

Town of Tillsonburg
Minutes of Council

Meeting Date:

Monday May 28 , 2012

6:00 PM

Council Chambers

Chair: John Lessif

Review Access: Public Private

MINUTES

Town of Tillsonburg
Meeting for the Committee "Open Council"
on
Monday May 28, 2012 06:00 PM
Council Chambers
Chair: John Lessif

Orders of the Day:

CALL TO ORDER

The Meeting was called to order at 6:00pm.

ATTENDANCE:

Mayor John Lessif
Deputy Mayor Mark Renaud
Councillor Chris Rosehart
Councillor Brian Stephenson
Councillor Dave Beres
Councillor Marty Klein

Staff:

CAO, Kelley Coulter
David Samis, Director of Development & Communication Services
Steve Lund, Director of Operations
Darrell Eddington, Director of Finance
Janet McCurdy, Acting Director of Parks & Recreation Services
Amber Zimmer, Deputy Clerk

Regrets:

Councillor Mel Getty
Donna Wilson, Clerk

ADOPTION OF AGENDA

Resolution No. 1:

Moved By: Councillor Rosehart

Seconded By: Councillor Klein AND RESOLVE THAT the Agenda as prepared for the Open Session of the Council Meeting of May 28, 2012, be adopted.

"Carried"

CLOSED MEETING SESSION

Resolution No. 2:

Moved By: Councillor Rosehart

Seconded By: Councillor Klein AND RESOLVE THAT Town Council move into Closed Session, to consider matters relating to:

Matters relating to personal matters about an identifiable individual, including Municipal Employees,

Matters pertaining to the security of the property of the municipality.

"Carried"

DISCLOSURE OF PECUNIARY INTEREST OR THE GENERAL NATURE THEREOF

No disclosures of pecuniary interest were declared.

MINUTES & BUSINESS ARISING OUT OF THE MINUTES

Minutes of the Meeting of May 14, 2012 

Resolution No. 3:

Moved By: Councillor Beres

Seconded By: Councillor Klein AND RESOLVE THAT the Minutes of the Open Council Meeting of May 14, 2012, be approved.

"Carried"

PRESENTATIONS

Presented By: Mayor John Lessif

1. Senior of the Year Award Presented to Donald F. Millman

Mayor Lessif presented the Senior of the Year Award to Donald Millman.

Mr. Millman thanked Council and stated that the Town core continues to be a great place.

The President of the Shriners Club thanked Mr. Millman for everything he has done and spoke to how deserving he is for the award.

DELEGATIONS

2. Turtlefest Committee Presentation

Presented By: Cephas Panschow, Deb Beard, Joan Weston, Virginia Armstrong

Representatives from the Turtlefest Committee attended the meeting and gave a presentation regarding the 2012 Turtlefest Event.

They discussed the changes to this years events including the water events on Lake Lisgar.

3. Delegation - 2011 Draft Financial Statements

Presented By: Christene Scrimgeour

Christene Scrimgeour attended the meeting and gave a presentation on the Financial Statements for the year ended December 31, 2011 and the 2011 Independence and Management Letters.

Resolution No. 4:

Moved By: Councillor Beres

Seconded By: Councillor Klein RESOLVE THAT the Financial Statements for the year ended December 31, 2011 and the 2011 Independence and Management Letters be received by Council as information.

Recorded vote as requested by Mayor Lessif:

NAME	VOTE IN FAVOUR	VOTE AGAINST
Dave Beres	yes	
Marty Klein	yes	
Mark Renaud	yes	
Chris Rosehart	yes	
Brian Stephenson	yes	
Mayor Lessif	yes	

The recorded vote reflects the vote is six in favour of the Motion and none against the Motion.

The motion is "Carried"

PUBLIC MEETINGS

4. Committee of Adjustment Application A03/12

Presented By: Development Planner

Erik Gilbert, Development Planner, County of Oxford, appeared before Council and commented with respect to the attached application and County Report.

The applicants John & Karen Pritoula were in attendance.

Opportunity was given for comments and questions.

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

The following resolution was passed.

Resolution No. 5:

Moved By: Councillor Klein

Seconded By: Councillor Beres AND RESOLVED THAT this application is acceptable from a planning point of view and should be granted subject to the following conditions:

1. A building permit for the proposed sunroom shall be issued within one year of the date of the Committee's decision.
2. Minor Variance approval is granted only for a sunroom that is substantially and proportionally in compliance with the applicant's sketch shown as Plate 3 in the County of Oxford Report 2012-130.

"Carried"

INFORMATION ITEMS

5. Ontario Medal for Good Citizenship


6. Ministry of Natural Resources: Changes to the Bear Wise Program 

7. Correspondence - Library 

8. Ministry of Transportation Correspondence 

9. Warden's 2012 Golf Tournament Update

CHIEF ADMINISTRATIVE OFFICER

10. CAO12-10 Airport Signage LED Light 

Presented By: CAO

Resolution No. 6:

Moved By: Councillor Klein

Seconded By: Councillor Beres AND RESOLVE THAT Council receives CAO12-10 Airport Signage Update for information purposes;

FURTHER RESOLVE THAT Council formally approve the purchase of the 3-line LED for the Airport sign at a cost of \$29,881 + HST, to be funded from the 2012 Airport Operating Budget savings generated from additional Land rental revenue.

"Carried"

DEVELOPMENT & COMMUNICATIONS

11. Airport Report 

Presented By: Director of Development and Communication Services

Direction was given to Staff to research whether large solar farms are currently permitted in Ontario.

Resolution:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT Council receives the Draft Tillsonburg Regional Airport: A Review for informational purposes.

"Carried"

12. DCS 12-35 Report - Community Marketing Update

Presented By: Director of Development and Communication Services

Resolution No. 7:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT Council receive Report DCS 12-35 Community Marketing Update as information.



DCS 12-35 Community Marketing Update.pdf

"Carried"

OPERATIONS

13. Operations Services Report OPS12-07 - Tender Results for Brock Street - Hyman Street Area Reconstruction 

Presented By: Director of Operations

Resolution No. 8:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT Council receives Operations Services Report OPS12-07- Results for Tender T2012-001 -Brock Street - Hyman Street Area Reconstruction for information purposes;

FURTHER RESOLVE THAT Tender T2012- 001 be awarded to J-ARR Excavating Limited of London, Ontario at a cost of \$634,065.30 subject to County of Oxford and MOE Approval;

AND FURTHER RESOLVE THAT council approve funding the expenditure of \$275,000 from the 2012 Gas Tax allocation, as per the 2012 town capital budget, for the town component of Tender T2012- 001.

"Carried"

PARKS & RECREATION SERVICES

Presented By: CAO

14. PRS 12-05 Request to Purchase Columbarium Unit

Staff to inform Council regarding the location of the Columbarium.

Resolution No. 9:

Moved By: Councillor Rosehart

Seconded By: Councillor Klein AND RESOLVE THAT Council receive Report PRS 12-05 Request to Purchase Columbarium Unit;

FURTHER RESOLVE THAT Council approve the purchase of one 48 niche Columbarium from Carrier Mausoleums and Construction Inc. for \$12,595.00 plus H.S.T. to be funded from the 2012 Capital Budget of \$20,000.



PRS 2012-05 Columbarium Purchase.pdf

"Carried"

COMMITTEES

15. Committees of Council Minutes 

16. LPRCA Minutes of April 4, 2012 

17. LPRCA Financial Statements Ending December 31, 2011 

18. Heritage and Beautification Committee Request for Signage and Street Clean Up 

Resolution No. 10:

Moved By: Councillor Stephenson

Seconded By: Councillor Beres AND RESOLVE THAT Council receive the correspondence from the Heritage and Beautification Committee as information;

MINUTES: Meeting for the Committee "Open Council"

FURTHER RESOLVE THAT the correspondence be forwarded to staff to review the matter.

"Carried"

NOTICE OF MOTION

RESOLUTIONS

BY-LAWS

19. By-Law 3620, To Confirm the Proceedings of the Council Meeting of May 28, 2012

Resolution No. 11:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT By-Law 3620, To Confirm the Proceedings of the Council Meeting of May 28, 2012, be read for a first and second time and this constitutes the first and second reading thereof;

FURTHER RESOLVE THAT By-Law 3620, be given third and final reading and the Mayor and Deputy Clerk be and are hereby authorized to sign the same, and place the Corporate Seal thereunto.



By-Law 3620 - Confirmatory 23.05.12.pdf

"Carried"

ITEMS OF PUBLIC INTEREST

ADJOURNMENT

Moved By: Councillor Klein AND RESOLVE THAT the meeting be adjourned at 8:21 pm.

Town of Tillsonburg

Approval Received: (1 of 1)
Donna Wilson/Tillsonburg (Monday June 04, 2012
02:32 PM)

Review Access: Public Private

MINUTES

**Town of Tillsonburg
Meeting for the Committee "Open Council"
on
Monday May 14, 2012 06:00 PM
Council Chambers
Chair: John Lessif**

Orders of the Day:

CALL TO ORDER

The Meeting was called to order at 6:10 p.m.

ATTENDANCE:

Mayor John Lessif
Deputy Mayor Mark Renaud
Councillor Chris Rosehart
Councillor Mel Getty
Councillor Dave Beres
Councillor Marty Klein

Staff:

CAO, Kelley Coulter
David Samis, Director of Development & Communication Services
Steve Lund, Director of Operations
Darrell Eddington, Director of Finance
Janet McCurdy, Acting Director of Parks & Recreation Services
Donna Wilson, Clerk

Regrets:

Councillor Brian Stephenson

ADOPTION OF AGENDA

Resolution No. 1:

Moved By: Councillor Rosehart

Seconded By: Councillor Getty AND RESOLVED THAT the Agenda as prepared for the Open Session of the Council Meeting of May 14, 2012, be adopted.

"Carried"

CLOSED MEETING SESSION

Resolution No. 2:

Moved By: Councillor Getty

Seconded By: Councillor Rosehart AND RESOLVED THAT Town Council move into Closed Session, to consider matters relating to:

Matters relating to personal matters about an identifiable individual - including Municipal Employees;

Matters relating to labour relations or employee negotiations;

Matters relating to advice that is subject to Solicitor-client privilege including communications necessary for that purpose;

Matters for the purpose of education or training the members,

"Carried"

DISCLOSURE OF PECUNIARY INTEREST OR THE GENERAL NATURE THEREOF

Councillor Klein declared a pecuniary interest in item no. 4.

No other disclosures of pecuniary interest were declared.

MINUTES & BUSINESS ARISING OUT OF THE MINUTES

Minutes of the Meeting of April 23, 2012 

Resolution No. 3:

Moved By: Councillor Rosehart

Seconded By: Councillor Getty AND RESOLVE THAT the Minutes of the Open Session Meeting of April 23, 2012, be approved.

"Carried"

PRESENTATIONS

1. Police Service Board Update

Presented By: Larry Scanlan & Tim Clark, District Commander

District Commander Tim Clark attended the meeting and gave a presentation regarding the 2012 Oxford Detachment Business Plan.

District Commander Clark answered questions of Council with regards to police services in Tillsonburg.

He assured the town that during a serious investigation Tillsonburg has it's level of service in place .

Chair Person Scanlan spoke briefly regarding resources and how they are applied to the Tillsonburg detachment.

The Mayor thanked the commander and the chair person of the police services board for their dedication to police services.

DELEGATIONS

2. Special Events Centre Stakeholders Presentation

Presented By: Chris Jezovnik & Suzanne Fleet

Mr. Chris Jezovnik appeared before Council and went over the impact that the sale of the SEC would have on user groups.
To sell the building was not an easy decision to make and Council have explored a number of options.
Council are willing to speak with the interest groups to determine if there are options that have not yet been explored by the Town.



Impact of SEC Sale.pdf

3. Operation of Motorized Watercraft on Lake Lisgar for Turtlefest 

Presented By: Joan Weston

Ms. Joan Weston represents the Lake Lisgar Revitalisation committee and they are requesting a variance from By-Law 2619 to operate watercraft on Lake Lisgar during Turtlefest. .

Liability insurance would need to be in place - the participants would not be covered under the Town's liability insurance policy.

Staff to meet with the committee to determine liability and risks and how they will be covered.

PUBLIC MEETINGS

4. Committee of Adjustment Application A02/12 

Presented By: Development Planner



A02-12 Public Hearing.pdf



A02 12_rpt.pdf



A02 12 Decision 050912.pdf

Erik Gilbert, Development Planner, and Gord Hough, Corporate Manager, County of Oxford, appeared before Council and commented with respect to the attached application and County Report.

The Applicant Rob Bilger was in attendance.

Opportunity was given for comments and questions.

Iris Harvey, a neighbour appeared before Council and made a statement regarding the lands remaining in a natural state but was not opposed to the application.

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

The following resolution was passed.

Resolution No.4:

Moved By: Councillor Getty

Seconded By: Councillor Rosehart AND RESOLVED THAT this application is acceptable from a planning point of view and should be granted subject to the following conditions:

1. That the applicant provide a lot grading plan to the Town of Tillsonburg for review and approval

- shall be provided prior to the issuance of a building permit;
2. That the applicant provide a slope stability assessment to the Town of Tillsonburg for review and approval prior to the issuance of a building permit;
 3. That the construction of a single detached dwelling be required to connect to municipal water service only;
 4. That the construction of an accessory building be subject to the provisions as outlined in Section 5.1.1.4.1 iv) of the Town of Tillsonburg Zoning By-law No. 3295;
 5. That the applicant satisfy the requirements of the Oxford County Public Health & Emergency Services Department regarding the installation of a private on site sewage disposal system prior to the issuance of a building permit;
 6. That the proposed single detached dwelling and accessory building be located in a manner in-keeping with that illustrated on Plate 3 of Report 2012-124

"Carried"

INFORMATION ITEMS

5. Louie's Grandpa Walks to Defeat Duchenne - In Tillsonburg May 22, 2012 

6. Junior Achievement Thank You Letter 

7. Request for Ontario Human Rights Code Day/Week Proclamation 

8. TDMH Correspondence Regarding Municipal Appointments 

QUARTERLY REPORTS

9. FIN 12-026 First Quarter 2012 Financial Results 

2012 Actual Variances PDF Report is attached for reference purposes for the first quarter reports for the departments of Operations and Fire & Rescue Services.

10. FIR 12-01 First Quarter 2012 Fire & Rescue Services 

Presented By: Fire Chief

Resolution No. 5:

Moved By: Councillor Getty

Seconded By: Councillor Rosehart AND RESOLVE THAT Council receives FIR 12-01 First Quarter 2012 Fire & Rescue Services report as information.

"Carried"

11. OPS 12-05 - Operations Services 2012 First Quarter Report

Presented By: Director of Operations Services



OPS 12-05 Operations Services 2012 First Quarter Report.pdf

Resolution No. 6:

Moved By: Councillor Beres

Seconded By: Councillor Klein AND RESOLVE THAT Council receives OPS 12-05 First Quarter 2012 Operations Services report as information.

"Carried"

Resolution:

Moved By: Councillor Klein

Seconded By: Councillor Beres AND RESOLVED THAT the Town of Tillsonburg advise the MTO of our disappointment regarding the lack of connecting link funding.

FURTHER RESOLVED THAT the resolution be forwarded to area MPP's, other Municipalities affected by the connecting link, the Premier, Opposition Leaders and AMO.

"Carried"

CHIEF ADMINISTRATIVE OFFICER

12. Appointment to Board of Management for Tillsonburg Downtown Improvement Area 

Presented By: CAO

Resolution No. 7:

Moved By: Councillor Beres

Seconded By: Councillor Klein AND RESOLVED THAT Council receive the application for an additional member to the BIA;

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

"Carried"

FINANCE

13. FIN 12-028 By-Law 3613 to Adopt Budgetary Estimates and Tax Rates 

Presented By: Director of Finance

Resolution No. 8:

Moved By: Councillor Klein

Seconded By: Councillor Beres AND RESOLVE THAT Council receives FIN 12-028 By-Law 3613 to Adopt Budgetary Estimates and Tax Rates.

FURTHER RESOLVE THAT By-Law 3613 to adopt budgetary estimates, tax rates and to further provide for penalty and interest in default of payment be brought forward for three readings for Council consideration.

"Carried"

DEVELOPMENT & COMMUNICATIONS

14. DCS 12-30 Report - Airport LED Signage Options for Purchase

Presented By: Director of Development and Communication Services



DCS 12-30 Airport LED May 10 Signage Options.pdf

Staff will bring back further information regarding the specifics of the LED Signage with respect to a two or three line sign.

Resolution No. 9:

Moved By: Councillor Klein

Seconded By: Councillor Beres AND RESOLVE THAT Council receive Report DCS 12-30 as information.

AND FURTHER RESOLVE THAT the funding source identified by staff be used subject to Council approval of the staff report regarding the number of lines.

"Carried"

15. DCS 11-31 Lease of Airport Office Space 

Presented By: Director of Development and Communication Services

Resolution No. 10:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT Council receive report DCS 11-31 Lease of Airport Office Space;

FURTHER RESOLVE THAT Council approve the lease of office space in the Air Terminal Building to David Brandon, operating as the Tillsonburg Flying School, for the period of January 1, 2012 to December 31, 2014 at a price of \$230 per month plus Harmonized Sales Tax (H.S.T.), subject to the terms and conditions contained in this report; and,

AND FURTHER RESOLVE THAT a bylaw be brought forward in this regard.

"Carried"

16. Report DCS 12-27 Lease of Agricultural Facilities to B&B Graydon Enterprises Ltd 

Presented By: Director of Development and Communication Services

Resolution No. 11:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT Council receive Report DCS 12-27 Lease of Agricultural Facilities to B&B Graydon Enterprises Ltd;

FURTHER RESOLVE THAT Council approve the lease of property known as 2901 Highway 3 - Excess lands located on the south side of Highway 3, being Part Lot 2, Con 5 NTR Middleton, Town of Tillsonburg, containing a grain dryer, five steel storage bins, accessory buildings and yard for a two year period subject to the terms and conditions contained in this report;

AND FURTHER RESOLVE THAT a By-Law be brought forward in this regard.

"Carried"

17. DCS 12 - 32 Report - Interim Control By-law 

Presented By: Director of Development and Communication Services

Resolution No. 12:

Moved By: Councillor Getty

Seconded By: Councillor Rosehart AND RESOLVE THAT Council receive Report DCS 12-32 as information;

FURTHER RESOLVE THAT staff undertake the recommended planning study contained in this

report;

AND FURTHER RESOLVE THAT Council adopt the recommendations, herein and undertake three readings of the by-law.

"Carried"

PARKS & RECREATION SERVICES

18. PRS 2012-12 Relocation of Playground Equipment to Elliott Fairbairn and Cranberry Park

Presented By: Acting Director of Parks & Recreation

Resolution No. 13:

Moved By: Councillor Rosehart

Seconded By: Councillor Getty AND RESOLVE THAT Council receive PRS 12-12 Redeployment from Memorial Park of Playground Equipment to Elliott Fairbairn and Cranberry Park as contained within this report.

"Carried"

COMMITTEES

19. Heritage and Beautification Committee: Signage Wording for Transfer Station

Resolution No. 14:

Moved By: Councillor Beres

Seconded By: Councillor Klein AND RESOLVE THAT Council receive the correspondence from the Heritage and Beautification Committee as information;

"Carried"

20. Development Committee Request for an Additional Member

Resolution No. 15:

Moved By: Councillor Beres

Seconded By: Councillor Klein AND RESOLVED THAT Council receive the request from the Development Committee regarding an addition to its membership;

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

"Carried"

NOTICE OF MOTION

RESOLUTIONS

21. Oxford County Future Landfill Construction Correspondence

Resolution No. 16:

Moved By: Councillor Klein

Seconded By: Councillor Beres AND RESOLVE THAT Council receive the correspondence from the County of Oxford regarding their resolution with respect to future Oxford County Landfill

Construction;

FURTHER RESOLVE THAT Tillsonburg Town Council support the resolution contained therein;

AND FURTHER RESOLVE THAT this resolution of support be forwarded to The Honourable Jim Bradley, Minister of the Environment and to the Clerk of the County of Oxford.

"Carried"

22. 2012 Ontario Senior of The Year Award Nomination

Resolution No. 17:

Moved By: Councillor Klein

Seconded By: Councillor Beres AND RESOLVE THAT Council receive the Nominations for the Senior of the Year Award;

FURTHER RESOLVE THAT Council select Donald Frederick Millman for The 2012 Ontario Senior of the Year Award for the Town of Tillsonburg;

AND FURTHER RESOLVE THAT the Senior of the Year Certificate be presented at a future open Council meeting when we receive it from the Ministry of Citizenship and Immigration.

"Carried"

23. Report FIN 12-029 Job Evaluation Results

Resolution


Moved By: Councillor Getty

Seconded By: Councillor Rosehart AND RESOLVED THAT Council receive FIN 12-029 Job Evaluation Results for information purposes;

AND FURTHER RESOLVE THAT Council acknowledges that the Job Evaluation Results effective June 1, 2012 at an additional 2012 cost of \$56,500 will be mitigated through staff vacancies with no impact to the 2012 budget.

"Carried"

BY-LAWS

23. By-Law 3614, to Amend By-Law 3509, Boards & Committees, To Add a Member to the BIA & the Development Committee 

Resolution No. 18:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT By-Law 3614, To Amend By-Law 3509, To Add a Member to the BIA & the Development Committee, be read for a first and second time and this constitutes the first and second reading thereof.

FURTHER RESOLVE THAT By-Law 3614, be given third and final reading and the Mayor and Clerk be and are hereby authorized to sign the same, and place the Corporate Seal thereunto.

24. By-Law 3613, to Adopt Budgetary Estimates and Tax Rates.

Resolution No. 19:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT By-Law 3613, to adopt budgetary estimates and tax rates and to further provide for penalty and interest in default of payment, be read for a first and second time and this constitutes the first and second reading thereof.

FURTHER RESOLVE THAT By-Law 3613, be given third and final reading and the Mayor and Clerk be and are hereby authorized to sign the same, and place the Corporate Seal thereunto.



Microsoft Word - 2012 Final Levy Bylaw 051412.pdf

25. By-Law 3617, to Authorize an Agreement Between the Corporation of the Town of Tillsonburg and David Brandon.



By-Law 3617.pdf Agreement-AirportTerminalOffice(May8,12).pdf

Resolution No. 20:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT By-Law 3617, to authorize an agreement between the corporation of the Town of Tillsonburg and David Brandon, be read for a first and second time and this constitutes the first and second reading thereof.

FURTHER RESOLVE THAT By-Law 3617, be given third and final reading and the Mayor and Clerk be and are hereby authorized to sign the same, and place the Corporate Seal thereunto.

"Carried"

26. By-Law 3618, to Authorize an Agreement Between the Corporation of the Town of Tillsonburg and B&B Graydon Enterprises Ltd.



By-Law-AgreementWithB&BGraydonLtd.pdf Lease-BetweenTown&Graydon.pdf

Resolution No. 21:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT By-Law 3618, to Authorize an Agreement Between the Corporation of the Town of Tillsonburg and B&B Graydon Enterprises Ltd., be read for a first and second time and this constitutes the first and second reading thereof.

FURTHER RESOLVE THAT By-Law 3618, be given third and final reading and the Mayor and Clerk be and are hereby authorized to sign the same, and place the Corporate Seal thereunto.

"Carried"

27. By-Law 3616, To Establish Interim Control Provisions for the Town of Tillsonburg 

Resolution No. 22:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT By-Law 3616, to establish interim control provisions for the Town of Tillsonburg to prohibit the establishment of new methadone clinics and

methadone dispensaries, be read for a first and second time and this constitutes the first and second reading thereof.

FURTHER RESOLVE THAT By-Law 3616, be given third and final reading and the Mayor and Clerk be and are hereby authorized to sign the same, and place the Corporate Seal thereunto.

"Carried"


28. By-Law 3596, to Prohibit Smoking in Certain Public Places within the Town of Tillsonburg. 

Resolution No. 23:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT By-Law 3596, To Prohibit Smoking in Certain Public Places, be given third and final reading and the Mayor and Clerk be and are hereby authorized to sign the same, and place the Corporate Seal thereunto.

"Carried"

29. By-Law 3515, To Confirm the Proceedings of the Council Meeting of May 14, 2012. 

Resolution No. 24:

Moved By: Deputy Mayor Renaud

Seconded By: Councillor Klein AND RESOLVE THAT By-Law 3615, To Confirm the Proceedings of the Council Meeting of May 14, 2012, be read for a first and second time and this constitutes the first and second reading thereof.

FURTHER RESOLVE THAT By-Law 3615, be given third and final reading and the Mayor and Clerk be and are hereby authorized to sign the same, and place the Corporate Seal thereunto.

"Carried"

ITEMS OF PUBLIC INTEREST

ADJOURNMENT

Moved By: Councillor Klein AND RESOLVE THAT the meeting be adjourned at 8:23 p.m.

