

**CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK COUNCIL
2018 - 2022**

AGENDA

**for the Meeting to be held on Wednesday November 3, 2021 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 9:00 a.m.**

PLEASE NOTE: As Social Distancing must be maintained, should you wish to attend the meeting, please contact Clerk Will Jaques via email (wjaques@ezt.ca) or telephone (519-462-2697 ext.7825) in advance to confirm your attendance can be accommodated. Mandatory face coverings shall be in place.

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm October 20, 2021 Council Meeting Minutes
 - b) UTRCA – October 2021 FYI
 - c) Oxford County – Consent App. B21-50-2 (Lazenby & Shuster)
 - d) Oxford County – Consent App. B21-71-2/A21-22-2 (Canada Farm Distributors)
5. Delegations & Appointments:
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) September 27, 2021 TDRFB Minutes
 - e) Staff Report - #CBO2021 – 12 re: Building, Development & Drainage Reporting
 - f) Staff Report - #PW2021 – 13 re: Public Works Reporting
 - g) Staff Report - #BCO2021 – 10 re: By-law Compliance Reporting
 - h) Staff Report - #CSM2021 – 16 re: Corporate Services Reporting
 - i) Staff Report - #CAO2021 – 13 re: CAO-Treasury Reporting
 - j) Staff Report - #CAO2021 – 14 re: Community Rec. Facilities – Proof of Vaccination Procedure
7. By-laws:
 - a) By-law #2021-39 – ZBA Application ZN2-21-11 (Stiek Farms Inc.-Rotteveel)
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
 - a) October 20, 2021 Closed to the Public Session Minutes (s. 239 (2) (b))
 - b) Land Disposition (s. 239 (2) (c))
10. Confirming By-law
11. Adjourn

Placeholder Page for Agenda Item 1 –
Call to order and opening remarks

Use this page to note any opening remarks
you wish to make.

2.

Placeholder Page for Agenda Item 2 – Approval of the Agenda

Use this page to note items you would like added to the agenda.

3.

Placeholder Page for Agenda Item 3 – Disclosure of Pecuniary Interest

Use this page to note any Pecuniary Interests
you wish to declare at the meeting.

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 7:00 p.m. on Wednesday October 20, 2021.

Members Present: Mayor Don MCKAY, Deputy Mayor Don EDMISTON and Councillors Matthew GILLESPIE, Margaret LUPTON, Phil SCHAEFER and Jeremy SMITH.

Members Absent: Councillor Scott RUDY.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, Public Works Manager Tom Lightfoot, CBO John Scherer and Human Resources/ Safety Coordinator Jennifer Albrecht.

Mayor MCKAY welcomed everyone to the meeting. A reminder was provided about the upcoming Remembrance Day ceremony being held at the Tavistock Legion on Sunday November 7, 2021.

Approve
Agenda

1. Moved by: Jeremy SMITH
Seconded by: Margaret LUPTON
Resolved that Council approve the agenda for the October 20, 2021 meeting, as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- N/A

Confirm
Minutes -
Council

2. Moved by: Matthew GILLESPIE
Seconded by: Don EDMISTON
Resolved that Council confirm the Minutes of the October 6, 2021 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- N/A

Correspondence & Reports – Resolutions
Following:

Staff Report
 #HRSC2021-02
 re: COVID-19
 Vaccination
 Policy

Human Resources/ Safety Coordinator Jennifer Albrecht presented her report to Council regarding the proposed COVID-19 Vaccination Policy for Township employees, students, volunteers and members of Council.

3. Moved by: Don EDMISTON
 Seconded by: Jeremy SMITH
 Resolved that Council approve Policy #2.31 – COVID-19 Vaccination Policy.

CARRIED.

Public Meeting -
 Open

4. Moved by: Matthew GILLESPIE
 Seconded by: Phil SCHAEFER
 Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 7:15 p.m.

CARRIED.

Public Meeting
 for ZN2-21-04
 (Howe Farms
 (Ontario) Ltd.)

PUBLIC MEETING – HOWE FARMS (ONTARIO) LTD. ZONE CHANGE APPLICATION ZN2-21-04, PART LOT 24, CONCESSION 13 (EAST ZORRA), TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2021-314, regarding a Zone Change Application on lands owned by Howe Farms (Ontario) Ltd.

Council asked questions of the planner and Staff. Council reviewed and considered the comments made in making its decision regarding this application.

Council
 Reconvene

5. Moved by: Jeremy SMITH
 Seconded by: Margaret LUPTON
 Resolved that the Public Meeting does now adjourn and Council reconvenes at 7:18 p.m.

CARRIED.

By-law:
 1st & 2nd
 Reading

6. Moved by: Matthew GILLESPIE
 Seconded by: Phil SCHAEFER
 Resolved that the following by-laws be read a first and second time:
- 2021-36 – Roads Transfer with Oxford County
 - 2021-37 – ZBA Application ZN2-21-04 (Howe Farms (Ontario) Ltd.)

CARRIED.

- By-law: 7. Moved by: Jeremy SMITH
Seconded by: Don EDMISTON
3rd & Final Resolved that the following by-laws be read a third
Reading and final time:
- 2021-36 – Roads Transfer with Oxford County
 - 2021-37 – ZBA Application ZN2-21-04 (Howe Farms (Ontario) Ltd.)

CARRIED.

- Public Meeting - 8. Moved by: Matthew GILLEPIE
Open Seconded by: Don EDMISTON
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 7:20 p.m.

CARRIED.

Public Meeting
for ZN2-21-05
& ZN2-21-06
(Brenneman
and DonRon
Farms Ltd.)

PUBLIC MEETING – BRENNEMAN & DONRON FARMS LTD. ZONE CHANGE APPLICATIONS ZN2-21-05 & ZN2-21-06, PART LOT 26, CONCESSION 12 (EAST ZORRA), PARTS 1 & 2, REFERENCE PLAN 41R-9430, TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2021-319, regarding a Zone Change Application on lands owned by Paul and Katherine Brenneman, and DonRon Farms Ltd.

Council asked questions of the planner and Staff. Council reviewed and considered the comments made in making its decision regarding this application.

- Council 9. Moved by: Jeremy SMITH
Reconvene Seconded by: Margaret LUPTON
Resolved that the Public Meeting does now adjourn and Council reconvenes at 7:24 p.m.

CARRIED.

10. Moved by: Matthew GILLESPIE
Seconded by: Don EDMISTON
Resolved that Council approve in principle the zone change application submitted by Paul and Katherine Brenneman, (File No. ZN2-21-05) whereby the lands described as Part Lot 26, Concession 12, Part 1, Plan 41R9430, Township of East Zorra-Tavistock are to be rezoned from 'Rural Residential Zone (RR)' to 'General Agricultural Zone (A2).'

CARRIED.

11. Moved by: Jeremy SMITH
 Seconded by: Phil SCHAEFER
 Resolved that Council approve in principle the zone change application submitted by DonRon Farms Ltd., (File No. ZN2-21-06) whereby the lands described as Part Lot 26, Concession 12, Part 2, Plan 41R9430, Township of East Zorra-Tavistock **are to be rezoned from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR).'**

CARRIED.

Adjourn to
 Closed to the
 Public Session

12. Moved by: Margaret LUPTON
 Seconded by: Phil SCHAEFER
 Resolved that Council does now adjourn to a Closed to the Public Session, at 7:29 p.m., to consider the following matters:

- October 6, 2021 Closed to the Public Session Minutes (s. 239 (2) (b))
- Human Resources Matter (s. 239 (2) (b))

CARRIED.

Rise from
 Closed to the
 Public Session

13. Moved by: Matthew GILLESPIE
 Seconded by: Jeremy SMITH
 Resolved that Council does now rise from its Closed to the Public Session at 8:48 p.m.

CARRIED.

Confirming
 By-law

14. Moved by: Margaret LUPTON
 Seconded by: Don EDMISTON
 Resolved that By-law #2021-38 being a by-law to confirm the proceedings of Council held Wednesday October 20, 2021 be read a first, second and third time this 20th day of October, 2021;

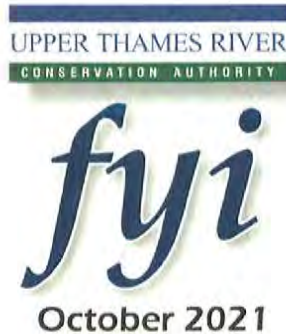
And further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.

CARRIED.

Adjourn

15. Moved by: Jeremy SMITH
 Seconded by: Margaret LUPTON
 Resolved that Council does now adjourn at 8:50 p.m.

CARRIED.

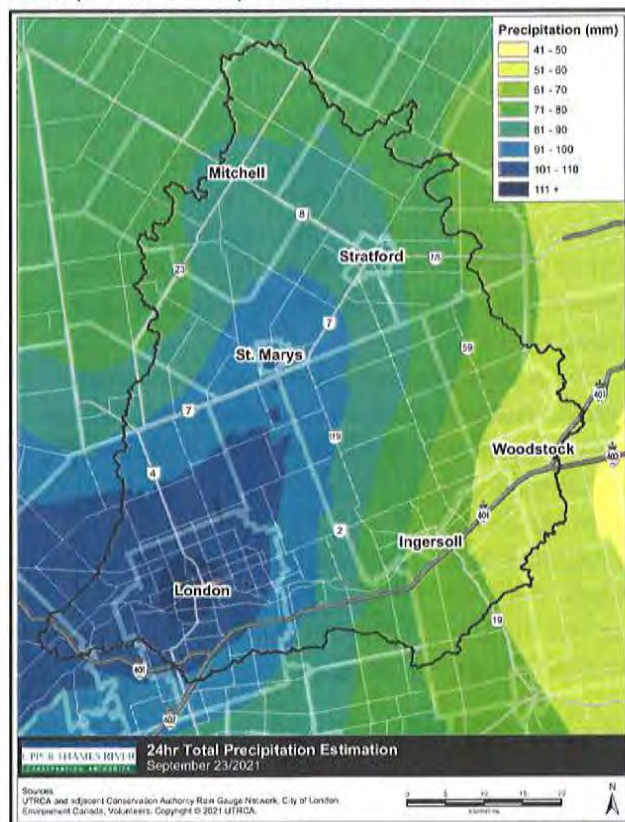

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September 2021 Flood in Review

The UTRCA watershed's most significant flood event since before the pandemic occurred as a result of 50-135+ mm of rain falling over a 24 hour period on September 22-23, 2021.



With the watershed already partially saturated from 45 mm of rain earlier in the month, much of this rain was not absorbed into the ground, but rather ran off into local streams and rivers. Waterways rose to bank full levels and beyond, in harder hit areas.

The UTRCA Flood Contingency Plan was put into action with a series of flood messages going out to flood coordinators and the public, beginning on September 21. Fortunately, the **UTRCA flood control reservoirs** at Fanshawe, Pittock, and Wildwood Conservation Areas were at seasonal levels, allowing some of the runoff to be stored to reduce downstream flooding, and then gradually released once the event had passed. These operations prevented serious flood damages from occurring.

This event was equivalent to a 1:5 to 1:10 year event, meaning there is a 10% - 20% chance of a flood near this magnitude occurring in any given year. It is worth noting that it is very rare for a flood of this magnitude to occur in the fall rather than the spring.

A flood of this magnitude results in a lot of activity for various UTRCA staff units.

Water Management

Water management staff undertake a planning cycle at least once every day, year round, to ensure that any flood potential can be identified in a timely manner. During flood conditions, this planning cycle becomes a continuous monitoring of watershed conditions and weather. Staff assess a range of criteria, including:

- precipitation and temperature forecasts, snow pack condition (if any),
- reservoir levels and discharges,
- relative saturation of watershed,
- **hydrometric (stream gauge) network** status (i.e., are the monitoring stations all working as expected).

Water management staff use this assessment to develop flood bulletins for municipal flood coordinators. Depending on the magnitude, timing, and location of flooding, multiple bulletins may be required, and staff may be in frequent contact with specific municipal flood coordinators who have vulnerable infrastructure or flooding impacts.

While the UTRCA is responsible for alerting municipal representatives, police, media, etc., the conservation authority is not responsible for notifying individual citizens; that responsibility lies with municipal flood coordinators.

Dam operations, which are normally scheduled in advance, also shift into continuous monitoring and response that involves staff from both the water management and conservation areas units. Water management field staff can be very busy with dam operations at multiple locations as well as trouble shooting at various structures and stream gauges, and rely on conservation area staff to be able to operate the dams.

With **recreational reservoirs in Stratford and Mitchell** at summer levels, significant efforts were also focused on operations at Mitchell and RT Orr Dams to prevent upstream flooding and ensure the safety of the dams. A power failure in Mitchell made operations even more challenging, requiring a backup gasoline motor for gate operations. It was also necessary to

dispatch staff to these dams to monitor water levels and confirm operations over night.

Once a flood event is over, a post event analysis improves the forecasting and response for future events. Staff evaluate the modeling, review the data, and look at the accuracy of the forecasts for precipitation, runoff, and watershed conditions. Understanding how an event unfolded provides valuable information for the future.

Communications

During a flood event, communications staff assist water management staff by fine tuning and issuing flood bulletins. During more significant events, communications staff will also follow up with municipal flood coordinators to confirm they received the flood bulletins.

Other typical tasks for communications staff during a flood event include:

- Media releases and interviews,
- Responding to calls made to the Watershed Conservation Centre,
- Maintaining and monitoring UTRCA website and social media channels,
- Visiting various flood prone locations across the watershed to take photos, videos, and drone footage.

People assume that water management and communications staff are heavily involved during a flood event - and they are, of course - but many other UTRCA staff also have important roles, depending on the magnitude and timing of the flood event.

UTRCA regulations staff may contact specific permit holders who are undertaking activities near a waterway, to ensure they are aware of the potential for flooding. Staff will also photograph areas known to be vulnerable to flooding problems, and may assist with recording high water marks. In a major flood event, staff from across the UTRCA may be called on to assist with the high water mark recording.

Conservation Areas

Conservation Areas Unit staff at Fanshawe (FCA), Pittcock (PCA), and Wildwood (WCA) Conservation Areas performed dam operations throughout the week. This work involves operating dam gates, as directed by water management staff, at all hours of the day and night.



The canoe and kayak rentals at Fanshawe CA.

Staff were in regular communications with water management staff about anticipated reservoir water levels and impacts on park operations, as these flood control reservoirs filled to reduce flood impacts downstream. The CA Unit staff have an excellent understanding of reservoir benchmarks for triggering action within their parks.



Flooded roadway in the Fanshawe CA campground.



Fanshawe CA staff pull a trailer to safety.

In the campgrounds, FCA and PCA closed overnight campsites that had not been reserved to create additional storage space if structures or trailers needed to be moved out of flood areas, and all seasonal campers in flood prone areas were put on standby. In total, trailers were removed from 18 seasonal campsites at FCA, beginning early on September 22. While campers are responsible for moving their own belongings, staff did assist with pulling a few trailers using the conservation area's tractor.

