM

Council Chambers  
200 Broadway, 2<sup>nd</sup> 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, April 23, 2018, 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 April 9, 2018.

[180409 Council MIN](#)

Proposed Resolution #2

Moved By:

Seconded By:

THAT the Minutes of the Council Meeting of April 9, 2018, be approved.

**6. Delegations and Presentations**

**6.1. Volunteer of the Month Award**

Presented to: Christine Nagy

**6.2. Community Consultation Campaign & Preferred Waste Technology Approach**

Presented by: David Simpson, Director of Public Works, Oxford County



[David Simpson Delegation Request Form](#)

[Tillsonburg WRRRT Presentation Apr 23 2018 David Simpson](#)

Proposed Resolution #3

Moved By:

Seconded By:

THAT Council receives the Community Consultation Campaign & Preferred Waste Technology Approach, as information.

**6.3. JL Scott McLean Outdoor Recreational Pad Update**

Presented by: Jane McLean, Co-chair and Walter Kleer, Co-Chair

[Jane McLean Walter Kleer Delegation Request Form](#)

Proposed Resolution #4

Moved By:

Seconded By:

THAT Council receives the JL Scott McLean Outdoor Recreational Pad Update, as information.

**6.4. Tillsonburg Mini Pad**

Presented by: Mike Bale, Paul Gibson, Craig Nesplic, Wes Smith and Bryan Granger, representing Tillsonburg Minor Hockey Inc.

[Mini Pad Mike Bale Delegation Request Form](#)

[Tillsonburg Mini Pad](#)

Proposed Resolution #5

Moved By:

Seconded By:

THAT Council receives the delegation regarding the Tillsonburg Mini Pad, as information.

**6.5. Dave Johnson Memorial Dog Park Update**

Presented by: Peter Luciani, Chair & Tyler Coghill Co-Chair, Dog Park Committee

[Peter Luciani Delegation Request Form](#)

Proposed Resolution #6

Moved By:

Seconded By:

THAT Council receives the Dave Johnson Memorial Dog Park Update, as information.

## 7. Committee Reports & Presentations

### 7.1. Fire Strategic Plan Committee Update

Presented by: Shane Curtis

[Proposed Resolution #7](#)

Moved By:

Seconded By:

THAT Council receives the Fire Strategic Plan Committee Update, as information.

### 7.2. CL18-17, 2018 Ontario Senior of the Year Nomination

#### 7.2.1. [CL 18-17 2018 Ontario Senior of the Year Nomination](#)

[Proposed Resolution #8](#)

Moved By:

Seconded By:

THAT Council receives Report CL 18-17, 2018 Ontario Senior of the Year Nomination;  
AND THAT Council supports the recommendations of the Special Awards Committee;  
AND FURTHER THAT Liz Butka be selected as the Town of Tillsonburg's nominee for  
the 2018 Ontario Senior of the Year award.

## 8. Public Meetings

### 8.1. Application for Zone Change - ZN 7-17-14 - D.Y. Mechanical Contracting Limited, 60

Washington Grand Avenue

[ZN 7-17-14 Report](#)

[Report Attachments](#)

[Application ZN 7-17-14](#)

[Proposed Resolution #9](#)

Moved By:

Seconded By:

THAT Council approves the zone change application submitted by D.Y. Mechanical Contracting Limited, whereby the lands described as Lot 790, Plan 500, Town of Tillsonburg, known municipally as 60 Washington Grand Avenue, to amend the provisions of the 'EC-R6' Zone to permit an additional dwelling unit in a multiple unit dwelling.

### 8.2. Application for Zone Change - ZN 7-18-03 - 2385667 Ontario Limited - Oxnard

Developments

[ZN 7-18-02 Report](#)

[Report Attachments](#)

[Application ZN 7-18-03](#)

[Applicant's Submission](#)

Proposed Resolution #10

Moved By:

Seconded By:

THAT Council approves the zone change application submitted by Oxnard Developments, whereby the lands described as Blocks 6,7 & 9, Plan 41M-272, Town of Tillsonburg, are to be rezoned from 'Future Development Zone (FD)' to 'Special Low Density Residential Type 2 Zone (R2-16H)'.

**9. Planning Applications**

**10. Information Items**

- 10.1. Oxford Invitational Youth Robotics Challenge

[Letter-Oxford Youth Robotics Challenge](#)

- 10.2. Law Enforcement Torch Run for Special Olympics - Saturday, May 12, 2018

[Law Enforcement Torch Run](#)

Proposed Resolution #11

Moved By:

Seconded By:

THAT Council receives the letter of appreciation dated April 5, 2018 from the Oxford Invitational Youth Robotics Challenge, and the invitation to the Law Enforcement Torch Run for Special Olympics, as information.

**11. Mayor**

- 11.1. MYR 18-02, Update - County of Oxford

[MAYORreportCOOXapr2018](#)

Proposed Resolution #12

Moved By:

Seconded By:

THAT Council receives Report MYR 18-02 as information.

**12. Quarterly Reports**

**13. Reports from Departments**

**13.1. Chief Administrative Officer**

**13.1.1. CAO 18-05, Request for Proposals - Community Transportation – T:GO Operations – RFP2018-001**

[Request for Proposals - Community Transportation - T:GO Operations - RFP2018-001](#)

[Transit RFP](#)

[Transit Schedule](#)

[Transit Map](#)

[Report CAO 18-02](#)

Proposed Resolution #13

Moved By:

Seconded By:

THAT Council receives Report CAO 18-05, Community Transportation Request for Proposals – T:GO Operations;

AND THAT Tillsonburg Town Council authorizes the release of a Request for Proposals (RFP2018-001) for the purposes of seeking submissions for the operation of T:GO beyond March 31, 2018.

**13.1.2. CAO 18-06, Transit Governance Models**

[Transit Governance Models](#)

Proposed Resolution #14

Moved By:

Seconded By:

THAT Council receives Report CAO 18-06, Transit Governance Models for information;

AND THAT the CAO report back regarding a Transit Governance model when Council considers the awarding of RFP 2018-001, Transit Services.

**13.2. Clerk's Office**

**13.2.1. CL 18-16, Committee Appointment**

[CL 18-16 Committee Appointments](#)

[Recommendation Letter BIA](#)

[By-Law 3901 To appoint Directors to the Board of Management of the Tillsonburg Business Improvement Area \(BIA\), hereby established by the Town of Tillsonburg](#)

[By-Law 4192 Committee Appointment BIA](#)

[Lori Arnold- Resignation Letter](#)

[John Kirkland- Resignation Letter](#)

Proposed Resolution #15

Moved By:

Seconded By:

THAT Council receives Report CL 18-16, Committee Appointment;  
AND THAT Marcel Rosehart and Mark Tedesco, be appointed as Directors to the BIA Board of Management;  
AND THAT John Kirkland and Lori Arnold be removed as Directors to the BIA Board of Management;  
AND FURTHER THAT a By-law, be brought forward for council consideration.

**13.3. Development and Communication Services**

**13.3.1. DCS 18-16, Surplus Land Declaration – Brookside Lane**

[Report DCS 18-16](#)

Proposed Resolution #16

Moved By:

Seconded By:

THAT Council receives Report DCS 18-16, Surplus Land Declaration – Brookside Lane;  
AND THAT the public road, described as part of Part 4, Plan 218 (West end of Brookside Lane at Quarter Town Line), be closed;  
AND THAT the property, described as part of Part 4, Plan 218, be declared surplus to the needs of the Town of Tillsonburg in accordance with Bylaw 3549 – Sale of Real Property Policy.

**13.3.2. DCS 18-18, Inactive Building Permit & Design Criteria By-Law Deposits**

[DCS 18-18 - Inactive Building Permit & Design Criteria By-Law Deposits](#)

[DCS 18-13 - Outstanding New Home Construction Deposits](#)

[Inactive Design Criteria By-Law Deposit Policy](#)

Proposed Resolution #17

Moved By:

Seconded By:

THAT Council receives Report DCS 18-18, Inactive Building Permit & Design Criteria By-Law Deposits as information;  
AND THAT Council approves the Inactive Design Criteria By-Law Deposit Policy.

**13.4. Finance**

**13.5. Fire and Emergency Services**

**13.6. Operations**

**13.6.1. OPS 18-10, Comprehensive Sidewalk Review**

[OPS 18-10 Comprehensive Sidewalk Review](#)

[OPS 18-10 Attachment 1 - Sidewalk Connectivity Plan](#)

[OPS 18-10 Attachment 2 - Sidewalk Classification Map](#)

[OPS 18-10 Attachment 3 - By-law 2189](#)

Proposed Resolution #18

Moved By:

Seconded By:

THAT Council receives Report OPS 18-10 Comprehensive Sidewalk Review;  
AND THAT Council adopts the Sidewalk Connectivity Plan within the Town Asset Management Plan with the associated capital program brought forward as part of future budget deliberations;

AND THAT staff incorporate the sidewalk classification system and winter servicing levels into a Winter Maintenance Level of Service Policy for Council consideration;

AND FURTHER THAT staff update By-law 2189 for Council consideration.

**13.7. Recreation, Culture & Park Services**

**13.7.1. RCP 18-16, Slapshot Pad Conversion Alternatives**

[RCP 18-16 - Slapshot Pad Conversion Alternatives](#)

Proposed Resolution #19

Moved By:

Seconded By:

THAT Council receives Report RCP 18-16, Slapshot Pad Conversion Alternatives, for information;

AND THAT Council directs staff to implement option \_\_\_ as outlined in this report.

**14. Unfinished Business**

**14.1. RCP 18-20, LLWP Slide Options (Report to be circulated separately)**

**15. Staff Information Reports****15.1.** RCP 18-19, January-March 2018 RCP Departmental Activity Reports

[RCP 18-19 - January-March 2018 RCP Departmental Activity Reports](#)

[RCP 18-19 - ATT 01 - Jan-Mar Activity - Rec Programs and Services](#)

[RCP 18-19 - ATT 02 - Jan-Mar 2018 Activity - Culture and Heritage](#)

[RCP 18-19 - ATT 03 - Jan-Mar 2018 Activity - Parks and Facilities](#)

Proposed Resolution #20

Moved By:

Seconded By:

THAT Council receives Report RCP 18-19, January-March 2018 RCP Departmental Activity Reports for information.

**16. Committee Minutes & Reports****16.1.** Committee Minutes

[180313 Development Committee MIN](#)

[180405 Heritage, Beautification, & Cemetery Committee MIN](#)

[180409 Memorial Park Rev MIN](#)

[180410 Special Awards Committee MIN](#)

Proposed Resolution #21

Moved By:

Seconded By:

THAT Council receives the Development Committee minutes dated March 13, 2018, the Heritage, Beautification, & Cemetery Committee minutes dated April 5, 2018, the Memorial Park Revitalization Park Committee minutes dated April 9, 2018 and the Special Awards Committee minutes dated April 10, 2018, as information.

**16.2.** Tillsonburg Business Improvement Area Board Minutes dated March 22, 2018 and AGM Minutes dated March 27, 2018

[180322 BIA MIN](#)

[BIA AGM Minutes 2018 - f](#)

Proposed Resolution #22

Moved By:

Seconded By:

THAT Council receives the Tillsonburg Business Improvement Area Board Minutes dated March 22, 2018, and AGM Minutes dated March 27, 2018, as information.

- 16.3.** Long Point Region Conservation Authority Board of Directors Annual AGM Minutes dated February 23, 2018

[FA Minutes AGM 02 23 2018 - signed](#)

Proposed Resolution #23

Moved By:

Seconded By:

THAT Council receives the Long Point Region Conservation Authority Board of Directors AGM Minutes dated February 23, 2018, as information.

## 17. Notice of Motions

## 18. Resolutions

## 19. Resolutions Resulting from Closed Session

## 20. By-Laws

### By-Laws from the Meeting of Monday, April 23, 2018

- 20.1.** Proposed Resolution #24

Moved By:

Seconded By:

THAT By-Law [4189](#), to amend Zoning By-Law 3295 (ZN 7-17-14)

[Explanatory Note](#);

By-Law [4191](#), to amend Zoning By-Law 3295 (ZN 7-18-03)

[Schedule A](#)

[Explanatory Note](#)

[Key Map](#); and

By-Law [4192](#), to amend By-Law 3901, to appoint Directors to the Board of Management of the Tillsonburg Business Improvement Area (BIA), be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.



**20.2.**     Proposed Resolution #25

Moved By:

Seconded By:

THAT By-Law [4193](#), to Confirm the Proceedings of the Council Meeting held on April 23, 2018, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**21. Items of Public Interest**

**22. Adjournment**

Proposed Resolution #26

Moved By:

Seconded By:

THAT the Council Meeting of Monday, April 23, 2018 be adjourned at \_\_\_\_\_ p.m.



## COUNCIL MEETING

Monday, April 09, 2018

4:45 PM

Council Chambers  
200 Broadway, 2<sup>nd</sup> Floor

# MINUTES

### ATTENDANCE

Mayor Stephen Molnar  
Deputy Mayor Dave Beres  
Councillor Max 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  
Lana White, Executive Assistant/Deputy Clerk  
Laura Pickersgill, Legislative Services Coordinator

### 1. Call to Order

The meeting was called to order at 4:45pm.

### 2. Closed Session

#### Resolution #1

Moved By: Councillor Rosehart

Seconded By: Councillor Hayes

THAT Council move into Closed Session to consider:

1. litigation or potential litigation, including matters before administrative tribunals, affecting the Town (Airport Outstanding Accounts).

Carried

Council reconvened in regular session at 6:00pm.

**3. Adoption of Agenda**

Resolution #2

Moved By: Councillor Rosehart

Seconded By: Councillor Hayes

THAT the Agenda as prepared for the Council meeting of Monday, April 9, 2018, be adopted.

Carried

**4. Moment of Silence**

**5. Disclosures of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest declared.

**6. Adoption of Council Minutes of Previous Meeting**

**6.1. Minutes of the Meeting of March 26, 2018**

[180326 Council MIN](#)

Resolution #3

Moved By: Councillor Hayes

Seconded By: Councillor Rosehart

THAT the Minutes of the Council Meeting of March 26, 2018 be approved.

Carried

**7. Delegations and Presentations**

**7.1. Cancer Society Oxford Relay for Life**

Presented by: Brian Donlevy

[Brian Donlevy Delegation Request Form](#)

Mr. Donlevy appeared before Council to share his story and to promote the 2018 Relay for Life in Woodstock, June 8, 6pm-1am. This event will be the only Relay for Life event in Oxford County this year. Everyone is welcome and encouraged to participate.

Resolution #4

Moved By: Councillor Hayes

Seconded By: Councillor Rosehart

THAT Council receives the delegation on "Cancer Society Oxford Relay for Life", as information.

Carried

**7.2. Proposed Heavy Truck Route - Baldwin Street**

Presented By:

- 1) John Gilvesy
- 2) James Morgan
- 3) Bob Muir
- 4) Jim Calvert & Vicki Watson
- 5) Tony Pleli
- 6) Brian Smith
- 7) Mike Cole
- 8) Freida Kralj
- 9) Carlton Ross
- 10) Corinne Critkovic

[John Gilvesy Delegation Request Notes](#)

Mr. John Gilvesy, Permterra Development Corporation and developer of Wood Haven subdivision, appeared before Council in opposition to the proposed heavy truck route, and spoke to his comments previously submitted in writing. (attached to the Agenda) Concerns included lack of notice, impact on his condominium project, future sales, noise levels, quiet enjoyment, safety, traffic, environmental and enforcement.

All-Way stop, intersection of Quarter Town Line and Baldwin Street - Mr. Gilvesy did not oppose.

[James Morgan Delegation Request Form](#)

Mr. James Morgan, appeared before Council in opposition to the proposed heavy truck route.

Concerns included lack of shoulders, narrow street, safety concerns associated with children and adults walking and for recreational purposes/tobogganing, blockages caused by service vehicles, minimal clearance if two trucks meet, and lack of infrastructure to support trucks on Baldwin Street.

He commented on Baldwin Street being 100% residential and park area.

All-Way stop, intersection of Quarter Town Line and Baldwin Street - Mr. Morgan did not oppose.

[Bob Muir Delegation Request Form](#)

Mr. Bob Muir appeared before Council in opposition to the proposed heavy truck route. Concerns included lack of notice, increased trucks, dangerous loads, and environmental concerns.

[Jim Calvert-Harold Moore Delegation Request Form](#)

Mr. Jim Calvert, representing the Wood Haven and Baldwin Street community, appeared before Council in opposition to the proposed heavy truck route.

Mr. Calvert referred to the material previously submitted in binder format. (attached to the Agenda)

A signed petition was included with the submitted material.

Mrs. Vicki Watson attended with Mr. Calvert, noting concerns with the width of Baldwin Street, only 31 inches between the centre of the lane and the sidewalk.

[Tony Pleli Delegation Request Form](#)[Tony Pleli Delegation Information](#)

Mr. Tony Pleli appeared before Council in opposition to the proposed heavy truck route. Concerns included that Baldwin Street is a residential area, with nearby schools, parks, tobogganing, increased noise, vibration, pollution.

He suggested larger, flashing signage, with police enforcement.

Mr. Pleli's written submission was attached to the Agenda.

[Brian Smith Delegation Request Form](#)[Brian Smith Delegation Information](#)

Mr. Brian Smith appeared before Council in opposition to the proposed heavy truck route.

Mr. Smith referred to his submission, previously provided. (attached to the Agenda)

Concerns included increased safety risks, vehicular and pedestrian, noise levels, environment, air pollution, cost associated with infrastructure and maintenance, traffic congestion.

All-Way stop, intersection of Quarter Town Line and Baldwin Street - Mr. Smith did not oppose.

[Mike Cole Delegation Request Form](#)

Mr. Mike Cole appeared before Council in opposition to the proposed heavy truck route. Mr. Cole noted that his concerns had already been expressed by others, adding that a truck route should be a minimum of 10m. Baldwin Street is 8.5m, and has areas without shoulders.

[Freida Kralj Delegation Request Form](#)

Freida Kralj had requested to appear before Council in opposition to the proposed heavy truck route. Ms. Kralj had contacted staff this date to advise she would be unable to attend the Council Meeting, and submitted a petition.

[Carlton Ross Delegation Request Form](#)

Mr. Carlton Ross appeared before Council in opposition to the proposed heavy truck route.

Mr. Ross asked for clarification if this was a temporary or permanent proposal.

Ms. Corinne Critkovic, appeared before Council in opposition to the proposed heavy truck route.

Ms. Critkovic noted she is also a teacher at Westfield Public School.

She pointed out that most of Baldwin Street is not a bussed route and there is an increased hazard due to increased pedestrian traffic, and a risk to seniors and children.

Council passed the following resolution.

Resolution #5

Moved By: Deputy Mayor Beres

Seconded By: Councillor Adam

THAT Council receives the delegations on the Proposed Heavy Truck Route - Baldwin Street, as information.

Carried

Council moved to Agenda Item 14.6.1 – OPS 18.08, Baldwin Street Heavy Truck Route and All-Way Stop Control.

## 8. Committee Reports & Presentations

## 9. Public Meetings

### 9.1. Application for Zone Change - ZN 7-18-01 (Greg Vermeersch), 500 Broadway

[ZN 7-18-01 Report](#)

[Report Attachments](#)

[Applicant Letter](#)

[Application ZN 7-18-02](#)

Eric Gilbert, Senior Planner, County of Oxford, appeared before Council and provided an overview of Report CP 2018-91, Application of Zone Change ZN 7-18-01. If the application is approved, a by-law will be brought forward at the next meeting of Council.

Opportunity was given for Council to ask questions.

The applicant, Greg Vermeersch, was not in attendance.

Mrs. Diane Peacock appeared in opposition to the application.

Written comments and a petition were provided by Mrs. Peacock.

No other persons appeared in support of or in opposition to the application.

Council passed the following resolution.

#### Resolution

Moved by Councillor Adam

Seconded by Councillor Esseltine

THAT the decision regarding Application for Zone Change – ZN 7-18-01 (Greg Vermeersch), 500 Broadway be deferred until the June 11, 2018 Council meeting when the applicant can be present.

Carried.

#### Resolution #6

Moved By: Deputy Mayor Beres

Seconded By: Councillor Adam

THAT Council approves in principle the zone change application submitted by Greg Vermeersch, whereby the lands described as Part Lot 85, Lot 86, Plan 500, Parts 3 of

41R-1779, Town of Tillsonburg, known municipally as 500 Broadway, are to be rezoned from 'Low Density Residential Type 1 Zone (R1)' to 'Special Low Density Residential Type 3 Zone (R3-15)' to permit the development of a multi-unit dwelling, consisting of 3 dwelling units.

Deferred

**9.2. Application for Zone Change - ZN 7-18-02 (Rolling Meadows & Morcon), 5, 7, 9**

Bobolink Drive

[ZN 7-18-02 Report](#)

[Report Attachments](#)

[Application ZN 7-18-02](#)

Eric Gilbert, Senior Planner, County of Oxford, appeared before Council and provided an overview of Report CP 2018-90, Application of Zone Change ZN 7-18-02.

Opportunity was given for Council to ask questions.

The applicant and the owner were in attendance and provided a powerpoint presentation.

Opportunity was given for Council to ask further questions and make comment.

No other persons appeared in support of the application.

Jill Cunha appeared in opposition to the application.

Concerns were with the type of multi-unit models that the applicant is referring to.

Stephanie Nevins appeared in opposition to the application.

Her comments were filed for public record.

A petition was also filed.

Nicole Gundry appeared in opposition to the application.

Concerns were that the proposed units do not conform to the current standard in the neighbourhood.



Rebecca Ashford appeared in opposition to the application.  
Concerns were with tenant issues and the inability to evict if there are problems.

Todd Bremner appeared in opposition to the applicant.  
Concerns included parking, especially winter parking, grading, and he indicated that rentals will not fit into the neighbourhood.

April Mullen appeared in opposition to the application.  
Concerns included the safety of children playing on the street, on-street parking relative to there being only one sidewalk, obstructed vision, absentee landlord.

Ramsay Cairns appeared in opposition to the application.  
Concerns included that the proposed units would not conform to the area, traffic, parking, and the safety of children and others walking.

Rick Goethals appeared in opposition to the application, as the proposed units do not conform with the developers requirements (size and brick).

Adrian Droogers appeared in opposition to the application.

Mona Vandescheur appeared in opposition to the application.  
Concerns included retention of renters.

No other persons appeared in opposition to the application.

The following resolution was passed.

Resolution #7

Moved By: Councillor Adam

Seconded By: Deputy Mayor Beres

THAT Council denies the zone change application submitted by 2370220 Ontario Inc. (Alair Homes), whereby the lands described as Lots 101, 102, & 103, Plan M16, Town of Tillsonburg, known municipally as 5, 7 & 9 Bobolink Drive, are to be rezoned from 'Low Density Residential Type 1 Zone (R1)' to 'Special Low Density Residential Type 1 Zone

(R1-21)' to permit the development of secondary dwelling units within single detached dwellings.

Carried

## 10. Planning Applications

### 10.1. Request for Extension of Draft Plan Approval - 32T-06005 - Victoria Woods

Tillsonburg

[32T-06005 DAE Report](#)

[Report Attachments](#)

[Extension Request](#)

Eric Gilbert, Senior Planner, County of Oxford, appeared before Council and provided an overview of Report CP 2018-98.

#### Resolution #8

Moved By:

Seconded By:

THAT Council supports an extension of draft approval for a plan of subdivision submitted by Victoria Woods Tillsonburg GP Inc., for lands described as Part Lot 7, Concession 12 (Dereham), Town of Tillsonburg, to April 30, 2020, to grant additional time to satisfy the conditions of draft plan approval and register the remaining phases of the draft plan of subdivision.

Carried

## 11. Information Items

### 11.1. Planning Act Changes and OMB Reform - Bill 139

[Bill 139 Briefing Note](#)

#### Resolution #9

Moved By: Councillor Esseltine      Seconded By: Councillor Stephenson

THAT the Planning & Municipal Board Reform (Bill 139) - Update dated April 3, 2018 be received, as information.

Carried

### 11.2. Oxford County Letter regarding HSR EA Terms of Reference

[Oxford County Ltr re HSR 20180323](#)

Resolution #10

Moved By: Councillor Esseltine      Seconded By: Councillor Stephenson

THAT Council requests the Province of Ontario commit to a High Speed Rail Environmental Assessment Terms of Reference that, as required under the Environmental Assessment Act, explicitly include the full and comparative assessment of alternatives to HSR including the optimization of existing rail corridors such as the High Performance Rail (HPR) alternative;

AND FURTHER THAT the Premier of Ontario, the Minister of Transportation, the Minister of Environment and Climate Change and the Executive Director, High Speed Rail Programs, MTO be so advised.

Carried

**12. Mayor****13. Quarterly Reports****14. Reports from Departments****14.1. Chief Administrative Officer****14.2. Clerk's Office****14.2.1. CL 18-13, Council Compensation Review Advisory Committee**

[CL 18-13 Council Remuneration Committee](#)

[Terms of Reference Council Compensation](#)

Resolution #11

Moved By: Councillor Stephenson      Seconded By: Councillor Esseltine

THAT Council receives Report CL 18-13, Council Compensation Review Advisory Committee;

AND THAT Council approves the Terms of Reference for the Council Compensation Review Advisory Committee;

AND THAT Council appointments Jami Stephenson, Ann Loker and John Lessif to the Council Compensation Review Advisory Committee.

Carried

**14.3. Development and Communication Services**

**14.4. Finance****14.4.1. FIN18-11, 2017 Remuneration and Expenses**

[FIN18-11 2017 Remuneration and Expenses](#)

[2017 Remuneration and Expenses](#)

Resolution #12

Moved By: Councillor Stephenson    Seconded By: Councillor Esseltine

THAT Council receives Report FIN18-11, 2017 Remuneration and Expenses, as information.

Carried

**14.5. Fire and Emergency Services****14.6. Operations****14.6.1. OPS 18-08, Baldwin Street Heavy Truck Route and All-Way Stop Control**

[OPS 18-08 Baldwin Street Heavy Truck Route and All-Way Stop Control](#)

[OPS 18-08 Attachment 1 - Bylaw 4181 All-Way Stop Control](#)

[OPS 18-08 Attachment 2 - Bylaw 4182 Baldwin Heavy Truck Route](#)

[OPS 18-08 Attachment 3 - NOTICE to Baldwin Street Residents](#)

[OPS 18-08 Attachment 4 - Appendix A - Public Comment](#)

Council provided comments on the proposed changes to By-Law 3701.

Staff noted there were other recommendations in the consultant's report that have not been brought forward.

A request was made for the consultant's report to be made readily available, as well as an operational report on signage and enforcement to follow.

Resolution #13

Moved By: Deputy Mayor Beres    Seconded By: Councillor Adam

THAT Council receives Report OPS 18-08, Baldwin Street Heavy Truck Route and All-Way Stop Control;

AND THAT Council adopts By-Law 4181 to amend Traffic By-Law 3701 permitting the use of All-Way stop control at the intersection of Quarter Town Line and Baldwin Street;

AND THAT pursuant to Section 27 (5) of Traffic & Parking By-Law 3701 Council hereby authorizes Newell Road, Baldwin Street and Quarter Town Line to be marked with signs to prohibit their use as a Heavy Truck Route.

Carried

**14.6.2. OPS 18-09, Sole Source AMP Software**

[OPS 18-09 Sole Source AMP Software](#)

Resolution #14

Moved By: Councillor Rosehart      Seconded By: Councillor Hayes

THAT Council receives Report OPS 18-09, Sole Source AMP Software;

AND THAT Council authorizes staff to forego the purchasing policy for this particular item;

AND FURTHER THAT the Sole Source for Asset Management Software be granted to Public Sector Digest – Citywide.

Carried

Resolution

Moved By: Deputy Mayor Beres      Seconded By: Councillor Esseltine

THAT Council recesses at 10:29 p.m. and reconvene at 4:00 p.m. on Tuesday April 10, 2018.

Carried

**14.7. Recreation, Culture & Park Services**

**14.7.1. RCP 18-15, Awarding RFT18-003 Roofing Tender**

[RCP 18-15 - Awarding RFT18-003 Roofing Tender](#)

[RFT18-003 Tillsonburg Community Centre Roofing Sections](#)

Staff to provide a report on timeline details and the roofing plan for the Tillsonburg Community Centre.

Resolution #15

Moved By: Councillor Hayes      Seconded By: Councillor Rosehart

THAT Council receives Report RCP 18-15, Awarding RFT18-003 Roofing Tender for information;

AND THAT Council awards Tender RFT18-003 for the restoration and replacement of the 5 roofing sections located at the Tillsonburg Community Centre to Northeast Roofing for the tendered price of \$192,415 minus negotiated mobilization savings of \$500 for a total award of \$191,915 before applicable taxes.

Carried

14.7.2. RCP 18-18, LLWP Capital Forecast and Slide Replacement

[RCP 18-18, LLWP Capital Forecast and Slide Replacement](#)

Resolution #16

Moved By: Councillor Hayes                      Seconded By: Councillor Rosehart

THAT Council receives RCP 18-18, LLWP Capital Forecast and Slide Tower Replacement;

AND THAT staff provide more detailed information regarding recommissioning of the slide and future repairs that may be required at the April 23, 2018 Council Meeting.

Carried

14.7.3. RCP 18-04, Awarding RFT 18-008 Lake Lisgar Waterpark Repair Project

Reduced Scope of Work

[RCP 18-14 – Awarding RFT18-008 Lake Lisgar Waterpark Repair Project – Reduced Scope of Work](#)

Resolution #17

Moved By: Deputy Mayor Beres                      Seconded By: Councillor Adam

THAT Council receives Report RCP 18-14 – Awarding RFT18-008 Lake Lisgar Waterpark Repair Project – Reduced Scope of Work;

AND THAT Council award Tender RFT18-008 for the repairs of the Lake Lisgar Waterpark to PPL Aquatic, Fitness & Spa Group Inc. for the tendered price of \$166,546 before applicable taxes and any contingency expenses.

Carried

**15. Unfinished Business**

**15.1.** RCP 18-17, Trans-Canada Trail Update and Proposed Trail Extension

[RCP 18-17 - Trans-Canada Trail Update and Proposed Trail Extension](#)

[PW 2018-11 Trans Canada Trail Update and Proposed Trail Extension](#)

[CASO Corridor Trail map](#)

Resolution #19, Deferred from May 23, 2017 Council Meeting

Moved By: Councillor Adam

Seconded By: Deputy Mayor Beres

THAT Council receives Report RCP 17-32 – CASO Corridor Trail Extension;  
AND THAT brushing, trail surface and signage be implemented to bring the trail up to a safe and usable standard similar to that of the Trans Canada Trail up to a maximum of \$60,000, to be funded from development charges (90%) and the Parklands Reserve Trust (10%);  
AND THAT a By-Law be brought forward for Council consideration to authorize the Mayor and Clerk to sign the Land Use Agreement with Oxford County to use the section of former CASO rail corridor in Tillsonburg between Quarter Town Line and the Trans Canada Trail as a recreational trail and active transportation link.

Withdrawn

Resolution #18

Moved By: Deputy Mayor Beres

Seconded By: Councillor Adam

THAT Council receives Report RCP 18-17, Trans-Canada Trail Update and Proposed Trail Extension;  
AND THAT Council approves an amendment to the trail route, identified in Schedule A of the Trans Canada Trail Agreement between the County of Oxford and the Town of Tillsonburg, to include an extension of the off road multi-use recreation trail, from west of Tillson Avenue to Quarter Town Line along the former Canada Southern Station (CASO) railway corridor within Tillsonburg.  
Carried

**16. Staff Information Reports**

**16.1.** RCP 18-13, Aquatic Department Staffing Change

[RCP 18-13 - Aquatic Department Staffing Change](#)

Resolution #19

Moved By: Councillor Adam

Seconded By: Deputy Mayor Beres

THAT Council receives Report RCP 18-13, Aquatic Department Staffing Change, for information.

Carried

## 17. Committee Minutes & Reports

### 17.1. Committee Minutes

[180320 Airport Advisory Committee MIN](#)

[180320 Parks & Recreation MIN](#)

[180322 Museum MIN](#)

Resolution #20

Moved By: Councillor Adam

Seconded By: Deputy Mayor Beres

THAT Council receives the Airport Advisory Committee Minutes dated March 20, 2018, the Parks and Recreation Advisory Committee Minutes dated March 20, 2018, and the Museum Advisory Committee Minutes dated March 22, 2018, as information.

Carried

### 17.2. Long Point Region Conservation Authority Board of Directors Annual General Meeting Minutes of April 4, 2018

[FA Minutes AGM 02 23 2018 - signed](#)

Resolution #21

Moved By: Councillor Esseltine

Seconded By: Councillor Stephenson

THAT Council receives the Long Point Region Conservation Authority Board of Directors Annual General Meeting Minutes of April 4, 2018, as information.

Carried

## 18. Notice of Motions

## 19. Resolutions

Resolution

Moved By: Councillor Adam

Seconded By: Deputy Mayor Beres

THAT Staff start the public process for Zone Change ZN 7-18-01, 500 Broadway as the applicant was unable to attend the meeting;



AND THAT the Notice of a Public Meeting be circulated in accordance with the Planning Act.

Carried

## 20. Resolutions Resulting from Closed Session

### 21. By-Laws

#### By-Laws from the Meeting of Monday, April 09, 2018

##### 21.1. Resolution #22

Moved By: Councillor Esseltine      Seconded By: Councillor Stephenson

THAT By-Law 4181, To amend By-Law 3701, to amend Traffic By-Law 3701 permitting the use of All-Way stop control at the intersection of Quarter Town Line and Baldwin Street be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

Carried

##### 21.2. Resolution #23

Moved By: Councillor Stephenson      Seconded By: Councillor Esseltine

THAT By-Law [4188](#), To Confirm the proceedings of the Council Meeting held on April 9 and 10, 2018, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

Carried

### 22. Items of Public Interest

Tree removal on Concession Street East will occur next week.

### 23. Adjournment

#### Resolution #24

Moved By: Councillor Stephenson      Seconded By: Councillor Esseltine

THAT the Council Meeting of Monday, April 9, 2018 be adjourned at 5:27 p.m. on April 10, 2018.

Carried

**Laura Pickersgill**

---

**From:** noreply@esolutionsgroup.ca  
**Sent:** Monday, April 02, 2018 9:43 AM  
**To:** Clerks Office  
**Subject:** New Submission Completed for Delegation Request Form

Hello,

Please note the following response to Delegation Request Form has been submitted at Monday April 2nd 2018 9:42 AM with reference number 2018-04-02-001.

- **First Name**  
David
- **Last Name**  
Simpson
- **Street Address**  
21 Reeve Street, PO Box 1614
- **Town/City**  
Woodstock
- **Postal Code**  
N4S 7Y3
- **Phone Number**  
519-539-9800
- **E-mail**  
[dsimpson@oxfordcounty.ca](mailto:dsimpson@oxfordcounty.ca)
- **Website**  
[www.oxfordcounty.ca](http://www.oxfordcounty.ca)

- **Do you or any members of your party require accessibility accommodations?**  
No
- **Council Meeting Date**  
April 23, 2018
- **Subject of Delegation**  
Advancing Zero Waste in Oxford County - A Waste Recovery and Reduction Technology Assessment Update
- **Name(s) of Delegates and Position(s)**  
David Simpson, Director of Public Works, Oxford County
- **I acknowledge Delegations are limited to fifteen (15) minutes each.**  
I accept
- **Brief Summary of Issue or Purpose of Delegation**  
To provide an update on the County's Waste Recovery and Reduction Technology Assessment that identifies a preferred waste management approach to extend the life of its current landfill from 2063 to 2100. The preferred option, Enhanced Material Recovery and Biological Treatment, has the potential to divert as much as 90% of material headed to landfill to markets for recyclables, organics and recoverables. As part of this process, Oxford County has been reaching out for public input through an ongoing 6 week community engagement campaign which has been well advertised and included a town hall meeting, public drop-in centres and online input through Speak Up, Oxford!
- **Will there be a Power Point presentation?**  
Yes
- **Have you been in contact with a Staff member regarding the Delegation topic?**  
Yes
- **If yes, please list the Staff member(s) you have been working with.**  
Kevin DeLeebeeck, Director of Operations
- **I acknowledge that all presentation material must be submitted to the Clerk's Office by 4:30 p.m. the Wednesday before the Council meeting date.**  
I accept

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

# ADVANCING ZERO WASTE

## A WASTE RECOVERY AND REDUCTION TECHNOLOGY ASSESSMENT UPDATE

David Simpson, P. Eng., PMP  
Director of Public Works, Oxford County  
April 23, 2018 | Tillsonburg Town Council

# PRESENTATION OVERVIEW

## 1. Path Towards Zero Waste

- Sustainability and Environmental Drivers
- Waste Management Hierarchy

## 2. Waste Recovery and Reduction Technology (WRRT) Considerations

- Sources of County Waste
- Single Family Residential Garbage Waste Composition
- ICI Waste Composition

## 3. Selection of Preferred WRRT System

- Assessment of Waste Technologies
- Identification of Preferred WRRT System

## 4. Key Steps

- Public Engagement Campaign on Preferred WRRT System
- WRRT System Final Report and Recommendation

# 1. PATH TOWARDS ZERO WASTE



# FUTURE OXFORD

**COMMUNITY SUSTAINABILITY PLAN**

The Community Sustainability Plan aims to improve quality of life for Oxford's current and future generations and to balance Oxford's collective economic, community, and environmental interests.

- What is sustainability?
- Implementing the plan

Print version with further details

**FutureOxford.ca**

**Vision**  
A vibrant, prosperous, and responsible Oxford for all.

**Mission**  
To achieve community sustainability throughout Oxford.

**Community goals**

**Economy goals**

**Environment goals**







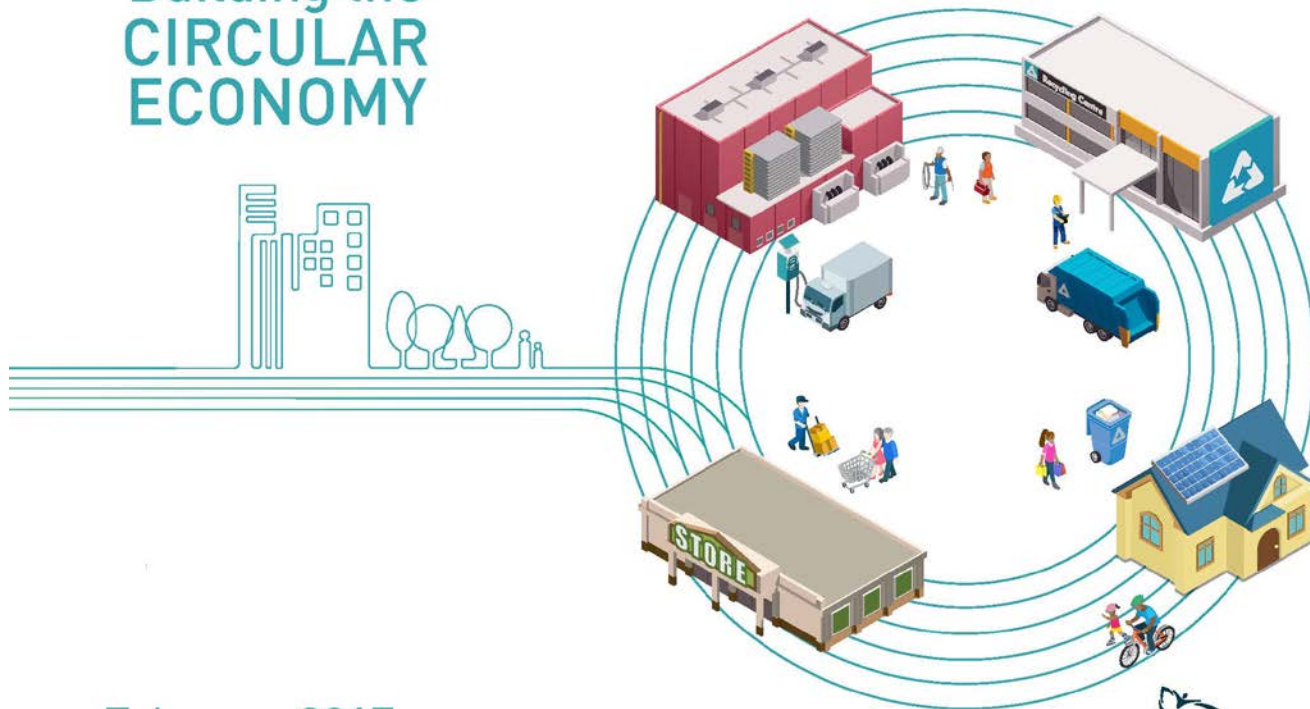
# ACHIEVING ZERO WASTE

- Council motion to become a zero waste community (2015)
- Zero Waste Plan (2016)
- Extending lifespan of current landfill to 2100 from 2043
- Exploring options in waste reduction and recovery technologies

# WASTE-FREE ONTARIO ACT AND STRATEGY

Strategy for a  
**WASTE-FREE  
ONTARIO**  
Building the  
**CIRCULAR  
ECONOMY**

Achieve Zero Waste:  
"80% diversion by 2050"

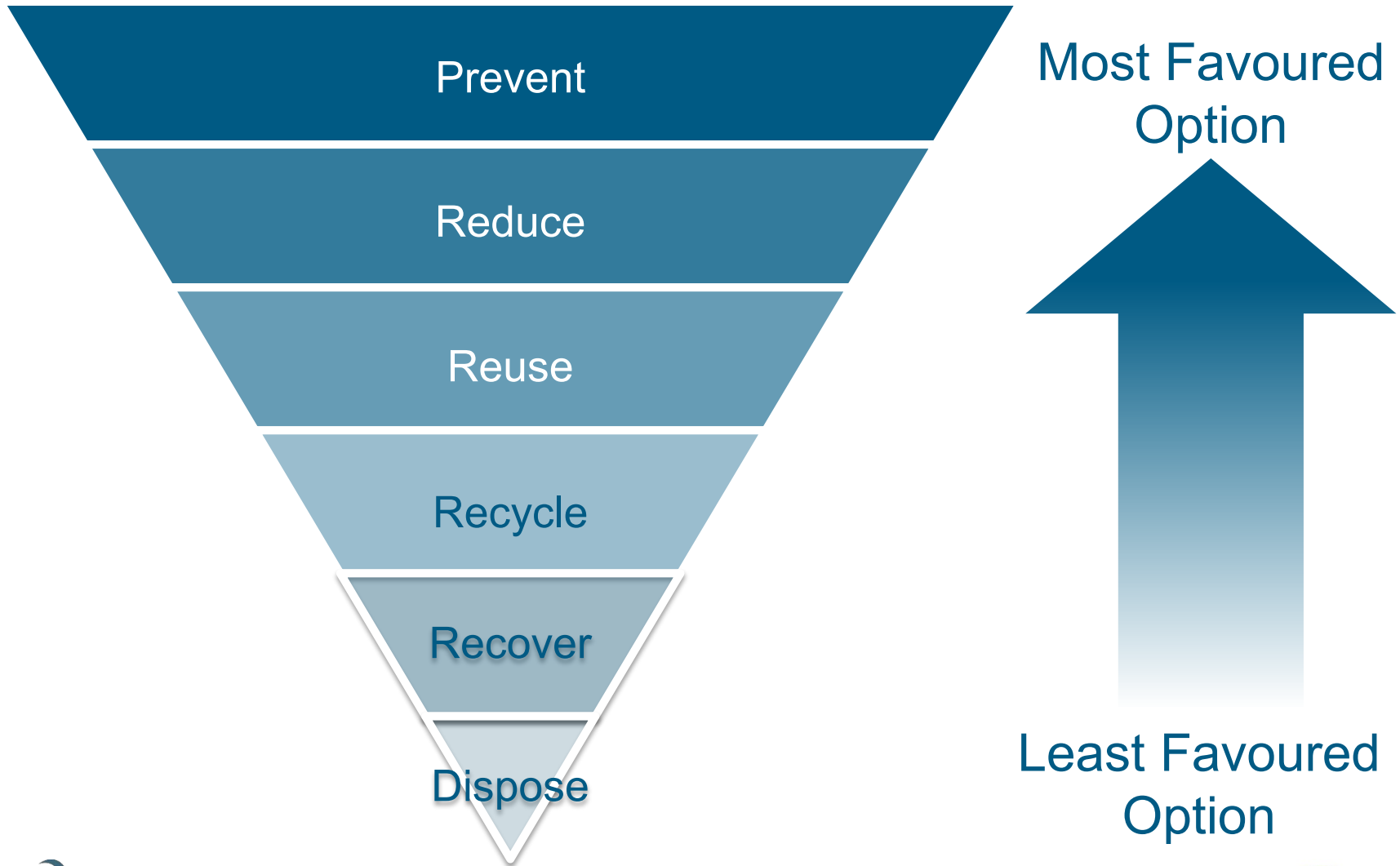


February 2017





# WASTE MANAGEMENT HIERARCHY

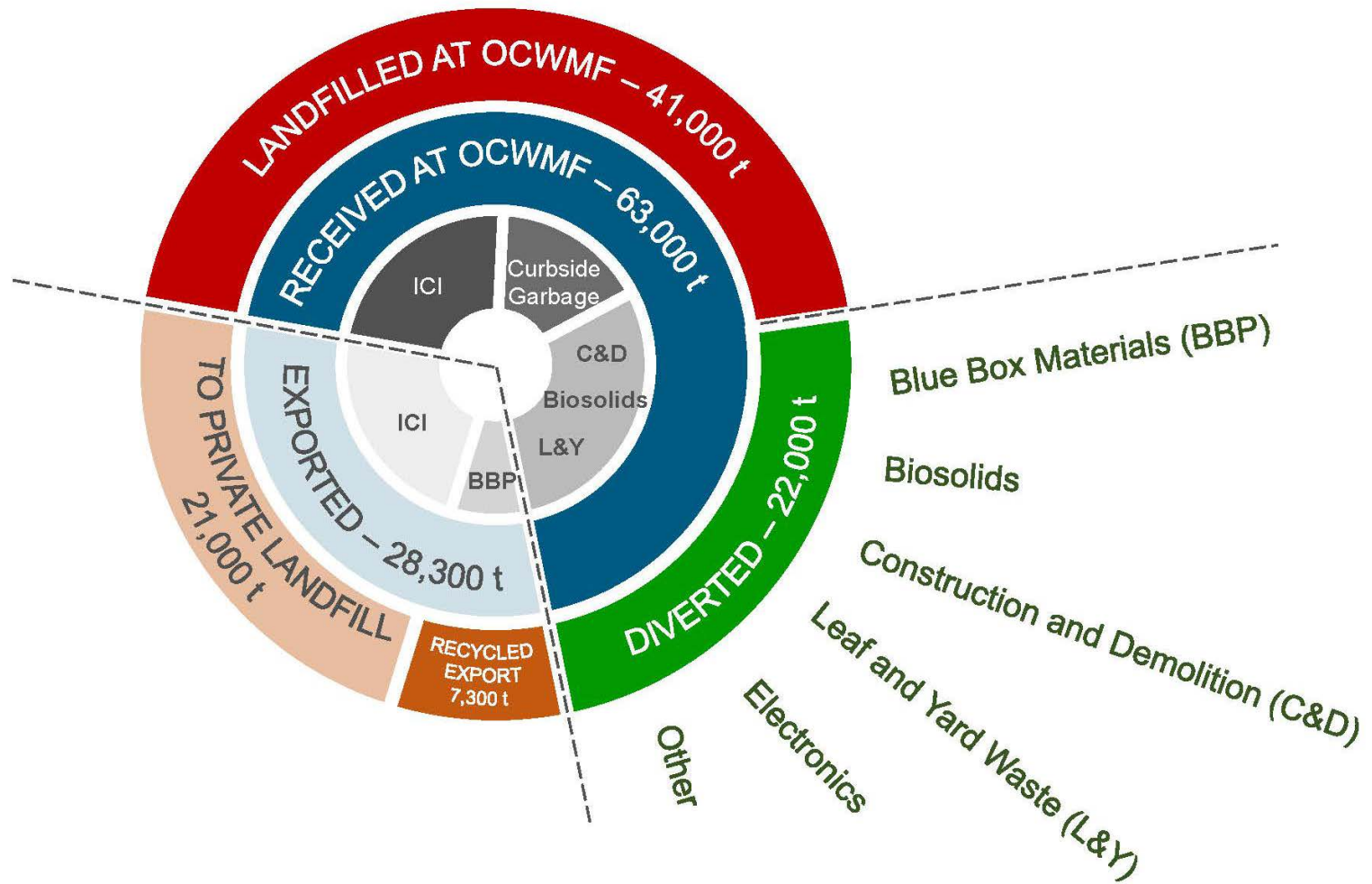


## 2. WASTE RECOVERY AND REDUCTION TECHNOLOGY CONSIDERATIONS

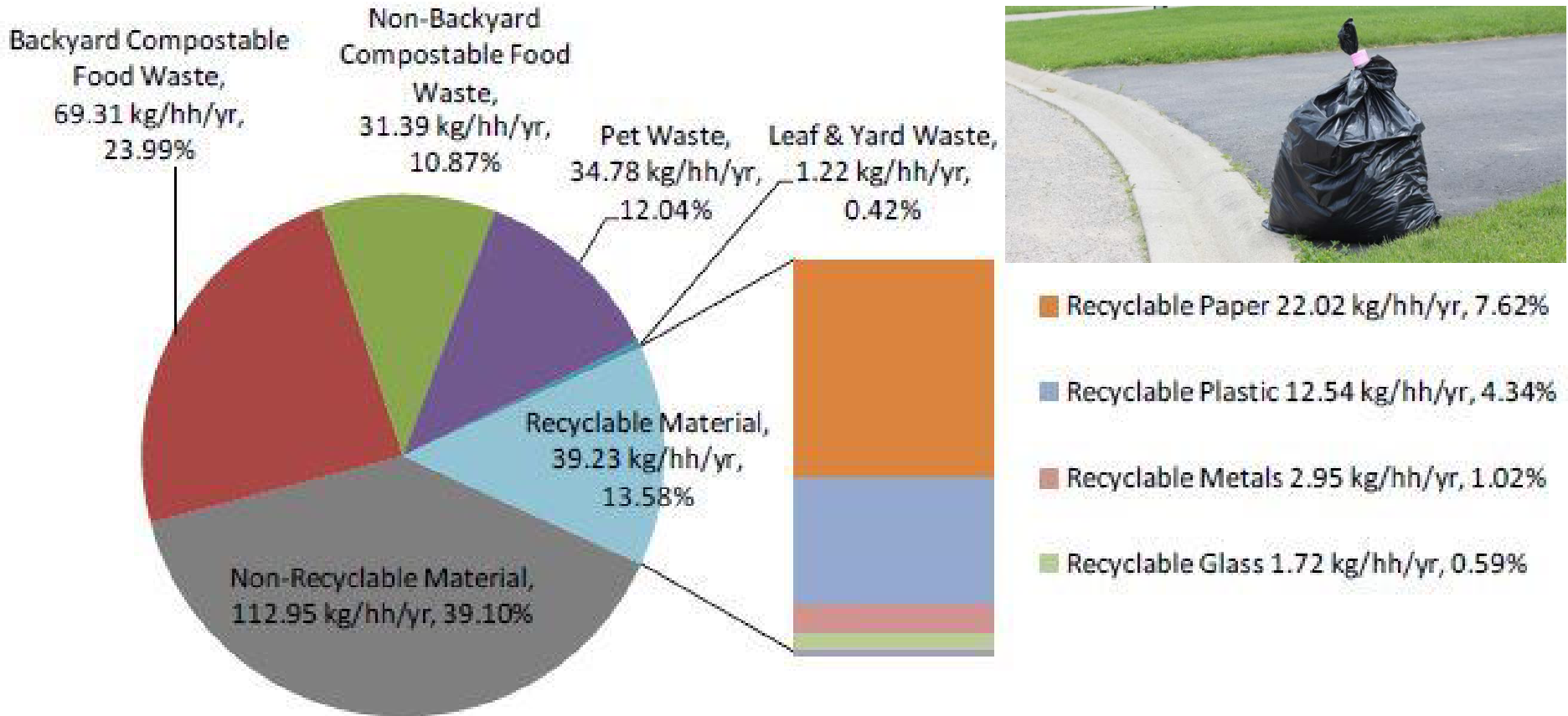
# SOURCES OF COUNTY WASTE

Source		Composition
<b>Mixed Solid Waste</b>	Residential	Food wastes, paper, cardboard, plastics, textiles, leather, yard wastes, wood, glass, metals, ashes, special wastes (i.e. bulky items, consumer electronics, white goods, batteries, oil, tires), household hazardous wastes, e-wastes, furniture.
	Industrial	Housekeeping wastes, packaging, food wastes, wood, steel, concrete, bricks, ashes, non-hazardous solid wastes (sludges, slurries).
	Commercial & Institutional	Paper, cardboard, plastics, wood, food wastes, glass, metals, special wastes, e-wastes, furniture.
	Construction & Demolition	Wood, steel, concrete, soil, bricks, tiles, glass, plastics, insulation, designated substances (special waste, asbestos).
	Municipal	Street sweepings, landscape and tree trimmings, sludge, wastes from recreational areas, biosolids.
<b>Process Waste</b>		Scrap materials, off-specification products (i.e. wind turbine blades), process water and chemicals (i.e. industrial sludge).
<b>Agricultural Waste</b>		Spoiled food wastes, plastic (bale wraps), spoiled feedstock.