Town of Tillsonburg

Approval Received: (1 of 1)
Amber Zimmer/Tillsonburg (Monday May 28, 2012
02:54 PM)

DRAFT

TOWN OF TILLSONBURG TRUST FUNDS

DECEMBER 31, 2011

FINANCIAL STATEMENTS

TOWN OF TILLSONBURG TRUST FUNDS
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2011
(with comparative balances as at December 31, 2010)

	<u>2011</u>	<u>2010</u>
FINANCIAL ASSETS		
Bank	\$ 999,916	\$ 784,826
Investments (note 2)	<u>184,452</u>	<u>471,266</u>
	<u>1,184,368</u>	<u>1,256,092</u>
LIABILITIES		
Accounts payable and accrued liabilities	182,467	170,488
Net long-term liabilities (note 3)	<u>18,500</u>	<u>61,750</u>
	<u>200,967</u>	<u>232,238</u>
NET FINANCIAL ASSETS	<u>983,401</u>	<u>1,023,854</u>
ACCUMULATED SURPLUS (note 4)	<u>\$ 983,401</u>	<u>\$ 1,023,854</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF TILLSONBURG TRUST FUNDS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2011

(with comparative balances for the year ended December 31, 2010)

	<u>2011</u>	<u>2010</u>
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess revenues over expenditures (expenditures over revenues) - Statement 2	\$ (40,453)	\$ 183,164
Change in non-cash operating balances		
Accounts payable and accrued liabilities	<u>11,979</u>	<u>113,404</u>
Cash provided by operating transactions	(28,474)	296,568
INVESTING		
Repayments of long term financing	<u>(43,250)</u>	<u>(123,250)</u>
(Decrease) increase in cash and cash equivalents	(71,724)	173,318
Cash and cash equivalents, beginning of year	<u>1,256,092</u>	<u>1,082,774</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 1,184,368</u>	<u>\$ 1,256,092</u>
REPRESENTED BY:		
Bank	\$ 999,916	\$ 784,826
Investments	<u>184,452</u>	<u>471,266</u>
	<u>\$ 1,184,368</u>	<u>\$ 1,256,092</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF TILLSONBURG TRUST FUNDS
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

3. Net long-term liabilities

The Parkland Trust Fund total long-term liabilities at December 31, 2011 of \$18,500 (2010 - \$61,750) will be repaid in full in 2012.

It is anticipated that the debt repayments above will be funded by donations and fundraising of the Tillsonburg Community Trail Committee. If these donations and fundraising revenues are not realized, principal payments will be repaid in the subsequent years.

4. Accumulated surplus

The accumulated surplus of the trust funds is comprised of the following:

	<u>2011</u>	<u>2010</u>
J. Scott	\$ 6,047	\$ 5,895
J. McIntyre	2,565	2,515
J. Law	33,428	33,435
Parkland	(109,132)	(167,515)
Community Centre	418	133,418
Cemetery Perpetual Care	765,365	743,572
Fire Disaster	2,183	2,156
Annandale House	86,251	77,982
M. L. Covey	7,601	7,667
L. A. C. A. C.	7,281	9,105
Cemetery Maintenance	76,890	71,758
T. A. S. C.	1,560	1,541
Cemetery Prepaid Costs	10,341	10,341
Annandale Acquisition Fund	4,172	3,332
Fire Safety House	1,554	6,275
Rowing Club	32	31
Black & Gold	15,851	16,720
Ross Allen Estate	18,319	18,319
Cemetery Tree	2,852	2,817
Cemetery Capital	13,463	13,296
Trans Canada Trail Signage		611
Woodstock Public Library Trust Fund	30,896	30,583
Lake Lisgar Revitalization	<u>5,464</u>	<u> </u>
	<u>\$ 983,401</u>	<u>\$ 1,023,854</u>

DRAFT

TOWN OF TILLSONBURG WATERWORKS DEPARTMENT

DECEMBER 31, 2011

FINANCIAL STATEMENTS

TOWN OF TILLSONBURG WATERWORKS DEPARTMENT
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2011

(with comparative balances as at December 31, 2010)

	<u>2011</u>	<u>2010</u>
CURRENT		
Due from County of Oxford	\$ 54,851	\$
Accounts receivable	<u>389,490</u>	<u>410,129</u>
	444,341	410,129
LIABILITIES		
Due to Town of Tillsonburg (note 2)	531,305	234,609
Due to County of Oxford	<u> </u>	<u>261,253</u>
	<u>531,305</u>	<u>495,862</u>
NET FINANCIAL ASSETS (LIABILITIES)	(86,964)	(85,733)
NON-FINANCIAL ASSETS		
Inventories	<u>86,964</u>	<u>85,733</u>
ACCUMULATED SURPLUS - Statement 2	\$ <u><u>NIL</u></u>	\$ <u><u>NIL</u></u>

The accompanying notes are an integral part of these financial statements.

TOWN OF TILLSONBURG WATERWORKS DEPARTMENT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2011
(with comparative figures for the year ended December 31, 2010)

	<u>2011</u>	<u>2010</u>
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess revenues over expenditures - Statement 2	\$ NIL	\$ NIL
Increase in cash during the year		
Cash, beginning of year	_____	_____
CASH, END OF YEAR	<u>\$ NIL</u>	<u>\$ NIL</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF TILLSONBURG WATERWORKS DEPARTMENT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

The Town of Tillsonburg Waterworks Department is a municipal enterprise in the Province of Ontario, Canada. Its operations are governed by the provisions of provincial statutes. Effective January 1, 2000, responsibility for the Waterworks system was assumed by the County of Oxford.

1. Accounting policies

The financial statements of the Town of Tillsonburg Waterworks Department are the representation of the Department prepared in accordance with generally accepted accounting policies as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The significant accounting policies are summarized as follows:

(a) Reporting entity

The financial statements reflect the assets, liabilities, revenues and expenditures and accumulated surplus of the Department.

(b) Basis of accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

(c) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenditures, provides the change in net financial assets for the year.

(d) Tangible capital assets

The Department does not own any tangible capital assets.

(e) Financial instruments

Financial instruments of the Department consist mainly of accounts receivable and Due from (to) County of Oxford and Due from (to) Town of Tillsonburg. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

TOWN OF TILLSONBURG WATERWORKS DEPARTMENT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

2. Continuing operations

All banking activities are administered by the Town of Tillsonburg, on behalf of waterworks activities. The amount due from the Town of Tillsonburg represents the net working capital position between the Town and Waterworks Department after adding or deducting payments made to or received from the County of Oxford.

DRAFT

TOWN OF TILLSONBURG SANITARY SEWER DEPARTMENT

DECEMBER 31, 2011

FINANCIAL STATEMENTS

TOWN OF TILLSONBURG SANITARY SEWER DEPARTMENT
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2011

(with comparative balances as at December 31, 2010)

	<u>2011</u>	<u>2010</u>
CURRENT		
Accounts receivable	\$ 329,572	\$ 292,532
Due from Town of Tillsonburg (note 2)	<u>444,440</u>	<u> </u>
	<u>774,012</u>	<u>292,532</u>
LIABILITIES		
Due to Town of Tillsonburg (note 2)		11,315
Due to County of Oxford	<u>774,012</u>	<u>281,217</u>
	<u>774,012</u>	<u>292,532</u>
NET FINANCIAL ASSETS		
	<u> </u>	<u> </u>
ACCUMULATED SURPLUS - Statement 2	<u>\$ <u>NIL</u></u>	<u>\$ <u>NIL</u></u>

The accompanying notes are an integral part of these financial statements.

TOWN OF TILLSONBURG SANITARY SEWER DEPARTMENT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2011
(with comparative figures for the year ended December 31, 2010)

	<u>2011</u>	<u>2010</u>
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess revenues over expenditures - Statement 2	\$ NIL	\$ NIL
FINANCING		
Long term liabilities incurred (repaid)	_____	_____
Increase in cash during the year	_____	_____
Cash, beginning of year	_____	_____
CASH, END OF YEAR	\$ <u> NIL</u>	\$ <u> NIL</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF TILLSONBURG SANITARY SEWER DEPARTMENT
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

The Town of Tillsonburg Sanitary Sewer Department is a municipal enterprise in the Province of Ontario, Canada. Its operations are governed by the provisions of provincial statutes. Effective January 1, 2000, responsibility for the Sanitary Sewer system was assumed by the County of Oxford.

1. Accounting policies

The financial statements of the Town of Tillsonburg Sanitary Sewer Department are the representation of the Department prepared in accordance with generally accepted accounting policies as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The significant accounting policies are summarized as follows:

(a) Reporting entity

The financial statements reflect the assets, liabilities, revenues and expenditures and accumulated surplus of the Department.

(b) Basis of accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

(c) Tangible capital assets

The department does not own any tangible capital assets.

(d) Financial instruments

Financial instruments of the Department consist mainly of accounts receivable and Due from (to) County of Oxford and Due from (to) Town of Tillsonburg. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

DRAFT

TOWN OF TILLSONBURG

DECEMBER 31, 2011

CONSOLIDATED FINANCIAL REPORT

TOWN OF TILLSONBURG
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2011

(with comparative balances as at December 31, 2010)

	<u>2011</u>	<u>2010</u>
FINANCIAL ASSETS		
Cash	\$ 1,266,271	\$ 1,488,973
Investments (note 6)	85,413	87,856
Taxes receivable	1,516,697	1,436,148
Accounts receivable	1,335,777	2,596,400
Due from unconsolidated entities (note 14)		363,562
Other long term assets (note 12)	193,966	192,335
Investment in Tillsonburg Hydro Inc. (note 12)	<u>7,581,862</u>	<u>7,598,469</u>
	<u>11,979,986</u>	<u>13,763,743</u>
LIABILITIES		
Temporary bank loans (note 10)	293,369	1,366,161
Accounts payable and accrued liabilities	1,341,124	2,973,363
Due to unconsolidated entities (note 14)	227,388	
Other current liabilities	1,487,972	1,207,889
Accrued employee benefits (notes 7 and 13)	587,429	564,911
Deferred revenue (note 8)	836,002	1,227,458
Long term debt (note 9)	<u>15,307,536</u>	<u>16,624,894</u>
	<u>20,080,820</u>	<u>23,964,676</u>
NET FINANCIAL ASSETS (LIABILITIES)	<u>(8,100,834)</u>	<u>(10,200,933)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets - Schedule 1	55,715,044	55,950,095
Capital work in progress	3,503,051	3,491,173
Inventories	33,614	31,367
Prepaid expenses	<u>6,363</u>	<u>721,917</u>
	<u>59,258,072</u>	<u>60,194,552</u>
ACCUMULATED SURPLUS - Statement 2	<u>\$ 51,157,238</u>	<u>\$ 49,993,619</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF TILLSONBURG
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2011

(with comparative balances for the year ended December 31, 2010)

	<u>2011</u>	<u>2010</u>
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess revenues over expenditures - Statement 2	\$ 1,163,619	\$ 4,157,742
Non-cash changes to operations		
Amortization	2,407,036	2,299,452
Loss on disposal of tangible capital assets	49,315	2,752
Net change in non-cash operating balances (A)	<u>48,299</u>	<u>1,421,622</u>
Net change in cash from operating activities	<u>3,668,269</u>	<u>7,881,568</u>
CAPITAL		
Acquisition of tangible capital assets	(2,221,300)	(6,962,379)
Decrease (increase) in work in progress	(11,878)	1,967,760
Decrease (increase) in other non-financial assets	<u>713,307</u>	<u>149,161</u>
Net change in cash from capital activities	<u>(1,519,871)</u>	<u>(4,845,458)</u>
INVESTING		
Net change in investment in Tillsonburg Hydro Inc. (note 12)	<u>16,607</u>	<u>(302,692)</u>
FINANCING		
Net change in long term debt	<u>(1,317,358)</u>	<u>3,142,481</u>
Net change in cash and cash equivalents during the year	847,647	5,875,899
Cash and cash equivalents, beginning of year	<u>210,668</u>	<u>(5,665,231)</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 1,058,315</u>	<u>\$ 210,668</u>
COMPRISED OF:		
Cash	\$ 1,266,271	\$ 1,488,973
Investments	85,413	87,856
Temporary loans	<u>(293,369)</u>	<u>(1,366,161)</u>
	<u>\$ 1,058,315</u>	<u>\$ 210,668</u>

(A) Non-cash operating balances includes taxes and accounts receivable, due from unconsolidated entities, accounts payable and accrued liabilities, other current liabilities, accrued employee benefits and deferred revenue.

The accompanying notes are an integral part of these financial statements.

TOWN OF TILLSONBURG
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2011

The Town of Tillsonburg is a Town in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. Significant Accounting Policies

The consolidated financial statements of the Corporation of the Town of Tillsonburg are prepared by management in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

The focus of PSAB financial statements is on the financial position of the Town and changes thereto. The Statement of Financial Position reports financial assets and liabilities. Financial assets are available to provide resources to discharge existing liabilities or finance future operations. Net financial assets represent the financial position of the Town and is the difference between financial assets and liabilities. This information presents the Town's overall future revenue requirements and its ability to finance activities and meet its obligations.

The following outlines the significant accounting policies:

(a) Reporting Entity

These consolidated statements reflect the assets, liabilities, revenues, expenditures and accumulated surpluses and changes in investment in non financial assets of the Town of Tillsonburg. The reporting entity includes the activities of all committees of Council and the following boards, municipal enterprises and utilities which are under the control of Council:

Tillsonburg Public Library Board
Tillsonburg Business Improvement Area Board of Management

All interfund assets and liabilities and revenues and expenditures have been eliminated.

The following local boards, joint local boards, municipal enterprises and utilities are not consolidated:

Tillsonburg Waterworks Department
Tillsonburg Sanitary Sewer Department

Government business enterprises are separate legal entities that do not rely on the Town for funding. Investments in government business enterprises are accounted for using the modified equity method. Tillsonburg Hydro Inc. is a government business enterprise and the Town's investment in this corporation is reflected in these financial statements.

TOWN OF TILLSONBURG
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2011

1. Significant Accounting Policies continued

(e) Non-Financial Assets continued

The Town has a capitalization threshold of \$ 5,000 to \$ 25,000, depending on the nature of the assets, so that individual assets of lesser value are expensed unless they are pooled because collectively they have a significant value.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The fair value is also recorded as contributed revenue.

(f) Inventories

Inventories held for consumption are recorded at the lower of cost or replacement cost.

(g) Revenue Recognition

Government grants and transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

(h) Deferred Revenue

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed, or the tangible capital assets are acquired.

(i) Financial Instruments

Financial instruments of the Town consist mainly of cash, investments, accounts and taxes receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

TOWN OF TILLSONBURG
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2011

5. Pension Agreements

The Town makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of services and rates of pay.

The amount contributed to OMERS for 2011 was \$ 429,147 (2010 - \$ 387,304) for current service and is included as an expenditure on the Consolidated Statement of Operations.

6. Investments

Investments of \$ 85,413 (2010 - \$ 87,856) are recorded at their cost and are short-term in nature. Investments consist of money market funds, which have a market value approximating cost.

7. Liability for Vested Sick Leave Benefits

Effective January 1, 2000, the sick leave benefit plan was replaced by a short term protection plan. Accumulation of sick leave benefits ceased December 31, 1999. Employees with accumulated sick leave benefits are entitled to receive payment of a maximum of fifty percent of their accumulated sick leave benefit as of December 31, 1999. Payments cannot be made in excess of 130 days.

The liability for these accumulated days, to the extent that they have vested and could be taken in cash by the employee, approximated \$ 33,750 (2010 - \$ 49,106) at the end of the year. The full amount of this liability has been accrued on the Consolidated Statement of Financial Position.

Anticipated payments in 2012 and subsequent years are not determinable at this time.

8. Deferred Revenue

A requirement of the public sector accounting principles of the Canadian Institute of Chartered Accountants, is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Town are summarized as follows:

	<u>2011</u>	<u>2010</u>
Development charges	\$ 816,862	\$ 1,178,873
Deferred operating revenues	<u>19,140</u>	<u>48,585</u>
	<u>\$ 836,002</u>	<u>\$ 1,227,458</u>

TOWN OF TILLSONBURG
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2011

10. Temporary Bank Loans

The temporary bank loans consist of the following:

	<u>2011</u>	<u>2010</u>
Bank overdraft	\$ <u>293,369</u>	\$ <u>1,366,161</u>

The bank overdraft is repayable on demand with interest at prime less 1% and is unsecured.

11. Accumulated Surplus

The accumulated surplus on the Consolidated Statement of Financial Position at the end of the year are comprised of the following:

	<u>2011</u>	<u>2010</u>
Operating surpluses (deficits)		
- Revenue fund	\$ 250,046	\$ 249,901
- Public Library Board	NIL	(32,036)
Invested in tangible capital assets	41,257,321	40,476,181
Investment in Tillsonburg Hydro Inc.	7,581,862	7,598,469
Reserves set aside for specific purpose		
- for acquisition of capital assets and general purposes	<u>2,068,009</u>	<u>1,701,104</u>
Accumulated surplus	\$ <u>51,157,238</u>	\$ <u>49,993,619</u>

TOWN OF TILLSONBURG
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2011

13. Post Employment Benefit Liability

Included in the accrued employee benefits is an amount for post employment benefits of \$83,837 (2010 - \$72,445). The Town provides certain employee benefits which will require funding in future periods. An internal estimate of future liabilities was completed and forms the basis for the estimated liability reported in these financial statements.

14. Due (To) From Unconsolidated Entities

The banking activities of the following entities are administered by the Town of Tillsonburg. Accordingly, the amount due (to) from these entities represents the net working capital position between the Town and the entity as follows:

	<u>2011</u>	<u>2010</u>
Tillsonburg Hydro Inc.	\$ (314,253)	\$ 117,637
Town of Tillsonburg - Waterworks Department	531,305	234,609
Town of Tillsonburg - Sanitary Sewer Department	<u>(444,440)</u>	<u>11,316</u>
	<u>\$ (227,388)</u>	<u>\$ 363,562</u>

15. Interest Charges

Interest for the year for net long-term liabilities which are reported on the Consolidated Statement of Operations and Accumulated Surplus is as follows:

	<u>2011</u>	<u>2010</u>
Interest	<u>\$ 741,150</u>	<u>\$ 828,174</u>

16. Budget Figures

The Town's Council completes separate budget reviews for its operating and capital budgets each year. The approved operating budget for 2011 is reflected on the Consolidated Statement of Operations and Accumulated Surplus. For capital spending, budgets are set for individual projects and funding for these activities is determined annually and made by transfers from reserves funds and by the application of applicable grants or other funds available to apply to capital projects.

TOWN OF TILLSONBURG
SCHEDULE OF CONSOLIDATED TANGIBLE CAPITAL ASSETS
DECEMBER 31, 2011
(with comparative balances as at December 31, 2010)

	<u>Land</u>	<u>Buildings & Fixtures</u>	<u>Furniture & Equipment</u>	<u>Computer Hardware</u>	<u>Transportation Equipment</u>	<u>Roads & Bridges</u>	<u>Communication Equipment</u>	<u>Other Equipment</u>	<u>2011 Total</u>	<u>2010 Total</u>
COST										
Balance, beginning of year	\$ 1,881,721	\$ 22,085,272	\$ 226,474	\$ 869,883	\$ 4,816,138	\$ 52,068,901	\$ 54,213	\$ 4,053,570	\$ 86,056,172	\$ 79,133,310
Add:										
Additions during the year		259,822	5,575		997,415	907,244		51,244	2,221,300	6,962,379
Less:										
Disposals during the year						(298,104)		(2,577)	(300,681)	(39,517)
Balance, end of year	<u>1,881,721</u>	<u>22,345,094</u>	<u>232,049</u>	<u>869,883</u>	<u>5,813,553</u>	<u>52,678,041</u>	<u>54,213</u>	<u>4,102,237</u>	<u>87,976,791</u>	<u>86,056,172</u>
ACCUMULATED AMORTIZATION										
Balance, beginning of year		5,796,481	95,554	359,231	2,886,379	18,192,230	50,712	2,725,490	30,106,077	27,843,390
Add:										
Amortization during the year		486,321	9,898	138,658	353,230	1,206,783	3,425	208,721	2,407,036	2,299,452
Less:										
Disposals during the year						(249,461)		(1,905)	(251,366)	(36,765)
Balance, end of year		<u>6,282,802</u>	<u>105,452</u>	<u>497,889</u>	<u>3,239,609</u>	<u>19,149,552</u>	<u>54,137</u>	<u>2,932,306</u>	<u>32,261,747</u>	<u>30,106,077</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 1,881,721</u>	<u>\$ 16,062,292</u>	<u>\$ 126,597</u>	<u>\$ 371,994</u>	<u>\$ 2,573,944</u>	<u>\$ 33,528,489</u>	<u>\$ 76</u>	<u>\$ 1,169,931</u>	<u>\$ 55,715,044</u>	<u>\$ 55,950,095</u>

This schedule is provided for information purposes only.

DRAFT

TOWN OF TILLSONBURG
PUBLIC LIBRARY BOARD

DECEMBER 31, 2011

FINANCIAL STATEMENTS

TOWN OF TILLSONBURG
PUBLIC LIBRARY BOARD
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2011

(with comparative figures as at December 31, 2010)

	<u>2011</u>	<u>2010</u>
FINANCIAL ASSETS		
Cash	\$ 169,966	\$ 238,867
Short term investments (note 2)	55,736	55,332
Due from trust fund	<u>7,333</u>	<u>7,147</u>
	<u>233,035</u>	<u>301,346</u>
LIABILITIES		
Due to Town of Tillsonburg	48,866	119,593
Deferred revenue (note 3)	184,169	194,755
Long term debt (note 4)	<u>87,500</u>	<u>100,000</u>
	<u>320,535</u>	<u>414,348</u>
NET FINANCIAL ASSETS (LIABILITIES)	<u>(87,500)</u>	<u>(113,002)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets - Schedule 1	<u>611,785</u>	<u>597,822</u>
ACCUMULATED SURPLUS - Statement 2	<u>\$ 524,285</u>	<u>\$ 484,820</u>

The accompanying notes are an integral part of this financial statement.

TOWN OF TILLSONBURG
PUBLIC LIBRARY BOARD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2011
(with comparative balances for the year ended December 31, 2010)

	<u>2011</u>	<u>2010</u>
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess revenues over expenditures (expenditures over revenues)	\$ 39,465	\$ (34,443)
Non-cash changes to operations:		
Amortization	60,722	100,210
Net change in non-cash working capital balances related to operations (A)	<u>(81,499)</u>	<u>135,734</u>
	<u>18,688</u>	<u>201,501</u>
CAPITAL		
Acquisition of tangible capital assets	(74,685)	(180,019)
Decrease (increase) in work in progress	<u> </u>	<u>61,986</u>
	<u>(74,685)</u>	<u>(118,033)</u>
FINANCING		
Repayment of long term debt	<u>(12,500)</u>	<u>(12,500)</u>
Net change in cash and cash equivalents during the year	(68,497)	70,968
Cash and cash equivalents, beginning of the year	<u>294,199</u>	<u>223,231</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 225,702</u>	<u>\$ 294,199</u>
COMPRISED OF:		
Cash	\$ 169,966	\$ 238,867
Short term investments	<u>55,736</u>	<u>55,332</u>
	<u>\$ 225,702</u>	<u>\$ 294,199</u>

(A) Consists of changes in due from trust fund, due (to) Town of Tillsonburg and deferred revenue.

The accompanying notes are an integral part of this financial statement.

TOWN OF TILLSONBURG
PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

The Public Library Board is a municipal local board of the Town of Tillsonburg. Its operations are governed by the provisions of provincial statutes.

1. Accounting Policies

The consolidated financial statements of the Town of Tillsonburg Public Library Board are the representation of the Board prepared in accordance with accounting policies as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The significant accounting policies are summarized as follows:

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenditures and accumulated surplus of the Board.

(b) Basis of Accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

(c) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenditures, provides the change in net financial assets for the year.

(d) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	60 years
Computer hardware	4 years
Equipment	30 years
Collection	10 years

TOWN OF TILLSONBURG
PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011

1. Accounting Policies continued

(i) Budget

The operating budget approved by the Board for 2011 is reflected on the statement of operations. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. As well, the Board does not budget activity within reserves and reserve funds, with the exception being those transactions which affect either operations or capital investments.

2. Short term investments

The short term investments of \$ 55,736 (2010 - \$55,332) are recorded at cost. Market value approximates cost.

3. Deferred revenue

Deferred revenue is comprised of the following

	<u>2011</u>	<u>2010</u>
Development charges	\$ <u>184,169</u>	\$ <u>194,755</u>

4. Long Term Debt

Long term debt consists of the following:

	<u>2011</u>	<u>2010</u>
Long-Term Debt	<u>(87,500)</u>	\$ <u>(100,000)</u>

The payments are recoverable from general revenues. The debt is repayable in yearly principal payments of \$12,500 in 2012 through 2018.

TOWN OF TILLSONBURG PUBLIC LIBRARY BOARD
SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2011
(with comparative balances as at December 31, 2010)

					2011	2010
	<u>Buildings</u>	<u>Furniture and Equipment</u>	<u>Computer Hardware</u>	<u>Collection</u>	<u>Total</u>	<u>Total</u>
COST						
Balance, beginning of year	\$ 581,243	\$ 109,614	\$ 156,144	\$1,033,990	\$1,880,991	\$1,700,972
Add:						
Additions during the year	23,658	5,575		45,452	74,685	180,019
Less:						
Disposals during the year	_____	_____	_____	_____	_____	_____
Balance, end of year	<u>604,901</u>	<u>115,189</u>	<u>156,144</u>	<u>1,079,442</u>	<u>1,955,676</u>	<u>1,880,991</u>
ACCUMULATED AMORTIZATION						
Balance, beginning of year	224,282	38,365	79,848	940,674	1,283,169	1,182,959
Add:						
Amortization during the year	12,795	3,747	30,874	13,306	60,722	100,210
Less:						
Disposals during the year	_____	_____	_____	_____	_____	_____
Balance, end of year	<u>237,077</u>	<u>42,112</u>	<u>110,722</u>	<u>953,980</u>	<u>1,343,891</u>	<u>1,283,169</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 367,824</u>	<u>\$ 73,077</u>	<u>\$ 45,422</u>	<u>\$ 125,462</u>	<u>\$ 611,785</u>	<u>\$ 597,822</u>

This schedule is provided for information purposes only.