Overnight campsites were also affected at FCA. Four sites were relocated to higher ground, and approximately 30 reservations for overnight campsites within the flood area were called and given the option of either moving to higher ground, or changing or cancelling their reservation (at no charge).

The WCA campground does not experience flooding like the other two, thanks in part to the recent investment in new culverts and campsites being located well above reservoir flood levels.

Staff also initiated calls to affected clubs and organizations, including the sailing/yacht/rowing clubs, pioneer village, and safety village.

At WCA, staff called more than 50 wet dock boat owners whose boats had filled with rainwater, and even pumped water out of several boats to prevent them from sinking. Seasonal dock holders were notified that the boat launch was inaccessible, and staff offered to assist those who were unable to load their boat onto a trailer without the launch dock.

Other activities included securing or removing park boats, docks, and picnic tables; closing trails; and setting up barricades to block access to high risk areas.

As the reservoirs gradually receded after the event, staff were busy clearing debris; repairing

culverts and eroded banks; and reopening launches and docks.

Of course, while all of this activity was going on, park staff were still running the campgrounds, maintaining safe and clean facilities, working on the 2022 budget, and dealing with a myriad of other day to day tasks.

- [Video: Queen Street Bridge, St. Marys](#)
- [Video \(drone\): Forks of the Thames, London](#)

Contact: [Mark Helsten](#), Senior Water Resources Engineer, or [Eleanor Heagy](#), Communications Specialist

Demonstration Farm Field Day, November 3

The Conservation Services Unit is hosting a free [field day](#) on November 3 at the UTRCA Demonstration Farm near Thorndale. The 58 acre farm is intended to demonstrate agricultural best

management practices (BMPs) and showcase how they can improve soil health, water quality, and productivity. The goal is to provide examples of a suite of BMPs that landowners can use on their own farm.

Contact: [Brad Glasman](#), Manager, Conservation Services

Conservation Field Day

Wednesday, November 3rd, 2021 - 10 am to 2 pm
16169 Thorndale Road, at the corner of Prospect Hill Road (about 2 km west of Thorndale)

Featuring

- Controlled Drainage
- Structural Erosion Control
- Blind Inlet
- Cover Crop Trial
- Forestry Experts
- Industry Displays

This project was undertaken with the financial support of:

Climate Change Tree Trial Produces First Seed Crop

In 2021, the Oxford County Bur Oak Climate Change Trial, located at the Salford Waste Management Facility, produced its first seed crop. This is remarkable, considering the site was planted only 11 years ago with 25 cm tall, one year old seedlings.



Tennessee bur oak acorns ready for picking.

The trial is a partnership between the Forest Gene Conservation Association, Oxford County, and UTRCA. It consists of bur oak trees from local sources, as well as from Pennsylvania and Tennessee. It is testing the theory that as our climate continues to warm, trees from more southern locales will perform better than our local trees, as they are better adapted to a warmer climate.

On September 30, UTRCA forestry staff collected approximately 100 litres of bur oak acorns from the Tennessee and Pennsylvania trees, with most coming from the Tennessee trees. The



Exceptionally large Tennessee bur oak acorns hand picked on September 30, 2021.



Brenda Gallagher hand picks Tennessee bur oak acorns.

Pennsylvania trees had dropped their seed, which staff collected from the ground. The Tennessee trees held their seed longer, so that was hand picked from the trees. This makes



Two trays of Tennessee and a part tray of Pennsylvania bur oak acorns set out to dry.

sense as the Tennessee trees are programmed to grow longer into the fall. The local bur oak trees produced no seed in 2021.

The main difference between the acorns was the size: the Pennsylvania acorns were similar in size to local acorns, while the Tennessee acorns were two to three times larger.

The seed has been shipped to Kayanase, a local tree and seed nursery located at Ohsweken on the Six Nations of the Grand River. Here, they will be greenhouse grown to one year old plug seedlings. Assuming germination is good, it is hoped that some of this stock will come back to the UTRCA for an experimental planting in the spring of 2023.

Contact: [John Enright](#), Forester



Virtual Woodstock Memorial Forest Dedication Service

For the second year in a row, UTRCA board member Mark Schadenburg and Brock and Visser Funeral Home staff participated in a virtual dedication service for the Woodstock Memorial Forest. A ceremonial tree was planted at Pittock Conservation Area, accompanied by the traditional piper. The service was pre-recorded and will be made available on [Brock and Visser's website](#).

More than 7000 memorial trees have been planted since the program began in 1994. The permanent site is located on the west side of

County Road 4, and south of Pittock Reservoir. The trees are now visible from the road, and there is also an adjacent walking trail.

Contact: [Karen Pugh](#), Resource Specialist

Oneida Nation Tree Planting



Thanks to the TD Friends of the Environment Foundation, Oneida Nation of the Thames received 150 new trees on October 13. Species included apple, pear, sugar maple, red maple, white cedar, white pine, and pin cherry.

Above: Brandon Doxtator, Environment and Consultation Coordinator for Oneida Nation of the Thames, coordinated the tree distribution.

Below: A community member with some of the cedar and pine trees to be planted.



The UTRCA has enjoyed a partnership with Oneida Nation for several years now in helping to establish more tree cover for shade, air filtration, erosion control, and food sources.

Contact: [Karen Pugh](#), Resource Specialist

Carroll Park Tree Planting

Columbia Employees & Home Hardware

Employees from Columbia Sportswear Company partnered with Dave Kirk from the London East Home Hardware store, the UTRCA, and City of London Parks to establish new trees in Carroll Park. Native trees and shrubs were planted in areas that will now be allowed to naturalize. Parts of the park are often too wet for mowing. The trees will add diversity, shade, habitat, sources of food for birds, and reduce City of London mowing.

Thanks go to Tree Canada for coordinating funding for this project.



Rotary Club

On the evening of October 6, several members of the Rotary Club London South volunteered their time to plant native trees and shrubs in the south end of Carroll Park, Summerside subdivision. This planting had been delayed a year due to the pandemic restrictions. The Rotary Club donated funds in the spring of 2021 but members were unable to plant the trees.

The open air event, coupled with double vaccinated volunteers, was a boost for the environment as well as for everyone's morale. Additional funding from TD Friends of the Environment Foundation enabled more stock to be planted.



Contact: [Karen Pugh](#), Resource Specialist

Woodchip Biofilter Manual

UTRCA staff have created a guide document for the creation of woodchip biofilters. This best management practice is a less commonly used practice in Ontario that is highly effective at reducing nitrogen in drainage water.

Carbon in the woodchips is used as a food source by microbes, enabling them to convert nitrate in the water to nitrogen gas, which is then released into the atmosphere. This natural biological process is called denitrification.



Staff install a woodchip biofilter.

This project was funded in part by the Ontario Ministry of Agriculture, Food and Rural Affairs, in partnership with the University of Waterloo.

Information on woodchip biofilters and other management practices can be found on the [Farmland Best Management Practices](#) section of the UTRCA website.

Contact: [Tatianna Lozier](#), Agricultural Soil and Water Quality Specialist

On the Agenda

The next UTRCA Board of Directors meeting will be held virtually on October 26, 2021. The following items are on the draft agenda:

- 2022 Draft Budget Approval
- Provincial Offences Act Designations
- Updates to Hearing Guidelines for Conducting Hearings Pursuant to Section 28 of the Conservation Authorities Act
- UTRCA COVID-19 Interim Vaccination Policy
- Frivolous and Vexatious Complaints and Requests Policy
- Administration and Enforcement - Section 28 Status Report
- Conservation Authorities Act Phase 1 Regulations - Update
- 2022 Rental House Rates

Please visit the "Board Agendas & Minutes" page at www.thamesriver.on.ca for agendas, reports, audio/video links and recordings, and minutes.

Contact: [Michelle Viglianti](#), Administrative Assistant

To: Chair and Members of Oxford County Land Division Committee

From: Dustin Robson, Development Planner, Community Planning

Application for Consent B21-50-2 – Marc and Donald Lazenby

REPORT HIGHLIGHTS

- The application for consent proposes a non-farm rural residential lot addition in the Township of East Zorra-Tavistock.
- The proposed lot addition will have the effect of creating additional depth for the non-farm residential lot.
- Planning staff are recommending approval of the application as it is generally consistent with the policies of the Provincial Policy Statement and maintains the intent and purpose of the County Official Plan with respect to lands designated for agricultural purposes.

DISCUSSION

Background

OWNER: Marc and Donald Lazenby
927 Ridgewood Drive, Woodstock, ON N4T 0A6

APPLICANT: Max Shuster
745349 Oxford Road 17, Woodstock, ON N4S 7W2

LOCATION:

The subject lands are described as Part Lot 6, Concession 14 (East Zorra). The lands are located at the northwest corner of Oxford Road 17 and 15th Line and are municipally known as 745393 Oxford Road 17.

OFFICIAL PLAN:

Schedule “E-1”	Township of East Zorra-Tavistock Land Use Plan	Agricultural Reserve
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TOWNSHIP OF EAST ZORRA-TAVISTOCK BY-LAW NO. 2003-18:

Lot to be Severed and Lot to be Retained Existing Zoning: 'General Agricultural Zone (A2)'

Lot to be Severed Proposed Zoning: 'Special Residential Existing Lot Zone (RE-1)'

SERVICES:

Lot to be Severed – None

Lot to be Retained & Lot to be Enlarged– Private water and sanitary services

ROAD ACCESS:

Lot to be Severed – N/A

Lot to be Retained & Lot to be Enlarged – Paved, County Road (Oxford Road 17)

PROPOSAL:

	<u>Lot to be Severed</u>	<u>Lot to be Retained</u>	<u>Lot to be Enlarged</u> (prior to severance)
Area	416.9 m ² (4,488 ft ²)	33 ha (81.5 ac)	0.1 ha (0.4 ac)
Frontage	N/A	577.2 m (1,894 ft)	40.2 m (132 ft)
Depth	10.3 m (34 ft)	571.8 m (1,876 ft)	48.7 m (160 ft)

The purpose of the Application for Consent is to facilitate a boundary adjustment for an existing non-farm rural residential lot on the north side of Oxford Road 17, east of 14th Line and west of 15th Line. It is proposed that 416.9 m² (4,488 ft²) would be conveyed to the lot to be enlarged, resulting in a non-farm rural residential lot of approximately 0.2 ha (0.5 ac). The purpose of the proposed boundary adjustment is to facilitate the construction of a new animal kennel on-site.

Surrounding land uses are primarily existing agricultural operations. A non-farm rural residential lot exists to the east of the lands while the former Woodstock Meadows Golf Centre exists to the south of the subject lands.

Plate 1, Existing Zoning & Location Map, indicates the location of the severed and retained lands as well as the existing zoning in the immediate vicinity.

Plate 2, Existing Zoning & Aerial Map, provides an aerial view of the subject lands.

Plates 3 & 4, Applicant's Sketch, provides the configuration and dimensions of the proposed severed lot and retained lot in greater detail.

Application Review

2020 PROVINCIAL POLICY STATEMENT (PPS)

Section 2.3 (Agriculture) of the PPS directs that prime agricultural areas shall be protected for long term agricultural use.

Further, Section 2.3.4 (Lot Creation and Lot Adjustments) discourages the creation of new lots in prime agricultural areas and provides only four instances where such lot creation may be permitted, as summarized below:

- for agricultural uses, provided the lots are of a sufficient size for the type of production common in the area and are sufficiently large enough to maintain flexibility in adapting the operation in the future;
- for agricultural-related uses;
- for a surplus farm residence resulting from a farm consolidation; and,
- for infrastructure facilities and corridors in lieu of an easement or right-of-way.

The policies of the PPS also state that lot adjustments in prime agricultural areas may be permitted for legal or technical reasons, which are defined to mean severances for the purpose of easements, corrections of deeds, quit claims and minor boundary adjustments that do not result in the creation of a new lot.

OFFICIAL PLAN

The subject lands are located within the Agricultural Reserve designation in the County of Oxford Official Plan. In the Agricultural Reserve designation, lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

The policies regarding boundary adjustments in areas designated for agriculture are outlined in Section 3.1.4.4.4 (Easements, Rights-of-Way, Correction of Title and Boundary Adjustments) in the Official Plan. Specifically, these policies permit minor adjustments to the legal boundaries of lots to conform to existing patterns of exclusive use and occupancy or to rectify problems created by the encroachment of buildings, structures, private water supply or private sewage disposal facilities on abutting lots.

Further, Section 3.1.5.4.6 of the Plan states that expanded non-farm rural residential lots will be as small as is practical in order to preserve the County's agricultural land base. Severance proposals to expand lots for non-farm rural residential use will generally not exceed 0.8 ha (2 ac) in size. Proposals seeking to sever or expand parcels larger than this limit will only be permitted where it can be demonstrated that the additional area is required to accommodate a private water supply or on-site sewage facilities, where the topography of the area has limitation for agriculture or where the proposed lots are physically isolated by natural features such as streams.

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW

The existing non-farm rural residential lot is currently zoned 'Special Residential Existing Lot Zone (RE-1)' in the Township of East Zorra-Tavistock Zoning By-law. The 'RE-1' zone establishes minimum lot frontage and area requirements as those existing on the date of the passing of the Zoning By-law or created by a boundary adjustment. The 'RE-1' zone permits residential uses such as a single detached dwelling or a converted dwelling and contains a special provision permitting an animal kennel.

It is proposed that following the boundary adjustment that the non-farm rural residential lot will be 0.2 ha (0.5 ac) and with approximately 40.2 m (132 ft) of frontage on Oxford Road 17, which is in keeping with the provisions of the 'RE-1' Zone in the Township of East Zorra-Tavistock Zoning By-law.

The existing agricultural lot is currently zoned 'General Agricultural Zone (A2)' in the Township of East Zorra-Tavistock Zoning By-law. The 'A2' zone establishes the minimum lot frontage and area requirements of 100 m (328.1 ft) and 30 ha (74.1 ac), respectively, and is intended for a wide range of agricultural uses.

It is proposed that following the proposed boundary adjustment that the agricultural lot will be 32.9 ha (81.4 ac) and with approximately 577.2 m (1,894 ft) of frontage on Oxford Road 17, which is in keeping with the provisions of the 'A2' Zone.

AGENCY COMMENTS

Union Gas noted that they have service lines running within the area which may or may not be affected by the proposed severance. Should the proposed severance impact these services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries and that any service relocation required due to a severance would be at the cost of the property owner. Also, should future gas service be required to either the severed or retained parcel an application for gas service is to be submitted to Union Gas.

The Township Fire Department, the Township Public Works Manager, the Township Chief Building Official, the Oxford County Public Works Department, Hydro One, and Canada Post indicated that they had no objections or concerns with the subject application.

PUBLIC CONSULTATION

Public notice regarding the application was provided to surrounding property owners in accordance with the Planning Act. As of the date of this report, staff have not received any correspondence or other communication from the public concerning the proposal.

Planning Analysis

The purpose of the application for consent is to facilitate a residential lot addition in the Township of East Zorra-Tavistock that will have the effect of increasing the lot area of the existing non-farm rural residential parcel to facilitate the future construction of a new animal kennel.