# COUNTY-WIDE WASTE GENERATION

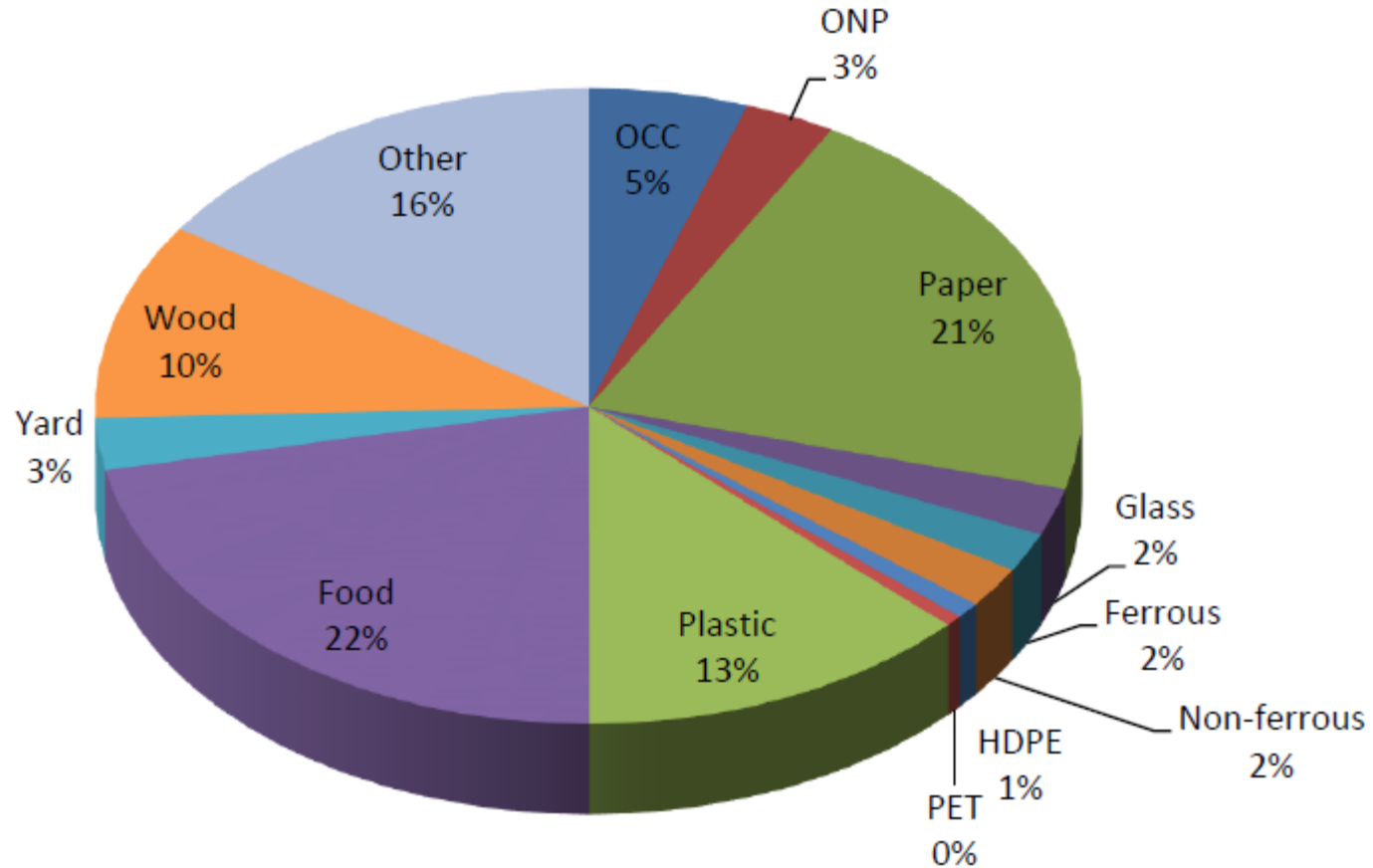


# CURBSIDE GARBAGE COMPOSITION & OPPORTUNITIES



**2017 = 15,000 tonnes to OCWMF Landfill**

# ICI WASTE COMPOSITION & OPPORTUNITIES



**2016 = 21,000 tonnes to OCWMF Landfill**



# 3. SELECTION OF PREFERRED WRRT SYSTEM

# WASTE TECHNOLOGIES – PHASE 1

## January-August 2017

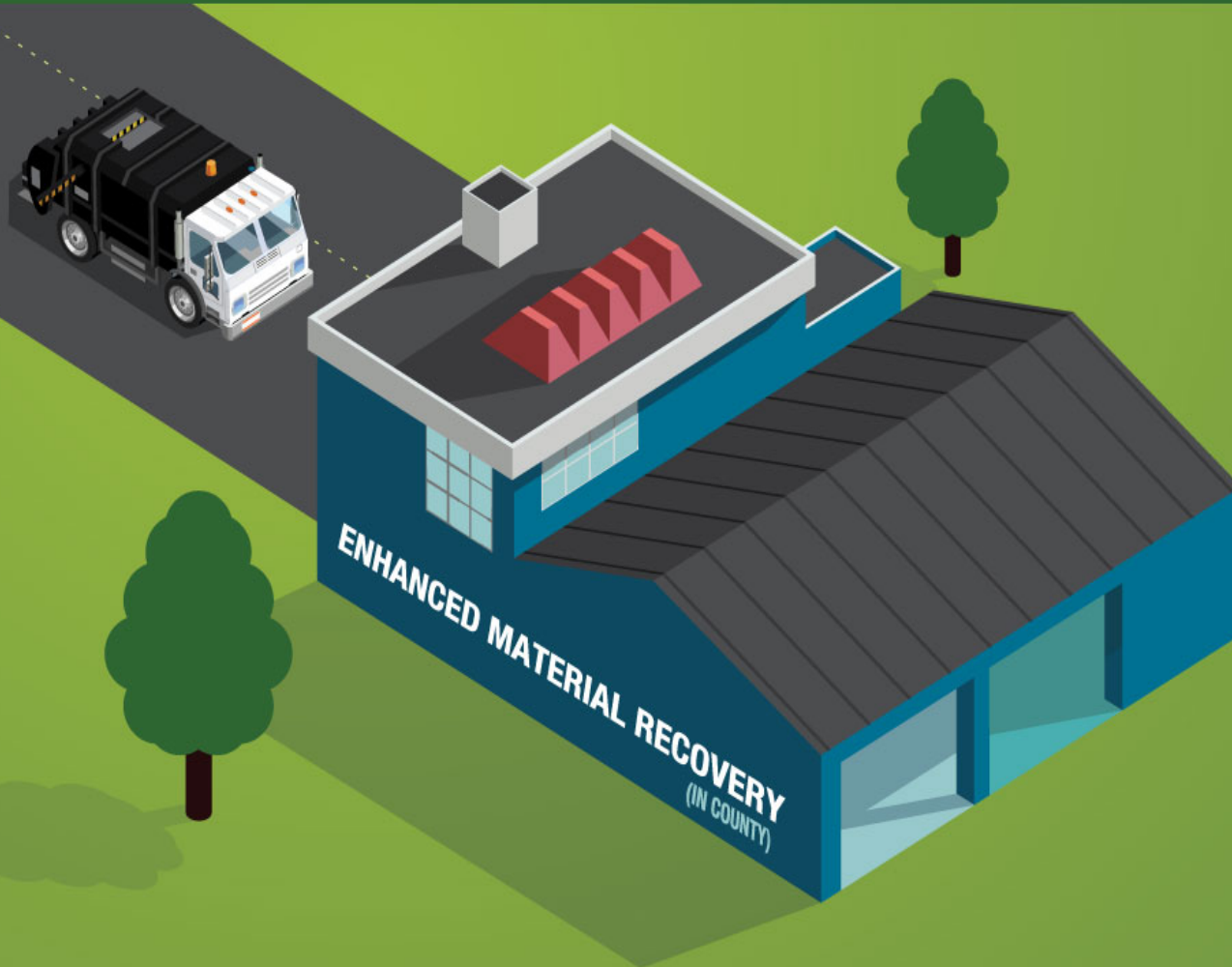
- Audit of County's current mixed waste stream including characterization of waste disposed
- Preliminary screening of waste technologies using Future Oxford Multi-Criteria Assessment (MCA) tool

# WASTE TECHNOLOGIES – PHASE 2

## August 2017-Present

- Worked with Zero Waste Oxford to refine the Future Oxford Multi-Criteria Assessment (MCA) Tool to help evaluate the technologies in more detail
- Developed and issued WRRT Request for Information
- Worked Zero Waste Oxford through the MCA evaluation of vendor submissions and technology rankings to identify **preferred waste technology approach**

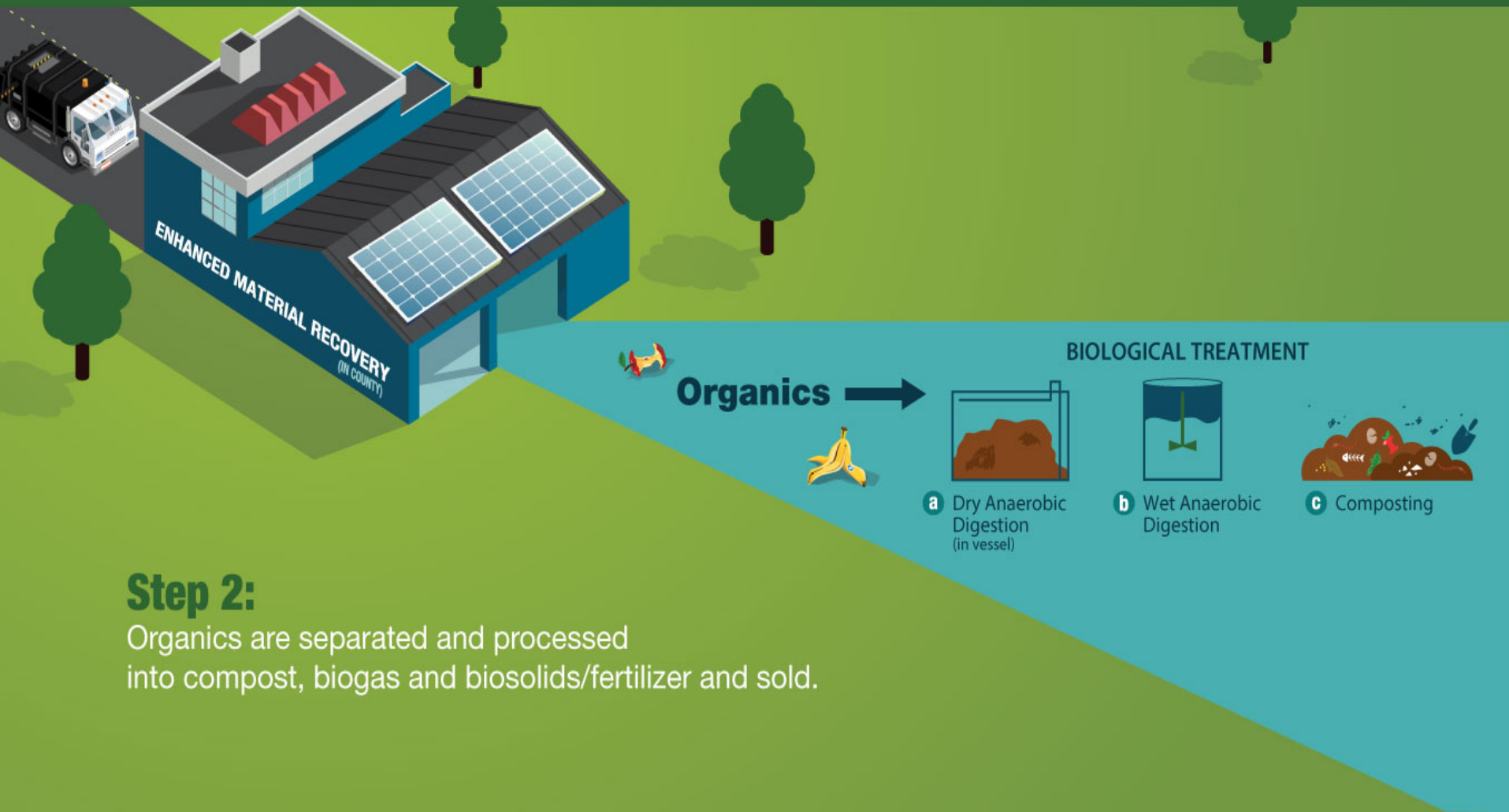
# Achieving Zero Waste



## Step 1:

Mixed waste arrives at the Enhanced Material Recovery centre for sorting.

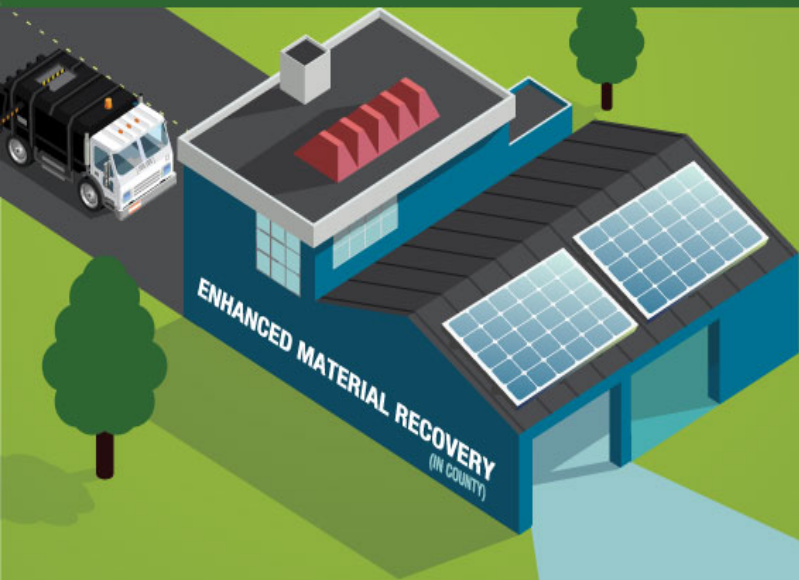
# Achieving Zero Waste



## Step 2:

Organics are separated and processed into compost, biogas and biosolids/fertilizer and sold.

# Achieving Zero Waste



## Step 3:

Recyclable and recoverable materials are salvaged and sold to end markets.

## Recyclables & recoverables

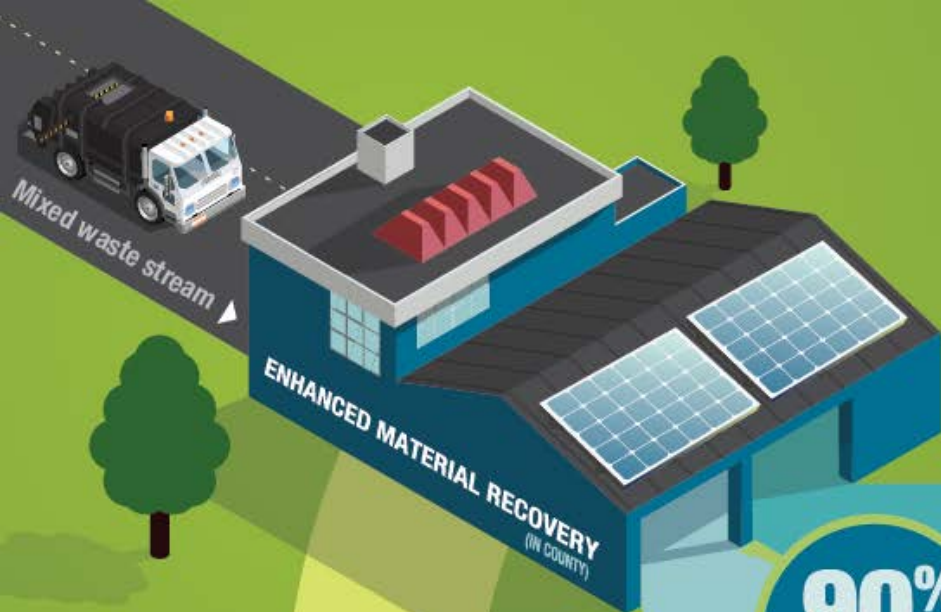
-  \$ Metals
-  \$ Plastics
-  \$ Paper
-  \$ Other
  - Lumber
  - Construction & demolition



# Preferred Technology

to extend the life of our landfill until the year

# 2100



**90%**  
Recovered resources

PROCESSING FACILITY (INSIDE/OUTSIDE COUNTY)

**Organics:**

**a Dry Anaerobic Digestion**  
(in vessel)

**b Wet Anaerobic Digestion**

**c Composting**

- Stand alone digester
- WWTP digester
- Agriculture sector digester

- End markets
- Compost product
  - Soil enhancement

**Recyclable and recoverable materials:**

End markets

**\$ Metals**

**\$ Plastics**

**\$ Paper**

**\$ Other**

- Lumber
- Construction & demolition

**\$ Biogas**  
**\$ Biosolids/ Fertilizer**

Reduced Greenhouse Gas



**10%**  
Residual waste

Non-marketable contaminated glass, plastics, toys, etc.

**?**  
**Alternate markets**

**Landfill**

**Product bans**

**OxfordCounty**  
growing stronger...together

**OxfordCounty**  
growing stronger...together

Committed to **100% RE | Zero Waste | Zero Poverty**

# KEY STEPS

- 1. Oxford County Council Report PW 2018-05 on March 14, 2018**
- 2. Public Consultation on Preferred WRRT System: (March 15 to April 30, 2018)**
  - Town Hall, Municipal Drop-ins (Open Houses), Speak Up Oxford, Advertising, etc
  - Review public responses
- 3. Confirm Recommended WRRT System Approach**
- 4. Council Reporting: June, 2018**
  - Present recommended WRRT system approach
  - Seek approval to commence formal RFP process for recommended WRRT system



# QUESTIONS & DISCUSSION



# 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

Last Name

Street Address

Town/City

Postal Code

Phone Number

E-mail

Website:

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

If yes, how can we assist?

Yes

No

---

Should you require assistance completing this form, please contact:

Deputy Clerk at 519-688-3009 Ext. 3221 or [tsmith@tillsonburg.ca](mailto: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):

Subject of Delegation

Names of Spokespersons (and positions)

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

Brief Summary of Issue or Purpose of Delegation

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?

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.

**Laura Pickersgill**

---

**From:** noreply@esolutionsgroup.ca  
**Sent:** Monday, April 16, 2018 4:50 PM  
**To:** Clerks Office  
**Subject:** New Submission Completed for Delegation Request Form

Hello,

Please note the following response to Delegation Request Form has been submitted at Monday April 16th 2018 4:49 PM with reference number 2018-04-16-003.

- **First Name**  
Mike
- **Last Name**  
Bale
- **Street Address**  
22 Gibson Drive
- **Town/City**  
Tillsonburg
- **Postal Code**  
N4G 5G5
- **Phone Number**  
519-409-0209
- **E-mail**  
[mike.bale@ecintl.com](mailto:mike.bale@ecintl.com)
- **Do you or any members of your party require accessibility accommodations?**  
No

- **Council Meeting Date**  
Monday April 23
- **Subject of Delegation**  
Mini pad
- **Name(s) of Delegates and Position(s)**  
Mike Bale  
Paul Gibson  
Craig Nesplic  
Wes Smith  
Bryan Granger
- **Name of Group or Person(s) being represented (if applicable)**  
Tillsonburg Minor Hockey Inc
- **I acknowledge Delegations are limited to fifteen (15) minutes each.**  
I accept
- **Brief Summary of Issue or Purpose of Delegation**  
To discuss the future of the mini pad - real ice or synthetic ice
- **Will there be a Power Point presentation?**  
Yes
- **Have you been in contact with a Staff member regarding the Delegation topic?**  
Yes
- **If yes, please list the Staff member(s) you have been working with.**  
Rick Cox and Stephen Molnar
- **I acknowledge that all presentation material must be submitted to the Clerk's Office by 4:30 p.m. the Wednesday before the Council meeting date.**  
I accept

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

We are here to discuss the mini pad's future. Since the game is played on real ice the training should be on real ice as well for all the players and goalies. Most kids try out the mini pad as their first introduction to ice skating with their parents. Kids enjoy having fun on the mini pad for birthday parties or just to skate and work on some skills and have fun.

Tillsonburg Minor Hockey has finally introduced a goalie training program for all goalies registered to TMHI in late 2017. All teams in TMHI will receive goalie instruction at a few practices from Paul Gibson who is a qualified goalie coach from St Thomas from Goalie Detail. Paul rents the mini pad each week and offers semi private lessons to goalies from the region. He has over 40 goalies coming to the mini pad with the potential for many more goalies in the future. These semi private lessons are great for development and keep the kids interested and it is showing in some great accomplishments on the ice. Paul Gibson has alone doubled the revenue generated by the mini pad in 2017 by the introduction of his goalie training program. Goalies enjoy warming up before games to get into the zone by using the mini pad as well.

The mini pad was utilized at an average of 5% or \$9 040 in revenue per year prior to the goalie training. This utilization was over 13% in 2017 due to the increase from Paul Gibson from Goalie Detail. The revenue now generated after the goalie training program has been implemented will make the mini pad a profit generator for the Town of Tillsonburg.



Here are the projections for 2019 fiscal year for the mini pad:

Total Revenue of \$24 510

- \$9 040 from normal rentals as was the average prior to the goalie training program
- \$14 094 from projections from Paul Gibson goalie training program
- \$1 376 from advertising from Goalie Detail which is owned by Paul Gibson

Total Expenses of \$22 800

- \$13 515 in maintenance wage costs to maintain ice at 2 inches to get rebates
- \$735 utility costs from the mini pad alone
- \$8 550 from capital costs from the project for principal that was tied to cost savings

Total Profit is \$1 710

There is a one time cost of \$7 500 for maintenance equipment but these are offset by \$18 000 that we would not have to use for the purchase of synthetic ice for a net capital savings of \$10 500 in the next year.

Here are revenue projections for the mini pad all at \$43.50 per hour in the future

- 2015 at \$9 174 with normal rentals
- 2016 at \$10 121 with normal rentals
- 2017 at \$21 195 with the introduction of the goalie training program
- 2018 at \$16 299 projected with 3 month closure in the summer
- 2019 at \$24 510 as noted on previous slide with advertising revenue
- 2020 at \$25 216 with a 5% growth in the goalie training program
- 2021 at \$25 916 with the same 5% growth
- 2022 at \$26 716 with the same 5% growth

As you can see the mini pad was not profitable before the goalie training program and now is profitable if left as real ice and not converted to synthetic.

TMHI would like the mini pad to stay as real ice to benefit its 500 players and goalies in the future and would like to recommend some ideas to the town to promote the mini pad for years to come.

- Have online booking including the mini pad on CONNECT2REC 24 / 7
- Make the mini pad more presentable with lights on during prime time hours
- Advertising on the mini pad and marketing the mini pad in the town magazines
- Instructions how to rent posted outside the mini pad 24 / 7
- Advertisements on the boards of the mini pad

I have been working the last few weeks on different options to increase usage on the mini pad and to further develop our players. The option if passed by TMHI and the new board of directors will increase revenue by \$2 262 to the town which was not included in the prior two slides.

In conclusion let's keep the mini pad as real ice and continue to support our youth in town and keep the mini pad as something that separates Tillsonburg from other cities



# 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

Pete

Last Name

Luciani

Street Address

7 Highland Drive

Town/City

Tillsonburg

Postal Code

N4G 2E8

Phone Number

519-868-7733

E-mail

peter.luciani@rogers.com

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](mailto: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):

04/23/2018

Subject of Delegation

Dave Johnson Memorial Dog Park

Names of Spokespersons (and positions)

Pete Luciani Chair  
Tyler Coghill Co Chair

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

Dog Park Committee

Brief Summary of Issue or Purpose of Delegation

Update on lighting and water for the dog park.

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.

	<b>Report Title</b>	2018 Ontario Senior of the Year Nomination
	<b>Report No.</b>	CL 18-17
	<b>Author</b>	Matt Scholtz, Chair, Special Awards Committee Laura Pickersgill, Legislative Services Coordinator
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	April 23, 2018
	<b>Attachments</b>	

## RECOMMENDATION

THAT Council receives Report CL 18-17, 2018 Ontario Senior of the Year Nomination;

AND THAT Council supports the recommendations of the Special Awards Committee;

AND FURTHER THAT Liz Butka be selected as the Town of Tillsonburg's nominee for the 2018 Ontario Senior of the Year award.

## OBJECTIVE

To receive endorsement from Council on the recommendations from the Special Awards Committee in regards to the nomination for the 2018 Ontario Senior Citizen of the Year award.

## BACKGROUND

On March 26, 2018 Council received correspondence "2018 Senior of the Year Award- Call for Nominations" sent by the Minister of Senior Affairs. Council passed the following resolution:

*Moved by: Councillor Adam*

*Seconded by: Councillor Stephenson*

*THAT Council receives the correspondence 2018 Senior of the Year Award- Call for Nominations as information;*

*AND THAT Council directs the Special Awards Committee to proceed with the nomination process and bring back a recommendation to Council for consideration.*

*Carried*

Subsequent to that resolution, the Special Awards Committee received two nominations from the public for the 2018 Ontario Senior Citizen of the Year. The nomination request was advertised on April 4 and 11 in the Community Update Section of the Tillsonburg newspaper. The request was advertised on the Town website as well as on the Facebook page. The nomination request was circulated to the Seniors Centre Administrator as well as to community groups and Town committees for input. Based on the nomination information, the committee is recommending that Liz Butka be

selected as the nominee for the Ontario Senior Citizen of the Year. The Committee felt that her contributions would fit well within the scope of criteria for this Ontario wide nomination. Liz has been an active volunteer at Annandale National Historic Site giving advice and helping to enhance the gardens. She has spent countless hours each day and week at Annandale National Historic Site watering, pruning, pulling weeds, digging out overgrown shrubs and bushes and beautifying the space. Last year, the gardens were completely overhauled and Liz was a major contributor towards that project. Liz has acted as a mentor to many of the other volunteers in the horticultural field and has helped make the gardens a beautiful place for many in this community to enjoy.

The Special Awards Committee is requesting Council proceed with the nomination of Liz Butka for the Town of Tillsonburg representative for the Ontario government's award- 2018 Senior Citizen of the Year Award. Liz meets the criteria for the award that being she has contributed to her community after the age of 65 and has made her community a better place to live. She also is an Ontario resident as required in the nomination.

#### **FINANCIAL IMPACT/FUNDING SOURCE**

None

#### **COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

Section 1 – Excellence in Local Government

1.3 Demonstrate accountability – Citizens are aware of ongoing Council initiatives



To: Mayor and Members of Tillsonburg Council

From: Eric Gilbert, Senior Planner, Community Planning

## Application for Zone Change ZN 7-17-14 – D.Y. Mechanical Contracting Limited

### REPORT HIGHLIGHTS

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- The application for zone change proposes to amend the provisions of the EC-R6 zone to permit an additional residential dwelling unit in the lower level of the existing multi-unit dwelling which presently contains 5 dwelling units.
- Agency circulation did not raise any concerns with the proposed development. An amendment to the existing site plan will be required to reflect the new parking space.
- Planning staff are recommending approval of the application, as it is consistent with the policies of the Provincial Policy Statement respecting the provision of a range and mix of housing types and densities, and maintains the intent and purpose of the Official Plan respecting residential uses within the Entrepreneurial District.

### DISCUSSION

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#### Background

OWNER/ APPLICANT: D.Y. Mechanical Contracting Limited  
57749 Carson Line, Tillsonburg, ON N4G 4G9

LOCATION:

The subject property legally described as Lot 790, Plan 500, Town of Tillsonburg, and is located on the northeast corner of the Washington Grand Avenue and Rolph Street intersection. The property is municipally known as 60 Washington Grand Avenue.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "T-1"	Town of Tillsonburg Land Use Plan	Entrepreneurial District
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TOWN OF TILLSONBURG ZONING BY-LAW NO.3295:

Existing Zoning: Special Residential Entrepreneurial Zone (EC-R6)

Proposed Zoning: Amended Special Residential Entrepreneurial Zone (EC-R6)

PROPOSAL:

The purpose of the Application for Zone Change is to permit one additional dwelling unit in the lower level of the existing multi-unit dwelling. The building currently contains 5 dwelling units.

The subject property has an approximate area of 711 m<sup>2</sup> (7,653 ft<sup>2</sup>) and fronts on the northeast corner of Rolph Street and Washington Grand Avenue. An existing tri-plex dwelling (circ. 1910) and attached duplex addition (circ. 2011) are present and the total building has an approximate gross floor area of 483 m<sup>2</sup> (5,200 ft<sup>2</sup>). Six parking spaces are presently provided on-site, and the applicant proposes to provide one additional space.

For Council's information, in 2009 an application for Zone Change (ZON 7-09-2) was submitted to permit the construction of a duplex addition to the existing triplex. The application was approved subject to site plan control (TSPC 7-135). The addition was constructed in 2011, and contained two dwelling units bringing the total number of dwelling units within the multiple unit dwelling to five.

Surrounding land uses include single detached dwellings, multi-unit dwellings, and places of worship.

The additional dwelling unit is proposed to be created within the lower level of the addition constructed in 2011, and no exterior alterations are required.

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

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

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

## **Application Review**

PROVINCIAL POLICY STATEMENT:

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

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

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

Section 1.4.3 of the PPS states that planning authorities shall provide for an appropriate mix of housing types and densities to meet projected requirements of current and future residents by permitting and facilitating all forms of housing required to meet the social, health, and well-being

requirements of current and future residents and permitting and facilitating all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3.

OFFICIAL PLAN:

The subject lands are located within the 'Entrepreneurial District' designation on the Land Use Plan for the Town of Tillsonburg in the County Official Plan.

The Official Plan states that Entrepreneurial District areas are those lands which feature a range of commercial and business development opportunities through the conversion of existing residential dwellings and new development or redevelopment. It is intended that development in this District will result in a mixture of residential and non-residential land uses.

In situations of redevelopment, policies for conversion of existing buildings provide that:

*“Expansion Limit*

*Alterations including building additions, enlargement of parking areas and landscaping will be based on the proposed use, neighbouring uses and lot size and configuration, and will be designed and oriented in such a manner as to blend into the existing residential character of the neighbourhood. In order to ensure that the use does not have an adverse effect on the residential character of the area, Town Council shall establish maximum lot coverage and parking provisions in the Zoning By-law.*

*Access and Parking*

*Within the Entrepreneurial District designation, it is recognized that existing building locations and access points may constrain the ability to provide driveway widths, loading areas, and parking spaces in accordance with the provisions of the Zoning By-law. As such, within such designation, Town Council may establish reduced or altered standards for driveways, loading and parking areas and may consider flexible parking arrangements such as tandem parking for employees, off-site parking or other similar measures provided that such measures do not effect nearby residential uses or interfere with the functionality of the site. In order to minimize traffic disruption on major roads, new access points will generally be discouraged within the Entrepreneurial District.”*

Further to the above, the subject lands are subject to Special Development Policies as found in Section 8.3.2.3.2.3 which states:

*“Notwithstanding any of the policies of this Section, within the area designated Entrepreneurial District on Schedule T-1 lying to the west of Coon Alley, north of Venison Street and south of Bridge Street, and west of Rolph Street between Bridge Street and Venison Street the following policies take precedence:*

- The lands within this area shall be placed within a Holding Zone. No development, other than for Low Density Residential uses, shall be permitted until the zoning by-law is amended to remove the Holding (H) symbol. The removal of the Holding (H) symbol shall only occur when Town Council has*

*approved site plans contemplated in Section 10.3.11 and where public notification in accordance with Section 10.3.7 occurs.*

- *Notwithstanding the policies of Section 8.2.5, Medium Density Residential Uses including apartment or townhouse dwellings shall be restricted by the implementing zoning by-law to 2 storey's in height.*

Medium Density Residential areas are those lands that are primarily developed or planned for low to medium profile multiple unit development that exceeds densities established for Low Density areas. Residential uses within Medium Density Residential areas include townhouses, medium density cluster development, converted dwellings and low-rise apartments. The application involves creating a dwelling unit in the lower level of the existing residential building which would establish a multiple unit dwelling containing six units.

Within the Entrepreneurial District, Site Plan Control will be applied to the conversion of existing buildings, redevelopment and new development to ensure compatibility with adjacent residential uses. Therefore, this development will also require the applicant to amend the existing Site Plan Agreement prior to the issuance of a building permit.

#### TOWN OF TILLSONBURG ZONING BY-LAW:

The subject property is currently zoned 'Special Entrepreneurial Zone (EC-R6)', according to the Town of Tillsonburg Zoning By-law. Permitted uses within the 'EC-R6' zone include a multiple unit dwelling.

The EC-R6 zone also includes provisions requiring a minimum lot area of 142.1 m<sup>2</sup> (1,529.6 ft<sup>2</sup>) per dwelling unit, minimum of 6 parking spaces, and a minimum parking setback from Washington Grand Avenue of 0.5 m (1.6 ft).

The applicant has requested that the minimum lot area per dwelling unit be reduced to 118.5 m<sup>2</sup> (1,243.2 ft<sup>2</sup>). The applicant proposes to create an additional parking space from the concrete landscaped island adjacent to the parking area fronting on Washington Grand Avenue. The property will comply with the required landscaped open space provisions of the EC zone.

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

#### AGENCY COMMENTS:

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

The Oxford County Public Works Department, Town Engineering Services Department, and Town Economic Development Commissioner indicated they had no comments regarding the proposal.

The Town Building Services Department commented that a Building Permit and compliance with the Ontario Building Code is required for establishing the additional dwelling unit. If approved, the existing approved site plan should be amended to reflect the proposed development.

The Tillsonburg District Chamber of Commerce provided the following comments:

The Chamber supports this application as there are already 5 dwelling units, one additional unit shouldn't be an issue and it appears that parking is accommodated onsite. New rental accommodation in close proximity to the downtown is appreciated.

#### PUBLIC CONSULTATION:

Notice of complete application and notice of public meeting regarding this application was circulated to surrounding property owners on two occasions, February 28, 2018 & April 9, 2018. At the time this report was written, no comments or concerns had been received from the public.

### **Planning Analysis**

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

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

The proposal is consistent with the policy direction of the Official Plan to provide a variety and choice in housing types and tenures within the Town, and to permit residential intensification throughout the Town. The most recent Canada Mortgage and Housing Corporation Vacancy Report (fall 2017) indicated that the vacancy rate for rental accommodation in Tillsonburg is 1.3%.

The County of Oxford Official Plan designates the subject lands Entrepreneurial District which permits a range of commercial, minor institutional and residential uses. The Entrepreneurial District more specifically permits conversion of existing buildings to intensify residential uses or develop non-residential uses provided the resulting structure and use blend into the existing character of the residential neighbourhood.

Planning staff are of the opinion that the increased residential density does not result in a scale of development that is incompatible with adjacent uses. The additional dwelling unit will be created through interior renovations and will not require exterior alterations to the dwelling. The surrounding area features a mixture of single detached dwellings, duplexes, semi-detached dwellings and multiple unit dwellings. The development also proposes to provide an additional parking space to accommodate the additional dwelling unit.

The decrease in minimum lot area per dwelling unit from 142.1 m<sup>2</sup> (1,529.6 ft<sup>2</sup>) to 118.5 m<sup>2</sup> (1,243.2 ft<sup>2</sup>) will permit an increase in density and can be supported due to the fact that this development represents intensification and redevelopment within close proximity to the

downtown core and can be achieved in a manner that is in keeping with the residential character of the neighbourhood.

The revised application also seeks to reduce the required number of parking spaces. The Zoning By-law requires the provision of 1.5 parking spaces per dwelling unit which equates to a total of 9 parking spaces. This application seeks to reduce required parking spaces from 9 to 7. Planning staff note that this reduction in parking, which equates to a reduction in requirement from 1.5 parking spaces per dwelling unit to 1.29 parking spaces per dwelling unit can be considered minor in nature as both Washington Grand Avenue and Rolph Street permit temporary parking on both sides of the road which could facilitate additional temporary visitor parking if required. Such relief from the standard parking provisions of the By-Law is anticipated by the Official Plan policies for redevelopment in the Entrepreneurial District.

The existing approved site plan is required to be amended to reflect the additional parking space.

In summary, it is the opinion of this Office that the application for zone change conforms to the policies of the County of Oxford Official Plan, is appropriate for the development of the subject lands and therefore can be supported.

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

## **RECOMMENDATION**

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- 1. It is recommended that the Council of the Town of Tillsonburg approve the zone change application submitted by D.Y. Mechanical Contracting Limited, whereby the lands described as Lot 790, Plan 500, Town of Tillsonburg, known municipally as 60 Washington Grand Avenue to amend the provisions of the 'EC-R6' Zone to permit an additional dwelling unit in a multiple unit dwelling.**

## **SIGNATURES**

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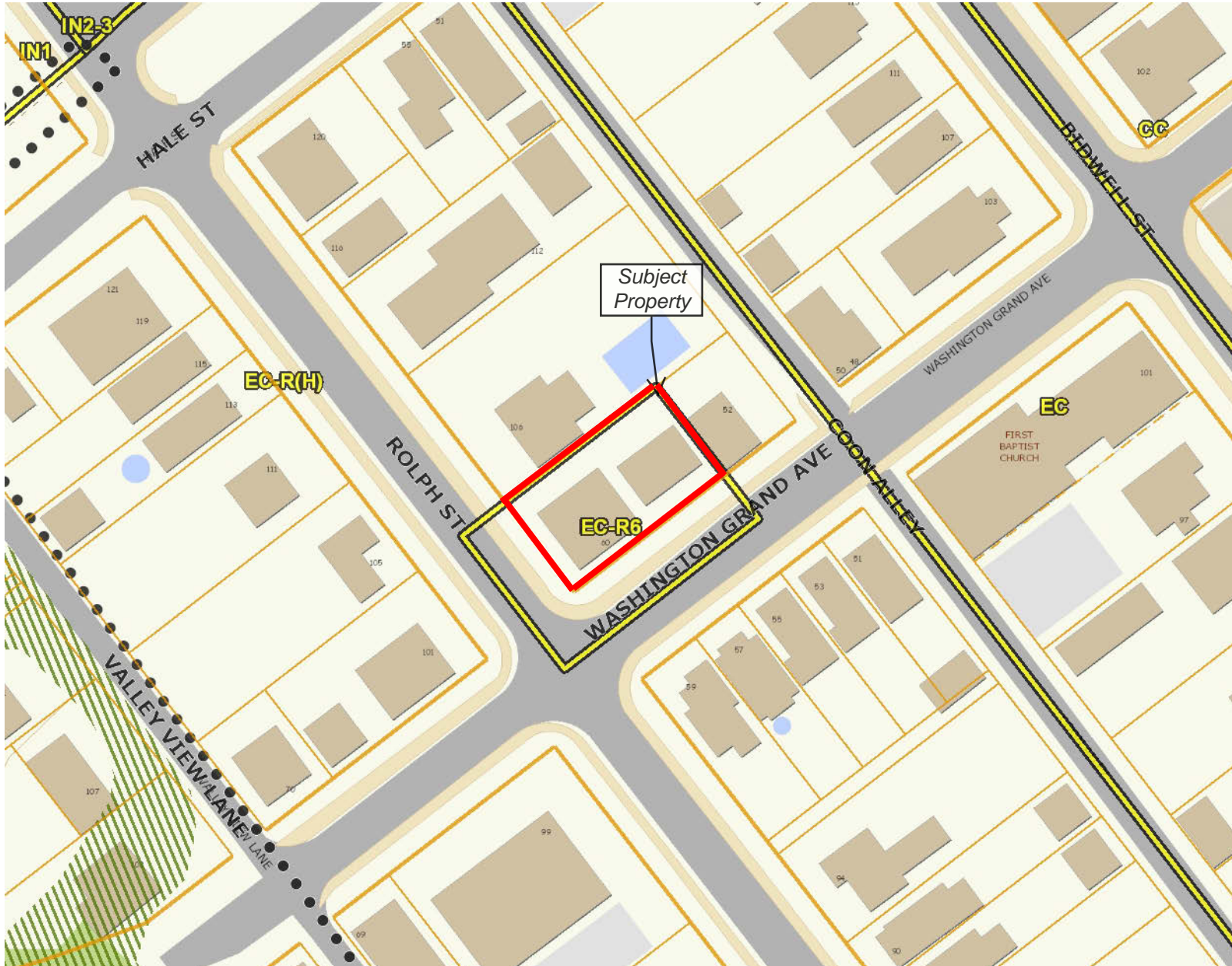
**Authored by:** original signed by

Eric Gilbert, MCIP RPP,  
Senior Planner

**Approved for submission:** original signed by

Gordon K. Hough, RPP  
Director

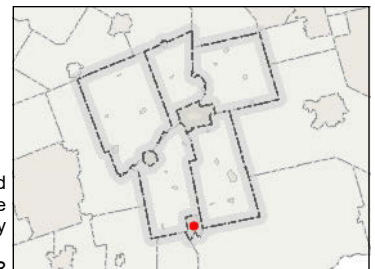




**Legend**

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

**Notes**



0 27 54 Meters

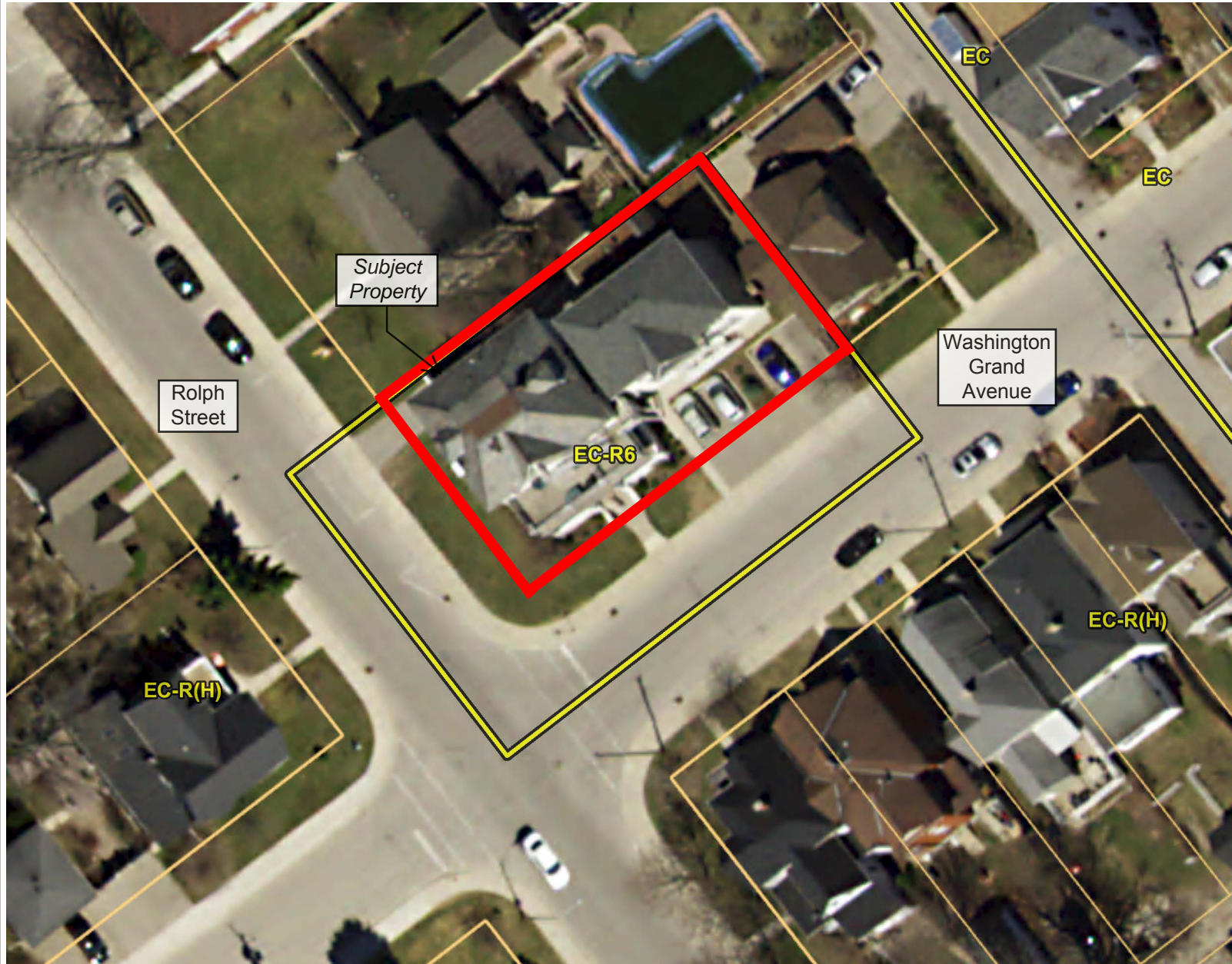
NAD\_1983\_UTM\_Zone\_17N



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

February 28, 2018

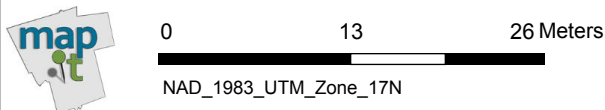
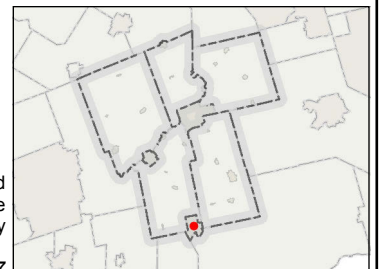




**Legend**

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

**Notes**



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

December 27, 2017



ZONING CATEGORY

LOT AREA

GROUND FLOOR AREA 285.5 SQUARE METRES

EXISTING DWELLING, PORCHES  
 PROPOSED DWELLING ADDITION AND SHED

PROPOSED LOT COVERAGE	40%	40%
FRONT YARD	5.66 EXISTING	6.00
INTERIOR SIDE YARD	4.02	3.00
EXTERIOR SIDE YARD	EXISTING	6.00
REAR YARD	3.27	3.00
PARKING SPACES	6	6

PARKING DIMENSIONS 2.69 X 6.00

PROPOSED LANDSCAPE OPEN SPACE AREA ~~36%~~ 34.4%

LOT 790  
 JUDGE'S PLAN REGISTERED AS  
 PLAN No. 500  
 TOWN OF TILLSONBURG  
 COUNTY OF OXFORD  
 (ALL OF P.I.N. 00032-0007)

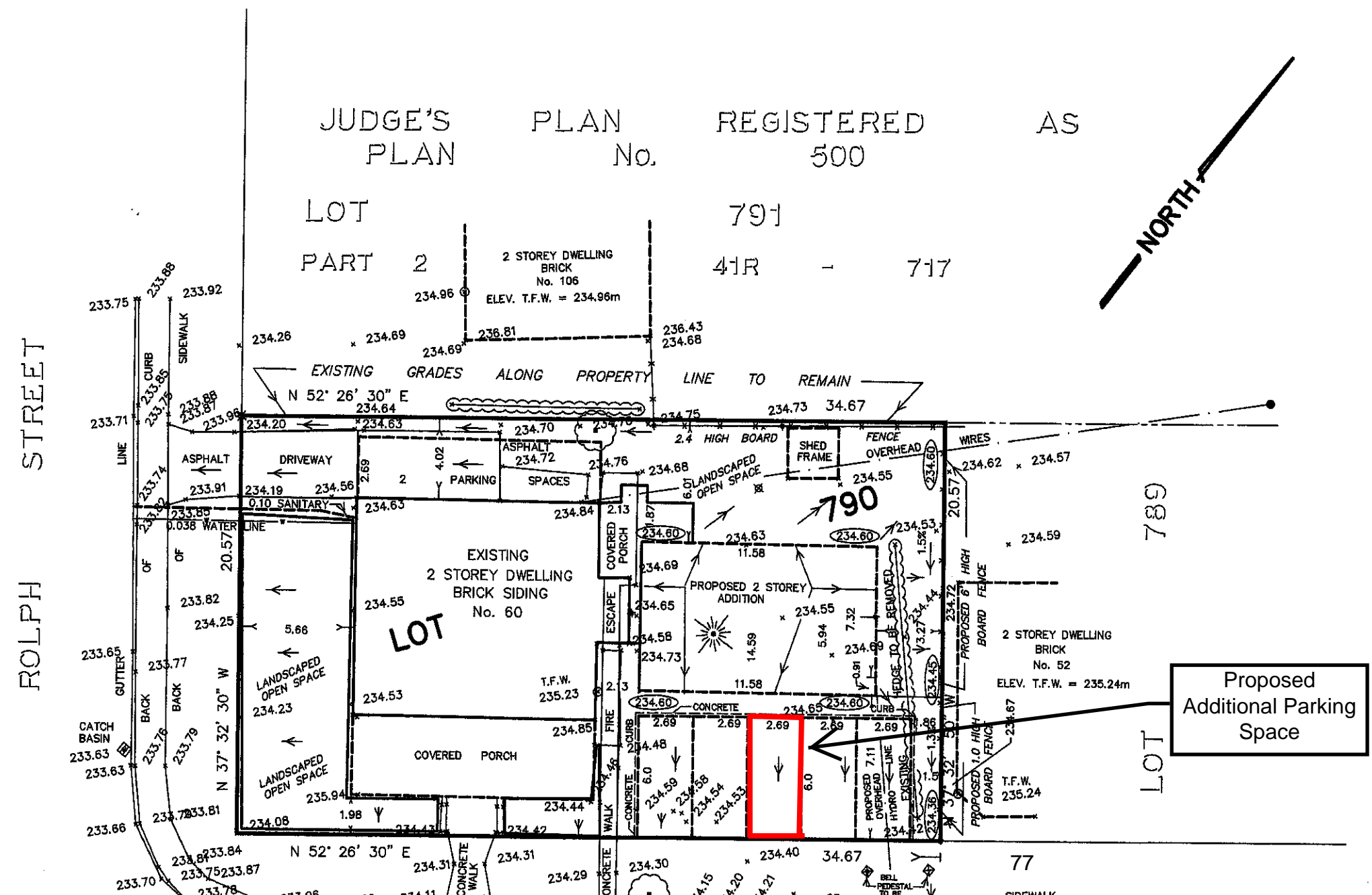
SEPTEMBER 24, 2009

CAUTION

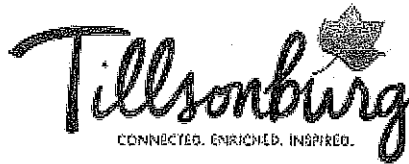
- THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES
- DO NOT CONVEY FROM THIS PLAN
- THE PROPOSED BUILDING ADDITION AND IT'S LOCATION SHOWN HEREON MAY BE SUBJECT TO CHANGES PRIOR TO CONSTRUCTION. THIS SKETCH SHOULD NOT BE RELIED UPON AS CERTIFICATION THAT THE DWELLING WAS ACTUALLY CONSTRUCTED AS SHOWN.
- ELEVATION OF EXISTING GROUND WATER TABLE AND SOIL CONDITIONS NOT DETERMINED

NOTES

- (1) - PROPOSED BUILDING POSITIONED BY CALCULATIONS, NOT BY ACTUAL SURVEY. EXISTING STRUCTURES POSITIONED FROM SURVEY
- (2) - PROPOSED FINAL GRADES ARE SHOWN ~~100.66~~ AND ARE IN METERS
- (3) - T.F.W. DENOTES TOP OF FOUNDATION WALL
- (4) - U.S.F. DENOTES UNDERSIDE OF FOOTING
- (5) - SITE BENCHMARK TOP OF FOUNDATION OF 2 STOREY DWELLING No. 60 LOCATED ON LOT 790 PLAN 500 HAVING A GEODETIC ELEVATION OF 235.23 metres
- (6) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ELEVATION OF THE UPPER LIMIT OF THE GROUND WATER TABLE, SOIL BEARING CAPACITY AND THE ELEVATION OF THE UNDER SIDE OF FOOTING PRIOR TO EXCAVATION.
- (7) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE SITE BENCH MARK PRIOR TO EXCAVATION
- (8) - PROPOSED LOT COVERAGE INCLUDES EXISTING AND PROPOSED DWELLINGS COVERED PORCH, AND FRAME SHED 40%
- (9) - PROPOSED LANDSCAPED OPEN SPACE AREA 36%
- (10) - NUMBER OF PROPOSED ON SITE PARKING SPACES 6
- (11) - EXISTING CARPORT AND FRAME SHED ARE TO BE REMOVED
- (12) - THE OWNER'S CONSULTING ENGINEER SHALL CERTIFY IN WRITING THAT ALL SITE WORKS, GRADING AND SERVICING HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE APPROVED SITE SERVICING AND GRADING PLANS
- (13) - ALL CONCRETE CURB IS TO BE SAW CUT OR REMOVED AND SIDEWALK REPLACED TO MEET DRIVEWAY SPEC OSPSD 310.050 IN THE LOCATION OF THE PROPOSED DRIVEWAY
- (14) - ALL STORM WATER FROM THIS SITE WILL TRAVEL TO THE FRONTING STREETS AND NOT ONTO THE ADJACENT PROPERTIES



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



FILE NO: ZN 7-17-14

DATE RECEIVED:

DEC 18 2017

BY:

### TOWN OF TILLSONBURG APPLICATION FOR ZONE CHANGE

1. Registered Owner(s):

Name: DAVID P. GALLOP Phone: Residence: 519-868-3429  
Address: 57749 CANSWINE Business: \_\_\_\_\_  
TILLSONBURG Fax: \_\_\_\_\_  
Postal Code: N4G-4G9 E-mail: DAVENESITE@AMTEL.COM.WE

Applicant (if other than registered owner):

Name: \_\_\_\_\_ Phone: Residence: \_\_\_\_\_  
Address: \_\_\_\_\_ Business: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

Solicitor or Agent (if any):

Name: \_\_\_\_\_ Phone: Business: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

All communications will be sent to those listed above. If you **do not** wish correspondence to be sent to the

Owner,  Applicant, or  Solicitor/Agent, please specify by checking the appropriate box.