SCRIMGEOUR & COMPANY

CHARTERED ACCOUNTANT

**Members of Council
Corporation of the Town of Tillsonburg
10 Lisgar Avenue
Tillsonburg, Ontario
N4G 5A5**

Dear Sirs:

I have been engaged to audit the financial statements of the Town of Tillsonburg for the year ending December 31, 2011. These include the Library Board, Waterworks and Sanitary Sewer systems and Trust Funds.

Canadian generally accepted auditing standards requires that I communicate at least annually with you regarding all relationships between the Town and myself that, in my professional judgment, may reasonably be thought to bear on my independence.

In determining which relationships to report, the standards require me to consider relevant rules and related interpretations prescribed by the appropriate provincial institute/order and applicable legislation, covering such matters as:

- Holding a financial interest, either directly or indirectly, in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement

I am not aware of any relationship between the Town and myself that, in my professional judgment, may reasonably be thought to bear on my independence, that have occurred from January 1 to December 31, 2011.

Canadian generally accepted auditing standards require that I confirm my independence to management or persons having oversight responsibility for the financial reporting process. However, since the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario deal with the concept of independence in terms of objectivity, my confirmation is to be made in that context. Accordingly, I hereby confirm that I am objective with respect to the Town within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario as of May 28, 2012.

SCRIMGEOUR & COMPANY
CHARTERED ACCOUNTANT

May 14, 2012

**Members of Council
Corporation of the Town of Tillsonburg
10 Lisgar Avenue
Tillsonburg, Ontario
N4G 5A5**

Dear Sirs:

I have completed my audit of the financial statements of the Corporation for the year ending December 31, 2011 and would like to take this opportunity to address the following areas that I believe the Town should consider in order to strengthen its accounting systems. These comments are not intended to reflect on the integrity of your employees, but are intended to provide recommendations to improve your systems.

Accounts receivable

During our audit process we noted that there is still one significant accounts receivable which has been outstanding for more than one year. We understand that staff is currently following up on this amount.

Trust funds

Due to the numerous trust funds, we recommended in the past, that each trust fund be reviewed for originating documents and allocated in accordance with these documents. As well, we noted that Council and staff should review the necessity for separate bank accounts for each of these trust funds due to the time and resources required to maintain these separate bank accounts. The staff anticipates this process will be completed in 2012.

Receipts

Numeric receipts are issued for any monies received at the Corporate offices. These usually occur when cheques are received in the mail. The same individual issues the mail, prepares the deposit and prepares the bank reconciliation. This process has been addressed in 2012 and a segregation of duties has been implemented.

File: A03/12
Date: May 17, 2012

**TOWN OF TILLSONBURG
COMMITTEE OF ADJUSTMENT**

NOTICE OF PUBLIC HEARING

Please take notice that the following application has been submitted to the Tillsonburg Committee of Adjustment under section 45 of the Planning Act, R.S.O. 1990. Before making its decision on the application, the Committee will hold a public hearing to consider submissions from both the applicant and every other person who desires to be heard in favour of and/or against the application. The public hearing is to be held:

Date:	Monday May 28, 2012
Time:	6:00 pm
Location:	Town Council Chambers Tillsonburg Corporate Offices, Town Centre Mall, 2nd Floor

OWNERS/APPLICANTS:

John & Karen Pritoula
19 Armstrong Drive
Tillsonburg ON N4G 5T3

AGENT:

LOCATION:

LOT 27 PLAN 41M88, municipally known as 19 Armstrong Drive, Town of Tillsonburg, County of Oxford

PURPOSE OF APPLICATION:

The applicant is applying for relief from Section 6.5.3.2.6, Rear Yard Setback, of the R1-3 Zone of the Zoning By-Law, to reduce the minimum required setback from 10 metres (32.8 feet) to 8.7 metres (28.6 feet) in order to permit the construction of a new sunroom which will encroach into the required rear yard.

You are invited to present your comments regarding the application either in person at the public hearing or in writing to the Secretary-Treasurer prior to the public hearing. If you do not attend or are not represented at this meeting, the Committee may proceed in your absence and you will not be entitled to any further notice of the proceedings.

If you would like a copy of the Decision of the Committee of Adjustment, please request, in writing, a "Notice of Decision" from the Secretary-Treasurer. The Notice of Decision will be mailed not later than ten days from the date of the Committee's decision.

Please be advised that the Oxford County Community and Strategic Planning Department will be conducting a review of the application and if you would like a copy of the Planning Report or have any questions, please contact Eric Gilbert, Development Planner at 688-3009 extension 3226 or by email: egilbert@county.oxford.on.ca.

Yours truly,

Donna Wilson
Secretary-Treasurer
Tillsonburg Committee of Adjustment
Tillsonburg Corporate Office
200 Broadway, 2nd Floor
Tillsonburg ON N4G 5A7



Community and Strategic Planning
P. O. Box 1614, Woodstock Ontario N4S 7Y3
Phone: 519-539-9800 • Fax: 519-537-5513
Web site: www.oxfordcounty.ca

Our File: A 03/12

APPLICATION FOR MINOR VARIANCE

TO: Town of Tillsonburg
Committee of Adjustment

MEETING: May 28, 2012
REPORT NO: 2012-130

OWNERS:

John & Karen Pritoula
19 Armstrong Drive
Tillsonburg ON N4G 5T3

VARIANCE REQUESTED:

Relief from **Section 6.5.3.2.6, Special Provisions (R1-3) - Rear Yard**, to reduce the required minimum rear yard depth from 10 m (32.8 ft) to 8.6 m (28.2 ft) to allow for the construction of a sun room addition to the rear of the existing single detached dwelling.

LOCATION:

The subject property is described as Lot 27, Plan 41M-88 in the Town of Tillsonburg. The lands are located on the west side of Armstrong Drive, south of Wilson Avenue and are municipally known as 19 Armstrong Drive.

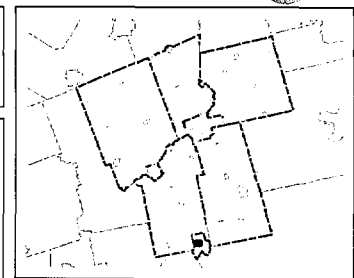
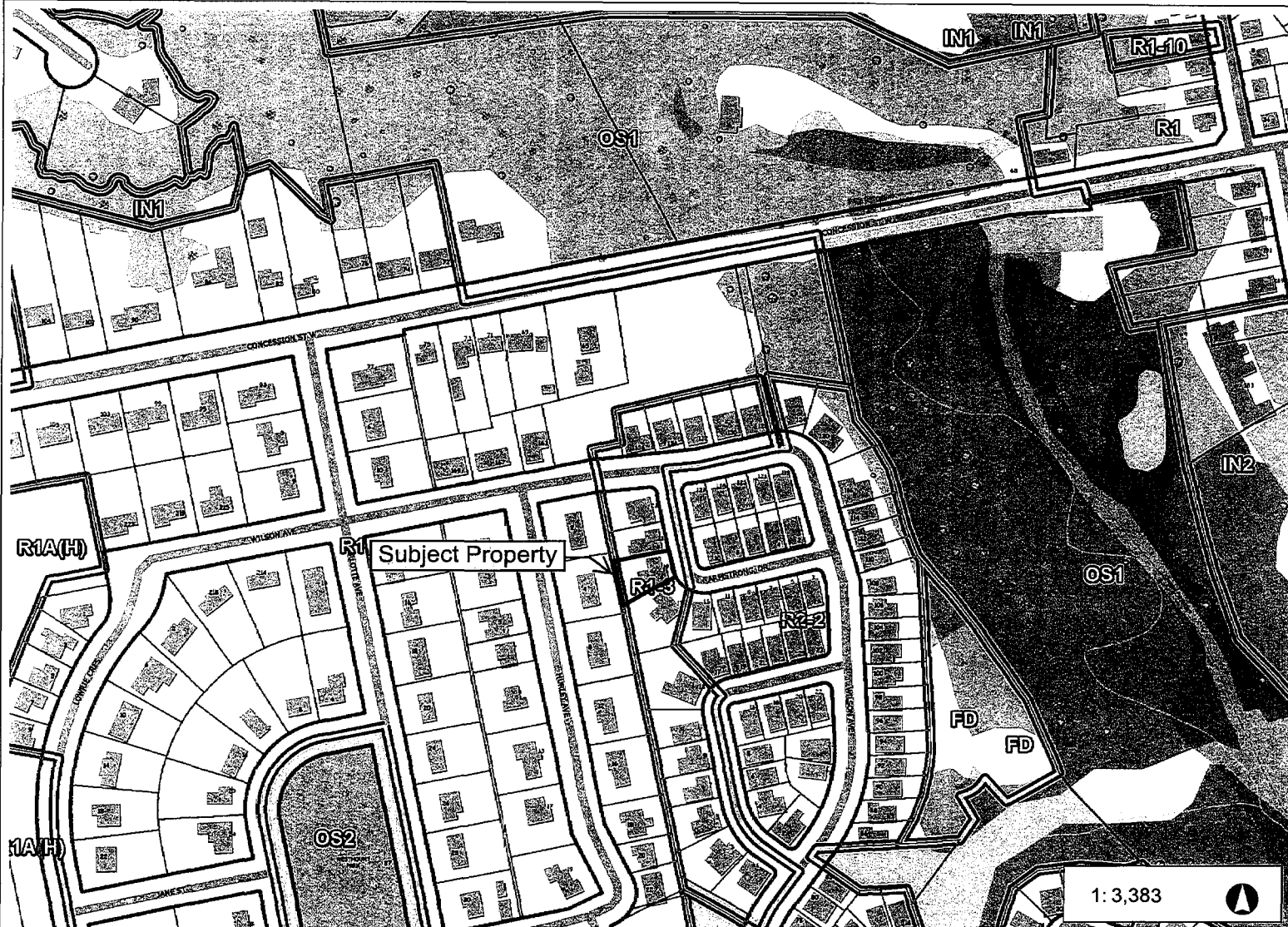
BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN: Low Density Residential
TOWN OF TILLSONBURG ZONING BY-LAW: Special Low Density Residential - Type 1 (R1-3)
SURROUNDING USES: Surrounding uses include existing low density residential uses

COMMENTS:

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

The applicant proposes to obtain relief from the above-noted section of the Tillsonburg Zoning By-law to facilitate the construction of a sunroom addition to the rear of the existing single detached dwelling. Assessment records indicate the property has an approximate area of 716 m² (7,700 ft²). The existing single detached dwelling is one storey in height and has an approximate ground floor area of 137.9 m² (1,484 ft²). The proposed sunroom measures 3.7 m (12 ft) by 5.5 m (18 ft), with an area of 20 m² (216 ft²).



Legend

- Parcel Lines (Displays 1:16 00)
 - Boundary
 - Lot Line
 - - - Assessment Line
 - Road
- Zoning (Displays 1:16000 to 1:1600)

Notes

0.2 0 0.09 0.2 Kilometers

NAD_1983_UTM_Zone_17N
© County of Oxford

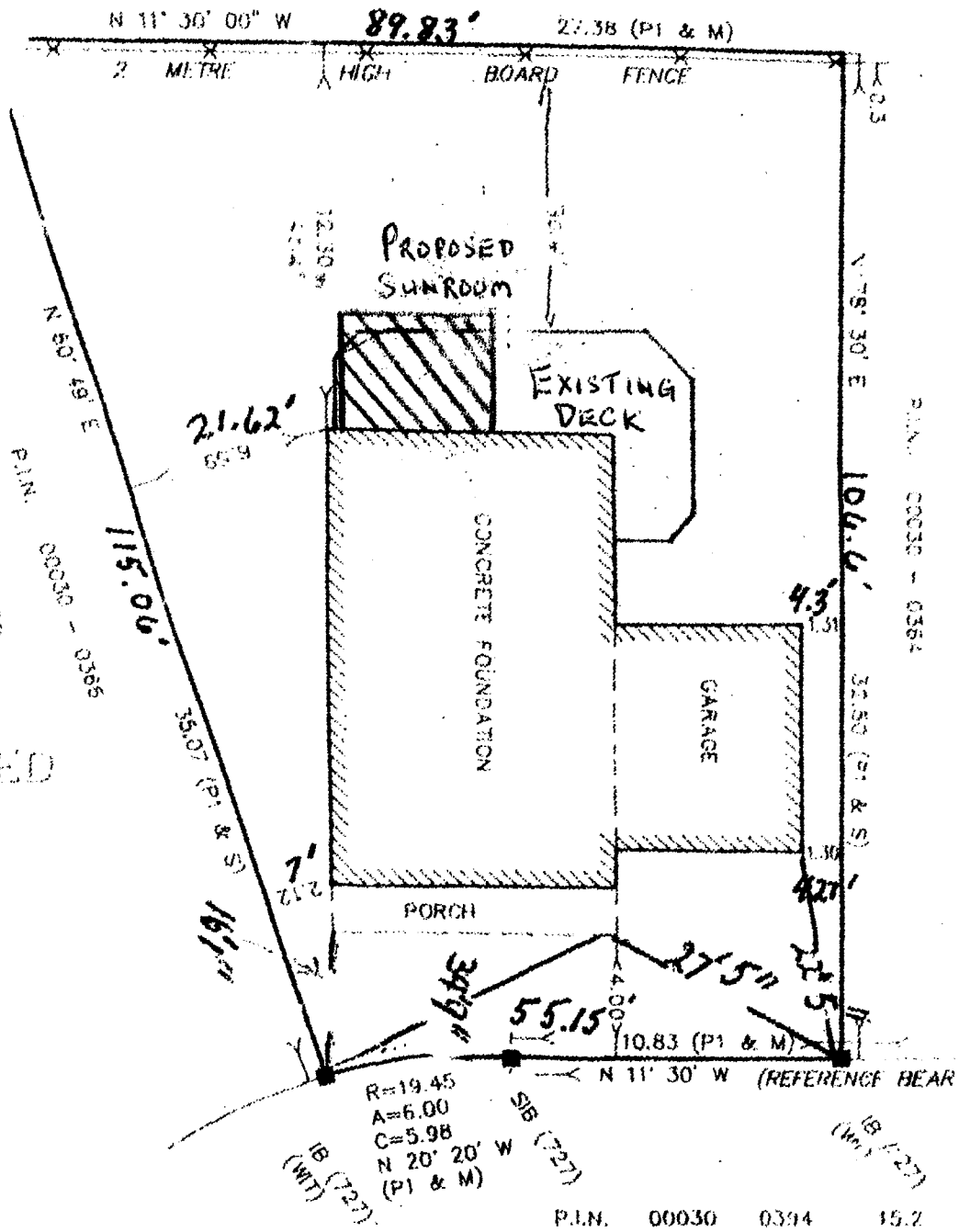
May 10, 2012

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.

NOTE: THIS IS NOT A PLAN OF SURVEY

Plate 3 - Applicant's Sketch
 File No.: A-03/12- Pritoula
 Lot 27, Plan 41M88, Tillsonburg

P.I.N. 00030



RECOMMENDATION

That the Town of Tillsonburg Committee of Adjustment **approve** Application File A 03/12, submitted by John & Karen Pritoula for lands described as Lot 27, Plan M-88 in the Town of Tillsonburg as it relates to:

1. Relief from **Section 6.5.3.2.6 – Rear Yard**; to reduce the required minimum rear yard depth from 10 m (32.8 ft) to 8.6 m (28.21 ft) to allow for the construction of a sun room addition to the rear of the existing single detached dwelling, subject to the following conditions:
 - i) A building permit for the proposed sunroom shall be issued within one year of the date of the Committee's decision.
 - ii) Minor Variance approval is granted only for a sunroom that is substantially and proportionally in compliance with the applicant's sketch shown as Plate 3 of this report.

Authored by:

"Eric Gilbert"

Eric Gilbert, MCIP, RPP
Development Planner

May 19, 2012

EG/eg

File: A 03 12 Pritoula

Approved by:

"Gordon Hough"

Gordon K. Hough, MCIP, RPP
Corporate Manager

File No. A-03/12

TOWN OF TILLSONBURG
COMMITTEE OF ADJUSTMENT

DECISION OF COMMITTEE

WE, the undersigned members of the Town of Tillsonburg Committee of Adjustment, do hereby attest that the following was the decision reached by us at the meeting held on Monday May 28, 2012.

OWNERS/APPLICANTS:

AGENT:

John & Karen Pritoula
19 Armstrong Drive
Tillsonburg ON N4G 5T3

LOCATION:

LOT 27 PLAN 41M88, municipally known as 19 Armstrong Drive, Town of Tillsonburg, County of Oxford

PURPOSE OF APPLICATION:

The applicant is applying for relief from Section 6.5.3.2.6, Rear Yard Setback, of the R1-3 Zone of the Zoning By-Law, to reduce the minimum required setback from 10 metres (32.8 feet) to 8.6 metres (28.2 feet) in order to permit the construction of a new sunroom which will encroach into the required rear yard.

DECISION: APPROVED

That the Town of Tillsonburg Committee of Adjustment approve Application File A 03/12, submitted by John & Karen Pritoula for lands described as Lot 27, Plan M-88 in the Town of Tillsonburg as it relates to:

1. Relief from **Section 6.5.3.2.6 – Rear Yard**; to reduce the required minimum rear yard depth from 10 m (32.8 ft) to 8.6 m (28.21 ft) to allow for the construction of a sun room addition to the rear of the existing single detached dwelling, subject to the following conditions:

- i) A building permit for the proposed sunroom shall be issued within one year of the date of the Committee's decision.
- ii) Minor Variance approval is granted only for a sunroom that is substantially and proportionally in compliance with the applicant's sketch shown as Plate 3 of this report.

Members concurring in above ruling:

John Lessif

Mark Renaud

David Beres

Mel Getty

Marty Klein

Chris Rosehart

Brian Stephenson

**Ministry of Citizenship
and Immigration**

Minister
6th Floor
400 University Avenue
Toronto ON M7A 2R9
Tel.: (416) 325-6200
Fax: (416) 325-6195

**Ministère des Affaires civiques
et de l'Immigration**

Ministre
6^e étage
400, avenue University
Toronto ON M7A 2R9
Tél.: (416) 325-6200
Télééc.: (416) 325-6195



May, 2012

Re : Ontario Medal For Good Citizenship

Dear Friends:

I am pleased to let you know that nominations for the Ontario Medal for Good Citizenship are now being accepted.

Established in 1973, the Ontario Medal for Good Citizenship honours Ontarians who, through exceptional, long-term efforts, have made outstanding contributions to community life.

I am pleased to invite you to participate by nominating a deserving citizen. Recipients will be presented with their medal by the Lieutenant Governor of Ontario at a special ceremony at Queen's Park in the Fall of 2012.

Nomination forms are now available on-line by visiting the Ministry of Citizenship and Immigration's website at: www.ontario.ca/honoursandawards. You may submit your nomination on-line by choosing the "Nominate Online" option, or download the PDF or HTML format from the website. For any further information, please contact the Ontario Honours and Awards Secretariat at 416 314-7526, 1 877 832-8622 or (TTY) 416 327-2391. Nominations must be received by July 17, 2012.

I encourage you to take the time to nominate a deserving citizen in your community for an Ontario Medal for Good Citizenship. The men and women we honour stand as shining examples to us all.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Sousa".

Charles Sousa
Minister

**Ministry of Natural
Resources**

Office of the Deputy Minister

Room 6643, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-314-2150
Fax: 416-314-2158

**Ministère des Richesses
naturelles**

Bureau du sous-ministre

Édifice Whitney, bureau 6643
99, rue Wellesley Ouest
Toronto (Ontario) M7A 1W3
Tél.: 416-314-2150
Télééc.: 416-314-2159



May 3, 2012

Dear Chief Administrative Officer/Clerk:

I am writing to let you know about some changes the Ministry of Natural Resources is making to the Bear Wise program.

As part of our Transformation Plan announced in the 2012 Ontario Budget, the ministry conducted a review of how we deliver programs and services to Ontarians. The Bear Wise program was part of that review.

Bear Wise has set a solid foundation, helping municipalities and the public to reduce preventable human-bear encounters. In fact, no other jurisdiction in North America has provided this level of support to communities.

Today, eight years into the program, awareness of Bear Wise is high and many municipalities have good, robust bear wise strategies in place. As a result of the program, the public is better educated about what to do when they encounter a bear. In this regard, Bear Wise has achieved its main goals, and the time is right to transition from an active management model to one that places a greater emphasis on personal responsibility.

Most aspects of the Bear Wise program will continue, including:

- operating the toll-free Bear Reporting Line (1-866-514 -2327) 24 hours a day, seven days a week from April to November, with trained staff handling calls and determining the appropriate response
- educating the public about black bears and bear behaviour in Ontario
- providing advice to municipalities, the public, and other stakeholders about what they can do to keep bears away from urban and semi-urban areas, and how to manage problem bears
- tracking and collecting information about human-bear occurrences
- maintaining our comprehensive website to assist Ontarians with tips to ensure that their properties are not inviting to bears.

... 2

336 Broadway
Tillsonburg, ON N4G 3S3
22 May 2012

Mayor John Lessi and Members of Council,
Tillsonburg Town Centre
200 Broadway
Tillsonburg, ON N4G 5A7

Dear Mr. Mayor and Members of Council;

Thank you for organizing the open houses on the issue of our public library. It is encouraging that you recognize it is important to update and expand its operations and you appear committed to action. I would thank Mrs. Coulter for her report which effectively outlines the basic options.

The merits of joining the county library system - an immediate infusion of money (actually it would be our money) to refurbish and update equipment and furnishings, access to more materials, and a major expansion of programming are alluring. An additional, but unspoken, benefit is that it removes the library expenditure from the Town's budget and transfers it to the County's budget. This means the Town's expenditures decrease while the
(cont'd)

Ministry of Transportation

Provincial Highways
Management Division

3rd Floor, Ferguson Block
77 Wellesley Street West
Toronto ON M7A 1Z8
Tel: 416-327-9044
Fax: 416-327-9226

Ministère des Transports

Division de la gestion
des routes provinciales

Édifice Ferguson, 3^e étage
77, rue Wellesley Ouest
Toronto ON M7A 1Z8
Tél. : 416-327-9044
Télééc. : 416-327-9226



May 17, 2012

His Worship John Lessif
Mayor
Town of Tillsonburg
200 Broadway
2nd Floor
Tillsonburg, Ontario N4G 5A7

Dear Mayor Lessif:

The Ministry of Transportation recognizes that municipal roads and bridges are essential components of Ontario's transportation network.

Since 2003, the province has provided municipalities with over \$13 billion in infrastructure funding, including over \$1.5 billion in funding for municipal roads and bridges. These investments have helped municipalities to modernize and expand their transit systems, repair and upgrade roads and bridges, and revitalize community infrastructure.

In addition, uploading social assistance benefit programs costs - along with other increases in our ongoing support to municipalities - will ensure that municipal property tax dollars are focused on local priorities, such as municipal roads and bridges. The province's ongoing support to municipalities has increased to \$3.2 billion in 2012.

We are currently working with the Association of Municipalities of Ontario and the City of Toronto to complete the Roads and Bridges Review which will provide recommendations to support the sustainability of municipal roads and bridges.

While the 2012 provincial budget did not announce any new funding for municipal roads and bridges or Connecting Links projects, the provincial government remains committed to working with municipalities to help address these needs.

As part of *Building Together*, the province has committed to work with the municipal sector and the federal government to develop a municipal infrastructure strategy to help meet the challenges of current and emerging infrastructure needs.

This strategy will help ensure that every dollar we invest in municipal infrastructure is focusing on what is most important and leveraging the best possible outcomes.

CAO12-10 Airport Signage Update

DATE: May 28, 2012
TO: Council
FROM: Kelley Coulter
SUBJECT: AIRPORT SIGNAGE REVIEW

RECOMMENDATIONS

"Resolve that Council receives CAO12-10 Airport Signage Update for information purposes.

And further resolve that Council formally approve the purchase of the 3-line LED for the Airport sign at a cost of \$29,881 + HST, to be funded from the 2012 Airport Operating Budget savings generated from additional Land rental revenue. "

PREAMBLE

This report is an information report to Council on the decisions and reports that have been presented relating to the Airport Signage.

SUMMARY

On May 14, 2012 DCS12-30 LED Light Funding report was presented to Council with the recommendation to fund the purchase of the lighting for a cost of \$29,881 +HST from the 2012 Airport Operations, specifically from the Agricultural lands rental. Council instructed staff to clarify the design approval for the LED light.

The Airport branding project was first presented to Council on September 12, 2011 (DCS11-46). Four follow up reports occurred:

- DCS11-50 September 26-2011
- DCS11-51 September 26-2011
- DCS11-63 November 28-2011
- DCS12-30 May 14- 2012.

As part of DCS11-63 report, staff recommended Option C at 28 feet with the 3-LED Line design. Council supported the project, however declined to approve the purchase of the LED light until a suitable funding source could be found.