Planning staff have reviewed the applicant's request and are of the opinion that the proposal to sever 416.9 m² (4,488 ft²) of land and add it to the existing rural residential lot to the immediate south represents a minor boundary adjustment that will not result in the creation of a new lot and can therefore be considered appropriate in this instance.

As noted, the applicant has indicated that the proposed lot addition has been requested to facilitate the construction of a new animal kennel. Once merged, the lot to be enlarged will be approximately 0.2 ha (0.5 ac) in area, which is in keeping with the policy direction of the Official Plan with respect to lot sizes for non-farm rural residential development. The retained lands will be approximately 32.9 ha (81.4 ac) in size, which will continue to meet the lot area requirements of the Township Zoning By-law for lands zoned 'A2'. Further, the conveyance of approximately 416.9 m² (4,488 ft²) of land for residential purposes will not significantly impact the use of the retained lands for agricultural purposes and will extend the subject residential lot to match the depth of the residential lot to the immediate east.

Planning Staff are satisfied that the proposed lot addition is suitable and, in general, is consistent with the policies of the Provincial Policy Statement and maintains the intent and purpose of the Official Plan regarding boundary adjustments on lands designated as Agricultural Reserve.

Staff are recommending that, as a condition of consent, that the lot to be severed be rezoned from 'General Agricultural Zone (A2)' to 'Special Residential Existing Lot Zone (RE-1)' to ensure that the zoning of the enlarged residential parcel is consistent. The necessary Zone Change Application has been received by staff and will proceed to Township Council for consideration should the subject Severance Application be approved by the Land Division Committee.

In light of the foregoing, it is the opinion of this Office that the proposed severance is consistent with the policies of the Provincial Policy Statement and maintains the intent and purpose of the County Official Plan and can therefore be given favourable consideration, subject to the following conditions.

RECOMMENDATIONS

Whereas the application for consent is consistent with the 2020 Provincial Policy Statement and conforms with the policies of the County of Oxford Official Plan, we are of the opinion that the application is acceptable from a planning perspective, and should be granted, subject to the following conditions:

- 1. The lot to be severed be appropriately zoned.**
- 2. The parcel intended to be severed be conveyed to the abutting landowner to the immediate south and be consolidated with said owner's existing property. Any additional transactions with regard to the severed parcel must comply with Section 50(3) & (5) of the Planning Act, R.S.O., 1990, as amended, and be reflected on the certificate.**
- 3. If required, drainage assessment reapportionment be undertaken, pursuant to Section 65 of the Drainage Act, R.S.O. 1990, at the owner's expense, to the satisfaction of the Township of East Zorra-Tavistock.**
- 4. If required, the Owners shall enter into a standard Severance Agreement with the Township of East Zorra-Tavistock, to the satisfaction of the Township of East Zorra-Tavistock.**
- 5. The Clerk of the Township of East Zorra-Tavistock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township of East Zorra-Tavistock, financial, services and otherwise, have been complied with.**

SIGNATURES

Authored by:

"Original Signed By"

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission:

"Original Signed By"

Gordon K. Hough, RPP
Director



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
 - 100 Year Flood Line
 - 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)**

Notes





Legend

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Zoning Floodlines

Regulation Limit

- 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

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

Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N



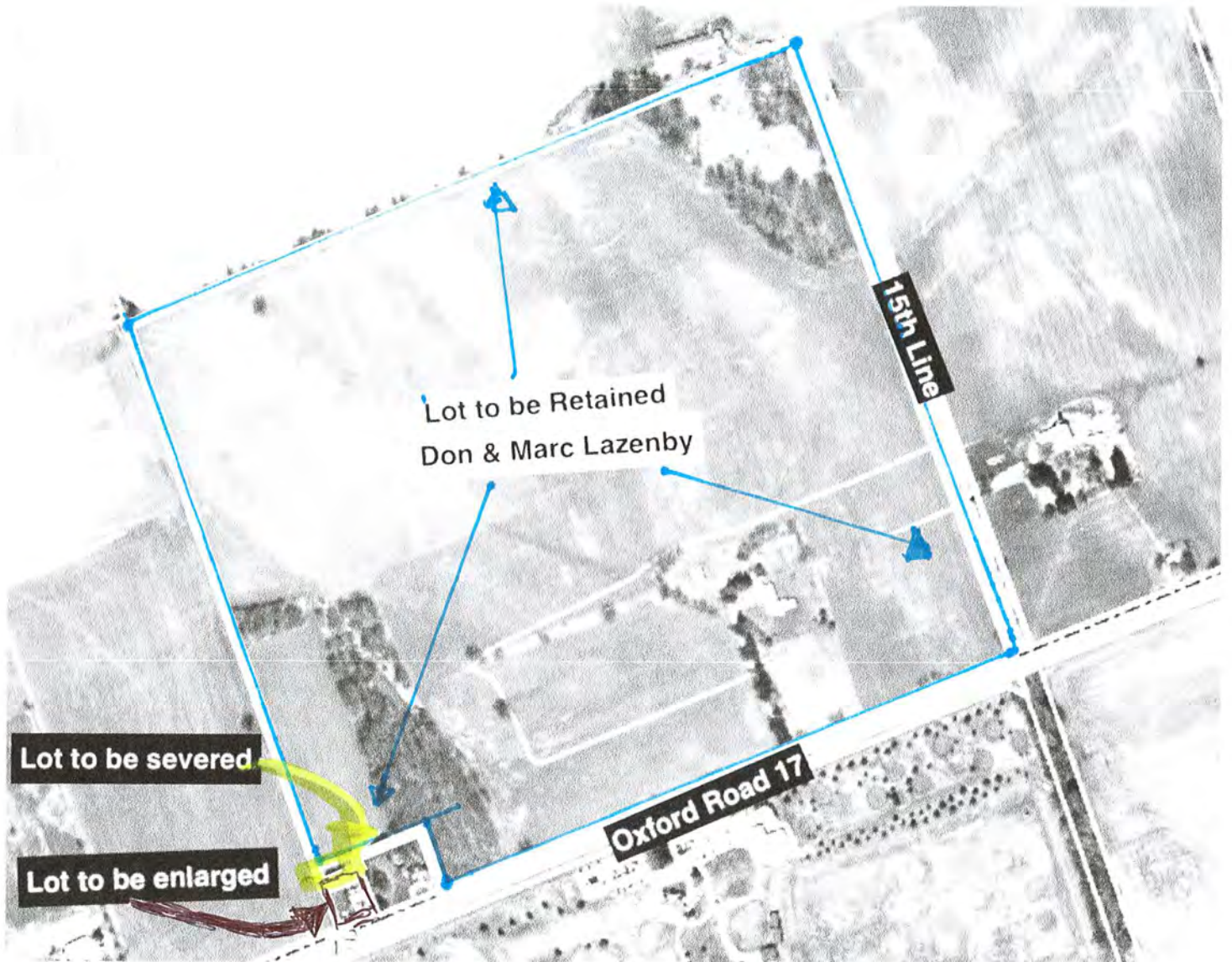
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September 28, 2021

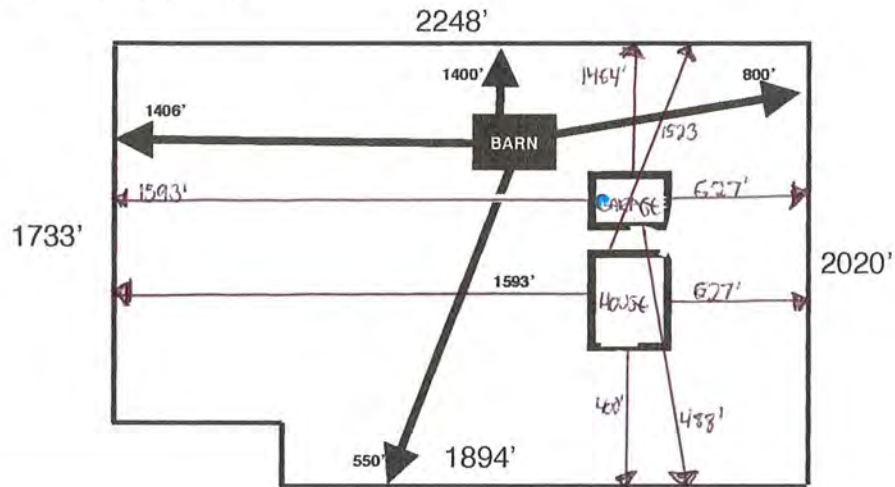
Plate 3: Applicant's Sketch

File No. B21-50-2 - Lazenby

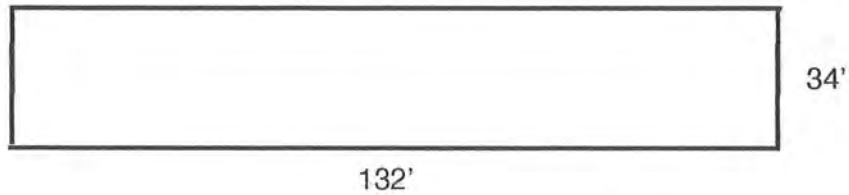
Pt Lot 6, Concession 14 (East Zorra), Township of East Zorra-Tavistock, 745349 Oxford Road 17



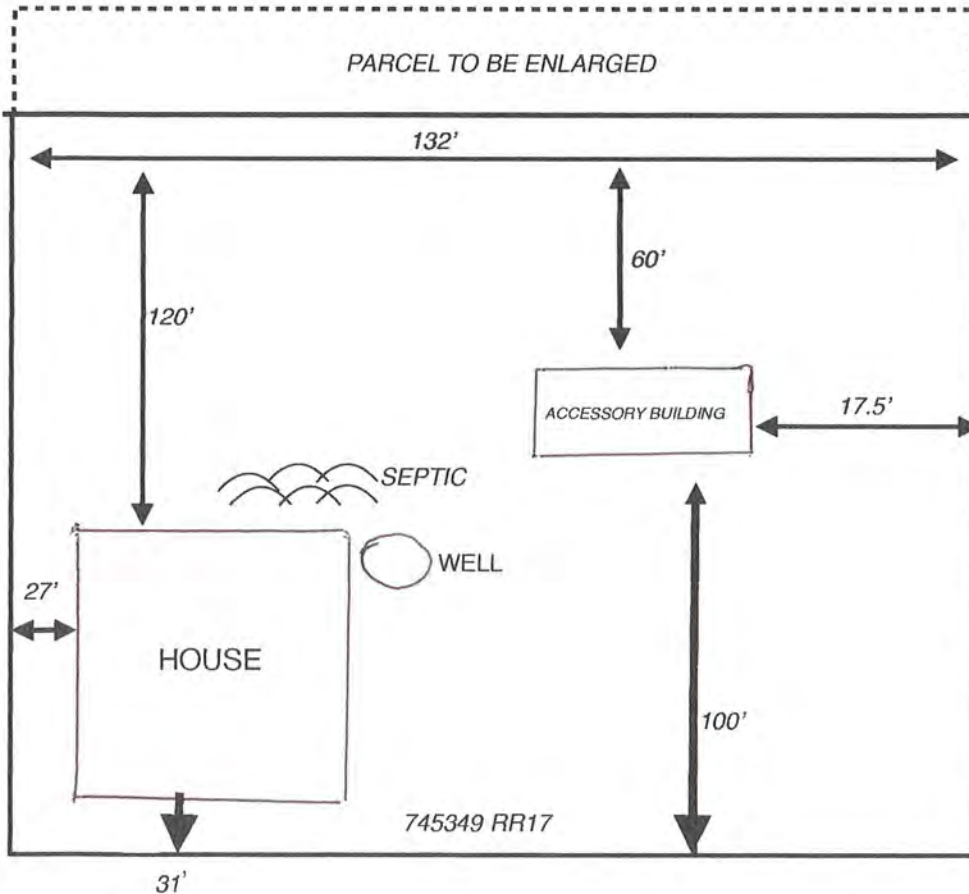
PARCEL TO BE RETAINED



PARCEL TO BE SEVERED



PARCEL TO BE ENLARGED



To: Chair and Members of Oxford County Land Division Committee

From: Dustin Robson, Development Planner, Community Planning

Application for Consent & Minor Variance B21-71-2; A21-22-2 – Canada Farm Distributors Ltd.

REPORT HIGHLIGHTS

- The purpose of the Application for Consent is to create a parcel of land for future residential and commercial development purposes in the Village of Tavistock.
- The applicant is also requesting variances for both the lot to be severed and the lot to be retained to permit reduced frontages and lot areas.
- Planning staff are recommending approval of the application as the proposal is generally consistent with the Provincial Policy Statement and the intent and purpose of the County Official Plan.

DISCUSSION

Background

OWNER: Canada Farm Distributors Ltd.
165 Hope Street West, P.O. Box 548, Tavistock, ON, N0B 2R0

APPLICANT: Patterson Planning Consultants Inc.
6095 Line 66, Monkton, ON, N0K 1P0

AGENT: Madorin Snyder LLP
55 King Street West, P.O. Box 1234, Kitchener, ON, N2G 4G9

LOCATION:

The subject lands are described as Pt Lots 126-128, Plan 307, Part 2, RP 41R1977 in Tavistock in the Township of East Zorra-Tavistock. The subject lands are located on the northwest side of Woodstock Street South and the south side of Hope Street West. The subject lands are currently municipally addressed as 165 Hope Street West.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "C-3"	County of Oxford Settlement Settlement Strategy Plan	Serviced Village
Schedule "E-1"	Township of East Zorra-Tavistock Land Use Plan	Settlement
Schedule "B-2"	Village of Tavistock Land Use Plan Land Use Plan	Low Density Residential & Medium Density Residential

TOWNSHIP OF EAST ZORRA- TAVISTOCK ZONING BY-LAW 2003-18:

Existing Zoning: Lot to be severed & Lot to be retained – Development Zone (D)

Proposed Zoning: Lot to be severed & Lot to be retained – Development Zone (D)

EXISTING USE OF SUBJECT PROPERTY:

Lot to be Severed – Vacant

Lot to be Retained – Commercial operation with accessory single detached dwelling.

SERVICES:

Lot to be Severed – currently no services

Lot to be Retained – municipal water and wastewater

ACCESS:

Lot to be Severed – Paved, County Road (Woodstock Street South)

Lot to be Retained – Paved, County Road (Hope Street West)

PROPOSAL:

	<u>SEVERED LOT</u>	<u>RETAINED LOT</u>
Area	1.3 ha (3.2 ac)	2.6 ha (6.4 ac)
Frontage	110.2 m (316.4 ft)	20.2 m (66 ft)
Depth	124.3 m (407.8 ft)	256.6 m (841.8 ft)

The Application for Consent proposes to create a new lot for the purposes of developing residential and commercial uses in the future. The lot to be severed will be approximately 1.29 ha (3.2 ac) in area and is currently vacant. The applicant has indicated that a residential and commercial project will be proposed on the lot to be severed at a later time. The lot to be retained is approximately 2.58 ha (6.39 ac) in area and contains residential and commercial uses.

The lot to be severed comprises approximately 1.3 ha (3.2 ac) and is currently vacant of any buildings/structures, while the lot to be retained comprises approximately 2.6 ha (6.4 ac) and is currently occupied by a multi-tenant commercial building and a single detached dwelling.

