

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

AGENDA

**for the Meeting to be held on Wednesday December 1, 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 November 17, 2021 Council Meeting Minutes
 - b) UTRCA – November 2021 FYI
 - c) Oxford County – Consent Application B21-68-69-2/ A21-19-20-2 (Fieldhouse)
5. Delegations & Appointments:
 - a) 9:15 a.m. – ZBA Applications ZN2-21-09-10 (Lazenby/ Shuster)
 - b) 9:45 a.m. – ZBA Application ZN2-21-12 (Douglas)
 - c) 10:00 a.m. – MVA Application A-3-2021 (McClay)
 - d) 10:30 a.m. – ARA Inc. – 2021 Road Needs Study Results (Council Presentation)
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) October 25, 2021 TDRFB Minutes
 - e) Staff Report - #HRSC2021 – 03 re: Organizational Chart Policy
 - f) Staff Report - #CBO2021 – 14 re: Building, Development & Drainage Reporting
 - g) Staff Report - #PW2021 – 14 re: Public Works Reporting
 - h) Staff Report - #BCO2021 – 10 re: Fire Department Reporting
 - i) Staff Report - #BCO2021 – 11 re: By-law Compliance Reporting
 - j) Staff Report - #CSM2021 – 17 re: Corporate Services Reporting
 - k) Staff Report - #CAO2021 – 16 re: CAO-Treasury Reporting
7. By-laws:
 - a) By-law #2021-42 – ZBA Application ZN2-21-12 (Douglas)
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
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 November 17, 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 and Public Works Manager Tom Lightfoot.

Mayor MCKAY welcomed everyone to the meeting.

Approve
Agenda

1. Moved by: Jeremy SMITH
Seconded by: Margaret LUPTON
Resolved that Council approve the agenda for the November 17, 2021 meeting, as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- N/A

Confirm
Minutes -
Council

2. Moved by: Don EDMISTON
Seconded by: Phil SCHAEFER
Resolved that Council confirm the Minutes of the November 3, 2021 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- Staff Report - #CAO2021 – 15 re: 2022 Budget Planning/Development Timetable

Correspondence & Reports – Resolutions
Following:

Staff Report
#CIO2021 – 01
re: New
Municipal Office
Architectural/
Engineering
Services
(RFP Results)

CAO-Treasurer Karen DePrest presented Staff Report #CIO2021-01 to Council regarding the recent RFP results for Architectural and Engineering Services, for the new Municipal Office.

3. Moved by: Matthew GILLESPIE
Seconded by: Phil SCHAEFER
Resolved that Council accept the bid from the Ventin Group Ltd. in the amount of \$198,000.00;

And that Council authorizes the CAO/Treasurer to sign the contractual agreement with the Ventin Group Ltd. as provided in the proposal bid document package EZT-RFP-21-05.

CARRIED.

Staff Report
#CIO2021 - 02
re:
Development of
a Secondary
Plan Consulting
Services
(RFP Results)

CAO-Treasurer Karen DePrest presented Staff Report #CIO2021-02 to Council regarding the recent RFP results for Consulting Services, for the development of the Secondary Plan.

4. Moved by: Jeremy SMITH
Seconded by: Don EDMISTON
Resolved that Council accept the bid from WSP Canada Inc. in the amount of \$286,262.00;

And that Council authorizes the CAO/Treasurer to sign the contractual agreement with WSP Canada Inc. as provided in the proposal bid document package EZT-RFP-21-04;

And further that Council accept the additional funding be sourced from the Admin Studies Development Charges Reserve Fund.

CARRIED.

Oxford County-
Official Plan
Review (Draft
Agricultural
Policies)

At 7:26 p.m., April Nix and Paul Michiels from the County of Oxford were present to provide an opportunity for members of the Public, and Council, to comment on the Draft Agricultural Policies, as part of the Official Plan review process.

In addition to comments from Council, Ronda Stewart from the ROEDC was present and provided comments on the draft Policies, on behalf of the rural business community.

5. Moved by: Phil SCHAEFER
Seconded by: Don EDMISTON
Resolved that Council support the proposed recommendations in County Council report #CP2021-337.

CARRIED.

Staff Report
#CAO2021 – 15
re: 2022
Budget
Planning/
Development
Timetable

CAO-Treasurer Karen DePrest presented her report to Council regarding the Planning and Development timetable, for the 2022 budget.