The following are excerpts from staff report DCS11-63 which states that staff recommended Option C at 28 feet with 3-line LED signage:

Minutes of November 28, 2011 Council Meeting:

The Director delivered a presentation which addressed Council's earlier comments and suggestions regarding the airport logo, and overviewed the consultative process by which the new proposed logo was selected. Council inquired as to when the sign would be installed if approved. Staff indicated that the sign would likely be installed in the Spring.

Council approved the 28 foot tall sign and not the 23 foot sign and the LED lighting was deferred until 2012 to allow staff time to seek corporate sponsorship and to determine the readability of the LED sign at Highway speeds.

Resolution No. 13:

Moved by: Councillor Klein

Seconded by: Councillor Beres AND RESOLVE THAT Council receive Report DCS 11- 63 Airport Branding Update & Award of Contract for Airport Signage;

AND FURTHER THAT Council approve the new Tillsonburg Regional Airport logo as selected by the Airport Branding & Signage Steering Committee;

AND FURTHER THAT Council approve the award of a contract for new airport signage, up to a maximum upset limit of \$27,000, to Brooks Signs Ltd and that the Director of Development & Communications and/or his designate be authorized to negotiate future purchase orders or contracts in this regard, and that such a contract be brought back to Council in 2012 for authorization.

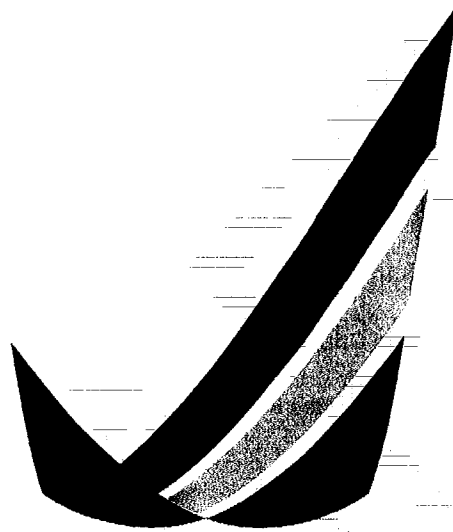
Recorded Vote:

NAME	VOTE IN FAVOUR	VOTE AGAINST
Marty Klein	yes	
John Lessif	yes	
Mark Renaud	yes	
Chris Rosehart	yes	
Brian Stephenson	yes	
Dave Beres	yes	
Mel Getty	yes	

The recorded vote reflects the vote is seven in favour of the Motion and none against the Motion.

The motion is "Carried"

Tillsonburg Regional Airport
A Review - Revenue, Outlook, Vision and
Work Plan



Tillsonburg
Regional Airport

Big Sky. Big Runway. Big History.

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1. Low Forecast (Conservative) – Projected additional profit of \$13,098 in 2012 increasing to \$36,239 in 2021. This projection does not foresee achieving a zero or positive net levy impact until 2020 when the current debenture for the airport expansion project is paid off.
2. Medium Forecast - Projected additional profit of \$26,168 in 2012 increasing to \$72,831 in 2021. This projection foresees achieving zero net levy around the 2014/2015 timeline but does not achieve profitability until 2020 when the current debenture for the airport expansion project is paid off.
3. High Forecast (Aggressive) - Projected additional profit of \$43,098 in 2012 - 2013 increasing to \$216,885 in 2021. This projection foresees achieving profitability of \$54,679 in 2013 increasing to \$185,479 by 2021.

Based on the analysis, the airport could potentially achieve financial sustainability (with some assumptions) starting in the current year of 2012 to 2015 time horizon. This report concludes by reviewing some risks to the plan and making recommendations for moving forward with timelines. As well the report discusses the Airport Strategic Plan, that was approved by council in October of 2010.

2.1 Tillsonburg Regional Airport - the Current State

The Tillsonburg Regional Airport (TRA) is located in the Township of South-West Oxford, approximately 7 kilometres north of the Town of Tillsonburg. The airport is accessed from Highway 19 and is 15 kilometres south of Highway 401. The Tillsonburg Regional Airport is owned and operated by the municipality.

The Royal Canadian Air Force originally built the airport as an emergency grass airfield to support flight training during the Second World War. In the late 1950's the municipality began leasing the airport from the Federal Government. During this tenure it is assumed that negotiations commenced for the municipality's eventual ownership of the facility; leading to the eventual ownership of the airport by the municipality in 1981. During that period a number of improvements were completed. From the period of 1981 until 2008 the airport and its improvements exclusive of private hangar development remained largely dormant. It was not until 2000 that the municipality undertook any major upgrades to the airport property. The upgrades included a significant expansion and upgrade including the resurfacing of the main asphalt runway (08/26) and lengthening it to 5,502 ft (1,677 m). A new terminal building was constructed along with associated parking facilities. The debt "paydown" schedule associated with these developments is shown below.

Table 1 Airport Infrastructure Debt

40,000	37,500	35,000	32,500	30,000	27,500	25,000	22,500	20,000	17,500	15,000	12,500	10,000	7,500	5,000	2,500	0
7,200	6,750	6,300	5,850	5,400	4,950	4,500	4,050	3,600	3,150	2,700	2,250	1,800	1,350	900	450	0
18,928	17,745	16,562	15,379	14,196	13,013	11,830	10,647	9,464	8,281	7,098	5,915	4,732	3,549	2,366	1,183	0
39,076	34,479	29,881	25,284	20,687	16,090	11,493	6,895	2,298	0							
32,300	28,500	24,700	20,900	17,100	13,300	9,500	5,700	1,900	0							
55,250	48,750	42,250	35,750	29,250	22,750	16,250	9,750	3,250	0							
113,900	100,500	87,100	73,700	60,300	46,900	33,500	20,100	6,700	0							
306,654	274,224	241,793	209,363	176,933	144,503	112,073	79,642	47,212	28,931	24,798	20,665	16,532	12,399	8,266	4,133	0

Chatham-Kent	422	171
Goderich	400	162
Kincardine	125	51
London	1,500	607
St. Catharines/Niagara	329	133
St. Thomas	600	242
Stratford	482	195

Given the above analysis, Tillsonburg's land area is second to London's.

2.3 Current Airport Users, Tenants and Management

There are a variety of users, from the institutional, private and recreational sectors that utilize the airport for fuel purposes and also for business or recreational purposes.

The current institutional users include: ORNGE Medical Transport, Ontario Provincial Police, Canadian Coast Guard, Royal Canadian Mounted Police and the Canadian Military. Predominantly the vehicle types are helicopter and secondarily fixed-winged aircraft.

There is a relatively stable airport tenant base currently, please see below.

Table 5 Commercial Tenant Summary

Names	Type of Business	Lease Term
Spectrum Aviation	Aircraft painting and refurbishing	
Canadian Harvard Aircraft Association	Not for profit vintage aircraft group	20 years with 20 year renewal
Lee Air	Aircraft maintenance	25 years

Table 6 Non-commercial (General Aviation) Tenant Summary

A	Pole barn	Lease commencement 28-Jun-91
B	Pole barn	25 years
C	Pole barn	25 years
D	Pole barn/dirt floor	25 years
E	Pole barn	25 years
F	Pole barn/dirt	25 years

The proponent was given direction to look at three main components:

- An Airport Business Park Market and Feasibility Analysis;
- An Airport Park Market and Feasibility Analysis; and
- A review of governance models for regional airports along with options for the Tillsonburg Municipal Airport.

The report concluded in April of 2010, with the recommendations supported and endorsed by the previous Economic Development Advisory Committee.

Subsequently the Airport Strategic Plan was presented to Council and approved in October of 2010. This report identified a number of significant infrastructure investments for the airport. The Council resolution approved in October 2010 is shown below:

"That Council approve the Airport Business Park and Airpark Market Analysis and Feasibility Study as a guide for the future development of the airport and that the recommendation in the report to proceed with the development of a general aviation and vintage airplane cluster be endorsed"

And further, that the following priorities be identified for inclusion in the 2011 Airport Business Plan:

- ***Resolve displaced runway threshold;***
- ***Ensure year round use of full airport facilities through suitable snow removal;***
- ***Establish GPS approaches;***
- ***Encourage the growth of a flying/aviation club;***
- ***Encourage the success of a flight school;***
- ***Increase collaboration with the Canadian Harvard Aircraft Association; and,***
- ***Enhance Airport visibility and profile through new signage at Hwy 19 and Airport Road, preparation of a new airport brochure, and new marketing initiatives."***

At the time of the adoption of this report it was seen that these investments were critical to positioning the airport as both a leading General Aviation airport and Canada's Vintage Airport. The Strategic Plan identified a key role for the private sector in supporting these infrastructure investments discussed later in this report. This plan will elaborate on the opportunities for generating revenue under a variety of scenarios ranging from little to no additional infrastructure investment to an aggressive infrastructure investment plan.

The goal for the airport is that it becomes an increasingly larger contributor to the economic base of the Town of Tillsonburg, South-West Oxford and the County of Oxford in terms of a revenue source, job creation and attraction of new investment and residents. This report will examine potential

3. Sustaining and Revenue Generation Opportunities

As indicated earlier there are opportunities to generate further revenue at the airport, the following sections outline a number of opportunities to increase revenue at the airport and at the same maintain costs in a relatively stable nature to build towards future initiatives of growth and development. A large contingency and principle underlies each of the recommendations proceeding, this being

“The Municipality Must Encourage and Seek-out Partnerships to Sustain and Grow the Airport.”

The Tillsonburg Regional Airport is utilized by a large number of individuals outside of the municipal boundaries of Tillsonburg, and thus it is important to seek partnerships. Staff must continually do outreach work to market the airport and consistently promote the airport locally, regionally, provincially, nationally and internationally.

Although the airport is an owned asset of the municipality of Tillsonburg, any development outside of a “for-profit” business model, benefits directly via tax revenue, development fees, The Township of South-West Oxford and Oxford County. Staff must continually move towards encouraging a sustaining partnership into the future and ensuring there is recognition of the contribution of this asset to the economic development and diversity of the County.

3.1 Opportunity One - Agricultural Land Lease Revenue

Agricultural land lease revenue is one of the largest revenue sources for the airport and has the potential to contribute even due to increased commodity prices and demand for agricultural land.

At the start of 2012, the airport currently leases 396 acres of agricultural land at \$152/acre for gross revenue of approximately \$60,000/yr. The agricultural land lease contract expired in 2011 and the lands were re-tendered in the first quarter of 2012.

59 acres	\$175/acre	<u>\$10,325</u>	
Total		<u>\$69,475</u>	\$9,475
	\$700/acre with 35% share	\$82,810	
59 acres	\$200/acre	<u>\$11,800</u>	
Total		<u>\$94,610</u>	\$34,610

The advantages of Scenario 1 are that revenues are fixed once a contract has been signed and they are not impacted by variable weather or market conditions. In this case, the Lessee assumes all the risk.

The advantages of Scenario 2 are the same as option one but with a higher lease rate of \$200/acre that results in additional revenue of \$18,000 per year.

Scenario 3 involves entering into a sharecropping arrangement with a farmer. In this scenario, the farmer provides the equipment/machinery with the landowner providing the land and the value of what each party bring is assumed to be equal. However, the farmer also pays for the purchase of seeds/fertilizers and the associated labour required to farm the lands. Hence, the arrangement usually results in a 75:25 to 65:35 ratio in favour of the farmer.

There would be approximately 338 acres available for this type of arrangement at the airport as 59 acres are under a long term lease agreement. This is an arrangement that was reached in 1990's between the town and the adjacent landowner. In this agreement, the tenant absorbed the cost of tiling the land in return for a lifetime lease agreement.

Staff have estimated two scenarios where the Town receives either 25% of gross revenue or 35% of gross revenue where gross revenue is estimated at \$700/acre. This results in net new revenues of \$9,475 to \$34,610.

Based on the above analysis, a sharecropping arrangement is only attractive if the Town's share of gross revenue is greater than 25%. Otherwise, the rental arrangement provides the same level of revenue with no risk.

The challenges associated with a sharecropping arrangement are that revenues subject to the vagaries of weather and crop production. In addition to this, the total amount of land available for this option is restricted somewhat by the long term lease already in place with the adjacent landowners.

Based on the above analysis staff are recommending that the tender include both the fixed price contract and the sharecropping options with the intent to maximize value for the Town of Tillsonburg. For the purposes of the budget forecast (Section 18), staff are estimating that this will generate

3.2 Opportunity Two – Increased Fuel Revenue

Fuel costs are subject to variation based on current market prices. As a result, locked-in pricing agreements are not feasible. The TRA’s current pricing formula is wholesale price plus a fixed percentage (gross profit margin). Beyond increasing marketing efforts, a fuel price reduction program could be explored in an effort to encourage increased fuel usage by larger volume users as well as to attract new customers.

Staff have identified three options to increase fuel revenue:

- **Option 1 – Recreational/Private (Large Volume)**

Set threshold amounts. Once a customer passes this amount, they will qualify for a rebate or fuel discount on future fuel for that calendar year.

Table 9 Option 1 - Fuel

Threshold amount in litres	5,000
Discount	0.02¢
Net additional fuel sales (L)	1,000
Additional Revenue	\$280

There are currently very few General Aviation pilots that fly enough to purchase more than 5,000 litres of fuel so this option does not appear to offer good revenue generation potential.

- **Option 2 – Corporate Aircraft**

Provide a significant discount for large volume fuel purchases i.e. exceeding 20,000 Litres per calendar year

Table 10 Option 2 - Fuel

	Volume	Price	Gross Revenue	Gross Profit
Base Case (No Discount)	20,000	\$1.59	\$31,800	\$6,000

Table 12 Profit and Loss Fuel

Sales Revenue			
Fuel	4,268	8,044	9,983
Total Sales Revenue	4,268	8,044	9,983
Cost of Sales			
Fuel	3,428	6,546	8,304
Total Cost of Sales	3,428	6,546	8,304
Gross Profit	840	1,498	1,679
% of Gross Profit	19%	18%	17%
General and Administrative			
Wages and salaries	63	150	221
Comments	35 sales@5 min each 175 min @ 105 min @ \$13.63/hr = \$23.85 70 min @ \$33.63/hr = \$39.23	72 individual sales@5min each/360 minutes 155min@\$13.63=\$35.20 205min@\$33.63=\$114.90	77 individual sales @7 min/sale 245 min@\$13.63=\$55.66 294min@\$33.63=\$164.79
Total General and Administrative Expenses	63	150	221
Total Operating Expenses	63	150	221
Income from Operations	777	1,340	1,458
Net Profit	777	1,340	1,458
% of Net Profit	18%	16%	15%

The above table merits some examination in determining the deriving of greater revenue and profit from fuel operations; staff are reviewing operational efficiencies at the airport in greater detail to understand costs related to services.

In terms of hangar construction, the town could also enter into an agreement where staff would oversee the construction of hangars and lease to tenants as a complete package. This option is explored further in the next Section.

3.4 Opportunity Four – Town Owned Hangar Construction

There is currently one hangar rental opportunity at the airport, which is a privately owned 10 bay T-hangar. Based on current interest/leads, staff believe that the airport could support the construction of a second commercial leasing facility. This could either be in the form of another T-hangar or a smaller hangar similar to the Town owned hangar where four users share one hangar. For the purposes of this analysis, we will focus on a 10 bay T-hangar.

The construction cost for a 10 bay T-hangar is estimated at \$25 per square foot for a construction cost of \$248,000. There would be an additional cost of approximately \$70,000 for associated taxiways, aprons and hydro source as well as 10% contingency (\$31,795) bringing the total cost to \$349,795

Amortization over a 20 year period based at the current Infrastructure Ontario lending rate of 3.53% would result in payments (P&I) of \$24,458.08 per year.

Gross revenue for a fully leased hangar at \$275/month would be \$33,000 per year. In real estate proformas, it is common to account for vacancy so two scenarios with corresponding vacancies of 10% and 20% have been developed.

This proposal would also bring the benefit of increased fuel sales from the additional aircraft on the field and based on current fuel prices and average flying time from current tenants, this could increase fuel sales by 15,000 litres per year for total revenue of \$24,300 in sales with a gross profit of approximately \$4,500 per year.

Table 15 Hangar Development

Total Cost		
9920 square feet	\$25/sq ft	\$248,000
Taxiways, aprons, hydro		\$70,000
Contingency		\$31,795
Total Cost		\$349,745
Interest cost		\$139,367

Vacancy (ROI)		
Gross Profit/Yr - No vacancy		\$13,042
Gross Profit/Yr - 10% Vacancy		\$9,742
Gross Profit/Yr - 20% Vacancy		\$6,442

Based on the above analysis, the return on investment for constructing a Town owned hangar is average at best. However, it is important to note that the cost figures used are conservative and it is possible that the hangar could be constructed for a lower cost per square foot, which would improve the proforma.

In addition to this, it is necessary to take into account the induced/additional fuel sales that would result from attracting new airplanes to the airport. It is estimated that attracting ten new planes to the airport would result in the sale of an additional 15,000 litres per year resulting in additional revenue of approximately \$23,850 per year. This scenario is explored further below.

Table 16: Hangar Development and Cost

Increased Fuel Sales (Per Year)	15,000 L	\$23,850
Gross Profit		\$4,500
Total Revenue for Hangar Rental and Fuel Sales with Full Occupancy (ROI)	$\$33,000 + \$4,500 =$	\$37,500 (7.7%)
Total Revenue for Hangar Rental and Fuel Sales with 10% Vacancy (ROI)	$\$29,700 + \$4,500 =$	\$34,200 (7.0%)
Total Revenue for Hangar Rental and Fuel Sales with 20% Vacancy (ROI)	$\$26,400 + \$4,500 =$	\$30,900 (6.3%)
Gross Profit/Yr - No vacancy		\$13,042
Gross Profit/Yr - 10% Vacancy		\$9,742
Gross Profit/Yr - 20% Vacancy		\$6,442

The inclusion of induced fuel sales in the proforma improves the simple return on investment by a marginal amount of approximately 1% in basis points.

property tax rebates of \$6,000 as this would be a not for profit organization, (4) associated fuel costs based on 80,000 litres annually and (5) potential fuel rebates.

Table 18 Museum Incentive and Revenue

Scenario	Land Lease Revenue	Jet Fuel Revenue (\$1.20/L)	Total Revenue	Land Lease Reduction	Fuel Rebate	Revenue Per Year	Profit Per Year
1. Base case with no reductions	\$6,000	\$96,000	\$102,000	None	None	\$102,000	\$22,000
2. Waiver of land lease fees	\$6,000	\$96,000	\$102,000	-\$6,000	None	\$96,000	\$16,000
3. Fuel Incentive of 3 cents/Litre	\$6,000	\$96,000	\$102,000	-\$6,000	-\$2,400	\$93,600	\$13,600
4. Fuel Incentive of 15 cents/ Litre	\$6,000	\$96,000	\$102,000	None	-\$12,000	\$90,000	\$10,000
5. Private Fuel Sales *	\$6,000	\$3,200	\$9,200	None	None	\$9,200	\$9,200

*NOTE: Under the Private Fuel Sales Option the customer purchases and dispenses their own fuel through the use of a Bowser Truck but the Airport charges a fee of 4 cents/Litre for this privilege

For the purposes of this report, the above table does not include the capital costs of a new museum/hangar and assumes that the museum is funded by a combination of external or private sources. There are also a number of assumptions for each Scenario and these are explained below.

Scenario 1 is based on no reduction in either land lease fees or fuel prices from the airport.

Scenario 2 is based on no reduction in land lease costs, but full cost for fuel (based on 2 aircraft @40 hours = 80,000 litres/fuel annually). Fuel cost based on \$1/litre at cost for the airport and \$1.20/litre retail)

Scenario 3 is based on the same arrangement presently in place for one of the Canadian Harvard Aircraft Association (CHAA) hangars where no land lease fees are payable and they receive a 3¢ discount per litre on fuel.

- Large, attractive lot that has been tiled by the life lessee. Minor impact due to cross runway flight path. Also, optimal property to “trade” for forested lands east of the main runway
- Lot “B” is comprised of 31.6 acres with a potential value of \$315,000
 - Attractive lot with significant impact due to cross runway
- Lot “C” is comprised of 14.5 acres with a potential value of \$145,000
 - Smaller and less attractive property for agricultural uses, but could be a great residential estate property. Significant impact due to cross runway
- Lot “D” is comprised of 25 acres with a potential value of \$250,000
 - Attractive property on Highway 19 with great sale potential. Impact from main runway as well as location of the new airport sign

These lots could be sold individually or packaged together and represent onetime potential revenue of \$1,198,000.

Table 19 Land Sale

Lot and location	Acreage	Estimated value
“A” Prouse Rd	48.7	\$487,000
“B” Prouse Rd	31.6	\$316,000
“C” Prouse Rd	14.5	\$145,000
“D” Airport Rd/Hwy 19	25	\$250,000
TOTAL	119.8	\$1,198,000

There are challenges associated with liquidating these land assets as once these lands are transferred it is likely that the airport would never have the opportunity to re-acquire these lands again. In addition to this, the lands are impacted by airport activity and selling them could reduce the ability of the airport to operate freely.

Lastly, the Prouse Rd “A” block has been identified as a potential parcel of land to trade for the forested lands at the end of the main runway that need to be acquired and cleared of trees. While a potential sale that generates revenue that could be used to acquire these lands, it is recommended that negotiations be entered into prior to any decision in this regard.

2) Residential lots:

There is the potential to sever residential lots from the airport property along any of the street that front on the airport property. This includes Airport Road between Hwy 19 and Cranberry Road as well

around in this range. Considering the smaller size of the hangar lots, a slightly higher value of around \$43,560/acre (or \$1 per square foot) can be used although the market will have to be established if we proceed with this option.

An advantage of selling property versus leasing property is the lump sum up front compared to a yearly amount. It may also be more attractive to potential buyers to own land rather than lease.

A disadvantage is that the airport would lose ownership of small areas on the airport property and would surrender control over what the property owner does with the property exclusive of zoning controls.

Table 21 Hangar Lot Sale

Average hangar size	Sale Price per square foot	Sale price for property	Lease for same property per year	Difference
2912 square feet	\$1.00	\$2,912	\$973.60	\$1,938.40

If all 54,954 square feet of existing hangars were to be sold, the revenue generated would be \$54,954.

4) Town Owned Hangar

In 2003, the town constructed a 42 x 48 (2,016 square feet) hangar/maintenance building for the purpose of renting out the space to aircraft as well as utilizing the hangar for storage for miscellaneous airport items.

The hangar has 2 bi-fold doors, hydro and a dirt floor and the cost for construction was approximately \$36,000. The current estimated value for the hangar is \$49,000 so a sale could generate profit of \$13,000 but total income of \$49,000 as the hangar was paid for at the time it was constructed so there are no costs associated with it.

The current annual rental income from the hangar is \$4,800 with \$4,760 being profit. The estimated annual land lease revenue would be \$705 so the net decrease in annual profit would be \$4,095.

Table 22 Total Revenue Possible Through Sale of Property

Property	Estimated value
----------	-----------------

per acre or \$800 per acre net increase over an agricultural land lease for a total of \$80,000 revenue per year.

For the purposes of the budget forecast (Section 18), staff are estimating that this could additional annual revenue of \$80,000 starting in 2015.

The one caveat to this is that the current rate review being undertaken by the Ontario Government could result in a rate for selling solar electricity that makes this project unfeasible. The outcome of this review should be known in the next few months.

3.8 Opportunity Eight - Increased Events

Currently, most of the major events at the airport are run by the Canadian Harvard Aircraft Association (CHAA) and net revenues, if any; contribute to the operating budget for that organization. Events led by the airport could generate some revenue (profit) for the Town but they are likely not a reliable source of income. This is due largely to the risks associated with hosting a major event, but also because a share of the net revenue is usually provided as a contribution to a charitable organization as this makes it easier to charge gate fees.

A significant event such as an air show could generate larger revenues but also expose the airport to greater risks due to the high committed costs related to hosting an air show and the vagaries of weather, which could result in the event being cancelled or postponed.

Notwithstanding this, the airport should continue to provide special events as they attract new customers to the facility, raise awareness of the airport services and generate interest in aviation in general. These events increase fuel revenues and help support our partners (CHAA, Café, and Flight School) but are not usually a reliable income generating source beyond increased fuel sales.

The airport did host several special events in 2011 including our Community Movie Night and Community Yard Sale. Through sponsorship and table rental, the airport realized profit of \$1,960.

A modest air show has been planned for August 2012, as the start of a bi-annual airshow. The operating costs for such an event will be approximately \$25,000. It is anticipated that 5,000 visitors would be required in order to recover those costs. Additional revenue could be realized through event sponsors.

The recent creation of flying club (COPA Flight 181) will assist in identifying and staffing future events. The airport will continue to work with other municipal partners and area agencies to expand on current events i.e. Turtlefest, Door Open Oxford and will engage in feasibility studies to identify possible large scale event such as air shows and historic celebrations.

Table 23 Operational Efficiencies

Airport staff	360 hours x \$13/hr =	\$4,680
	Fuel =	\$1,500
	Fleet charge =	\$3,000
Total cost:		\$9,180
Contractor	66 acres at \$11/acre x 9 cuts =	\$6,534
	Fuel for Remaining Area =	\$750
	Fleet Charges =	\$3,000
	Airport Staff for Remaining Area =	\$2,028
Total cost:		\$12,312

Based on the above, out-sourcing some grass maintenance would result in a net increase in costs of \$3,132. One important note is that with staff no longer doing grass cutting far-away from the terminal, overall service levels at the airport/terminal would increase albeit at the above noted cost.