As a result of the proposed severance, the following variances are also being requested.

Lot to be Retained:

- Relief from Section 21.2, which requires a minimum lot area of that existing at the time of passing of the By-law whereas 2.6 ha (6.4 ac) is being proposed; and,
- Relief from Section 21.2, which requires a minimum lot frontage of that existing at the time of passing of the By-law whereas 20.1 m (65.9 ft) is being proposed.

Lot to be Severed:

- Relief from Section 21.2, which requires a minimum lot area of that existing at the time of passing of the By-law whereas 1.3 ha (3.2 ac) is being proposed; and,
- Relief from Section 21.2, which requires a minimum lot frontage of that existing at the time of passing of the By-law whereas 110.1 m (361.2 ft) is being proposed.

The lot to be severed has direct access to Woodstock Street South, while the lot to be retained has direct access to Hope Street West. Surrounding land uses include single detached dwellings, a residential apartment building, and a community park (Optimist Park) to the west.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands, as well as the existing zoning in the immediate vicinity.

Plate 2, Existing Zoning & Aerial Map, provides an aerial view of the subject lands and surrounding uses.

Plate 3, Applicant Sketch, provides the dimensions and areas of the lots to be severed and retained.

Application Review

2020 PROVINCIAL POLICY STATEMENT (PPS)

Section 1.1 of the PPS directs that healthy, liveable and safe communities are sustained by:

- promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- accommodating an appropriate range and mix of residential uses;
- avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas; and,

- promoting cost-effective development patterns and standards to minimize land consumption and servicing costs.

According to Section 1.1.2, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for the planning period. Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.

The policies of Section 1.1.3 state that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Further, according to Section 1.1.3.2, land use patterns in settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources, are appropriate for, and efficiently use, infrastructure and public service facilities.

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

Furthermore, Section 1.4.3 states that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents
- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and
- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

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

OFFICIAL PLAN

The subject property is located within the Low Density Residential and Medium Density Residential designations according to the County Official Plan. The lot to be retained is located within the Low Density Residential designation which may be developed for a wide variety of low-rise and low density housing form such as single detached, semi-detached, duplexes, converted dwellings, and street townhouses.

The lot to be severed is located within the Medium Density Residential designation which may be developed for residential uses of medium density such as townhouses, cluster houses, converted dwellings, and low rise apartment buildings.

The Medium Density Residential designation requires a minimum net residential density of 22 units per hectare (9 units per acre) and a maximum net density of 50 units per hectare (20 units per acre). The designation also limits buildings to a maximum of four storeys in height at grade.

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW

The lot to be severed is currently zoned 'Development Zone (D)'. The 'D' zone is considered to be an interim zoning that recognizes existing development. Zoning that is reflective of the uses that are typically permitted within a serviced Village will not be applied to the lands until a draft plan of subdivision has been submitted and all development issues have been properly considered. This approach is commonly used for future development lands throughout the County.

The 'D' zone recognizes the minimum lot area and frontage as that existing at the date of the passing of the Zoning By-law, or created through a boundary adjustment (not including the creation of a new lot). The proposal will result in the minimum lot area and frontage being altered from what existed at the time of the passing of the Zoning By-law. As such, the applicant is requesting a total of four (4) variances to facilitate the proposal.

AGENCY COMMENTS

The applications were circulated to those agencies considered to have an interest in the proposal. The following comments were received.

Union Gas noted that they have service lines running within the area which may or may not be affected by the proposed severance. Should the proposed severance impact these services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries and that any service relocation required due to a severance would be at the cost of the property owner. Also, should future gas service be required to either the severed or retained parcel an application for gas service is to be submitted to Union Gas.

The Township Chief Building Official indicated that a severance agreement and a drainage reapportionment will be required. It was also advised that cash-in-lieu of parkland will not be required at the severance stage, however, parkland dedication or cash-in-lieu may be required as the project progresses.

The Township Fire Chief, the Township Public Works Manager, Bell Canada, and Canada Post had no concerns with the proposal.

PUBLIC CONSULTATION

Notice of the consent application was provided to the public and surrounding property owners in accordance with the requirements of the Planning Act on October 21, 2021. No comments were received, as of the date this report was drafted.

Planning Analysis

The purpose of the proposed application is for the creation of one (1) new lot to facilitate the future construction of a residential and commercial development. The severance proposal would effectively separate the portion of land designated Medium Density Residential from the land designated Low Density Residential.

Although a design has yet to be finalized, through discussion with the application, it is anticipated that a medium density residential development, such as townhomes, with a commercial component will be proposed for the lot to be severed. The existing Medium Density Residential designation would permit for a townhouse project, provided that the project meets the relevant provisions such as density. Should a commercial component be proposed, however, an Official Plan Amendment Application would be required to be submitted as the Medium Density Residential designation does not permit commercial uses. All matters regarding the future development of the lands will be addressed through the Official Plan Amendment Application, Zone Change Application, and site plan approval processes and, as such, the creation of the proposed lot does not compromise the future development of the lands or the ability to ensure that the said development is compatible with surrounding properties within the Village of Tavistock.

With respect to the zoning of the lands, staff are of the opinion that the current 'D' Zone will continue to serve its purpose to limit the development of the lands until such time that the appropriate Zone Change, Official Plan Amendment, and Site Plan Approval Applications have been submitted and considered by the appropriate decision making authorities (i.e. Township Council & County Council). Matters related to land use compatibility, noise, traffic, etc. will be addressed to the satisfaction of the Township and County through these subsequent applications.

The applicants are proposing four (4) variances in order to facilitate the proposed severance. The Township Zoning By-law states that the minimum frontage and lot area for residential uses within the D Zone are those that existed when the Zoning By-law was adopted. As the proposed severance will alter both the lot area and frontages that existed at adoption of the By-law, variances will be required to recognize the new frontages and lot areas for both the lot to be severed and the lot to be retained. The lot to be retained is proposed to have a minimum lot area of 2.6 ha (6.4 ac) and a minimum frontage of 20.1 m (65.9 ft) while the lot to be severed is proposed to have a minimum lot area of 1.3 ha (3.2 ac) and a minimum frontage of 110.1 m (361.2 ft).

Staff have reviewed the proposed variances and are of the opinion that they are minor and desirable. The proposed frontages would remain as they exist today, however, as the subject property is to be severed, the frontage along Hope Street West would apply to the lot to be retained while the frontage along Woodstock Street South would apply to the lot to be severed. The proposed variances would recognize this. The proposed lot area for the lot to be retained is considered large enough to allow the existing uses to continue operating as they have been. The proposed lot area for the lot to be severed is considered by staff to be of sufficient size as to not hinder the consideration of a future residential/commercial development on the lot.

In light of the foregoing, it is the opinion of this Office that the proposed severance appears to maintain the general intent and purpose of the Official Plan, is consistent with the 2020 Provincial Policy Statement, and is acceptable from a planning perspective and can be given favourable consideration, subject to the conditions outlined below.

RECOMMENDATION**A21-22-2**

That the Oxford County Land Division Committee approve Minor Variance Application A21-22-2 submitted by Canada Farm Distributors Ltd. for lands described as Part Lot 126-128, Plan 307, Part 2, 41R-1977 in the Township of East Zorra-Tavistock, as it relates to:

1. Relief from Section 21.2, Table 21.2 of the Township Zoning By-law to reduce the minimum lot area from that existing at the time of passing of the By-law to 2.6 ha (6.4 ac) for the lot to be retained;
2. Relief from Section 21.2, Table 21.2 of the Township Zoning By-law to reduce the minimum lot frontage from that existing at the time of passing of the By-law to 20.1 m (65.9 ft) for the lot to be retained;
3. Relief from Section 21.2, Table 21.2 of the Township Zoning By-law to reduce the minimum lot area from that existing at the time of passing of the By-law to 1.3 ha (3.2 ac) for the lot to be severed; and,
4. Relief from Section 21.2, Table 21.2 of the Township Zoning By-law to reduce the minimum lot frontage from that existing at the time of passing of the By-law to 110.1 m (361.2 ft) for the lot to be severed.

As the proposed variances are:

- (i) minor variances from the provisions of the Township of East Zorra-Tavistock Zoning By-law No. 2003-18;
- (ii) desirable for the appropriate development or use of the land;
- (iii) in keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-law 2003-18; and
- (iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

B21-71-2

Whereas the application for consent is consistent with the 2020 Provincial Policy Statement and conforms with the policies of the County of Oxford Official Plan and the subject property is appropriately zoned, we are of the opinion that the application is acceptable from a planning perspective and should be granted, subject to the following conditions:

1. If required, the Owner shall enter into a standard Severance Agreement(s) with the Township of East Zorra-Tavistock, to the satisfaction of the Township of East Zorra-Tavistock.

2. If required, drainage assessment re-apportionment be undertaken, pursuant to Section 65 of The Drainage Act, R.S.O., 1990, at the Owners expense, to the satisfaction of the Township of East Zorra-Tavistock.
3. The Clerk of the Township of East Zorra-Tavistock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial and otherwise, have been complied with.

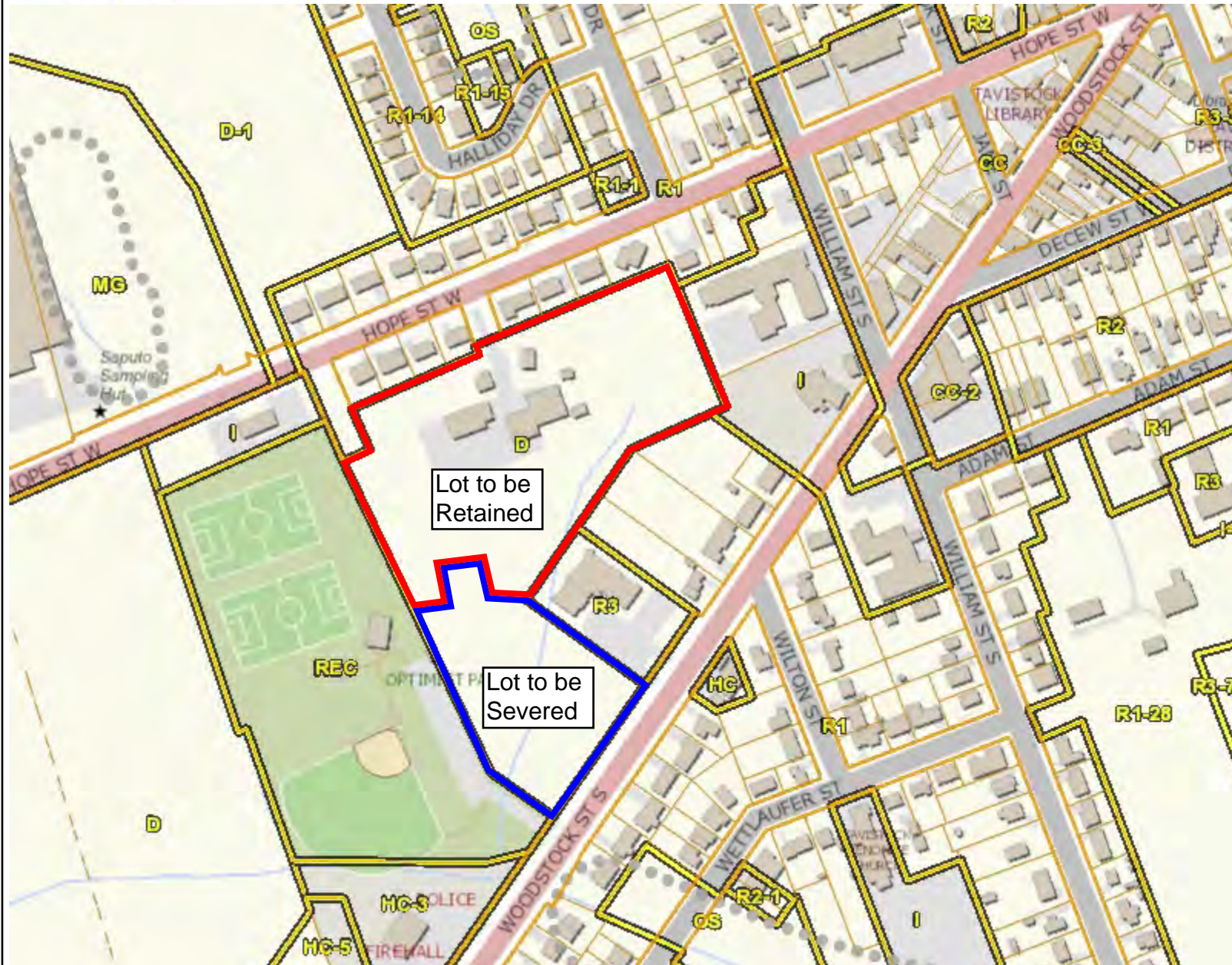
SIGNATURES

Authored by: *"Original Signed By"*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission: *"Original Signed By"*

Gordon K. Hough, RPP
Director



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
 - 100 Year Flood Line
 - 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)**

Notes



0 102 205 Meters

NAD_1983_UTM_Zone_17N



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October 18, 2021



Legend

- Parcel Lines**
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Notes



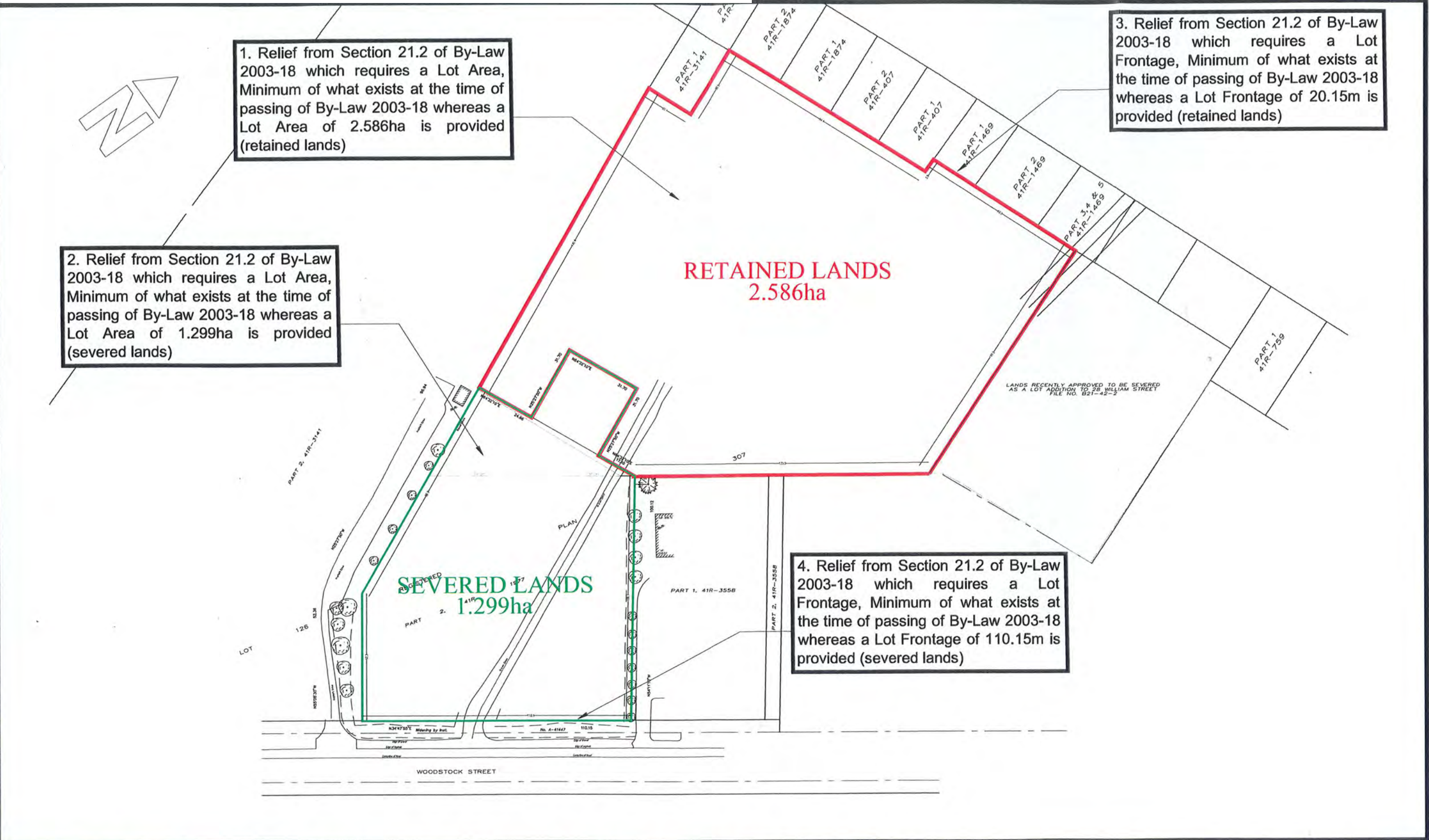
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October 21, 2021