Other and
Unfinished
Business

Council discussed comments received from the public **regarding the Township's rural roads.**

Confirming
By-law

6. Moved by: Margaret LUPTON
Seconded by: Jeremy SMITH
Resolved that By-law #2021-41 being a by-law to confirm the proceedings of Council held Wednesday November 17, 2021 be read a first, second and third time this 17th day of November, 2021;

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

CARRIED.

Adjourn

7. Moved by: Don EDMISTON
Seconded by: Phil SCHAEFER
Resolved that Council does now adjourn at 8:13 p.m.

CARRIED.

UPPER THAMES RIVER
CONSERVATION AUTHORITY

fyi

November 2021



Red-breasted Nuthatch
(photo: B Gallagher)

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Autumn Groundwater Well Sampling is Well Underway

October and November are a busy time for staff collecting water samples and groundwater supply data at monitoring wells across the Upper Thames watershed. The UTRCA has 28 groundwater monitoring wells that are part of the Provincial Groundwater Monitoring Network (PGMN), and additional monitoring wells with the City of London at sites including Sifton Bog.

The wells are sampled for a suite of water quality parameters to assist in understanding emerging issues in local groundwater quality. Each well station is also instrumented to take continuous water level measurements.

The Ministry of the Environment, Conservation and Parks launched the province-wide groundwater monitoring program as a result of the significant drought years in 1998 and 1999. A comprehensive system of groundwater monitoring wells was installed across the upper Thames River watershed as part of this effort. The data is used in-house by the Low Water Response Team for the Ontario Low Water Response Program. The water quality and quantity data is used for plan review and is available at the [PGMN website](https://www.thamesriver.on.ca/pgmn).

This year, wet weather from August to October (approximately 50% to 75% above normal precipitation) created good conditions for water to recharge local aquifers and well supplies. This recharge is important as groundwater levels, measured at our monitoring wells, were lower



Kaela Orton, Monitoring Technician, takes water samples and collects continuous water level data at a groundwater monitoring well at Golspie Swamp.

at the end of 2020 and continued to be below normal levels this past spring as a result of reduced precipitation.

Groundwater is an important resource as a drinking water supply for municipal and private wells across the watershed. It is also vital to the supply of water in the Thames River system and for natural areas, such as wetlands.

Contact: [Karen Maaskant](#), Water Quality Specialist, or [Kaela Orton](#), Monitoring Technician

Perth Children's Water Festival

The [Perth Children's Water Festival](#) was launched virtually in mid October. The festival, which is normally a multi-day outdoor event, is a fun and educational way for students in grades 4 and 5 to learn about the importance of water in their daily lives. [See Water Festival video.](#)

This year, the Festival Organizing Committee is excited to share virtual opportunities and resources with classes across Perth County. Each month, from October to April, a new Google activity slide will be released, with teachers getting early access to the slides to help with planning.

The [first slide](#) was released to students on October 18, with links to fun and educational activities. The water festival slides are being created by different community partner organizations to showcase how they protect, conserve, and/or use water, and will be available until the end of the school year.

Funding for the festival is from the TD Friends of the Environment Foundation and UTRCA, and supported by many community organizations including:

- Avon Maitland District School Board
- City of Stratford
- Huron Perth Catholic School Board
- Huron Perth Public Health
- Ontario Clean Water Agency
- Ontario Federation of Agriculture
- RBC Wealth Management Dominion Securities
- St Marys Cement

- Stratford Perth Museum
- Thames River Clean Up
- Upper Thames River Conservation Authority

Contact: [Linda Smith](#), Community Partnership Specialist

OMAFRA ONFARM Tour

On a cold and very wet Friday afternoon, UTRCA staff assisted with a tour for the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Assistant Deputy Minister. The tour visited a number of farm demonstration sites across our region. The upper Thames River watershed stop was in the Upper Medway Creek subwatershed and showcased the many ongoing projects under the OMAFRA-funded ONFARM (On-Farm Applied Research and Monitoring) program. The Ontario Soil and Crop Improvement Association (OSCIA) delivers the program on behalf of the province.



The group listened with great interest as Tatianna, Tracy, and Mike presented information about the past, ongoing, and future work and opportunities in the Upper Medway Creek watershed.

The UTRCA's Tatianna Lozier and Mike Funk led the presentations, along with Aaron Briemer of Deveron Farm Management Inc., Kevin McKague from OMAFRA, and Angela Straathof from OSCIA. UTRCA General Manager, Tracy Annett, welcomed the group and participated in the discussions along with OSCIA provincial directors and staff, as well as OMAFRA management, office, and field staff.