Another option is for staff to explore the opportunity to use these outlying areas for hay crop production with the farmer awarded the agricultural land tender. If possible, this could turn a cost centre into a potential profit centre, which would result in additional revenue. This is being done currently.

As indicated earlier there may be opportunities for service delivery partnerships with adjacent municipalities. Currently staff are exploring snow removal, grass cutting and brush control with South-West Oxford.

Lastly as indicated earlier in this section and in this report, staff are working with other partners to seek funding for specific projects, such as signage and assistance with events.

4. Operating Revenue Projections by Year and Short to Long Term

This Section summarizes the revenue generation potential for each of the opportunities discussed above with the exception of the liquidation of assets. These are separated into low, medium and high forecasts where the low forecast is the most conservative and the high forecast is the most aggressive.

Table 24 Low Forecast (Conservative)

Opportunity	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Agricultural Land Lease Revenue	\$19,400	\$19,400	\$19,400	\$19,400	\$19,400	\$19,400	\$19,400	\$19,400	\$19,400	\$19,401
Increased Fuel Sales	\$4,595	\$4,595	\$7,595	\$7,595	\$7,595	\$7,595	\$7,595	\$7,595	\$7,595	\$7,595
Private Hangar Construction	\$923	\$1,846	\$2,769	\$3,692	\$4,615	\$5,538	\$6,461	\$7,384	\$8,307	\$9,230
Town Owned Hangar Construction	\$0	\$9,742	\$9,742	\$9,742	\$9,742	\$9,742	\$9,742	\$9,742	\$9,742	\$9,742
Aircraft Museum	\$0	\$0	\$13,042	\$13,042	\$13,042	\$13,042	\$13,042	\$13,042	\$13,042	\$13,043
Sale of Property (Interest Revenue)	\$0	\$13,820	\$13,820	\$13,820	\$13,820	\$13,820	\$13,820	\$13,820	\$13,820	\$13,820
Solar Farm	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Increased Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administrative Efficiencies	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$26,168	\$50,653	\$67,618	\$68,541	\$69,464	\$70,387	\$70,060	\$70,983	\$71,906	\$72,831
2011 Net Levy & Projection (2%)	\$65,228	\$66,533	\$67,863	\$69,220	\$70,605	\$72,017	\$73,457	\$74,926	\$30,790	\$31,406
Forecast Net Levy	-\$39,060	-\$15,880	-\$246	-\$680	-\$1,141	-\$1,630	-\$3,398	-\$3,944	\$41,116	\$41,425

The assumptions for this scenario are:

- 2% growth in the annual net levy requirement with 2011 as the base year
- Agricultural land lease is \$200/acre
- Medium recreational fuel sales growth and two large corporate customers
- 1 hangar constructed every year
- 10% vacancy on Town hangar
- Aircraft museum with free rent, 3 cents/litre fuel reduction
- Taxiway cost of \$30,000 or \$2,500/hangar
- Taxiway connection fees of \$1,250 per hangar with all costs for new taxiways after 6 hangars payable by tenants
- Debenture P&I of \$45,635/yr ends in 2019
- Interest revenue is 2% on \$1,381,954 with half going to Airport budget and half to General Operations

This scenario is the most likely of the three forecasts although it will require significant internal commitment and effort in order to realize. The medium forecast projects additional revenue of \$26,168 in 2012 increasing to \$72,831 in 2021. Most of the increase is due to a significant increase in agricultural land lease revenue, increased fuel sales, land lease revenue from new hangar development, aircraft museum, and interest from the airport reserve.

This projection foresees achieving zero net levy around the 2014/2015 timeline but then loses ground slightly from 2015 – 2019 and does not achieve profitability until 2020 when the current debenture for the airport expansion project is paid off.

Table 26 High Forecast - Aggressive

It is also important to recognize that \$41,459 (2013) and \$80,000 (2015) of this revenue is due to interest revenue established through the sale of land assets and an assumed solar farm at the airport, respectively. The large scale sale of assets is not currently recommended and the solar farm development is subject to submitting and receiving approval for a land based solar farm at the airport. The latter would require an examination of grid capacity and still be financially feasible once the new rates for renewable energy are released.

Without interest and solar farm land lease revenues, the airport would still generate a smaller net revenue of \$13,220 in 2013.

Other opportunities for revenue generation include seeking support from South-West Oxford and the County of Oxford equal to the incremental amount of property taxes on new hangars constructed at the airport. This request has been made in the past with limited success, but nevertheless, efforts should be continued due to the importance of the airport to the County as a whole.

In addition to this, staff will seek to improve funding through accessing government grant programs for Tourism and other areas and expand partnerships with regional tourism groups.

In terms of ranking these priorities, the opportunities are placed in the table in order of importance, i.e. the agricultural land lease revenue is the most important, followed by contracts to obtain increased fuel sales, private hangar construction, town owned hangar construction, aircraft museum, etc.

The 2012 Work plan for these items is as follows:

Agricultural Land Lease Revenue	<ul style="list-style-type: none"> ▪ Finalize Tender documents ▪ Release tender ▪ Report to Council 	Done	Annette/Cephas Cephas Annette
Increased Fuel Sales	<ul style="list-style-type: none"> ▪ Pitch contract to primary contact ▪ Develop list of secondary contacts ▪ Pitch to secondary contracts from 	Mar 15 Mar 31 Apr 1 – Dec 31	Annette/Cephas
Private Hangar Construction	<ul style="list-style-type: none"> ▪ Finalize new hangar development areas ▪ Update lease agreement ▪ Determine opportunities for private funding of hangars ▪ Negotiate with current interested parties ▪ Obtain one lease 	Mar 31 Mar 31 Apr 30 Dec 31	Cephas/Annette Strong, Macdougall, Oudekirk Cephas Cephas/Annette

	<p>Airpark:</p> <ul style="list-style-type: none"> ▪ Determine servicing required for home/hangar lots ▪ Develop business case ▪ Council/County approval ▪ Establish property rights/severances/leases ▪ Secure developer ▪ Secure tenants 		
Solar Farm	<ul style="list-style-type: none"> ▪ Review feasibility in light of reduced tariffs ▪ Identify area ▪ Identify grid constraints <ul style="list-style-type: none"> ○ TS connection point ○ Distance from main line ▪ Develop connection solution ▪ Application to OPA ▪ Finalize business case <ul style="list-style-type: none"> ○ Own vs lease ▪ Obtain council approval ▪ Tender opportunity ▪ Selection of company ▪ Start construction ▪ Completion construction ▪ Start operations 	<p>Jun 30</p> <p>Q3 2012</p> <p>Q4 2012</p> <p>Q2 2013</p> <p>Q2 2013</p> <p>Q4 2013</p> <p>Q4 2013</p> <p>Q1 2014</p> <p>Q1 2014</p> <p>Q2 2014</p> <p>Q4 2014</p> <p>Jan 1, 2015</p>	TBD
<p>Increased Events:</p> <p>Movie Night</p> <p>Airshow</p>	<ul style="list-style-type: none"> ▪ Book movie screen rental, Golden Helmets ▪ Event ▪ Planning committee meets every two weeks ▪ Secure CHAA as partner ▪ Secure Air Boss ▪ Finalize coordinator roles ▪ Secure acts 	<p>Jun 23?</p> <p>Apr 30</p> <p>May 15</p> <p>May 30</p> <p>May 30</p> <p>Aug 18?</p>	<p>Annette</p> <p>Annette/Committee</p>

5. Airport Strategic Plan – Infrastructure Investments to Support Growth

In 2009, as part of the Community Adjustment Funding, a Strategic Plan was developed. The objective of the strategic plan is to provide the Town of Tillsonburg with an Airport Business Plan Market analysis to help the town determine the appropriate level of infrastructure investment to support, and the role of the private sector in making these investments. The town's long term objectives for the airport are:

- Increased public and private sector investment in the airport
- Increased employment at the airport and the strengthening of an existing employment hub in the rural area
- Increased diversification of the rural economy of the South Central Ontario Region (SCOR)
- Increased assessment for the township of South-West Oxford and the County of Oxford
- Increased financial sustainability of the airport

The primary objectives identified within the Feasibility Study are:

Vintage Aircraft Cluster

TRA is currently the home of the Canadian Harvard Aircraft Association and the study envisions a heritage cluster including an aerospace and a supporting aviation industry subsector. This would be ideally industry owned and focused on showcasing and displaying vintage aircraft and other associated activities. The end product would be a one-stop shop for vintage aircraft...a first!

General Aviation Cluster

Centrally located in the heart of South Western Ontario and Oxford County, the TRA is the home to the longest municipal runway (5,502 feet) in southern Ontario. This is supported by a brand new terminal with a flight school and café. TRA is situated on 633 acres of land that offer extensive development opportunities. These attributes support the study's vision of positioning the airport as a premier full service, general aviation hub and a number of initiatives have been identified in an effort to advance this vision and poise the airport for future development. These investments have been identified as necessary to support additional revenue generation opportunities and the long term growth of the airport. The below list can be segmented into (1) investments that support revenue generation, (2) investments that support the development of the airport/events, and (3) investments that support the long term development of the airport.

The above table is taken from the capital budget for the airport and summarizes the capital investments identified in the 2010 Airport Strategic Plan as necessary to support the development of the Vintage Aircraft and General Aviation clusters.

For the purposes of this report, the first two segments have been summarized below.

Table 28 Investments that Support Revenue

Resolve Threshold issue	TBD	Subject to negotiation. Necessary to support full use of runway for jets
Taxiway "D" Extension	\$150,000	Necessary to support hangar development
Paving of 2,600' cross runway	\$2,000,000	Will increase ability of small planes to land at the airport thereby resulting in increased movements and associated revenues (fuel)
TOTAL	\$2,150,000	

If revenues were generated from liquidating assets as discussed in Section 8, staff are recommending that they be allocated to these investments with the top priority being the resolution of the threshold issue, followed by the construction of Taxiway D and then the paving of the cross runway.

These investments directly support the growth of the airport and are key to moving forward.

Table 29 Investments that Support Airport Events

Event Ramp	\$562,600	Will provide space for larger aircraft to park, static aircraft display at events, etc
Parking Lot Expansion	\$62,500	Doubling of existing larger parking lot
TOTAL	\$625,100	

The Investments to Support Events are more "nice to have" at this time but may become more critical as the airport continues to grow.

7. Conclusion

The Tillsonburg Regional Airport is an important part of the County of Oxford's transportation infrastructure and currently provides economic benefit to the County and its members including Tillsonburg. The recent airport expansion, the exciting launch of a new image and signage and new events/initiatives will enable staff to attract increased attention to the airport and potentially increase investment at the airport.

Based on the analysis contained in this report, the following recommendations are being made:

- That increased agricultural land rental revenue be pursued through an open tender process;
- That staff be directed to aggressively seek out large fuel contracts;
- That new lease guidelines and a new lease agreement be developed in order to facilitate new hangar development at the airport;
- That the construction of a Town owned hangar be investigated fully with the goal of generating income for the airport and that a comprehensive business case be brought back to Council for their review;
- That the development of a new airport museum be pursued;
- That the resolution of the airport threshold issue be a priority;
- That a solar farm be investigated fully and a comprehensive business case be brought back to Council for their review, and,
- That staff continue to investigate opportunities for increased operating efficiencies and events.

This report highlights a number of key opportunities to enable financial sustainability of the airport in the 2013 to 2015 time horizon. These opportunities, if realized, will position the Tillsonburg Regional Airport as a leading General Aviation airport in the Province of Ontario with the key attraction of being Canada's Vintage Airport.

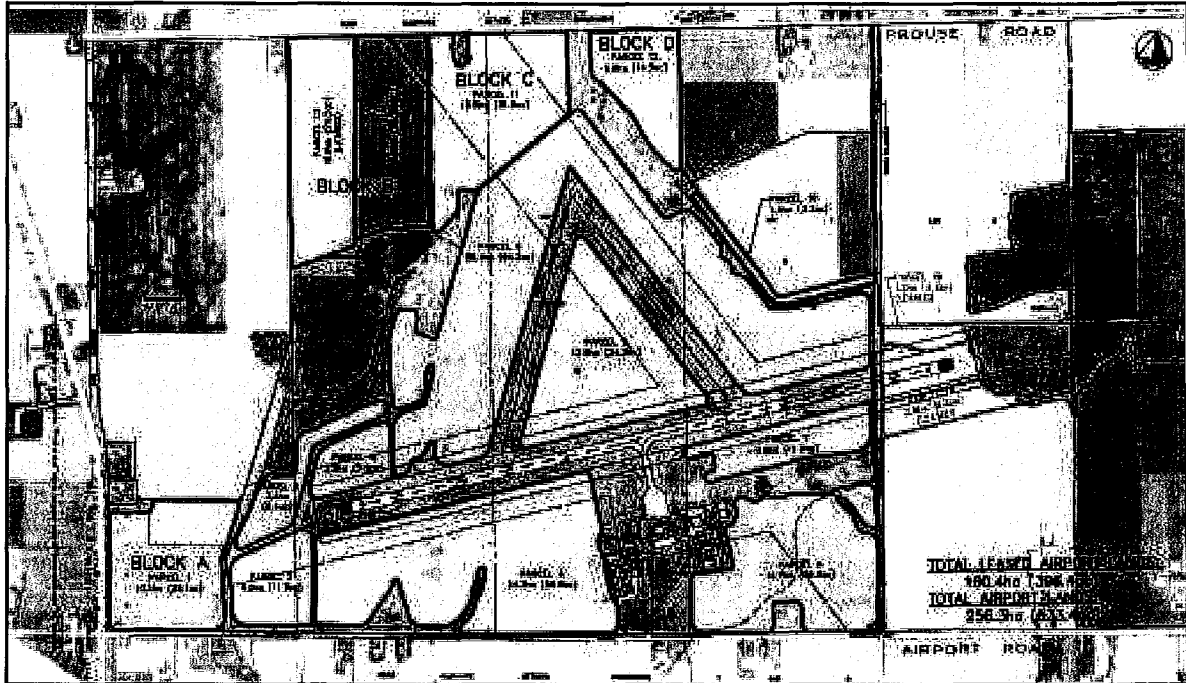
In closing, the positive direction staff have moved to with the airport in 2012 and have realized the following:

- Reduction in 2012 levy to date of \$50,000 +, via agricultural land revenue;
- Increased operational efficiencies in certain areas – more to be found;
- Prospecting activity for more clients and tenants;
- Growing strategic alliance with the Fanshawe College Aviation program;

Appendix A - 5 Year Airport Net Levy Requirement

2011	\$65,228	\$304,858	21.4%
2010	\$42,964	\$264,470	16.2%
2009	\$51,083	\$256,777	20%
2008	\$51,283	\$216,424	24%
2007	\$42,602	\$201,019	21%
AVERAGE %			18.5%

Appendix B - Potential Properties for Sale



DCS 12 – 35 Report – Community Marketing Update

DATE: May 28, 2012
TO: Kelley Coulter, CAO
FROM: David Samis, Director of Development and Communication Services
SUBJECT: COMMUNITY MARKETING UPDATE

RECOMMENDATION

"RESOLVE THAT Council receive Report DCS 12-35 as information only."

PURPOSE

The purpose of this report is to provide additional information and an update to Council regarding the following:

- Residential Marketing;
- Builder/Realtor Forums;
- 2012 – Advertising Focus;
- Future Web Initiatives; and
- Municipal Social Media Program.

HISTORY & DISCUSSION

In the fourth quarter of 2011, staff presented a Communications Strategy to Council for review, from this strategy some key initiatives came out of this report:

- A revised municipal website;
- "Focus on Tillsonburg" with Sunmedia, in the Tillsonburg News;
- "Inside Tillsonburg" with Rogers Television;
- Commencement of social media tools; and
- Start of a concerted municipal marketing program.

In the 2012, budget, the above translated and Council approved a municipal marketing budget of \$85,000 and within this was an initiative to commence a community marketing program.

CONSULTATION/COMMUNICATION

Staff have undertaken a significant consultation program with regards to this program. On-going meetings have occurred whereby staff have been consulting with surveys, round-table discussion and one-on-one interviews.

The Development Committee has received regular updates on this initiative.

Meetings have occurred with the Chamber of Commerce, Business Improvement Association and Tillsonburg Real Estate Board regarding certain facets of this initiative.

Further outreach work will continue.

CONCLUSION

This information is presented for information purposes only.

A significant amount of staff resources (CAO, Director, Development Commissioner, Marketing and Partnerships Officer, Chief Building Official and Development and Communications/Deputy Clerk) to date.

PREPARED BY: David Samis, Director of Development & Communications

OPS 12-07 Report – Tender Results for Brock Street- Hyman Street Area Reconstruction

DATE: May 28, 2012
TO: Kelley Coulter, CAO
FROM: S.T.Lund, P.Eng., Director of
Operations
SUBJECT: **RESULTS FOR TENDER T2012-001
BROCK STREET – HYMAN STREET
AREA RECONSTRUCTION**

RECOMMENDATIONS

- i) "Resolve that Council receives Operations Services Report OPS12-07-
Results for Tender T2012-001 –Brock Street – Hyman Street Area
Reconstruction for information purposes."**
- ii) "Resolve that Tender T2012- 001 be awarded to J-ARR Excavating
Limited of London, Ontario at a cost of \$634,065.30 subject to County
of Oxford and MOE Approval."**
- iii) "Resolve that council approve funding the expenditure of \$275,000
from the 2012 Gas Tax allocation, as per the 2012 town capital budget,
for the town component of Tender T2012- 001."**

PURPOSE

To award tender T2012-001 Brock Street- Hyman Street Area Reconstruction.

HISTORY & DISCUSSION

The project includes Brock Street, Tillson Avenue to Maple Lane reconstruction of the existing sanitary and storm sewers, water main, road, new sidewalk (North Side) and boulevard restoration. Also included is County of Oxford funded water main replacement on Hyman Street, Tillson Avenue to Coreless Lane and water main and sanitary sewer replacement on Coreless Lane, Brock Street to Hyman Street, which includes the associated road re-instatement. The entire project is planned in the 2012 budget at a cost of \$818,000 which includes County water main and sanitary sewer funding of \$493,000

PRS 2012-05 Request to Purchase Columbarium Unit

DATE: May 24, 2012
TO: Kelley Coulter, CAO
FROM: Kelly Batt, Parks and Facilities
Manager
**SUBJECT: REQUEST TO PURCHASE
COLUMBARIUM UNIT**

RECOMMENDATIONS

Resolve that Council receive PRS 2012-05 Request to Purchase Columbarium Unit for information purposes;

And Further, resolve that Council approve the purchase one 48 niche Columbarium from Carrier Mausoleums and Construction Inc. for \$12,595.00 plus H.S.T. to be funded from the 2012 Capital Budget of \$20,000.

PURPOSE

To obtain Council approval for the purchase of a Columbarian, as per the Request for Quotation.

HISTORY & DISCUSSION

As part of the 2012 Budget process, Council approved the purchase of one 48 niche Columbarium unit for a maximum of \$20,000. Staff issued a Request for Quotation with advertising on the corporate website and in the local newspaper. Competitive bids were received from five companies. The results of the quotations are highlighted in chart form below.

Summary of Specifications and Pricing

Supplier	Cost	Granite construction inside and out	Tamper Proof Hardware	H.S.T.	WSIB and Insurance Paperwork
Canadian Funeral and Cemetery Supply	\$11,900.00	Yes	Yes	Extra	No
Carrier Mausoleums Construction Inc.	\$12,595.00	Yes	Yes	Extra	Yes

MINUTES

Town of Tillsonburg
Meeting for the Committee "Community Services Advisory Board"
on
Wednesday April 18, 2012 3:00 PM
Town of Tillsonburg Offices
Chair: Chris Vanlandschoot

Orders of the Day:

Call to Order
Adoption of Agenda
Adoption of Minutes
Delegations
Conflict of Interest
Business arising out of the minutes
Reports
Communications
Other Business
Adjournment

Attendance: Donna Burditt, Rayburn Lansdell, Chris Vanlandschoot, Jodi Aspden, Barb MacKinnon, Jack McCormick, Abbie Boesterd
Regrets: Chris Rosehart,

CALL TO ORDER – By Chris Vanlandschoot at 3:00 pm

1. ADOPTION OF AGENDA

Moved by Barb MacKinnon

Seconded by Abbie Boesterd

AND RESOLVED THAT the agenda of April 18, 2012 be adopted as amended
"Carried"

2. APPROVAL OF MINUTES

Moved by Rayburn Lansdell

Seconded by Barb MacKinnon

AND RESOLVED THAT the minutes be adopted of February 29, 2012
"Carried"

3. DELEGATIONS

None

4. CONFLICT OF INTEREST

None

Accessibility Advisory Committee

Minutes from the meeting of February 28, 2012

In Attendance: Donna Wilson , Councillor Getty, Mike Cerna, Michael Kadey, Helen Lamos-Parker

Also Present: Ronald Bowes, Janice Johnson, Interpreter, Canadian Hearing Society, Kathleen Musselman, By-Law Enforcement Officer

1) Meeting called to order by Donna Wilson at 3:00

2) Approval of Agenda

Moved by: Michael Kadey

Seconded by: Helen Lamos-Parker And Resolve that the agenda for the meeting of February 28, 2012 be adopted.

"Carried"

3) Adoption of Minutes from previous meeting

Moved by: Mike Cerna

Seconded by: Michael Kadey Resolve that the minutes of December 15, 2011 be approved.

"Carried"

4) Disclosure of Pecuniary Interest: none were disclosed

5) Ronald Bowes with interpreter Janice Johnson, Interpreter, Canadian Hearing Society

- Mr. Bowes explained the difficulties he experiences in doing business in Tillsonburg as a deaf person.
- His difficulties are due to the lack of understanding of deaf people as well as the lack of persons who can speak in sign language.
- Mr. Bowes was given a contact at the Livingston Centre, Candy Matthews, who had indicated that she could possibly be of assistance to Mr. Bowes with various issues dealing with his disability.
- The Committee also offered to contact the various service groups within Tillsonburg to determine if they have any programs that would be of assistance to Mr. Bowes.
- Staff to provide the committee with a report regarding the outcome.

6) Tillsonburg 2012 Accessibility Plan

- Council passed the Accessibility Plan at their meeting on January 23, 2012.
- The committee reviewed the plan and recognized that there will be changes to the plan in 2012.

TACAC COMMITTEE MINUTES

Tuesday April 3 2012

9:00 A.M.

Tillsonburg Corporate Offices

Attendance J. Armstrong Chair
 W.D. Jarvis Secretary
 R. Marsden
 J. Wilkinson

Also Attending- I. Horton A.D. HOC Committee –Pioneer Cemetery
 A. Zimmer- Deputy Clerk

Call to Order- J. Armstrong called the meeting to order.

Pioneer Cemetery- I. Horton brought TACAC up to date with the following report.

Boundaries have been defined. A perimeter fence has been approved. The present wrought iron fence does not include all bodies buried there. The last plots were probably purchased in 1870 and the latest burial took place in the 1890s. At least 1200 people are buried there.

Some renovation was done in the 1950s, but it is only recently that care of the cemetery has been revived. A presentation has been made to council. Council has budgeted \$5,000 Towards the renovation, The Tillsonburg and District Historical Society have an approved and additional \$5,000. The latter amount will be forwarded to and paid through Tillsonburg Council.

J. Armstrong thanked I. Horton for this report

Declaration of Pecuniary Interest- None declared.

Adoption of Agenda- The agenda was adopted on motion of R. Marsden/ J. Wilkinson
Carried

Adoption of Minutes- W. Jarvis/ J. Wilkinson moved that the minutes of March13 2012
be adopted. Carried

Business Arising

- 1- Walking Tour –decision deferred until May
- 2- Repairs for cemetery- A Trillium Grant will be applied for through the Tillsonburg and District Historical Society
- 3- St. Marys Roman Catholic Church- Condition of the church is still being studied
- 4- Arc Meeting- J Armstrong attended a meeting of the Arc Committee at Annandale School – It was mostly an information meeting with no input by the public.

QUALITY OF LIFE

Tuesday, March 6, 2012

MINUTES

Present

Brad LeMaich, Vice Chair

Jim Livermore

Donald Baxter

Bob McCormick

Tamara Bull

Donna Scanlan

Catherine Burke

Janet McCurdy, Acting Director of Community Service/Community Centre/Program Manager

Donna Burditt , Program Co-Ordinator

Susie Wray, Program Co-Ordinator

Regrets: Scott McLean, Chair; Mary Klein, Councilor

1. APPROVAL OF AGENDA & MINUTES

MOTION to accept the agenda as distributed. Moved B. McCormick, and seconded by C. Burke.

CARRIED.

MOTION to accept the minutes of January 10, 2012 as distributed. Moved by B. McCormick, and seconded by D. Scanlan.

CARRIED.

2. DISCLOSURE OF PECUNIARY INTEREST

None declared.

- Presentation to Council is merely to provide Council with an update of what has been accomplished so far (ie. survey & results)

6. CORRESPONDENCE

None

7. INFORMATION ITEMS

7.1 Parks and Recreation Service Update – Janet McCurdy

- CAO12-04 – Organizational Restructuring for Community Services Update memo – distributed as point of interest
- Restructuring completed to improve delivery of services to the users of the leisure and park services
- For further information, see memo

8. ADJOURNMENT

MOTION to adjourn at 8:15 p.m. Moved by D. Baxter, and seconded by J. Livermore.

CARRIED.