Name and address of any holders of any mortgage, charges or other encumbrances (if known):

2. Subject Land(s):

a) Location:

Municipality Tillsonburg former municipality \_\_\_\_\_  
Concession No. \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Registered Plan No. 500 Lot(s) Lot 790  
Reference Plan No. \_\_\_\_\_ Part(s) \_\_\_\_\_  
The proposed lot is located on the north east <sup>corner</sup> side of Rolph Street, lying between  
and Washington Grand Avenue Street and \_\_\_\_\_ Street.  
Street and/or Civic Address (911#): 60 Washington Grand Avenue

b) Official Plan Designation:

Existing: Entrepreneurial District  
Proposed: Same

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

FOR OFFICE USE ONLY  
DATE PRESCRIBED INFORMATION COMPLETE  
Dec.19/17

PIN  
000320007

REV.APR16

c) Zoning: Present: EC-R6  
 Proposed: Amended EC-R6

d) Uses: Present: Triplex + duplex  
 Proposed: (Include description) Same, with 2 additional unit

3. Buildings/Structures:

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

Existing/Proposed	<input type="checkbox"/> None Existing	<input type="checkbox"/> None Proposed
	Building 1	Building 2
Use:	<u>Multiple Unit Dwelling</u>	<u>Duplex</u>
Date Constructed (if known):	<u>1910</u>	<u>2011</u>
Floor Area:	<u>309 m<sup>2</sup></u>	<u>175 m<sup>2</sup></u>
Setbacks:		
Front lot line	_____	_____
Side lot lines	_____	_____
Rear lot line	_____	_____

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

	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL	INSTITUTIONAL
TYPE Apt., semi, townhouse, retail, restaurant, church, etc.	<u>Multiple Unit Dwelling Triplex + Duplex</u>		
# OF UNITS	<u>5</u>		<u>N/A</u>
CONVERSION/ADDITION TO EXISTING BUILDING Describe	<u>Add 2 additional unit</u>		
TOTAL # OF UNITS/BEDS	<u>N/A</u>	<u>N/A</u>	
FLOOR AREA by dwelling unit or by type (office, retail common rooms, etc.)			
OTHER FACILITIES (playground, underground parking, pool, etc.)			
# OF LOTS (for subdivision)			<u>N/A</u>
SEATING CAPACITY (for restaurant, assembly hall, etc.)	<u>N/A</u>		
# OF STAFF	<u>N/A</u>		
OPEN STORAGE REQUIRED?	<u>N/A</u>		<u>N/A</u>
ACCESSORY RESIDENTIAL USE?	<u>N/A</u>	If accessory residential use, complete residential section	If accessory residential use, complete residential section

4. Site Information (proposed use(s):

Lot Frontage	<u>See Sketch</u>	Exterior Side Yard (corner lot)	_____
Lot Depth	_____	Landscaped Open Space (%)	_____
Lot Area	_____	No. of Parking Spaces	_____
Lot Coverage	_____	No. of Loading Spaces	_____
Front Yard	_____	Building Height	_____
Rear Yard	_____	Width of Planting Strip	_____
Interior Side Yard	_____	Driveway Width	_____

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

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

**6. Access:**

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

**7. General Information:**

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

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

Residential

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

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

No

Yes If yes, describe \_\_\_\_\_

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

No

Yes

If yes, describe former use: \_\_\_\_\_

**8. Historical Information:**

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

No

Yes → Application No. \_\_\_\_\_

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

No

Unknown

Yes →

File No. \_\_\_\_\_ Status/Decision \_\_\_\_\_

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

1992

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

Since built

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

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for zone change and I/We authorize \_\_\_\_\_, to make this application on my/our behalf.

Date \_\_\_\_\_ Signature of Owner(s) \_\_\_\_\_ Signature of Owner(s) \_\_\_\_\_

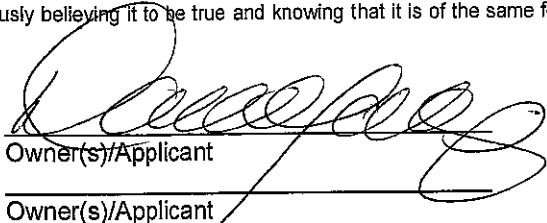
**THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS**

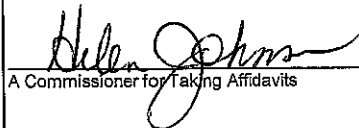
I/We DAVID P. YALLOP of the TOWN of TILLSONBURG in the COUNTY of OXFORD.

**DO SOLEMNLY DECLARE THAT:**

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

DECLARED before me at the TOWN of Tillsonburg in the County of oxford this 19 day of DECEMBER 2017

  
Owner(s)/Applicant  
Owner(s)/Applicant

  
A Commissioner for Taking Affidavits

**HELEN JOHNSON, a Commissioner,  
etc., Province of Ontario, for the  
Corporation of the Town of Tillsonburg  
Expires: March 10, 2020**

**Notes:**

1. Applications will not be considered complete until all requested information has been supplied.
2. It is required that **one original** of this application (including the sketch/site plan) be filed, accompanied by the applicable fee of **\$675.00** in cash or cheque, payable to the **Treasurer, Town of Tillsonburg**. A fee of \$1,175 will be charged if an application is required 'after the fact' (after the use has occupied the site).

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

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

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

To: Mayor and Members of Tillsonburg Council

From: Eric Gilbert, Senior Planner, Community Planning

## Application for Zone Change ZN 7-18-03 – 2385667 Ontario Limited (Oxnard Developments)

### REPORT HIGHLIGHTS

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- The application for zone change proposes to rezone the subject property from 'Future Development Zone (FD)' to 'Special Low Density Residential Type 2 Zone (R2-sp)' to facilitate the construction of single detached, semi-detached, and street-fronting townhouse dwellings.
- Special provisions are requested to include a street-fronting townhouse as an additional permitted use within the R2 Zone, as well as permit a covered deck to encroach 3 m (9.8 ft) into a required rear yard, and permit a reduced interior side yard for an end unit within a townhouse block.
- Agency circulation did not raise any concerns with the proposed development. Recommendations of the Detailed Noise and Vibration Assessment will be implemented through appropriate provisions in the Subdivision Agreement.
- Planning staff are recommending approval of the application, as it is consistent with the policies of the Provincial Policy Statement respecting the provision of a range and mix of housing types and maintains the intent and purpose of the Official Plan respecting residential uses within the Low Density Residential designation.

### DISCUSSION

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#### Background

OWNER/ APPLICANT: 2385667 Ontario Limited  
9140 Leslie Street, Unit 210, Richmond Hill, ON L4B 0A9

AGENT: Michael Higgins, MCIP RPP  
G. Douglas Vallee Limited  
2 Talbot Street North, Simcoe, ON N3Y 3W4

LOCATION:

The subject properties are legally described as Blocks 6, 7, 9 of Plan 41M-272, Town of Tillsonburg. The blocks front on Harvest Avenue, and are located south of Potters Road and east of the Ontario Southland Railway, north of Simcoe Street.

COUNTY OF OXFORD OFFICIAL PLAN:

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

TOWN OF TILLSONBURG ZONING BY-LAW NO.3295:

Existing Zoning: Future Development Zone (FD)

Proposed Zoning: Special Low Density Residential Type 2 Zone (R2-sp)

PROPOSAL:

The purpose of the Application for Zone Change is to permit the construction of single detached dwellings, semi-detached dwellings, and street-fronting townhouses within 3 existing blocks in a registered plan of subdivision. It is proposed that street-fronting townhouses and/ or semi-detached dwellings be constructed on Blocks 6 & 7, and single detached dwellings and/ or semi-detached dwellings be constructed on Block 9.

For Council's information, these blocks were created in 2010 through the registration of Plan 41M-272 (SB 10-03-7). A subdivision agreement was signed and appropriate securities are in place to ensure that Harvest Ave is extended and municipal services and sidewalks are in place and constructed prior to the proposed development proceeding.

The subject properties are 3 existing blocks within Registered Plan 41M-272. Block 9 is located at the southeast corner of the Harvest Avenue and Potters Road intersection and has an area of 2866 m<sup>2</sup> (30,849 ft<sup>2</sup>). Block 7 is located on the east side of Harvest Avenue, south of block 9 and a future road connection to the lands to the east, and has an area of 3796 m<sup>2</sup> (40,860 ft<sup>2</sup>). Block 6 is located on the west side of Harvest Ave, south of the regional storm water management pond and adjacent to the Ontario Southland Railway, and has an area of 5512 m<sup>2</sup> (59,331 ft<sup>2</sup>).

Surrounding land uses include single detached dwellings to the north, a stormwater management pond, vacant residential land currently used for agricultural purposes to the east, and vacant institutional land to the south.

Noise Study

The owners submitted a noise study in support of the request to develop the subject lands, adjacent to the Ontario Southland Railway for the proposed residential use. The Noise Study completed by HGC Engineering Limited concluded that the Provincial Noise Guidelines would

be exceeded for dwellings adjacent to the railway right of way, and for dwellings adjacent to Potters Road. It was recommended the following be implemented to ensure indoor sound levels are within the limits of the Ministry of the Environment and Climate Change guidelines:

- Central air conditioning will be required for all dwelling units;
- Brick façade will be required for the proposed dwellings adjacent to the railway right of way and dwellings backing on Potters Road;
- The following warning clause is to be inserted into the development agreement for the dwellings within the development:

*“Purchasers/tenants are advised that sound levels due to increasing rail traffic may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment and Climate Change.”*

Since central air conditioning is required for all units, the following warning clause should be inserted in all development agreements of each of the dwellings:

*“This dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment and Climate Change.”*

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

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

Plate 3, Applicant’s Sketch, shows the proposed layout and dwelling types.

## **Application Review**

### PROVINCIAL POLICY STATEMENT:

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

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

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

Section 1.6 directs municipalities to efficiently utilize existing infrastructure and public service facilities prior to the establishment of new facilities.



Section 1.2.6.1 directs that major facilities and sensitive land uses should be planned to ensure they are appropriately designed, buffered and/or separated from each other to prevent or mitigate adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term viability of major facilities.

Section 1.6.9 directs that planning for land uses in the vicinity of airports, rail facilities and marine facilities shall be undertaken so that:

- a) Their long-term operation and economic role is protected; and
- b) Airports, rail facilities and sensitive land uses are appropriately designed, buffered and/or separated from each other.

OFFICIAL PLAN:

The subject lands are designated 'Low Density Residential' according to the Town of Tillsonburg Residential Density Plan, as contained in the County of Oxford Official Plan.

Low density residential districts are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including both executive and smaller single-detached dwellings, semi-detached, duplex and converted dwellings, street-fronting townhouses and other, similar development. Within areas designated Low Density Residential, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use.

Section 3.3.3.1- NOISE, VIBRATION AND SAFETY provides that the County and Area Municipalities recognize that there may be noise or vibration affecting noise sensitive land uses located in proximity to industrial uses, major roads, railways and airports. The intent of this policy is to prevent noise sensitive land uses from industrial land uses and vice versa. Noise sensitive uses and industrial land uses are considered to be incompatible. In areas where there may be sensitive land uses in proximity to sources of noise or vibration, studies addressing the measurement, analysis and mitigation of noise or vibration effects may be required prior to, or as a condition of, development.

In recognition of the safety issues associated with locating sensitive land uses in proximity to railways, additional safety measures will be incorporated into new development, as appropriate.

Where development is proposed adjacent to a railway line, County Council or the Area Council shall require safety measures to be incorporated into the site design including measures such as building setbacks, intervening berms and security fencing. The proponent shall consult with the appropriate railway regarding such safety measures prior to development approval.

Where a feasibility assessment indicates that the noise level objections will be exceeded, County Council and/or the Area Council will require attenuation measures as specified in the detailed noise study as a condition of development approval. The cost of implementing such attenuation measures will be borne by the proponent.

TOWN OF TILLSONBURG ZONING BY-LAW:

The subject property is currently zoned 'Future Development Zone (FD)', according to the Town of Tillsonburg Zoning By-law. The FD Zone is a holding zone to ensure the subject property remains unencumbered for future development, as contemplated by the Official Plan.

The R2 zone permits single detached dwellings, duplex dwellings, and semi-detached dwellings. The provisions of the R2 zone require a minimum lot area of 315m<sup>2</sup> (3,390.7 ft<sup>2</sup>) per dwelling unit, require a lot frontage of 10.5 m (34.4 ft), lot depth of 30 m (98.4 ft), 6 m (19.7 ft) front yard depth, and 7.5 m (24.6 ft) rear yard depth. Covered decks are permitted to project 1.5 m (4.9 ft) into the required rear yard.

Street fronting townhouses are a permitted use in the R3 Zone.

The applicant has requested a Special Low Density Residential Type 2 Zone (R2-sp) to allow the uses permitted by the R2 zone, as well as street fronting townhouses as permitted by the R3 zone. They have indicated that they are able to satisfy the applicable provisions of the R3 zone, with the exception of minimum interior side yard for an end townhouse unit. The R3 zone requires a 3.0 m (9.8 ft) interior side yard; the applicant has requested an interior side yard of 1.2m (3.9 ft) for end units in a townhouse block.

There is an unopened road allowance between Block 7 & 9 that is intended to provide access to future development lands to the east; the adjacent units will maintain the required exterior side yard width to this future street.

AGENCY COMMENTS:

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

The Oxford County Public Works Department, and Town Engineering Services Department indicated they had no comments regarding the proposal.

The Town Building Services Department provided the following comments:

- Railway noise and vibration study required for the proposed residential use;
- Pedestrian sidewalk connection on the south side of Potters Road from Harvest Ave to the Potters Road sidewalk west of railway should be incorporated;
- Pedestrian sidewalk on south side of Potters Road should be constructed to limit of development lands to the east.

The Tillsonburg District Chamber of Commerce indicated that they support this proposal.

The Town Economic Development Commissioner provided the following comment:

*I have no concerns with the application other than to note that these blocks would be, in my opinion, more suitable for larger, estate like lots with lot areas of 8,000 to 10,000 SF due to the neighbourhood they are located in and the lack of supply of these types of lots in the marketplace.*

PUBLIC CONSULTATION:

Notice of complete application and notice of public meeting regarding this application was circulated to surrounding property owners on two occasions, March 13, 2018 & April 9, 2018. At the time this report was written, no comments or concerns had been received from the public.

## **Planning Analysis**

The proposal is consistent with the PPS direction to provide for an appropriate diversity of housing types and densities to meet the needs of current and future residents. If approved, the application will provide increased diversity of housing types and represents an efficient use of existing municipal infrastructure and vacant land within a settlement area. The proposal also is consistent with the PPS policies respecting land use compatibility between sensitive land uses and railway facilities, as the development will comply with noise and vibration guidelines with appropriate mitigation measures, as determined by a Noise and Vibration Study.

The County of Oxford Official Plan designates the subject lands Low Density Residential which permits a range of residential dwelling types, including single detached dwellings, semi-detached dwellings and street fronting townhouse dwellings. The development of the existing blocks for single detached, semi-detached and street fronting townhouse dwellings is permitted by the policies of the Low Density Residential designation.

The applicant submitted a detailed Noise and Vibration Study, to demonstrate compliance with Provincial Noise Guideline NPC-300. The study identified that future rail and road traffic sound levels will exceed the noise guideline for dwelling units closest to the railway and Potters Road. Consequently, brick or masonry exterior wall construction will be required for the exterior walls of dwellings closest to and with exposure to the railway to comply with the required Noise Guidelines. The study concluded that vibration mitigation measures are not required for this residential development. The recommendations of the study can be implemented through the subdivision agreement process, whereby an amending subdivision agreement will be required to be registered on title.

The applicant has requested that a street fronting townhouse be included as an additional permitted use within the R2 Zone. Staff note that there are no provisions for street fronting townhouses in the R2 zone and, therefore, would recommend that the special R2 zoning require any street fronting townhouses to comply with the applicable provisions of the R3 zone. The applicant has confirmed that no relief of the R3 zone provisions for street fronting townhouses are required, save for the required interior side yard. Planning staff are of the opinion that the request to reduce the required interior side yard for an end unit in a townhouse block from 3 m (9.8 ft) to 1.2 m (3.9 ft) is appropriate as there are no spatial separation concerns with the request and the reduced setback will still allow for adequate access for maintenance purposes.

The requested increased permitted projection into the required rear yard for covered decks for street fronting townhouse dwellings is similar to other requests received throughout the Town recently. Adequate amenity area will be provided for the dwellings, and there will be sufficient separation remaining from the covered deck and rear lot lines. For street fronting townhouse dwellings on Block 6 next to the railway, sufficient area will remain between proposed railway berm and rear lot line as the average lot depth for these lots is 66.2 m (217 ft), double the typical depth of a residential lot in the Town.

As the subject lands do not presently have frontage on an open and maintained roadway, planning staff recommend that a holding provision be implemented until such time that Harvest Avenue has been extended and constructed, appropriate development agreements have been completed between the applicant and the Town, and the recommendations of the Noise and Vibration Study have been implemented. Once these items have been addressed, the applicant proposes to use the part lot control exemption process to create the residential lots.

In summary, it is the opinion of this Office that the application for zone change is consistent with the policies of the Provincial Policy Statement, conforms to the policies of the County of Oxford Official Plan, is appropriate for the development of the subject lands and therefore can be supported from a planning perspective.

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

## **RECOMMENDATION**

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- 1. It is recommended that the Council of the Town of Tillsonburg approve the zone change application submitted by Oxnard Developments, whereby the lands described as Blocks 6,7 & 9, Plan 41M-272, Town of Tillsonburg, are to be rezoned from 'Future Development Zone (FD)' to 'Special Low Density Residential Type 2 Zone (R2-16H)'.**

## **SIGNATURES**

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**Authored by:** original signed by

Eric Gilbert, MCIP RPP,  
Senior Planner

**Approved for submission:** original signed by

Paul Michiels  
Manager of Planning Policy



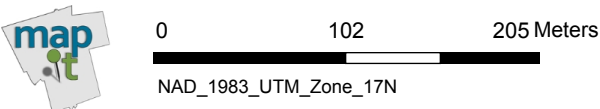
Legend

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

Notes



Subject Properties



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

March 7, 2018

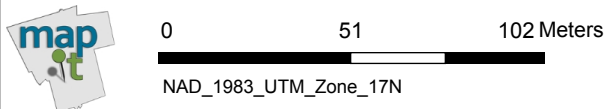




**Legend**

- Road Labels
- Parcel Lines
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
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  - Flood Fringe
  - Floodway
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    - Regulatory Flood And Fill Lines
  - Zoning (Displays 1:16000 to 1:500)

**Notes**

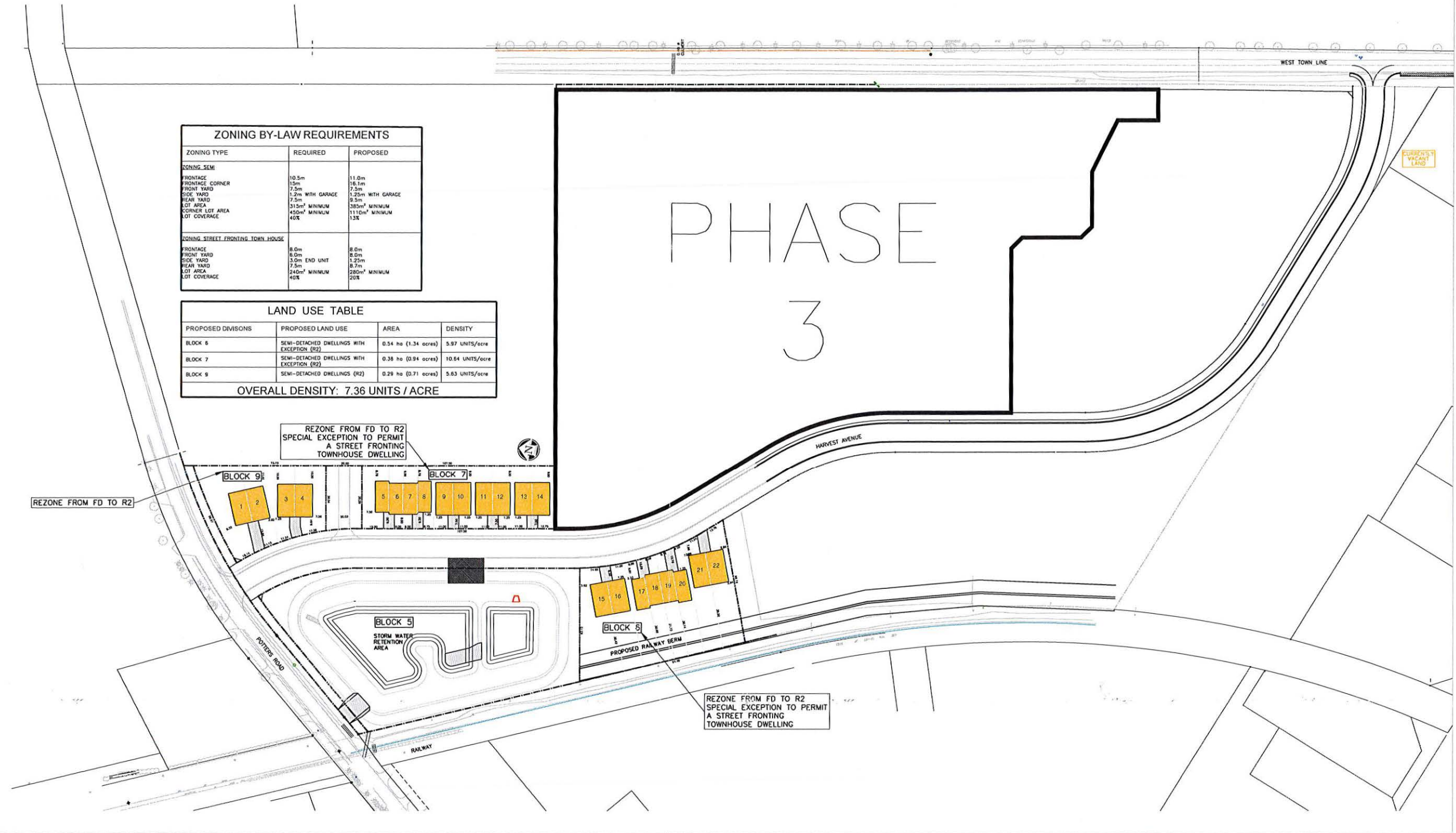


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March 7, 2018



Plate 3: Applicant's Sketch  
 File No: ZN 7-18-03- Nautical Lands Group  
 Blocks 6, 7, 9, Plan 41M-272, Town of Tillsonburg



ZONING BY-LAW REQUIREMENTS		
ZONING TYPE	REQUIRED	PROPOSED
<b>ZONING SEM</b>		
FRONTAGE	10.5m	11.0m
FRONTAGE CORNER	15m	16.1m
FRONT YARD	7.5m	7.5m
SIDE YARD	1.2m WITH GARAGE	1.25m WITH GARAGE
REAR YARD	7.5m	9.5m
LOT AREA	31.5m <sup>2</sup> MINIMUM	38.5m <sup>2</sup> MINIMUM
CORNER LOT AREA	450m <sup>2</sup> MINIMUM	1110m <sup>2</sup> MINIMUM
LOT COVERAGE	40%	13%
<b>ZONING STREET FRONTING TOWN HOUSE</b>		
FRONTAGE	8.0m	8.0m
FRONT YARD	6.0m	8.0m
SIDE YARD	1.0m END UNIT	1.25m
REAR YARD	7.5m	8.7m
LOT AREA	240m <sup>2</sup> MINIMUM	280m <sup>2</sup> MINIMUM
LOT COVERAGE	40%	20%

LAND USE TABLE			
PROPOSED DIVISIONS	PROPOSED LAND USE	AREA	DENSITY
BLOCK 6	SEMI-DETACHED DWELLINGS WITH EXCEPTION (R2)	0.54 ha (1.34 acres)	5.97 UNITS/acre
BLOCK 7	SEMI-DETACHED DWELLINGS WITH EXCEPTION (R2)	0.38 ha (0.94 acres)	10.84 UNITS/acre
BLOCK 9	SEMI-DETACHED DWELLINGS (R2)	0.29 ha (0.71 acres)	5.63 UNITS/acre
<b>OVERALL DENSITY: 7.36 UNITS / ACRE</b>			

PHASE  
3

THE CORPORATION OF THE  
TOWN OF TILLSONBURG  
BY-LAW NUMBER 4191

A By-Law to amend Zoning By-Law Number 4191, 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 'R2-16(H)' the zone symbol of the lands so designated 'R2-16(H)' on Schedule "A" attached hereto.
2. That Section 7.5 to By-Law Number 3295, as amended is hereby further amended by the following:

"7.5.16     **LOCATION: HARVEST AVENUE, BLOCKS 6, 7 9, PLAN 41M-272  
R2-16 (H) (Key Map 31)**

7.5.16.1     Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R2-16 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

All uses *permitted* in Table 7.1;  
A *street fronting townhouse dwelling*, subject to the provisions of Section 8.2.

7.5.16.2     Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R2-16 Zone *use any lot, or erect, alter, or use any building or structure for a street fronting townhouse dwelling* except in accordance with the following provisions:

7.5.16.2.1. INTERIOR SIDE YARD WIDTH FOR END UNITS

Minimum	<b>1.2 m (3.9 ft)</b>
---------	-----------------------

7.5.16.2.2 PERMITTED PROJECTIONS INTO REQUIRED YARDS

Notwithstanding Table 5.37.1- Permitted Projections into Required Yards, covered decks may project 3.0 m (9.8 ft) into the required rear yard, and may have a minimum setback between the projection and rear lot line of 7.0 m (23 ft).

7.5.16.2.3     That all other provisions for *street fronting townhouse dwellings* in the R3 zone in Section 8.2 of this By-Law shall apply.

7.5.16.3     HOLDING ZONE PROVISIONS



7.5.16.3.1 PERMITTED USES WHILE HOLDING ZONE IS IN PLACE

None

7.5.16.3.2 REMOVAL OF THE HOLDING ZONE

The Holding Zone, as identified by the “(H)” symbol, shall not be removed from the subject lands until appropriate development agreements have been executed regarding the construction and extension of Harvest Avenue and the recommendations of the Noise and Vibration Study have been implemented, to the satisfaction of the Town. Removal of the Holding Zone shall be undertaken in accordance with Section 36 of the Planning Act.

7.5.16.4 That all of the provisions of the R2 Zone in Section 7.2 of this By-Law, as amended, shall apply; and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply mutatis mutandis.”

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

READ a first and second time this 23<sup>rd</sup> day of April, 2018.

READ a third time and finally passed this 23<sup>rd</sup> day of April, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk




FILE NO: ZN 7-18-03

DATE RECEIVED: Mar. 1/18

### TOWN OF TILLSONBURG APPLICATION FOR ZONE CHANGE

**1. Registered Owner(s):**

**Name:** Nautical Lands Group  **Phone: Residence:** \_\_\_\_\_  
**Address:** 180 Huntmar Drive Ottawa, On **Business:** 613-831-9030  
**Postal Code:** K2S 1B9 **E-mail:** khopper@nauticallandsgroup.com  
**Fax:** \_\_\_\_\_

**Applicant (if other than registered owner):**

**Name:** Ashcon Jafarpour (2385667 Ontario Limited) **Phone: Residence:** \_\_\_\_\_  
**Address:** 9140 Leslie Street Suite 210 Richmond Hill On **Business:** 905-762-9200  
**Postal Code:** L4B 0A9 **E-mail:** ashcon@oxnarddevelopments.com  
**Fax:** \_\_\_\_\_

**Solicitor or Agent (if any):**

**Name:** G. Douglas Vallee Limited **Phone: Business:** 519-426-6270  
**Address:** 2 Talbot Street North Simcoe ON **Fax:** \_\_\_\_\_  
**Postal Code:** N3Y 3W4 **E-mail:** michaelhiggins@gdvallee.ca

All communications will be sent to those listed above. **If you do not wish correspondence** to be sent to the

Owner,  Applicant, or  Solicitor/Agent, please specify by checking the appropriate box.

Name and address of any holders of any mortgage, charges or other encumbrances (if known):

\_\_\_\_\_

**2. Subject Land(s):**

**a) Location:**

Municipality Town of Tillsonburg former municipality \_\_\_\_\_  
Concession No. \_\_\_\_\_ Lot(s) 24  
Registered Plan No. Land Registrars compiled Plan Lot(s) \_\_\_\_\_  
Reference Plan No. Registered Plan 41M272 Part(s) Blocks 6, 7, 9  
The proposed lot is located on the east and west side of Harvest Avenue Street, lying between  
Potters Road Street and West Townline Street.  
Street and/or Civic Address (911#): \_\_\_\_\_

**b) Official Plan Designation:**

Existing: Residential Low Density  
Proposed: No change proposed

If the proposed designation is different than the existing designation, has an application for Official Plan Amendment been

filed with the County of Oxford?  No  Yes

FOR OFFICE USE ONLY  
DATE PRESCRIBED INFORMATION COMPLETE

Mar. 1/18

PIN  
000430139

REV.APR16

- c) **Zoning:** Present: Future Development Zone (FD)  
 Proposed: Residential R2 with a special exception to permit Street Fronting Townhouse dwelling as an additional use on the site and a special exception to permit a covered deck to project 3 m into the required rear yard.
- d) **Uses:** Present: Vacant land  
 Proposed: (Include description) Propose residential dwelling units, semi-detached dwellings and street fronting townhouse dwellings.

**3. Buildings/Structures:**

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

<u>Existing/Proposed</u>	<input checked="" type="checkbox"/> None Existing Building 1	<input type="checkbox"/> None Proposed Building 2
Use:	_____	Semi detached and Stree Townhouses
Date Constructed (if known):	_____	_____
Floor Area:	_____	_____
Setbacks:		
Front lot line	_____	All set backs in accordance with the proposed zoning by-law amendment.
Side lot lines	_____	_____
Rear lot line	_____	_____

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

	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL	INSTITUTIONAL
<b>TYPE</b> Apt., semi, townhouse, retail, restaurant, church, etc.			
<b># OF UNITS</b>	22 units		N/A
<b>CONVERSION/ADDITION TO EXISTING BUILDING</b>			
Describe			
<b>TOTAL # OF UNITS/BEDS</b>	N/A	N/A	
<b>FLOOR AREA</b> by dwelling unit or by type (office, retail common rooms, etc.)			
<b>OTHER FACILITIES</b> (playground, underground parking, pool, etc.)			
<b># OF LOTS</b> (for subdivision)			N/A
<b>SEATING CAPACITY</b> (for restaurant, assembly hall, etc.)	N/A		
<b># OF STAFF</b>	N/A		
<b>OPEN STORAGE REQUIRED?</b>	N/A		N/A
<b>ACCESSORY RESIDENTIAL USE?</b>	N/A	If accessory residential use, complete residential section	If accessory residential use, complete residential section

**4. Site Information (proposed use(s):**

Lot Frontage	<u>blk 6 85.86 blk 7 107.5 blk 9 56</u>	Exterior Side Yard (corner lot)	<u>9.32 m</u>
Lot Depth	<u>blk 6 1rr blk 7 35.79 blk9 Irregular</u>	Landscaped Open Space (%)	_____
Lot Area	<u>blk 6 .54 ha blk 7 .38 ha blk 9 .29</u>	No. of Parking Spaces	<u>2 per unit</u>
Lot Coverage	<u>13%</u>	No. of Loading Spaces	_____
Front Yard	<u>11 m</u>	Building Height	_____
Rear Yard	<u>8.7m</u>	Width of Planting Strip	_____
Interior Side Yard	<u>1.25 m</u>	Driveway Width	<u>3 m</u>

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

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

**6. Access:**

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

**7. General Information:**

a) Is the Subject Land the subject of regulations for flooding or fill and construction permits of the Long Point Region Conservation Authority?  No  Yes

If yes, has an Application been filed with the Conservation Authority?  No  Yes

b) Present land use(s) of adjacent properties:  
Agricultural land, residential and railway lands

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

(i) Does the land contain environmental features such as wetlands, woodlots, watercourses, etc.?  
 No  Yes If yes, describe \_\_\_\_\_

(ii) Has any part of the land been formally used for any purpose other than agricultural purposes?  
 No  Yes

If yes, describe former use:  
 \_\_\_\_\_  
 \_\_\_\_\_

**8. Historical Information:**

a) Is the subject land the subject of a current Application for Consent to the Oxford County Land Division Committee or a current application for draft plan of subdivision to the County of Oxford?  
 No  Yes → Application No. \_\_\_\_\_

b) Have the subject land(s) ever been the subject of any other application under the Planning Act, such as an application for approval of an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order amendment, consent, a minor variance, or approval of a plan of subdivision?  
 No  Unknown  
 Yes → File No. \_\_\_\_\_ Status/Decision Approved plan of subdivision

c) If known, the date the subject land was acquired by the owner? Not known

d) If known, the length of time that the existing uses of the subject land have continued? Not known

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

I/We, 2385667 Ontario Limited, am/are the owner(s) of the land that is the subject of this application for zone change and I/We authorize G. Douglas Vallee Limited, to make this application on my/our behalf.

Feb 1 / 2018                      @Jeh    \_\_\_\_\_  
 Date                                      Signature of Owner(s)    Signature of Owner(s)

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

I/We Ashcon Jafar Pour on behalf of 2385667 of the Town of Richmond Hill in the Region of York,

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

DECLARED before me at the Town of Richmond Hill in the Region of York this 30th day of January 2018

@Jeh  
 \_\_\_\_\_  
 Owner(s)/Applicant  
 \_\_\_\_\_  
 Owner(s)/Applicant

Karyn Leanne Hurley  
 A Commissioner for Taking Affidavits  
 Karyn Leanne Hurley, Deputy Clerk  
 & Commissioner, etc.,  
 Province of Ontario, for the  
 Corporation of the Town of Richmond Hill

**Notes:**

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

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

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

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

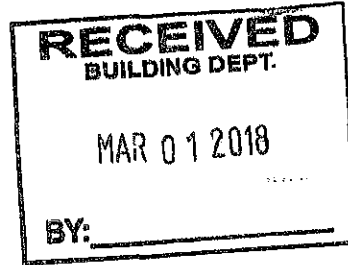


# vallee

*Consulting Engineers,  
Architects & Planners*

February 20, 2018

Town of Tillsonburg  
Planning Department  
10 Lisgar Avenue  
Tillsonburg, ON  
N4G 5A5



**Attention: Eric Gilbert MCIP RPP  
County of Oxford Planner**

**Reference: Proposed Rezoning  
Harvest Avenue  
Town of Tillsonburg  
Job# 18-005**

G. Douglas Vallee has been retained by Ashcon Jafarpour (2385667 Ontario Limited) to apply for a rezoning application to change the zoning on Block 6, 7 and 9 on Plan 41M 272.

The subject application proposes to change the zoning on the Blocks from Future Development FD to Residential R2 with a special exception to permit street fronting townhouses as an additional use on Blocks 6 and 7. Block 9 to be rezoned from FD to R2 to permit semi-detached housing on the land.

The subject land is part of a registered plan that was approved for development under the former applicant Nautical Lands.

### **Provincial Policy Statement (PPS)**

The Town of Tillsonburg is considered a settlement area according to the PPS. Residential development is directed to the designated settlement areas and residential development is permitted in all forms. The proposed development is proposing semi-detached and street fronting townhouses. These uses are permitted within a settlement area.

The proposed development is consistent with the policies of the PPS.

### **County of Oxford Official Plan**

The subject land is designated Residential according to the Town of Tillsonburg Land Use Plan. The area is also designated Low Density Residential according to the Residential Density Plan of the Official Plan. Section 8.2.4 Low Density Residential Areas sets a density target of 15 units per hectare (6 units per acre) for areas within areas of new Low Density Residential development.

It is our opinion that this area is a new area of low density development in Tillsonburg.

The proposed development has a density of 7 units per acre.

The proposed development is consistent with the Oxford Official Plan.

## Zoning

Blocks 6 and 7 are presently zoned Future Development zone FD according to the Town of Tillsonburg Zoning By-law. It is proposed to make application to rezone the block 6 and 7 from FD to Residential R2 with a special exception to add Street Fronting Townhouses as an addition use on the blocks and a special exception to allow the projection of a covered deck 3 m in the required rear yard. This proposed zoning will allow both the proposed semi-detached housing and the street fronting townhouses on the same block.

Block 9 is presently zoned Future Development Zone FD. It is proposed to rezone the block to permit the development of semi-detached dwellings.

Our complete submission consists of;

- A completed application form with authorizations.
- Cover letter.
- Application fee payable to the Town of Tillsonburg.
- Full size drawing folded and 5 11X17 drawings.

We trust that this is what is needed for a complete application and if you require anything further please contact this office.

Yours truly,



Michael J. Higgins, MCIP, RPP  
G. DOUGLAS VALLEE LIMITED  
Consulting Engineers, Architects & Planners

H:\Projects\2018\18-005 Potters Gate Phase 2\Agencies\Cover letter Cover Letter rezoning.docx

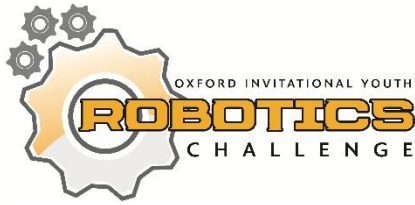
C: Ashcon Jafarpour

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**



Professional Engineers  
Ontario

Authorized by the Association of Professional Engineers of Ontario  
to offer professional engineering services.



April 5, 2018

Attention: Cephas Panschow  
Town of Tillsonburg  
200 Broadway St., Ste 204  
Tillsonburg, ON N4G 5A7

Dear Cephas:

The Steering Committee of the Oxford Invitational Youth Robotics Challenge would like to thank the Town of Tillsonburg for the \$1000.00 Sponsorship of the 2017 Oxford Invitational Youth Robotics Challenge.

The event was held on Tuesday, November 21, 2017 at Goff Hall. The Oxford Invitational Youth Robotics Challenge hosted teams/schools from Oxford, Elgin, Middlesex and the City of London. Over 200 businesses, mentors, students, teachers, parents and siblings attended. Media coverage included CTV London, CTV Kitchener, Heart FM, Ingersoll Times, Woodstock Sentinel-Review and Ayr News.

This year the Challenge will be held on Tuesday, November 20, 2018 once again at Goff Hall in Woodstock.

At this time the Steering Committee would like to ask for your financial support again for the 2018 Oxford Invitational Youth Robotics Challenge. Once again this would enable youth from across the region to participate in the Oxford Invitational Youth Robotics Challenge.

Thank you for your support and consideration.

Sincerely,

Brad Hammond  
Co-Chair

Lisa Wells  
Co-Chair

[www.oxfordroboticschallenge.com](http://www.oxfordroboticschallenge.com)







Mayor Stephen Molnar  
The Town of Tillsonburg  
204-200 Broadway  
Tillsonburg, Ontario  
N4G 5A7

April 12, 2018

Mayor Molnar,

We would like to extend an invitation to you and the town councillors to join us for the 2018 Law Enforcement Torch Run in support of the Tillsonburg Special Olympics.

The event is being held on Saturday, May 12, 2018 with a law enforcement/athlete 3km run, then a 1km walkthrough the downtown and ending with a BBQ.

Feel free to join us and walk from the fountain at 58 Broadway to the clock tower at 220 Broadway. The walk will commence at approximately 11:15 a.m. and the BBQ will be held immediately after at the clock tower.

If you would just like to join us at the BBQ then feel free to come any time after 11:30 a.m.

We welcome you (or your designate) to come out and show your support and help us raise awareness for your Special Olympic athletes.

Please RSVP at [Stacey.Culbert@opp.ca](mailto:Stacey.Culbert@opp.ca) before May 1, 2018.

Sincerely,


*Cst. Stacey Culbert*

Law Enforcement Torch Run for Special Olympics Ontario  
Cody Jansma, Manager  
65 Overlea Boulevard, Suite 200, Toronto, ON, M4H 1P1  
Tel: 416-447-8326 ext. 260/Email: [codyj@torchruntario.com](mailto:codyj@torchruntario.com)  
[www.torchruntario.com](http://www.torchruntario.com) / Twitter: @torchruntario



Website:



	<b>Report Title</b>	Update - County of Oxford
	<b>Report No.</b>	MYR 18-02
	<b>Author</b>	Mayor Molnar
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	April 23, 2018
	<b>Attachments</b>	

**RECOMMENDATION:**

THAT Council receives report MYR 18-02 as information.

**EXECUTIVE SUMMARY**

The purpose of this report is to provide information regarding any reports and recommendations from local representation at Oxford County Council.

**CONSULTATION/COMMUNICATION**

As a result of the effort to expand access to knowledge and information for Town Council and local stakeholders, this report is intended to provide material on activities that transpire at Oxford County Council that may have an impact on the Town of Tillsonburg. This type of report will further satisfy mandates as reinforced in the Community Strategic Plan to provide for a more accessible and open governance model.

**INFORMATION**

- County Council (PW 2018-11) has approved a contribution to construct a Trans-Canada Trail extension in Tillsonburg (CASO Line), as previously identified. With the support of local Council on April 10, the agreement will be returned to County of Oxford for ratification and a 2018 construction.
- Paramedic Services Report (PS 18-01) focused on the 10 Year Comprehensive Master Plan. One short-term direction, as approved by County Council, was the introduction of additional resources at the Tillsonburg location to provide full 24/7 coverage (Q4 – 2018). Additional aspects of the overall proposed Plan will be reviewed and discussed as part of the 2019 Business Plan and Budget.
- Report CAO 2018-04 confirmed the intent to review the County of Oxford Procedural By-law (5852-2016) to properly align local governance with amendments the Province approved in Bill 68. Of particular impact to the lower-tier municipalities is the now adopted opportunity for an Alternate Representative at County Council meetings from Lower-Tier municipalities until the end of the current term of Council.

- As indicated in an earlier report (MYR 18-01), the County of Oxford (Oxford County Public Health) and the Elgin St. Thomas Health Unit had signed a letter of intent to join as one single integrated unit. This new entity, the "Board of Health for the Oxford, Elgin, St. Thomas Health Unit", will now effectively be merged on May 1, 2018, as recently approved by the Ministry of Health.

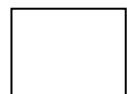
### **FINANCIAL IMPACT/FUNDING SOURCE**


Whereas the material contained in this report is a summary of Oxford County information, there is no direct impact on the finances of the Town of Tillsonburg as would require approval by Municipal Council or direction from corporate staff.

### **APPROVALS:**

**Author: Mayor  
Molnar**

**Date: 04/23/18**



	<b>Report Title</b>	<b>Request for Proposals - Community Transportation – T:GO Operations – RFP2018-001</b>
	<b>Report No.</b>	CAO 18-05
	<b>Author</b>	David Calder
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	April 23, 2018
	<b>Attachments</b>	Report CTPPSC 53-17 T:GO - Contracting Out Transit Services Draft Request for Proposal – RFP2018-001

## RECOMMENDATION

That Council receives report CAO 18-05, Community Transportation Request for Proposals – T:GO Operations;

And That Tillsonburg Town Council authorizes the release of a Request for Proposals (RFP2018-001) for the purposes of seeking submissions for the operation of T:GO beyond March 31, 2018.

## EXECUTIVE SUMMARY

Council will recall that at their meeting of February 12, 2018 they received a report from the CAO regarding the release of a Request for Proposals (RFP) for the operation of a transit service. Direction was given to provide additional information regarding the following items: How defined are the terms of operations? What operational items are there for the Town and other potential investors? Who is the evaluation committee?

## BACKGROUND

The RFP as originally presented in report CAO 18-02 has been revised to strengthen the insurance requirement section, added additional wording in the Introduction section to describe the Town of Tillsonburg, noted dedicated gas tax funding from MTO, the need to review the governance structure for oversight, expected term of the agreement, the requirement to enter into a contract, and the independence of the operator (ie. Not employees of the Town).

The RFP does identify that there will be an evaluation committee (page 25 of the RFP) to review the submissions. It is anticipated that the evaluation committee will be comprised of the CAO, the Purchasing Coordinator, the T:GO Coordinator and another member of Pilot Project Steering Committee. A recommendation will be made to Council from the evaluation committee prior to any award of a contract.

The define terms of operations are noted on page 18 and 19 of the RFP under Scope of Service. The following items are also included in the RFP:

- On page 23, the contractor’s responsibilities are outlined;
- On page 24, the municipal responsibilities are outlined;
- The current hours of operations and routes are provided as part of the RFP documentation;
- There is nothing contained in the RFP regarding other investors but this could be something to discuss when drafting a contract.

### **CONSULTATION/COMMUNICATION**

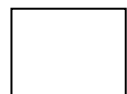
The Community Transportation Pilot Grant Steering Committee has reviewed other similar sized municipalities to determine how transit services are delivered. They have looked at the pros and cons and subsequently provided their findings to Council last October. Town staff have reviewed other municipal procurement processes and have assisted in drafting a Request for Proposal (RFP) document. The document attached to this report is in a form that is ready to be released upon Council’s approval.

### **FINANCIAL IMPACT/FUNDING SOURCE**

The release of an RFP will determine what the private sector costs are to provide a Transit service. Funding is currently comprised of gas tax funds of approximately \$54,000.00 and a municipal contribution of about \$22,500.00 in addition to some in kind services from the current partners that have participated in the Pilot Project. The results of the RFP will be analyzed by the evaluation committee and Council will be the authority to award the contract to a successful bidder.

### **COMMUNITY STRATEGIC PLAN IMPACT**

As noted in the Community Strategic Plan (CSP), the Community Transportation Program would meet the CSP’s action items of exploring alternative transportation options and implement and market a transportation program.





**TOWN OF TILLSONBURG**  
**RFP2018-001 TOWN TRANSIT SYSTEM**

**ELECTRONIC SUBMISSIONS ONLY**

**WILL BE RECEIVED BY THE TOWN'S ONLINE BIDDING SYSTEM**

**NO LATER THAN 2:00 PM LOCAL TIME ON THURSDAY, MAY 17, 2018**

**QUERY END DATE: THURSDAY, MAY 10, 2018 – 2:00 PM LOCAL TIME**

## **SCHEDULE A TABLE OF CONTENTS**

<b>SCHEDULE A</b> – TABLE OF CONTENTS.....	Page 2
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<b>SCHEDULE D</b> – GENERAL CONDITIONS.....	Page 19
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<b>SCHEDULE G</b> – LIST OF WEEK DAY HOLIDAYS.....	Page 27
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**\*\*\* NOTE:           SEE BELOW FOR ADDITIONAL DOCUMENTS AVAILABLE ONLINE**

- **TGO DAILY SCHEDULE- OPERATIONS VERSION**
- **TGO SYSTEM MAP**
- **TYPICAL ROUTE MAPS PER NEIGHBOURHOOD**



## **SCHEDULE B – INSTRUCTIONS TO SUPPLIERS**

### **1.0 Bid Documents**

- 1.1 The following documents form the basis of this bid process (the “Bid Documents”):
  - i. Instructions to Suppliers;
  - ii. Terms of Reference;
  - iii. General Conditions;
  - iv. Proposal Evaluation;
  - v. Description of Service
  - vi. List of Weekday Holidays
  - vii. Fares
  - viii. Documents online – TGO Daily Schedule, TGO System Map, Typical Route Maps per Neighbourhood
  - ix. Addenda issued during bidding period;
- 1.2 Check Bid Documents for completeness upon receipt. Inform the Town immediately:
  - i. Should any documents be missing or incomplete; or,
  - ii. Upon finding any discrepancies or omissions.
- 1.3 Complete set of Bid Documents are available at Town of Tillsonburg online bidding system at <https://tillsonburg.bidsandtenders.ca>
- 1.4 The Bid Documents are made available only for the purpose of submitting bids for the project. Availability and/or use of the Bid Documents do not confer a license or grant for any other purpose.

### **2.0 Amendments to Bid Documents**

- 2.1 **Questions in relation to this RFP shall be directed in writing via email to Laurie Kirwin, Purchasing Coordinator - [lkirwin@tillsonburg.ca](mailto:lkirwin@tillsonburg.ca)**

**Deadline for all questions regarding this RFP is May 10, 2018**

The Town of Tillsonburg reserves the right to neither accept nor consider any questions received after 2:00 p.m., local time on this date. The Town of Tillsonburg will review all questions received and prepare a response that is sent as an addendum to all Respondents.