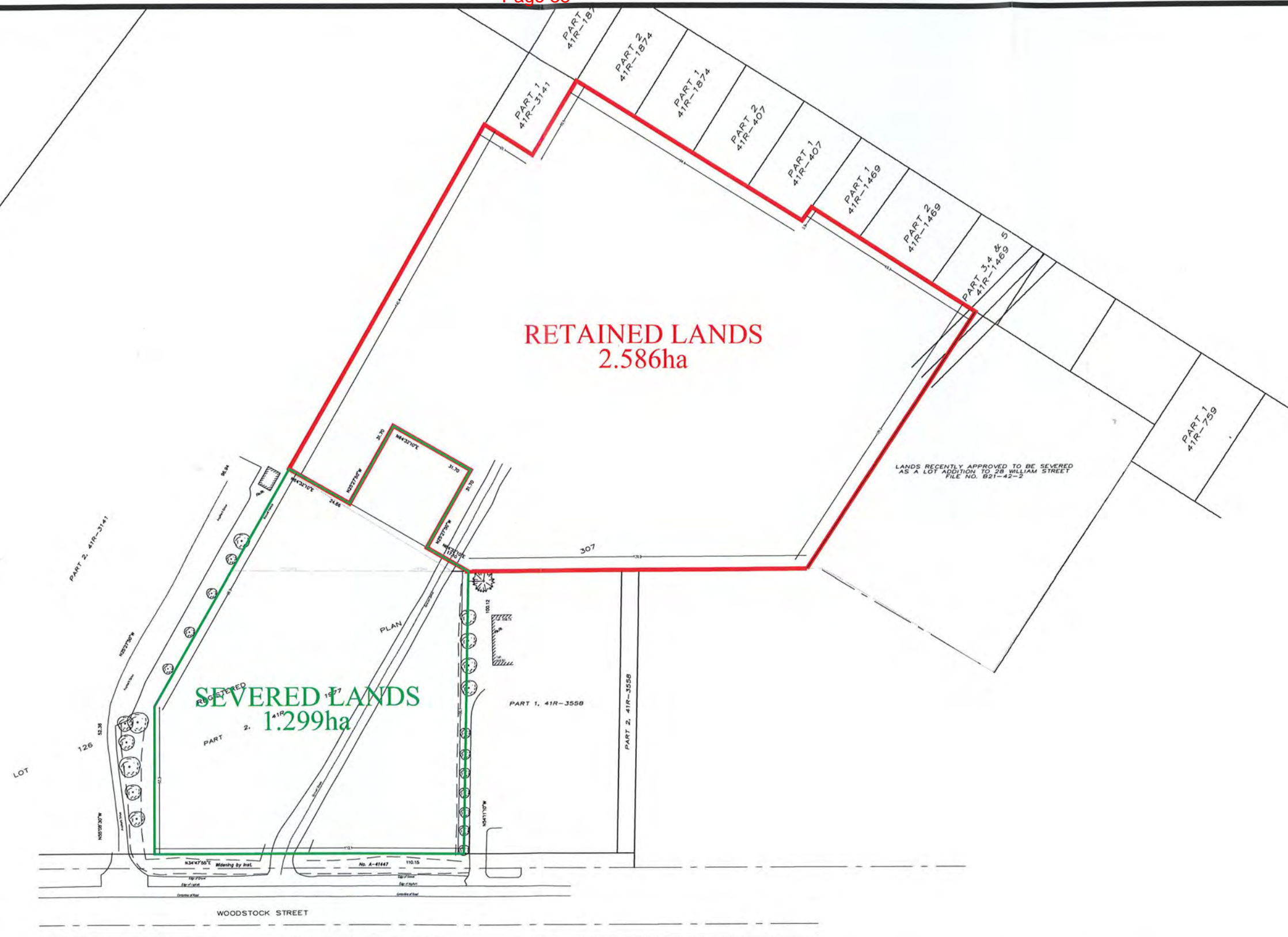
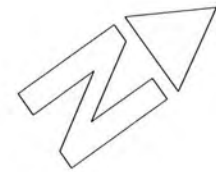


MINOR VARIANCE SKETCH - PART OF LOT 126, REGISTERED PLAN 307
 APPLE HOME BUILDERS
 TOWNSHIP OF EAST ZORRA - TAVISTOCK (COUNTY OF OXFORD)

SCALE 1:1500 (PAPER SIZE: 11x17)
 PROJECT No. 71

Patterson Planning Consultants Inc.
 Professional Planners, Development Consultants, Project Managers
 6095 Line 66
 Moncton, Ontario
 N0K 1P0
 P - (519) 577-9817
 Scott J. Patterson, BA, CPT, MCIP, RPP

scott@ppplan.com



SEVERANCE SKETCH - PART OF LOT 126, REGISTERED PLAN 307 APPLE HOME BUILDERS TOWNSHIP OF EAST ZORRA - TAVISTOCK (COUNTY OF OXFORD)

SCALE 1:500 (PAPER SIZE: 11x17)

PROJECT No. 71

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#6.a

Placeholder page for Agenda Item 6.a –
Conferences & Seminars

#6.b

Placeholder page for Agenda Item 6.b - County
Council – Update & Questions

#6.c

Placeholder page for Agenda Item 6.c –
Staff Reports and Questions for Staff



MINUTES

for the meeting of the Tavistock & District Recreation Facilities Board held in the
Board Room on September 27, 2021 at 7:00pm.

Present:, Margaret Lupton, Don Mckay, Brett Zehr, Phil Schaefer, Ken Wettlaufer.

Absent: Kristen Cook, Ron Wiffen

CALL TO ORDER AND OPENING REMARKS

- Margaret Lupton called the meeting to order at 7:00 pm.

APPROVAL OF AGENDA

1- APPROVE AGENDA

Moved by – Don Mckay

Seconded by – Brett Zehr

“resolved that the Agenda for the September 27th, 2021 meeting be approved as printed and circulated and further that the following items be added to the Agenda for this meeting.”

- None.

CARRIED.

DISCLOSURE OF PECUNIARY INTERESTS AND GENERAL NATURE THEREOF

- None.

GENERAL BUSINESS

2- CONFIRM MINUTES

Moved by – Brett Zehr

Seconded by – Phil Schaefer

“resolved that the Board confirm the Minutes of the August 16th, 2021 meeting as printed and circulated.”

CARRIED.

Correspondence and Petitions

- None

DELEGATIONS AND APPOINTMENTS

- None

REPORTS

A- Manager's Verbal Facilities Report

1- We have had two Upper Hall window broke by pucks again

2- Have hired two new facility operators and have been very happy with them to date.

- 3- Pavilion roof is scheduled to have Rubber membrane put on the valleys etc in early October.
- 4- Facility Scheduling software has been delayed to Oct 6. Still have not done much training on the implementation of this.
- 5- Variable speed drive on the new condenser has been faulting multiple times a week. Contractors has been back numerous times but unable to determine the issue. Have installed a whole new drive under warranty. However, we are still getting faults that shut the plant down. As of Friday we have installed a new 15 Hp motor on the condenser. Amperage draw is considerably less on the new motor. So hoping that we have finally found the problem.
- 6- Barb Wilhlem has inquired about the possibility of using the Memorial Hall for pitching clinics during cold weather. They use soft balls, however there may still be some concern with damage to lighting etc that are not normally protected in a Community Hall. If they were allowed to use it what would the cost be. They were asking about an hrly rate.
- 7- Stratford Minor Hockey has in the past ran part of their Silver Stick Hockey tournament here on the first weekend of Nov. They are requesting ice time on Friday Nov 5th from 8am to 6pm. This would mean taking 1 ½ hrs of ice time that Minor Hockey normally uses. It would be bringing in many people from larger centers to this area.
- 8- Covid-19 Vaccination protocol has been a very difficult road but are doing our best to work with user groups to comply. Different Interpretations of the legislation by various authorities and user group is make it difficult to explain. Plus all of the concern about unvaccinated people being unpleasant and intimidating at the front door when they are denied entry.

3- MUNICIPAL ASSISTANCE FOR COVID SCREENING AT THE ARENA

Moved by – Don McKay

Seconded by – Phil Schaefer

“resolved that the Board request Municipal assistance for Covid-19 screening at the Arena front door”

CARRIED

B- Arena Financial Statement for September were reviewed

C- Memorial Hall Financial Statement for September were reviewed

D- Queens & Bender Park Financial Statement for September were reviewed

E- TDRC August Management Contract Summary.

UNFINISHED AND OTHER BUSINESS

- 1- Curling Club Lease and refrigeration discount. Does it apply to refrigeration costs?

4- CURLING CLUB COVID-19 DISCOUNT ON UTILITIES COST

Moved by – Brett Zehr

Seconded by – Phil Schaefer

“resolved that the Board approve a 15% discount be provided on the Curling Club utility cost up to Dec 31, 2021.”

CARRIED

2. Oxford Early On Child and Family service. Use of space for their programs. Ken has talked to them to obtain more details on what they would be looking for. Was suggested that a place like the library may be more suitable for this program when it is in its early stages. If the need grows and larger space is required it could be revisited.

LEGAL AND PERSONNEL:

None

NEXT MEETING AND ADJOURN

- Next meeting is to be Monday Oct 25, 2021 @ 7:00pm.

5- ADJOURN

Moved by – Don McKay

Seconded by – Phil Schaefer

“resolved that the Board does now adjourn at 8:15 pm.”

CARRIED.

Margaret Lupton, Chairperson

Ken Wettlaufer, Facility Manager

STAFF REPORT

Report #CBO2021-12

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

Re: Building, Development & Drainage – November 2021 Council Report

Date: October 27, 2021

Departmental Highlights:

Secondary Planning Report Progress:

- Reposted.

Innerkip Pavilion:

- Work is complete. Minor items being corrected (Plexiglass under hand dryers)
- Staff working on tender documents for next phase (covered walkway, painting exterior and roof).

Legislative Updates:

- Two regulatory proposals presented. The first is regarding “tiny homes”, and the second is regarding remote inspections (alternative to physically attending the construction site). If approved, the BCA would be amended to include these provisions for January 1, 2022.

Monthly Permit Activity:

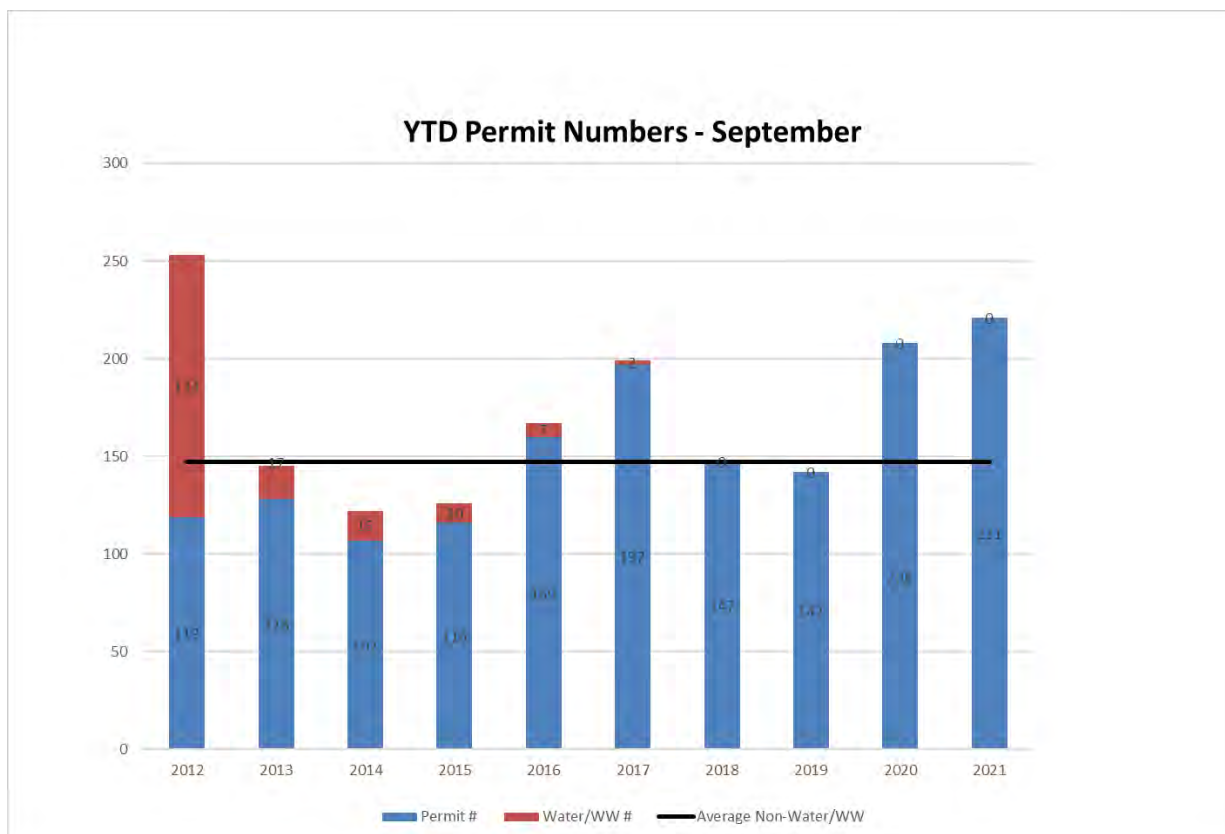
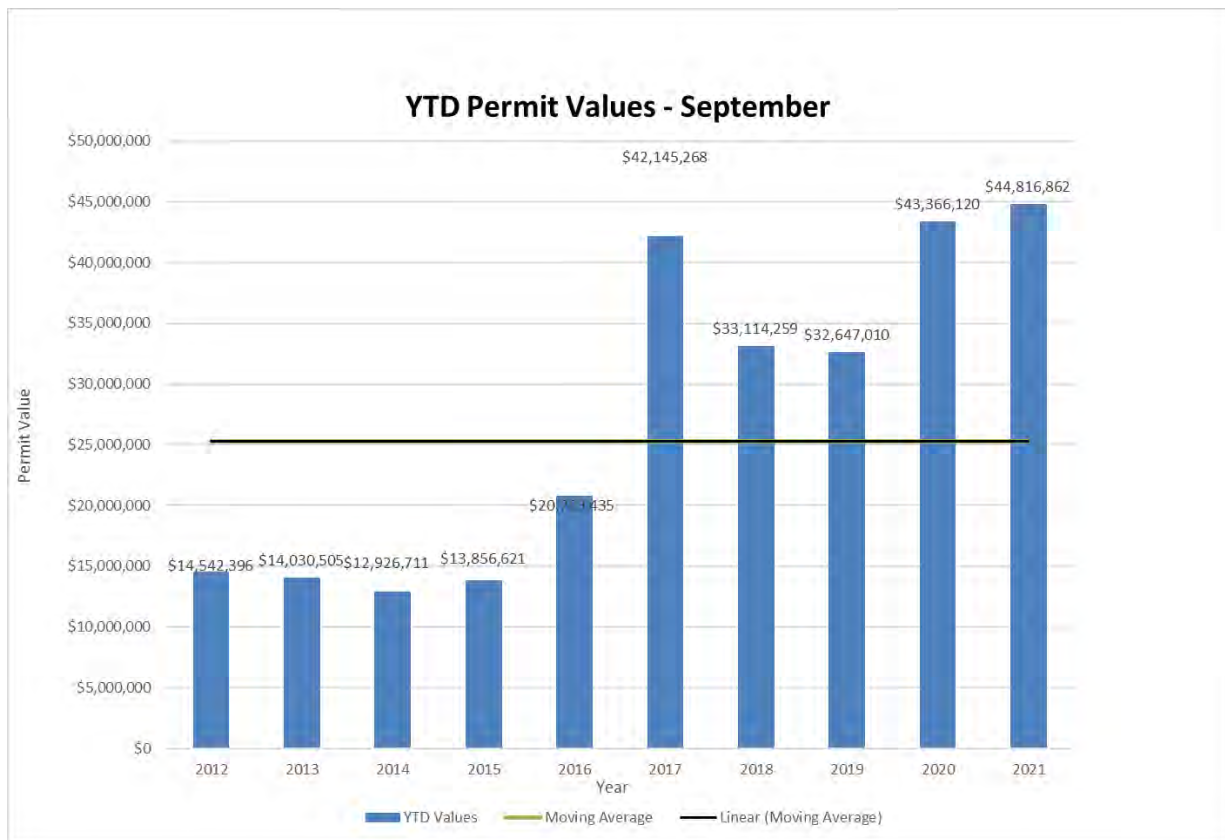
	No. of Permits	Permit Value	Permit Fees
September 2021	24	\$7,077,000.00	\$31,443.09
Year to Date – September 30, 2021	221	\$44,816,862.85	\$266,283.64

Number of Permits and Values

Description	Permit Value	Building Fees
Addition to home	\$20,000.00	\$350.00
SDD	\$650,000.00	\$1,975.00
SDD	\$650,000.00	\$1,975.00
SDD	\$650,000.00	\$1,975.00
SDD	\$650,000.00	\$1,975.00
Addition of bedroom and bathroom	\$90,000.00	\$765.00
SFD	\$798,000.00	\$3,116.25
SFD	\$848,000.00	\$3,561.25
SFD	\$190,000.00	\$3,009.94
Storage shed	\$140,000.00	\$50.00
Fin basement	\$30,000.00	\$300.00
SFD	\$400,000.00	\$2,058.75
Sign - LED	\$20,000.00	\$200.00
Addition to shed	\$40,000.00	\$394.00
SDD	\$650,000.00	\$1,975.00
SDD	\$650,000.00	\$1,975.00
Mobile home	\$75,000.00	\$1,470.00
Inground pool	\$80,000.00	\$100.00
Porch roof	\$20,000.00	\$150.00
House Addition c/w Deck	\$125,000.00	\$880.40
SFD	\$190,000.00	\$2,687.50
Deck and pergola	\$20,000.00	\$150.00
Storage shed	\$6,000.00	\$250.00
Inground pool	\$85,000.00	\$100.00
	\$7,077,000.00	\$31,443.09

Staff Report – Building, Development & Drainage Monthly Report

Page 3



Status of Development Matters:Ward 1 - TAVISTOCK

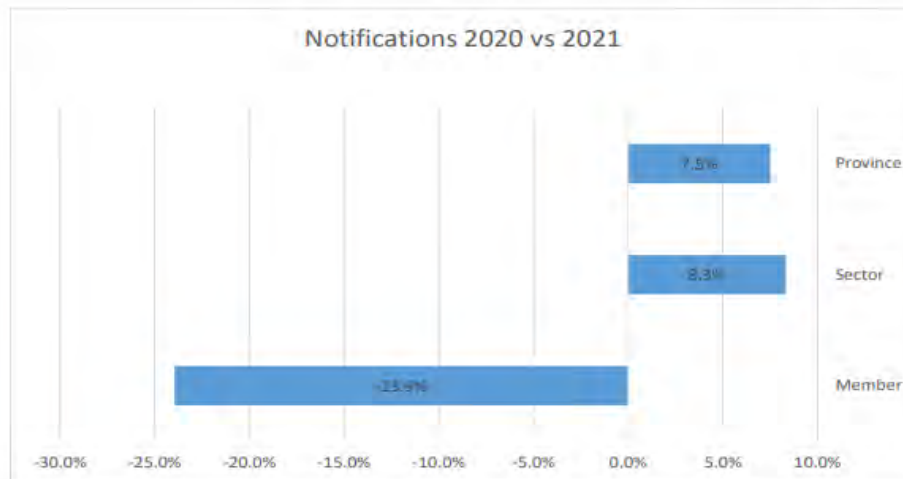
*The Ponds (Phase 3)	33 SFD	Plan 41M-335 Plan 44M-68
The Orchards (Phase 1)	16 SFD 6 Semi Units 39 Condo Towns	Plan 41M-321 Warranty item identified for developer.
The Orchards (Phase 2)	48 SFD 2 Semi Units	Plan 41M-353 Construction started on all lots
The Orchards (Phase 3)	52 SFD 6 Semi Units	Plan 41M-371 Permits Issued.
Gateman Homes (Jacob St E)	13 SFD 10 Semi Units	Plan 41M-363 Permits Issued.
Mill-Gate Homes (Phase 1)		Subdivision details submitted.

Ward 3 - INNERKIP

Innerkip Meadows (P3 – Curtis St)	24 SFD + Semi detached units now proposed.	Plan 41M-313 Singles Completed.
Innerkip Meadows (P4– Lock St)	24 SFD	Plan 41M-325
Innerkip Meadows (P5 -Queen/Curtis)	25 SFD	Plan 41M-339
Innerkip Meadows (P6 - Lock)	19 SFD	Plan 41M-355
Innerkip Meadows (P7 - Matheson)	32 Semi detached units 1 SDD Unit	Plan 41M-313 Permits issued.
*Majestic Homes Development (James/Main St)	Condo Block on Main St (25 units)	Plan 41M-322 Unit construction underway.
Oxford Road Developments 5 Inc.	29 SFD + 1 Block for Future Dev.	Plan 41M - 352 Construction started on 95% of available lots. Revised Grading Plan approved.

Drain & Streetlight Locate Summary:

Member Sector Month	MUNICIPALITY OF EAST ZORRA TAVISTOCK (EZRTVS01)		2020	2021	Change
	Government		Notifications	Notifications	
	9				
	Member		1,019	775	-23.9%
	Sector		1,414,180	1,531,835	8.3%
	Province		4,703,865	5,057,321	7.5%
	CB Clear		57	34	
	ALA		0	0	
	Suppressed		56	36	

Status of Drainage Matters:

Drain Name	Status
McLean Drain	Section 78 received, and Section 40 received. Petition restarted – Section 4 Proposed (New Drain). Report and design work underway.
Tavistock 1974 & 1979 Drains	Relocation of drains proposed for new residential developments. Tavistock 1974 Completed. Tavistock 1979 awaiting report/Subdivision Approval.
Parker Drain	Pending. Waiting Report.
Kuntze Drain	Large cleanout, weather pending. Finished by end of year.
Unnamed Drain	Pending. Waiting Report & Design.

Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and
submitted by:



John Scherer
Building, Drainage and
Development Manager
(Chief Building Official)

STAFF REPORT

Report #PW2021-13

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – November 2021 Council Report

Date: October 27, 2021

Departmental Highlights:

- Public Works staff attended in-person winter control training in Embro, on October 25th and 26th. Just over 100 operators attended the training this year. This training is a requirement for our operators and is designed to be a refresher in preparation for the winter season.
- The annual crack sealing road maintenance program has been completed.
- The annual sidewalk inspection program has been completed. This program was completed by Public Works staff walking all the municipal sidewalks to assess condition, and to look for any surface discontinuities of 20mm or greater. These discontinuities were painted to mark the hazard, and staff will be returning in the coming weeks to the hazard areas identified to grind them. This process meets the requirements in the Provincial Minimum Maintenance Standards.
- The Tavistock yard waste depot has been closed temporarily, starting October 7th. A temporary depot has been set up at the Tavistock Public Works shop at 381 William Street South. Oxford County will be completing a full reconstruction of the existing depot including base repair, concrete floors under the bins, and re-paving of the parking lot. It is anticipated that the work will take most of the fall to complete.
- Public Works staff will continue grading gravel roads, as weather permits. Staff have started the second full pass on the roads and shaping them for the winter season. Staff will continue to work away at the roads up until freeze up, as weather permits. Staff will also be completing shoulder grading on the paved roads.

- Catch basin cleaning is scheduled to be completed the first week of November. It usually takes a week for the contractor to complete both Tavistock and Innerkip.
- Final street sweeping in Tavistock and Innerkip is scheduled for mid-November.
- Public Works staff will be starting to prepare for winter control in November. Staff has started to prep the plows and will have one truck fully harnessed by early November. The rest of the plows will be harnessed for November 15th, as per Township policy. Staff will also be installing fire hydrant markers and placing salt boxes out at Township facilities. Staff will start snow fence installation after November 15th.
- As discussed with Council, Staff has begun the process to bring winter sidewalk and parking lot maintenance in-house. Staff will be using winter 2021/2022 as a transition year. All winter maintenance will then be completed by Public Works staff starting in the fall of 2022. Public Works staff will be starting the transition by plowing sidewalks in Hickson and Innerkip to start the year and then in February, Tavistock will be added to the program. The current sidewalk contractor will maintain Tavistock sidewalks up to February 15th to assist the Township with the transition. The current parking lot contractors will remain for the 2021/2022 winter season. Public Works will be hiring a new equipment operator this fall to assist with winter control activities, who will then become part of the grass cutting crew in the spring.
- Township Staff is continuing discussions with Oxford County staff regarding winter maintenance changeover timelines for the 16th Line from Oxford Road 8 to Oxford Road 4, and the Maplewood Sideroad from Oxford Road 59 to Oxford Road 5. Oxford County will officially take over ownership of these roads on January 1, 2022.
- Staff from Applied Research Associates Inc (ARA) will be attending the December 1, 2021, Council meeting to present the final Municipal Road Inventory Condition Assessment and Capital Improvement Plan (Road Needs Study). The **presentation will cover the existing state of our road's** infrastructure, as well as recommendations for the gravel to hard top conversion program.

Status of Significant Capital Projects:

Capital Project	Current Status
Box Culvert #2012 replacement	Tender awaiting UTRCA approval prior to release. Project postponed until 2022.
Zorra/EZT Bridge Maintenance	Tender awaiting UTRCA approval prior to release. Project postponed until 2022.
Sand shed	New temporary structure installed at Hickson shop.
Road Needs Study	Final report received. Presentation to be made to Council on December 1/21.
Surface Treatment (10 th Line and Cassel Sideroad)	Project has been completed.
John Street/King Crescent in Hickson Milling/Paving	Project has been completed.
John/Henry Streets in Tavistock engineering	Surveying completed and engineering underway.

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Tom Lightfoot
Public Works Manager

STAFF REPORT

Report #BCO2021-10

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – November 2021 Council Report

Date: October 27, 2021

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for September 2021

OCCURRENCE TYPE	NUMBER OF NEW OCCURRENCES (Commenced this Month)		NUMBER OF ON-GOING OCCURRENCES (Commenced prior to this Month)	YEAR TO DATE OCCURRENCES	
	Open	Closed		Open	Closed
Property Standards	3	2	3	4	14
Clean Yard					
Animal Control	2	1		1	2
Parking					5
Noise	2	2			6
Zoning			1	1	1
Illegal Dumping					
Inquiry	2	2			19
Canine	3	3			12
Other (Pool)					4
TOTAL	12	10	4	6	63

Attachments:

- None

Recommendation:

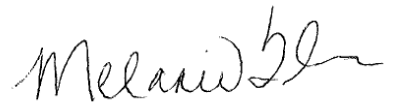
1. None. For Council information only.

Reviewed by C.A.O.:




Karen DePrest
Chief Administrative Officer

Report prepared
and submitted by:



Melanie Shiell
By-law Compliance Officer

Department Approval:



Will Jaques
Corporate Services Manager/Clerk

STAFF REPORT

Report #CSM2021-16

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – November 2021 Council Report

Date: October 27, 2021

Departmental Highlights:

- Amy Pfaff has begun her new role with the Township as Corporate & Support Services Clerk. Welcome aboard Amy!