Next Meeting: Tuesday, May 8, 2012 @ 7:00 p.m.

Annandale National Historic Site
Advisory Committee
Minutes of Meeting-Thursday, March 29, 2012- 3:00 pm

Meeting to Order: at 3:00 pm with the following in attendance: Bob Marsden, Donna Peirce, Mary Lou Sergeant, Patty Phelps, Dianne MacKeigan

Regrets: Stan Windsor

Approval of the Agenda: Moved by Donna, seconded by Mary Lou Carried

Minutes and Business Arising from Minutes-

Minutes amended to remove the last sentence in #1 under business. Moved by Donna, seconded by Mary Lou to adopt the minutes as amended. Carried

- 1) Council has approved the concept of moving the artifact fund to the Historical Society but they need to complete a trust fund committee before they approve the disposition of the fund. Mary Lou is interested in serving on such a committee.
- 2) A report by Janet McCurdy- 2 summer students will be hired and a part time CSR.

Reports: Financial Report- The financial statements were reviewed.

Fundraising Committee- 19 tickets remain for the Wingfield performance in June. One night still needing a sponsor.

Curator's Report- The curator reviewed her report. Some of the highlights include:

- 1) The museum will be part of a group display about the Barn Quilt Project at the Tillsonburg Kiwanis Home and Rec show March 30,31 and April 1.
- 2) The Lunch and Learn Series is completely sold out.
- 3) The museum will be part of Doors Open Oxford on Saturday, September 22 from 9:00 am to 5:00pm.
- 4) No word has been received from the author for Turtlefest on June 16. Other alternatives are being explored for children's activities at the museum for this day.
- 5) The Barn Quilt Project is well underway and painting begins in April with everything to be ready for the tourist season the end of May.
- 6) Planning is underway for the Tillsonburg Country Christmas Festival with alternative plans being made if the Special Events Centre should happen to be sold and no longer available for the craft show.
- 7) The curator was invited to a meeting with communication staff to discuss the possibility of the museum having its own website.
- 8) The museum will be closed from Good Friday through Easter Monday.

Historical Society- Will not be getting a summer student this year.

TACAC- has put in a motion to council that the pioneer cemetery be designated a municipal historic site. The fence around the Tillson block will be repaired. A fence is to be erected around the cemetery and a sign erected.

Moved by Mary Lou and seconded by Donna that the reports be accepted as given. Carried

Annandale National Historic Site
Advisory Committee
Minutes of Meeting-Thursday, February 23, 2012- 3:00 pm

Meeting to Order: at 3:00 pm with the following in attendance: Bob Marsden, Donna Peirce, Stan Windsor, Dave Beres, Patty Phelps, Dianne MacKeigan

Regrets: Mary Lou Sergeant

Approval of the Agenda: Moved by Donna, seconded by Stan Carried

Moved by Dianne, seconded by Donna that the agenda may be varied if it is necessary for some members present to leave early. Carried

Minutes and Business Arising from Minutes

Moved by Donna, seconded by Stan that minutes be adopted as circulated. Carried

- a draft budget for the town is available on-line

Reports: Financial Report- The financial statements were reviewed.

Moved by Dianne, seconded by Donna that the financial report be accepted as circulated.

Carried

There is still no word about the transferral of the artifact fund to the historical society's oversight.

Fundraising Committee- Tickets for Wingfield in June continue to sell well with only a few left for each of the two nights. Another \$2000.00 is needed in sponsorships and we should clear about \$10 000.

Tour Guide- Sufficient tour guides were found for a very successful Family Day scavenger hunt.

Historical Society Report - The Historical Society has traditionally had a student but have been told that they will have to make all arrangements for the student including insurance coverage and payroll which the town has traditionally partnered with the society to cover. We were at a loss to know why this partnership has been terminated.

Moved by Dave and seconded by Donna that the fundraising, tour guide and Historical Society reports be accepted as presented. Carried

Curator's Report- The curator reviewed her report. Some of the highlights include:

- 1) A Fourth quarter report to the acting director of community services was circulated and discussed.
- 2) The Family Day scavenger hunt was a success with 248 people through the doors. The Medel family were the winners in a draw from 11 families who had perfect scores.
- 3) The Lunch and Learn lectures are almost sold out with only a few places left for May.
- 4) The museum has been told that they have been approved for only two summer students this year. There was some discussion and concern about how the museum would be able to offer their summer program with only two students. It was explained that the hiring of only two students would allow a part-time position that would cover weekend hours year-round to be created.
- 5) Turtlefest planning is underway. June 16 is the date this year. A group from the Lake Lisgar revitalization committee has joined the committee. We are waiting

Extra Copy.

**HERITAGE AND BEAUTIFICATION COMMITTEE
MINUTES FOR JAN. 11/2012**

DATE: January 11, 2011

LOCATION: Tillsonburg Public Library

1. **Meeting to Order:** Called to order by Kathy McCormick at 3:35 p.m.
2. **Attendance** Kelly Batt, Brian Stephenson, Marian Smith, Kathy Mc and late arrival S. Saelens
3. **Approval of Agenda First** by Marian and seconded by Kelly
4. **Approval of Minutes of last Meeting First** by Brian and seconded Marian
5. **Disclosure of Pecuniary Interest** N/A
6. **New Business**
 - a) Discussed letter from a concerned citizen due to the removal of trees along Quarterline Rd. between Baldwin and Esseltine. This issue has been brought to the attention of the town, and the engineers, there is not enough room on either side of the road to plant large trees due to property lines, sidewalks and ditches. Smaller scale shrubs may be an option but would still probably need to be located on private property.
 - b) Sub-committee of Keep Tillsonburg Beautiful day will meet on Wed., Jan 25 at 4:00 in the Library, the room has been booked.
 - c) It was noticed by Brian that some Glendale students were out cleaning large amounts of garbage from the blocks around the school. A letter or email will be sent by Kathy to acknowledge this. Brian is looking into a way to reward students who are caught doing good deeds like this.
7. **Round Table – update on the progress of various projects:**
 - 1) Brian looked into the depot and covered load issue. Police can only lay charges if something falls off the vehicle. The employees at the Transfer Station could refuse people but that is not a preferred option for them. We ask Sue to draft a letter to request the Town to provide signage for the depot regarding the need to cover loads.
 - 2) Horticultural Society will have the PLANT auction in May. We Will have a reminder at our March meeting so individuals can Remember them when working in their gardens in the spring and possibly donate items to the auction. This will also serve as a reminder to have Brian put this item as an advertisement on TV. As well, Brian will mention the need to cover loads on the way to the depot on TV.
 - 3) We will also ask Sue to write a letter of request to the town to rent a large vacuum to clean up our downtown area pertaining to (cigarette butts) during the springtime cleanup.

5) Heritage Trees is a project Marian has been researching and reporting for our Committee. She has been in touch with other outside areas for ideas on how to approach this project. She is interested in finding and identifying 'heritage trees' in our Town, their history, age, mapping the trees and perhaps with help from the public, completing a 'Tillsonburg Heritage Tree' brochure. A sample of her letter FYI to Council is included with these minutes.

6) MOTIONS

- 1. "move to ask Council to accept and to consider the letter asking Council for signage at the Newell Depot to educate the public about uncovered loads and loads not secured as set out by the Highway Traffic Act", moved by S. Saelens and seconded by Paul DeCloet**
- 2. "move to ask Council to accept and to consider the letter asking Council to have our main street sidewalks cleaned of cigarette butts and small debris with some sort of vacuum system", moved by Marian Smith and seconded by Sue Saelens**
- 3. "move to send a letter to Council regarding the Heritage Tree project and to endorse this letter in order to get the public's assistance", moved by Marian Smith and seconded by Paul DeCloet**

**7) Next meetings Sept 12 and Nov 21 at 2:00
Community Centre, Marwood Lounge**

8) Meeting Adjourned at 4:35 p.m.

TILLSONBURG POLICE SERVICES BOARD

Minutes

MEETING: GENERAL MEETING
 PLACE: Tillsonburg, OPP Detachment Boardroom
 DATE: Wednesday, April 25, 2012
 TIME: 8:00 a.m.

AGENDA ITEM	DISCUSSION	OUTCOME/ACTION
1	<i>Call to Order</i>	The Chair called the General session of the Board to order at 8:00 am.
2	<i>Attendance</i> Present:	Larry Scanlan, Chair David Palmer Councillor Brian Stephenson Susie Wray, Secretary Insp/Detachment Commander, Tim Clark
	Regrets:	John Smith, Vice Chair Mayor John Lessif
3	<i>Declaration of Pecuniary Interest</i>	None declared
4	<i>Approval of Agenda</i> The Agenda was presented to the meeting for approval. Additional agenda items to be added to the Agenda are as follows: Foot Patrols, POA Fines, Spring Conference, Auxiliary Officers, FOI Act, Criminal Record Check, Tillsonburg Community Policing Committee	On motion made by David Palmer, seconded by Councillor Stephenson, and carried, the Agenda as amended was approved.
5	<i>Approval of Previous Minutes</i> The Minutes of a meeting of the Board held on March 21, 2012 were presented to the Board for approval.	On motion made by David Palmer, seconded by Councillor Stephenson, the Minutes of the meeting held on March 21, 2012 were approved.
6	<i>Issues Arising from previous minutes</i> In Camera Minutes	Inspector Tim Clark reported that the contract with the organizers of Youth Dance proposed to be held at the TSEC has been cancelled and the event will not be taking place in Tillsonburg.

AGENDA ITEM	DISCUSSION	OUTCOME/ACTION
10 cont'd	<p>Value of Seized Cash, \$9,460.00 Eradication, \$1,593,000.00 Value of Seized Property, \$5,300.00 Weapons seized, 17 Experts, 0 FLIR's, 7 Presentations / Lectures, 2</p> <p><input type="checkbox"/> Inspector, Tim Clark presented the Tickets Written in Tillsonburg for the month of March 2012 report:</p> <ul style="list-style-type: none"> • Speeding, 29 • Failure to Obey Sign, 4 • Plate/Permit/Insurance, 29 • Trespass/Intox in Public, 12 • Dangerous Act, 6 • Seatbelt, 6 • Hand Held Device, 20 • Other, 3 • Total tickets written = 109 <p><input type="checkbox"/> Inspector, Tim Clark presented the High School Resource Officer Month End Report for March 2012:</p> <p>Proactive duties:</p> <ul style="list-style-type: none"> • Patrolled hallways and exteriors of schools and Upper Deck • Continued information sharing between front line officers and crime unit involving at risk youth and probation breaches • Spoke with students and families regarding social and criminal issues • Spoke with youth offering guidance and direction regarding family problems <p>Reactive Duties:</p> <ul style="list-style-type: none"> • Was involved in 13 incidents this month • Assisted town units with an alarm • Assisted with two 911 hang up calls on cell phones involving Glendale youth • Dealt with two incidents involving Annandale youth. • Assisted an officer regarding a Liquor Licence offence, Glendale parking lot. • One youth charged under Smoke Free Ontario Act • Investigated a non-criminal code domestic <p>Presentations / Meetings:</p> <ul style="list-style-type: none"> • Attended Glendale High School MADD assembly regarding youths drinking and driving • Cops for Kids program –went to Station Arts to do pottery this month 	

AGENDA ITEM	DISCUSSION	OUTCOME/ACTION
10 cont'd	<p><input type="checkbox"/> Inspector, Tim Clark presented copies of cheques received from the Ministry of Community Safety and Correctional Services</p> <p>\$9,060.00 received for overtime or paid duty costs incurred by the Oxford OPP for R.I.D.E. Grant Program for the 2011/2012 fiscal year.</p> <p>\$810.00 received regarding the Prisoner Escort Program</p> <p>\$15,127.75 received to cover the salary and benefit costs associated with hiring new police officers under the Community Policing Partnership (CPP) Program for the period of October 1, 2011 to March 31, 2012</p> <p>\$25,127.75 received to cover the salary and benefit costs associated with hiring new police officers under the Safer Community – 1,000 Officers Partnership Program.</p> <p><input type="checkbox"/> Inspector, Tim Clark reported that the Oxford Domestic Assault Review Team (Oxford D.A.R.T) is hosting a Community Men's Breakfast event on Thursday, May 10, 2012. A donation was requested of the Board in support of this event.</p>	<p>On motion made by Councillor Stephenson, seconded by David Palmer and carried, it was resolved that a donation in the amount of \$25.00 be made to Ingamo Family Homes in support of the DART Men's Breakfast Event.</p>
11	<i>Committee Reports</i>	None
12	<i>OAPSB</i> No items for discussion	None
13	<p><i>Other Business / Public Discussion</i></p> <p><input type="checkbox"/> Crime Stoppers The Chair reported that he and the Vice Chair have met with Oxford Crime Stoppers on April 10, 2012 regarding Tillsonburg becoming part of the Oxford County program.</p> <p><input type="checkbox"/> Recognition Awards</p> <p><input type="checkbox"/> Foot Patrols The Chair inquired as to whether foot patrol hours were logged. Inspector Tim Clark reported that foot patrol hours are logged daily. Total foot patrol hours for March 2012 were 169.</p> <p><input type="checkbox"/> POA Fines The Chair reported that monies collected from POA fines are collected and received by the County and do not come to the municipality</p>	<p>Chair to provide updates to the Board as new information becomes available.</p> <p>Deferred to May 2012</p>

**LONG POINT REGION CONSERVATION AUTHORITY
BOARD OF DIRECTORS – MINUTES
April 4, 2012**

(as approved at the Board meeting held May 2, 2012)

Members in attendance: L. Bartlett, D. Beres, R. Chambers B. Chanyi, M. Columbus, R. Geysens, C. Grice, E. Ketchabaw and R. Sackrider
Staff in attendance: C. Evanitski, D. Holmes, J. Maxwell, J. Robertson, H. Surette and D. McLachlan
Guest: Marianne Love, McDowall Associates
Regrets: D. Travale

The LPRCA Chair called the meeting to order at 6:30 pm Wednesday, April 4, 2012 in the Tillsonburg Administration Office Boardroom.

ADDITIONAL AGENDA ITEMS

None

DISCLOSURES OF INTEREST

None

DEPUTATIONS

None

MINUTES OF PREVIOUS MEETINGS

MOTION A-45 moved: M. Columbus seconded: R. Sackrider

THAT the minutes of the LPRCA Board of Directors AGM held February 24th, 2012, the Mid-month Development Applications emailed March 12th, 2012 and the Special Conference Call held March 23rd, 2012 be adopted as circulated.

CARRIED

BUSINESS ARISING

None

FULL AUTHORITY COMMITTEE MEMBERS

Leroy Bartlett, Dave Beres, Robert Chambers, Betty Chanyi, Michael Columbus
Roger Geysens, Craig Grice, Ed Ketchabaw, Ron Sackrider, Dennis Travale

CARRIED

MOTION A-49 moved: D. Beres seconded: R. Sackrider

That the LPRCA Board of Directors approves implementation of the pay equity plan as presented by McDowall Associates at the regular meeting of April 4th, 2012.

CARRIED

Further discussion ensued from the in-camera session. Members requested further information prior to the May 2nd meeting.

MOTION A-50 moved: D. Beres seconded: R. Sackrider

That staff develop a financing options plan to implement the pay grid review for the Board's consideration at the May meeting.

CARRIED

C. Grice left and P. Gagnon joined the meeting.

NEW BUSINESS

a) CALENDAR REVIEW

There will be an additional tree planting event for Earth Day, April 21st. A scout troop will plant a NCC property. Staff will provide the Backus classroom information/statistics beginning next month. The Chair was impressed with the "Art Through the Eyes of Vic Gibbons" showcase and suggested all members attend.

MOTION A-51 moved: D. Beres seconded: B. Chanyi

That the LPRCA Board of Directors receives the April Calendar Review Report as information.

CARRIED

b) GENERAL MANAGER'S REPORT

The GM and Water Resources Analyst, B. Hodi attended a Health and Safety Certification training program. Mr. Hodi has withdrawn from the Health and Safety Committee therefore, the GM has scheduled an all staff meeting in part to elect a new Health and Safety Representative. The GM responded to questions from the Board.

In response to a question about those organizations involved with the Norfolk Trails initiative, the GM noted that all groups had trail systems and some linked together. A

FULL AUTHORITY COMMITTEE MEMBERS

Leroy Bartlett, Dave Beres, Robert Chambers, Betty Chanyi, Michael Columbus
Roger Geysens, Craig Grice, Ed Ketchabaw, Ron Sackrider, Dennis Travale

trees in a basal area.

MOTION A-55 moved: M. Columbus seconded: L. Bartlett

That LPRCA Board of Directors approves the prescription/operating plan for the Anderson Tract.

CARRIED

f) TREE MARKING PRESCRIPTION/OPERATING PLAN – FISHER TRACT

Staff noted that timber will be valued after it has been marked.

MOTION A-56 moved: D. Beres seconded: R. Chambers

That LPRCA Board of Directors approves the prescription/operating plan for the Fisher Tract.

CARRIED

g) WATERFORD HUNTING PARTNERSHIP

Staff reviewed the terms of the Waterford hunting partnership between the MNR, LPRCA and Norfolk County.

MOTION A-57 moved: B. Chanyi seconded: M. Columbus

That LPRCA Board of Directors receives the Field Superintendent's verbal report regarding the Waterford hunting issue for information.

CARRIED

h) EROSION CONTROL ASSISTANCE PROGRAM FUNDING SUPPORT

Staff received three requests for erosion control assistance for 50% of the cost up to a maximum of \$1000. No questions or concerns.

MOTION A-58 moved: L. Bartlett seconded: R. Sackrider

THAT the LPRCA Board of Directors approves the Mike Vansevenant, Bud Becker and Joe Kelly erosion control projects under LPRCA's Conservation Services – Erosion Control Assistance Program.

CARRIED

FULL AUTHORITY COMMITTEE MEMBERS

Leroy Bartlett, Dave Beres, Robert Chambers, Betty Chanyi, Michael Columbus
Roger Geysens, Craig Grice, Ed Ketchabaw, Ron Sackrider, Dennis Travale



Long Point Region Conservation Authority

4 Elm St., Tillsonburg, Ontario N4G 0C4
519-842-4242 or 1-888-231-5408 Fax 519-842-7123
Email conservation@lprca.on.ca www.lprca.on.ca

May 4, 2012

Town of Tillsonburg
10 Lisgar Ave
Tillsonburg ON N4G 5A7

Attention: Kelley Coulter, Chief Administrative Officer

Dear Ms. Coulter: *Kelley*

Please find enclosed the financial statements for the period ending December 31, 2011.

Also enclosed are copies of the annual report for distribution to the Mayor and councillors.

Yours truly,

Cliff Evanitski,
General Manager

Encl.

LONG POINT REGION CONSERVATION AUTHORITY

Index to the Financial Statements

Year ended December 31, 2011

INDEPENDENT AUDITORS' REPORT

Statement of Financial Position	1
Statement of Operations	2
Statement of Changes in Net Financial Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 12



Basis for Qualified Opinion

In common with many not-for-profit organizations, the authority derives revenue from donations and sundry cash sources, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Authority. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Long Point Region Conservation Authority as at December 31, 2011, and of its financial performance and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

KPMG LLP

Chartered Accountants, Licensed Public Accountants

February 24, 2012
Waterloo, Canada

LONG POINT REGION CONSERVATION AUTHORITY

Statement of Operations

Year ended December 31, 2011, with comparative figures for 2010

	Budget 2011	Actual 2011	Actual 2010
(unaudited, note 11)			
Revenue:			
Municipal levies:			
General	\$ 959,784	\$ 959,784	\$ 907,922
Special	109,800	109,800	135,358
Government grants:			
Provincial transfer	68,240	68,240	68,240
Corporate/fixed services	524,637	170,736	96,485
Community relations	12,221	8,806	8,256
Watershed management services	160,632	270,980	330,800
Conservation land			
management - forestry	377,193	648,909	478,497
Backus Heritage conservation area	292,491	312,333	313,625
Conservation land management			
- conservation parks	530,253	741,167	728,553
Donations	-	-	150,400
Other	247,090	291,694	317,296
Gain on sale of land	-	4,933,909	-
Total revenue	3,282,341	8,516,358	3,535,432
Expenditures:			
Corporate/fixed services	854,925	842,090	826,131
Community relations	140,143	120,134	108,762
Watershed management services	581,613	612,211	608,200
Conservation land			
management - forestry	377,193	480,208	369,313
Backus Heritage conservation area	415,830	457,632	431,376
Conservation land management			
- conservation parks	530,254	547,890	516,936
Other	382,383	516,758	485,914
Total expenditures	3,282,341	3,576,923	3,346,632
Excess of revenue over expenditures	\$ -	\$ 4,939,435	\$ 188,800

See accompanying notes to financial statements.

LONG POINT REGION CONSERVATION AUTHORITY

Statement of Cash Flows

Year ended December 31, 2011, with comparative figures for 2010

	2011	2010
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenditures	\$ 4,939,435	\$ 188,800
Items not involving cash:		
Amortization of tangible capital assets	117,575	105,259
Contributed tangible capital assets	-	(150,400)
Gain on sale of land	(4,933,909)	-
Loss on disposal of equipment	4,000	-
Changes in non-cash operating working capital:		
Accounts receivable	(120,938)	9,889
Accounts payable and accrued liabilities	(178,141)	231,731
Deferred revenue	35,027	106,784
Accrued receivable	(122,348)	(3,297)
Other receivables	(20,348)	(38,789)
	(279,647)	449,977
Investing activities:		
Acquisition of tangible capital assets	(198,615)	(100,156)
Purchase of investments	(5,372,475)	(550,975)
Proceeds on maturities of investments	50,975	800,000
Proceeds on sale of land	5,348,598	-
	(171,517)	148,869
Increase in cash	(451,164)	598,846
Cash, beginning of year	685,524	86,678
Cash, end of year	\$ 234,360	\$ 685,524

See accompanying notes to financial statements.

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements, continued

Year ended December 31, 2011

2. Significant accounting policies (continued):

(a) Description of fund balances (continued):

- (v) The Capital Levy fund for capital additions, replacements or improvements within the Authority.
- (vi) Externally restricted funds are those with restrictions imposed by the individuals external to the Board of Directors. Externally restricted funds are as follows:
 - revenues and expenditures related to the Backus Heritage Village are recorded in the Backus Heritage Village Trust Fund
 - revenues and expenditures related to the Leighton and Betty Brown scholarships are recorded in the Leighton and Betty Brown Scholarship Fund.

(b) Revenue recognition:

The Authority follows the accrual method of accounting for contributions where unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions are deferred and recognized as revenue in the year in which the related expenditures are incurred.

(c) Expenses:

Expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes expenditures in the period in which they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(d) Investments:

Investments are composed of GICs and T-Bills. All of the investments are classified as held-to-maturity investments and are carried at amortized cost using the effective interest rate method. The Board has the intention to hold the investments until maturity.

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements, continued

Year ended December 31, 2011

3. Cash:

The cash balance is comprised of:

	2011	2010
Internally restricted	\$ 219,392	\$ 674,717
Externally restricted:		
Backus Heritage Village	6,077	3,617
Leighton and Betty Brown Scholarship	8,891	7,190
	<u>\$ 234,360</u>	<u>\$ 685,524</u>

4. Investments:

The Authority holds short-term guaranteed investment certificates, money market funds and cash within investments. The investment balance is comprised of:

	2011	2010
Government bonds, maturing at various dates between 2013 and 2020, yields varying between 2.7% and 4.3%	\$ 2,880,000	\$ -
Corporate bonds maturing at various dates between 2012 and 2020, yields varying between 3.4% and 5.9%	2,170,000	-
Guaranteed investment certificate maturing at various dates between 2012 and 2014, yields varying between 1.8% and 4.45%	758,040	809,015
Money market funds, no specified maturity or yield	11,000	-
Cash	152,652	-
	<u>5,971,692</u>	<u>809,015</u>
Plus: accrued interest	25,035	-
Plus: unamortized purchase premium	216,313	-
	<u>241,348</u>	<u>-</u>
	<u>\$ 6,213,040</u>	<u>\$ 809,015</u>

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements, continued

Year ended December 31, 2011

6. Deferred revenue:

The Authority receives certain amounts principally from other public sector bodies, the proceeds of which may only be used in the conduct of certain programs or completion of specific work. Further, certain user charges and fees are collected, for which the related services have yet to be performed. These amounts are recognized as revenue when the related expenditures are incurred or services performed.