- 2.2 A bid shall be disqualified where contact is made with any person at the Town other than the individuals outlined above.

- 2.3 The Town shall not be responsible for instructions, clarifications or amendments communicated orally. Instructions, clarifications or amendments which affect the Bid Documents may only be made by addendum.
- 2.4 If bidders find discrepancies, omissions, errors, departures from building by-laws, codes or good practice, or points considered to be ambiguous or conflicting, they shall bring them to the attention of the Town as per Section 2.1 in writing, and not less than seven (7) business days before the bid closing date, so that the Town may, if the Town deems it necessary, issue instructions, clarifications, or amendments by addendum to all bidders prior to the bid closing date. The Town will endeavor to issue such addenda at least seventy-two (72) hours prior to bid closing.

### 3.0 Addendum/Addenda

- 3.1 Addendum/Addenda, if required, issued by the Purchasing Coordinator shall form part of the Bid Call Document. Proponents shall acknowledge receipt of any addenda when submitting their Bid through the Bidding System. Bidders shall check a box for each addendum/addenda and any applicable attachments that has been issued before a Bidder can submit their Bid submission online.
- 3.2 Addendum/Addenda will typically be issued through the Bidding System, Seventy-Two(72) Hours prior to Closing Time and Date.
- 3.3 In the event an addendum is issued within Seventy-Two (72) Hours prior to Closing Time and Date, it may include an extension of the Closing Time and Date. It is the responsibility of the Bidder to have received all Addendum/Addenda that have been issued. Bidders should check online at <https://tillsonburg.bidsandtenders.ca> prior to submitting their Bid and up until Proposal closing time and date in the event additional addendums are issued.
- 3.4 The Owner encourages Bidders not to submit their Bid **prior to** Seventy-Two (72) hours before the Bid closing time and date, in the event that an addendum is issued. If a Bidder submits their bid prior to this or at any time prior to the bid closing and addendum/addenda is issued by the Owner, the Bidding System shall **WITHDRAW** their Bid submission and change their Bid submission to an **INCOMPLETE STATUS (NOT accepted by the Owner)** and the Withdrawn Bid can be viewed by the Bidder in the **“MY BIDS”** section of the Bidding System. The Proponent is solely responsible to:
- a) make any required adjustments to their Bid; and
  - b) acknowledge the addendum/addenda; and
  - c) Ensure the re-submitted Bid is **RECEIVED** by the Bidding System no later than 2:00:00 p.m. (14:00:00 hours) local time, on the Bid Closing Date.

**NOTE:** Additional company contacts are recommended for the reasons outlined below:

- I. Do **not** invite any additional contacts that you do not want to have access to view, edit, submit and/or withdraw or who may be in direct competition for example (a company may have two divisions that could compete for the same Bid Opportunity).
- II. You are strongly urged when creating or updating a Bidding System Vendor account to add additional company contacts to create their own login to the Bidding System. This will permit your invited contacts that have created their own login to manage (register, submit, edit and withdraw) Bids which your Company is a Registered Plan Taker for. In the event you are on vacation, or due to illness, etc. these additional contacts may act on your Company's behalf and have the authority to; receive addendum notifications from the Bidding System, and where permitted by the terms and conditions of the Bid Call Document, to submit Bids electronically through the Bidding System and/or withdraw and/or edit and/or acknowledge addendum/addenda, on your behalf
- III. If you are an invited company contact it is imperative that you create your login from the link contained in the email invitation. Do NOT go directly to Tillsonburg's Bid Opportunity website and create a separate vendor account.

#### **4.0 Bid Performance & Security**

- 4.1 Prior to the Town executing an agreement with the Successful Proponent, the Successful Proponent shall furnish a Performance Bond and a Labour and Material Payment Bond for the faithful performance of the service and for the payment of all labour, material and equipment. Said bonds are to be executed by a surety company lawfully authorized to carry on business in the Province of Ontario, and acceptable to the Town of Tillsonburg. Each bond shall be in the amount of **fifty percent (50%)** of the value of the service.
- 4.2 The successful Proponent shall renew the bonds annually on or before the anniversary date of each year, with the exception of the last year of the contract. The renewed bonds shall each be in the amount of **fifty percent (50%)** of the annual value of the tender and shall not expire until after the anniversary date of the next year. If the bond is not renewed, the Town of Tillsonburg reserves the right to, and may in its discretion, hold back payments to the Successful Proponent and/or terminate the contract.
- 4.3 The cost of the aforementioned Performance Bond is to be borne by the Successful Proponent.
- 4.4 The bid security of the bidder whose bid is accepted will be retained by the Town to compensate the Town for the damages it will suffer should the successful bidder fail to execute the contract and/or fail to provide the specified performance security and/or

evidence of insurance and other documents required by these Bid Documents or by the contract.

## **5.0 Bid Completion**

- 5.1 The Town of Tillsonburg (the Owner) shall only accept and receive Electronic Proposal submissions through the Owner’s bidding system, hereafter called the “Bidding System”.

## **6.0 Bid Submission**

- 6.1 All Bidders shall have a bidding System Vendor account and be registered as a Plan Taker for this Bid opportunity, which will enable the Bidder to download the bid document, to receive Addenda/Addendum email notifications, download addendums and to submit their bid electronically through the Bidding System.

### **6.2 The closing time shall be determined by the Bidding System Web Clock.**

- 6.3 Bidders are cautioned that the timing of the submission is based on when the Bid is Received by the Bidding System, **not** when a Bid is submitted by a bidder, as transmission can be delayed in an “**Internet Traffic Jam**” due to file transfer size, transmission speed.

- 6.4 The bidder acknowledges that all submitted bids shall become a record belonging to the Town which makes them all subject to the Municipal Freedom of Information and Protection Privacy Act, R.S.O., Chapter M.56, as amended.

## **7.0 Bid Withdrawal**

- 7.1 A Bidder may edit or withdraw their Bid submission prior to the closing time and date. However, the Bidder is solely responsible to ensure the re-submitted bid is RECEIVED by the Bidding System no later than 2:00:00 p.m. (local time), on the Bid Closing Date.

## **8.0 Bid Expiry Period**

- 8.1 Bids shall be irrevocable for a period of sixty (60) days from the date of submission, after which period the bid expires.

## **9.0 Bid Opening and Evaluation**

- 9.1 Bids will not be opened publicly. Bid submissions will be provided to Council and therefore those bids will become a public document at that time.

- 9.2 In the event that more than one bid is received from the same bidder, only the last bid received will be considered.
- 9.3 The Town may reject the lowest or any bid or part of any bid, reject all bids or cancel this bid process in whole or in part.
- 9.4 The bid price offered on the Form of Bid will be considered the bidder's "Base Bid". The Town reserves the right, but has no obligation, to adjust all bidders' Base bids by the amounts of any alternative prices which the Town, in its discretion, decides to accept.
- 9.5 The Town reserves the right to award the contract to the bidder which submitted the bid which, in the Town's sole discretion, provides the best value to the Town based on the criteria described in the Bid Documents including, but not limited to, a bidder's:
- i. Base Bid;
  - ii. Base Bid, as adjusted by the Town pursuant to the Bid Documents, and
  - iii. Clarification provided pursuant to Section 10 (Requests for Clarification)
- 9.6 **The Town may accept or reject any regular, irregular, unbalanced, informal or non-compliant bid.**
- 9.7 Incomplete or conditional bids may be declared non-compliant.
- 9.8 The Town reserves the right to consider, during the evaluation of the bids;
- i. Information provided in the bid itself;
  - ii. Information provided in response to enquiries of credit and industry references set out in the bid;
  - iii. Information received in response to enquiries made by the Town of third parties apart from those disclosed in the bid in relation to the reputation, reliability, experience and capabilities;
  - iv. The manner in which the bidder provides services to others;
  - v. The experience and qualifications of the bidder's senior management and project management;
  - vi. The compliance of the bidder with the Town's requirement and specifications; and,
  - vii. Innovative approaches proposed by the bidder in the bid.
- 9.9 The bidder acknowledges that the Town may rely on the criteria which the Town deems relevant, even though such criteria may not have been disclosed to the bidder. By submitting a bid, the bidder acknowledges the Town's rights under this section and absolutely waives any right, or cause of action, against the Town and its consultants, by reason of the Town's failure to accept the bid submitted by the bidder, whether such right or cause of action arises in contract, negligence or otherwise.

- 9.10 The Town reserves the right to open the bid and negotiate with a single bidder, in cases where only one bid is received, or to negotiate with a bidder of the Town's choice, if all bids are over budget or too high.
- 9.11 Should the Town receive no compliant bids, the Town, in its discretion, may re-bid the Project or may negotiate a contract for the whole or any part of the Project with a bidder which has submitted a non-compliant bid.
- 9.12 In the event that two (2) or more compliant, equal bids are submitted during a competitive bid process, the Town shall determine the successful bidder by drawing a bidder's name, as determined by the CAO.

### **10.0 Quotation Price:**

- 10.1 The Quotation provides that the quotation price shall be provided in numbers only.
- 10.2 A mathematical or transposition discrepancy or error on the face of a quotation may be corrected by the Town by correcting the quotation price accordingly, unless otherwise decided by the Town.
- i. Where the discrepancy is in respect of a figure represented numerically and in words, the figure as written in words shall be accepted as correct, and the numerical representation will be corrected accordingly.
  - ii. Where the discrepancy is in respect of extensions of unit prices, the unit price shall be taken as correct, and the extension shall be corrected accordingly.
  - iii. Where a mathematical error is made in adding line items to a total, the correct addition shall be taken as correct, and the recorded total will be corrected accordingly.
  - iv. Where an error has been made in transferring an amount from one part of the quotation to another, the amount shown before transfer shall, subject to any corrections as provided for above, be taken to be correct and the amount shown after the transfer and the quotation price shall be corrected accordingly.
  - v. Where the discrepancy or error is such that more than one of the foregoing provisions applies, the corrections shall be applied sequentially starting at (i) above.
- 10.3 Where the discrepancy or error is such that none of the foregoing provisions apply, the discrepancy or error shall be corrected by taking the lower of the inconsistent amounts as being correct, and the higher amount shall be corrected accordingly.

- 10.4 If a Supplier has failed to enter a price for an item of work set out in the Quotation Document, the Supplier shall, unless the Supplier has specifically stated otherwise in the Quotation, be deemed to have allowed elsewhere in the Quotation for the cost of carrying out the said item of work and, unless otherwise agreed to by the Town, no increase shall be made in the Total Discount Price on account of such omission.

### **11.0 Requests for Clarification**

- 11.1 The Town may contact any one or more bidders to request clarification or further information without any obligation to contact other bidders. Such additional clarification shall be provided promptly by the bidder to the Town. The Town may, but is not obligated to, amend or revise the bid based on the clarification or further information.
- 11.2 Requests for information shall not be construed as acceptance of a bid

### **12.0 Taxes**

- 12.1 The Harmonized Sales Tax (HST) shall not be included in the bid price. All other eligible taxes shall be included in the bid price. Any taxes or increases to taxes announced prior to the date of the issuance of the Bid Documents and scheduled to come into effect subsequent to it shall be taken to be included in the bid price.

### **13.0 Award of Contract, Execution of the Contract & Documents to be Delivered**

- 13.1 Bidders shall not issue or make any statements or news releases concerning their bid, the bid process, the Town's evaluation of the bids, or the Town's award or cancellation of the bid process without the express written consent of the Town.
- 13.2 Prior to commencing the work, the bidder shall deliver to the Town:
- i. Certified true copies of the insurance policies required by the Bid Documents; and,
  - ii. A current Clearance Certificate issued by the Workplace Safety and Insurance Board.
- 13.3 The bidder shall execute the contract and deliver the executed original to the Town within ten (10) business days of award notification from the Town.
- 13.4 The bidder agrees that the Town shall not be deemed to be the employer of the bidder nor its personnel under any circumstances whatsoever.

## **14.0 Liability**

- 14.1 If a bidder breaches the “bid contract”, including by failing to execute the contract, for whatever reason, the bidder shall be liable to pay to the Town, at the Town’s election as follows:
- i. The difference between the base bid prices of the breaching bidder and the bidder who subsequently executes the contract; or,
  - ii. The amount set out in the bid bond or certified cheque; And these amounts shall be considered liquidated damages, not a penalty, and the bidder hereby acknowledges that these amounts are a reasonable pre-estimate of damages which will likely be suffered by the Town should a breach of the “bid contract” occur. The Town shall have the right to draw upon the bid bond or certified cheque should a breach of the “bid contract” occur, irrespective of any other terms or conditions set out in the bond.
- 14.2 A bidder, by submitting a bid, agrees that it will not claim damages, by any means, in respect to any matter relating to the contract or bidding process in excess of an amount equivalent to the reasonable costs incurred by the bidder in preparing its bid and waives any claim for loss of profits if no contract is made with the bidder.

## **15.0 Disputes - PROCESS FOR COMPLAINT RESOLUTION**

- 15.1 The following procedure shall apply to the conduct of Complaint Resolutions by the Town of Tillsonburg.
- i. An unsuccessful Supplier shall request a meeting with the Department Manager and the Director. Such request will be in writing and shall (i) provide a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents, and (ii) identify the form of relief requested.
  - ii. Where, after a meeting with the Department Manager and the Director, the Supplier is satisfied that its concerns have been addressed and that the purchasing process was conducted in a fair and equitable manner, no further action shall be required. Documentation in respect of the protest in question shall be maintained by the Buyer(s) for future reference.
  - iii. Where, after a meeting between the Supplier, the Department Manager and the Director, it is concluded that the purchasing process was materially



flawed, for any reason, the Director shall issue a report to the Chief Administration Officer for his approval recommending corrective action.

- iv. Where, after a meeting between the Supplier, the Department Manager and the Director, the parties fail to achieve a mutually satisfactory resolution, the Supplier may request an opportunity to present its case to the Chief Administration Officer, provided that the supplier's request is in writing.
- v. In the event of a dispute arising in connection with this bid process that cannot be resolved with the above "complaint resolution process" including, without limitation, a dispute concerning the existing of the "bid contract" or a breach of the "bid contract", or a dispute as to whether the bid of any bidder was submitted on time or whether a bid is compliant, the Town may refer the dispute to a confidential binding arbitration pursuant to the Arbitration Act, 1991, as amended, before a single arbitrator with knowledge of procurement/bidding law. In the event that the Town refers the dispute to arbitration, the bidder agrees that it is bound to arbitrate such dispute with the Town. Unless the Town shall refer such dispute to binding arbitration, there shall be no arbitration of such dispute.

## **16.0 Claims or Litigation**

- 16.1 The Town shall not consider bids received from parties with whom the Town is in litigation, or pending litigation, unless approval allowing such consideration is obtained by the bidder from the Council of the Town prior to the close of bidding.
- 16.2 Bids which are not considered pursuant to the aforementioned policy shall be returned to the bidder and no contract in regard to the bid process shall have been created as between the bidder and the Town.

## **17.0 Representation & Warranty**

- 17.1 The bidder represents and warrants that its bid is compliant with the terms set out in the Bid Documents. The bidder acknowledges that the Town is relying on this representation and warranty. In the event that the bidder's bid is accepted by the Town and the bid is held by a Court of competent jurisdiction to be non-compliant with the terms set out in the Bid Documents in a proceeding commenced by another bidder (the

“Claimant”), the bidder will indemnify the Town for any award of damages. Howsoever characterized, that are payable to the Claimant as well as for the Town’s actual legal expense, including all legal fees and disbursements as billed to the Town.

## **18.0 Freedom of Information**

- 18.1 The bidder acknowledges that any bid submitted shall become a record belonging to the Town and therefore is subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c M.56, as amended. (MFIPPA)

MFIPPA provides that an individual, businesses and other organizations have a legal right to request records held by the Town, subject to specific limitations. The bidder should be aware that it is possible that any records provided to the Town, including but not limited to, pricing, technical specifications, drawings, plans, audio visual materials or information about staff, parties to the bid or suppliers could be requested under this law.

**If the bidder believes that all or part of the bid should be protected from release, the relevant parts should be clearly marked as confidential.**

Please note that this will not automatically protect the submission from release, but it will assist the Town in making a determination on release if a request is made. The Town will use its best efforts not to disclose any information so marked confidential but shall not be liable to a Proponent where information is disclosed by virtue of an order of the Privacy Commissioner or otherwise as required by law.

## SCHEDULE C: TERMS OF REFERENCE

### 1. TERMS OF REFERENCE

#### 1.1. INTRODUCTION/BACKGROUND

##### **About Tillsonburg**

Located 90 minutes west of the Toronto area, Tillsonburg offers companies a strategic location in Ontario's agriculture and manufacturing heartland. With low business and development costs, progressive policies and a high-speed fibre optic network, Tillsonburg is home to more than 600 regional, national and international companies. To find out more about Tillsonburg, visit [www.tillsonburg.ca](http://www.tillsonburg.ca).

The essence of Tillsonburg is captured in three words:

**Connected** – A strong sense of community, a history of engagement and collaboration, and strong connections to surrounding markets based on a strategic location within Southwestern Ontario

**Enriched** – A high quality of life evidenced by community centres/programs, opportunities to be meaningfully involved, abundance of parks and green spaces, and a rural/urban influence that combines for a sustainable, comfortable pace

**Inspired** – An entrepreneurial spirit and strong rural work ethic with leadership in agri-business and related ventures and a track record of "Made in Tillsonburg" solutions

The Corporation of the Town of Tillsonburg ("Town") is seeking proposals for the services of a transportation company ("Contractor") to provide transit delivery and maintenance services for the Town in accordance with the transit route depicted online titled – Typical Route Maps Per Neighbourhood.

T:GO is currently a collaborative-based transportation program involving a number of community partners within Tillsonburg that provides an affordable Community Transportation Service for residents. This program was developed as part of the MTO Community Transportation Pilot Program between March 2015 and March 2018 to explore and develop initiatives to support persons facing transportation barriers within their communities.

The Town of Tillsonburg will begin receiving dedicated transit gas tax from the Province of Ontario in recognition of transportation services continuing beyond the term of the Community Transportation Pilot Program under the Ministry of Transportation. The gas tax funds are leverage through a contribution of dollars from the Town of Tillsonburg. The Town of Tillsonburg will be reviewing a governance

structure for oversight of the transit service provider. Proposals for the governance structure are currently under review by the Council of the Town of Tillsonburg.

The pilot program service of T:GO provides affordable transportation to residents within Tillsonburg. The T:GO Bus provides a public transportation service along pre-determined routes and schedules, with some, on-route point-deviation as needed. Currently, the T:GO service requires most residents to call to confirm a pick-up time and location within the schedules and routes, and it is also available for walk-on trips – riders who have not called ahead but have met the bus at one of its main stop locations (i.e. Town Centre Mall). This is supported through a Call Centre where residents can call for information and for assistance in arranging a pick-up. The Town would like to move towards a fixed route system and reduce the point deviation service where possible.

Some T:GO riders require an adaptive level of service due to mental and physical disabilities. These needs are met on a case-by-case basis, and service is provided to ensure their safety. As a result, a fully accessible transit service is being sought.

The T:GO bus currently operates from 6AM to 5PM, Monday to Friday, except on holidays. The Call Centre, staffed by the Coordinator and drivers, is open Monday to Friday, 8:30AM to 4:30PM, except on holidays. T:GO currently operates out of The Livingston Centre on Tillson Ave.

## **1.2 DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
<b>Accident</b>	Any occurrence, whether preventable or not, whereby any vehicle operated by the Contractor comes into contact with anything other than the tires-to-the-road, and which results in bodily injury and/or damage that may render a transit vehicle inoperable, and shall include any occurrence which results in personal injury to any person
<b>AODA</b>	The Accessibility for Ontarians with Disabilities Act, S.O. 2005, CHAPTER 11 and its regulations including Ontario Regulation 429/07 and regulations relating to the integrated standards.
<b>Business Day</b>	Monday to Friday, excluding Saturdays, Sundays and Holidays
<b>Contractor or Operator</b>	The organization or individual supplying the services which are the subject of the Contract. The Operator includes the staff of the Contractor, the drivers, the equipment and all services provided by the Contractor to perform the services under the Contract
<b>Town of Tillsonburg</b>	The Corporation of the Town of Tillsonburg

<b>CVOR</b>	Commercial Vehicle Contractor's Registration
<b>Deadhead</b>	The time during which a revenue vehicle is not available for fare paying passengers while moving between the Contractor's facility and origin point of a scheduled route and between the termination point of a scheduled route back to the Contractor's facility
<b>Emergency</b>	An event or circumstance which threatens the health, safety, or welfare of any person which may result in the suspension of regular transit service
<b>Holidays</b>	New Year's Day, Family Day, Good Friday, Easter Sunday, Victoria Day, Canada Day, Civic Holiday, Labor Day, Remembrance Day, Thanksgiving Day, Christmas Day, Boxing Day or any day proclaimed as a Civic Holiday in the Province of Ontario
<b>Incident</b>	An unusual occurrence, other than an Accident. For example an event where a sudden stop causes a passenger to fall, but does not result in personal injury to the passenger
<b>Missed Trip</b>	A one-way trip (origin to destination) where a vehicle in Revenue Service, departs from a scheduled time point twenty (20) or more minutes late. A missed trip will be considered service not delivered to schedule
<b>Public Transportation or Coordinator PTC</b>	The PTC is currently responsible for transit operations and planning on behalf of the T:GO CALL-N-RIDE program
<b>Revenue Service Hours</b>	Transit services which are available for carrying fare paying passengers including recovery/layover time, but does not include deadhead time, bus Contractor training and maintenance
<b>Revenue Service Hours</b>	The time when a vehicle is in Revenue Service
<b>Revenue Service Hour Rate</b>	The billable rate, based on Revenue Service Hours
<b>Service</b>	The transportation service coordinated by T:GO CALL-N-RIDE to the residents of the Town of Tillsonburg
<b>Service Area</b>	The area upon which Revenue Service is provided
<b>T:GO CALL-N-RIDE</b>	The public transit system collaboratively developed by the Transportation Coordination Team members
<b>T:GO CALL-N-RIDE Committee</b>	Transportation Coordination Team members

### **1.3 GENERAL SPECIFICATIONS**

The successful Contractor will be required to enter into a contract based on this RFP and the accepted proposal. The Contract will have an initial term of 12 months beginning June 1, 2018. The Town may at its option, extend the Contract for one additional term of 12 months, and up to three additional terms of 12 months each.

Contractors shall provide a clear, concise explanation of the Contractors capabilities to satisfy the requirements of the RFP.

Each proposal shall provide all pertinent information, including but not limited to information relating to operational capability, experience, financial resources, management structure and key personnel, and other information as otherwise required in this RFP.

The Town of Tillsonburg provides for the overall administration and oversight of the transit program. The Town maintains a Community Transportation Advisory Committee that provides recommendations to the Town Council. All major service and fare changes are subject to the approval of Town Council.

Community Transportation funded with provincial and municipal dollars. The Town in 2018 will be receiving dedicated transit gas funds which rely on a contribution from the Town towards the cost of transit.

The Contractor will provide the daily operations – bus service – for the T:GO Program. (See Document available online titled TGO Daily Schedule – Operations Version)

This includes:

- providing a vehicle(s) suitable to the needs of the program (minimum 8 passenger vehicle)
- Operating consistent bus service along pre-determined routes and schedules
  - Replacement vehicle to cover maintenance or breakdowns as necessary
- Providing point deviation service to riders who require a modified level of service
  - Some dispatch required
- Available communication with the Program Coordinator (TBD)
- Maintaining statistical information
- Providing ridership summaries to the Community Transportation Advisory Committee and Town Council
- Updating Town Staff on program financials
- Communicating problems, and potential solutions, to the Community Transportation Advisory Committee as needed.

The Operations of the T:GO Program will be contracted to a bus service provider (Contractor) through the Request for Proposal process. Under the Community Transportation Pilot Program, the Operations were performed by one of the community agencies represented on the Community Transportation Pilot Grant

Steering Committee. It has been determined that as the T:GO Program moved forward, greater cost and service efficiencies would be best met by a contractor who has the expertise, resources and knowledge to effectively run the daily Operations.

The T:GO Program currently has several routes throughout the day to meet a variety of needs:

- going to work,
- accessing community and social services,
- education and training,
- medical appointments,
- and retail services.

Through a Contractor the intent is to utilize the experience, resources and knowledge of public transportation services to reduce operating costs while increasing levels of service and customer satisfaction through route and scheduling improvements.

### **T:GO - VISION AND MISSION**

VISION: Affordable and Accessible Community Transportation for All Residents

MISSION: T:GO is a community partnership committed to providing accessible and affordable community transportation service that enhances Tillsonburg residents' lives through:

- More active engagement in community life
- Improved access to public and commercial services

### **PROJECT GOALS**

T:GO shall remain a viable and sustainable transportation option in Tillsonburg that is affordable and accessible to residents.

To this end, the Operations of the T:GO Program must be cost-effective to deliver quality and reliable service within Tillsonburg, with the aim to improve service levels that will build ridership confidence. Improvements to scheduling and routes will also increase ridership and provide easier access to needed services and opportunities.

### **SCOPE OF SERVICE**

The contractors responsibilities shall include but not be limited to:

- i. Providing public transportation based on a fixed route bus service on designated routes and schedules;
- ii. Meeting all operations and maintenance requirements established by the Town of Tillsonburg Community Transportation Advisory Committee and Town Council;
- iii. Paying all expenses associated or connected with operating the Service except as specifically excluded by the Contract. These expenses include but are not limited to: storing, maintaining, providing fuel and operating the vehicles; payment of salaries, wages and fringe benefits to all staff, initial and refresher training of all staff,

- insurance, taxes as of the date of signing the Contract, rents and all obligations pursuant to the Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sch. A;
- iv. Operating and managing the Revenue Service described in Schedule G (List of Holidays when Service is not operated), to the Contract, or as amended from time to time;
  - v. Complying with all applicable Federal and Provincial Legislation and Regulations and by-laws of the Town of Tillsonburg or any other local municipalities within the areas served by the Revenue Service;
  - vi. Maintaining all vehicles and related equipment;
  - vii. Providing the personnel who have the necessary management, operations, maintenance, and any other expertise credentials, or other qualifications. This shall include but not be limited to any on-going, re-certification, or newly mandated qualifying requirements. Without compromise, the Contractor's management component shall be able to effectively direct and assume responsibility for all aspects of providing the Service and directing its working force;
  - viii. Operating and training supervision;
  - ix. Accounting for all fare revenues received by maintaining adequate logs and records which detail the vehicle, route and date that the funds came from;
  - x. Personnel administration including hiring, supervising, evaluating, promoting, disciplining and terminating employees, and collective bargaining negotiations, if applicable. The Contractor's employees shall be qualified and operate in a safe manner including wearing protective equipment as required by all applicable workplace safety regulations;
  - xi. Drivers require a Class "C" or Class "F" licenses and/or appropriate license as required by the type of in-service vehicle;
  - xii. Scheduling and dispatching bus drivers ("Operator") and vehicles;
  - xiii. Distributing transit route maps and timetables to the general public on all revenue vehicles as provided by the Town of Tillsonburg or the Community Transportation Advisory Committee, and distributing or displaying such additional printed information or advertising as the Town of Tillsonburg or the Community Transportation Advisory Committee may provide;
  - xiv. Attend meetings with the Advisory Committee, as required by the Advisory Committee. During the first three (3) months of the Contract, the Contractor's management and operational supervisory staff may be required to participate in additional meetings as requested by the Town of Tillsonburg or the Advisory Committee;
  - xv. Maintaining reasonable communications tools (telephone, internet, fax) to send and receive information to and from the Town of Tillsonburg. The Contractor will have a mobile phone as means of communicating with the Town of Tillsonburg in an emergency.
  - xvi. Obtaining or maintain CVOR certificate (if required) that covers the operator of all vehicles in the Service covered by the Contract and maintaining its validity throughout the term of the Contract by providing ongoing accurate information relating to the operation of the Service to the Ontario Ministry of Transportation (MTO) as required pursuant to the Ontario Highway Traffic Act and the regulations there under;



- xvii. Supplying and maintaining a two-way communication system to the satisfaction of the Town of Tillsonburg or the Community Transportation Advisory Committee capable of communicating throughout the Contractor's service area;
- xviii. Ensuring that the Town of Tillsonburg, or appointed Administrator, has at all times the correct names, email addresses and cellular phone numbers of key staff, including but not limited to: management, transit supervisors etc;
- xix. Providing each Operator at the Contractor's expense, uniform dress consisting of jacket, shirt, and pants and ensure that uniform dress is worn by each Operator while on duty

The Scope of Work for the purposes of this RFP is primarily to perform the T:GO Daily Operations with a consistent level of service.

**TIMELINES**

The anticipated start date of the Program will be as of June 1, 2018.

**SCHEDULE D – SERVICES**

**D.1. GENERAL CONDITIONS**

- 1.1 The Successful Respondent shall indemnify and hold harmless the Town, its officers, council members, partners, agents and employees from and against all action, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made up the Town and against all loss, liability, judgement, claims, suits, demands or expenses which the Town may sustain, suffer or be put to resulting from or arising out of the company's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service, required hereunder to be performed or rendered by the company, its agents, officials and employees. Signing the acceptance, the Successful Respondent will be subject to the laws of the Province of Ontario and Canada.
- 1.2 The Respondent shall employ a high standard of public relations and communication.
- 1.3 The Respondent agrees that the Town has the right to accept or reject all or any of the proposal.
- 1.4 The Respondent to whom this Contract is awarded will be required to provide at least ten days prior to commencing any services:

A Certificate of Liability Insurance or a certified copy of the Successful Respondent's insurance policy. The liability insurance shall be as follows:

- I. Commercial General Liability Insurance underwritten by an insurer licensed to conduct business in the Province of Ontario for a limit not less than \$3 million per occurrence, an aggregate limit of not less than \$5 million within any policy year with respect to completed operations and a deductible of not more than \$20,000.00. The policy shall include an extension for a standard provincial and territorial form of non-owned automobile liability policy. This policy shall include but not be limited to: a) Name the municipality as an additional insured; b) Cross-liability and severability of interest; c) Blanket Contractual; d) Products and Completed Operations; e) Premises and Operations Liability; f) Personal Injury Liability; g) Contingent Employers Liability; h) Owners Contractors Protective; i) Broad Form Property Damage; j) The policy shall include 30 days' notice of cancellation.
- II. Include insurance against liability for bodily injury and property damage caused by vehicles owned by the Successful Respondent and used on the work, and in addition, shall include insurance against liability for bodily injury and property damage caused by vehicles not owned by the Successful Respondent and used on the work. Each such insurance shall have a limit of liability of not less than \$5,000,000.00 inclusive for any one occurrence. A "vehicle" shall be as defined in the Highway Traffic Act.
- III. Include Garage Automobile Liability Insurance if the Respondent is performing maintenance at their own facility which includes 3<sup>rd</sup> party liability coverage per occurrence, Collision damage of not less than \$200,000 per occurrence and Comprehensive coverage of not less than \$200,000.
- IV. Be endorsed to provide that the policy or policies will not be altered, cancelled or allowed to lapse without thirty (30) days prior notice to the Town.
- V. Such policies shall name the Town as an additional insured.
  - Clearance Certificate from the Workplace Safety and Insurance Board
  - The Successful Respondent shall provide the Company's Health and Safety Policy prior to commencement of the Agreement.

1.5 The Successful Respondent shall carry out this service in strict accordance with the Occupational Health and Safety Acts and other prescribed legislation and regulations that may pertain to the service.

1.5.1 The Successful Respondent shall take all necessary precautions to ensure the continuous safety of any contract workers, the Town and general public at large on the Town's property.

1.5.2 Please be advised that the Town has a policy on Health and Safety. The Successful Respondent is requested to ensure that the employees are advised and have sound knowledge of this policy.

1.6 The Successful Respondent shall be, or shall become, familiar with all such laws, regulations and policies which in any manner affect the performance of the service, those engaged or employed in the service, or affect facilities or equipment used in the service, or which in any way may affect the conduct of the service and no plea of misunderstanding will be considered on account of ignorance thereof. Without limiting the generality of the aforesaid, it shall be the Successful Respondent's responsibility to comply with:

- I. Environmental Protection Act and Regulations;
- II. Workplace Safety and Insurance Act;
- III. Safety or other Policies established by the Authority or the Town;
- IV. Ministry of Transportation Regulations, including the Commercial Vehicle Operating Regulations
- V. Accessibility for Ontarians with a Disabilities Act (AODA). Shall ensure that all its employees, agents, volunteers, or others for whom the Contractor is legally responsible shall receive training regarding the provisions of goods and services contemplated herein to persons with disabilities in accordance with Section 6 of Ontario Regulation 429/07 (the "Regulation") made under the Accessibility for Ontarians with Disabilities Act, 2005 as amended (the "Act"). The Contractor shall ensure that such training includes, without limitation, a review of the purpose of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 6 of the Regulation. The Contractor shall submit to the Town, as required from time to time, documentation describing its customer service training policies, practices and procedures and a summary of its training program, together with a record of the dates on which training was provided and a list of the employees, agents, volunteers or others who received such training. The Town reserves the right to require the Contractor to amend its training policies to meet the requirements of the Act and the Regulation;
- VI. The Successful Respondent including his/her staff and all workers involved in the delivery of the service shall conform in every case to good and safe practice in accordance with the Occupational Health and Safety Act, latest edition, and to the requirements laid down by the authorities having jurisdiction:
  - a) First Aid Equipment: The Successful Respondent shall provide and; maintain the necessary first aid items and equipment as called for under the First Aid Regulations of the Worker's Compensation Act.
  - b) Comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
  - c) The Successful Respondent shall indemnify and hold harmless the Town of Tillsonburg and its employees against and from all suits or actions arising from any Health and Safety violations as well as the cost to defend such charges as a result of the violation.

VII The Successful Respondent shall annually supply and before the final payment is released, a Clearance Certificate from the Workplace Safety and Insurance Board.

VIII The Successful Respondent shall comply with all applicable municipal, provincial and federal laws pertaining to the Successful Respondent's services provided herein to the Town including, without limiting generality, all labour, health, environmental, public health and sanitation laws and regulations imposed by public bodies having jurisdiction over such matters.

## **D.2. CONTRACTOR RESPONSIBILITIES**

The Successful Respondent shall provide a detailed description of the delivery and maintenance of transit services and vehicles to the Town over a two (2) year period in accordance with the following responsibilities:

- 2.1 The Contractor will provide transit delivery and maintenance services for the Town in accordance with the transit route(s) depicted on Schedule "F" attached.
- 2.2 The Contractor will provide all maintenance and related equipment, bus drivers, dispatchers, mechanics, supervision and clerical staff
- 2.3 The Contractor will operate the service on all days, except Saturdays and Sundays and holidays from 6AM to 6PM
- 2.4 The Contractor will operate the service in accordance with the applicable laws of Canada and Ontario and regulations there under and the by-laws of the Town of Tillsonburg
- 2.5 The Contractor will be responsible for all routine maintenance and servicing functions required for the vehicles including fuel, and any other equipment used by the service. The maintenance staff must include at least one truck and coach technician.
- 2.6 The Contractor will pay all expenses associated or connected with operating the service except as specifically excluded by the contract. These expenses include but are not limited to: the maintenance and operation of the vehicles; the payment of salaries, wages and fringe benefits of all staff; the initial and routine training of all staff; and insurance, taxes, rents and obligations pursuant to the Workplace and Safety and Insurance Act, 1977 s.o. 1977, c.16, Schedule A.
- 2.7 The Contractor will maintain all buses at peak efficiency in accordance with manufacturer's recommendations for service, including any supplements or service letters issued by the manufacturer during the term of the contract, and the requirements of the Town. Records must be kept to the satisfaction of the Town for all mileage, road calls, maintenance and service for each individual vehicle. The

Contractor will use only to grade fuel and oils, greases, fluids etc as specified by the vehicle manufacturer.

2.8 The Contractor will keep all vehicles clean and sanitary inside and out and maintain adequate heat and light inside the buses during operation. The Contractor will repair all scratches, dents etc. promptly and to the satisfaction of the Town's representative.

2.9 The Contractor will provide sufficient drivers holding Class F licenses, trained in the operation of the vehicles and familiar with the routes, schedules and fare system to operate the service safely and efficiently.

2.10 The Contractor expressly understands that it and any person employed by it or working on its behalf is an independent contractor for the purposes of a contract with The Town of Tillsonburg. All persons employed by the Contractor or subcontractor in the performance of any work or services required or provided under contract shall not be considered employees of the Town for any purpose whatsoever, including, but not limited to, Workplace Safety and Insurance coverage, unemployment insurance benefits, or retirement benefits. No such claim shall in any way be the obligation or responsibility of the Town.

### **D.3. Municipal Responsibilities**

The Town of Tillsonburg's responsibilities will be:

- i. Providing payments to the Contractor as per the Contract;
- ii. Receiving ridership revenues from all cash and tickets sales for the sole purpose of contributing to paying the Contractor;
- iii. Determining compliance with the Contract requirements
- iv. Reporting to the Advisory Committee on a quarterly basis of the funds received and disbursed during the quarter
- v. Endeavoring within the Town of Tillsonburg's jurisdiction to:
  - Prohibit car parking at the bus stops and enforce such prohibition;
  - Notify the Contractor of impeding construction projects or other factors which may necessitate a temporary detour from the routes;
  - Keep roads and streets in reasonable repair and clear of ice and snow in accordance with the Town of Tillsonburg's prevailing service standards; and
  - Cut tree limbs and remove any obstructions to vehicles or Operator's vision.
- vi. Erecting bus stop signs, shelters, benches and designating areas where passengers are permitted to hail vehicles (as available);
- vii. Ticket sales and daily collection of fare boxes from the bus operators and processing of fare revenue from fare boxes.

#### **D.4. Submission Requirements**

Each submission shall:

- Outline the Corporate profile of the contractor including its background and describe the Contractor's experience and similar services provided;
- Indicate how the contractor intends to meet the responsibilities outlined in Section D2 above;
- Provide relevant examples of similar service contracts;
- Identify the name and contact information of the service delivery manager;
- Submit a proposal no more than ten (10 pages) in length.

### **SCHEDULE E - PROPOSAL EVALUATION CRITERIA**

#### **E.1. PROPOSAL EVALUATION CRITERIA**

##### **1.1. EVALUATION COMMITTEE**

An Evaluation Committee will evaluate each of the RFP's received in accordance with the evaluation criteria as set out below using a consensus. The Committee reserves the right to enter into further discussions in order to obtain information that will allow the Committee to reach a decision with a Bidder, and to waive irregularities and omissions if, in doing so, the best interest of the Town will be served.

The Town reserves the right to interview the top scoring Bidders that submits a Proposal to provide the evaluation team with additional insight into the Bidders ability to meet the requirements as requested in the RFP. The interviews, if conducted, would be performed by the Evaluation Committee prior to RFP award.

The Town also reserves the right to contact references provided by the Bidder and include this information within the total score of the Operational Assessment & References component.

Each Proposal shall demonstrate a thorough understanding of the *Specifications*. The Bidder with the highest total score will be recommended to be selected as the successful Bidder. By responding to this RFP, Bidders agree to accept the recommendations of the Evaluation Committee.

Town may contact proponents to interview to determine ability to provide an appropriate and satisfactory transit service.

Each response to this RFP will be evaluated by the Town to determine the degree to which it responds to the requirements as described. Because this is a RFP, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered include, but are not limited to:

- Completeness of Submission;

- Experience of the proponent and evaluation of similar transit system;
- Interview of proponents to determine ability to provide an appropriate and satisfactory transit service.

## **SCHEDULE F – DESCRIPTION OF THE SERVICE**

### **F.1. GENERAL**

- Bus Service Provision
  - Service
    - Monday to Friday, 6AM to 6PM, except holidays
    - Follow routes and schedules
    - Provide passenger assistance as needed
    - Provide point deviation to select clients as needed
    - Option for Saturday Service – 6AM to 6PM
  - Vehicle
    - Minimum 8 passengers
    - Meet Municipal and Provincial regulations
    - Meet OADA standards – wheelchair accessible
    - Provide ease of access for residents with limited mobility
    - Regular maintenance and fueling
  - Drivers
    - Provincial and Municipal licensing
    - Appropriate experience and training
    - Consist coverage of service
  - Provide dispatch services to accommodate rider needs
  - Cash Management
    - Submit trip fares and receipts
- Program Reporting and Service Improvement Recommendations
  - Maintain trip records as required under Municipal and Provincial regulations
  - Submit ridership reports (TBD)
  - Provide regular reports to the Town of Tillsonburg Staff and Advisory Committee as to service level and issues
  - Make service improvement recommendations as needed to the Advisory Committee

### **F.2. ROUTES AND SCHEDULES**

Service Routes have been designed to meet the needs of residents, and may vary throughout the course of the day. Improvements to the routes to meet these needs are reviewed regularly and implemented as needed, with notification to the Town of Tillsonburg By-Law Enforcement Office.

The majority of service is within the Town of Tillsonburg boundaries with one extension into Norfolk County – Norfolk Mall and Jackson Side Line.

Bus service will be performed between 6AM and 6PM, Monday through Friday, except on holidays – see Schedule G.

Routes set out in each neighbourhood reflect typical routes for that area.

**SCHEDULE G**  
**LIST OF WEEKDAY HOLIDAYS WHEN SERVICE IS NOT OPERATED**

Routes set out in each neighborhood reflect typical routes for that area.

<b>HOLIDAY</b>	<b>2018</b>	<b>2019</b>
New Year's Day January 1	Monday January 1	Tuesday January 2
Family Day Third Monday in February	Monday February 19	Monday February 18
Good Friday Friday before Easter Sunday	Friday March 30	Friday April 19
Easter Monday Monday after Easter Sunday	Monday April 2	Monday April 22
Victoria Day Monday before May 25	Monday May 21	Monday May 20
Canada Day July 1	Monday July 2	Monday July 1
Civic Holiday First Monday in August (not official stat holiday)	Monday August 6	Monday August 5
Labour Day First Monday in September	Monday September 3	Monday September 2
Thanksgiving Day Second Monday in October	Monday October 8	Monday October 14
Christmas Day December 25	Tuesday December 25	Wednesday December 25
Boxing Day December 26	Wednesday December 26	Wednesday December 26



## **SCHEDULE H – FARES**

Note: Fares are subject to change based on transit service experience and with the approval of Town Council.

In-Town Fares are currently set at \$2.00 per person

	The Livingston Centre	6:10:00 AM
00:04:25	Lisgar Plaza via Tillson Ave	6:14:25 AM
00:04:25	Quarter Town Line @ Trillium	6:18:50 AM
00:03:25	Glendale @ Glendridge	6:22:15 AM
00:01:25	Victoria @ Glendale	6:23:40 AM
00:03:25	Tillsonburg Hospital	6:27:05 AM
00:03:25	Bidwell @ Baldwin	6:30:30 AM
00:05:25	Clearview Drive @ Fleetwood	6:35:55 AM
00:04:25	Townline Road to Cedar	6:40:20 AM
00:02:25	Spruce St @ Innovata	6:42:45 AM
00:07:25	Jackson Side Road @ Breezewood	6:50:10 AM
00:11:25	Lisgar Plaza via Tillson Ave	7:01:35 AM
00:04:25	Quarter Town Line @ Trillium	7:06:00 AM
00:05:25	Tillsonburg Hospital	7:11:25 AM
00:03:25	Town Centre Mall	7:14:50 AM
00:03:25	Townline Road to Cedar	7:18:15 AM
00:07:25	Spruce St @ Innovata	7:25:40 AM

00:08:27	Trottier Park	7:34:07 AM
00:04:27	W. Grand & Baldwin	7:38:34 AM
00:05:27	Lisgar Plaza via Tillson	7:44:01 AM
00:04:27	Quarter Town Line @ Trillium	7:48:28 AM
00:03:27	Glendale High School	7:51:55 AM
00:01:27	Victoria @ Glendale	7:53:22 AM
00:03:27	The Livingston Centre	7:56:49 AM
00:05:27	Trottier Park	8:02:16 AM
00:07:27	The Livingston Centre/ARC on Concession	8:09:43 AM
00:05:27	Lisgar Plaza via Tillson	8:15:10 AM
	Community Centre	8:15:10 AM
00:04:27	Quarter Town Line @ Trillium	8:19:37 AM
00:03:27	Quarter Town Line @ Argyle	8:23:04 AM
00:04:27	The Livingston Centre	8:27:31 AM
00:05:27	Simcoe @ Goodwill	8:32:58 AM
00:03:27	Harvest Community	8:36:25 AM
00:03:27	Goshen St @ Neff Alley	8:39:52 AM
00:02:27	Lincoln St @ Tillson St	8:42:19 AM
00:02:27	Tillson St @ Simcoe	8:44:46 AM
00:04:27	The Livingston Centre	8:49:13 AM

00:04:30	Wellington & North via Tillson Ave	9:00:00 AM
00:05:30	174 Lisgar to Van Norman	9:05:30 AM
00:01:30	Centennial & Devonshire	9:07:00 AM
00:01:30	Lisgar Plaza	9:08:30 AM
00:04:30	Quarter Town Line @ Trillium	9:13:00 AM
00:04:30	Tillsonburg Hospital	9:17:30 AM
00:04:30	Town Centre Mall	9:22:00 AM
00:03:30	Simcoe @ Goodwill	9:25:30 AM
00:02:30	Harvest Community	9:28:00 AM
00:02:30	Goshen St @ Neff Alley	9:30:30 AM
00:02:30	Lincoln & Tillson St	9:33:00 AM
00:02:30	Tillson St @ Simcoe	9:35:30 AM
00:02:30	Brock E via Tillson Ave	9:38:00 AM
00:02:30	Maple Lane @ Demeyere	9:40:30 AM
00:02:30	Demeyere @ Parkwood	9:43:00 AM
00:02:30	The Livingston Centre	9:45:30 AM
00:03:30	Town Centre Mall	9:49:00 AM
00:03:30	Tillsonburg Hospital	9:52:30 AM
	Break	

	The Livingston Centre	10:00:00 AM
00:05:15	174 Lisgar to Van Norman	10:05:15 AM
00:01:15	Centennial & Devonshire	10:06:30 AM
00:01:15	Lisgar Plaza	10:07:45 AM
00:04:15	Quarter Town Line @ Trillium	10:12:00 AM
00:03:15	Glendale @ Glenridge	10:15:15 AM
00:01:15	Victoria @ Glendale	10:16:30 AM
00:02:15	Wilson St @ Hickory Hills	10:18:45 AM
00:03:15	Trottier Park via Denrich and Trottier	10:22:00 AM
00:02:15	Weston Drive @ Baldwin Place	10:24:15 AM
00:04:15	Tillsonburg Hospital via Concession W	10:28:30 AM
00:03:15	Town Centre Mall	10:31:45 AM
00:03:15	The Livingston Centre	10:35:00 AM

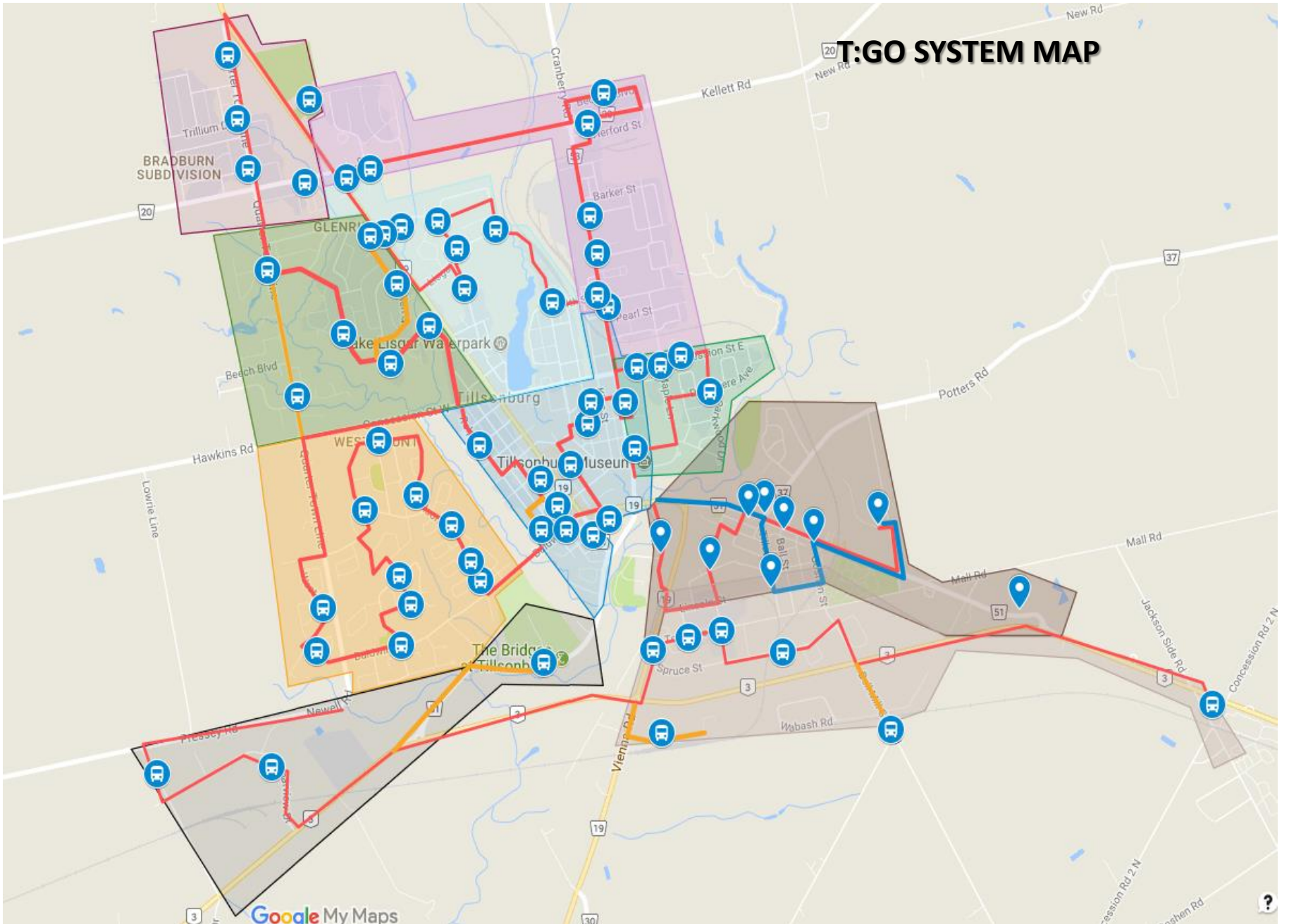
00:03:16	Old Vienna via Tillson and Oxford	10:38:16 AM
00:02:16	Townline Road to Cedar	10:40:32 AM
00:02:16	Pine @ Goodwill via Cedar	10:42:48 AM
00:03:16	Harvest Community	10:46:04 AM
00:02:16	Goshen St @ Neff Alley	10:48:20 AM
00:02:16	Lincoln St @ Tillson St	10:50:36 AM
00:02:16	Tillson St @ Simcoe	10:52:52 AM
00:02:16	Brock E via Tillson Ave	10:55:08 AM
00:02:16	Maple Lane @ Demeyere	10:57:24 AM
00:02:16	Demeyere @ Parkwood	10:59:40 AM
00:02:16	The Livingston Centre	11:01:56 AM
00:03:16	Town Centre Mall	11:05:12 AM
00:03:16	Tillsonburg Hospital	11:08:28 AM
00:05:16	Wellington & North via Tillson Ave	11:13:44 AM
00:04:16	174 Lisgar to Van Norman	11:18:00 AM
00:01:16	Centennial & Devonshire	11:19:16 AM
00:01:16	Lisgar Plaza	11:20:32 AM
00:02:16	Community Centre	11:22:48 AM
00:04:16	Tillsonburg Hospital via Broadway	11:27:04 AM
00:03:16	Town Centre Mall	11:30:20 AM
00:03:16	The Livingston Centre	11:33:36 AM
00:05:16	Wilson St @ Hickory Hills	11:38:52 AM
00:03:16	Trottier Park via Denrich and Trottier	11:42:08 AM
00:02:16	Weston Drive @ Baldwin Place	11:44:24 AM
00:03:16	Tillsonburg Hospital	11:47:40 AM
00:03:16	Town Centre Mall	11:50:56 AM
00:03:16	The Livingston Centre	11:54:12 AM


	The Livingston Centre	12:15:00 PM
00:03:13	Town Centre Mall	12:18:13 PM
00:03:13	Tillsonburg Hospital	12:21:26 PM
00:02:13	Wilson St @ Hickory Hills	12:23:39 PM
00:03:13	Trottier Park via Denrich and Trottier	12:26:52 PM
00:02:13	Weston Drive @ Baldwin Place	12:29:05 PM
00:01:13	Victoria @ Glendale via Concession W	12:30:18 PM
00:03:13	Glendale @ Glenridge	12:33:31 PM
00:04:13	Quarter Town Line @ Trillium	12:37:44 PM
00:03:13	Community Centre via Broadway	12:40:57 PM
00:01:13	174 Lisgar to Van Norman	12:42:10 PM
00:01:13	Centennial & Devonshire	12:43:23 PM
00:03:13	Lisgar Plaza	12:46:36 PM
00:04:13	Wellington & North	12:50:49 PM
00:02:13	The Livingston Centre	12:53:02 PM
00:03:13	Town Centre Mall	12:56:15 PM
00:03:13	Tillsonburg Hospital	12:59:28 PM
00:04:13	Old Vienna via Baldwin & Oxford	1:03:41 PM
00:02:13	Townline Road to Cedar	1:05:54 PM
00:02:13	Innovata	1:08:07 PM
00:02:13	Pine @ Goodwill via Cedar	1:10:20 PM
00:03:13	Harvest Community	1:13:33 PM
00:02:13	Goshen St @ Neff Alley	1:15:46 PM
00:02:13	Lincoln St @ Tillson St	1:17:59 PM
00:02:13	Tillson St @ Simcoe	1:20:12 PM
00:02:13	Brock E via Tillson Ave	1:22:25 PM
00:02:13	Maple Lane @ Demeyere	1:24:38 PM
00:02:13	Demeyere @ Parkwood	1:26:51 PM
00:02:13	The Livingston Centre	1:29:04 PM
00:03:13	Town Centre Mall	1:32:17 PM
00:03:13	Tillsonburg Hospital	1:35:30 PM
00:05:13	The Livingston Centre - Changeover	1:40:43 PM

00:03:30	Town Centre Mall	1:45:00 PM
00:03:30	Lisgar Plaza via Tillson Ave	1:48:30 PM
00:04:30	Quarter Town Line @ Trillium	1:53:00 PM
00:03:30	Glendale @ Glenridge	1:56:30 PM
00:01:30	Victoria @ Glendale	1:58:00 PM
00:04:30	Tillsonburg Hospital	2:02:30 PM
00:03:30	Town Centre Mall	2:06:00 PM
00:04:30	Townline Road to Cedar	2:10:30 PM
00:02:30	Spruce St @ Innovata	2:13:00 PM
00:05:30	Norfolk Mall	2:18:30 PM
00:06:30	Town Centre Mall via Simcoe	2:25:00 PM
00:03:30	Tillsonburg Hospital	2:28:30 PM
00:04:30	Baldwin @ Trottier Park	2:33:00 PM
00:04:30	Clearview Drive @ Fleetwood	2:37:30 PM
00:05:30	Glendale @ Glenridge	2:43:00 PM
00:05:30	Victoria @ Glendale	2:48:30 PM
00:01:30	Town Centre Mall	2:50:00 PM
00:04:30	The Livingston Centre	2:54:30 PM

00:04:36	Townline Road to Cedar	2:59:06 PM
00:02:36	Spruce St @ Innovata	3:01:42 PM
00:05:36	Clearview Drive @ Fleetwood via Hwy 3	3:07:18 PM
00:05:36	Tillsonburg Hospital	3:12:54 PM
00:02:36	Victoria @ Glendale	3:15:30 PM
00:01:36	Glendale @ Glenridge	3:17:06 PM
00:03:36	Quarter Town Line @ Trillium	3:20:42 PM
00:04:36	Lisgar Plaza via Devonshire	3:25:18 PM
00:04:36	The Livingston Centre	3:29:54 PM
00:07:36	Jackson Side Road @ Breezewood	3:37:30 PM
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00:07:36	Tillsonburg Hospital	3:49:42 PM
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00:03:36	Quarter Town Line @ Argyle	4:46:54 PM
00:03:36	The Livingston Centre	4:50:30 PM

# T:GO SYSTEM MAP



	<b>Report Title</b>	<b>Request for Proposals - Community Transportation – T:GO Operations – RFP2018-001</b>
	<b>Report No.</b>	CAO 18-02
	<b>Author</b>	David Calder
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	February 12, 2018
	<b>Attachments</b>	Report CTPPSC 53-17 T:GO CALL-N-RIDE Contracting Out Busing Services Draft Request for Proposal – RFP2018-001

## RECOMMENDATION

That Council receives report CAO 18-02, Community Transportation Request for Proposals – T:GO Operations;

And That Tillsonburg Town Council authorizes the release of a Request for Proposals (RFP2018-001) for the purposes of seeking submissions for the operation of T:GO beyond March 31, 2018.

