

The Corporation of the Town of Tillsonburg



## COUNCIL MEETING

Monday, March 27, 2017

6:00 PM

Council Chambers

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

# MINUTES

### ATTENDANCE

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

#### Staff:

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

Regrets: Donna Wilson, Town Clerk

### 1. Call to Order

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

### 2. Adoption of Agenda

#### Resolution #1

Moved By: Councillor Rosehart

Seconded By: Councillor Hayes

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

Carried

### 3. Moment of Silence

#### **4. Disclosures of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest declared.

Mayor Molnar asked the Deputy Mayor to assume the chair at 6:04 p.m.

#### **5. Adoption of Council Minutes of Previous Meeting**

##### **5.1. Minutes of the Meeting of March 13, 2017**

[170313 Council MIN](#)

Resolution #2

Moved By: Councillor Rosehart

Seconded By: Councillor Hayes

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

Carried

#### **6. Delegations and Presentations**

##### **6.1. Volunteer Achievement Award Presentation - Mark Smith**

Presented By: Councillor Stephenson

Mary Anne VanGeertruyde, Special Awards Committee

##### **6.2. Tillsonburg Fair Update & Request**

Presentation By: Michael Dean, Past President

Jennifer Dean, Secretary - Tillsonburg Tri-County Agricultural Society

[Delegation Request - Tillsonburg Fair Board](#)

[Tractor Pull Information](#)

[Presentation - Tillsonburg Fair](#)

The Fair Board requested in-kind use of the Arena floor, the Marwood Lounge, the Lion's Den and 100 tables and 300 chairs for the 2017 fair.

They also requested the use of a section of the existing track for a tractor pull for the 2017 Fair.

Staff to review and provide a report at the April 24, 2017 Council meeting.

Resolution #3

Moved By: Councillor Hayes

Seconded By: Councillor Rosehart

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

AND THAT staff be directed to provide use of the Arena floor, Marwood Lounge, Lion's Den on Saturday morning, 100 tables and 300 chairs for the Tillsonburg Fair, 2017.

Carried

Moved By: Mayor Molnar

Seconded By: Councillor Hayes

THAT Council directs staff to prepare a report regarding the Big Creek Tractor Pullers Association as per the request by the Fair Board.

Carried

**6.3. Canada 150 Sculpture**

Delegation By: Aleksandra Webber, Marwood Metal Fabrication

Deferred to the meeting of April 10, 2017.

**7. Information Items**

**7.1. 2017 Premier's Award for Agri-Food Innovation Excellence Program**

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

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

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

Comments due by April 28, 2017 to County.

Resolution #5

Moved By: Councillor Hayes

Seconded By: Councillor Rosehart

THAT Council receive items 9.1 and 9.2, as information;

AND THAT Council refers item 9.2 regarding options to staff for review and that a report be brought to the April 24, 2017 Council meeting.

Carried

## 8. Reports from Departments

### 8.1. Clerk's Office

#### 8.1.1. CL 17-03, Community Strategic Plan Update

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

Staff to circulate The Economic Strategy of the plan to Council.

Staff to provide a matrix for tracking of the plan moving forward. Staff to host an annual Open House in 2017.

#### Resolution #6

Moved By: Councillor Stephenson

Seconded By: Councillor Esseltine

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

Carried

#### 8.1.2. CL 17-07, Committee Appointments

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

[By-Law 4087](#)

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

#### Resolution #7

Moved By: Councillor Stephenson

Seconded By: Councillor Esseltine

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

AND THAT Debra Pattyn, be appointed to the Accessibility Advisory Committee;

AND THAT Heather Cnockaert, be appointed to the Canada 150 Committee;

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

Carried

**8.1.3.** CL 17-09, Authorize Voting Method

[CL 17-09 Authorize Voting method](#)

[By-law 4091 voting method 2018 election](#)

The motion is deferred to April 24, 2017 to accompany the staff report regarding pricing for alternative voting equipment.

Resolution #8

Moved By: Councillor Esseltine

Seconded By: Councillor Stephenson

THAT Council receive Report CL 17-09, Authorize Voting method;

AND THAT By-Law 4091 to authorize the use of the Internet and Telephone Voting method for the 2018 Municipal Election, be deferred until April 24, 2017.

Carried

**8.2. Development and Communication Services**

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

[Report DCS 17-10](#)

[Lease Agreement](#)

Motion to defer

Moved By: Councillor Esseltine

Seconded By: Councillor Stephenson

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

AND THAT the motion regarding agenda item 12.3.1 be deferred until access to the property can be confirmed by the Council meeting of April 10<sup>th</sup>, 2017.