Deferred revenue balance is comprised of:

Balance, beginning of year	\$ 298,851
Externally restricted contributions	106,221
Interest earned, restricted	82,525
Contribution used in operations	(71,194)
	\$ 416,403

7. Internally restricted funds:

Internally restricted funds are comprised of the following:

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Education Centre				
Maintenance	\$ 100,000	\$ -	\$ -	\$ 100,000
OPG Forest Corridor	45,328	-	-	45,328
Memorial Woodlot	11,618	708	-	12,326
Lee Brown Waterfowl M.A.				
Capital Replacement	51,911	-	-	51,911
Capital Levy	287,200	188,223	254,296	221,127
Unrestricted Reserve	405,671	555,216	89,325	871,562
	\$ 901,728	\$ 743,847	\$ 343,621	\$ 1,302,254

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements, continued

Year ended December 31, 2011

12. Segmented information:

	Corporate/ fixed services	Community relations	Watershed management services	Conservation land management/ forestry	Backus Heritage conservation area	Conservation land management/ conservation parks	Other	Total
Revenue:								
Levies	\$ 330,288	\$ 127,922	\$ 269,963	\$ -	\$ 96,318	\$ -	\$ 245,093	\$ 1,069,584
Grants	-	-	68,240	-	-	-	-	68,240
Fees	170,736	8,806	270,980	-	312,333	741,167	291,694	1,795,716
Forestry	-	-	-	648,909	-	-	-	648,909
Gain on sale of land	4,933,909	-	-	-	-	-	-	4,933,909
Total revenue	5,434,933	136,728	609,183	648,909	408,651	741,167	536,787	8,516,358
Expenditures:								
Salaries and wages	418,190	83,012	412,401	186,551	290,226	293,811	232,700	1,916,891
Administration	111,146	11,209	15,905	1,351	51,711	51,057	12,669	255,048
Professional fees and other services	46,063	9,947	73,575	162,691	21,496	98,704	54,345	466,821
Depreciation	32,431	-	13,533	-	25,171	8,759	37,680	117,574
Motor pool	7,537	2,866	24,305	22,622	19,555	23,407	93,692	193,984
Repairs and maintenance	5,821	-	30,246	3,080	9,403	11,551	49,763	109,864
Other	220,902	13,100	42,246	103,913	40,070	60,601	35,911	516,741
Total expenditures	842,090	120,134	612,211	480,208	457,632	547,890	516,760	3,576,923
Excess (deficiency) of revenue over expenditures	\$ 4,592,843	\$ 16,594	\$ (3,028)	\$ 168,701	\$ (48,981)	\$ 193,277	\$ 20,029	\$ 4,939,435

Honourable Mayor Lessif
Town Councilors
Tillsonburg Town Staff

This letter to Town Council is in regard to an initiative concerning unsecured loads going to the present Transfer Station on Newell Road. Presently, some loads traveling through parts of the Town of Tillsonburg have portions that become dislodged, fall off, or spill from the vehicle onto our streets. The Highway Traffic Act 111 section (1) (2) states - vehicles carrying or pulling loads with portions spilling, dropping, falling to the streets are in violation of this section of the Highway Traffic Act. Police officers who witness this littering are able to issue a fine of \$160.00 immediately. The general public can call the Police Department and report such littering provided the offending vehicle is identified.

On January 11, 2012, the Heritage and Beautification Committee met and discussed in length the ongoing issue of debris littering streets while vehicles travel to the Transfer Station. Public education in this matter is crucial. The residents of Tillsonburg must be made aware of this problem and the law backing it up in order to comply with the request to secure loads through signage at the Transfer Station. We are asking Council to consider such signage to help our residents become informed. If we can achieve greater compliance through this effort, then we can consider this effort to be successful.

An idea from a resident would be to include this issue of covered loads going to Newell Road in the 2012-2013 Oxford County Waste Management Calendar and advertising it in the local News.

The Heritage and Beautification Committee appreciates your consideration in this matter.

Sincerely,

The Heritage and Beautification Committee of Tillsonburg



Chair of committee

KATHERINE MCCORMICK

May 16, 2012

On May 9, 2012, The Heritage and Beautification Committee met and passed a motion asking Council to accept the attached letter and the wording for signage at the Newell Depot site.

Motion:

" move to ask Council to accept and to consider the letter asking Council for signage at the Newell Depot to educate the public about uncovered loads and loads not secured as set out by the Highway Traffic Act"

Moved by Sue Saelens

Seconded by Paul DeCloet

On May 9, 2012, the Heritage and Beautification Committee met and passed a motion asking Council to accept the attached letter which asks that Tillsonburg sidewalks be cleared of cigarette butts and small debris.

Motion:

" move to ask Council to accept and to consider the letter asking Council to have our main street sidewalks cleaned of cigarette butts and small debris with some sort of vacuum system"

Moved by Marian Smith

Seconded by Sue Saelens

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 3620

BEING A BY-LAW to confirm the proceedings of Council at its meetings held on the 28th day of May, 2012

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 special meeting and regular meeting held on May 28, 2012, 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 Deputy 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 Deputy 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 28th DAY OF May, 2012.

READ A THIRD AND FINAL TIME AND PASSED THIS 28th DAY OF May, 2012.

MAYOR – John Lessif

DEPUTY CLERK – Amber Zimmer



COUNCIL RESOLUTION

AGENDA ITEM NO.: _____

Date: May 28, 2012

RESOLUTION NO.: 1

MOVED BY: *C. Roedel*

SECONDED BY: *[Signature]*

RESOLVE THAT the Agenda as prepared for the Open Session of the Council Meeting of May 28, 2012, be adopted.

Carried Defeated Deferred Tabled

Recorded Vote

[Signature] Mayor's Initials

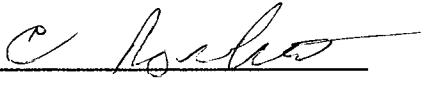


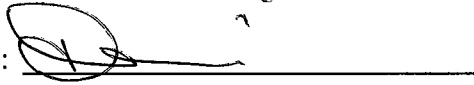
COUNCIL RESOLUTION

AGENDA ITEM NO.: _____

Date: May 28, 2012

RESOLUTION NO.: 2


MOVED BY: 

SECONDED BY: 

RESOLVE THAT Town Council move into Closed Session, to consider matters relating to:
Matters relating to personal matters about an identifiable individual, including Municipal Employees,
Matters pertaining to the security of the property of the municipality.

Carried Defeated Deferred Tabled

Recorded Vote

 Mayor's Initials



**COUNCIL RESOLUTION
CLOSED SESSION**

RESOLUTION NO.: 1

Date: May 28, 2012

MOVED BY:

B Stephens

SECONDED BY:

B ENES

RESOLVE THAT the Agenda as prepared for the Closed Session of the Council Meeting of May 28, 2012, be adopted.

Carried Defeated Deferred Tabled

Recorded
Vote

 rn Mayor's Initials

**COUNCIL RESOLUTION
CLOSED SESSION**

RESOLUTION NO.: 2

Date: May 28, 2012

MOVED BY: B. Stephenson

SECONDED BY:

RESOLVE THAT the Minutes of the Closed Council Meeting of May 14, 2012, be approved.

Carried Defeated Deferred Tabled

Recorded
Vote

 Mayor's Initials

COUNCIL RESOLUTION

AGENDA ITEM NO.: _____

Date: May 28, 2012

RESOLUTION NO.: 3

MOVED BY: _____

SECONDED BY: _____

RESOLVE THAT the Minutes of the Open Council Meeting of May 12, 2012, be approved.

Carried

Defeated

Deferred

Tabled

Recorded
Vote



Mayor's Initials



COUNCIL RESOLUTION

AGENDA ITEM NO.: 3

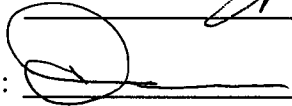
Date: May 28, 2012

RESOLUTION NO.: 4

MOVED BY:




SECONDED BY:



RESOLVE THAT the Financial Statements for the year ended December 31, 2011 and the 2011 Independence and Management Letters be received by Council as information.

Carried Defeated Deferred Tabled

Recorded
Vote


_____ Mayor's Initials



COUNCIL RESOLUTION

AGENDA ITEM NO.: 3

Date: May 28, 2012

RESOLUTION NO.: 4

MOVED BY: Councillor Beres

SECONDED BY: Councillor Klein

RESOLVE THAT the Financial Statements for the year ended December 31, 2011 and the 2011 Independence and Management Letters be received by Council as information.

Recorded vote requested by Mayor Lessif

Councillor	Vote in Favour	Vote Against
Dave Beres	yes	
Marty Klein	yes	
Mark Renaud	yes	
Chris Rosehart	yes	
Brian Stephenson	yes	
Mayor Lessif	yes	

The recorded vote reflects the vote is six in favour of the Motion and none against the Motion.

The motion is "Carried"

Carried Defeated Deferred Tabled

Recorded
Vote

_____ Mayor's Initials

COUNCIL RESOLUTION

AGENDA ITEM NO.: 4

Date: May 28, 2012

RESOLUTION NO.: 5

MOVED BY:  _____


SECONDED BY:  _____

RESOLVED THAT this application is acceptable from a planning point of view and should be granted subject to the following conditions:

1. A building permit for the proposed sunroom shall be issued within one year of the date of the Committee's decision.
2. Minor Variance approval is granted only for a sunroom that is substantially and proportionally in compliance with the applicant's sketch shown as Plate 3 in the County of Oxford Report 2012-130.

Carried Defeated Deferred Tabled

Recorded
Vote


 Mayor's Initials


COUNCIL RESOLUTION

AGENDA ITEM NO.: 10

Date: May 28, 2012

RESOLUTION NO.: 6

MOVED BY: 


SECONDED BY: 

RESOLVE THAT Council receives CAO12-10 Airport Signage Update for information purposes;

FURTHER RESOLVE THAT Council formally approve the purchase of the 3-line LED for the Airport sign at a cost of \$29,881 + HST, to be funded from the 2012 Airport Operating Budget savings generated from additional Land rental revenue.

Carried Defeated Deferred Tabled

Recorded
Vote

 Mayor's Initials



COUNCIL RESOLUTION

AGENDA ITEM NO.: 11

Date: May 28, 2012

RESOLUTION NO.: _____

MOVED BY: *Menan*

SECONDED BY: *[Signature]*

RESOLVE THAT Council receives the Draft Tillsonburg Regional Airport: A Review for information purposes.

Carried

Defeated

Deferred

Tabled

Recorded
Vote

[Signature]

Mayor's Initials

COUNCIL RESOLUTION

AGENDA ITEM NO.: 12

Date: May 28, 2012

RESOLUTION NO.: 7

MOVED BY: 

SECONDED BY: 

RESOLVE THAT Council receive Report DCS 12-35 Community Marketing Update as information.

Carried Defeated Deferred Tabled

Recorded
Vote

 Mayor's Initials

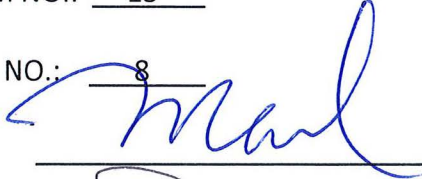
COUNCIL RESOLUTION

AGENDA ITEM NO.: 13

Date: May 28, 2012

RESOLUTION NO.: 8

MOVED BY:



SECONDED BY:



RESOLVE THAT Council receives Operations Services Report OPS12-07- Results for Tender T2012-001 –Brock Street – Hyman Street Area Reconstruction for information purposes;

FURTHER RESOLVE THAT Tender T2012- 001 be awarded to J-ARR Excavating Limited of London, Ontario at a cost of \$634,065.30 subject to County of Oxford and MOE Approval;

AND FURTHER RESOLVE THAT council approve funding the expenditure of \$275,000 from the 2012 Gas Tax allocation, as per the 2012 town capital budget, for the town component of Tender T2012- 001.

Carried Defeated Deferred Tabled

Recorded
Vote

 Mayor's Initials

COUNCIL RESOLUTION

AGENDA ITEM NO.: 14

Date: May 28, 2012

RESOLUTION NO.: 9

MOVED BY: *C. Borcher*

SECONDED BY: *[Signature]*

RESOLVE THAT Council receive Report PRS 12-05 Request to Purchase Columbarium Unit;

FURTHER RESOLVE THAT Council approve the purchase of one 48 niche Columbarium from Carrier Mausoleums and Construction Inc. for \$12,595.00 plus H.S.T. to be funded from the 2012 Capital Budget of \$20,000.

*Twelve[^] Thousand, Five Hundred, Ninety-
Twenty Thousand Dollars* *Five dollars*

Carried Defeated Deferred Tabled

Recorded
Vote

[Signature] Mayor's Initials



COUNCIL RESOLUTION

AGENDA ITEM NO.: 18

Date: May 28, 2012

RESOLUTION NO.: 10

MOVED BY: B. Stephens

SECONDED BY: AR

RESOLVE THAT Council receive the correspondence from the Heritage and Beautification Committee as information;

FURTHER RESOLVE THAT the correspondence be forwarded to staff to review the matter.

Carried Defeated Deferred Tabled

Recorded
Vote

 AR Mayor's Initials

COUNCIL RESOLUTION

AGENDA ITEM NO.: 19

Date: May 28, 2012

RESOLUTION NO.: 11

MOVED BY:

Man

SECONDED BY:

[Signature]

RESOLVE THAT By-Law 3620, To Confirm the Proceedings of the Council Meeting of May 28, 2012, be read for a first and second time and this constitutes the first and second reading thereof;

FURTHER RESOLVE THAT By-Law 3620, be given third and final reading and the Mayor and Deputy Clerk be and are hereby authorized to sign the same, and place the Corporate Seal thereunto.

Carried

Defeated

Deferred

Tabled

Recorded
Vote

[Signature]

Mayor's Initials

Ministry of Citizenship
and Immigration

400 University Avenue
Toronto ON M7A 2R9

Ministère des Affaires civiques
et de l'immigration

400, avenue University
Toronto ON M7A 2R9



May 17, 2012

Ms. Donna Wilson
Clerk
Town of Tillsonburg
200 Broadway
Tillsonburg, ON N4G5A7

Dear Ms. Wilson,

I am pleased to enclose your 2012 Senior of the Year certificate to be received by **Donald Frederick Millman**. Please take note of the section allocated for the signature of the Head of Council on the certificate.

I would like to express my thanks for participating in this program that recognizes one outstanding senior annually from your municipality. We look forward to hearing from you again in 2013.

If you have any questions please contact me at maria.daddona@ontario.ca or Joyce Bernardo, Support Program Assistant (A) at joyce.bernardo@ontario.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "Maria D'Addona".

Maria D'Addona
Program Lead
Ontario Honours & Awards Secretariat
416-314-7529

TILLSONBURG SIGNIFICANT TREES

Under the newly elected municipal council, a number of existing committees were reorganized and renamed. One of these committees is the Heritage & Beautification Committee. The terms of reference for this committee are “to enhance and to beautify the Town of Tillsonburg by recommending and/or by implementing community based projects.” Some of these projects may include keeping Tillsonburg free of litter and garbage, tree planting initiatives, ensuring vehicles transporting litter to the Transfer Station are covered and secured, honouring Tillsonburg citizens who diligently and continuously improve the appearance of their property, planning butterfly gardens and last but not least identifying significant/historical trees in and around Tillsonburg.

There are many very large trees within the boundaries of Tillsonburg that have history, are rare and worth noting. These trees are part of the heritage of Tillsonburg and need to be identified for the purposes of protecting. It is the intention of the committee to take pictures of these trees that may be used in a calendar and/or a tourist pamphlet promoting the town. It is a unique idea to help tourists become more familiar with our beautiful municipality as they search out the trees and at the same time to educate the public on identifying trees. It will also be beneficial to the residents of Tillsonburg to have knowledge of these trees so they are protected from damage and can be admired for years in the future.

To be recognized as significant, a tree must be mature, unusual or a rare species, perhaps with an historical background. For example, there are some very large trees on the front lawn of Annandale House that were planted by the original Tillson family.

If there is an arborist within the community who would be interested in assisting with this project we would welcome your input. The Heritage & Beautification Committee would like to appeal to the residents of Tillsonburg to come forward if they believe that they may have a significant tree on their property. Anyone who wishes to have their tree identified as “significant” or if anyone is qualified to identify tree species, they are asked to contact Marian Smith at 519-842-2442 or by e-mail at mrc.smith@sympatico.ca.

May 16, 2012

On May 9, 2012, the Heritage and Beautification Committee met and passed a motion for the attached letter concerning "Significant Trees" be accepted as an FYI and to endorse the letter in order to allow this committee to get public assistance with this project through the newspaper and other sources.

Motion:

"move to send a letter to Council regarding the Heritage Tree project and to endorse this letter in order to get the public's assistance"

Moved by Marian Smith

Seconded by Paul DeCloet

Tillsonburg Tri –County Agricultural Society
Po Box 43
Tillsonburg, Ontario

Date: May 18, 2012

Attention: Town Council Members

We the Tillsonburg Fairboard executive and members would like to attend a council meeting regarding Capital Improvements to the Fairgrounds.

According to By-Law # 2284 it states we the Fairboard need to request permission to do any capital improvements on or at the fairgrounds. I would like permission to actively seek out a Feasibility Study looking to the erection of a Band Shell at the fairgrounds. The Band Shell would be beneficial to many groups our community. Here are a few things that we have identified by having a Band Shell in our Community.

Uses that can be identified:

- July 1st Event
- Fair Events
- Summer Thunder Event
- School Band Performances
- Relay for Life
- Theater of Tillsonburg
- Summer Camp Programs
- Church Serves
- Dog Show
- 4-H animal Show

They cons for the Band Shell:

- Noise
- Crowds
- Potentially change the visual landscape and use of an area
- Parking and additional traffic
- Maintenance/upkeep
- Increase police and crowd control
- Washrooms

Potential needs and Benefits:

- Protected space from weather for events
- Electrical/Better Technology
- Improved Acoustics
- Improve location and space usage
- It could become an "Icon" for our community
- A draw for visitors and businesses
- Could be self-sustaining and produce revenue for our Community
- Support Music/Theater/Art programs
- Provide a Historical Link to our Community
- HELP BUILD A SENSE OF COMMUNITY
- Has multiple uses (i.e.: music, acting, services, etc)

Thank you for taking the time to read this.

Any further questions please contact Mike Dean Tillsonburg Fair President 2012-2013 (519-688-0729) or email advanceauto1@bellnet.ca





Long Point Region Conservation Authority

4 Elm St., Tillsonburg, Ontario N4G 0C4
519-842-4242 or 1-888-231-5408 . Fax 519-842-7123
Email: conservation@lprca.on.ca . www.lprca.on.ca

May 4, 2012

Town of Tillsonburg
10 Lisgar Ave
Tillsonburg ON N4G 5A7

Attention: Kelley Coulter, Chief Administrative Officer

Dear Ms. Coulter:

Please find enclosed the financial statements for the period ending December 31, 2011.

Also enclosed are copies of the annual report for distribution to the Mayor and councillors.

Yours truly,


Cliff Evanitski,
General Manager

Encl.

Financial Statements of

**LONG POINT REGION
CONSERVATION AUTHORITY**

Year ended December 31, 2011

LONG POINT REGION CONSERVATION AUTHORITY

Index to the Financial Statements

Year ended December 31, 2011

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KPMG LLP
Chartered Accountants
115 King Street South
2nd Floor
Waterloo ON N2J 5A3

Telephone (519) 747-8800
Fax (519) 747-8830
Internet www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Long Point Region Conservation Authority

We have audited the accompanying financial statements of Long Point Region Conservation Authority ("the Authority"), which comprise the financial position as at December 31, 2011 and the statements of operations, changes in net financial assets and cash flow for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Basis for Qualified Opinion

In common with many not-for-profit organizations, the authority derives revenue from donations and sundry cash sources, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Authority. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Long Point Region Conservation Authority as at December 31, 2011, and of its financial performance and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

KPMG LLP

Chartered Accountants, Licensed Public Accountants

February 24, 2012
Waterloo, Canada

LONG POINT REGION CONSERVATION AUTHORITY

Statement of Financial Position

December 31, 2011, with comparative figures for 2010

	2011	2010
Financial Assets		
Cash (note 3)	\$ 234,360	\$ 685,524
Investments (note 4)	6,213,040	809,015
Accounts receivable	188,676	67,738
Accrued receivable	157,533	35,185
Other receivables	80,170	59,822
	<u>6,873,779</u>	<u>1,657,284</u>
Financial Liabilities		
Accounts payable and accrued liabilities	108,863	287,004
Deferred revenue (note 6)	416,403	298,851
	<u>525,266</u>	<u>585,855</u>
Net financial assets	6,348,513	1,071,429
Non-Financial Assets		
Tangible capital assets (note 5)	5,592,852	5,937,700
Net assets	<u>\$ 11,941,365</u>	<u>\$ 7,009,129</u>
Accumulated Surplus		
Accumulated surplus - internally restricted (note 7)	\$ 1,302,254	\$ 901,728
Accumulated surplus - externally restricted (note 8)	5,046,259	169,701
Accumulated surplus - tangible capital assets	5,592,852	5,937,700
Total accumulated surplus	<u>\$ 11,941,365</u>	<u>\$ 7,009,129</u>

See accompanying notes to financial statements.

On behalf of the Board:

 Director

 Director

LONG POINT REGION CONSERVATION AUTHORITY

Statement of Operations

Year ended December 31, 2011, with comparative figures for 2010

	Budget 2011	Actual 2011	Actual 2010
(unaudited, note 11)			
Revenue:			
Municipal levies:			
General	\$ 959,784	\$ 959,784	\$ 907,922
Special	109,800	109,800	135,358
Government grants:			
Provincial transfer	68,240	68,240	68,240
Corporate/fixed services	524,637	170,736	96,485
Community relations	12,221	8,806	8,256
Watershed management services	160,632	270,980	330,800
Conservation land management - forestry	377,193	648,909	478,497
Backus Heritage conservation area	292,491	312,333	313,625
Conservation land management - conservation parks	530,253	741,167	728,553
Donations	-	-	150,400
Other	247,090	291,694	317,296
Gain on sale of land	-	4,933,909	-
Total revenue	3,282,341	8,516,358	3,535,432
Expenditures:			
Corporate/fixed services	854,925	842,090	826,131
Community relations	140,143	120,134	108,762
Watershed management services	581,613	612,211	608,200
Conservation land management - forestry	377,193	480,208	369,313
Backus Heritage conservation area	415,830	457,632	431,376
Conservation land management - conservation parks	530,254	547,890	516,936
Other	382,383	516,758	485,914
Total expenditures	3,282,341	3,576,923	3,346,632
Excess of revenue over expenditures	\$ -	\$ 4,939,435	\$ 188,800

See accompanying notes to financial statements.

LONG POINT REGION CONSERVATION AUTHORITY

Statement of Changes in Net Financial Assets

Year ended December 31, 2011, with comparative figures for 2010

	2011	2010
Excess of revenue over expenditures	\$ 4,939,435	\$ 188,800
Acquisition of tangible capital assets	(198,615)	(250,556)
Disposition of tangible capital assets	418,689	-
Amortization of tangible capital assets	117,575	105,259
Change in net financial assets	5,277,084	43,503
Net financial assets, beginning of year	1,071,429	1,027,926
Net financial assets, end of year	\$ 6,348,513	\$ 1,071,429

See accompanying notes to financial statements.

LONG POINT REGION CONSERVATION AUTHORITY

Statement of Cash Flows

Year ended December 31, 2011, with comparative figures for 2010

	2011	2010
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenditures	\$ 4,939,435	\$ 188,800
Items not involving cash:		
Amortization of tangible capital assets	117,575	105,259
Contributed tangible capital assets	-	(150,400)
Gain on sale of land	(4,933,909)	-
Loss on disposal of equipment	4,000	-
Changes in non-cash operating working capital:		
Accounts receivable	(120,938)	9,889
Accounts payable and accrued liabilities	(178,141)	231,731
Deferred revenue	35,027	106,784
Accrued receivable	(122,348)	(3,297)
Other receivables	(20,348)	(38,789)
	(279,647)	449,977
Investing activities:		
Acquisition of tangible capital assets	(198,615)	(100,156)
Purchase of investments	(5,372,475)	(550,975)
Proceeds on maturities of investments	50,975	800,000
Proceeds on sale of land	5,348,598	-
	(171,517)	148,869
Increase in cash	(451,164)	598,846
Cash, beginning of year	685,524	86,678
Cash, end of year	\$ 234,360	\$ 685,524

See accompanying notes to financial statements.

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements

Year ended December 31, 2011

1. Purpose of organization:

The Long Point Region Conservation Authority (the "Authority") is established under the Conservation Authorities Act of Ontario and works with local communities, and other partners, to achieve the conservation, restoration, development and responsible management of our water, land and natural habitats through programs that balance human, environmental and economic needs.

The objectives of the Authority are as follows:

- a) To ensure that the Long Point Region watershed lands and waters are properly safeguarded, managed and restored.
- b) To protect, manage and restore watershed woodlands, wetlands and natural habitats.
- c) To develop and maintain programs that will protect life and property from natural hazards such as flooding and erosion.
- d) To provide opportunities for the public to enjoy, learn from and respect the watershed's natural and cultural environments.

2. Significant accounting policies:

The financial statements of the Authority are prepared by management in accordance with Canadian generally accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. Significant aspects of the accounting policies adopted by the Authority are as follows:

(a) Description of fund balances:

Internally restricted funds are those with restrictions imposed by the Board of Directors. Internally restricted funds are as follows:

- (i) The Education Centre Maintenance Fund for the maintenance of the Backus Conservation Education Centre.
- (ii) The OPG Forest Corridor Fund for the long-term monitoring of forest areas.
- (iii) The Memorial Woodlot Fund for the donations to Memorial Woodlot Fund and cost to Memorial Woodlot Fund at Backus.
- (iv) The Lee Brown Waterfowl M.A. Capital Replacement Fund for the capital replacements of Lee Brown Waterfowl M.A.

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements, continued

Year ended December 31, 2011

2. Significant accounting policies (continued):

(a) Description of fund balances (continued):

- (v) The Capital Levy fund for capital additions, replacements or improvements within the Authority.
- (vi) Externally restricted funds are those with restrictions imposed by the individuals external to the Board of Directors. Externally restricted funds are as follows:
 - revenues and expenditures related to the Backus Heritage Village are recorded in the Backus Heritage Village Trust Fund
 - revenues and expenditures related to the Leighton and Betty Brown scholarships are recorded in the Leighton and Betty Brown Scholarship Fund.