The information being generated by the Upper Medway watershed projects is of great interest to all. The projects are providing excellent details on the best management practices utilized and their ability to protect and enhance our water resources while improving soil health.

More about the Upper Medway projects:

- [Measuring Stream Flow in the Upper Medway Watershed](#)
- [Medway Watershed Cover Crops](#)

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

Pine Plantation Restoration

A pine plantation in Fanshawe Conservation Area, south of the UTRCA's Watershed Conservation Centre, will be the target of ecological restoration work over the next couple of years, starting this fall. The plan is to transition this overly dense pine stand into a more open and diverse pine-oak-hickory savanna and tallgrass prairie habitat.



The 4 acre plot includes a treed area between the trailhead by the visitor's parking lot to the west, and the rowing club road to the east. Staff identified this highly visible area for ecological restoration as part of the UTRCA's Environmental Targets. The area is dominated by 40-year old planted Red and White Pines that are overly dense, stagnant, and ecologically uninteresting. Invasive plants such as Chinese Elm, Russian Olive, and buckthorn have spread throughout the area as well.

Approximately 20 years ago, staff planted a plot of native tallgrass prairie at the edge of the parking lot. Since then, the grasses have self-seeded to openings in the pine plantation, indicating prairie/savanna is an appropriate habitat for this gravelly, dry area.



Prairie grasses, which are thriving in sunny openings, will be expanded.

The work will be phased in over a few years as staff time and resources permit. With some matching private funding secured, Phase 1 starts this fall. The exotic trees, shrubs, and plants will be treated with herbicide. Later, the dead standing trees and shrubs and small dying pines will be cut down and chipped. With the canopy opened up, prairie grass and flower seeds will be hand broadcasted. Additional pine thinning will take place in the next phase. An educational sign will be installed to explain this unique project to visitors and trail users.

Contact: [Cathy Quinlan](#), Terrestrial Biologist

Fanshawe Community Education Update

It's been a very busy fall for the Fanshawe Community Education team! We look forward to offering more engaging and inclusive programs this winter for local students and community members. We're especially excited to transition to more in-person learning opportunities.

Virtual Sifton Bog Program

We had great success launching a new virtual [Sifton Bog](#) program for grade 3, 4 and 6 classes in the Thames Valley District School Board

(TVDSB) and London Catholic District School Board (LCDSB). Our staff were thrilled to be able to offer a “Live from the Bog” session with education staff filming on location from [Sifton Bog Environmentally Significant Area \(ESA\)](#). In total, 1400 students from both school boards participated in the program.



During our synchronous sessions with students, Fiona Navickas, Kim Gilbert, and Heather Hawkins Jensen offered students and teachers a 360 degree view of this locally rare habitat, including close-up views of the carnivorous Round-leaved Sundew, Sphagnum mosses, and some of the benthic invertebrates and amphibians that live in Redmond’s Pond.

Participating classes also received access to a “Guided Tour of Sifton Bog” video and a “Runoff Race” video, which highlight the importance and functions of wetlands, as well as a resource package full of curriculum-connected lesson plans and extensions to support more in-depth learning about the amazing bog ecosystem.

The virtual Sifton Bog program owes some of its successful to the support and funding provided by the two school boards, as well as filming support from UTRCA’s Steve Sauder.

Students learn about Water Testing

In another partnership with the TVDSB, Erin Mutch, the school board’s Learning Coordinator, distributed water-testing kit backpacks to grade 9 classes, giving students the opportunity to investigate the quality of water bodies near their own school and providing them with valuable hands-on experience.

UTRCA Community Education staff created a series of instructional videos at Medway Creek, to help students learn how to use the kit equipment, better understand the meaning of each test, and connect to the local watershed. In the videos, staff demonstrate how to conduct each test and provide background information on water quality metrics including dissolved oxygen, benthic invertebrate diversity, conductivity, and pH.

This project was a great opportunity to highlight the many career possibilities for students interested in water. We hope using these kits will spark the interest of some future scientists and encourage water stewardship for everyone.

In-person Programs at Fanshawe CA!

Community Education staff have also been fortunate to able to lead some in-person programming at Fanshawe Conservation Area for community groups and private schools this fall. We booked popular programs such as Orienteering, Sensory Nature Walk, Ecosystems, and Pond, Field and Forest.