Legislative Updates:

- There are various COVID-19 information sources. Solely from a municipal (and not a public health or other government related) perspective, the following websites contain additional valuable information for **Ontario's** municipalities:
 - Association of Municipalities of Ontario (AMO):
 - <http://www.amo.on.ca/AMO-Content/Health/COVID19Resources>
 - Association of Municipal Managers, Clerks & Treasurers (AMCTO)
 - <https://www.amcto.com/COVID-19-Resources>

Status of Land Use Planning Matters:

Applicant	Location	Application Type	Nature of Application	Status of Applications
Feairs	595714 Hwy. #59	OPA	OPA required first in order to consider proposed severance application.	County Council approved. LPAT appeal submitted by the Province.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Stiek Farms Inc./ Rotteveel	496198 10 th Line	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning.	Severance application approved and conditions being fulfilled. ZBA approved in principle.
2796427 Ontario Ltd.	162 Blandford St., Innerkip	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning, to construct a 5-unit Townhouse.	Severance application approved and conditions being fulfilled. ZBA approved in principle.
Musselman	Con. 16, Part Lot 30	ZBA	Rezoning to allow development on undersize ag. parcel, on a lot that does not have road frontage.	Application deferred.
Engberts	21 Burton St., Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
1474526 Ontario Ltd.	715943 18 th Line	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Howe Farms (Ont.) Inc.	636447 14 th Line	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning.	Severance application approved and conditions being fulfilled. ZBA approved

Applicant	Location	Application Type	Nature of Application	Status of Applications
Canada Farm Distributors Ltd.	165 Hope Street W.	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
McClay	29 Main St., Innerkip	MVA	Relief to permit an accessory structure (in-ground pool) in the exterior side yard.	Application deferred.
Brenneman	616595 13 th Line	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled. ZBA approved in principle.
Donron Farms Ltd.	616583 13 th Line	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled. ZBA approved in principle.
Oxford Road Developments 5 Inc.	Extension of Phase #1 subdivision (Innerkip)	SDA OPA ZBA	OPA and ZBA required as part of the application for subdivision.	Applications received.
Lazenby & Shuster	745393 Oxford Rd. #17	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Applications received.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Shuster	745349 Oxford Rd. #17	ZBA	Rezoning to increase the permitted maximum gross floor area for an animal kennel.	Application received.
Fieldhouse	107 Blandford St., Innerkip	Severance MVA	Severance of an existing parcel of land (creation of 2 additional lots) with a reduction in lot frontage.	Application received.
Canada Farm Distributors Ltd.	165 Hope Street W., Tavistock	Severance MVA	Severance of an existing parcel of land with a reduction in lot area and frontage.	Application received.
Douglas	218 Northwood Dr., Innerkip	ZBA	Rezoning to permit a converted dwelling.	Application received.
Majestic Homes Ltd.	44 Main St. Innerkip	ZBA	Amendment to allow for 55% garage width (vs. current permitted width of 50%).	Application received.

Attachments:

- None.

Recommendation:

1. None. For Council Information.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Will Jaques
Corporate Services Manager

STAFF REPORT

Report #CAO2021-13

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: CAO/Treasury – November 2021 Council Report

Date: October 27, 2021

CAO/Finance Departmental Highlights:

- The RFP closing date for an architect/engineer to design a plan for the new administration building at 89 Loveys Street was extended by two weeks, to November 2nd. This resulted from the volume of requests for additional preparation time by a significant number of consultants. Staff will now be providing an award recommendation report to Council at the meeting of November 17th.
- Due to the setback in hiring a Financial Services staff person, the implementation of the Laserfiche Records Management system will be pushed back to 2022.
- Recruitment for a Financial Services co-op student has been undertaken with three of the local colleges and two universities in the area.
- Staff will be providing a budget timeline report for Council's information at the November 17th meeting, which will allow for the hiring and/or alternate arrangements to be made for additional financial staff resources.
- Our municipal auditors will be on site November 25th and 26th to conduct the 2021 interim audit.

Parks and Recreation Master Plan:

- Due to the volume of information received during the public engagement period, the consultants have advised that the draft facility needs assessments and recommendations will likely be released to the project website and for Council's information the first week in November.

Legislative Updates:

- None

Financial Highlights:

Township of East Zorra-Tavistock

as at 2021-10-28 82.47%

SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS

2021-10-28

2021 Approved Operating and Capital Budgets Monitoring

Net Budgets by Department	2020 Approved Budget	2020 Audited Actuals	2021 Approved Budget	2021 Actuals to Date	% of Actuals / Budget
Building, Locates and Drainage	134,199	67,800	59,090	(26,720)	-45.22% <i>at 3rd Quarter - no drawdown projected for Building Reserve</i>
Corporate Services	2,229,570	2,305,282	2,370,225	1,913,320	80.72% <i>includes capital spending on 89 Loveys to date - not fully funded to date</i>
Fire and Protective Services	1,266,192	973,918	1,225,771	719,013	58.66% <i>Firefighter payroll not recorded until December annually</i>
General Government	(1,159,919)	(1,115,120)	(1,203,437)	(1,187,389)	98.67% <i>includes supplementals and tax write offs to date and final billing</i>
Parks and Recreation	493,990	402,923	489,752	446,911	91.25% <i>anticipate higher 4th quarter expenses related to COVID requirements</i>
Public Works	3,186,663	2,890,077	3,429,961	2,933,355	85.52% <i>capital projects for 2021 completed - not fully funded to date</i>
Tax-Supported Budget Summary	6,150,695	5,524,880	6,371,362	4,798,490	75.31%

*83% of Reserve Transfers accounted for in expenses to date*Attachments:

- None

Recommendation:

1. None. For Council Information Only.

Respectfully submitted by:



Karen DePrest

Chief Administrative Officer/Treasurer

STAFF REPORT

Report #CAO2021-14

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: Community Recreation Facilities - Proof of Vaccination Procedure

Date: October 27, 2021

Background/ Discussion:

With the recent announcements from the Province regarding the removal of capacity limitations and social distancing requirements in event and meeting spaces (see Appendix 'A'), our Corporate Initiatives Officer, Meaghan Vader, investigated best practices and procedures that other similar sized municipalities were undertaking to ensure vaccination compliance was achieved.

Meaghan also reached out to our contact at Southwestern Public Health (SWPH) to have them review the Township's proposed Proof of Vaccination Requirements document (attached as Appendix 'B'). SWPH did not express any concerns with the content, and supports the processes proposed.

At its meeting on Monday, October 25th, the Tavistock District Recreation Facilities Board (TDRFB) also discussed the implications of the capacity limitation lifting. It was resolved that the Facility Manager would work with Township staff to develop a consistent approach for vaccination verifications for all Township rental facilities.

Township senior staff then met on Wednesday, October 27th and reviewed the proposed approach. Staff are making the following recommendations in conjunction with the attached Proof of Vaccination requirements document.

Where events have "firm" invited guest list, the event organizer will be responsible for confirming and providing the "Declaration" (as provided for in Appendix 'B' of the Proof of Vaccination Requirements document). The declaration will require the event organizer to ensure that all attendees have been fully vaccinated prior to the date of their facility use.

In the case of events with “transient” attendance and/or the possibility of “uninvited” guests (such as social parties, stag and does, open receptions etc.), the Township would hire paid security personnel to be posted at the entrance of the facility, for the duration of the event. The security personnel would be responsible for confirming the fully vaccinated status of all attendees, before admission. The costs associated with hiring security personnel would be billable to the event organizer at a rate of \$30.00/hour for a minimum of 8 hours, plus an additional flat fee of \$50.00 for travel costs. These were the prescribed rates obtained from the lowest proponent based on an informal request for quotation from a listing of various security agencies in the geographic area.

If an event organizer fails to comply with the appropriate vaccination procedure option for their event, or they are not agreeable to the additional costs for a “transient” event, the booking date would be forfeited, as well as their booking deposit (if previously paid to hold the date.) All event venue contracts will have the Proof of Vaccination procedure attached to their rental agreement for the user’s reference and compliance needs.

Attachments:

1. Appendix A – Ontario Road to Re-Opening (excerpt)
2. Appendix B – Draft COVID Procedures for Rentals

Recommendation:

1. That Council approves the Proof of Vaccination Requirements as attached in Appendix B as well as the proposed security arrangements and additional fees as described in Report CAO #2021-14.

Respectfully submitted by:



Karen DePrest
Chief Administrative Officer/Treasurer

[Home](#) [COVID-19](#)

Appendix 'A'

Learn how Ontario plans to cautiously and gradually lift remaining public health and workplace safety measures.

On this page

[Overview](#) | [October 25, 2021](#) | [November 15, 2021](#) | [January 17, 2022](#) | [February 7, 2022](#) | [March 28, 2022](#)

Overview

The Ontario government, in consultation with the Chief Medical Officer of Health, has released *A Plan to Safely Reopen Ontario and Manage COVID-19 for the Long-Term*.

This plan outlines Ontario's cautious and gradual approach to lifting remaining [public health and workplace safety measures by March 2022](#). It will be guided by the ongoing assessment of key public health and health care indicators and supported by local or regional tailored responses to COVID-19.

Over the next six months, Ontario will slowly and incrementally lift all remaining public health and workplace safety measures, including:

- wearing face coverings in indoor public settings
- removing the provincial requirement for proof of vaccination

To ensure that public health and workplace safety measures are lifted safely, this phased approach will be guided by the ongoing assessment and monitoring of key public health and health care indicators, such as:

- the identification of any new COVID-19 variants
- increases in hospitalizations
- ICU occupancy and rapid increases in transmission

In the absence of concerning trends, public health and workplace safety measures will be lifted based on the proposed [following milestones \(PDF\)](#).

[Read the regulation.](#)

October 25, 2021

Beginning October 25, 2021 at 12:01 a.m., capacity limits will be lifted in the vast majority of settings where [proof of vaccination](#) is required, such as:

- restaurants, bars, and other food or drink establishments
- indoor areas of sports and recreational facilities such as gyms and where personal physical fitness trainers provide instruction
- casinos, bingo halls, and other gaming establishments
- indoor meeting and event spaces

Limits will also be lifted in certain outdoor settings.

The government will also allow other settings to lift capacity limits and physical distancing requirements if they choose to require proof of vaccination, including:

- personal care services (such as barber shops, salons, body art)
- indoor areas of museums, galleries, aquariums, zoos, science centres, landmarks, historic sites, botanical gardens and similar attractions
- indoor areas of amusement parks
- indoor areas of fairs, rural exhibitions, festivals
- indoor tour and guide services
- boat tours
- indoor areas of marinas and boating clubs
- indoor clubhouses at outdoor recreational amenities
- open house events provided by real estate agencies
- indoor areas of photography studios and services

Locations where a wedding, funeral or religious service, rite or ceremony takes place may also implement proof of vaccination requirements for services, rites, or ceremonies at the location.

This will not apply to settings where people receive medical care, food from grocery stores and medical supplies.

Ontario also intends to allow for greater capacity at organized public events such as Remembrance Day ceremonies and Santa Claus parades with more details coming in the near future.

November 15, 2021

On November 15, 2021, the government intends to lift capacity limits in remaining higher-risk settings where proof of vaccination is required, including:

- food or drink establishments with dance facilities (such as night clubs, wedding receptions in meeting/event spaces where there is dancing)
- strip clubs
- bathhouses and sex clubs

January 17, 2022

In the absence of concerning trends in public health and health care indicators following the winter holiday months and after students returned to in-class learning, the province intends to begin gradually lifting capacity limits in settings where proof of vaccination is not required.

The Chief Medical Officer of Health will also lift [CMOH directives](#) as appropriate.

Proof of vaccination requirements may also begin to be gradually lifted at this time, including for:

- restaurants, bars and other food and drink establishments
- facilities used for sports and recreational facilities
- casinos, bingo halls and other gaming establishments

February 7, 2022

The government intends to lift proof of vaccination requirements in high-risk settings, including:

- night clubs
- strip clubs
- bathhouses and sex clubs

March 28, 2022

At this time, it is intended that remaining public health and workplace safety measures will be lifted, including wearing face coverings in indoor public settings. Recommendations may be released for specific settings, if appropriate.

In addition, the provincial requirement for proof of vaccination will be lifted for all remaining settings, including:

- meeting and event spaces
- sporting events
- concerts

- theatres and cinemas
- racing venues
- commercial and film productions with studio audiences

To manage COVID-19 over the long-term, local and regional responses by public health units will be deployed based on local context and conditions. Public health measures that may be applied locally could include:

- reintroducing capacity limits and/or physical distancing
- reducing gathering limits
- adding settings where proof of vaccination is required

Public health measures would be implemented provincially in exceptional circumstances, such as when the province's health system capacity is at risk of becoming overwhelmed or if a vaccine resistant COVID-19 variant is identified in the province.



Proof of Vaccination Requirements at Township Facilities

Effective Date: October 31, 2021

Revision Date/s:

Background:

Rules for indoor sports, recreational facilities, and event facilities in East Zorra-Tavistock and across Ontario continue to change in response to the COVID-19 pandemic. Established by the Province of Ontario and/or the Southwest Public Health Unit (SWPH), the rules are there to make sure that everyone is doing their part to keep themselves, and each other, safe and healthy.

As a facility operator, the Township of East Zorra-Tavistock must follow Provincial and SWPH rules.

We know that some of these changing rules can be frustrating, and we appreciate your patience and understanding as we take the necessary steps to provide a safe environment for patrons, participants, visitors, and municipal staff in these challenging times.

Provincial Proof of Vaccination Requirements:

Effective October 31, 2021, as per Provincial and SWPH regulation, patrons seeking access to the Tavistock Arena, and all Township community centres must show proof of identification and proof of being fully vaccinated against COVID-19 before they can enter the facilities, with limited exceptions.

An individual is considered to be fully vaccinated if they have received:

- The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines; or
- One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada; or
- Three doses of a COVID-19 vaccine not authorized by Health Canada; and
- They have received their final dose of the COVID-19 vaccine at least 14 days before providing proof of being fully vaccinated.

Provincial Proof of Vaccination – Process and Policies

Patrons should plan to arrive at our facilities approximately 15 minutes before their scheduled time. Please note that entry may be delayed until previous groups depart due to COVID-19 venue capacity rules.

All patrons will be met by a security guard and/or association volunteer and/or municipal staff who will ensure the following documents are presented prior to entry:

- a. A paper or downloaded copy of their full dose Vaccine Certificate(s)
- b. Proof of identity showing the name and date of birth (e.g., Birth Certificate, Citizenship Card, Driver's Licence, Government-Issued Identification Card, i.e., Health Card, Indian Status Card, Passport or Permanent Resident Card)
- c. A completed and successful COVID-19 Visitor Screening Result (completed via smartphone or paper copy) for contact tracing purposes (one per household).

Proof of identification and proof of vaccination against COVID-19 requirements under O. Reg. 364/20 do not apply to:

- a. Workers, contractors, repair workers, delivery workers, inspectors or others who are entering the business or organization for work purposes and not as patrons.
- b. A patron who is entering an indoor area solely for the following purposes:
 - i. To access the Oxford County Library (Innerkip Community Centre)
 - ii. While paying/signing for a contract at the Tavistock Arena Customer Service Counter; or
 - iii. As may be necessary for the purposes of health and safety.
- c. Children under 12 years of age.
- d. Patrons who provide a written document, completed, and supplied by a physician (designated as "MD") or by a registered nurse in the extended class (designated as "Registered Nurse (Extended Class)", "RN(EC)", "Nurse Practitioner" or "NP", stating that the individual is exempt for medical reasons from being fully vaccinated against COVID-19 and the effective time-period for the medical reason.

Medical Exemptions

Patrons with medical exemption are required to present identification and a written document stating the individual is exempt for a medical reason to the business or organization.