(b) Revenue recognition:

The Authority follows the accrual method of accounting for contributions where unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions are deferred and recognized as revenue in the year in which the related expenditures are incurred.

(c) Expenses:

Expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes expenditures in the period in which they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(d) Investments:

Investments are composed of GICs and T-Bills. All of the investments are classified as held-to-maturity investments and are carried at amortized cost using the effective interest rate method. The Board has the intention to hold the investments until maturity.

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements, continued

Year ended December 31, 2011

2. Significant accounting policies (continued):

(e) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Buildings and building improvements	50 years
Equipment	20 years
Computers	5 years
Vehicles	10 years
Infrastructure	20 - 50 years

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(f) Donations:

The Authority records cash donations as revenue in the year cash is received. Donated materials and services are recorded as revenue and expenditure when the fair market value of the material and services donated is verifiable, only to the extent the Authority has issued a charitable donation receipt for those materials and services.

(g) Use of estimates:

The preparation of periodic financial statements occasionally requires management to make assumptions that affect reported amounts of certain assets and liabilities at the year-end date and certain revenue and expenditures for the year then ended. Actual amounts may differ from those estimates.

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements, continued

Year ended December 31, 2011

3. Cash:

The cash balance is comprised of:

	2011	2010
Internally restricted	\$ 219,392	\$ 674,717
Externally restricted:		
Backus Heritage Village	6,077	3,617
Leighton and Betty Brown Scholarship	8,891	7,190
	\$ 234,360	\$ 685,524

4. Investments:

The Authority holds short-term guaranteed investment certificates, money market funds and cash within investments. The investment balance is comprised of:

	2011	2010
Government bonds, maturing at various dates between 2013 and 2020, yields varying between 2.7% and 4.3%	\$ 2,880,000	\$ -
Corporate bonds maturing at various dates between 2012 and 2020, yields varying between 3.4% and 5.9%	2,170,000	-
Guaranteed investment certificate maturing at various dates between 2012 and 2014, yields varying between 1.8% and 4.45%	758,040	809,015
Money market funds, no specified maturity or yield	11,000	-
Cash	152,652	-
	5,971,692	809,015
Plus: accrued interest	25,035	-
Plus: unamortized purchase premium	216,313	-
	241,348	-
	\$ 6,213,040	\$ 809,015

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements, continued

Year ended December 31, 2011

5. Tangible capital assets:

	Opening balance	Additions	Disposals	Balance, end of year	Accumulated amortization, beginning, of year	Net book value, beginning of year	Deletions	Amortization	Accumulated amortization, end of year	Net book value, end of year
Land	\$ 3,784,301	\$ -	\$ 414,689	\$ 3,369,612	\$ -	\$ 3,369,612	\$ -	\$ -	\$ -	\$ 3,369,612
Building	2,248,298	44,069	-	2,292,367	745,102	1,547,265	-	44,676	789,779	1,502,589
Equipment	315,853	-	-	315,853	115,784	200,069	-	13,951	129,735	186,118
Computers	92,999	72,418	-	165,417	75,869	89,548	-	23,882	99,750	65,667
Vehicles	359,031	36,982	41,496	354,517	193,292	161,225	37,496	21,880	177,677	176,841
Infrastructure	603,790	45,146	-	648,936	343,725	305,211	-	13,186	356,911	292,025
	\$ 7,404,272	\$ 198,615	\$ 456,185	\$ 7,146,702	\$ 1,473,772	\$ 5,672,930	\$ 37,496	\$ 117,575	\$ 1,553,852	\$ 5,592,852

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements, continued

Year ended December 31, 2011

6. Deferred revenue:

The Authority receives certain amounts principally from other public sector bodies, the proceeds of which may only be used in the conduct of certain programs or completion of specific work. Further, certain user charges and fees are collected, for which the related services have yet to be performed. These amounts are recognized as revenue when the related expenditures are incurred or services performed.

Deferred revenue balance is comprised of:

Balance, beginning of year	\$ 298,851
Externally restricted contributions	106,221
Interest earned, restricted	82,525
Contribution used in operations	(71,194)
	\$ 416,403

7. Internally restricted funds:

Internally restricted funds are comprised of the following:

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Education Centre				
Maintenance	\$ 100,000	\$ -	\$ -	\$ 100,000
OPG Forest Corridor	45,328	-	-	45,328
Memorial Woodlot	11,618	708	-	12,326
Lee Brown Waterfowl M.A.				
Capital Replacement	51,911	-	-	51,911
Capital Levy	287,200	188,223	254,296	221,127
Unrestricted Reserve	405,671	555,216	89,325	871,562
	\$ 901,728	\$ 743,847	\$ 343,621	\$ 1,302,254

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements, continued

Year ended December 31, 2011

8. Externally restricted funds:

Externally restricted funds are comprised of the following:

	Balance, beginning of year	Excess revenue over expenditures	Transfer from (to) operations	Balance, end of year
Backus Heritage Village Leighton and Betty Brown Scholarship	\$ 60,728	\$ 600	\$ -	\$ 61,328
Backus Woods	108,973	3,458	-	112,431
	-	4,872,500	-	4,872,500
	\$ 169,701	\$ 4,876,558	\$ -	\$ 5,046,259

9. Donated land material and services:

The Authority received donated materials, property and services for the year ended December 31, 2010 of \$150,400. This amount represents the difference between the estimated fair market value and other donated items, and the actual amount paid by the Authority for these items.

The revenue and related expenditure with respect to the donated materials, property and services is set up in these financial statements only to the extent as described in note 2(f). The amount set up for the year ended December 31, 2010 is \$150,400.

10. Pension agreements:

The Authority makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of full-time members of staff and eligible part-time staff. The plan is a defined benefit pension plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. In 2011, the Authority's contribution to OMERS was \$85,237 (2010 - \$61,699).

11. Budget figures - 2011

The 2011 budget figures included in these financial statements are those adopted by the Authority on November 2, 2010. The budget figures are unaudited.

LONG POINT REGION CONSERVATION AUTHORITY

Notes to Financial Statements, continued

Year ended December 31, 2011

12. Segmented information:

	Corporate/ fixed services	Community relations	Watershed management services	Conservation land management/ forestry	Backus Heritage conservation area	Conservation land management/ conservation parks	Other	Total
Revenue:								
Levies	\$ 330,288	\$ 127,922	\$ 269,963	\$ -	\$ 96,318	\$ -	\$ 245,093	\$ 1,069,584
Grants	-	-	68,240	-	-	-	-	68,240
Fees	170,736	8,806	270,980	-	312,333	741,167	291,694	1,795,716
Forestry	-	-	-	648,909	-	-	-	648,909
Gain on sale of land	4,933,909	-	-	-	-	-	-	4,933,909
Total revenue	5,434,933	136,728	609,183	648,909	408,651	741,167	536,787	8,516,358
Expenditures:								
Salaries and wages	418,190	83,012	412,401	186,551	290,226	293,811	232,700	1,916,891
Administration	111,146	11,209	15,905	1,351	51,711	51,057	12,669	255,048
Professional fees and other services	46,063	9,947	73,575	162,691	21,496	98,704	54,345	466,821
Depreciation	32,431	-	13,533	-	25,171	8,759	37,680	117,574
Motor pool	7,537	2,866	24,305	22,622	19,555	23,407	93,692	193,984
Repairs and maintenance	5,821	-	30,246	3,080	9,403	11,551	49,763	109,864
Other	220,902	13,100	42,246	103,913	40,070	60,601	35,911	516,741
Total expenditures	842,090	120,134	612,211	480,208	457,632	547,890	516,760	3,576,923
Excess (deficiency) of revenue over expenditures	\$ 4,592,843	\$ 16,594	\$ (3,028)	\$ 168,701	\$ (48,981)	\$ 193,277	\$ 20,029	\$ 4,939,435

Honourable Mayor Lessif
Town Councilors
Tillsonburg Town Staff

This letter to Town Council is in regard to an initiative concerning unsecured loads going to the present Transfer Station on Newell Road. Presently, some loads traveling through parts of the Town of Tillsonburg have portions that become dislodged, fall off, or spill from the vehicle onto our streets. The Highway Traffic Act 111 section (1) (2) states - vehicles carrying or pulling loads with portions spilling, dropping, falling to the streets are in violation of this section of the Highway Traffic Act. Police officers who witness this littering are able to issue a fine of \$160.00 immediately. The general public can call the Police Department and report such littering provided the offending vehicle is identified.

On January 11, 2012, the Heritage and Beautification Committee met and discussed in length the ongoing issue of debris littering streets while vehicles travel to the Transfer Station. Public education in this matter is crucial. The residents of Tillsonburg must be made aware of this problem and the law backing it up in order to comply with the request to secure loads through signage at the Transfer Station. We are asking Council to consider such signage to help our residents become informed. If we can achieve greater compliance through this effort, then we can consider this effort to be successful.

An idea from a resident would be to include this issue of covered loads going to Newell Road in the 2012-2013 Oxford County Waste Management Calendar and advertising it in the local News.

The Heritage and Beautification Committee appreciates your consideration in this matter.

Sincerely,

The Heritage and Beautification Committee of Tillsonburg



Chair of committee

KATHERINE MCCORMICK.

SIGNAGE WORDING FOR TRANSFER STATION

- **wording was completed with Sgt. T. McCoy's approval and states what the Traffic Law intends**

**SECURE YOUR LOAD OR BE SUBJECT TO A \$160.00 FINE
(HIGHWAY TRAFFIC LAW 111), IF THE LOAD BECOMES
INSECURE.**

"YOUR LOAD – YOUR RESPONSIBILITY – YOUR FINE!"

- **Sgt. McCoy suggests 4 signs – one on the fence along Newell Road, one just inside Station and 2 more, one on each of the yard entrances now that there are 2 entry gates**
- **I contacted Greg Horvath at 'Cutting Edge Signs' and Greg suggests a type of double sided aluminum wrapped material that can be wired or permanently secured at the sites. Approximate (not in stone) about \$100.00 for each sign and probably Works Dept. would affix the signs. (2 X 4 in size approximately)**

Extra Copy,

HERITAGE AND BEAUTIFICATION COMMITTEE MINUTES FOR JAN. 11/2012

DATE: January 11, 2011

LOCATION: Tillsonburg Public Library

1. **Meeting to Order:** Called to order by Kathy McCormick at 3:35 p.m.
2. **Attendance** Kelly Batt, Brian Stephenson, Marian Smith, Kathy Mc and late arrival S. Saelens
3. **Approval of Agenda First** by Marian and seconded by Kelly
4. **Approval of Minutes of last Meeting First** by Brian and seconded Marian
5. **Disclosure of Pecuniary Interest** N/A
6. **New Business**
 - a) **Discussed letter from a concerned citizen due to the removal of trees along Quarterline Rd. between Baldwin and Esseltine. This issue has been brought to the attention of the town, and the engineers, there is not enough room on either side of the road to plant large trees due to property lines, sidewalks and ditches. Smaller scale shrubs may be an option but would still probably need to be located on private property.**
 - b) **Sub-committee of Keep Tillsonburg Beautiful day will meet on Wed., Jan 25 at 4:00 in the Library, the room has been booked.**
 - c) **It was noticed by Brian that some Glendale students were out cleaning large amounts of garbage from the blocks around the school. A letter or email will be sent by Kathy to acknowledge this. Brian is looking into a way to reward students who are caught doing good deeds like this.**
7. **Round Table – update on the progress of various projects:**
 - 1) **Brian looked into the depot and covered load issue. Police can only lay charges if something falls off the vehicle. The employees at the Transfer Station could refuse people but that is not a preferred option for them. We ask Sue to draft a letter to request the Town to provide signage for the depot regarding the need to cover loads.**
 - 2) **Horticultural Society will have the PLANT auction in May. We Will have a reminder at our March meeting so individuals can Remember them when working in their gardens in the spring and possibly donate items to the auction. This will also serve as a reminder to have Brian put this item as an advertisement on TV. As well, Brian will mention the need to cover loads on the way to the depot on TV.**
 - 3) **We will also ask Sue to write a letter of request to the town to rent a large vacuum to clean up our downtown area pertaining to (cigarette butts) during the springtime cleanup.**

- 4) Sue is organizing a subcommittee for cleaning up litter in Tillsonburg. She is talking to people at the paper trying to get a Story written. She has contacted several other town committees asking for members to join this cleanup committee so that it can be organized and sponsors put into place**
- 5) Marian showed a pamphlet that was made for Elgin County that recognizes trees there. She feels that finding an arborist who would be interested in helping to identify the historic trees would help with this project. In time, this type of information pamphlet is a consideration. Marian is continuing to work on this pamphlet of information as a goal.**

8. Date of Next Meeting – Wed. March 21 at the Library at 3:30

9. Adjournment Time – 4:45 p.m.

- 1) Horticultural Society: Marian outlined the general organization of the Tillsonburg Society and its commitment to the beautification of our Town of Tillsonburg. Its main fundraising is the plant sale and auction held at the Community Centre in May. Many plantings and beds throughout the Town are done by this Society.**
- 2) May 5 "Tree Planting" project was very successful thanks to many volunteers and members of our committee. Lots of prep was done thanks to Kelly and his crew, the Tree Hugger Organization, Shane from Potters Rd Nursery, donations from organizations and local businesses. The opening of the 10.5 km Tillsonburg portion of the Trans Canada Trail was celebrated with the News, Rogers Cable, dignitaries attending along with many volunteers.**
- 3) Committee discussed the search for next year's planting project – site, funding, and focus. Suitable sites are hard to find if we are planting small trees since it is important to find sites where the saplings are protected and partially hidden. The focus will be education and hands on planting of trees with young children in mind. We need to focus on teaching young children the importance of trees, respecting and appreciating trees. Members will scout out sites and choose a site by next meeting – September 12, 2012.**
- 4) Year 2 dates for our meetings of our Committee are – Wednesday, Sept. 12 and Wed., Nov. 21 at 2:00 p.m. at the Marwood Lounge at the Community Centre. Future dates will be determined later.**

5) Heritage Trees is a project Marian has been researching and reporting for our Committee. She has been in touch with other outside areas for ideas on how to approach this project. She is interested in finding and identifying 'heritage trees' in our Town, their history, age, mapping the trees and perhaps with help from the public, completing a 'Tillsonburg Heritage Tree' brochure. A sample of her letter FYI to Council is included with these minutes.

6) MOTIONS

- 1. "move to ask Council to accept and to consider the letter asking Council for signage at the Newell Depot to educate the public about uncovered loads and loads not secured as set out by the Highway Traffic Act", moved by S. Saelens and seconded by Paul DeCloet**
- 2. "move to ask Council to accept and to consider the letter asking Council to have our main street sidewalks cleaned of cigarette butts and small debris with some sort of vacuum system", moved by Marian Smith and seconded by Sue Saelens**
- 3. "move to send a letter to Council regarding the Heritage Tree project and to endorse this letter in order to get the public's assistance", moved by Marian Smith and seconded by Paul DeCloet**

**7) Next meetings Sept 12 and Nov 21 at 2:00
Community Centre, Marwood Lounge**

8) Meeting Adjourned at 4:35 p.m.

TILLSONBURG SIGNIFICANT TREES

Under the newly elected municipal council, a number of existing committees were reorganized and renamed. One of these committees is the Heritage & Beautification Committee. The terms of reference for this committee are “to enhance and to beautify the Town of Tillsonburg by recommending and/or by implementing community based projects.” Some of these projects may include keeping Tillsonburg free of litter and garbage, tree planting initiatives, ensuring vehicles transporting litter to the Transfer Station are covered and secured, honouring Tillsonburg citizens who diligently and continuously improve the appearance of their property, planning butterfly gardens and last but not least identifying significant/historical trees in and around Tillsonburg.

There are many very large trees within the boundaries of Tillsonburg that have history, are rare and worth noting. These trees are part of the heritage of Tillsonburg and need to be identified for the purposes of protecting. It is the intention of the committee to take pictures of these trees that may be used in a calendar and/or a tourist pamphlet promoting the town. It is a unique idea to help tourists become more familiar with our beautiful municipality as they search out the trees and at the same time to educate the public on identifying trees. It will also be beneficial to the residents of Tillsonburg to have knowledge of these trees so they are protected from damage and can be admired for years in the future.

To be recognized as significant, a tree must be mature, unusual or a rare species, perhaps with an historical background. For example, there are some very large trees on the front lawn of Annandale House that were planted by the original Tillson family.

If there is an arborist within the community who would be interested in assisting with this project we would welcome your input. The Heritage & Beautification Committee would like to appeal to the residents of Tillsonburg to come forward if they believe that they may have a significant tree on their property. Anyone who wishes to have their tree identified as “significant” or if anyone is qualified to identify tree species, they are asked to contact Marian Smith at 519-842-2442 or by e-mail at mrc.smith@sympatico.ca.

**Ministry of Natural
Resources**

Office of the Deputy Minister

Room 6643, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-314-2150
Fax: 416-314-2159

**Ministère des Richesses
naturelles**

Bureau du sous-ministre

Édifice Whitney, bureau 6643
99, rue Wellesley Ouest
Toronto (Ontario) M7A 1W3
Tél.: 416-314-2150
Télééc.: 416-314-2159



May 3, 2012

Dear Chief Administrative Officer/Clerk:

I am writing to let you know about some changes the Ministry of Natural Resources is making to the Bear Wise program.

As part of our Transformation Plan announced in the 2012 Ontario Budget, the ministry conducted a review of how we deliver programs and services to Ontarians. The Bear Wise program was part of that review.

Bear Wise has set a solid foundation, helping municipalities and the public to reduce preventable human-bear encounters. In fact, no other jurisdiction in North America has provided this level of support to communities.

Today, eight years into the program, awareness of Bear Wise is high and many municipalities have good, robust bear wise strategies in place. As a result of the program, the public is better educated about what to do when they encounter a bear. In this regard, Bear Wise has achieved its main goals, and the time is right to transition from an active management model to one that places a greater emphasis on personal responsibility.

Most aspects of the Bear Wise program will continue, including:

- operating the toll-free Bear Reporting Line (1-866-514 -2327) 24 hours a day, seven days a week from April to November, with trained staff handling calls and determining the appropriate response
- educating the public about black bears and bear behaviour in Ontario
- providing advice to municipalities, the public, and other stakeholders about what they can do to keep bears away from urban and semi-urban areas, and how to manage problem bears
- tracking and collecting information about human-bear occurrences
- maintaining our comprehensive website to assist Ontarians with tips to ensure that their properties are not inviting to bears.

... 2

Ministry of Transportation

Provincial Highways
Management Division

3rd Floor, Ferguson Block
77 Wellesley Street West
Toronto ON M7A 1Z8
Tel: 416-327-9044
Fax: 416-327-9226

Ministère des Transports

Division de la gestion
des routes provinciales

Édifice Ferguson, 3^e étage
77, rue Wellesley Ouest
Toronto ON M7A 1Z8
Tél. : 416-327-9044
Télec. : 416-327-9226



May 17, 2012

His Worship John Lessif
Mayor
Town of Tillsonburg
200 Broadway
2nd Floor
Tillsonburg, Ontario N4G 5A7

Dear Mayor Lessif:

The Ministry of Transportation recognizes that municipal roads and bridges are essential components of Ontario's transportation network.

Since 2003, the province has provided municipalities with over \$13 billion in infrastructure funding, including over \$1.5 billion in funding for municipal roads and bridges. These investments have helped municipalities to modernize and expand their transit systems, repair and upgrade roads and bridges, and revitalize community infrastructure.

In addition, uploading social assistance benefit programs costs - along with other increases in our ongoing support to municipalities - will ensure that municipal property tax dollars are focused on local priorities, such as municipal roads and bridges. The province's ongoing support to municipalities has increased to \$3.2 billion in 2012.

We are currently working with the Association of Municipalities of Ontario and the City of Toronto to complete the Roads and Bridges Review which will provide recommendations to support the sustainability of municipal roads and bridges.

While the 2012 provincial budget did not announce any new funding for municipal roads and bridges or Connecting Links projects, the provincial government remains committed to working with municipalities to help address these needs.

As part of *Building Together*, the province has committed to work with the municipal sector and the federal government to develop a municipal infrastructure strategy to help meet the challenges of current and emerging infrastructure needs.

This strategy will help ensure that every dollar we invest in municipal infrastructure is focusing on what is most important and leveraging the best possible outcomes.

Mayor Lessif
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The recommendations of the Roads and Bridges Review will be considered as part of the province's municipal infrastructure strategy.

It is important for all levels of government to work towards a common goal to advance investment in municipal infrastructure in a responsible and sustainable way.

This can be achieved through sound asset management to focus on the most critical infrastructure needs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gerry Chaput', with a horizontal line extending from the end of the signature.

Gerry Chaput, P.Eng.
Assistant Deputy Minister

**Ministry of Citizenship
and Immigration**

Minister
6th Floor
400 University Avenue
Toronto ON M7A 2R9
Tel.: (416) 325-6200
Fax: (416) 325-6195

**Ministère des Affaires civiques
et de l'Immigration**

Ministre
6^e étage
400, avenue University
Toronto ON M7A 2R9
Tél.: (416) 325-6200
Télééc.: (416) 325-6195



May, 2012

Re : Ontario Medal For Good Citizenship

Dear Friends:

I am pleased to let you know that nominations for the Ontario Medal for Good Citizenship are now being accepted.

Established in 1973, the Ontario Medal for Good Citizenship honours Ontarians who, through exceptional, long-term efforts, have made outstanding contributions to community life.

I am pleased to invite you to participate by nominating a deserving citizen. Recipients will be presented with their medal by the Lieutenant Governor of Ontario at a special ceremony at Queen's Park in the Fall of 2012.

Nomination forms are now available on-line by visiting the Ministry of Citizenship and Immigration's website at: www.ontario.ca/honoursandawards. You may submit your nomination on-line by choosing the "Nominate Online" option, or download the PDF or HTML format from the website. For any further information, please contact the Ontario Honours and Awards Secretariat at 416 314-7526, 1 877 832-8622 or (TTY) 416 327-2391. Nominations must be received by July 17, 2012.

I encourage you to take the time to nominate a deserving citizen in your community for an Ontario Medal for Good Citizenship. The men and women we honour stand as shining examples to us all.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Sousa". The signature is stylized and cursive.

Charles Sousa
Minister

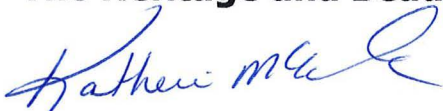
**Honourable Mayor Lessif
Town Councilors
Tillsonburg Town Staff
April 25, 2012**

This letter to Town Council is in regard to an issue concerning the proliferation of cigarette butts and other small debris littering the downtown sidewalks and central areas of Tillsonburg. Our Committee feels that if the sidewalks and main areas were cleaned with a commercial vacuum, the downtown area would be much more presentable. This is especially true during the warmer months when the Town has visitors and prospective newcomers.

Our committee's purpose is to keep Tillsonburg beautiful for residents and visitors and so we are asking Council to consider this matter.

Sincerely,

The Heritage and Beautification Committee



Chair

KATHERINE McCormick

copy sign
Honourable Mayor Lessif
Town Councilors
Tillsonburg Town Staff

This letter to Town Council is in regard to an initiative concerning unsecured loads going to the present Transfer Station on Newell Road. Presently, some loads traveling through parts of the Town of Tillsonburg have portions that become dislodged, fall off, or spill from the vehicle onto our streets. The Highway Traffic Act 111 section (1) (2) states - vehicles carrying or pulling loads with portions spilling, dropping, falling to the streets are in violation of this section of the Highway Traffic Act. Police officers who witness this littering are able to issue a fine of \$160.00 immediately. The general public can call the Police Department and report such littering provided the offending vehicle is identified.

On January 11, 2012, the Heritage and Beautification Committee met and discussed in length the ongoing issue of debris littering streets while vehicles travel to the Transfer Station. Public education in this matter is crucial. The residents of Tillsonburg must be made aware of this problem and the law backing it up in order to comply with the request to secure loads through signage at the Transfer Station. We are asking Council to consider such signage to help our residents become informed. If we can achieve greater compliance through this effort, then we can consider this effort to be successful.

An idea from a resident would be to include this issue of covered loads going to Newell Road in the 2012-2013 Oxford County Waste Management Calendar and advertising it in the local News.

The Heritage and Beautification Committee appreciates your consideration in this matter.

Sincerely,

The Heritage and Beautification Committee of Tillsonburg



Chair of committee

KATHERINE MCCORMICK.

SIGNAGE WORDING FOR TRANSFER STATION

- **wording was completed with Sgt. T. McCoy's approval and states what the Traffic Law intends**

4'

**SECURE YOUR LOAD OR BE SUBJECT TO A \$160.00 FINE
(HIGHWAY TRAFFIC LAW 111), IF THE LOAD BECOMES
INSECURE.**

2,

"YOUR LOAD – YOUR RESPONSIBILITY – YOUR FINE!"

- **Sgt. McCoy suggests 4 signs – one on the fence along Newell Road, one just inside Station and 2 more, one on each of the yard entrances now that there are 2 entry gates**
- **I contacted Greg Horvath at 'Cutting Edge Signs' and Greg suggests a type of double sided aluminum wrapped material that can be wired or permanently secured at the sites. Approximate (not in stone) about \$100.00 for each sign and probably Works Dept. would affix the signs. (2 X 4 in size approximately)**