## EXECUTIVE SUMMARY

Council will recall that at their meeting of October 10, 2017, they received a report from the Community Transportation Pilot Project Committee regarding how to proceed with T:GO after the expiration of the Community Transportation Pilot Project on March 31, 2018. The Committee was suggesting that the service be contracted out through the issuance of a Request for Proposals for the purposes of attracting a private company to operate T:GO on behalf of the municipality.

## BACKGROUND

The Town of Tillsonburg along with agency partners, applied for and received a Community Transportation Pilot Grant (\$100,000) in 2015. The original pilot program was to run until March 31, 2017. The Ministry of Transportation subsequently extended the program and provided additional funding (\$50,000) with a new expiry date of March 31, 2018. Subsequent to the pilot funding, the Town has applied for and received dedicated gas tax funding for a municipal transit system.

As part of the pilot project, the Town Council established a Community Transportation Pilot Program Steering Committee to oversee the pilot program. The Steering Committee has established that there is community need for transit within Tillsonburg as well as created and established a transit system to meet the identified needs. The Steering Committee also believes

that the transit system should continue beyond the pilot phase. As the pilot is coming to the end, the Steering Committee has reviewed models of operation in order to keep the transit service operating into the future. As a result, the Steering Committee provided a report to Council in October of 2017 titled "T:GO CALL-N-RIDE Contracting Out Busing Services". Council received the report for information with the understanding that Town staff would report further regarding moving forward with the transit service beyond the pilot expiry.

Based on the information provided by the Steering Committee to Council and the work the Steering Committee has done to establish a transit system in Tillsonburg, staff is recommending that an RFP be issued to determine interest from the private sector in operating a municipal transit service beyond the pilot stage.

The Town of Tillsonburg as a municipal organization, does not currently have the internal capacity to manage and operate a transit system. It is also recognized that as the T:GO Program moves forward, greater cost and service efficiencies might best be met by a contractor who has the expertise, resources and knowledge to effectively run the system on a daily basis. In addition, it is anticipated that a contractor may be able to increase levels of service and customer satisfaction.

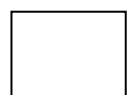
Staff would anticipate that the Steering Committee may be reinvented in some way in order to oversee any future operating contract. A "Transit Committee" could ensure that the objectives and conditions of any agreement with an "operator" or adhered too as well as ensure any community needs (i.e. long distance community transportation, inter community connections) are discussed with the operator. The governance model for transit is something that staff would report on at a later date.

## **CONSULTATION/COMMUNICATION**

The Community Transportation Pilot Grant Steering Committee has reviewed other similar sized municipalities to determine how transit services are delivered. They have looked at the pros and cons and subsequently provided their findings to Council last October. Town staff have reviewed other municipal procurement processes and have assisted in drafting a Request for Proposal (RFP) document. The document attached to this report is in draft format as there may be some minor additions prior to release.

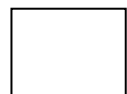
## **FINANCIAL IMPACT/FUNDING SOURCE**


The release of an RFP will determine what the private sector costs are to provide a Transit service. The results of the RFP will be analyzed and Council will be the authority to award the contract to a successful bidder.



## **COMMUNITY STRATEGIC PLAN IMPACT**

As noted in the Community Strategic Plan (CSP), the Community Transportation Program would meet the CSP's action items of exploring alternative transportation options and implement and market a transportation program.



	<b>Report Title</b>	<b>Transit Governance Models</b>
	<b>Report No.</b>	CAO 18-06
	<b>Author</b>	David Calder
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	April 23, 2018
	<b>Attachments</b>	None

**RECOMMENDATION**

That Council receives report CAO 18-06, Transit Governance Models for information;

And That the CAO report back regarding a Transit Governance model when Council considers the awarding of RFP 2018-001, Transit Services.

**EXECUTIVE SUMMARY**

Council will recall that at their meeting of February 12, 2018 they received a report from the CAO regarding the release of a Request for Proposals (RFP) for the operation of a transit service. At that time there was discussion regarding a governance model for the purposes of overseeing the delivery of Transit Services should a successful vendor be selected through the RFP process. The CAO was requested to investigate and report back regarding transit governance. This report is provided as a review of options for governance models available to Council for the policy oversight of transit services as well as overall day to day management of a transit services contract.

**BACKGROUND**

Staff is assuming that there will be a successful vendor selected through the Transit Services RFP process. Should a successful vendor be selected, then staff is anticipating that the role of the Town would be to oversee a subsequent Transit services contract. The question then is, “What form of governance model would best suit the needs of the Town of Tillsonburg in the delivery of Transit Services?” Staff has reviewed a number of possible options as noted later in this report.

**Municipal Act – Passenger Transportation Systems**

Prior to reviewing governance models, staff reviewed what authority a municipality has for the provision of Transit services such as the one being contemplated through the RFP process by the Town of Tillsonburg.

Section 69(1) of the Municipal Act gives the municipality the authority by by-law to “establish, operate and maintain a passenger transportation system.” This would include a transit/bus system.

The municipality by way of an agreement can grant “a person the exclusive or non-exclusive rights to establish, operate or maintain all or any part of a passenger transportation system”. If the municipality has entered into an agreement to operate a passenger transportation system it can also pay the “deficit incurred by another person in operating such a system.” The purpose of this authority is to avoid a concern over financially assisting private enterprise or commercial activities in a municipality. The province is treating passenger transportations system operators differently than other businesses by permitting direct subsidization of public transit and public transit operators.

Finally, the municipality “may levy a special rate on all the rateable property in the area served by the system or in the area designated in the agreement to recover the deficit.”

The Town of Tillsonburg has yet to adopt a Transit By-law for the purposes of authorizing and regulating the operation of a passenger transportation system. It is anticipated that a by-law would be introduced as part of the Transit services RFP award.

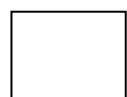
The next section of the report will outline some possible governance models for a municipally operated transit system.

### **Municipal Service Board**

Section 194 of the Municipal Act authorizes municipalities to create Municipal Service Boards (MSBs) of which members are appointed by council to control and manage a variety of functions, one being to operate a transportation system. A municipal service board is a body corporate unless the municipality provides otherwise when establishing the board and is considered a local board. The board could be comprised of elected and non-elected members. The board would control and manage the operations of a transit system as delegated by the municipality.

### **Incorporation**

Section 203 of the Municipal Act provides powers for the establishing of corporations. The Town of Tillsonburg could create a Transit Company. Incorporation would generally provide for more flexibility in conducting business under the Business Corporations Act or the Corporations Act. A separate board of directors would govern the corporation and oversee the provision of transit services. In this model there may be limited municipal input into the operations of the Corporation. Legal assistance would be required to establish a corporation for the purposes of providing Transit services and would need to follow Ontario Regulation 599/06 (see below).





## **Municipal Services Corporation**

If the municipality wanted to create a Municipal services corporation to provide a Transit service, it must do so in accordance with Ontario Regulation 599/06 which outlines the process for which a municipal services corporation is established. There is a duty on the municipality to complete, prior to incorporation, such items as a business case study, an asset transfer policy, and public participation through consultation. Legal assistance would be required to establish a Municipal Services Corporation.

## **Transit Advisory Committee**

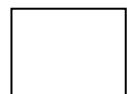
Town Council could consider the creation of a Transit Advisory Committee similar to Council's other advisory committees. Terms of reference can be drafted and approved by Council along with a reporting relationship through Council. A combination of representatives from the public, advocacy groups, user groups and Council members could sit on the committee. There would also be a staff liaison assigned to the committee to ensure a linkage back to the operating contract. The advisory committee would not be involved in day to day operations but could look at policy development, budget recommendations, route revisions, fares, etc.

## **Internal Departmental Oversight**

A department within the current administrative structure could be assigned to oversee the operations of the transit system. Currently, municipal departments provide a wide variety of services and transit could be incorporated into an existing department. An alternative would be to create a new department or division related to transportation services (roads, trails, transit, cycling, etc.). If there is a successful vendor response to the Transit Services RFP, and a subsequent contract signed, then departmental staff could oversee the management of the contract. As noted earlier, an advisory committee could provide policy and strategic input similar to other Town advisory committees that are associated with Town functions.

## **Conclusion**

Staff is reluctant to recommend any of the identified service delivery models until the Transit Services RFP process concludes. Depending on the outcome to the RFP process and the subsequent content of any proposals, it is likely advantageous to wait before making any governance decisions until the Town knows the full extent of the responses to the RFP. It is fair to say that staff is leaning towards a combination of departmental oversight through contract management and the establishment of a Transit Advisory Committee for policy and strategic oversight, reporting to Council.



## **CONSULTATION/COMMUNICATION**

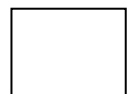
The Community Transportation Pilot Grant Steering Committee has discussed governance and felt there was probably a role for a Transit Advisory Committee (TAC) similar to the current Community Transportation Pilot Advisory Committee but with an expanded membership and a new terms of reference. Staff has also reviewed other municipal transit services and their associated by-laws.


## **FINANCIAL IMPACT/FUNDING SOURCE**

Depending on the governance model selected, there may or may not be additional funds required. If the Town looks at some form of incorporation and/or a service board, then legal assistance would be required as well as other initial set up costs. If existing staff took on the day to day oversight through a contractual relationship with a vendor this could probably be accomplished within the current budget. Business plans may need to be slightly modified depending on the required time commitment to oversee a contract. Creating a separate department/division to oversee the broader transportation functions (trails, roads, sidewalks, and transit) would have an impact on the current organizational structure. Regardless of the eventual governance model selected, a further examination of the financial impacts would have to be reviewed in the context of the Transit Services RFP responses.

## **COMMUNITY STRATEGIC PLAN IMPACT**

As noted in the Community Strategic Plan (CSP), the Community Transportation Program would meet the CSP's action items of exploring alternative transportation options and implement and market a transportation program.



	<b>Report Title</b>	Committee Appointment
	<b>Report No.</b>	CL 18-16
	<b>Author</b>	Laura Pickersgill, Legislative Services Coordinator
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	April 23, 2018
	<b>Attachments</b>	Recommendation Letter Resignation Letters- J. Kirkland & L. Arnold By-Law 3901 By-Law 4192

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## RECOMMENDATION

THAT Council receives Report CL 18-16, Committee Appointment;

AND THAT Marcel Rosehart and Mark Tedesco be appointed as Directors to the BIA Board of Management;

AND THAT John Kirkland and Lori Arnold be removed as Directors to the BIA Board of Management;

AND FURTHER THAT a By-law, be brought forward for council consideration.

## BACKGROUND

The Clerk's Office received correspondence on April 5, 2018 from the Tillsonburg BIA which included a copy of a resolution recommending that Mark Tedesco and Marcel Rosehart, be appointed to the BIA Board of Management as Directors until the end of the current four year term. A copy of the correspondence letter is attached with this report. On February 23, 2018, the Clerk's Office received correspondence from the Tillsonburg BIA which included copies of resignation letters from Lori Arnold and John Kirkland. The Tillsonburg BIA passed the following motion during their February 15, 2018 meeting:

*Moved by: J. Scott Seconded by: W. Cameron*

*AND RESOLVED THAT THE Board receives with regret, the letters of resignation from J. Kirkland effective February 1, 2018 and L. Arnold effective March 26, 2018. The Executive Director will notify the Town of Tillsonburg.*

*Carried*

## **FINANCIAL IMPACT/FUNDING SOURCE**

None

## **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.



April 3, 2018

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

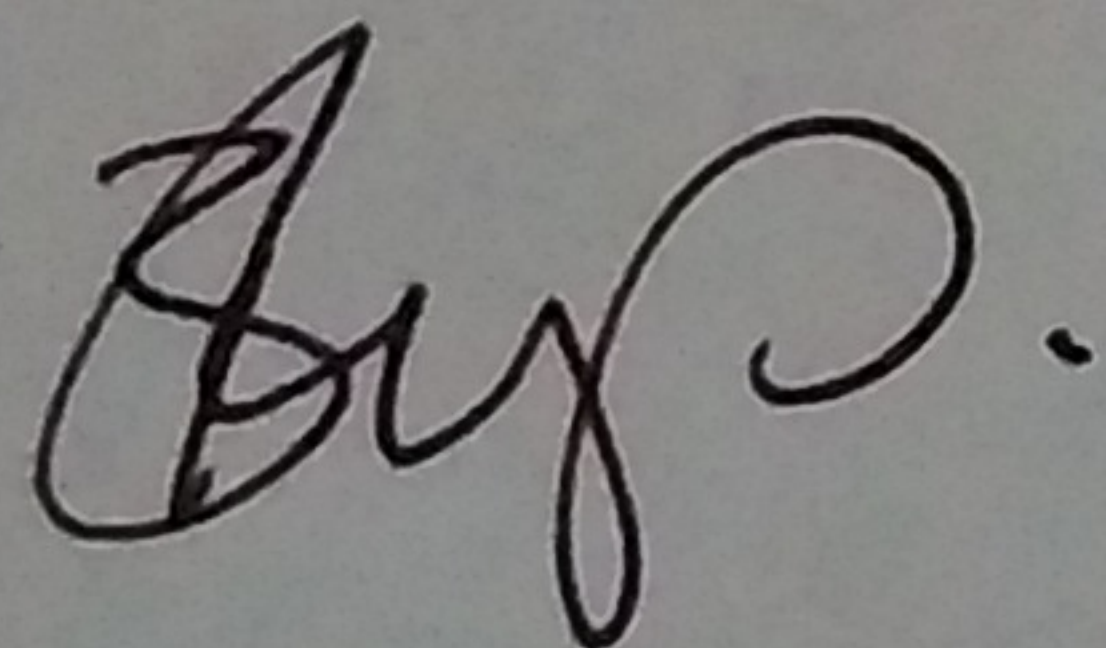
Mayor and Members of Council:

RE: Board Appointments

At the meeting of the Tillsonburg B.I.A. held on March 27, 2018, the following resolution was passed:

Moved by: Lori Arnold; Seconded by: Dave Klosler  
THAT Mark Tedesco and Marcel Rosehart be appointed to the Tillsonburg  
BIA Board of Management  
Carried

Regards,



Kim Miggins, Chairman  
Tillsonburg B.I.A.  
20 Oxford Street  
Tillsonburg, Ontario  
N4G 2G1



**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW NUMBER 3901**

A BY-LAW, To Appoint Directors to the Board of Management of the Tillsonburg Business Improvement Area (BIA), hereby Established by The Corporation of The Town of Tillsonburg.

WHEREAS the Council of the Town of Tillsonburg passed By-Law 2013 on December 13, 1977, to designated an improvement area within the Downtown of the Town of Tillsonburg;

AND WHEREAS the Council of the Town of Tillsonbrug passed By-Law 3180 on October 24, 2005, to enlarge the area designated as an improvement area;

AND WHEREAS Section 204(3) of the Municipal Act, S.D. 2001 Chapter 25 provides that the Board of Management for the improvement area shall be composed of one or more directors appointed by the municipality and the remaining directors selected by a vote of the membership of the improvement area and appointed by the municipality;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Town of Tillson burg enacts as follows:

1. THAT a Board of Management be and is hereby established for the Business Improvement Area in the Town of Tillsonburg as designated by By-Law 3180 and shall be comprised of one (1) member of Council, one (1) staff liaisons, and members of the BIA selected by a vote of the membership of the improvement area.

2. THAT the said Board of Management shall consist of the following members:

Cedric Tomico	Kendall Causyn
John Kirkland	Lori Arnold
Laura Magashazi	Virginia Armstrong
Terry Pond	Chris Jezovnik
Krystal West	Max Adam
Joe McIntyre	Colleen Pepper
Dan Rasokas	

3. THAT the foregoing members shall be appointed for a term ending the 1st day of January, 2019, or until their successors are appointed.

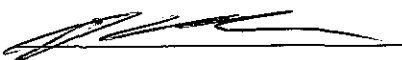
4. THAT the Board of Management is entrusted with overseeing the improvement, beautification and maintenance of buildings and structures in the area and to promote the area as a business or shopping area.

5. THAT this by-law comes into full force and effect upon the day of passing.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED, SEALED AND NUMBERED **3901** this 27th day of April, 2015.



MAYOR-Stephen Molnar



TOWN CLERK-Donna Wilson

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW NUMBER 4192**

**BEING A BY-LAW to amend By-Law 3901, being a by-law to Appoint Directors to the Board of Management of the Tillsonburg Business Improvement Area (BIA), hereby established by the Corporation of the Town of Tillsonburg.**

**WHEREAS** it is deemed necessary and expedient to amend By-Law 3901;

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

1. THAT "Mark Tedesco" and "Marcel Rosehart" be hereby appointed as members of the Board of Management until the 1<sup>st</sup> day of January 2019, or until his successor is appointed;
2. THAT "John Kirkland" and "Lori Arnold" be hereby removed as members of the Board of Management, effective immediately;
3. THAT the amendment to By-Law 3901 is hereby declared to be part of that By-Law as if written therein;
4. This by-law shall come into full force and effect on the day of passing.

**READ A FIRST AND SECOND TIME THIS 23<sup>rd</sup> DAY OF APRIL, 2018.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 23<sup>rd</sup> DAY OF APRIL, 2018.**

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Mayor – Stephen Molnar

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Town Clerk – Donna Wilson

February 13, 2018

Tillsonburg BIA  
Board of Directors  
Attention: **Virginia Armstrong**

Dear Virginia and Fellow Board Members,

It is with regret that I am writing to inform you of my decision to resign my position on the Tillsonburg BIA.

My other commitments have become too great for me to be able to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with the time and energy to devote to the job.

I will continue to sit on the board until March 26, 2018.

As always I would like to offer my assistance for future projects when I am able.

Sincerely

Lori Arnold  
Meyer Chiropractic  
130 Broadway  
Tillsonburg, ON  
N4G 3P8  
519-688-1800



## Resignation Letter

January 9th, 2018

BIA board of Management

Please find my official resignation letter from the BIA Board of Management.

As discussed with you previously I plan on a month or two of continued service so a smooth transition of my roles can happen.

Official resignation Date is Feb 1st.,2018

The board will need to find a replacement for me serving in 3 areas.

1. Treasurer of the Board
2. Representative on the Chamber of Commerce board.
3. Representative on the Facade Improvement Committee.


I would be happy to discuss at an upcoming board meeting the roles and responsibilities of each commitment to the existing members.

Trusting this meets with your approval

I remain yours truly:

A handwritten signature in black ink, appearing to be 'John Kirkland', written in a cursive style.

John Kirkland

	<b>Report Title</b>	Surplus Land Declaration – Brookside Lane
	<b>Report No.</b>	DCS 18-16
	<b>Author</b>	Cephas Panschow
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	APRIL 23, 2018
	<b>Attachments</b>	

**RECOMMENDATION**

THAT Council receive Report DCS 18-16 Surplus Land Declaration – Brookside Lane;

AND THAT the public road, described as part of Part 4, Plan 218 (West end of Brookside Lane at Quarter Town Line), be closed;

AND THAT the property, described as part of Part 4, Plan 218, be declared surplus to the needs of the Town of Tillsonburg in accordance with Bylaw 3549 – Sale of Real Property Policy.

**EXECUTIVE SUMMARY**

The purpose of this report is to seek Council approval to close a portion of Brookside Lane as a public road and to declare it surplus to the needs of the municipality in order to facilitate the transfer of the property back to the developer.

**BACKGROUND**

Brookside Lane was created with the registration of Plan 41M-218 on January 30, 2006. Following registration, a plan of subdivision becomes official and the municipality, upon completion of the roadways and the passing of a bylaw, assumes the public roads created. Based on assessment roll information, Brookside Lane has been owned by the Town since it was transferred to the Town from the developer in 2006.

Since the subdivision was registered, a number of homes have been built and the plan of subdivision is nearing completion. With the recent Quarter Town Line corridor management review, Engineering Services has had discussions with the developer regarding the opportunity to eliminate the Brookside Lane access to Quarter Town Line and instead direct traffic to use the existing Glendale Drive access via Lyndale Road.

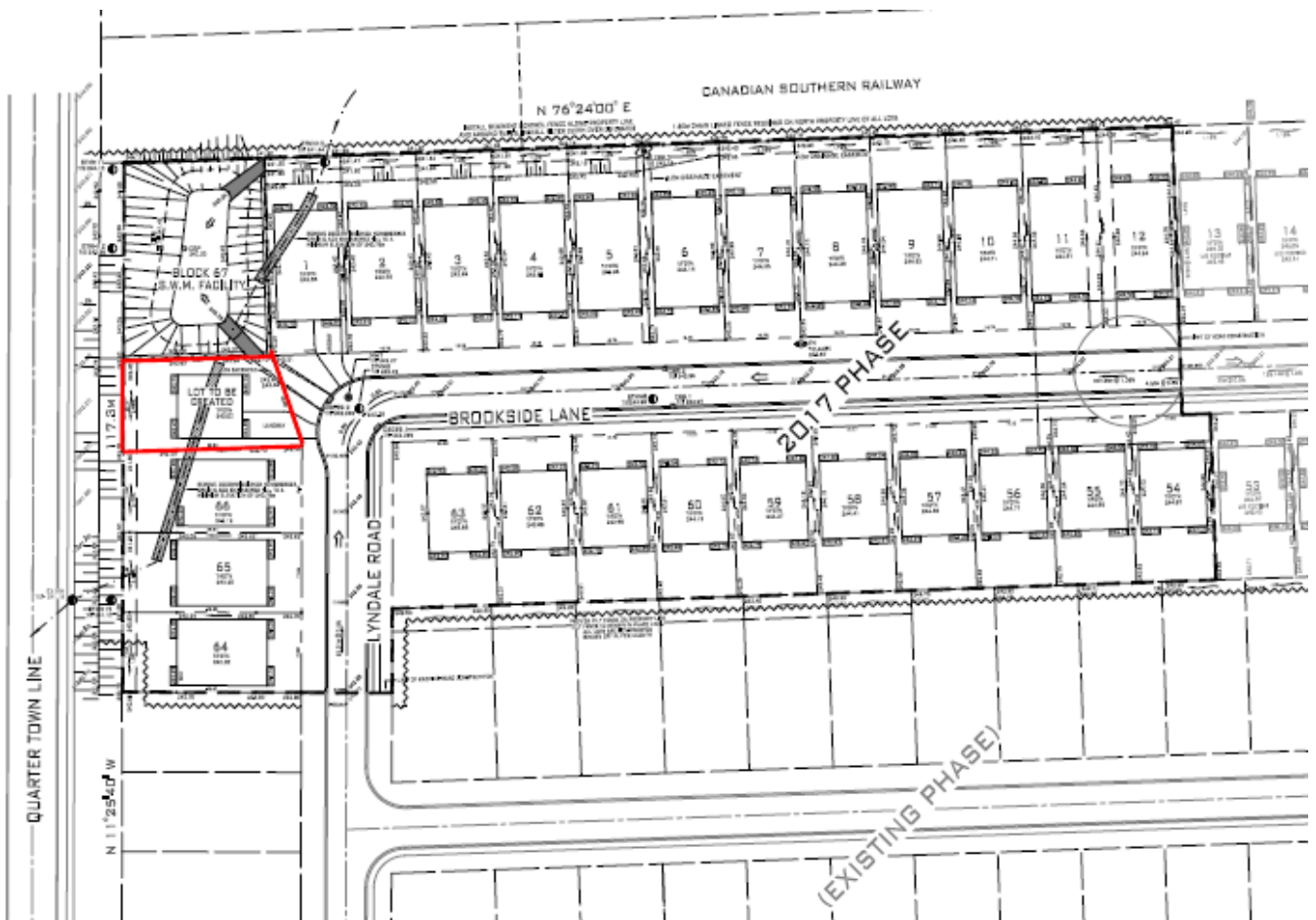
The proposed re-alignment of Brookside Lane will result in the creation of an additional lot. Staff propose that this portion of the public road be closed, declared surplus and transferred to the developer at the cost of \$1.

The Town's Sale of Real Property Policy (Bylaw 3549) allows for an Alternative Sale Method and states that:

- Council may reserve the right to adjust the sale price where, in the opinion of Council, it is in the best interest of the Town to do so

In this particular case, eliminating the access to Quarter Town Line is consistent with the Town's corridor management guidelines and will also reduce future maintenance of the formerly proposed road allowance. Approving this path forward will also result in the creation of an additional residential lot resulting in additional future tax revenue.

**Figure 1 – Subject Property (Lot to be Created)**



The following departments and agencies have been circulated regarding this property and their comments are summarized in the following table.

Department/Agency	Comment	Response
Bell Canada	No concerns	
Engineering Department	Engineering Department initiated the discussion regarding the elimination of the access on to Quarter Town Line and the developer has agreed to the change. Since the Town no longer requires the access, the land taken from the developer should be returned at a nominal value. Servicing will be accommodated once the developer has submitted approved drawings and site plan for phase 2	
Building Department	No concerns	
Planning Department	The property is appropriately zoned, but suggest a 1 foot reserve be retained to prevent access to Quarter Town Line from the rear yard. This could be done at the subdivision agreement stage, but it is probably easier to have the 1 foot reserve identified on the reference plan prepared to sell the property.	If a new reference plan/survey is required, the cost would be borne by the developer
Rogers TV	No concerns	
Tillsonburg Hydro Inc	No concerns. Servicing will be accommodated once the developer has submitted approved drawings for phase 2.	
Union Gas	No Concerns. There is no existing gas line at the property but one will be installed as part of the plan of subdivision development.	

## **COMMUNITY STRATEGIC PLAN**

Not applicable.

## **CONSULTATION/COMMUNICATION**


The developer has been involved in the redesign of the plan of subdivision and is in agreement with the proposed road re-alignment.

Notice of the potential surplus property will be provided in accordance with Bylaw 3549 – Sale of Real Property Policy, and specifically, by:

- Posting a notice on the property;
- Advertising in the Tillsonburg News; and,
- Posting a notice on the Town's website.

## **FINANCIAL IMPACT/FUNDING SOURCE**

As the property was originally transferred to the Town at the Town's request and was not required to meet other subdivision covenants (i.e. parkland dedication), staff is recommending that the land be returned to the developer at the cost of \$1 with the developer being responsible for any additional costs (engineering, legal, survey, etc) as may be applicable.

	<b>Report Title</b>	Inactive Building Permit & Design Criteria By-Law Deposits
	<b>Report No.</b>	DCS 18-18
	<b>Author</b>	Geno Vanhaelewyn, Chief Building Official
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	APRIL 23, 2018
	<b>Attachments</b>	<ul style="list-style-type: none"> <li>- DCS 18-13 - Outstanding New Home Construction Deposits</li> <li>- Inactive Design Criteria By-Law Deposit Policy</li> </ul>

## RECOMMENDATION

THAT Council receive report DCS 18-18 - Inactive Building Permit & Design Criteria By-Law Deposits as information;

AND THAT Council approves the Inactive Design Criteria By-Law Deposit Policy;

## EXECUTIVE SUMMARY

This report is a follow-up to Report DCS 18-13 (attached) and Council's direction to develop a policy to regulate Design Criteria By-Law 3153 deposits associated with inactive/stale open building permits.

## BACKGROUND

Report DCS 18-13 - Outstanding New Home Construction Deposits provides the background information related to the identified need for the proposed policy.

The inspection policy that was noted in report DCS 18-13 will be established by the Chief Building Official as per the authority in Section 1.1 of the Ontario Building Code Act:

*“(6) It is the role of a chief building official,  
(a) to establish operational policies for the enforcement of this Act and the building code within the applicable jurisdiction;”*

## CONSULTATION/COMMUNICATION

Consultation was completed with the Director of Finance, Director of Operations, Town auditor and the Town solicitor.

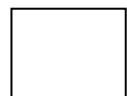
**FINANCIAL IMPACT/FUNDING SOURCE**

The cost associated to execute the proposed policy will be funded from the approved 2018 Building Services budget.


Forfeited deposit funds will be used to fund the Development Remediation Reserve that was established by Council in 2017. This reserve was created to provide a source of funding for the installation, repair and replacement of outstanding development related municipal infrastructure deficiencies.

**COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

Objective 1 – Excellence in Local Government - Demonstrates strong leadership and accountability as Council continues to support development requirements.





	<b>Report Title</b>	Outstanding New Home Construction Deposits
	<b>Report No.</b>	DCS 18-13
	<b>Author</b>	Geno Vanhaelewyn, Chief Building Official
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	MARCH 26, 2018
	<b>Attachments</b>	

**RECOMMENDATION**

THAT Council receive report DCS 18-13 - Outstanding New Home Construction Deposits as information;

AND THAT Council approves the transfer of deposit funds from the Construction Deposit account to the Development remediation account effective December 31, 2017.

**EXECUTIVE SUMMARY**

Building Services and the Town auditor identified a need to close out open building permit deposits. As a result, Building Services consulted with the Town’s solicitor and the Director of Finance in establishing a course of action which is proposed to be implemented in Q2 of 2018.

**BACKGROUND**

As prescribed in Design Criteria Bylaw 3153, builders constructing new homes in the Town of Tillsonburg are required to submit a refundable deposit of \$1200.00 at the time of building permit application. Where multiple building permits by a single builder have been issued, the refundable deposit for the second and additional lots is \$500.00. The deposit is returned once specific criteria have been met, pursuant to section F7.04 of the bylaw. Notably, a final lot grading certificate must be received and approved by Town Engineering staff, all construction deficiencies must be corrected (approved final inspection) and confirmation from the Town Works Dept. that no damage to curbs and sidewalks have been caused due to construction.

The Design Criteria has a relatively good compliance rate with many builders easily closing off open permits shortly after occupancy permits are issued and deposits are returned. While many builders easily comply, there are some builders, considered delinquent, who do not complete the projects, leaving open building permits and deposits left unreturned. While there are a variety of factors as to why some builders do not complete projects and these deposits are never returned, one of the main reasons identified is that the \$500.00 deposit that was established is too low. To correct deficiencies, repair curb or sidewalk damage and/or obtain a final grading certificate

will often cost a builder more than \$500.00 and therefore no motivation to complete and close out the permit. Secondly, some of the older permits are left open as a result of builders/developers that have gone bankrupt or are out of business and no longer exist. Third, in some instances where inspectors have re-inspected old open permits; the items have been completed and the builders simply forgot to reschedule a final inspection to close the permit.

Other secondary factors related to open permits that are not builder related, such as the increased use of title insurance since 2002 for real estate transactions was also identified as one of the reasons open permits are not closed. In the past, solicitors would request a certificate from Building Services for real estate transactions. The certificate issued by Building Services would list any open permits and deficiencies related to the property in question and solicitors acting for the purchaser would typically require that any deficiencies or open permits be resolved prior to closing the real estate transaction. The use of title insurance has almost eliminated the formal search request, therefore, leaving open permits undetected in a property sale. Permit management was also an identified factor and is partially due to the required time to administer and follow up with open permits. Administrating the return of deposits and closing out “stale” permits is a burden on Town resources as Town staff time is better spent on facilitating current permit applications/risks and working towards present economic development goals.

In review of risk management, building permits issued by the Chief Building Official require permit holders to be in compliance with the Ontario Building Code Act and the regulations made thereunder. One of these conditions requires the applicant/owner to provide notice to the Chief Building Official of the required inspections including a final inspection in this case. This requirement places the responsibility for permit holders to contact Building Services for a final inspection and to close out open permits. The Chief Building Official also has a responsibility to manage issued permits and must assess the risk associated with the status of all open permits on a regular basis. The risk assessment of the permits in question have been identified as low risk seeing that all of the permits have obtained occupancy approval which confirms that all of the health and safety issues were completed. The typical deficiencies associated with these open permits are submission of final grading certificates, exterior caulking, interior caulking, curb damage, sidewalk damage, etc.

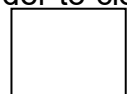
The Design Criteria deposit program started in the year 2000 and to this date the Town has open permits and hold deposits from that year. In total, there are currently 241 open permits totaling \$148,579.50 in deposits held by the Town from the year 2000 to 2014 inclusive. The following table identifies the number of open permits and deposit funds held by year.



<b>YEAR</b>	<b>OPEN</b>	<b>AMOUNT</b>
<b>2000</b>	<b>12</b>	<b>\$10,683.50</b>
<b>2001</b>	<b>7</b>	<b>\$4,700.00</b>
<b>2002</b>	<b>20</b>	<b>\$12,100.00</b>
<b>2003</b>	<b>14</b>	<b>\$9,800.00</b>
<b>2004</b>	<b>27</b>	<b>\$13,596.00</b>
<b>2005</b>	<b>18</b>	<b>\$9,400.00</b>
<b>2006</b>	<b>17</b>	<b>\$11,000.00</b>
<b>2007</b>	<b>28</b>	<b>\$15,600.00</b>
<b>2008</b>	<b>17</b>	<b>\$13,600.00</b>
<b>2009</b>	<b>8</b>	<b>\$6,200.00</b>
<b>2010</b>	<b>14</b>	<b>\$8,600.00</b>
<b>2011</b>	<b>11</b>	<b>\$7,200.00</b>
<b>2012</b>	<b>17</b>	<b>\$8,500.00</b>
<b>2013</b>	<b>13</b>	<b>\$7,200.00</b>
<b>2014</b>	<b>18</b>	<b>\$10,400.00</b>
<b>Total</b>	<b>241</b>	<b>\$148,579.50</b>

The Town's Finance Department was instructed by the Town auditor to implement provisions to reduce the outstanding deposit account for financial reasons. As part of this direction and in order to reduce open permits, staff consulted with other municipalities and the Town's solicitor in implementing the following steps to reduce risk to the Town and comply with the auditor recommendations:

1. Building By-Law 4079 was updated in 2017 to include an additional building deposit up to \$1,000.00 with wording that the deposit is forfeited if the permit has not been closed within one year from permit issuance with an option to extend the date by providing notice for review and approval. The implementation of this increase in deposit appears to be successful thus far in motivating contractors and homeowners to close out their permits voluntarily. For those that do not close open permits, the funds that are forfeited will provide funding for staff in the future to follow-up and ensure permits are closed in a reasonable fashion.
2. Permit holders with outstanding deposits will be sent a final notice with wording that was provided by the Town solicitor advising that the permit is open and must be closed within six months of the notice date at which point the deposit will be forfeited. Although the permit deposit will be forfeited, the permit will still remain open as per the solicitor's recommendation. Staff's schedule is to send these notices to all open permit holders on or before June 1, 2018.
3. Building Services will develop a policy assessing the risk of typical deficiencies that are not occupancy related but required to be completed for a final inspection in order to close



CAO

out the permit. The proposed policy will note specific deficiencies that may be listed as an outstanding item on a final inspection report but will not require a re-inspection due to the low risk associated with the noted deficiency. An example of this would be interior caulking, minor exterior caulking, etc. This policy will allow permits to be closed with minor noted deficiencies.

4. Operations staff to consider amending the Design Criteria By-Law to include similar wording as the Building By-Law that will permit the deposit to be forfeited within a specified time period if not completed.

#### **CONSULTATION/COMMUNICATION**

Consultation was completed with other municipalities, Director of Finance, Director of Operations, Town auditor and the Town solicitor.

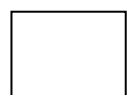
#### **FINANCIAL IMPACT/FUNDING SOURCE**


The cost associated to execute this task will be funded from 2018 Building Services budget.

Forfeited deposit funds will be used to fund the Development Remediation Reserve that was established by Council in 2017. This reserve was created to provide a source of funding for the installation, repair and replacement of outstanding development related municipal infrastructure deficiencies. Finance recommends that we move all outstanding pre 2015 balances to this reserve after the six month notice. Annually these deposits will be reviewed and transferred to the reserve. (2015 will be transferred in 2019, etc.)

#### **COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

N/A



	<b>Building Services &amp; Finance</b>		
	<b>Inactive Design Criteria By-Law Deposit Policy</b>		
	<b>Policy Number</b>		
	<b>Approval Date</b>	<b>Revision Date</b>	
	<b>Schedules</b>		

**A. POLICY STATEMENT**

This policy is established to regulate Design Criteria By-Law 3153 deposits associated with inactive/stale open building permits.

**B. PURPOSE**

The purpose of the policy is to close stale open building permits and reduce the outstanding Design Criteria By-Law 3153 deposit account associated with inactive/stale open permits. Forfeited deposits will be transferred to the Development Remediation Reserve to assist in funding outstanding development related municipal infrastructure deficiencies.

**C. SCOPE**

This policy is subject to the following:

- i) open building permits that have obtained occupancy but have not obtained a final inspection;
- ii) building permits that are subject to a Design Criteria By-Law 3153 deposit; and
- ii) building permits that have been inactive for a minimum of four (4) years.

**D. AUTHORITY**


Council provides authority to Building Services and Finance staff to implement.

**E. POLICY**

- permit holders identified in the scope of this policy will be sent a final notice from Building Services with wording that was provided by the Town solicitor advising that the permit is inactive/open and must be closed within six (6) months of the notice date at which point the deposit will be forfeited.

<b>Building Services &amp; Finance</b>	
<b>Inactive Design Criteria By-Law Deposit Policy</b>	
<b>Policy Number</b>	

- permits that are not closed within the six (6) month notice will remain open and the deposit will be forfeited.
  - Building Services staff will notify Finance staff of the forfeited deposits.
  - Finance will track forfeited deposits.
  - Finance will transfer forfeited deposits from the Design Criteria Construction Deposit account to the Development Remediation Reserve annually on December 31.
-

	<b>Report Title</b>	Comprehensive Sidewalk Review
	<b>Report No.</b>	OPS 18 - 10
	<b>Author</b>	Dan Locke, C.E.T., Manager of Public Works
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	April 23, 2018
	<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Sidewalk Connectivity Plan</li> <li>• Sidewalk Classification Map</li> <li>• By-law 2189</li> </ul>

**RECOMMENDATION**

**THAT Council receive Report OPS 18-10 Comprehensive Sidewalk Review;**

**AND THAT Council adopt the Sidewalk Connectivity Plan within the Town Asset Management Plan with the associated capital program brought forward as part of future budget deliberations;**

**AND THAT staff incorporate the sidewalk classification system and winter servicing levels into a Winter Maintenance Level of Service Policy for Council consideration;**

**AND FURTHER THAT staff update By-law 2189 for Council consideration.**

**SUMMARY**

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

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

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



## ***Sidewalk Connectivity Plan***

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

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

It should be noted that for the purpose of this comprehensive review, sidewalks are considered hard surfaced paths within the designated road allowance, inter-block walkways, footbridges and staircases used by pedestrians throughout the Town that provide a link between sidewalks as well as hard surfaced pathways within Parks and Open Space.

A responsible and effective means to address the sidewalk network connectivity gaps and satisfy the objectives of the Official Plan Transportation Strategic Approach would be to prioritize the installation and/or removal of identified sidewalk segments based on a consistent logical set of sidewalk classification criteria. In addition an established sidewalk classification system would also provide the opportunity to implement a priority based sequence of sidewalk maintenance to ensure common pedestrian traffic patterns are serviced more appropriately and would also assist staff in responding to complaints and/or inquires.

The current sidewalk classification system utilizes the same classification of the roadway in recognition that pedestrian traffic should remain separated from vehicular traffic along arterial and collector roadways. However, sidewalks perform a different function in the transportation network than roadways and their overall priority should reflect the routes most commonly used by pedestrian traffic. Therefore by overlaying the Town's Land Use Plan to represent the intent or general use of sidewalks in each of the respective zoning areas, an additional classification layer can be applied. The following describes the categorization of zoning into four major areas.

- Institutional areas include:
  - Elementary & High Schools
  - Community Service Centres
  - Retirement Homes, and
  - Hospital
- Commercial areas include:
  - Central Commercial District (CC / BIA limits)
  - Service Commercial (SC)
- Residential areas include:
  - Low Density (R1, R1A, R2 & R3)
  - Medium Density (RM)
  - High Density (RH)
  - Mobile Home Park (RMH)

- Industrial areas include:
  - General Industrial (MG)
  - Restricted Industrial (MR)

In addition to the Roadway and Land Use classification layers, supplementary criteria filters can also be applied to help classify and prioritize sidewalks depending on their common pedestrian use. Additional filtering criteria that can be applied include:

- Sidewalks located within a Special Event area will naturally generate increased pedestrian traffic.
- Hard surfaced walkways and pathways identified as primary in the Trails Master Plan.
- Sidewalks along bridges and steep graded arterial and collector roadways where pedestrian passage should be kept separated from vehicular traffic.
- Sidewalks located along arterial and collector roadways that directly serve Institutions such as schools or hospitals.
- Sidewalks located along arterial and collector roadways that directly service Commercial areas such as the Central Commercial District and Service Commercial.
- Sidewalks that provide common safe access routes to schools that connect to crossing guard locations
- Sidewalks that service high density apartment and social housing complexes, including retirement centres,
- Where sidewalks exist on both sides of a local roadway only one side would be considered. The selection of which sidewalk would be considered would be determined on an individual basis to ensure a smooth sidewalk transportation network in accordance with the Official Plan.
- Sidewalks along roadways that transport pedestrians to and walkways within Parks and Open Space.
- Sidewalks that terminate mid-block, do not provide continuous connection, or do not have a sidewalk immediately preceding or following it.
- Sidewalks along or adjacent to a vertical drop, large body of water, or along a steep grade where public safety is a potential concern.

The following table summarizes the Roadway and Land Use classification criteria layers and applies the supplementary criteria filters that staff recommend be utilized in an effort to logically prioritize the Towns sidewalk network. A graphical representation summarizing the criteria of **Table 1** is provided in **Figure 1** which also utilized information regarding students within walking distance to schools and the current staffed crossing guard locations. A tabular sidewalk length summary of the recommended classification criteria is provided in **Table 2**.

**Table 1 – Recommended Sidewalk Classification Criteria**

<b>Class</b>	<b>Description</b>
Primary	<ul style="list-style-type: none"> <li>• Sidewalks located within a Special Event area, when they are scheduled to occur.</li> <li>• Sidewalks along arterial or collector roadways that directly serve an Institution such as a school or hospital as well as common safe access routes to schools that connect crossing guard locations.</li> <li>• Sidewalks on bridges and steep hills along arterial and collector roadways.</li> <li>• Sidewalks along arterial or collector roadways that directly serve Commercial areas such as the Central Commercial District and Service Commercial.</li> <li>• Hard surfaced walkways and pathways identified as Primary in the Trails Master Plan.</li> <li>• Sidewalks that service high density apartment and social housing complexes, including retirement centers.</li> </ul>
Secondary	<ul style="list-style-type: none"> <li>• Any remaining sidewalks located along arterial and collector roadways.</li> <li>• Sidewalks along roadways that transport pedestrians to and remaining hard surfaced walkways within Parks and Open Space.</li> <li>• Sidewalks along local roadways. Where sidewalks exist on both sides of a local roadway only one side would be considered. The selection of which sidewalk would be considered would be determined on an individual basis to ensure a smooth sidewalk transportation network in accordance with the Official Plan.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Sidewalks along local roadways where no sidewalk precedes or follows.</li> <li>• Any walkway, sidewalk, staircase, or pathway along any roadway that terminates mid-block and does not provide a continuous connection to another component of the sidewalk network.</li> <li>• Any sidewalk, walkway or pathway along or adjacent to a vertical drop, large body of water, or along a steep grade where public safety is a potential concern.</li> </ul>

**Table 2 – Current Sidewalk Network Length by Recommended Classification**

	Primary	Secondary	Other	Total
<b>Sidewalks (km)</b>	54.6	41.5	0.4	<b>96.5</b>

Utilizing the recommended sidewalk classification criteria as a means to address and prioritize the current sidewalk network connectivity gaps reveals that approximately 31.6 km of sidewalk would need to be added to the network, as shown in **Figure 2** summarized in **Table 3**. The location of where a future sidewalk would be installed was completed on an individual basis in consideration of the following general guidelines:

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

**Table 3 – Proposed Sidewalk Connectivity Plan Length by Recommended Classification**

	Primary	Secondary	Other	Total
<b>Sidewalks (km)</b>	61.1	66.6	0	<b>127.7</b>

While the amount of sidewalk installation of the Sidewalk Connectivity Plan is significant approximately 8.1 km of sidewalk will be installed and paid for by future development. In addition approximately 6.6 km of sidewalk would be installed through identified future capital road reconstruction projects. Therefore staff are recommending that a Sidewalk Connectivity Capital Program, based on a 10-year implementation period, be brought forward as part of future budget deliberations to address the remaining 16.9 km of infill sidewalk utilizing various funding sources of Gas Tax, OCIF formula, Taxation or Debt and/or a combination thereof.

### ***Sidewalk Maintenance***

The Minimum Maintenance Standards (MMS) for Municipal Highways O.Reg. 239/02 requires that a municipality inspect their sidewalk network for vertical surface discontinuities once per calendar year. The MMS also requires that any vertical surface discontinuity that exceeds 2 cm is to be treated within 14 days of becoming aware of the trip hazard. The Town satisfies these MMS requirements by patrolling sidewalks every spring thereby capturing the effects of any frost heave that may have occurred from the previous winter season and typically makes temporary repairs by the use of asphalt ramping of the trip hazard to meet the obligatory timeframe of the MMS until more permanent repairs by either grinding the trip hazard or by replacing the sidewalk panel can be completed.

There are currently no winter maintenance standards for sidewalks in the MMS. Under Section 44 of the Municipal Act a municipality is not liable for personal injury caused by snow or ice on a sidewalk except in the case of gross negligence. One of the objectives of this report is to establish a level of service for winter maintenance on sidewalks to ensure the Town fulfills its legal duty to provide the standard of care to prevent foreseeable harm to others.

## Sidewalk Winter Maintenance

Many of the winter maintenance public complaints and legal claims over the past few years are related to the level of service provided on sidewalks. The overall effectiveness of winter maintenance on sidewalks is affected by several factors including:

- *Curb face sidewalk* – Curb face sidewalk is sidewalk that abuts directly to the roadway without any boulevard area. It is difficult to have an instantaneous response for curb face sidewalks because roadway snow is often cleared onto the sidewalks. Approximately 71% (65.5 km) of the Towns sidewalk network is comprised of curb face sidewalk where this would occur.
- *Heavy volumes of snow* - When the amount of snow due to a heavy snowfall or successive storm events is so great that plowing is no longer effective, blower attachments are often used. When blowers are used, it takes approximately 50% longer to complete sidewalk snow clearing operations.
- *Unconnected gaps* - In many locations sidewalks are not effectively connected to one another. Therefore, maintenance activities leave gaps and these gaps force pedestrians to walk on the roadway.
- *By-law No. 2189* - The current bylaw from February 1982 (attached) is outdated. Much of the terminology has changed and the bylaw has not been updated to support these changes as it relates to sidewalk winter control in the Downtown. The activities that the bylaw supports simply are not the current Town practice as maintenance practices have evolved over time. The bylaw outlines snow, ice and dirt removal and the responsibility of the property owners in the Downtown.