We also hosted our first official Girl Guide Adventure Day at Fanshawe CA in collaboration with Rachel Kent, the Outdoor Experiences Coordinator from Girl Guides of Canada. Girls from smaller local units came out for a full Saturday in October to participate in a variety of activities including pond-dipping for aquatic invertebrates and exploring the trails. We are excited to deepen this relationship with Girl Guides of Canada in 2022.

Witchy Walk

UTRCA staff got a little spooky when we hosted a Witchy Walk at Fanshawe CA on October 30. This free community event highlighted some

of the scarier inhabitants of the forest and discussed how they might not be so scary after all, once you get to know them!



The Witchy Walk received an enthusiastic community turnout from families with young children. Participants enjoyed climbing through a spider's web between the trees, listening for coyote howls, spotting Halloween items hidden in the forest, and hopping like toads, before being sent home with a sweet treat. Thanks to all the ghouls and goblins who came out to play!

Accessible Birding Event

Lastly, in continuing with efforts to make our programming more inclusive, Julie Read recently led a free Accessible Birding event on October 24 at Kilally Meadows ESA to celebrate [Birdability Week 2021](#). Birdability Week is a celebration



of birders with disabilities or health concerns and includes sharing resources to help the birding community be accessible, inclusive, and welcoming to everybody and every body!

This event was put on in partnership with the [London Bird team](#), in particular Coordinator Brendon Samuels, who helped London become certified as a Bird Friendly City with Nature Canada last spring.

The free event sold out and we received a lot of positive feedback, along with requests for future events. Julie was even [interviewed on CBC Radio's "Fresh Air"](#) to talk about the event.

Contact: [Julie Read](#), Acting Community Education Supervisor (Fanshawe)

Communities for Nature Updates

Staff have had a busy fall with several [Communities for Nature](#) projects.

Trees for Bill and for Boler

Members of Boler Mountain in London joined forces with the family of the late Bill Kunz, initiator of London Hydro's Tree Power Program, to plant 200 native trees and shrubs on Saturday, October 16, at Boler Mountain.

Boler Mountain is celebrating its 75th anniversary this year. Bill's family members were able to gather from far and wide to celebrate Bill's life and the legacy he helped to create.

Thank you to Boler staff Marty Thode and Jessika Gunton, who welcomed all of the volunteers and continue to be strong environmental supporters. Thanks also to TD Friends of the Environment Foundation and all those who made memorial donations in Bill's name, for funding this project.



Boler Mountain volunteers and members of Bill Kunz's family.

Stratford's TJ Dolan Natural Area Gets a Boost

Stratford Girl Guides, their parents, and enthusiastic Stratford Rotary members gathered on Saturday, October 23 at the TJ Dolan Natural Area to plant nearly 200 trees. This beautiful space is a gem to walk through on the trails.

Efforts to naturalize this area began in 1992, with hundreds of local students and the City of Stratford working together over many years in partnership with the UTRCA.

Ash trees were a staple for planting projects in the 1990s. Those trees have since died due to the Emerald Ash Borer, and Rotary Club and Girl Guide efforts are helping to replace the dead ash.

Thank you to Christy Bertrand, past president of Stratford Rotary, and the City of Stratford for creating this opportunity for the Girl Guides, Rotary Club, and UTRCA to work together for the benefit of our environment.

Mighty Mission in Mitchell

Local students from Mitchell District High School and Upper Thames Public School did an excellent job of planting 150 native trees and shrubs at the Husky Flats on October 27.

The site is along Whirl Creek, where efforts have continued over the past several years to naturalize and create a buffer. The UTRCA has also worked in partnership with the Municipality of West Perth to eradicate Japanese Knotweed along Whirl Creek. All of this work is helping to increase tree cover, create habitat for wildlife, protect the soil, and improve water quality.

A teacher was quick to send a message on the



same day, writing "It was great working and learning with you today! Thanks for the lesson, motivation and positivity as the students planted trees. The activity suited our learning about community involvement and support very well."

Thank you to TD Friends of the Environment Foundation for making this project possible.

St Marys Students See the Green Future

A total of 90 grade 7 and 11 students walked to Southvale Park on October 28 and completed the planting of 450 native trees and shrubs. With the support and foresight of staff from the Town of St Marys and Rotary Club members, the UTRCA joined in the initiative with the help of funding from TD Friends of the Environment Foundation and St Marys Rotary.