To review proof of a medical reason for not being vaccinated against COVID-19, East Zorra-Tavistock must ensure:

- a. The name of the person in the written documentation matches the identification provided.
- b. The physician or registered nurse in the extended class's information is complete by including:
 - i. Name and contact information for the physician or registered nurse in the extended class;
 - ii. Logo or letterhead identifying the physician or registered nurse in the extended class;
 - iii. Statement that there is a medical reason for the individual's exemption from being fully vaccinated against COVID-19; and
 - iv. Any effective time period for the medical reason which includes the date the patron is seeking access to the business or organization.

Community Centre Rentals

For those renting any one of our community centres, the individual or group holding the Facility Rental Agreement must actively screen individuals for enter the facility as noted above.

Permit holders will be required to provide the attached declaration to municipal staff after every rental to declare participants/visitors to their event/program have been screened prior to entry (see Appendix B).

The permit holder is responsible for the following:

- a. Ensure those attending the program/event show proof of identification and proof of being fully vaccinated against COVID-19 before they can enter the facility.
- b. Record the name and contact information for everyone entering who is attending the event or program.
- c. Maintain the records for a period of at least one month.
- d. Only disclose the records to a medical officer of health or inspector under the Health Protection and Promotion Act on request for a purpose specified in Section (2) of that Act or as otherwise required by law.

Masks and Face Coverings

Any individual entering all Township of East Zorra-Tavistock facilities must wear a face mask that covers their mouth, nose, and chin unless exempt through the exemptions set out in subsection (4) of O. Reg 364/20.

Note that children under 2 are exempt from wearing a mask.

Arenas: Masks must be always worn in the arena. Users must wear them when entering the facility, while they are in the dressing rooms, and while exiting the facility. They may remove their mask when exiting the dressing room to go onto the ice surface but must put them back on when re-entering the dressing rooms after their ice time.

During Programs/Practices/Games: During games or while on ice, participants are not required to wear masks. Participants do not require masks while on the bench; however, all coaching staff and trainers must wear masks while on the bench.

Spectators: Spectators must always remain masked. They may pull their mask down in order to consume food and drink, but otherwise must remain masked even if they are physically distanced from people outside of their household.

Those who may have a medical exemption for wearing a mask are to let staff/security know at check in so the appropriate accommodations can be made. If a medical exemption from wearing a face mask is provided, a face shield may be requested as an alternative.

Respecting Staff

It bears reminding that Township of East Zorra-Tavistock facility staff do not set the rules but do have an important part to play in enforcing them.

If a staff member, contracted security guard, or association volunteer reminds you about the COVID-19 rules and requirements, they are doing their job. Please take their comments as a friendly reminder and do your part by following the rules.

If you do not agree with the rules or have questions about them, please:

- Contact your sporting association (if applicable) to learn about their COVID-19 safety protocols
- Review the policies set by the Province (covid-19.ontario.ca) and/or the SWPH (<https://www.swpublichealth.ca/en/my-health/covid-19-novel-coronavirus.aspx>)
- Contact the Township

The Township of East Zorra-Tavistock has a zero-tolerance policy for violence, vandalism and inappropriate behaviour at recreational facilities, community centres, parks, and programs. This applies to everyone – coaches, parents, players, performers, audiences, and visitors.

No form of violence, vandalism or inappropriate behaviour is acceptable on Township properties or facilities. Failure to abide by the standards will lead to immediate removal from the premise and/or trespass for up to three years and/or escalation to the OPP.

Appendix A**Requirements of Patrons in Indoor Sport and Recreational Fitness Facilities**

Setting	Activity	Proof of Vaccination
Indoor premises of a facility used for sports and recreational fitness activities	Patrons under 12 years of age	Not required
	Patrons over 12 years of age	Required*

***Unless patron qualified for an exemption**

Appendix B**Declaration of Proof of Vaccine by Community Centre Renters
(Invited Guest Events Only)****Township of East Zorra-Tavistock – Facility Rental
PROOF OF VACCINATION
SCREENING
DECLARATION**

Permit Holder (name): _____

Contact Name (if applicable): _____

Date of Rental: _____

Community Centre: _____

I hereby declare that all patrons attending our program/event on the above date have been screened for Proof of Vaccination as per section 2.1 of Schedule 1 to O.Reg. 364/20.

Further, a record of the contact information for everyone that attended the program/event will be maintained for a period of at least one month, and will be kept confidential, being disclosed only to a medical officer of health or an inspector under the Health Protection and Promotion Act on request for a purpose specified in section (2) of that Act or as otherwise required by law.

Name: _____

Signature: _____

Date: _____

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW #2021-39**

A By-law to amend Zoning By-Law Number 2003-18, as amended.

WHEREAS the Municipal Council of the Corporation of the Township of East Zorra-Tavistock deems it advisable to amend By-Law Number 2003-18 as amended.

THEREFORE, the Municipal Council of the Corporation of the Township of East Zorra-Tavistock, enacts as follows:

1. That Schedule "A" to By-Law Number 2003-18, as amended, is hereby amended by changing to 'RR' the zone symbol of the lands so designated 'RR' on Schedule "A" attached hereto.
2. This By-law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 3rd day of November, 2021.

READ a third time and finally passed this 3rd day of November, 2021.

(SEAL)

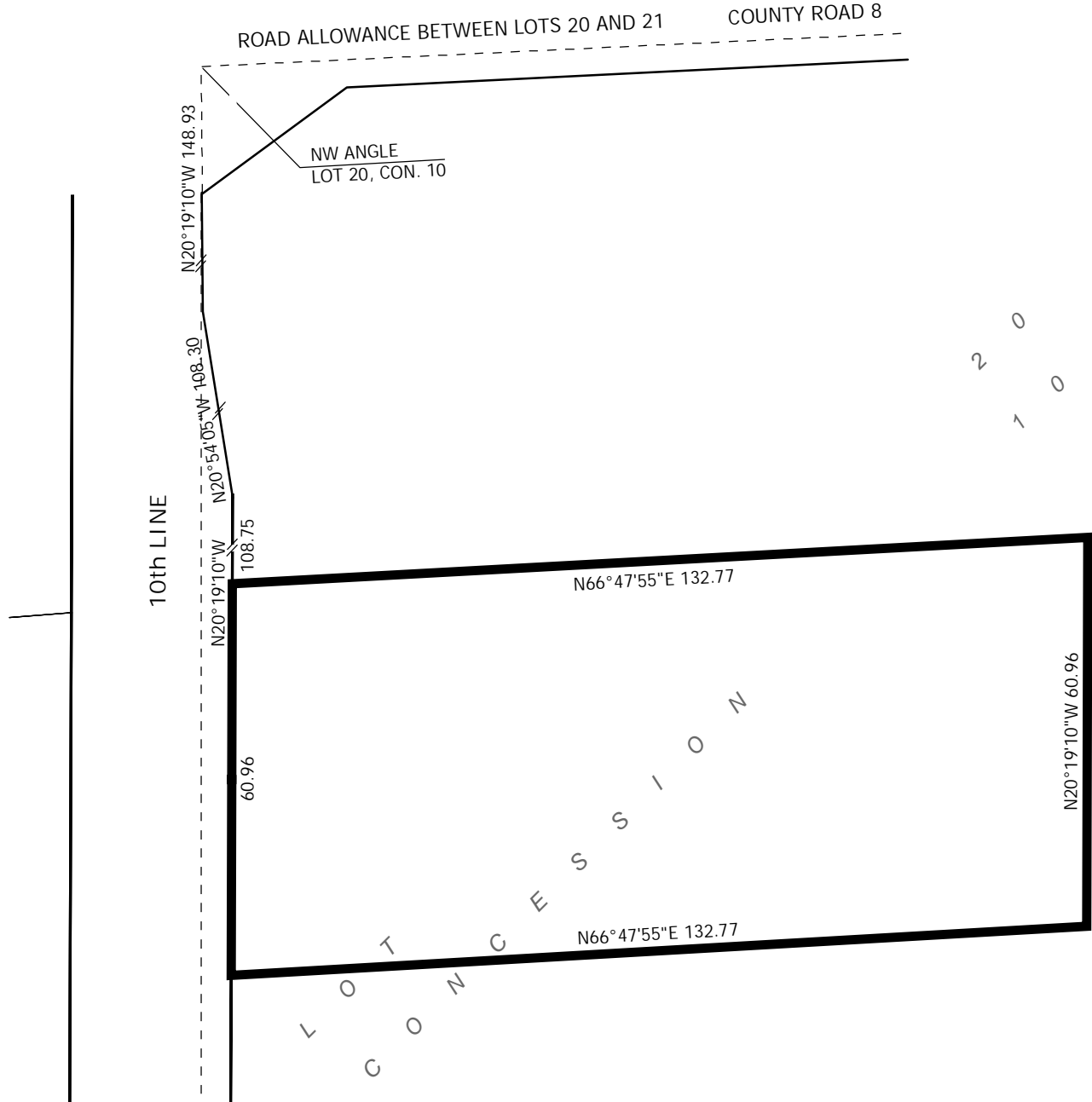
Don McKay – Mayor

Will Jaques – Clerk

SCHEDULE "A"

TO BY-LAW No. 2021-39

PT LOT 20, CONCESSION 10 (EAST ZORRA)
TOWNSHIP OF EAST ZORRA-TAVISTOCK



AREA OF ZONE CHANGE TO RR

NOTE: ALL DIMENSIONS IN METRES



Produced By The Department of Corporate Services
Information Services ©2021

THIS IS SCHEDULE "A"

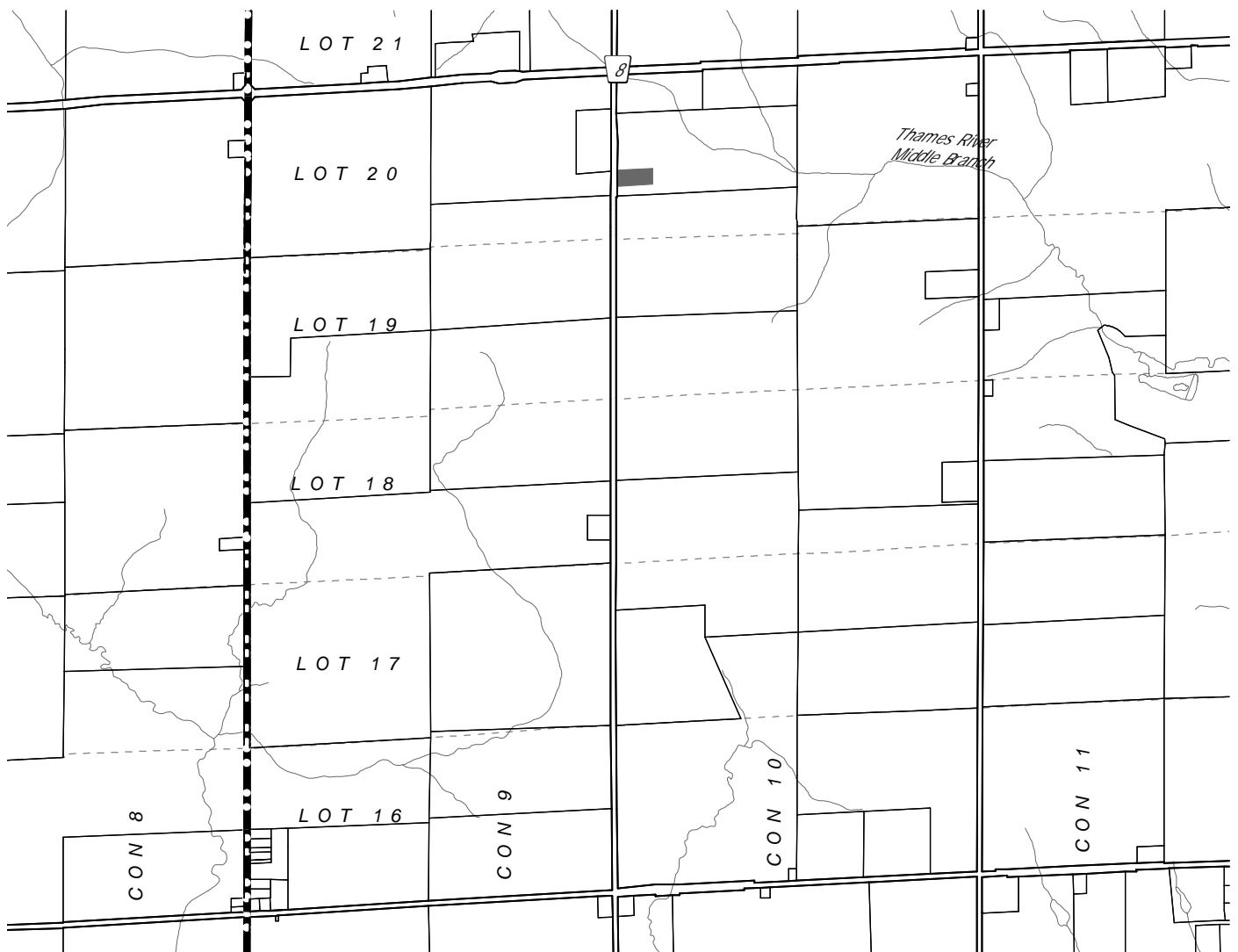
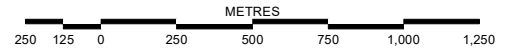
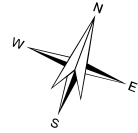
TO BY-LAW No. 2021-39, PASSED

THE 3 DAY OF November, 2021

MAYOR

CLERK/ADMINISTRATOR

KEY MAP



LANDS TO WHICH BYLAW #2021-39 APPLIES

ZN 2-21-11

TOWNSHIP OF EAST ZORRA-TAVISTOCK

BY-LAW #2021-39

EXPLANATORY NOTE

The purpose of By-law #2021-39 is to rezone the lot to be retained resulting from Consent Application B21-06-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the use of the subject lands for non-farm rural residential purposes as a result of a proposed farm consolidation.

The subject lands are legally described as Part Lot 20, Concession 10 (East Zorra). The lands are located on the east side of 10th Line, between Oxford Road 8 and Braemar Sideroad and are municipally known as 496198 10th Line in the Township of East Zorra-Tavistock.

The Township of East Zorra-Tavistock, after conducting the public hearing necessary to consider the application, adopted the amending By-law #2021-39. The public hearing was held on October 6, 2021. No comments of concern were received from the public.

Mr. Will Jaques
Corporate Services Manager/Clerk
Township of East Zorra-Tavistock
90 Loveys Street
Hickson, Ontario
NOJ 1L0

Telephone: 519 462-2697

File: ZN 2-21-11 (Stiek Farms Inc. Mirjam, and Eric Rotteveel)
Report No: 2021-311

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2021 - 40**

Being a by-law to confirm all actions and proceedings of the Council.

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK ENACTS AS FOLLOWS:

All actions and proceedings of the Council taken at its meeting held on the 3rd day of November, 2021 except those taken by By-law and those required by law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out herein provided, however, that any member of this Council who has dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect of this By-law as it applies to such action or proceeding.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF NOVEMBER, 2021.

seal

Don McKay, Mayor

Will Jaques, Clerk