There are also several factors to consider when setting out the desired level of winter maintenance service on sidewalks; such as establishing a sidewalk classification system as discussed in the previous section, the level of service for each those classifications, and the execution of work.

### Level of Service Options

- A. *Close all sidewalks for the winter* – The Town has the option of not undertake any winter maintenance operations at all on any sidewalks within the Town. All sidewalks would be considered closed from November 1<sup>st</sup> to April 15<sup>th</sup>. No winter maintenance or inspections would be required during this period. However, given the Town's past practice of providing sidewalk winter maintenance this reduction in the level of service is not recommended.
- B. *Update By-law 2189* – The Town can update By-law 2189 or enact a new By-law that requires all adjoining property owners to clear sidewalks in accordance with the winter sidewalk maintenance standards. This would remove any maintenance costs for the Town, but would create additional costs and challenges for By-law staff to enforce. Currently, there is little capacity within the By-law area to undertake additional enforcement without staffing enhancements. The level of service would also likely be less than workers dedicated to clearing sidewalks. There have been court cases where the ability to enforce a municipal By-law requiring residents to clear sidewalks adjoining their property has been challenged.

C. *Prioritizing Service Levels* – Recognizing historical winter servicing of sidewalks and current resources a more reasonable approach would be to utilize the recommended sidewalk classification criteria to prioritize service. Research revealed a broad range of sidewalk servicing levels. Primary route service levels ranged from 5cm to 10cm to be completed within 12 to 36 hours after a storm has ended and secondary route service levels ranged from 8cm to 15cm within 24 to 72 hours after a storm has ended while others provided no service level or response time for any secondary routes. Staff are recommending the following winter maintenance sidewalk servicing levels be incorporated into a Winter Maintenance Level of Service Policy.

**“Primary Sidewalks**

The objective is to address snow accumulation equal to or greater than 5 cm, after the snow accumulation has ended, as soon as practicable and normally within twenty-four (24) hours.

**Secondary Sidewalks**

The objective is to address snow accumulation equal to or greater than 8 cm, after the snow accumulation has ended, as soon as practicable and normally within forty-eight (48) hours.

**Other Sidewalks**

No winter maintenance will be provided on identified Other sidewalks and are considered closed from November 1<sup>st</sup> to April 15<sup>th</sup>.

All sidewalks will be maintained in a smooth snow packed condition due to the limitations of the sidewalk clearing equipment to get down to the bare surface, unless specified otherwise.

If icy conditions exist, sidewalks will be addressed as soon as practicable after becoming aware that sidewalks are icy, within the same priority sequence and timeframes mentioned above.

For unusual or severe conditions, or when equipment breakdown occur, lower priority sidewalks may be delayed in an attempt to maintain higher priority sidewalks at the service levels described above for both snow accumulation and ice control.”

*Execution of Work*

By utilizing the recommended sidewalk classification criteria and the proposed winter maintenance level of service, the capacity to execute the work can be determined for various scenarios. In each scenario the following field based information was used to determine the amount of time available per shift to complete sidewalk snow clearing operations:

- Three (3) sidewalk units available for clearing operations
- Average travel speed of a sidewalk unit with snow plow blade attachment 6.0 km/hr
- Average travel speed of a sidewalk unit with snow blower attachment 3.0 km/hr
- Snow blower attachments are used approximately 75% of the time

- Sidewalk unit salt hopper covers approximately 2.5 km before requiring a refill of which takes approximately 15 minutes per refill.
- Deadhead travel down-time equivalent to approximately 0.5 hours per shift
- Other task associate down-time is equivalent to 1.5 hours per shift for pre-trip inspection, lunch, post-shift unit wash-down, reporting & documentation, etc.)

*Scenario 1 – Status Quo*

The *Status Quo* scenario would not implement the proposed Sidewalk Connectivity Plan with growth in the sidewalk network a result of only future development. Approximately 2.3 km of sidewalks located in the Downtown would continue to be governed by By-law 2189. A summary of the capacity to perform sidewalk clearing operations under this scenario is provided in **Table 4** below.

**Table 4 – Scenario 1 Execution of Work per Sidewalk Unit Shift**

	52.3 km of Primary		41.5 km of Secondary	
	Blade	Blower	Blade	Blower
km / Sidewalk unit	17.4 km	17.4 km	13.8 km	13.8 km
Down-Time	2.0 hrs	2.0 hrs	2.0 hrs	2.0 hrs
Salt Reloading Time	1.75 hrs	1.75 hrs	1.25 hrs	1.25 hrs
Sidewalk Clearing Time	3.0 hrs	6.0 hrs	2.25 hrs	4.5 hrs
<b>Total Time</b>	<b>6.75 hrs</b>	<b>9.75 hrs</b>	<b>5.5 hrs</b>	<b>7.75 hrs</b>

As can be expected when the amount of snow due to heavy snow falls or successive storm events is so great that sidewalk clearing operations with a blade attachment is no longer effective and the snow blower attachment is required, that some overtime will be incurred during the Primary sidewalk clearing shift in order to meet the proposed winter maintenance levels of service. Note that when equipment breakdown occurs the ability for Public Works to achieve the winter maintenance levels of service is significantly reduced. Therefore staff recommend that the next outgoing sidewalk unit be retained as a spare during the next replacement cycle to provide some resiliency.

*Scenario 2 – Expansion*

The recommended *Expansion* scenario would look to implement the Sidewalk Connectivity Plan with the approximate 2.3 km of sidewalks located in the Downtown to continue to be governed by By-law 2189. A summary of the capacity to perform sidewalk clearing operations under this scenario is provided in **Table 5** below.

**Table 5 – Scenario 2 Execution of Work per Sidewalk Unit Shift**

	58.8 km of Primary		66.6 km of Secondary	
	Blade	Blower	Blade	Blower
~ km / Sidewalk unit	19.6 km	19.6 km	22.2 km	22.2 km
Down-Time	2.0 hrs	2.0 hrs	2.0 hrs	2.0 hrs
Salt Reloading Time	2.0 hrs	2.0 hrs	2.25 hrs	2.25 hrs
Sidewalk Clearing Time	3.25 hrs	6.5 hrs	3.75 hrs	7.5 hrs
<b>Total Time</b>	<b>7.25 hrs</b>	<b>10.5 hrs</b>	<b>8.0 hrs</b>	<b>11.75 hrs</b>



With an expanded sidewalk network there would be additional overtime required compared to the *Status Quo* scenario when a snow blower attachment is used to complete sidewalk clearing operations. A potential overtime mitigating measure that could be employed is to run a second (i.e. night) sidewalk unit shift, however this measure would be dependent upon the individual operator’s availability within Hours of Service legislation. In addition given the operating environment with running a second (i.e. night) sidewalk unit shift there could also be an increased likelihood of equipment breakdown providing further support that a spare sidewalk unit be allocated during the next sidewalk unit replacement cycle.

While the recommended *Expansion* scenario improves the level of service by providing greater connectivity for users through a seamless sidewalk network it should be recognized that operating strategies, such as when sidewalks exist on both sides of an arterial or collector roadway that only one side would be serviced initially, will need to be employed to service higher priorities within the Primary class of sidewalk, such as sidewalks that serve a school or hospital or common safe routes to schools. Applying such operating strategies will allow Public Works to achieve the proposed winter maintenance levels of service of the Sidewalk Connectivity Plan in a systematic and efficient manner.

*Scenario 3 – Full Service*

The *Full Service* scenario would look to implement the Sidewalk Connectivity Plan and rescind By-law 2189 with all 2.3 km of sidewalks in the Downtown governed by By-law 2189 serviced by Public Works. Given that sidewalks in the Downtown are on average approximately four (4) times the width of typical sidewalks the overall length of sidewalks governed by By-law 2189 were proportionately increased to account for the additional servicing time. A summary of the capacity to perform sidewalk clearing operations under this scenario is provided in **Table 6** below.

**Table 6 – Scenario 3 Execution of Work per Sidewalk Unit Shift**

	68.0 km of Primary		66.6 km of Secondary	
	Blade	Blower	Blade	Blower
~ km / Sidewalk unit	22.7 km	22.7 km	22.2 km	22.2 km
Down-Time	2.0 hrs	2.0 hrs	2.0 hrs	2.0 hrs
Salt Reloading Time	2.25 hrs	2.25 hrs	2.25 hrs	2.25 hrs
Sidewalk Clearing Time	3.75 hrs	7.75 hrs	3.75 hrs	7.5 hrs
<b>Total Time</b>	<b>8.0 hrs</b>	<b>12.0 hrs</b>	<b>8.0 hrs</b>	<b>11.75 hrs</b>

The winter maintenance service level of By-law 2189 requires property owners fronting a street in the Downtown to clear and salt the sidewalk within the first four (4) hours of daylight. It is also common for property owners to continue to maintain sidewalk clearing/salting during business hours should a winter event continue to occur. The proposed winter maintenance level of service would look to only service primary sidewalks within 24 hours following the end of a storm event and not provide a continued level of sidewalk maintenance service that downtown patrons are likely accustomed to. Even if Public Works were to dedicate a sidewalk unit to the Downtown the initial service timing requirements of By-law 2189 would unlikely be satisfied and other competing primary sidewalks would be delayed or receive no service at all.

Given the disparity between the proposed winter maintenance service levels and the service levels of By-law 2189 it is staff's recommendation that Public Works winter maintenance servicing of the *Full Service* scenario no longer be considered as a viable option without significant additional resources being provided. Furthermore it is staff's recommendation that By-law 2189 be updated to reflect current terminology, practices and more clearly outline roles and responsibilities.

### **CONSULTATION/COMMUNICATION**

The Thames Valley District School Board, London District Catholic School Board, Manager of Public Works, Director of Operations, Bylaw Enforcement and Public Works staff were all consulted during this comprehensive sidewalk review.

Once the Winter Maintenance Level of Service Policy is developed and in accordance with Strategy 3 – Inform, Consult, Collaborate of the Towns Public Engagement Policy a Public Information Centre would be scheduled to connect with the general public and outline the expected levels of service.

### **FINANCIAL IMPACT/FUNDING SOURCE**

The current cost to perform winter sidewalk maintenance is approximately \$75,000 per year, equivalent to approximately \$805/km. **Table 7** below summarizes the estimated financial impact for each of the scenarios described above.

**Table 7 – Financial Impact Summary**

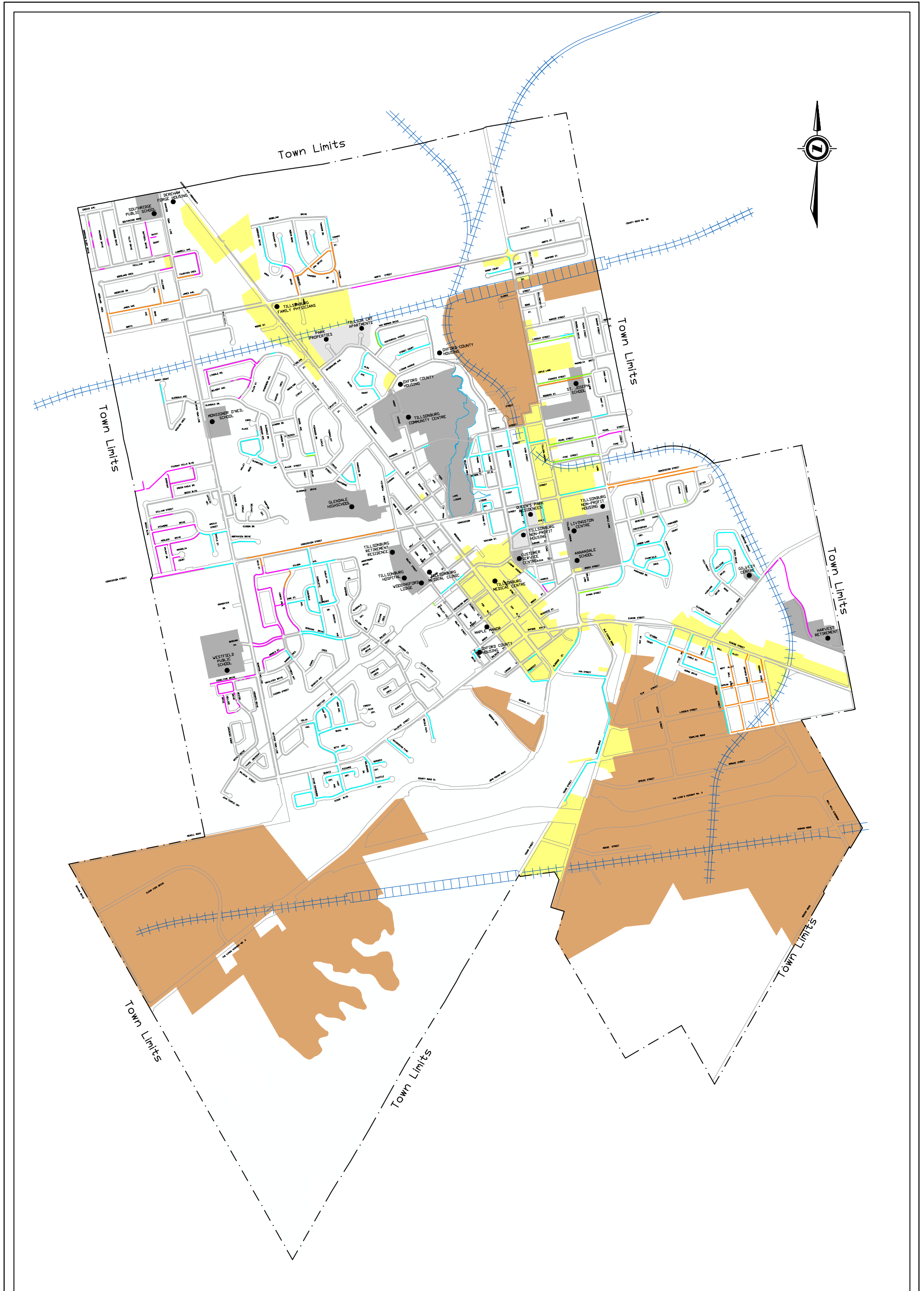
	<b>Scenario 1</b>	<b>Scenario 2</b>
Primary Sidewalk (km)	52.3	58.8
Secondary Sidewalk (km)	41.5	66.6
Total Sidewalk (km)	93.8	125.4
<b>Total Est. Cost</b>	<b>\$75,509</b>	<b>\$100,947</b>

The increase cost to service the recommended Sidewalk Connectivity Plan (Scenario 2) is estimated at \$25,000 equivalent to \$2,500 per year or roughly equivalent to annual increases of 2.9% per year over a 10-year implementation period.

### **COMMUNITY STRATEGIC PLAN**

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

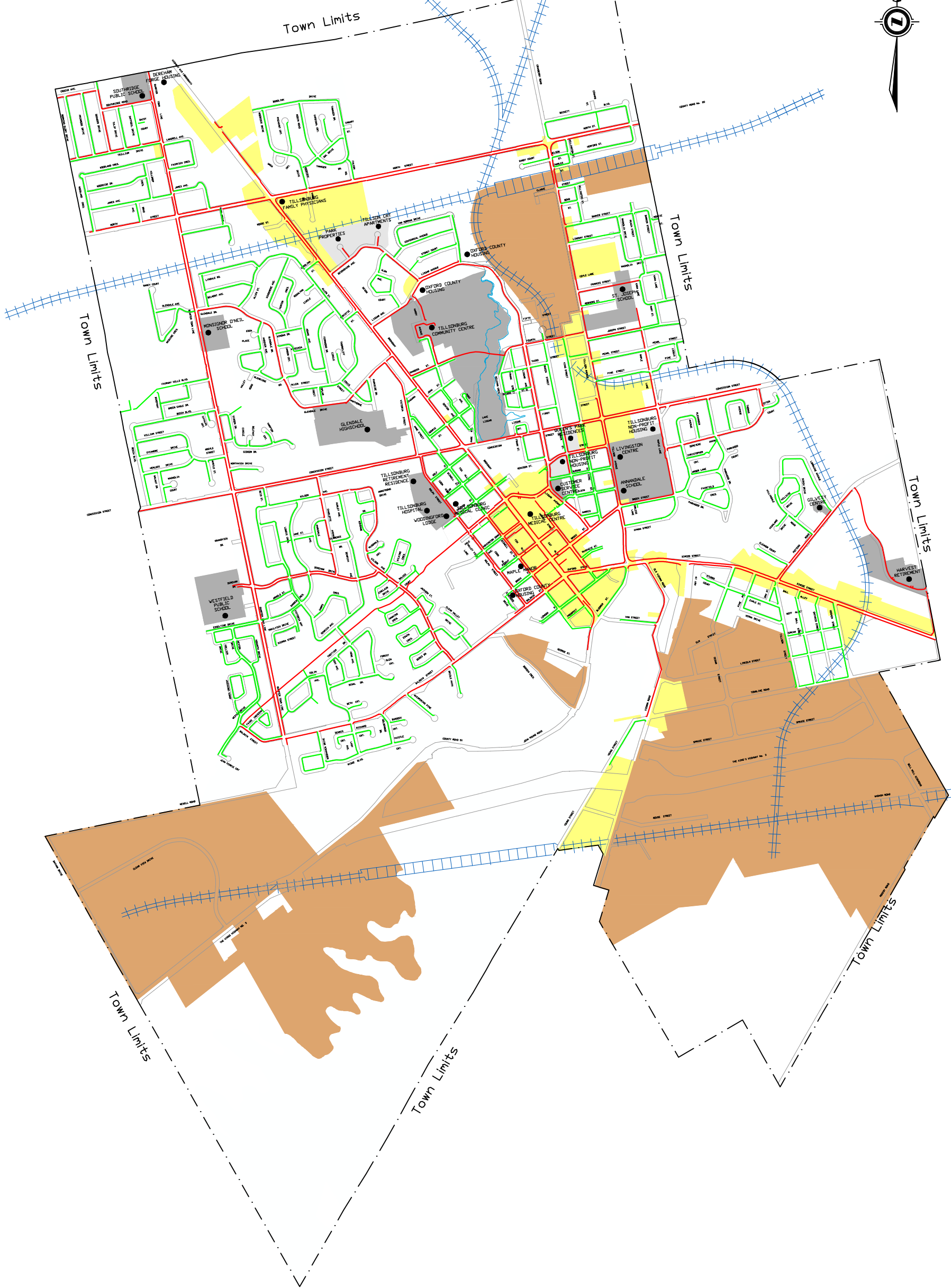
Furthermore the implementation of clearly defined sidewalk winter maintenance level of service supports Objective 1 – Excellence in Local Government of the Community Strategic Plan by demonstrating strong leadership and accountability.



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

**SIDEWALK**  
**CONNECTIVITY PLAN**

- |               |                          |           |                |
|---------------|--------------------------|-----------|----------------|
| COMMERCIAL    | RESIDENTIAL              | EXISTING  | RECONSTRUCTION |
| INDUSTRIAL    | HIGH DENSITY RESIDENTIAL | INFILL    | REMOVALS       |
| INSTITUTIONAL |                          | DEVELOPER |                |



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

# SIDEWALK CLASSIFICATION

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



THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NO. 2189

A BY-LAW respecting the removal of snow, ice, dirt and litter from sidewalks and streets in the Town of Tillsonburg and the removal of snow and ice from roofs and buildings in the municipality.

WHEREAS the Council of a local municipality may pass by-laws to require the removal of snow and ice from sidewalks, streets or buildings in the municipality as provided by paragraphs 53 to 57, Section 210 of The Municipal Act, R.S.O. 1980, Chapter 302.

AND WHEREAS every Council may pass such by-laws and make such regulations for the health, safety, morality and welfare of the inhabitants of a municipality as may be deemed expedient as provided by Section 104 of The Municipal Act, R.S.O. 1980, Chapter 302.

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

SECTION 1 - SHORT TITLE

- 1.1 This by-law may be cited as the "Snow, Ice, Dirt and Litter Removal By-Law".

SECTION 2 - INTERPRETATION

- 2.1 In this by-law:
- 2.1.1 "Chief Building Official" shall mean the Chief Building Official of the Corporation of the Town of Tillsonburg as appointed from time to time or his duly authorized representative.
- 2.1.2 "Corporation" shall mean the Corporation of the Town of Tillsonburg.
- 2.1.3 "Person" shall also include a firm, corporation or public body.
- 2.1.4 "Sidewalk" shall mean that portion of a street between the curb lines or the lateral lines of a roadway or laneway and the adjacent property lines specifically provided and intended for the use of pedestrians.
- 2.1.5 "Street" shall mean any public highway, street, part of a street, lane or alley or any other public place used by the general public for vehicular and/or pedestrian passage.
- 2.1.6 "Works Superintendent" shall mean the Works Superintendent for the Corporation of the Town of Tillsonburg as appointed from time to time or his duly authorized representative.

SECTION 3 - GENERAL REGULATIONS

3.1 SIDEWALKS

- 3.1.1 The occupant and where there is no occupant, the owner or person having charge, care or control of any building or lot fronting any street or part of street as listed in Schedule "A" to this by-law shall remove and clear away and keep removed and cleared away all snow, ice, dirt and litter from the sidewalk on the side of such street which is nearest to such building or lot.

3.1.2 If any person who is required by paragraph 3.1.1. of this by-law to remove snow and ice from the sidewalks of the street adjoining his premises refuses or neglects to remove or clear away the same within the first four (4) hours of daylight after any fall of snow or fall of hail or rain which freezes on the said sidewalks or refuses or neglects to remove dirt or litter from same, and neglects or refuses to do so for 24 hours after receiving notice from the Superintendent of Works to carry out this, then said person shall be deemed to be in default of this by-law and the Works Superintendent may cause such snow, ice, dirt or litter to be cleared away and removed at the expense of such person. In the case of non-payment of such expense, the same shall be recovered in like manner as municipal taxes pursuant to Section 325 of The Municipal Act, R.S.O. 1980, Chapter 302.

3.1.3 Notwithstanding paragraph 3.1.2 to this by-law, if in the judgement of the Works Superintendent the snow and ice required to be cleared and removed is frozen such that it cannot be removed without damage being done to the sidewalk or pavement, then such person required to clear and remove such snow and ice shall not be deemed to be in default of this by-law until the expiration of four hours of daylight from the time when such snow and ice shall become capable of being removed without damage being caused in its removal.

3.2 BUILDINGS, FIRE ESCAPES AND MEANS OF EGRESS

3.2.1 Whenever snow or ice shall accumulate on the roof of any building within the Town of Tillsonburg abutting on or situate within 3 metres of any public street, thoroughfare, sidewalk or pavement and either in fact, or in the opinion of the Works Superintendent or Chief Building Official, that such accumulation shall cause a danger to occupants of that building or persons passing, the occupant, and in the case where there is no occupant, the person owning or having care, charge or control of any such building shall cause the accumulated snow and ice to be removed forthwith therefrom. Every person removing such accumulation shall take due care and precaution for the warning of persons passing or being on such street, thoroughfare, sidewalk or pavement. In addition, snow and ice shall also be removed from all fire escapes and other means of egress from any building within the Town.

3.3 DEPOSITING SNOW, ICE, DIRT OR LITTER ON SIDEWALKS OR STREETS

3.3.1 No person shall deposit or cause to be deposited any snow or ice from any private driveway or other property owned by any person on or into any sidewalk or street.

3.3.2 In no instance shall any person deposit or cause to be deposited any snow or ice from any public property on or into the travelled portions of any sidewalk or street, with the exception of the operators of snow removal equipment vehicles or apparatus owned and operated by the Works Department of the Corporation or contractors working under the supervision of the Works Superintendent, and further excepting those persons named and described in paragraph 3.1.1 of this by-law.

3.3.3 No person shall deposit or cause to be deposited any dirt or litter on or into any travelled portion of any sidewalk or street from any public property, private driveway or other property owned by any person unless authorized by the Works Superintendent.

SECTION 4 - PENALTY

- 4.1 Any person who contravenes or causes to be contravened any provision of this by-law is liable to conviction under the Provincial Offences Act and shall be subject to a fine not exceeding \$2,000.00.
- 4.2 Each day a violation of this by-law continues shall constitute a separate and distinct offence under this by-law.
- 4.3 This by-law shall have a suggested fine of \$50.00 for use in conjunction with an offence notice under Part One of The Provincial Offences Act.

SECTION 5 - CONFLICT

- 5.1 Notwithstanding the provisions of any other by-law to the contrary, in the event of a conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.

SECTION 6 - EFFECTIVE DATE

- 6.1 This by-law shall come into full force and effect upon the final passing thereof.

READ a FIRST and SECOND TIME this 22nd day of

February, 1982.

*J. Ferri*

*Samuel E. Asher*

READ a THIRD, TIME, PASSED, SIGNED, SEALED and

NUMBERED 2189 this 22nd day of February, 1982.

*J. Ferri*

*Samuel E. Asher*



SCHEDULE "A"  
 TO BY-LAW NO. 2189

TOWN OF TILLSONBURG

<u>STREET</u>	<u>SIDE</u>	<u>FROM</u>	<u>TO</u>
Broadway	Both	Bridge St.	Prospect St.
Harvey	Both	Bridge St.	London St.
Hale	South	Broadway	Fox Alley
Washington Grand	North	Broadway	Fox Alley
Ridout	Both	Harvey	Bidwell St.
Brock	Both	Stoney Creek	Bidwell St.
Baldwin	Both	Broadway	Fox Alley
Oxford	Both	Broadway	Harvey St.



# COMPREHENSIVE SIDEWALK REVIEW



Operations Services – Public Works

Monday April 23, 2018



# AGENDA

- Supporting Document Review
- Sidewalk Connectivity Plan
- Sidewalk Classification System
- Sidewalk Maintenance
- Level of Service Options
- Execution of Work
- Servicing Costs
- Next Steps

# Provincial Policy Statement & Official Plan

- Both encourage:
  - Active transportation,
  - Walkable communities and
  - Pedestrian-oriented design.
- Official Plan Strategic aim is to:

“provide a safe, convenient and aesthetically pleasing pedestrian environment, responsive to all population, age, and health groups, linking all parts of the Town by a logical system of sidewalks, pathways and footbridges”.

# Provincial Policy Statement & Official Plan

- Official Plan also provides some key parameters to assist Council achieve Strategic objective, such as:
  - Requiring the provision of sidewalks in or adjacent to new *development*.
    - On both sides of arterial and collector roads
    - On a least one side of local streets
  - Ensuring that sidewalks, pathways and footbridges are provided in appropriate locations to facilitate direct and convenient pedestrian access throughout Residential Areas to prevent circuitous pedestrian routes to major roads and activity areas.
  - Ensuring that sidewalks are sufficiently setback from adjacent roadways and adequately drained.
  - Ensuring that new or replacement pedestrian facilities provide barrier free access from the road network for the disabled and elderly and persons pushing a stroller or cart.

# Sidewalk Connectivity Plan

Sidewalks perform a different function in the total transportation network than roadways and their overall priority should reflect routes most commonly used by pedestrian traffic.

# Sidewalk Connectivity Plan

- To provide a continuous sidewalk network that is both safe and convenient to all pedestrian user types
- Connect locations where sidewalks are not effectively connected to one another
- Remove sections of sidewalk that serve no logical purpose
- Establish a **Sidewalk Classification System**



# Sidewalk Connectivity Plan

- **Sidewalk Classification System** based on:
  - Road Network priority in recognition that pedestrian & vehicular traffic should be separated
  - Official Land Use Plan to represent the intent or general use of sidewalks within each respective zoning area
    - Institutional
    - Commercial
    - Residential
    - Industrial
  - Additional criteria to help classify and prioritize sidewalks

# Sidewalk Connectivity Plan

- **Sidewalk Classification System**

1. Primary – high usage sidewalks
2. Secondary – local sidewalks
3. Other – unconnected, low usage

- Establishing a sidewalk prioritization and classification system will ensure common pedestrian traffic patterns are serviced more appropriately and assist staff in responding to public inquires.

# Sidewalk Connectivity Plan

- **Sidewalk Classification System – Primary**

- Sidewalks located within a Special Event area, when they are scheduled to occur.
- Sidewalks along arterial or collector roadways that directly serve an Institution such as a school or hospital as well as common safe access routes to schools that connect crossing guard locations.
- Sidewalks on bridges and steep hills along arterial and collector roadways.
- Sidewalks along arterial or collector roadways that directly serve Commercial areas such as the Central Commercial District and Service Commercial.
- Hard surfaced walkways and pathways identified as Primary in the Trails Master Plan.
- Sidewalks that service high density apartment and social housing complexes, including retirement centers.

# Sidewalk Connectivity Plan

- **Sidewalk Classification System – Secondary**
  - Any remaining sidewalks located along arterial and collector roadways.
  - Sidewalks along roadways that transport pedestrians to and remaining hard surfaced walkways within Parks and Open Space.
  - Sidewalks along local roadways. Where sidewalks exist on both sides of a local roadway only one side would be considered. The selection of which sidewalk would be considered would be determined on an individual basis to ensure a smooth sidewalk transportation network in accordance with the Official Plan.

# Sidewalk Connectivity Plan

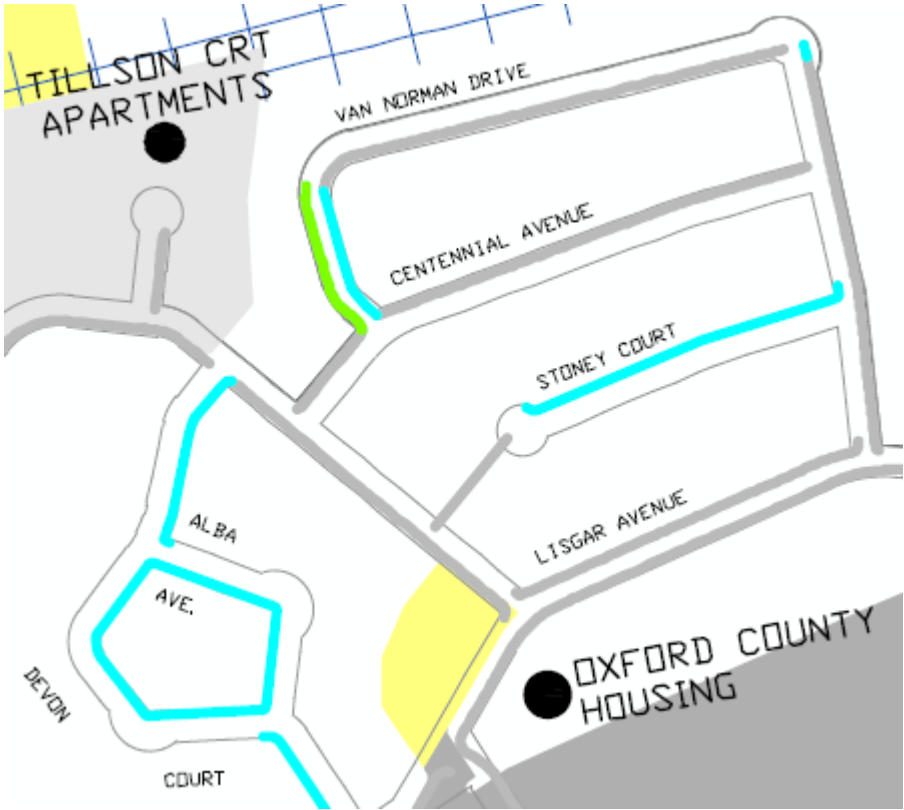
- **Sidewalk Classification System – Other**
  - Sidewalks along local roadways where no sidewalk precedes or follows.
  - Any walkway, sidewalk, staircase, or pathway along any roadway that terminates mid-block and does not provide a continuous connection to another component of the sidewalk network.
  - Any sidewalk, walkway or pathway along or adjacent to a vertical drop, large body of water, or along a steep grade where public safety is a potential concern.

# Sidewalk Connectivity Plan

- Location of future sidewalk to address current sidewalk network connectivity gaps completed on individual basis following general guidelines:
  - Pedestrian safety and surrounding environment
  - Continuation of an existing sidewalk within the block
  - Connectivity to the existing sidewalk network
  - Provides logical linkage within and for future expansion of the sidewalk network
  - Location of existing Community Mail Boxes
  - Preference to the north or west side of a roadway to maximize solar heating value
  - Preference to boulevard sidewalk to provide adequate snow storage
  - Minimize the number of properties/driveways affected

# Sidewalk Connectivity Plan

Illustrates existing, infill & removal locations

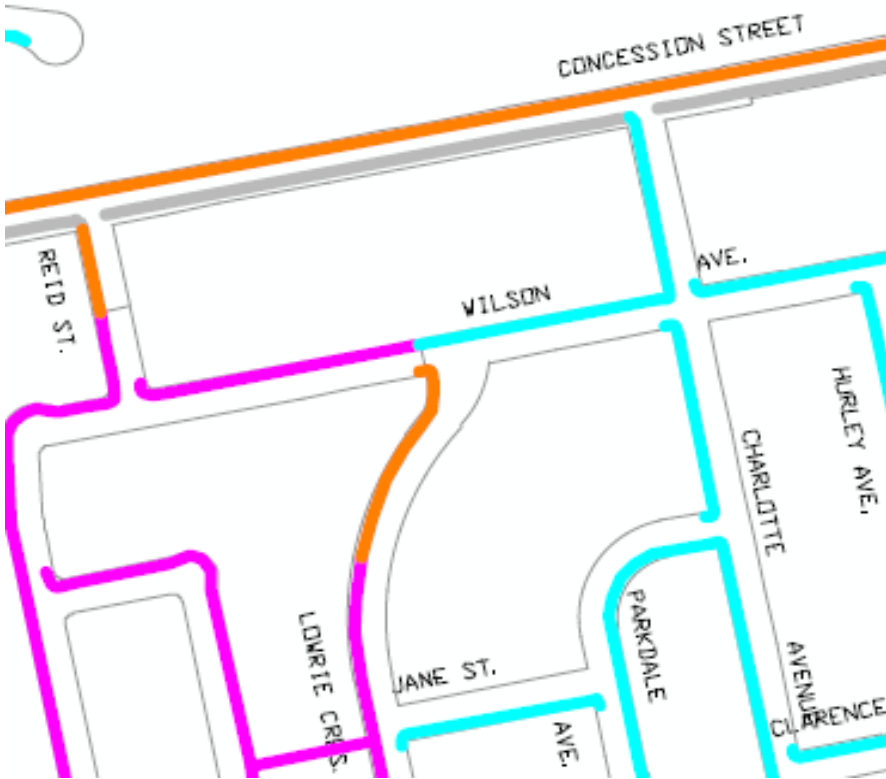


Legend

- EXISTING
- INFILL
- DEVELOPER
- RECONSTRUCTION
- REMOVALS



# Sidewalk Connectivity Plan



Illustrates existing, reconstruction, infill, Development locations

Legend

- EXISTING
- INFILL
- DEVELOPER
- RECONSTRUCTION
- REMOVALS

# Sidewalk Connectivity Plan

- Connectivity gap analysis revealed approximately
  - 8.1 km of future development sidewalk
  - 6.6 km of future reconstruction sidewalk
  - 16.9 km of infill sidewalk
- A Connected Sidewalk Network can be achieved over a 10-year implementation period leveraging a combination of funding sources
  - Gas Tax
  - OCIF Formula
  - Taxation
  - Debt

# Sidewalk Maintenance

- Minimum Maintenance Standards (MMS) requires
  - Annual sidewalk inspections
  - Vertical surface discontinuities greater than 2 cm be addressed within 14 days of becoming aware of hazard
- No winter maintenance standards
  - Other objective of this report is to establish a level of service for winter maintenance of sidewalks.

# Sidewalk Maintenance

- Winter maintenance of sidewalks affected by several factors
  - Curb face sidewalk (approx. 70%)
  - Heavy volumes of snow
  - Unconnected gaps
  - By-law 2189

# Sidewalk Maintenance

- Level of Service Options
  - A. Close all sidewalks for winter (Nov 1<sup>st</sup> to Apr 15<sup>th</sup>)
  - B. New By-law (all adjoining property owners to clear sidewalks)
  - C. Prioritize Service Levels – (Recommended)

# Sidewalk Maintenance

- Level of Service Options
  - Prioritize Service Levels
    - **Primary Sidewalks** - The objective is to address snow accumulation equal to or greater than 5 cm, after the snow accumulation has ended, as soon as practicable and normally within twenty-four (24) hours.
    - **Secondary Sidewalks** - The objective is to address snow accumulation equal to or greater than 8 cm, after the snow accumulation has ended, as soon as practicable and normally within forty-eight (48) hours.
    - **Other Sidewalks** - No winter maintenance will be provided on identified Other sidewalks and are considered closed from November 1<sup>st</sup> to April 15<sup>th</sup>.
    - All sidewalks will be maintained in a smooth snow packed condition due to the limitations of the sidewalk clearing equipment to get down to the bare surface, unless specified otherwise.
    - If icy conditions exist, sidewalks will be addressed as soon as practicable after becoming aware that sidewalks are icy, within the same priority sequence and timeframes mentioned above.
    - For unusual or severe conditions, or when equipment breakdown occur, lower priority sidewalks may be delayed in an attempt to maintain higher priority sidewalks at the service levels described above for both snow accumulation and ice control.

# Sidewalk Maintenance

- Execution of Work
  - Ability to complete sidewalk clearing dependent upon
    - 3 sidewalk units to perform winter maintenance
    - Avg travel speed of sidewalk unit with blade 6.0 km/hr
    - Avg travel speed of sidewalk unit with snow blower 3.0 km/hr
    - Snow blowers used approx. 75% of the time
    - Salt hopper covers approx. 2.5 km between refills each taking approx. 15 min / refill
    - Deadhead travel down-time approx. 0.5 hrs/shift
    - Other task associated down-time approx. 1.5 hrs/shift (pre-trip, lunch, wash-down, reporting/documentation, etc.)



# Sidewalk Maintenance

- Execution of Work – Scenario 1 (*Status Quo*)
  - Would not implement Sidewalk Connectivity Plan
  - Downtown sidewalks continue to be governed by By-law
    - Some overtime required when snow blowers required
    - When equipment breakdown occurs ability to achieve service levels significantly reduced
    - Recommend the next outgoing sidewalk unit be retained as a spare to provide resiliency

# Sidewalk Maintenance

- Execution of Work – Scenario 2 (*Expansion*)
  - Implement Sidewalk Connectivity Plan
  - Downtown sidewalks continue to be governed by By-law
    - Additional overtime required when snow blowers required
    - Potential to mitigate additional overtime with a second (i.e. night) shift dependent upon availability within Hours of Service
    - With increased equipment usage come increase likelihood of breakdown further supports retaining a spare sidewalk unit
    - Operating strategies required to achieve level of service in a systematic efficient manner

# Sidewalk Maintenance

- Execution of Work – Scenario 3 (*Full Service*)
  - Implement Sidewalk Connectivity Plan
  - Downtown sidewalks serviced by Public Works
    - Downtown sidewalks wider than typical sidewalks
    - Competing primary sidewalk priorities
    - Proposed Level of Service within 24 hr after storm event ends
    - Unable to provide continued service throughout an event that downtown patrons are likely accustomed to
    - Significant disparity between service level provided through By-law 2189 and proposed winter maintenance service levels
    - Recommend By-law 2189 be updated regardless of Scenario

# Servicing Cost

- Current annual winter sidewalk maintenance equivalent to \$75,000 or \$805/km
- Increase cost to service recommended Sidewalk Connectivity Plan (*Scenario 2*) estimated at \$25,000 equivalent to \$2,500/year over 10-year period (or 2.9%/year)


# Next Steps

- Incorporate sidewalk classification system and winter servicing levels into a Winter Maintenance Level of Service Policy
- Update By-law 2189
- Sidewalk Connectivity Capital Program to future budget deliberations

# Comments

Dan Locke, C.E.T.  
Manager of Public Works

Kevin De Leebeeck, P.Eng.  
Director of Operations

	<b>Report Title</b>	Slapshot Pad Conversion Alternatives
	<b>Report No.</b>	RCP 18-16
	<b>Author</b>	Rick Cox, Director of Recreation, Culture & Parks
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	April 9, 2018
	<b>Attachments</b>	

**RECOMMENDATION**

THAT Council receives Report RCP 18-16 – Slapshot Pad Conversion Alternatives, for information.

AND THAT Council direct staff to implement option \_\_\_ as outlined in this report.

**EXECUTIVE SUMMARY**

The Tillsonburg Community Centre Energy Retrofit Project currently in progress includes the conversion of the existing slapshot pad from ice to a low-maintenance plastic alternative. A delegation of users of the slapshot pad at the February 12, 2018 Council meeting requested that Council consider leaving the slapshot pad as ice. Council directed that staff provide a report with alternatives and costs. As the contractor that has been awarded the work to proceed with the conversion needs to order the materials shortly in order to meet the construction schedule, Council is asked to confirm their direction on this matter.

**BACKGROUND**

At the meeting on February 12, 2018, Council passed the following resolution:

*Moved By: Councillor Hayes      Seconded By: Councillor Rosehart*

*THAT Council receive an additional report from Staff regarding options and costs to retain or not to retain the ice on the mini ice pad.*

**Usage and Revenue**

The slapshot pad was installed in 2004 as part of the arena renovation and had its first full year of operation in 2005. It has never been widely promoted beyond the local Tillsonburg area and therefore has never seen a high degree of use. Usage levels have been in the 4-8% range over the life of the facility, averaging 4.6 hours per week prior to 2017. In 2017 a new large-volume user delivering advanced goalie training generated an above-the-norm usage rate averaging 10 hours per week (13%) and the Town realized correspondingly higher rental revenue.

Year	2010	2011	2012	2013	2014	2015	2016	2017
Hours	142.15	207	263.3	184.45	312.45	232.15	252	499.6
Avg. per week	2.8	4.1	5.3	3.7	6.2	4.6	5.0	10.0
Usage %	4%	5%	7%	5%	8%	6%	7%	13%
Revenue	\$5,392.11	\$8,065.06	\$10,355.53	\$7,265.59	\$12,898.00	\$9,174.30	\$10,120.55	\$21,195.09
Average usage								<b>7%</b>
Average Revenue								<b>\$ 10,558.28</b>



### Current Maintenance Protocols

The slapshot pad cannot be maintained by a large resurfer in the same way as the large ice pads because of its small size. Staff must hand-scrape and sweep to remove shavings from skaters. Despite using water sparingly to fill gouges and ruts, ice thickness builds up after each flood. The only effective way of dramatically thinning it is to melt the pad entirely and rebuild from scratch. Up until now this has typically been done when the Community Rink is also removed, typically every other year. The low usage levels were not seen to warrant the significant investment in staff time and equipment required to provide a higher maintenance standard.

However, the resulting ice thickness, often approaching 6 inches, required the ice plant to operate considerably more than would be required for maintaining thinner ice. The significant energy costs associated with this practice became clear during the 2015 energy analysis. A non-ice surface was identified as a high-ROI solution to permanently eliminating the energy cost of the space without requiring significant operational changes. I.B. Storey Inc. engineers have estimated the energy cost specifically consumed by the slapshot pad at \$8,550, although there are other parts of the system consuming significantly more energy as a result of the thick ice.

The maintenance protocol has typically required between 1.5 and 2 hours per week on the slapshot pad. A reasonable blended hourly rate for maintenance staff time is \$30 to reflect the differential wages and associated benefit costs of the various staff positions that do the work. Using a 50-week operational year, the estimated current labour cost in a year is \$2,250. The estimated operating deficit for 2017 for the slapshot pad was \$4,155.

### Summary of Options

Option	Annual (Surplus)/Deficit	Net One Time Costs
1. Conversion to GLICE™	\$1,760	\$18,000
2. Abandon conversion	\$12,705	\$71,000
3. Abandon conversion, maintain 2" ice	\$1,605	(\$10,500)

#### Option 1 – Conversion to GLICE™

The approved energy retrofit project specifies the conversion of the slapshot pad floor to GLICE™, a polymer surface designed to provide a close facsimile of a real ice surface. The cost of this component of the project is approximately \$18,000. The product does not consume any energy and is reasonably low-maintenance. The amount of staff time that would be required for maintenance matches the 1.5-2 hours per week currently being deployed.

If the conversion is done, Council and staff have been advised that the high-volume rental from the current advanced goalie coach rentals will cease. It is likely that there would also be an overall reduction in usage (and revenue) due to the change until users became familiar with the new surface, so for this analysis revenue projections have been estimated at the pre-2017 average. The energy savings achieved would be directed into the principal and interest payments on the capital cost of implementing the conversion.

Utility costs for the slapshot pad .....	\$0
Associated utility costs (savings) in refrigeration system .....	\$0
Maintenance costs .....	\$2,250
Slapshot share of capital costs for retrofit P&I .....	\$8,550
<u>Rental revenue using pre-2017 average .....</u>	<u>(\$9,040)</u>
<b>(Profit)/Loss .....</b>	<b>\$1,760</b>

One-time cost for GLICE™ installation ..... \$18,000  
 (This cost is already incorporated into the capital project financing)

Option 1 is the default position and without a different direction from Council, the contract that includes this work which has been awarded to CIMCO will be implemented. CIMCO has agreed to delay ordering the materials until after April 23 to accommodate Council's desire to review this issue. It should be noted that should the installation is not destructive to the cold floor. If this decision is revisited in the future, the GLICE™ panels could be removed and the floor returned to an ice surface.

**Option 2 – Abandon conversion to GLICE™**

If Council supports the request from users to retain an ice surface on the slapshot pad, the \$18,000 capital cost of that work would no longer be required. If the current maintenance protocol is continued, no operational changes would be required, at an annual labour cost of \$2,250. The utility cost of \$8,550 would also continue to be incurred. However, as the rest of the retrofit is proceeding, the principal and interest payments would still be required without the benefit of an offsetting savings in cost.

In addition, the Conservation Demand Management (CDM) incentives and rebates anticipated in the business case for executing the project would be put at risk. Without the consumption savings contributed from the slapshot pad conversion, it is unlikely that the required CDM targets would be achievable and up to \$89,000 in rebate or incentive would be eliminated.

While 2017 revenue was significantly higher than in previous years, if Council supports the request from users to abandon the conversion to GLICE™, a reasonable expectation is that the 2017 revenue benchmark would be achieved on an ongoing basis.

Utility costs(savings) .....	\$8,550
Associated utility costs (savings) in refrigeration system .....	\$14,550
Maintenance costs .....	\$2,250
Slapshot share of capital costs for retrofit P&I .....	\$8,550
<u>Rental revenue using 2017 benchmark .....</u>	<u>(\$21,195)</u>
<b>(Profit)/Loss .....</b>	<b>\$12,705</b>

One-time cost from lost incentives (approx.)..... \$89,000  
Savings from elimination of GLICE™ installation..... (\$18,000)  
 Net one-time costs ..... \$71,000

Staff do not recommend Option 2.

**Option 3 – Abandon conversion to GLICE™ and maintain ice at 2” maximum**

If Council supports the request from users to retain an ice surface on the slapshot pad, the \$18,000 capital cost of that work would no longer be required. Deploying staff and purchasing

equipment to ensure the ice thickness does not exceed 2" will result in an estimated \$735 increase in utility costs over that achieved by converting the floor. This approach will enable the Town to secure the same rebate and incentive as the conversion would. There will also be a decrease of \$18,000 in the capital cost of the project by eliminating the GLICE™ component.

In order to maintain the ice at 2" thickness, a minimum of 8 hours per week of staff time will be required at an annual cost of \$12,000. This maintenance standard becomes economically viable if usage levels are maintained at an average of 10 hours or more. Some one-time costs will be incurred to purchase equipment specific to the task and install the electric circuit to power it. The ice will also need to be removed and rebuilt annually, with associated labour and consumables cost. Details of the 2" ice maintenance protocol are in the chart below:

<b>Labour</b>				
Description of Task	Hrs/Wk	Hrs/Yr		Notes
Shave pad using edger and scraper, clean with broom and shovel, then flood with garden hose	8	400	\$ 12,000.00	This requires daily maintenance as well as a maintenance block after every three or four hours of use. The 10 minute/hour zamboni flood schedule doesn't work in this case.
Remove and replace ice once yearly		30	\$ 900.00	
<b>Annual staffing cost to maintain 2" ice thickness</b>			<b>\$ 12,900.00</b>	
<b>Other Costs</b>				
Description of Cost	Annual or monthly cost		Total/Yr	Current (2017) use levels would require an estimated 8 hours for this work.  An electric edger with a blade leveling mechanism is required to safely perform this work in the small enclosed space. Current gas-powered equipment is not suitable due to fumes and fixed blade leveling.
2 boxes of ice paint	annual		\$215.00	
Sharpen scraper blades	\$25 monthly		\$300.00	
Edger blades	annual		\$100.00	
<b>Annual consumables cost to maintain ice</b>			<b>\$615.00</b>	
<b>Total annual cost</b>			<b>\$13,515.00</b>	
<b>Equipment required (one-time purchase)</b>				
Description of Cost	Type of Cost		Total	
Ice edger (electric) & install of 30A/240V circuit	1 time		\$7,000.00	
New scraper - custom build	1 time		\$500.00	
<b>Total one-time costs</b>			<b>\$7,500.00</b>	

Utility costs.....	\$735
Associated utility costs in refrigeration system.....	\$0
Maintenance costs for staff and consumables .....	\$13,515
Slapshot share of capital costs for retrofit P&I .....	\$8,550
Rental revenue using 2017 benchmark .....	(\$21,195)
<b>(Profit)/Loss.....</b>	<b>\$1,605</b>

One-time cost for ice maintenance equipment (est.).....	\$7,500
Savings from elimination of GLICE™ installation .....	(\$18,000)
Net one-time costs .....	(\$10,500)

## **CONSULTATION/COMMUNICATION**

RCP staff met with representatives of the slapshot users after their delegation to Council. Information was obtained from I.B. Storey Inc. and RCP Facilities staff regarding the implication of various alternatives on energy consumption, energy incentive eligibility, and ice maintenance operations.

## **FINANCIAL IMPACT/FUNDING SOURCE**

The \$2,340,000 cost of the Tillsonburg Community Centre Energy Retrofit project is funded in the approved 2018 Capital Budget by allocations of \$2,085,000 in user-pay debt and \$255,000 from in rebates and incentive grants. The user-pay portion will be paid for from savings in utility costs.

If Option 1 is selected, there is no change to the approved financing model and minimal change in the annual maintenance cost of the slapshot pad, but there is a potential reduction in annual revenue from the slapshot pad if the new surface is unpopular. Operating losses would be reduced due to utility cost savings.


If Option 2 is selected, the total net cost of the energy project will be increased by \$71,000, reflecting a reduction in rebate and incentive eligibility of \$89,000 offset by \$18,000 in construction savings. There would be minimal change in the annual maintenance cost of the slapshot pad. Operating losses would increase due to P&I payments on energy retrofit.

If Option 3 is selected, the total net cost of the energy project will be reduced by \$10,500 due to \$18,000 in construction savings offset by \$7,500 in one-time equipment purchases. Rebate and incentive eligibility is the same as with the Option 1 (GLICE™ conversion). Annual maintenance costs for the slapshot pad will increase to over \$13,000; however it is likely that 2017 rental revenue levels will be maintained. 2018 rental revenues will be used to purchase and install the necessary equipment and power circuit. Operating losses would be reduced due to utility cost savings and potentially eliminated if rental revenue continues to grow.

## **COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

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

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

	<b>Report Title</b>	LLWP Slide Options
	<b>Report No.</b>	RCP 18-20
	<b>Author</b>	Rick Cox, Director of Recreation, Culture & Parks
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	April 23, 2018
	<b>Attachments</b>	•

## RECOMMENDATION

THAT Council receives Report RCP 18-20 – LLWP Slide Options;

AND THAT staff proceed with waterslide tower rehabilitation including replacing the lower stair riser in order to have a safe and TSSA certified waterslide ready for the 2018 summer season.