The students transformed the open grassy field into a naturalized area that will buffer already existing woods and help to protect water quality in nearby Trout Creek. Increased tree cover, species diversity, wildlife habitat, food sources, and reduced mowing are just some of the reasons why planting trees in this park will benefit the community and the environment. A new trail will be extended along the edge of the planting. Plans are in the works to continue the planting in the spring of 2022.

In Harmony with Society and Nature

On October 29 and 30, Aisin employees in Stratford supported the planting of 501 trees and shrubs (representing 500 employees and one dedication tree) in a wooded area that is part of the off leash dog park. The woodlot has suffered the loss of hundreds of ash trees to the Emerald

Ash Borer. The new plant material will help to fill in the gaps.

Keen grade 10 Green Initiatives students from Stratford District High School planted 150 of the trees on October 29. It was a challenging project, given the amount of rain this fall and having to work around stumps and fallen logs.



Aisin produces automotive parts for Toyota plants. The UTRCA is pleased to partner with Aisin and the City of Stratford on this project in the community. Thanks to the UTRCA's Chair, Alan Dale, for coming out to support the event and plant trees. See [video](#) and [photos](#).

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

Conservation Field Day

On a snowy November 3, the UTRCA's Conservation Services Unit held a second [Field Day at the new Thorndale Demonstration Farm](#), with assistance from Community Partnerships and Conservation Areas staff. The property is owned by the UTRCA and leased as one of our agricultural lands to a nearby landowner. The 58 acre farm was chosen to showcase a number of [agricultural best management practices \(BMPs\)](#), all working together to improve and protect soil health and water quality while increasing crop yield.

Many of the BMPs were installed last fall and winter and into this spring and summer. They include a controlled drainage system, water and sediment control basins demonstrating different intake options, woody fencerow management, a rock chute/tile outlet system, and tree seeding, planting and tending.

The farm will be managed to include regular use of cover crops and residue management/strip tillage, and will also utilize profitability mapping.

In June 2021, a field day demonstrated tile installation and the controlled drainage features. The November field day featured six information stations where visitors learned about the various BMPs demonstrated on the farm. The event was well attended and helped transfer information to the local farming community and agriculture industry, among others.



Local farmers, industry representatives, and local politicians from all levels of government attended.

The demonstration farm project has received financial support from many sources, including the Government of Canada through the federal Department of Environment and Climate Change, and the Ontario Ministry of Agriculture, Food and Rural Affairs, as well as ADS Canada (formerly Ideal Drain Tile), Agri Drain Corporation, Bluewater Pipe Inc, Hickenbottom Drain Inlets/ Maaskant Brothers, McCutcheon Farm Drainage, and VanGorp Drainage. Other supporters include Land Improvement Contractors of Ontario, Middlesex Federation of Agriculture, and Middlesex Soil and Crop Improvement Association.

More about the Thorndale Demonstration Farm:

- [Thorndale Demonstration Farm \(June 2021\)](#)
- [Thorndale Demonstration Farm \(May 2021\)](#)

Contact: [Craig Merkley](#), Conservation Services Specialist



Varnishing "Stream of Dreams" Fish

After a hiatus due to COVID-19 restrictions, staff have been able to go back to local schools to help them varnish their [Stream of Dreams](#) murals, keeping the fish protected from the elements and looking great!

We were fortunate to be able to involve many groups and organizations to help with this task:

- Students during Western Orientation Serves
- Youth from the Cross Cultural Learners Centre
- Signal Boost Initiative
- Dorchester Mill Pond Committee
- UTRCA staff

Contact: [Linda Smith](#), Community Partnership Specialist



Litter Clean Ups

UTRCA staff coordinated and participated in litter clean ups to assist with cleaning various locations in London this fall.

Youth from the Cross Cultural Learners Centre helped clean up Westminster Ponds ESA.



The Friends of Stoney Creek, supported by the City of London's Adopt a Park program, cleaned up a portion of the trail along the Stoney Creek.