Carried

Resolution #9

Moved By: Councillor Esseltine

Seconded By: Councillor Stephenson

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

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

- (i) Lands located on the south side of Hwy 3, legally described as part of Lots 1 and 2, Concession 5, North of Talbot Road, and more particularly described as, Parts 1, 2, 3, 4, 13 and part of Part 12 and 15, RP 41R-8336, consisting of approximately 37 acres of arable land;
- (ii) Lands located on the east side of Highway 19 (Vienna Road), legally described as Lot 1613, Lot 1638B, Plan 500; part of Lots 8 and 9, Concession 4, North of Talbot Road, consisting of approximately 17 acres of farmable land, and including:
  - a. Unnamed Road adjacent to Lots 1612, 1613 and 1614, Part 2, Plan 41R-6496;
  - b. Unnamed Road adjacent to Lots 1612, 1613 and 1614; and,
- (iii) Lands located on the west side of Rokeby Sideroad, legally described as Lot 1641, Plan 500, MID Con 4 North of Talbot Road, Pt Lot 10, being part of Parts 1 & 2, Plan 41R-8386 (Oxford Registration #)/37R-10038, consisting of approximately 27 acres of arable land; for a three year term expiring on December 31, 2019 subject to the terms and conditions contained within the lease agreement;

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

Deferred

### **8.3. Operations**

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

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

#### Resolution #10

Moved By: Councillor Adam

Seconded By: Councillor Rosehart

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

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

Carried

#### **8.4. Recreation, Culture & Parks Services**

##### **8.4.1. RCP 17-20, Tillsonburg Pumptrack**

[RCP 17-20 Tillsonburg Pumptrack](#)

[KSMSPPT Long Term Site Plan](#)

[Letter re Tillsonburg Pumptrack](#)

Discussion took place regarding access to the pumptrack

Staff to follow up with the Town's lawyer and the OPP regarding access and security to the pumptrack to reduce liability to the Town and improve safety of users.

##### Resolution #11

Moved By: Councillor Adam

Seconded By: Councillor Rosehart

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

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

Carried

##### **8.4.2. RCP 17-21, Canada 150 Celebration Tree Program**

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

Staff can accommodate some tree requests within the Memorial Park location if unable to plant on private property.

Residents to watch for announcements in the paper and on the Town website.

##### Resolution #12

Moved By: Councillor Adam

Seconded By: Councillor Stephenson

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

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

Carried

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

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

Staff clarified that architectural landscaping design will be undertaken within the approved budget.

Resolution #13

Moved By: Councillor Adam

Seconded By: Councillor Hayes

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

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

Carried

The Mayor left the meeting at 7:45 p.m.

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

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

Staff to go back to the Guild to discuss a 1-year agreement.

The Cultural Advisory Committee to come forward with recommendations for running the Tillsonburg Christmas Festival.

Tillsonburg District Craft Guild to provide a report on the their budget.

Resolution #14

Moved By: Councillor Hayes

Seconded By: Councillor Rosehart

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

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

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

Carried



**9. Committee Minutes & Reports**

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

Resolution #15

Moved By: Councillor Rosehart

Seconded By: Councillor Hayes

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

Carried

- 9.2.** LPRCA Minutes

[LPRCA 170118 MIN](#)

[LPRCA 170201 MIN](#)

[LPRCA 170224 AGM MIN](#)

Resolution #16

Moved By: Councillor Rosehart

Seconded By: Councillor Hayes

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

Carried

**10. Notice of Motions for which previous notice was given**

- 10.1.** Lion's Auditorium Kitchen Upgrades

Resolution #17

Moved By: Councillor Adam

Seconded By: Councillor Esseltine

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

Carried

**10.2. Municipal Election Act**

Resolution #18

Moved By: Councillor Rosehart

Seconded By: Councillor Hayes

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

Carried

**11. By-Laws**

**By-Laws from the Meeting of Monday, March 27, 2017**

Resolution #19

Moved By: Councillor Stephenson

Seconded By: Councillor Esseltine

THAT By-Law 4087, To amend Schedule A of By-Law 3876 to Define the Mandate, Membership and Meeting Procedures for Committees Established by The Corporation of the Town of Tillsonburg;

AND THAT By-Law 4092, To Amend Zoning By-Law No. 3295 (Town of Tillsonburg Non-Profit Housing, ZN 7-16-09);

AND THAT By-Law 4093, To authorize a Service Agreement with the Tillsonburg District Craft Guild, be read for a first, second and third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

Carried

Resolution #20

Moved By: Councillor Stephenson

Seconded By: Councillor Esseltine

**11.1.** THAT [By-Law 4095](#), To confirm the proceedings of Council at its meeting held on the 27<sup>th</sup> day of March, 2017, be read for a first, second and third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

Carried

**12. Items of Public Interest**

**13. Adjournment**

Resolution #21

Moved By: Councillor Esseltine

Seconded By: Councillor Stephenson

THAT the Council Meeting of Monday, March 27, 2017 be adjourned at 8:16 p.m.

Carried