## EXECUTIVE SUMMARY

Council requested more detailed options regarding the LLWP slide and future repairs that might be required.

## BACKGROUND

As described in RCP 18-18 - LLWP Capital Forecast and Slide Tower Replacement, despite the annual maintenance and inspection program that has been in place, the LLWP waterslide tower has a considerable amount of rusted metal on the stairs, railings and landings. The TSSA has issued an order to “**remove rust from all slide support and tower steel structures. Replace damaged members and rust coat and repaint same.**”

The initial quote to do this work provided last September by our Licensed Slide Mechanic contractor (Acapulco Pools Ltd.) was \$16,720 before taxes plus materials. When Acapulco began their work in late October, they uncovered substantially more damaged metal and cement particularly on the tower’s lower stair riser and so work was halted for further review. RCP staff secured an engineer’s report from JADE+ Engineering on the structural integrity of the slide tower, which was received in November. There are 10 recommendations in this report, including a specific recommendation (#4) to remove and replace the stairs.

RCP staff asked Acapulco to develop a specification for and cost for the repairs needed to meet the requirements of the TSSA order and implement the recommendations from JADE+. That cost was received in March 2018 and totaled \$150,055 before taxes. This quote is to replace all stairs, railings and landings, and to rehabilitate the two main tower support piers. Acapulco’s engineers felt that the landings also needed replacing based on their review of the JADE+ report and the photographs contained in the report. This was a verbal recommendation only and has not been documented.

Staff sought Council's direction regarding the future of the waterslide at the April 9-10 Council meeting. After some discussion the following motion was passed:

*Moved By: Councillor Hayes Seconded By: Councillor Rosehart  
THAT Council receives RCP 18-18, LLWP Capital Forecast and Slide Tower Replacement;  
AND THAT staff provide more detailed information regarding recommissioning of the slide and future repairs that may be required at the April 23, 2018 Council Meeting.*

RCP staff has assembled the following information for Council's consideration:

1. A brand new slide tower and flume would cost \$250,000-\$300,000. A recent similar sized structure in Brantford cost \$280,000. There is a 1-year timeline between placing the order and having the structure installed.
2. The existing slide flume was identified in the Facility Condition Analysis done in 2017 as needing to be replaced within 5 years.
3. The Town has an engineer's report recommending replacement of the tower's stairs and handrails. Quotes to do this work range from \$17,640 up to \$30,000 per riser.
4. The lower stair riser must be replaced. It may be possible to rehabilitate the upper riser enough to get permission open for 2018 without replacing it. If not, both risers will have to be replaced to get TSSA approval.
5. If the tower replacement option is selected, Acapulco Pools has identified that work to replace the tower structure must be initiated by May 11, 2018 if it is to be completed by July 1, 2018. However, TSSA approvals must then be secured before it can be used in 2018.
6. Any further rust or deterioration that develops over this coming summer and winter will have to be repaired before opening for 2019. The potential cost of this is not known at this time.

At this time, staff understands that Council's expectation is that all reasonable actions will be taken to have an operational and safe waterslide ready for the projected July 1 opening. Staff recommends proceeding with the replacement of the lower stair riser and the rehabilitation of the tower and slide supports immediately, using the existing budget allocation and design documents from ProSlide Technology Inc. and Aqua Plan. Updates will be provided to Council with respect to progress and cumulative costs.

## **CONSULTATION/COMMUNICATION**

RCP staff has been working with Aquatic Design & Engineering to secure TSSA guidance, analyse the options, and develop a workable plan. Cost estimates for various elements of the work have been secured from Acapulco Pools, Lonestar Welding, Pre-Fect Fab Inc., and Iron Works. ProSlide Technology Inc. are the original manufacturers of the slide and have provided their design documentation. It is expected that JADE+ Engineering and the TSSA will be involved in recertifying the slide for use this summer.

## **FINANCIAL IMPACT/FUNDING SOURCE**

The current \$50,000 waterslide repair capital project allocation is funded \$25,000 from reserves and \$25,000 from user-pay debt. Work done and commitments made to date total \$15,000. By the time that all of the required work that is known about at this time is completed, and all of the engineering and TSSA certifications are in place, it is likely that costs will approach \$70,000. If both risers must be replaced, it will be even more expensive.


With the information available at this time, this expenditure will gain the town one season's worth of waterpark operations and allow for consideration of a more comprehensive approach in 2019 and beyond.

## **COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

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

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



	<b>Report Title</b>	LLWP Slide Options - Supplemental
	<b>Report No.</b>	RCP 18-20b
	<b>Author</b>	Rick Cox, Director of Recreation, Culture & Parks
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	April 23, 2018
	<b>Attachments</b>	•

## RECOMMENDATION

THAT Council receives Report RCP 18-20b – LLWP Slide Options – Supplemental for information.

## EXECUTIVE SUMMARY

Council members provided additional questions prior to the Council meeting at which RCP 18-20 was to be considered.

## BACKGROUND

**Question: Please forward a list of the recommendations provided by JADE+ Inc. Are these recommendations prioritized? Which of the recommendations do we expect to complete using the \$70,000 budgeted amount in this pre-2018 opening fix?**

The recommendations provided by JADE+ Inc. are shown in the adjacent graphic: They are not prioritized in the list or in the report.

All of the issues noted in the recommendations are expected to be addressed prior to 2018 opening. The solution implemented may not be an exact match with that proposed in the recommendation. As noted in RCP 18-20, at this time the plan is to replace the lower stair riser and attempt to rehabilitate the upper riser (Recommendation #4). Where steel thickness is an issue on support arms and saddle plates (Recommendations #7 & 9) reinforcement is the more likely approach rather than replacement.

1. Remove all surface corrosion from the stair tower landing support structures and repaint the steel with chlorine resistant epoxy paint.
2. Remove all surface corrosion from the steel posts and base plates and repaint the steel with chlorine resistant epoxy paint.
3. Clean and resurface the concrete landings for the stair tower to prevent further deterioration.
4. Remove and replace the stairs. The new stairs should be painted with chlorine resistant epoxy paint.
5. Remove and replace the stair tower guards and handrails. The new guards and handrails should be painted with chlorine resistant epoxy paint.
6. Remove all corrosion from the HSS steel arms on support posts 3 and 4 and repaint the steel with chlorine resistant epoxy paint.
7. Measure the thickness of the HSS steel arms on support posts 3 and 4 using an ultrasonic thickness gauge to ensure that a minimum of 80% of the steel material remains. Any thicknesses less than 80% should be replaced or reinforced.
8. Remove all corrosion from the waterslide steel saddle plates and repaint the steel with chlorine resistant epoxy paint.
9. Measure the thickness of the steel saddle plates to ensure that a minimum of 80% of the steel material remains. Any thicknesses less than 80% should be replaced or reinforced.
10. Seal the cracks in concrete pier support 7 with a polyurethane sealant to prevent water penetration.

Prepared By:



Jason Richards, E.I.T.  
Encl.: Appendix A - Pictures

Reviewed By:



Phil St. John, P. Eng.

**Question: What is the TSSA?**

The Technical Standards & Safety Authority (TSSA) is the agency that regulates amusement devices in Ontario. The waterslide comes under TSSA jurisdiction. This information is from the TSSA website ([www.tssa.org](http://www.tssa.org)):

*We deliver public safety services on behalf of the government of Ontario in four key sectors:*

- *Boilers and Pressure Vessels and Operating Engineers*
- *Elevating Devices, Amusement Devices and Ski Lifts*
- *Fuels*
- *Upholstered and Stuffed Articles*

*Established in 1997, we are a not-for-profit and self-funded organization. Our head office is in Toronto and we employ approximately 400 employees, 70% of whom work in operations. We are governed by a 13-member board of directors and accountable to the government of Ontario, the residents of Ontario and our other stakeholders. We fund our operations by charging industry customers a fee for the services that we provide.*

**Question: Is there one company coordinating the assessment and/or the repair that is responsible for the final outcome?**

At this time this responsibility rests with the Town. Our lead advisor on the situation is Aquatic Design and Engineering, and JADE+ is the firm we are working with on the structural analysis. As our contracted Licensed Slide Mechanic, Acapulco Pools will be responsible for the majority of the rust removal and repairs as well as maintenance through the operating season. We have not yet selected a vendor for the fabrication and installation of stair risers, but we have solicited costs and timing from Lonestar, Pre-Fect, and Iron Works.

**Question: Is there a possibility that the \$70,000 fix could last longer than one year?**

It is a possibility. There will be some deterioration over the 2018-19 winter that will need to be addressed prior to 2019 start-up. Assuming fall 2018 and spring 2019 maintenance is performed properly, the majority of the work that is being done this year should be adequate to support operations in 2019. However, even if the upper stair can be salvaged for 2018, it may need to be replaced in 2019.

**Question: Is there any information with regard to what the option of removing the slide for this year and replacing it with a different feature might look like?**

Further investigation has revealed that it is not a cost effective option, and also that many potential alternative features would not easily be safely accommodated in the slide exit basin. If the slide is not able to be utilized in 2018, staff recommends that it remain in place and that the removal be incorporated into the scope of work for procuring a new replacement slide.

**Question: What is the source of any additional funding required for the projected variance from budget?**

At this point in the year, it is expected the projected variance will likely be offset through in-year savings in other capital and operational budgets town-wide, essentially utilizing a portion of any 2018 year-end Town-wide surplus. If additional resources are required for the upper stair riser, staff will report back to Council to seek permission to deploy a different funding source.



<b>Report Title</b>	January - March 2018 RCP Departmental Activity Reports
<b>Report No.</b>	RCP 18-19
<b>Author</b>	Rick Cox, Director of Recreation, Culture & Parks
<b>Meeting Type</b>	Council Meeting
<b>Council Date</b>	April 23, 2018
<b>Attachments</b>	<ul style="list-style-type: none"> <li>Jan-Mar 2018 Activity - Recreation Programs &amp; Services</li> <li>Jan-Mar 2018 Activity – Culture &amp; Heritage</li> <li>Jan-Mar 2018 Activity – Parks &amp; Facilities</li> </ul>

## RECOMMENDATION

THAT Council receive Report RCP 18-19 – January-March 2018 RCP Departmental Activity Reports for information.

## EXECUTIVE SUMMARY

Attached are activity reports from the Recreation Programs & Services Division, the Culture & Heritage Division and from the Parks & Facilities Division. These updates are provided for Council's information.

## CONSULTATION/COMMUNICATION

Council asked for regular reporting on the tourism service figures from the Tillsonburg District Craft Guild as per the following criteria:

Category	Criteria for counting
Visitors	Visitors who tour the facility <u>but do not access tourism info</u>
Programs	Adults & children who attend programing like school class visits & workshops <u>but do not access tourism info</u>
Events	Visitors who are attending activities i.e. Farmers Market, Canada Day <u>but do not access tourism info</u>
Tourism & Historical Information Services	Visitors who come into the facility for any reason who access these services
Members & Volunteers	Guild volunteers and members of the Guild who come in for meetings or to update the boutique
Room Rental Visitors	Visitors who are using the facility because they are attending a meeting or private booking <u>but do not access tourism info</u>

The Craft Guild supplied the following:

	2018																
	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Total
Visitors and Staff	437	1064	1502	3003													3003
In-house groups	95	141	158	394													394
Adult classes	16	58	134	208													208
Children's classes	45	0	27	72													72
Room Rentals	256	209	512	977													977
Electronics Recycling	70	92	101	263													263
Events	3	45	8	56													56
<b>QUARTERLY TOTAL</b>	<b>922</b>	<b>1609</b>	<b>2442</b>	<b>4973</b>													<b>4973</b>
Visitor/tourism inquiries	15	22	17	54													54

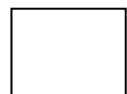
NOTE: This number is included in the "Visitors & Staff" total shown above


**FINANCIAL IMPACT/FUNDING SOURCE**

N/A

**COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

Goal 1.2 of the CSP speaks of the need for Communication & Collaboration. By providing regular activity updates to Council, the Department is contributing to achieving this Goal.



	<b>Report Title</b>	January - March 2018 Activity Report: Recreation Programs & Services
	<b>Report No.</b>	RCP 18-19
	<b>Author</b>	Janet McCurdy, Recreation Programs & Services Manager
	<b>Meeting Type</b>	Regular Council Meeting
	<b>Council Date</b>	April 23, 2018
	<b>Attachments</b>	

## **BUSINESS SERVICES TEAM**

The Business Services Team is responsible for:

- administration;
- customer service & reception;
- advertising, merchandise & vending sales;
- marketing;
- program registration; and
- facilities bookings & rentals

### **Administration**

#### **New Recreation Software**

Implementing **Legend** Recreation Management Solutions has been the main focus of the Business Services Team. Training for all staff took place March 26-29 with a Go Live date of April 2.

Educating and promoting the on-line services to our customers will be vital in the success of the software, showcasing its functionalities.

Summer staff will be hired and trained on the new recreation software, both at the Community Centre Customer Service Desk and Lake Lisgar Waterpark. Ongoing training and fine tuning business services to align with the Legend Recreation Management Solutions will be a strong focus for the department.

### **F.A.R.E.**

Fee Assisted Recreational Experiences has been very successful this quarter. There are currently 33 families experiencing the benefits of recreation. Many have registered in swim lessons, lifesaving sport, aquafit/jog/cycling and utilizing the health club. Some have enjoyed the benefit of hopping on the bus to enjoy out of town experiences. The funding is rather limited at this time due to additional applications and reduced funding.

### **Programs & Facilities**

2017-2018 arena season is coming to a close. GMHL Hurricanes were finished their schedule on February 20. WOAA Thunder moved to the next round of their playoffs. TMHI Peewee A/E made it to OMHA semi-finals only to lose to Collingwood.

A Canadian Tire Jump Start Commercial was filmed Memorial Arena – January 26,2018

Arena Tournaments

Old Timers February 2-4, Max Partlo Memorial – March 2-4 and Tillsonburg Minor Hockey's Local League tournament – March 23-25 were scheduled in the first quarter. These tournaments drew teams from Welland, New Hamburg, Dresden, Durham and South Kent.

2018 seasonal ball diamond and special event contracts have all been completed.

2018 seasonal spring ice schedule has been completed and contracts issued. This is a shortened season due to the Arena construction/retrofit.

Tillsonburg First Baptist Church continues with their Sunday morning services at the community centre.

2018/2019 seasonal Arena requests will be sent out in the next quarter. The Tillsonburg Figure Skating Club carnival is scheduled for April 6 & 7, 2018. The 3rd annual Spring Home Show is set for April 19-23, 2018, boasting enough vendors to utilize 2 arenas.

### Sales & Services

Brochure: spring/summer brochure advertising revenue is \$4,495.00 compared to \$ 4,290.00 in 2017. Some of the new advertisers like the multi-media exposure.

Swag Shop sales in the store are going well, monthly specials are attractive new customers to the store. Total store sales for January and February were \$4,940.37.

Renewals for rink advertising are ongoing, no cancellations in the space in this quarter

The Kinsmen Bandshell promotion for events of all sizes is the focus for the spring event planning.

### AQUATICS TEAM

The Aquatics Team is responsible for:

- swimming instruction;
- indoor pool lifeguards;
- waterpark lifeguards;
- aquafit programming;
- drowning prevention outreach programming;
- lifeguard competition and synchronized swimming teams.

### Program -Swim to Survive

The Grade 3 Swim to Survive program has started and students are receiving valuable Water Safety Education. This program is a great way to connect with those participants who do not use our facility or attend programs. Several non swimmers have already signed up for additional lessons as a result of their swimming lessons. Schools taking advantage of the program are Annandale, Straffordville, St Joesph, Emily Stowe, South Dorchester, McGregor, Reheboth Christian School, Southridge, Springfield, and Westfield.

## Staff/Budget

Preparing the staffing costs for 2018 was a challenge with the new regulations set out in Bill 148. Due to the increases that have occurred in this area programming has been streamlined to help offset these additional expenses. . Swimming lessons are no longer offered on Monday evenings and the Summer Swimming Lesson schedule has been reduced. With the shortened season at Lake Lisgar Waterpark preseason rentals will be eliminated. Indoor rentals are being offered as an alternative but the indoor facility does not accommodate the participant numbers required.

With the limited day time staff availability and lack of daytime staff program scheduling has been tight and Full Time staff have picked up more Teaching and Lifeguarding hours to facilitate programs. In addition to this challenge waitlisted customers are not able to secure a spot due to lack of staff to accommodate them.

Bronze Medallion/Bronze Cross Combo Course-During March Break a combo course for Bronze Medallion and Bronze Cross was offered. It was extremely well received with 14 candidates registered. The format was so successful that another combo course is scheduled for summer.

## Summer Preparations

Preparing for a bit of a late start at Lake Lisgar Waterpark will be full of challenges but planning is underway to utilize staff and increase programming indoors if necessary. To ensure staff has ample hours each week cross department opportunities will be investigated. Special projects will also be initiated to utilize the man power available.

## PROGRAMS TEAM

The Programs Team is responsible for:

- Dry-land fitness instruction;
- Health club operations;
- Adult co-ed sport league programming;
- Youth sport programming; and
- Summer camp programming.

Youth Programming achieved a successful first quarter. Programming revenue is presently at \$19,349 or 97% of the year to date goal. This is almost 20% stronger than 2017's Youth Programming first quarter revenue at \$15,771. This 20% increase has come entirely from a significant increase in revenue and registration in youth after school programming. The NEW gymnastics program attained 100% fill rate in all 6 classes and two sessions ran this quarter proving itself to be a strong replacement for the revenue lost from the declining dance program. Additionally, creating two shorter six week sessions to replace the longer single ten week

session has allowed for programs like Ultimate Mix Sports 4 Kids (previously All Ball) to bring in exactly double the registration as this program filled both short sessions.

Coed Recreational Volleyball League is currently in the middle of another successful season with a full complement of 16 teams. (8 competitive and 8 recreational) There are 150 participants involved in the league play. Three teams are on the waiting list attesting to the popularity of the league..

Health Club memberships are presently attaining 96% of the year to date budgetary goal with \$32,583.00 in revenue which is a 7% increase over the \$30,304 obtained at the end of 2017's first quarter. March obtained the highest revenue in the three months, largely attributed to the Health Club 30% off Annual Memberships Special. The most significant changes in the Health Club occurred in the sauna. A new timer was put in the sauna requiring the public to heat the sauna 10 minutes prior to desired use to create utility cost savings. Additional, the sauna was created as an entirely 'co-ed' space with no gender-specific use times. This was done to ensure our staff could access the space at all times as well as to satisfy the #1 request of the November members poll which asked for '24/7 access to sauna during Health Club hours.

This year's March Break Camp had its first decline in registration for the first time since 2015. Camp was only 70% of 2017's registration numbers. 2017's previous registrations were called to remind them of the opportunity to registration. When done, many mentioned they had decided to go on vacation over March Break as a result of the exceptionally long and cold winter. ' 2018 registrations – 153, 2017 registrations- 220


Bus Trips were programmed and advertised for the duration of 2018 for the first time; previously these were planned bi-annually. Many programs received early registrations, with the July Bus Trip to Come from Away in Toronto selling out 5 months in advance.

Spring has three upcoming bus trips. In April we head to Cambridge to see Hair Spray the Musical and in May we go to the Toronto Blue Jays Game on Mother's Day and Westside Story in St. Jacob's on May 29<sup>th</sup>..

The recreation team will not be fundraising for F.A.I.R with Run the Runway this year. We believe a fall volleyball tournament will generate more revenue for our recreation program assistance program.

The team will begin developing Youth Summer Camp for 2018 in second quarter with a new Lead Hand joining the team. We will be striving to maintain our increase in revenue and registration in summer camp again in 2018 with great planning and staff training occurring in second quarter.



	<b>Report Title</b>	January - March 2018 Activity Report Culture & Heritage
	<b>Report No.</b>	18-19
	<b>Author</b>	Patricia Phelps, Culture & Heritage Manager/Curator
	<b>Meeting Type</b>	Regular Council Meeting
	<b>Council Date</b>	April 23, 2018
	<b>Attachments</b>	

## ACTIVITY REPORT JANUARY TO MARCH 2018

The first quarter of 2018 began with an unexpected flood from a pipe in the program room bulkhead which seeped through the floor to the ceiling of the office area of the Museum. The below normal temperatures of late December and early January resulted in a frozen roof drain pipe that backed up into the building causing the flooding. Although none of the collection storage areas and the historic house were affected, the repair work required resulted in a four week closure of the building. This closure impacted both revenue and attendance for the quarter. Several planned programs had to be posted or cancelled while repairs were undertaken. The annual Mayor's Levee was hosted prior to the flood and was well received.

Throughout the quarter staff finalized details for the up-coming exhibits and events planned in the 2018 calendar. 2018 is another special year, as June 29<sup>th</sup> will mark the 45<sup>th</sup> Anniversary of the museum. Created by a By-law in June of 1973 the Tillsonburg & District Historical Museum has undergone multiple changes over the last forty-five years in both name and location continuing to honour its' mandate to collect, preserve and interpret Tillsonburg's unique history.

## ATTENDANCE UPDATE

The museum recorded a significant variance in attendance between Q1 of 2017 and 2018 due to the unexpected flooding and subsequent closing of the building from January 9 through January 28. Loss of general visitation and cancellation of planned programming decreased January numbers which in turn impacted the overall quarter attendance figures. Lower numbers were also experienced in February and March which can be attributed to the continuing inclement weather that impacted the final quarter of 2017. It is hoped that second quarter numbers will reflect a more positive position as two Motor Coach tours are booked to visit during the quarter.

	2016					2017					2018				
	Q1	Q2	Q3	Q4	YTD	Q1	Q2	Q3	Q4	YTD	Q1	Q2	Q3	Q4	YTD
Admissions	279	561	509	871	2220	311	934	912	404	2561	192				192
Programs	10	41	507	535	1093	27	290	341	618	1276	21				21
Events	343	933	2523	468	4267	288	1000	2867	553	4708	235				235
Tourism & Historical Information Services	293	384	402	264	1343	302	436	373	253	1364	164				164
Members & Volunteers	480	581	424	638	2123	455	537	517	656	2165	365				365
Room Rental Visitors	418	320	109	301	1148	398	247	240	238	1123	183				183
<b>QUARTERLY TOTAL</b>	<b>1823</b>	<b>2820</b>	<b>4474</b>	<b>3077</b>	<b>12194</b>	<b>1781</b>	<b>3444</b>	<b>5250</b>	<b>2722</b>	<b>13197</b>	<b>1160</b>				<b>1160</b>

## **2018 BUSINESS PLAN**

The first exhibit in the Pratt Gallery was a travelling exhibit from the Woodstock Museum. **“From Soldier to Civilian; Oxford’s Own Goes to War”** is the final installment of exhibits planned to commemorate the 100<sup>th</sup> Anniversary of World War One. The exhibit highlights what happened throughout the County with the announcement of the Armistice and the return of the soldiers from overseas. Several artifacts and images from the museum’s permanent collection have been incorporated into this display. These items are on loan to the Woodstock Museum for the duration of the year. 2018 will mark the end of the **Oxford Remembers – Oxford’s Own Project** that was hosted throughout the County beginning in September 2014. The exhibit installation and opening was delayed a week due to the January closure.

This quarter saw the start of the popular **Lunch & Learn Lecture Series**, with two of the four L & L completed. The Culture & Heritage Manager/Curator researched and presented both lectures; Room’s to let - the history of Tillsonburg’s early hotels in February followed in March by Bicycles, Stoves and Reapers – Manufacturing in Tilsonburg during the 1880’s & 90’s.

The **Mayor’s Levee, Family Day** and the **Woman’s Day Chocolate Social** were all successfully completed during Q 1.

Special programing to highlight the **museum’s collection** began during this quarter. The Culture & Heritage Manager/Curator offered a series of power point presentations entitled **“With Kind Regards – Postcards from the Collection”** which showcased the museum’s postcard collection through themed “slide shows”. Over one hundred postcards depicting **Tillsonburg Street Views, Tillsonburg Buildings** and **Tillsonburg Parks & People** were digitally scanned by a museum volunteer so the power point presentations could be created.


The Culture & Heritage Program Coordinator finalized details with local caters for the **Lunch & Learn Series** and completed bookings for the planned **June Bus trip**. A large part of the Culture & Heritage Program Coordinator’s time during the quarter was spent on transferring museum client records from the RCP Class Software system data base to the new Legends Software system in order that everything would be complete for the new system’s “go live” date of April 1.

The Collections & Exhibit Specialist completed **three exhibits within Annandale House** during the quarter; **Tick Tock Tillsonburg**, a display of clocks and watches from the permanent collection in the ¼ ceiling room; **Tools of the Trade: Cooper**, composed of tools used to create barrels in the 3<sup>rd</sup> floor tower room; and a special Anniversary exhibit that will highlight **Museum Donors** in the original bathroom throughout the year.

The museum received objects, documents, and photographs from **13 donors** this quarter. These donations resulted in **103 items** added to the permeant collection. Although all items are historically significant, the donation made by Bill Wade, son of 1950’s Livvies Basketball Player Harry Wade, is of particular importance. Mr. Wade donated an **Autographed Game Ball** signed by the members of **the Canadian Basketball Champions the 1952 Tillsonburg Livvies**, making it a very unique and rare piece of Tillsonburg history. Also rare, is the **1920’s Planter’s Peanut Glass Counter Jar** from the **bar of the Arlington Hotel**. Built in 1893 and destroyed by fire in 1967, the Arlington was once the commercial and social hub of the community. Very few

items from this Tillsonburg landmark remain making the peanut jar a valued addition to the collection.

The Collections and Exhibitions Specialist attended a workshop on **Graphic Design and Production for Exhibits** hosted by Halton Heritage Services in Milton in March.

	<b>Report Title</b>	January - March 2018 Activity Report: Parks, Cemetery & Facilities
	<b>Report No.</b>	RCP 18-19
	<b>Author</b>	Corey Hill, Manager of Parks & Facilities
	<b>Meeting Type</b>	Regular Council Meeting
	<b>Council Date</b>	April 23, 2018
	<b>Attachments</b>	

## ACTIVITY REPORT (January - March 2018)

### SPECIAL EVENTS

Hockey Tournaments - There were multiple hockey tournaments at the Complex that required facilities staff to perform a variety of set-up tasks as well as clean up.

TMHI, OMHA & GMHL Playoffs – The hockey season was extended with playoffs in multiple user leagues. Facilities staff supported the operations and logistics for the playoff games.

Family Day - The Family Day event included set-ups and tears downs in every part of the building. There was also extensive pool and arena usage requiring extra attention to pool chemistry and ice conditions.

Buck & Does – Multiple Buck & Does were scheduled throughout the quarter each requiring set-up and tear down and clean-up.

Blood Donor Clinics - Multiple clinics were scheduled throughout the quarter each requiring set-up and tear down and clean-up.

Figure Skating Event – Extensive preparations for the annual figure skating event included painting and building ice in Memorial as well as removing spectator glass sheets along the entire side of the rink.

### CAPITAL PROJECTS

Lake Lisgar Waterpark Repairs – Commenced procurement process for repairs. Bids were all over budget. Tender was cancelled and revised scope was re-procured and awarded in early Q2. Work to commence and be completed in Q2 for Q3 opening of park. This includes the sand filter replacement.

Lake Lisgar Waterpark Slide – Significant structural work identified on stair tower of the slide. Structural reviews and quotes were received for replacement of the stairs. Bids are over budget. Council to decide on plan in early Q2.

Energy Retrofit – Arena Refrigeration Plant project preparations throughout the quarter. There were numerous site tours and weekly meetings pertaining to the project.

Roofing Projects – commenced procurement process for Community Centre roofing tenders. Bids received and go to Council for award in early Q2.

Museum Eaves & Facia Repair – procurement process initiated for Q2 award and commencement of work.

CSC Server Room Water Stack – Work was completed by County IT and contractor.

Playground Equipment – procurement process commenced for playground swing set replacements. Work to commence in Q2.

Baseball Enhancements – procurement commenced for enhancing hardball #2 dugout roofs. Work to commence in Q2.

Cemetery Master Plan – Scattering garden design work procured and awarded. Preliminary design work commenced and will be completed in Q2.

Annadale Parking Lot – Procured and awarded. Work to commence in Q2 as a part of Operations scope of work for Concession St East.

Floor Scrubber – Procurement completed, awarded and product purchased.

Tables & Chairs – procurement commenced and expected award in Q2.

## **FACILITIES TEAM ACHIEVEMENTS**

Facility Events – Multiple events/meetings set-ups and clean-ups

New Staff - Recruitment for new Facilities Operator I was completed and Facilities Supervisor was able to commence new duties on a FT basis. PT Facility Attendant & Operators were also hired and will commence work in Q2.

ACRs – Responded to and closed out 149 ACRs specific to Facilities issues in quarter.

## **PARKS & CEMETERY ACHIEVEMENTS**

Toboggan Hill - The toboggan hill was dismantled in preparation for Spring.

Enhanced Beautification – Preparations commenced for operationalizing the 2018 version of the beautification program including 12 downtown flower urns.

Tree Removals – Significant tree removals commenced via contractor (Cemetery was a focus)

Ball Fields – Preparations for baseball season commenced in March.

Spring Flower Campaign – Packages were created and sent out promoting the spring flower campaign.

Memorial Bench/Trees – One bench and two trees were sold for Q2 installation.

New Staff – Recruitment completed for 2 FT seasonal positions shared with Roads and 2 additional seasonal contract staff. Staff to commence work in Q2.

Winter Maintenance – Winter maintenance (including after hours) completed at the Complex, Museum, Station Arts, Elliot Fairbairn Centre & the Cemetery.

## **Looking ahead to 2018 Q2**

- Carroll Trail & TCT washouts to be repaired;
- Multiple procurement process to commence for capital projects;
- Install BIA benches in downtown;
- Commence enhanced beautification program;
- Commence clean-up and maintenance in all Town parks, trails, playgrounds and sports fields (including skatepark & pumptrack).
- Plan, coordinate and oversee the Keep Tillsonburg Beautiful event;
- Commence grasscutting contracts for Town parks and properties;
- Tillsonburg Home Show & Turtlefest;
- Updated Dog Park signage to be installed;
- Staff training – Facilities & Parks/Cemetery staff to attend multiple training programs in Q2;
- Flower bed work around Complex to commence;
- Open Summer Place for Q3;
- Continued planning and internal office moves for new Corporate Office Annex expansion;
- Pull ice in both Memorial & Community rinks for Q2 & Q3;
- Start-up of baseball.

**Development Committee**

March 13, 2018

7:30 AM

Boardroom, Customer Service Centre  
10 Lisgar Ave, Tillsonburg



# MINUTES

## **ATTENDANCE**

Andrew Burns, Mel Getty, Jesse Goossens, Councillor Jim Hayes, Mayor Stephen Molnar, Lindsay Morgan, Steve Spanjers, Randy Thornton, John Veldman

Staff Present: David Calder, Cephass Panschow, Eric Gilbert (8:45 AM to 9:20 AM)

## **MEMBERS ABSENT/REGRETS**

Deb Gilvesy, Lisa Gilvesy, Kirby Heckford, Ashton Nembhard, Cedric Tomico

### **1. Call to Order**

The meeting was called to order at 7:30 AM.

### **2. Adoption of Agenda**

Moved By: J. Veldman

Seconded By: M. Getty

#### Resolution # 1

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

*Carried*

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

### **4. Adoption of Minutes of Previous Meeting –February 13, 2018**

Moved By: A. Burns

Seconded By: J. Hayes

#### Resolution # 2

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

*Carried*

### **5. Delegations and Presentations**

#### **5.1. Parkland Dedication Bylaw**

Eric Gilbert provided information regarding the parkland dedication by-law. He noted that cash-in-lieu or land are provided for by the Town but a specific by-law was desirable. The Committee discussed whether it was necessary to collect a flat rate of \$500 for consent lands. The general consensus was that it was these lands should be exempt.

Moved By: M. Getty

Seconded By: J. Veldman

Resolution # 3

That the Development Committee recommend to Council that residential severances be exempt from the parkland dedication requirements as contained in the draft by-law and be included under the exemption clause.

*Carried*

**5.2. Downtown Parking and Accessibility Study**

C. Panchow provided an overview of the draft study, which was commissioned to determine the potential for redeveloping municipal parking lots, review accessibility standards for municipal parking and Broadway on-street parking, review access to the front and rear entrances of the Town Centre Mall, and identify potential locations for electric vehicle parking and charging.

The Study identified 1,647 off-street municipal parking spaces and 166 on-street (Broadway) spaces for a total of 1,813 parking spaces. Peak demand was 57% between 11 AM to 12 noon during the weekday and 41% between 12 – 1 PM on the weekend. General conclusion was that there is sufficient parking system wide. Specific lots (west side of Broadway between Washington and Baldwin and north/east mall lots) are operating above the 85% effective capacity during peak demand. Sensitivity analysis was also conducted by considering a 15% increase in demand, which affected the lots already operating above effective capacity; however, parking demand can be reallocated to nearby lots. Parking was forecast to be sufficient 10 years into the future. A number of lower utilized lots were identified as having potential for redevelopment. Potential improvements to the area in front of and behind the mall are being explored with more information to come.

Committee comments:

- With the proposed increase to handicapped spots on Broadway, will there be a net loss of parking spaces?
- Do we know how many parking spaces are on secondary streets in the downtown, e.g. Harvey, Ridout, Bidwell, Brock, Rolph, etc)? No, not considered.
- Will the proposed mid-block location of handicapped spaces and the access ramp to the sidewalk inadvertently promote mid-block crossing, i.e. people will use these ramps/access points as a short cut to cross Broadway?
- Can these mid-block handicapped spots also be signed to permit use by expectant mothers/mothers with young children?

- Since the Town's target market is people in the middle third of their life, can mom friendly spots also be added to other, especially high demand lots?
- Can they be used for scooter parking by individuals with appropriate approval?
- Final study should also be brought to the Police Services Board for information.
- Need to review with owners of the Town Centre Mall.
- Need to monitor any changes to see if they are effective.
- If parking demand is pushed to other lots, including Lot 6A (Canadian Tire), then a suitable pedestrian crossing of Bridge St will be required.
- For lots with higher demand, encourage a mix of time limited (2 hour) and all day parking.
- Consider doing a repeat of parking survey in June or October to see if results hold true.

## **6. Information Items**

**6.1. Community Strategic Plan** – Public open house is being planned for Q2.

**6.2. Tillsonburg Hydro Inc** – No update.

**6.3. Town Hall Task Force** – Meeting held on February 21 and included Colliers Project Leaders who have advised that it would be ideal if the Town could identify a preferred site. Improvements to current location are also being explored.

## **7. General Business & Reports**

**7.1. Review** – Committee Terms of Reference – Town Committees are asked to review their Terms of Reference occasionally and the Clerk's Department has provided the current terms for review. Suggestion to consider striking a subcommittee to review and report back.

**7.2. Monthly Project Update** – Community Improvement Plan application approved for 253 Broadway on March 1. Hwy 3 BP – 90% comments received from MTO on March 9. Targeting tender release in April.

**7.3. Industrial/Commercial Lands Inventory Recommendation** – Subcommittee members reviewed the recommendations with the Committee including the removal of industrial properties totalling 207 acres from the Industrial Inventory and a request to the County to investigate ways to increase the supply of commercial land. Next steps include looking at future growth areas, land swaps and airport. Staff to investigate optimal way to provide this information to the County and report back at the next meeting.

## **8. Committee Minutes & Reports**

**8.1. Tillsonburg District Chamber of Commerce** – No update



**8.2. Downtown Business Improvement Association** – No update. Committee asked for attendance record. Annual General Meeting (AGM) is being held on Tuesday, March 27, at 5:30 PM.

**8.3. Tillsonburg District Real Estate Board** – Information circulated.

**8.4. Physician Recruitment** – Ongoing

**9. Correspondence** – None

**10. Other Business**

**10.1. Roundtable**

Town attended Ontario Good Roads Association and Parliamentary Assistant was made aware of Town issues.

There should be a strategic review of Simcoe Street including empty buildings/underutilized properties. Request to bring forward information at a future meeting.

The AGM for the South Central Ontario Region (SCOR) is scheduled for March 29 at 9 AM.

**11. Closed Session - None**

**12. Next Meeting**

The next meeting of the Development Committee is scheduled for 7:30 AM on Tuesday, April 10, 2018.

**13. Adjournment**

Moved By: A. Burns

Seconded By:

Proposed Resolution 5

The meeting adjourned at 9:20 AM.



The Corporation of the Town of Tillsonburg

## HERITAGE, BEAUTIFICATION & CEMETERY ADVISORY COMMITTEE

April 5, 2018 9:00 a.m.  
Corporate Annex  
200 Broadway

# MINUTES

### ATTENDANCE

**MEMBERS PRESENT:** Ken Butcher, Paul DeCloet, Penny Esseltine, Corey Hill, Robert Marsden, Sue Saelens, Marian Smith

**MEMBERS ABSENT/REGRETS:** Charles Baldwin, Reg Butcher, Christine Nagy, Laura Pickersgill, Maurice Verhoeve, Paul Wareing

#### 1. Call to Order

The meeting was called to order at 9:00 a.m.

#### 2. Adoption of Agenda

Moved By: P. DeCloet

Seconded By: S. Saelens

##### Proposed Resolution #1

THAT the Agenda for the Heritage, Beautification & Cemetery Advisory Committee meeting of April 5, 2018 be adopted with additions. Carried.

#### 3. Disclosures of Pecuniary Interest and the General Nature Thereof: None

#### 4. Adoption of Minutes of Previous Meeting

Moved By: K. Butcher

Seconded By: P. Esseltine

##### Proposed Resolution #2

THAT the minutes for the March 1, 2018 meeting be approved. Carried.

#### 5. Delegations and Presentations – None

#### 6. General Business & Reports

6.1 Report from Tillsonburg Horticultural Society (THS) – Confirmed contributions for the Broadway urns are \$1,000 from Knights of Columbus, \$700 from THS, \$350 from Rotary Club and \$350 from Tillsonburg Lions Club plus one from The Garden Gate. Additional beautification funding approved by THS Board so this season's contribution is over \$7,000. Garden Auction date is Tuesday, May 15 with doors opening at 5:30 p.m.

Moved By: P. DeCloet

Seconded by: S. Saelens

##### Proposed Resolution #3

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

#### 7. Correspondence

7.1 Ontario Heritage Conference is June 7-9, 2018

7.2 Letter from Ministry of Government & Consumer Services

**8. Other Business**

- 8.1 Heritage Designations for church windows – no response from the churches yet.
- 8.2 Century Home plaques – deferred to next meeting
- 8.3 Keep Tillsonburg Beautiful – May 5 from 9:30-11:00 at either the bandshell or pavilion. Corey – coffee, garbage bags, advertising; Paul – caterer, trees for Lions Grove; Marian – tickets for draws, gloves from Home Hardware.; Sue – sign-up sheet for cleanup in different areas of town.
- 8.4 Scattering Gardens – company has been awarded contract to design and construct the gardens

**9. Next Meeting**

The next meeting of the Heritage, Beautification & Cemetery Advisory Committee will be on **May 3, 2018** at 9:00 a.m. in the **Annex Meeting Room, 200 Broadway.**

**10. Adjournment**

Moved By: P. DeCloet

**Proposed Resolution #5**

THAT the Meeting of Heritage, Beautification & Cemetery Advisory Committee on April 5, 2018 be adjourned at 9:28 a.m. Carried.

**Memorial Park Revitalization Committee**



April 9, 2018

5:30pm

Marwood Lounge

45 Hardy Ave.

# MINUTES

## **ATTENDANCE**

Members Present: Mel Getty: Co-Chair, Mike Cerna Co-Chair. Scott Vitias (Ball), Paul DeCloet, Jane Ann McLean (Outdoor rink/Ball), Rosemary Dean (Fairboard), Joan Weston (Lake Lisgar), Margaret Puhr: Secretary (Event Organizers)

Guest: Tracy Green (Fairboard)

## **MEMBERS ABSENT/REGRETS**

Rick Cox, Kinsmen Club, Rotary Club, Dog Park

### **1. Call to Order**

The meeting was called to order at 5:37pm, by Co-chair Mel Getty.

### **2. Adoption of Agenda**

Moved By: Mike Cerna

Seconded By: Paul DeCloet

#### Resolution #1

THAT the agenda as prepared for the Memorial Park Revitalization Committee meeting of April 9, 2018, be adopted. Carried.

### **3. Disclosures of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest declared.

### **4. Adoption of Minutes of Previous Meeting**

#### 4.1. Minutes of the Meeting of March 5, 2018

Moved By: Jane Ann McLean

Seconded By: Rosemary Dean

#### Resolution #2

THAT the Minutes of the Memorial Park Revitalization Committee Meeting of March 5, 2018 be approved. Carried.

**5. General Business & Reports**

5.1. Staff update - absent

5.2. Outdoor Rink update – per attached document:

Moved by: Mike Cerna

Seconded by: Paul DeCloet

Resolution #3

THAT the Memorial Park Revitalization Sub-Committee endorse the proposed Outdoor Recreational Pad site plan as attached to be forwarded to the Parks & Recreation Advisory Committee and Council for approval. Carried

5.3. Master Plan priorities review: document was reviewed item by item and priority assigned to each item as follows: High, Medium, Low. The attached, prioritized list is to be reviewed by each committee member and brought back to the next meeting to be endorsed.

Noted by members: parking needs to be expanded around the park, the town should include purchasing the two properties on Sanders Street adjacent to the park in the Master Plan, focus on traffic flow to/from the park; ask the Director of Recreation and Parks for the amount available in the budget for Memorial Park Master Plan implementation to better decide on priorities.

5.4. Member updates: none.

**6. Next Meeting**

The next meeting of the Memorial Park Revitalization Committee will be on Tuesday May 1, 2018 at 5:30pm.

**7. Adjournment**

Moved By: Mike Cerna

Resolution #3

THAT the Memorial Park Revitalization Committee Meeting of April 9, 2018 be adjourned at 8:05pm. Carried.

**April 9/18**

**Update JL Scott McLean Outdoor Recreational Pad:**

- **Location** – see attached drawings & diagrams
  
- **Fundraising update :**
  - Collected                    \$193,240
  - Additional pledged    \$137,000
  - \$330,240

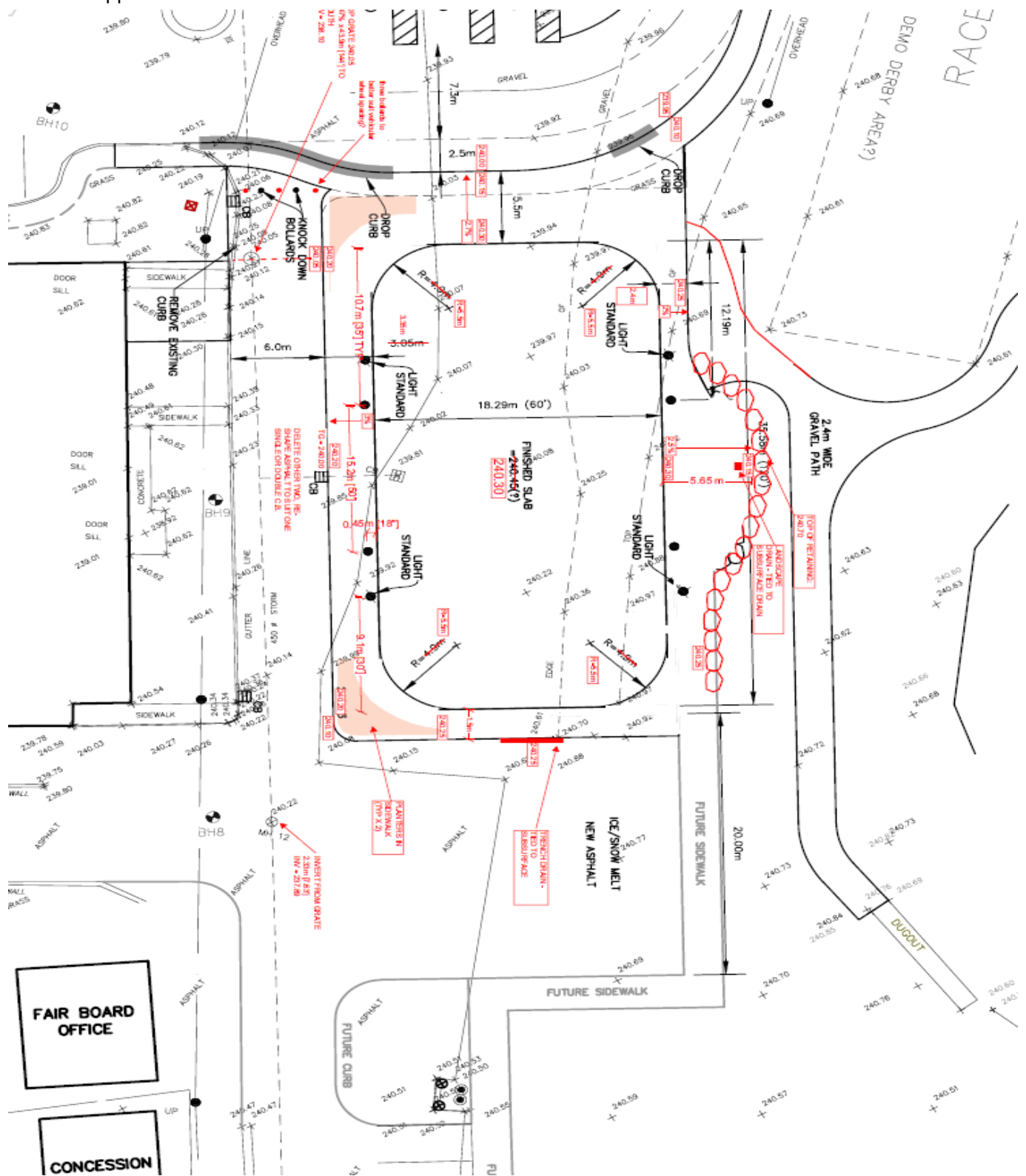
In kind pledged – McLaughlins – dasher boards

  - RIPCO – basketball standards & hockey nets
  - 3 E Power Services & TA Thompson – light standards
  
- **Visual rendering** – not completed yet
  - attached work in progress from Southridge Rendering
  
- **Update & request to Town :**
  - Presenting update at Council meeting April 23<sup>rd</sup>
  - Requesting council to allocate funds to revamp parking lots, sidewalks, asphalt lanes surrounding the outdoor pad
  - Ground breaking / site preparation mid July

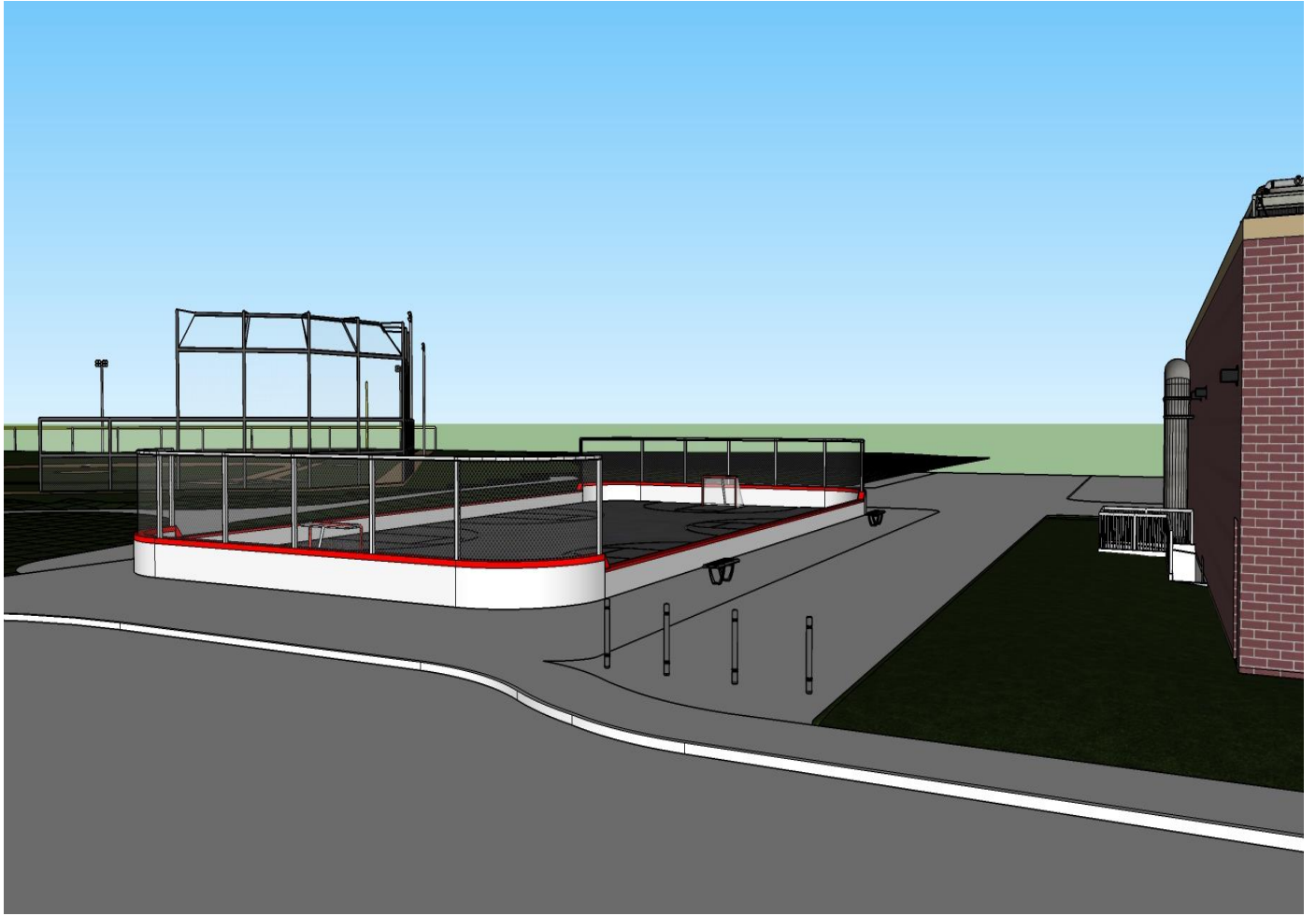
Location:



Final Site Approval needed :







Kingston, ON 60 by 120 pad



# Memorial Park Master Plan implementation

## Worksheet for the MPR sub-committee

	Conceptual Plan Item	Master Plan Status	Next steps	Priority
	Remove the ball diamond at the south end of the race track and replace with a new, smaller diamond (Little League size with grass infield) in the space between the current softball and hardball diamonds.	<i>Altered. Rebuild and reposition existing hardball diamond #1 as a full-size (330' @ centerfield) with a clay infield and permanent pitcher's mound to accommodate all ages and abilities.</i>		LOW
	Expand the existing softball diamond by moving the clay infield and bleachers closer to the corner of Hardy Ave., and creating a larger outfield area.	<i>Abandoned.</i>	- No action required.	N/A
	Remove the existing race track and horse barn to make space for other uses.	<i>Adopted. This work has been partially completed. The south end of the track has been removed.</i>		LOW
	Add a new centralized field house between the three ball diamonds. The building can include change rooms, offices, washrooms, storage, and a concession stand.	<i>Altered. This element has been repositioned in the Master Plan to reflect the recommended change in diamond layout.</i>		LOW
	Remove the existing race track. New pedestrian paths can follow the outline of the south half of the track, as a way of acknowledging and paying homage to this former site use.	<i>Adopted. This work has been partially completed.</i>		LOW
	Add a new fair building with a grandstand on the west side of the Lawn, adjacent to the north-south roadway.	<i>Altered. Livestock regulations require multiple buildings to ensure livestock health. Grandstand component is not needed in this location. North-south roadway will be restricted to maintenance traffic only.</i>	Building item  North-south roadway item	LOW  HIGH
	Re-grade the site to remove the raised berm at the south end of the race track. This currently creates a physical and visual barrier across the site.	<i>Adopted. This work has been completed. NEW. Incorporate an outdoor recreation pad on the west edge of this area near to the existing arena ice plant.</i>		HIGH
	The Bandshell is in a pedestrian plaza, where it can become a central focal point on the site as one of the first things visitors see when entering either from Sanders Street or via the pedestrian bridge. The bandshell should be designed as a flexible performance space that faces both the large Central Lawn and the smaller Fairground space. For large events or concerts, the audience can assemble on the Lawn; for more intimate performances or gatherings they can use the plaza and Fairgrounds. It can also include spaces for dressing rooms	<i>Altered. The location has been shifted south. The Bandshell has been completed.</i>		N/A

	<b>Conceptual Plan Item</b>	<b>Master Plan Status</b>	<b>Next steps</b>	<b>Priority</b>
	and storage.			
	A new Fair Association Building, housing storage, office space, and a concession stand, at the south end of the Fairgrounds, adjacent to the new Waterpark entrance. These functions are currently housed in several buildings south of the arena. Removing the existing structures and amalgamating them into one new building will free up space to redevelop the area south of the arena into a more functional parking lot or work yard.	<i>Altered. The Fair Board prefers mid-zone location near the existing Office and snack bar. Remove existing structures and replace with one consolidated building including amenities that can be used to support the outdoor recreation pad.</i>		<b>MEDIUM Renovate first</b>
	Add a number of smaller picnic shelters to this area, including two or three arranged between the existing pavilion and the new fair building. These can be used during the fair or other events as vendor stalls or activity booths.	<i>Altered. Retain existing pavilion. No small shelters are recommended for this area at this time. NEW. Incorporate picnic shelter elements into the Bandshell for multi-purpose use in between events. NEW. Designate north portion of the picnic area as the Lions Grove to reflect memorial trees already in place and allow for future plantings.</i>	Lions Grove item	<b>N/A  MEDIUM</b>
	Expand the Waterpark to the north, and consider adding a “lazy river” type of feature.	<i>Tabled. This requires further discussion and feasibility study before it can be confirmed.</i>		
	Consider adding a free splash/spray pad area (adjacent to the existing playground) for younger children.	<i>Altered. No splash pad component. Playground additions should be designed to enhance accessibility.</i>		<b>HIGH</b>
	Add a new entrance building facing the John Street entrance, including a washroom serving other park users.	<i>Adopted. The building should incorporate elements to support backstage requirements of the bandshell.</i>		<b>LOW</b>
	Remove existing building or repurpose as a mechanical building for the Waterpark.	<i>Adopted.</i>		<b>LOW</b>
	Create a new, larger parking area.	<i>Adopted. Phased implementation is recommended in conjunction with developing of the South end, including removal of the Crystal Palace but not until appropriate alternate Fair building is available.</i>		<b>HIGH No removal of CP</b>
	Develop the site as a banquet / event facility, with a new four-season structure featuring windows and a terrace overlooking the Lake, as well as space for the Rowing Club. CMP: Consult with the Rowing Club to determine their needs in terms of	<i>Tabled. These recommendations require further discussion and feasibility study before they can be adopted, altered or abandoned.</i>		<b>N/A</b>

	<b>Conceptual Plan Item</b>	<b>Master Plan Status</b>	<b>Next steps</b>	<b>Priority</b>
	<p>facilities and storage.            CMP: Renovate the surrounding grounds with gardens to create a picturesque setting for wedding photos. The existing dock can also be used for photos.            CMP: Add 90 degree accessible parking on the east side of Ross Street. For large events, guests can use the parking lot by the Waterpark entrance.            CMP: Consider operating a nature interpretation / education centre out of the new building.            CMP: Consider adding a roof-top observation platform overlooking both the Waterpark and Lake Lisgar.</p>			
	<p>Add washroom facilities, either using a semi-permanent, portable trailer structure, or a permanent structure with composting toilets.</p>	<p><i>Adopted. Development on this site should include improved washroom facilities.</i></p>		<p><b>LOW</b></p>
	<p>Consider operating a nature interpretation and welcome centre at this location.</p>	<p><i>Tabled.</i></p>		<p><b>N/A</b></p>
	<p>Add a cantilevered deck or terrace on the back of Gibson House, overlooking the Lake.</p>	<p><i>Altered. Boathouse storage should be incorporated under elevated deck structure.</i></p>		<p><b>LOW</b></p>
	<p>Create a new work yard with storage space for maintenance vehicles and materials, south of the Arena in the space currently occupied by the Fair and “Chicken Coop” Buildings. The Fair offices and other spaces can be relocated to new buildings located by the Waterpark and/or the Central Lawn, as outlined above. The Chicken Coop building is no longer in good condition and should be removed.</p>	<p><i>Altered. Pigeon Barn to be demolished and Fair offices consolidated in new building near existing location.</i></p>	<p>Pigeon bar item  Fair offices new building item</p>	<p><b>HIGH</b>  <b>LOW</b></p>
	<p>Develop a wayfinding strategy that incorporates graphic elements into signage at each entrance.</p>	<p><i>Adopted.</i></p>		<p><b>HIGH</b></p>
	<p>Name each entrance to establish an identity and give better definition.</p>	<p><i>Adopted.</i></p>		<p><b>HIGH</b></p>
	<p>Develop a gateway / pedestrian plaza at the intersection of Lisgar and Hardy, with benches and/or feature walls, landscaping, and decorative paving.</p>	<p><i>Adopted.</i></p>		<p><b>LOW</b></p>
	<p>Consider stone entrance pillars in this location to match the existing pillars at the Sanders Street and Ross Street entrances.</p>	<p><i>Adopted. This will be the theme for all entrances</i></p>		<p><b>LOW</b></p>
	<p>Redevelop the south entrance of the Community Centre by: expanding and pushing the upper terrace out towards Hardy St. to create a larger gathering area; breaking up the long run of steps into smaller, more manageable sections; adding landscaping between the various levels to soften and reduce the visual impact of the large change in grade; and providing an accessible ramp.</p>	<p><i>Tabled. These recommendations require further discussion and feasibility study before they can be adopted, altered or abandoned.</i></p>		<p><b>N/A</b></p>
	<p>Improve pedestrian accessibility and safety by creating a “naked street” or “shared space” type of pedestrian-vehicular interface between the entrance plaza and Hardy Ave. This approach uses techniques such as removing curbs and adding paving patterns and bollards to create a space where pedestrians have priority and vehicles are forced to slow down. In</p>			<p><b>N/A</b></p>

	<b>Conceptual Plan Item</b>	<b>Master Plan Status</b>	<b>Next steps</b>	<b>Priority</b>
	this case it would expand the Community Centre entrance courtyard out into the streetscape, thereby increasing the visibility of the entrance and improving the arrival experience.			
	Incorporate and encourage bicycle traffic into this area by providing adequate bike parking (racks) and through shared space design strategies.			<b>N/A</b>
	Reconfiguration of this entrance area may also provide an opportunity to improve bus access.			<b>N/A</b>
	Capitalize on the existing stone pillars at the Sanders Street entrance by creating a more defined entrance plaza / turnaround area with landscaping.	<b>Adopted.</b>		<b>HIGH</b>
	Consider connecting the pillars with a decorative arch displaying the park name.	<b>Abandoned.</b>	- No action required.	<b>N/A</b>
	Remove the Crystal Palace building to open up views into the park and create space for a new parking lot. Relocate Crystal Palace functions (storage, events) to other buildings on site.	<b>Adopted. Phased implementation is recommended in conjunction with developing of the South end, including removal of the Crystal Palace but not until appropriate alternate Fair building is available.</b>		<b>LOW</b>
	Create a formal parking area for the Waterpark, connected to the Sanders Street entrance.	<b>Adopted.</b>		<b>HIGH</b>
	Build a new entrance building for the Waterpark that faces the John Street entrance and terminates the view into the park from John Street.	<b>Adopted.</b>		<b>LOW</b>
	Enhance the pedestrian arrival experience creating a small entrance plaza around the existing stone pillars, including decorative paving and landscaping.	<b>Tabled. These recommendations require further discussion and feasibility study before they can be adopted, altered or abandoned.</b>		<b>N/A</b>
	Include attractive entrance signage here, as well as on the pedestrian trail leading into the park along the waterfront trail.			<b>N/A</b>
	Coordinate landscaping improvements with redevelopment of the Summer Place site, to create a seamless transition to the rest of the park.			<b>N/A</b>
	Add perpendicular street parking to the east side of Ross Street.			<b>N/A</b>
	Redevelop and expand pedestrian entrance at the northeast corner of the site. A cantilevered boardwalk over the ravine in this location may allow for improved access without (or minimizing) encroaching on private property.	<b>Adopted. A preliminary design has been prepared.</b>		<b>MEDIUM</b>
	Use landscaping, signage, and paved surfacing to create a welcoming and more visible pedestrian entrance at the bridge access point on Delevan Crescent.	<b>Adopted. A complete design has been prepared.</b>	Repair abutments/footings item only	<b>HIGH</b>
	Improve park visibility and presence on Broadway through better and larger signage.	<b>Adopted. The ravine property across from Lisgar Avenue has been selected as the preferred location.</b>		<b>HIGH</b>
	Additional gateway and access opportunities on Broadway are possible if the park boundaries are expanded through the acquisition of adjacent	<b>Tabled for Council Review.</b>		<b>HIGH</b>

	<b>Conceptual Plan Item</b>	<b>Master Plan Status</b>	<b>Next steps</b>	<b>Priority</b>
	properties.			
	Reconfigure existing lots where possible to maximize capacity (e.g. the gravel lot off Hardy Ave., south of the Community Centre, and the lot northeast of the Community Centre)	<i>Adopted.</i>		<b>N/A</b>
	Expand existing lots where possible (e.g. the lot on Hardy Ave. adjacent to the Skate Park).	<i>Abandoned. With the Pump Track addition there is no room to expand this lot.</i>		<b>HIGH</b>
	Add new parking areas (e.g. between the Sanders Street and John Street entrances, and adjacent to the baseball diamond northeast of the Community Centre).	<i>Adopted.</i>		<b>HIGH</b>
	Add handicapped parking spaces to the lot northeast of the Community Centre.	<i>Adopted.</i>		<b>HIGH</b>
	Remove street parking in strategic areas along Hardy Ave. (especially west of the Community Centre) to reduce roadway congestion.	<i>Adopted.</i>		<b>HIGH</b>
	Ensure lots are well signed and named to aid in orientation and locating one's car.	<i>Adopted.</i>		<b>HIGH</b>
	Review existing lighting of parking areas and add new lighting if needed. A lighting study conducted by a qualified engineer will provide guidance on the appropriate distribution and level of lighting required, as well as recommend measures to reduce light pollution to neighbouring residential properties.	<i>Adopted.</i>		<b>HIGH</b>
	Re-align the north-south road east of the Community Centre to the east and away from the building, to allow for new landscaped areas to screen the building and service areas.	<i>Tabled.</i>		<b>N/A</b>
	Reduce the width of this roadway to two lanes only, thereby freeing up space for landscaping and pedestrian circulation.	<i>Tabled.</i>		<b>N/A</b>
	Add a turnaround / passenger drop-off area at the Sanders Street entrance.	<i>Adopted. This has been incorporated into the design of the Gateway Garden at this entrance.</i>	Review closing of access road	<b>LOW</b>
	Close Welding Street to vehicular traffic and use as a pedestrian link only.	<i>Adopted. This work has been completed.</i>		
	Consider providing additional gates in the fence along the north edge of the site, to improve accessibility from the adjacent residential areas. This would need to be approved by the adjacent property owners.	<i>Adopted. Discussion with landowners has begun.</i>		<b>LOW</b>
	Consider removing this fence altogether if an alternative security / access control system is developed for paid events.	<i>Abandoned.</i>	- No action required.	<b>N/A</b>
	Construct a network of pedestrian paths as shown on the Master Plan. Main paths to be minimum 3m wide with asphalt or concrete surfacing to allow access for maintenance vehicles, cyclists, skateboards, roller blades, and scooters. Trails through naturalized areas may be narrower and surfaced with bark chips or limestone screening.	<i>Adopted.</i>		<b>MEDIUM</b>

	<b>Conceptual Plan Item</b>	<b>Master Plan Status</b>	<b>Next steps</b>	<b>Priority</b>
	Establish a unified palette of site furnishings, including benches, trash receptacles, and bike racks, and provide more bench locations along pedestrian paths.	<i>Adopted.</i>		<b>LOW</b>
	Consider a boardwalk link at the southeast end of the lake, connecting Gibson House with Delevan Crescent. This would effectively create a trail loop system around the south end of Lake Lisgar, with the pedestrian bridge closing the loop.	<i>Tabled.</i>		<b>N/A</b>
	Consider a system of boardwalks extending out into the south end of Lake Lisgar, providing closer access to the water and bringing pedestrians away from traffic on Park Ave and Concession Street. This boardwalk can link up with the existing gazebo at the south end of the lake. Providing additional controlled access to the water in the form of boardwalks and viewing platforms will also reduce user conflicts at the rowing club dock, and help prevent erosion and other damage to sensitive shoreline areas.	<i>Adopted.</i>		<b>VERY LOW</b>
	Establish a north loop around Lake Lisgar, running from the pedestrian bridge to Lisgar Ave and/or the Rail Trail / Trans-Canada Trail, and back to the park via the northeast pedestrian entrance.	<i>Adopted.</i>		<b>LOW</b>
	Develop a trail loop naming system, with associated themes and coordinated signage (e.g. the Turtle Trail, the Great South Lake Loop, the Carolinian Trail).	<i>Adopted.</i>		<b>LOW</b>
	Make the Trans-Canada Trail link more evident through improved signage and trail maps.	<i>Adopted.</i>		<b>LOW</b>
	Measure path lengths and provide signage to indicate distance of travel for joggers, walkers, and cyclists, and mark the pavement with distance markers every 100 metres.	<i>Tabled.</i>		<b>LOW</b>
	Consider a fitness trail loop, with high quality outdoor fitness equipment appropriate for a range of ages and abilities.	<i>This recommendation has been incorporated into the Rotary Club's planned project near the Tennis Courts.</i>		<b>In progress</b>
	Develop a coordinated system of wayfinding signage for both vehicular and pedestrian traffic, including park entrance signs, trail-head signs, interpretive /informational signs and maps, direction indicators, and parking lot signs.	<i>Adopted.</i>		<b>MEDIUM</b>
	Expand the naturalized area along the north shore of the Lake (adjacent to the baseball diamond).	<i>Adopted.</i>		<b>LOW</b>
	Consider placing priority on Carolinian and other native species.	<i>Adopted.</i>		<b>LOW</b>
	Develop green "fingers" or planted areas extending into the park, following pedestrian paths. These will serve to connect site features and to define the different spaces	<i>Adopted.</i>		<b>LOW</b>

	<b>Conceptual Plan Item</b>	<b>Master Plan Status</b>	<b>Next steps</b>	<b>Priority</b>
	within the park.			
	Expand and diversify plantings along the north edge of the site (currently a monoculture of Norway Maples). This area can also be used for a memorial tree planting program.	<b>Adopted.</b>		<b>LOW</b>
	Remove existing ash trees.	<b>Adopted. This work has been completed.</b>		<b>N/A</b>
	Add boardwalks at the south end of the lake.	<b>Adopted.</b>		<b>LOW</b>
	Construct viewing platforms at the base of each bridge abutment, with access steps and railings, in conjunction with erosion mitigation measures such as bioengineering, structural stabilization, and re-vegetation.	<b>Adopted.</b>		<b>MEDIUM</b>
	Enhance views to the Lake in strategic locations (e.g. looking south from the peninsula at the north end of the lake) by removal and pruning of foliage.	<b>Adopted.</b>		<b>N/A</b>
	Develop a nature interpretation program educational signage, brochures, school field trip programs, a website, and a smart phone app. For example, build on the existing tree signage program by creating a native/Carolinian tree walk along the Lake highlighting various tree species. Provide maps/brochures, information kiosks (the existing electronic kiosk in the Community Centre could be used for this), and tree identification signage.	<b>Tabled.</b>		<b>N/A</b>
	CMP: Collect dissolved oxygen data in the deepest part of the lake from before aeration begins until after the aerators are removed.	<b>Tabled. These recommendations require further discussion</b>		<b>N/A</b>
	CMP: Locate all aeration units to the south end of the lake in depths greater than 3m. Aerators should be suspended above the sediments to avoid re-suspension.	<b>Tabled. These recommendations require further discussion</b>		<b>N/A</b>
	CMP: Review the aeration process in the shallow lake waters to determine impacts rooted plant growth and navigability for the rowers. Explore alternatives to keep rowing lanes free of aquatic plants but encourage rooted aquatic plant growth elsewhere in the lake.	<b>Tabled. These recommendations require further discussion</b>		<b>N/A</b>
	CMP: Implement a sampling program of the storm sewers. Samples should be collected following rain events and efforts to collect flow data at the same time would be helpful.	<b>Tabled. These recommendations require further discussion</b>		<b>N/A</b>
	CMP: Track sources on target outlets by sampling upgradient through the sewer catchment.	<b>Tabled. These recommendations require further discussion</b>		<b>N/A</b>
	CMP: Create wetland or floating wetland islands at the target outlets to assist in outlet treatment while sources are being tracked.	<b>Tabled. These recommendations require further discussion</b>		<b>N/A</b>
	CMP: While aeration can be effective means of controlling bottom water anoxia and resultant algal blooms, long term solutions should be explored. In particular, a review of the surface draw outlet structure to include a bottom draw component to passively mix the bottom waters is an option.	<b>Tabled. These recommendations require further discussion</b>		<b>N/A</b>

	<b>Conceptual Plan Item</b>	<b>Master Plan Status</b>	<b>Next steps</b>	<b>Priority</b>
	CMP: Review opportunities, effectiveness and funding approaches for converting some of the Lake Lisgar output to a bottom draw system.	<i><b>Tabled. These recommendations require further discussion</b></i>		<b>N/A</b>
	CMP: Encourage natural surveillance of spaces by making them visible from surrounding areas.	All Adopted.		<b>LOW</b>
	CMP: Place seating and other amenities along pathways and in gathering areas to promote legitimate site use and positive social interactions.	All Adopted.		<b>LOW</b>
	CMP: Design lighting to eliminate blind spots, overly bright or glaring lights, and deep shadows. Lower intensity, even light levels allow eyes to adapt better to nighttime conditions.	All Adopted.		<b>LOW</b>
	CMP: Place pathway lighting at heights that illuminate pedestrians' faces.	All Adopted.		<b>LOW</b>
	CMP: Ensure vegetation does not block view lines or create potential hiding places.	All Adopted.		<b>LOW</b>
	CMP: Provide easy visual and physical access for police and / or security personnel.	All Adopted.		<b>LOW</b>
	CMP: Ensure any designated entry points are clearly defined and visible. Use natural access control such as planting (e.g. thorny shrubs) to discourage intrusion into inappropriate areas.	All Adopted.		<b>LOW</b>
	CMP: Keep the site and facilities well maintained, in order to convey a sense of community pride and ownership and discourage opportunistic vandalism.	All Adopted.		<b>HIGH</b>
	CMP: Use coordinated signage and furnishings to reinforce and delineate territory and ownership.	All Adopted.		<b>LOW</b>





The Corporation of the Town of Tillsonburg

## SPECIAL AWARDS COMMITTEE

Tuesday, April 10, 2018

2:00pm

Annex Board Room

200 Broadway, 2<sup>nd</sup> Floor, Tillsonburg, ON N4G 5A7

# MINUTES

### ATTENDANCE

Mayor Stephen Molnar  
Councillor Brian Stephenson  
Matt Scholtz, Chair  
Mary Anne VanGeertruyde  
Sam Lamb  
John Armstrong  
Laura Pickersgill (Staff)

#### 1. Call to Order

The meeting was called to order at 2:05pm.

#### 2. Adoption of Agenda

##### Resolution #1

Moved by: Mary Anne VanGeertruyde

Seconded by: Mayor Molnar

THAT the Agenda as prepared for the Special Awards Committee meeting of April 10, 2018, be adopted.

Carried

#### 3. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest declared.

#### 4. Approval of Previous Minutes

##### Resolution #2

Moved by: Mayor Molnar

Seconded by: Mary Anne VanGeertruyde

THAT the Special Awards Committee Minutes dated March 20, 2018 be approved.

Carried

## 5. Pending Business from Previous Meetings

### i) Citizen of the Year Discussion

Nominations for Citizen of the Year were reviewed.

#### Resolution #3

Moved by: Brian Stephenson

Seconded by: John Armstrong

THAT Peg Hogarth be selected as the 2018 Citizen of the Year;

AND THAT the committee proceeds with planning the recognition ceremony for the recipient.

Carried

### ii) 2018 Ontario Senior of the Year Award

Nominations for the 2018 Senior Citizen of the Year were reviewed.

#### Resolution #4

Moved by: Mary Anne VanGeertruyde

Seconded by: Sam Lamb

THAT Liz Butka be selected as the 2018 Senior Citizen of the Year;

AND THAT the committee forwards their recommendation to Council for endorsement.

Carried

Mayor Molnar left the meeting at 2:55pm.

## 6. General Business and Reports

### 6.1. Volunteer Achievement Awards

#### Resolution #5

Moved by: Brian Stephenson

Seconded by: Mary Anne VanGeertruyde

THAT Christine Nagy be selected as the recipient of a Volunteer Achievement Award, to be presented at the April 23, 2018 Council Meeting;

AND THAT Regine Ross be selected as the recipient of a Volunteer Achievement Award, to be presented at the September 24, 2018 Council Meeting;

Carried

## 7. Other Business

Members agreed to continue giving Tillsburg History books to the Volunteer of the Month.

**8. Round Table**

**9. Next Meeting**

The next meeting will be held on May 1, 2018 at 2:00pm.

**10. Adjournment**

Resolution #6

Moved by: Mary Anne VanGeertruyde

Seconded by: Brian Stephenson

THAT the April 10, 2018 Special Awards Committee meeting be adjourned at 3:34 pm.

Carried

**TILLSONBURG BUSINESS IMPROVEMENT AREA  
BOARD MEETING  
MINUTES**

**Tillsonburg BIA Office  
Thursday March 22, 2018 - 7 pm**

**1. CALL TO ORDER**

The meeting was called to order by Incoming Chair, K. Miggins at 7:01 p.m.

**Present:** C. Tomico, K. Miggins, W. Cameron, J. Scott, L. Arnold, D. Rasokas

Non Voting: C. Pepper, Town Liaison

**Regrets:** Councillor P. Esseltine, K. West

Guests: Chris Appleton, Cephas Panschow, Marcel Rosehart

**ADOPTION OF AGENDA**

**Moved by:** J.Scott

**Seconded by:** L. Arnold

**AND RESOLVED THAT THE AGENDA OF** March 22, 2018 be accepted

**“Carried”**

**2. Delegations Presentations**

C Panschow did a comprehensive presentation of Downtown Parking and Accessibility study that had been created by a consultant that was retained by the town last fall. For details please see study attached.

Comments were provided to Cephas from various members of the board and Guests.

C Appleton did a presentation on the Draft Financial statement. It remains a draft until the governance of the BIA (i.e The Board) approves it. C Appleton discussed the process that they go through to Audit which is shown in detail on the first page of the statement.

C Appleton then went through line by line the entire statement and explained each line item.

C Appleton then went through a list of suggestions that the board should adopt.

**MOTION:**

**Moved by:** D. Rasokas

**Seconded by:** L. Arnold

**AND RESOLVED THAT** The draft audit review prepared by GRK be approved

**CARRIED**

**ADOPTION OF MINUTES**

**Moved by:** J.Scott

**Seconded by:** W. Cameron

**AND RESOLVED THAT THE MINUTES of the February 15, 2018 be accepted**

**“Carried”**

### **3. Business Arising of the minutes:**

- C.Pepper presented the EDCO report.
- J.Scott donated a copy of Quickbooks Desktop version to support the bookkeeper.

### **4. Treasurer's Report**

- D. Rasokas that everything looks good and is looking consistent. Very happy with our current bookkeeper and the work she is doing
- J.Scott mentioned that Staples has opened an account for the BIA and we are able to go into the store and charge to the account.

#### **MOTION**

**Moved by:** D. Rasokas

**Seconded by:** W.Cameron

**AND RESOLVED THAT K.Miggins be added as an authorized user of the Staples Account**

**“Carried”**

#### **MOTION**

**Moved by:** J.Scott

**Seconded by:** W.Cameron

**AND RESOLVED THAT K.Miggins be added as a signing authority at the First Ontario Credit Union**

**“Carried”**

### **5. Committee Reports**

#### **A) Promotions**

-K. Miggins reported that she attended a meeting of the Tillsonburg Turtlefest Committee at the request of Carolyn Lamers and confirmed that as we no longer have an Executive Director we can no longer orchestrate the Downtown Block Party.

-C.Pepper has been contacted by some people willing to take this on and a subcommittee is being formed including L. Arnold so that the integrity of the event will be maintained.

-after discussion it was decided that the \$3000 in the Budget be donated to support the Block Party.

#### **MOTION**

**Moved by:** D. Rasokas

**Seconded by:** W.Cameron

**AND RESOLVED THAT the BIA donate the \$3000 allocated towards the Turtlefest event to the Turtlefest Committee and be allocated specifically to the Block Party Sub-Committee**

**“Carried”**

## **B) Beautifications**

-C. Tomico reported that a comprehensive analysis with the Town in regards to what could possibly be done with the grant money of 30K plus that was received by the town and is earmarked towards downtown.

-K.Miggins reported that Candy Mathews from Community Living had contacted her and wanted to get the ball rolling to have their people start going out and cleaning the streets. There was some concern to whether they are covered under insurance and how we should be paying them. We should be looking at having a contract with Community Living direct as opposed to the current way.

-C.Pepper asked that the beautifications committee organize the banners for the Turtlefest and that we ensure the Community Living people are on board to clean prior to and after Turtlefest

**Action Item:** C. Tomico to create the banner schedule for the town

## **C) By Law and Zoning**

-D. Rasokas had nothing to report

## **D) Communications**

-K.Miggins discussed the website and clerical problems with our current hosting services and how they are tied to V. Armstrong Credit Card. Due to the fact that we cannot find the credentials to our account this account should be cancelled.

-C. Pepper suggested that we have our URL be under the umbrella of the town so that this issue with losing the credentials doesn't happen again.

## **MOTION**

**Moved by:** W. Cameron

**Seconded by:** J. Scott

**AND RESOLVED THAT the current website be cancelled and that a proposed URL be administered by the town.**

**"Carried"**

## **6. Other business**

### **A) FIP**

- W. Cameron reported that the regular meeting was cancelled so had nothing to report

### **B) Chamber of Commerce report**

- K. West sent regrets and no report was given.

## **7. New Business**

### **A) Executive Director**

- K.Miggins reported that there are issues with the EBB and some have been rectified however we need to deal with how the programming works. C. Tomico commented that he had been in touch with a company over the passed cpl years and has just been holding them back because of finances. W. Cameron asked that C. Tomico get a quote.

**Action Item:** C. Tomico to contact the company in question and acquire a quote

-The cell phone that is currently the BIA's came under discussion and C. Pepper suggested that we see if it can get ported to the towns account.

**Action Item:** C. Pepper will look into options with the town

**B) New Directors**

- Marcel Rosehart and Mark Tedesco have put their names forward to join the BIA Board

**B) AGM**

- Board Members are paying for their own dinner  
- L. Arnold, C. Pepper, K. Miggins and C. Tomico will all share the vital roles and presentations for the evening.  
-

**8. Roundtable**

K. Miggins	nothing
L. Arnold	nothing
C. Pepper	nothing
W. Cameron	nothing
J. Scott	nothing
D. Rasokas	nothing
C. Tomico	nothing

**9. Next Meeting**

- Wednesday April 18<sup>th</sup>, 2018

**Motion to adjourn:**  
**L.Arnold**

TILLSONBURG BIA  
ANNUAL GENERAL MEETING  
Carriage Hall, 25 Brock St. W., Tillsonburg, ON  
Tuesday March 27, 2018 - 7:00 p.m.

**Minutes**

**Present:** C. Appleton, L. Arnold, C.Closs, D. Covey, C. Hudson, D. Klosler, K. Miggins, R. Miggins, Mayor Stephen Molnar, C. Panschow, C. Pepper, S. Renken, M. Rosehart, J. Scott, M. Tedesco, R. Van Riesen

**Regrets:** Board members Councillor P. Esseltine, D. Rasokas, W. Cameron

1. CALL TO ORDER: Kim Miggins, Chairman 7:35 p.m.

**MOTION:**

**Moved by L. Arnold Seconded by R. Miggins and Resolved**

**That the Agenda of the BIA Annual General Meeting of March 27, 2018 be adopted as prepared.**

**CARRIED**

2. OPENING REMARKS

K. Miggins welcomed everyone to the 2018 AGM and introduced the Board Member in attendance.

3. BUSINESS PLAN AND BUDGET - K. Miggins

- Business Plan 2018 - attached
- Budget 2018- attached

The Budget is much the same as last year - a major portion of it has been the Facade Improvement Program (FIP) and again this year it's budgeted at \$50,000.(\$25,000. Town + \$25,000. BIA). There are still projects yet to be completed - as of December 2017, 6 committed projects total \$64,978.

Revenue: Donations - Sobey's \$2500. commitment to 2022  
- GRK \$2000 half back from Audit fee



Expenditures:

Operational - Executive Director wages/benefits

At the end of last year during Budget Deliberations with the Town this Budget was established and presented to Council. Subsequently we received the resignation from the Executive Director so the Budget numbers remain the same but obviously we will have a variance on this item.

- Bookkeeping

Last fall we engaged the services of a Bookkeeper and things are currently running well.

Beautification - Around \$11,000. has been budgeted for the 3 Gateway signs for repairs and we will be getting updated quotes so that we can complete the work this year.

Marketing/Promotion - Turtlefest Block Party

The BIA will no longer be the driving force with the Downtown Block Party. A sub committee of the Tillsonburg Turtlefest Committee has been established to assume this responsibility going forward. \$3000. Has been budgeted to support this portion of the 3 day festival.

Questions:

S. Renken - clarification re: structure of event for 2018?

Answer: Same basic concept.

C. Panschow - Suggestion that this be for 1 year only and the BIA would resume the ownership once an Executive Director has been hired.

Answer: No, the BIA will only be sponsoring in the future. It is a Town Event and beyond the scope of the responsibility of the BIA.

- Facade Improvement Program - K. Miggins

No new applications have been received at this time.

- Beautifications Report - K. Miggins

A brainstorming meeting was held as there is approximately \$30,000. remaining from a government grant to the Town available to be used in the Downtown core. Doable projects need to be discussed.

- Marketing/Promotions Report - K. Miggins

Committee members are needed.

- Auditor's Report - C. Appleton - GRK Chartered Accountants  
(a copy of the Audit can be provided on request)

**MOTION:**

**Moved by R. Miggins Seconded by J. Scott and Resolved  
That the Auditor's Report for 2017 be accepted as presented.  
CARRIED**

**MOTION:**

**Moved by L. Arnold Seconded by C. Hudson and Resolved  
That the 2018 Business Plan be adopted as presented.  
CARRIED**

**MOTION:**

**Moved by J. Scott Seconded by M. Tedesco and Resolved  
That the 2018 BIA Budget be adopted as presented.  
CARRIED**

#### 4. NOMINATIONS

Note: We can have a maximum of 11 Board Members including one(1) appointment by Town Council, currently Councillor Penny Esseltine. The following current Board Members have indicated that they would continue to serve for the remainder of the current term.

Wendy Cameron, Kim Miggins, Dan Rasokas, John Scott, Cedric Tomico, Krystal West.

There are four(4) Director vacancies at this time.

Two (2) members have submitted their names:

Mark Tedesco - The Anchor Shoppe  
Marcel Rosehart - Carriage Hall

**MOTION:**

**Moved by L. Arnold Seconded by D. Klosler and Resolved  
That Mark Tedesco and Marcel Rosehart be appointed as Directors to the  
Tillsonburg Business Improvement Area Board of Management.**

## **CARRIED**

### 5. ROUND TABLE DISCUSSIONS -

S. Renken - Tillsonburg Chamber of Commerce

Q: With the absence of an Executive Director who will be the BIA contact?

A: The general contact will be Kim Miggins and if asked specifically about Tillsonburg Turtlefest they can be referred to Lori Arnold.

Mayor Molnar - Gave congratulations for a job well done.

K. Miggins - This will be a busy year for us with new challenges.

The Memorandum of Understanding (MOU) between the Town and the BIA is up for review as the last one was done in 2011.

The Town is scheduling to replace the current street lighting with LED fixtures. This presents an opportunity to revisit our Heritage Street Light studies for the Downtown and develop a plan to perhaps partner with the Town. We will have more to report at the Fall AGM.

Winners of the beautiful floral table centrepieces generously donated by Sobey's were:

Darlene Covey - Tillsonburg Town Centre / Strathallen

Lori Arnold - Meyer Chiropractic

Suzanne Renken - Tillsonburg Chamber of Commerce

Mayor Stephen Molnar - Town of Tillsonburg

Colleen Pepper - Town of Tillsonburg

### 6. ADJOURNMENT - R.Miggins 8:04pm



**LONG POINT REGION CONSERVATION AUTHORITY  
BOARD OF DIRECTORS ANNUAL GENERAL MEETING MINUTES  
of February 23, 2018**

**Approved April 4, 2018**

Members in attendance: Leroy Bartlett, Dave Beres, Doug Brunton, Wayne Casier, Robert Chambers, Michael Columbus, Roger Geysens, Noel Haydt and John Scholten  
Staff in attendance: J. Maxwell, L. Minshall and D. McLachlan  
Regrets: David Hayes and Craig Grice  
Keynote Speaker: Katherine Balpataky, Editor, Water Canada magazine

The LPRCA Chair called the meeting to order at 1:30 pm Friday, February 23, 2018 in the LPRCA Boardroom.

**WELCOME**

Chair, Michael Columbus, introduced himself and welcomed everyone to the Long Point Region Conservation Authority's 2018 Annual General Meeting. He commented on the highlights and achievements of LPRCA during 2017 including the infrastructure upgrades at the parks, the tree planting programs, the Canada 150 Longest Picnic Table Guinness World Record event and the recent flooding events. Mr. Columbus noted that the flood warning has now been cancelled by staff but the stream levels still remain high and swift flowing.

**DISCLOSURES OF INTEREST**

None recorded.

**ADDITIONAL AGENDA ITEMS**

None recorded.

**MINUTES OF PREVIOUS MEETINGS**

**MOTION A-42/18**                      moved: R. Geysens                      seconded: W. Casier

*THAT the minutes of the LPRCA Board of Directors regular meeting held February 7, 2018 be adopted as circulated.*

**CARRIED**

**INTRODUCTIONS**

The Chair introduced the members of the Long Point Region Conservation Authority Board

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**FULL AUTHORITY COMMITTEE MEMBERS**

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

of Directors then introduced the various provincial and municipal partners in attendance, as well as, the guests from neighbouring conservation authorities.

### **SERVICE AWARDS PRESENTATION**

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

Fiona Navickas, Outdoor Educator	5 years
Robert Chambers, LPRCA board member from Brant County	10 years
Dana McLachlan, Administrative Assistant	10 years
Robert Dewdney, Lee Brown Marsh Labourer	30 years

### **NEW BUSINESS**

#### **a) DEVELOPMENT APPLICATIONS**

The Planning Department approved seven applications since the last meeting: LPRCA-326/17, LPRCA-16/18, LPRCA-19/18, LPRCA-21/18, LPRCA-22/18, LPRCA-23/18 and LPRCA-24/18. No questions or comments.

**MOTION A-43/18** moved: W. Casier seconded: R. Chambers

*That the LPRCA Board of Directors receives the Staff Approved Section 28 Regulation Applications report dated February 14, 2018 as information.*

**CARRIED**

#### **b) NOTICE OF FORMAL MOTIONS**

**MOTION A-44/18** moved by: R. Chambers seconded: R. Geysens

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

**CARRIED**

**MOTION A-45/18** moved by: L. Bartlett seconded: D. Brunton

*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 2018.*

**CARRIED**

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

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

**MOTION A-46/18** moved by: L. Bartlett seconded: W. Casier

*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-47/18** moved by: L. Bartlett seconded: D. Brunton

*That the LPRCA 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 2018.*

**CARRIED**

**MOTION A-48/18** moved by: W. Casier seconded: R. Chambers

*That the LPRCA Board of Directors designates the Authority Chair as the Authority's representative to Conservation Ontario (CO), with the Vice-Chair 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 Dave Beres, Chair of the Audit and Finance Committee. The Audit and Finance Committee met February 13, 2018 and received and reviewed the financial statements in detail. KPMG issued a clean opinion of the Authority's 2017 financial reports and found that the financial statements fairly presented the Authority's position.

**MOTION A-49/18** moved by: L. Bartlett seconded: D. Brunton

*THAT the minutes of the LPRCA Audit and Finance Committee's meeting held August 30, 2017 be received as information.*

**CARRIED**

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

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

**MOTION A-50/18** moved by: R. Geysens seconded: L. Bartlett

*THAT the minutes of the LPRCA Audit and Finance Committee's meeting held February 13, 2018 be adopted as circulated.*

**CARRIED**

**MOTION A-51/18** moved by: D Brunton seconded: R. Chambers

*THAT the LPRCA Board of Directors approves the financial statements for the year ended December 31<sup>st</sup>, 2017 prepared by KPMG, LLP, Chartered Accountants.*

**CARRIED**

**MOTION A-52/18** moved by: D. Brunton seconded: W. Casier

*THAT the LPRCA Board of Directors approves the appointment of KPMG, LLP Chartered Accountants as LPRCA's auditors for the 2018 fiscal period or until a successor is appointed.*

**CARRIED**

## **2017 COMMITTEE REPORTS**

### **a) 2017 ANNUAL REPORT**

The Acting GM presented the 2017 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 Acting 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 noting that it was the Lee Brown Marsh Management Committee (LBMMC) and Long Point Region Conservation Authority that took the lead in managing the invasive plant *phragmites* that is damaging Ontario's wetlands and beaches. The phragmites is now well-controlled on LPRCA lands and staff are continuing to work with neighbouring land owners 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. The Committee was able to present scholarships to two students with funds from the Leighton and Betty Brown Scholarship this past year with hopes of providing two or three scholarships in 2018.

Mr. Haskett thanked all staff with special mention to Kim Brown, Lee Brown Marsh Manager.

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

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

**MOTION A-53/18**

moved by: D. Brunton

seconded: L. Bartlett

*THAT the LPRCA Board of Directors receives the 2017 Annual Report and the Lee Brown Marsh Management Committee Report as information.*

**CARRIED**

**KEYNOTE SPEAKER**

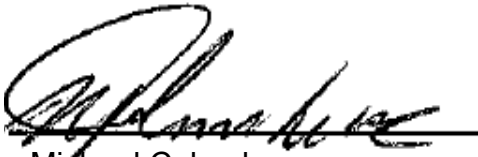
Katherine Balpataky, Editor of Water Canada Magazine was introduced by board member Dave Beres. Ms. Balpataky has been involved with the US Consul General's working groups focused on Great Lakes solutions since 2016.

In her presentation "Good Will for Great Lakes", Ms. Balpataky noted that the program began when Juan Alsace, US Consul General Toronto, wanted to do more to protect the great lakes which are shared by Canada and the United States and hosted a roundtable discussion in April 2016. From this event, four working groups were formed.

1. The Great Lakes Swimming Group – educate the public about the health of the great lakes beaches
2. The Great Lakes Phosphorus Levels Group – best practices to help reduce phosphorus loading and combat algae blooms in Lake Erie.
3. Improving Climate Change Resiliency through Technology and Innovation – to support municipalities in their efforts to reduce the impact of storm water and combined sewer overflows into waterways
4. Reducing Winter Road Over-Salting for Watershed Health and Management – to educate the public about road salt contamination of the Great Lakes.

Since the original roundtable event, the working groups have been meeting with various public and private stakeholders to create dialogue, educate, create and apply new technologies, and provide leadership to protect these critical water resources

The Chair thanked Ms. Balpataky for her presentation and then adjourned the meeting at 2:50pm.



Michael Columbus  
Chair



Dana McLachlan  
Administrative Assistant

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**FULL AUTHORITY COMMITTEE MEMBERS**

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



THE CORPORATION OF THE  
TOWN OF TILLSONBURG  
BY-LAW NUMBER 4189

A By-Law to amend Zoning By-Law Number 4189, 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 Section 12.4 to By-Law Number 3295, as amended is hereby further amended by deleting subsection 12.4.6 and replacing it with the following:

“12.4.6     **LOCATION: NORTHEAST CORNER OF ROLPH STREET AND WASHINGTON GRAND AVENUE, LOT 790, PLAN 500 EC-R6 (Key Map 20)**

12.4.6.1     Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any EC-R6 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

*a multiple unit dwelling.*

12.4.6.2     Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any EC-R6 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except in accordance with the following provisions:

12.4.6.2.1   LOT AREA

Minimum                                     **118.5 m<sup>2</sup>** (1,243.2 ft<sup>2</sup>) per *dwelling unit*

12.4.6.2.2   PARKING SETBACK FROM WASHINGTON GRAND AVENUE

Minimum                                     **0.5 m** (1.6 ft)

12.4.6.2.3   PARKING SPACES

Minimum                                     **7**

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

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 23<sup>rd</sup> day of April, 2018.

READ a third time and finally passed this 23<sup>rd</sup> day of April, 2018.

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Mayor

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Clerk

ZN 7-17-14

TOWN OF TILLSONBURG

BY-LAW NUMBER 4189

EXPLANATORY NOTE

The purpose of By-Law Number 4189 is to amend the provisions of the EC-R6 Zone to permit a reduced minimum lot area per dwelling unit and number of parking spaces to permit the creation of one additional dwelling unit within the multiple unit dwelling. The multiple unit dwelling would have a maximum of 6 dwelling units, with a minimum lot area of 118.5 m<sup>2</sup> (1,243.2 ft<sup>2</sup>) per dwelling unit and 7 parking spaces.

The subject property is legally described as Lot 790, Plan 500, Town of Tillsonburg and is located on the northeast corner of the Washington Grand Avenue and Rolph Street intersection. The property is municipally known as 60 Washington Grand Avenue.

The Municipal Council, after conducting the public hearing necessary to consider any comments to the proposed zone change application, approved By-Law Number 4189. The public hearing was held on April 23, 2018. No Public input was received for this application.

Any person wishing further information relative to Zoning By-Law Number 4189 may contact the undersigned:

Ms. Donna Wilson  
Clerk  
Town of Tillsonburg  
200 Broadway, 2nd Floor  
Town Centre Mall  
Tillsonburg, ON N4G 5A7

Telephone: 842-9200

File: ZN 7-17-14 (D.Y. Mechanical Contracting Limited)  
Report No: 2018-100

THE CORPORATION OF THE  
TOWN OF TILLSONBURG  
BY-LAW NUMBER 4191

A By-Law to amend Zoning By-Law Number 4191, 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 'R2-16(H)' the zone symbol of the lands so designated 'R2-16(H)' on Schedule "A" attached hereto.
2. That Section 7.5 to By-Law Number 3295, as amended is hereby further amended by the following:

"7.5.16     **LOCATION: HARVEST AVENUE, BLOCKS 6, 7 9, PLAN 41M-272  
R2-16 (H) (Key Map 31)**

7.5.16.1     Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R2-16 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

All uses *permitted* in Table 7.1;  
A *street fronting townhouse dwelling*, subject to the provisions of Section 8.2.

7.5.16.2     Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R2-16 Zone *use any lot, or erect, alter, or use any building or structure for a street fronting townhouse dwelling* except in accordance with the following provisions:

7.5.16.2.1. INTERIOR SIDE YARD WIDTH FOR END UNITS

Minimum	<b>1.2 m (3.9 ft)</b>
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7.5.16.2.2 PERMITTED PROJECTIONS INTO REQUIRED YARDS

Notwithstanding Table 5.37.1- Permitted Projections into Required Yards, covered decks may project 3.0 m (9.8 ft) into the required rear yard, and may have a minimum setback between the projection and rear lot line of 7.0 m (23 ft).

7.5.16.2.3     That all other provisions for *street fronting townhouse dwellings* in the R3 zone in Section 8.2 of this By-Law shall apply.

7.5.16.3     HOLDING ZONE PROVISIONS

7.5.16.3.1 PERMITTED USES WHILE HOLDING ZONE IS IN PLACE

None

7.5.16.3.2 REMOVAL OF THE HOLDING ZONE

The Holding Zone, as identified by the "(H)" symbol, shall not be removed from the subject lands until appropriate development agreements have been executed regarding the construction and extension of Harvest Avenue and the recommendations of the Noise and Vibration Study have been implemented, to the satisfaction of the Town. Removal of the Holding Zone shall be undertaken in accordance with Section 36 of the Planning Act.

7.5.16.4 That all of the provisions of the R2 Zone in Section 7.2 of this By-Law, as amended, shall apply; and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply mutatis mutandis."

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

READ a first and second time this 23<sup>rd</sup> day of April, 2018.

READ a third time and finally passed this 23<sup>rd</sup> day of April, 2018.

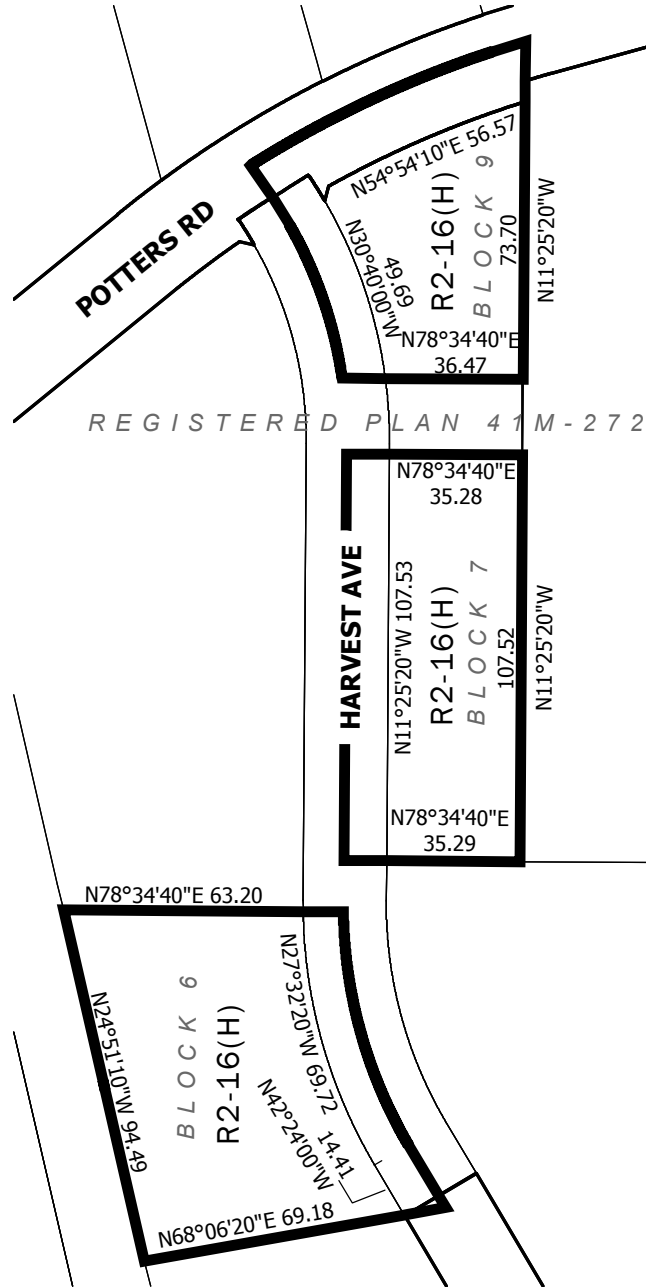
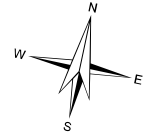
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

# SCHEDULE "A"

TO BY-LAW No. 4191

BLOCKS 6, 7 AND 9, REGISTERED PLAN 41M-272  
TOWN OF TILLSONBURG



 AREA OF ZONE CHANGE TO R2-16(H)

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A" TO

BY-LAW No. 4191, PASSED

THE 23<sup>rd</sup> DAY OF April, 2018

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

TOWN OF TILLSONBURG

BY-LAW NUMBER 4191

EXPLANATORY NOTE

The purpose of By-Law Number 4191 is to rezone the subject property from 'Future Development Zone (FD)' to 'Special Low Density Residential Type 2 Holding Zone (R2-16H)' to permit the development of single detached dwellings, semi-detached dwellings, and street fronting townhouses within vacant blocks in a registered plan of subdivision. Special provisions are included to permit street fronting townhouses as an additional permitted use in the R2 zone, and to provide for a reduced interior side yard width of 1.2 m (3.9 ft) for end units within street fronting townhouse blocks.

The holding provisions affecting the lands may be removed once appropriate development agreements have been executed between the applicant and the Town of Tillsonburg respecting the extension of Harvest Avenue and the incorporation of the recommendations of a Noise and Vibration Study prepared by HGC Engineering Limited.

The subject properties are legally described as Blocks 6, 7, 9 of Plan 41M-272, Town of Tillsonburg. The blocks front on Harvest Avenue, and are located south of Potters Road and east of the Ontario Southland Railway, north of Simcoe Street.

The Municipal Council, after conducting the public hearing necessary to consider any comments to the proposed zone change application, approved By-Law Number 4191. The public hearing was held on April 23, 2018. No Public input was received for this application.

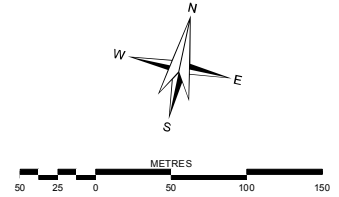
Any person wishing further information relative to Zoning By-Law Number 4191 may contact the undersigned:


Ms. Donna Wilson  
Clerk  
Town of Tillsonburg  
200 Broadway, 2nd Floor  
Town Centre Mall  
Tillsonburg, ON N4G 5A7

Telephone: 842-9200

File: ZN 7-18-03 (Oxnard Developments)  
Report No: 2018-99

# KEY MAP



 LANDS TO WHICH BYLAW 4191 APPLIES



**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW NUMBER 4192**

**BEING A BY-LAW to amend By-Law 3901, being a by-law to Appoint Directors to the Board of Management of the Tillsonburg Business Improvement Area (BIA), hereby established by the Corporation of the Town of Tillsonburg.**

**WHEREAS** it is deemed necessary and expedient to amend By-Law 3901;

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

1. THAT "Mark Tedesco" and "Marcel Rosehart" be hereby appointed as members of the Board of Management until the 1<sup>st</sup> day of January 2019, or until his successor is appointed;
2. THAT "John Kirkland" and "Lori Arnold" be hereby removed as members of the Board of Management, effective immediately;
3. THAT the amendment to By-Law 3901 is hereby declared to be part of that By-Law as if written therein;
4. This by-law shall come into full force and effect on the day of passing.

**READ A FIRST AND SECOND TIME THIS 23<sup>rd</sup> DAY OF APRIL, 2018.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 23<sup>rd</sup> DAY OF APRIL, 2018.**

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Mayor – Stephen Molnar

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Town Clerk – Donna Wilson

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW NUMBER 4193**

**BEING A BY-LAW to confirm the proceedings of Council at its meeting held on the 23<sup>rd</sup> day of April, 2018**

**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 April 23, 2018, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. The Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Tillsonburg referred to in the preceding section.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the Town of Tillsonburg.
4. This by-law shall come into full force and effect on the day of passing.

**READ A FIRST AND SECOND TIME THIS 23<sup>rd</sup> DAY OF APRIL, 2018.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 23<sup>rd</sup> DAY OF APRIL, 2018.**

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Mayor – Stephen Molnar

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Town Clerk – Donna Wilson