Contact: [Linda Smith](#), Community Partnership Specialist

On the Agenda

The next UTRCA Board of Directors meeting will be held virtually on November 23, 2021. The following items are on the draft agenda:

- Correspondence: Concerns about Continued Dumping of Sewage into the Thames River
- Transition Plan
- 2022 Fees Policy and Fees Schedule Updates
- 2022 Board of Directors Meeting Dates
- John Street Weir Removal Position
- Investment Policy Revision
- Administration and Enforcement - Section 28 Status Report
- 2022 UTRCA Elections Preparations
- Draft Budget Progress Update

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

**Applications for Consent
B21-68-2 & B21-69-2
A21-19-2 & A21-20-2 – Daniel Robert Fieldhouse**

REPORT HIGHLIGHTS

- The purpose of the Applications for Consent is to facilitate the creation of two residential infill lots that will accommodate single detached dwellings while the lot to be retained will be used for similar purposes.
- Variances are being requested for both of the lots to be severed to permit a reduction in the minimum frontage required from 14 m (46.9 ft) to 13 m (42.6 ft).
- Planning staff are recommending that the subject applications be approved as they are consistent with the Provincial Policy Statement and generally maintain the intent and purpose of the Official Plan respecting infill development within designated settlements.

DISCUSSION

Background

OWNER: Daniel Robert Fieldhouse
107 Blandford Street, Innerkip, ON N0J 1M0

APPLICANT: TruBuilt Construction Inc.
594681 Highway 59, Woodstock, ON N4S 7V8

AGENT: Mark Burke
28 Wellington Street N, Woodstock, ON N4S 6P3

LOCATION:

The subject lands are described as Lot 3-4, Plan 80, in the Village of Innerkip. The lands are located on the east side of Blandford Street, between Main Street and George Street, and are municipally addressed as 107 Blandford Street.

OFFICIAL PLAN:

Schedule “C-3”	County of Oxford Settlement Strategy Plan	Serviced Village
Schedule “E-1”	Township of East Zorra-Tavistock Land Use Plan	Settlement
Schedule “E-3”	Village of Innerkip Land Use Plan	Village Core

TOWNSHIP OF EAST ZORRA-TAVISTOCK BY-LAW NO. 2003-18:

Existing Zoning: ‘Central Commercial Zone (CC)’

EXISTING USE OF SUBJECT PROPERTY:

Lots to be Severed (B21-68-2 & B21-69-2): Vacant

Lot to be Retained Single Detached Dwelling

SERVICES: Lots to be Severed – Municipal water and sanitary sewer
Lot to be Retained – Municipal water and sanitary sewer

ROAD ACCESS: Lots to be Severed – Paved, County Road (Blandford Street)
Lot to be Retained – Paved, County Road (Blandford Street)

PROPOSAL:

	<u>SEVERED LOT</u> (B21-68-2)	<u>SEVERED LOT</u> (B21-69-2)	<u>RETAINED LOT</u>
Area	654 m ² (7,039.6 ft ²)	654 m ² (7,039.6 ft ²)	722 m ² (7,771.5 ft ²)
Frontage	13 m (42.6 ft)	13 m (42.6 ft)	14.3 m (46.9 ft)
Depth	50.3 m (165 ft)	50.3 m (165 ft)	50.4 m (165.3 ft)

The purpose of the Applications for Consent is to create two residential infill lots with frontage on the east side of Blandford Street, south of Main Street and north of George Street. The proposed lots to be severed will be approximately 654 m² (7,039.6 ft²), while the lot to be retained will approximately 722 m² (7,771.5 ft²) in area.

Two Minor Variance Applications have also been submitted to reduce the minimum required frontage of the two lots to be severed from 14 m (46.9 ft) to 13 m (42.6 ft). The lot to be retained is proposed to maintain a frontage of 14.3 m (46.9 ft). Each of the proposed severed lots are currently vacant and will accommodate a single detached dwelling. The retained lot is currently occupied by a single-detached dwelling which will remain on the lands.

Surrounding land uses to the east, south, and north are primarily existing single detached dwellings and associated accessory buildings. To the west is Innerkip Park, consisting of recreation fields.

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.

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

Application Review

2020 Provincial Policy Statement

The PPS recognizes that the vitality of settlement areas is critical to the long-term economic prosperity of our communities and that development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.

Section 1.1.3.3 of the PPS directs 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.

Further, Section 1.4.3 of the PPS directs that planning authorities shall provide for an appropriate 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 residential intensification and redevelopment and all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements;
- 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 uses land, resources, infrastructure and public service facilities, and support the use of active transportation and transit 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.

Official Plan

The subject property is located within the 'Village Core' designation as shown on Schedule 'E-3' - Village of Innerkip Land Use Plan in the County Official Plan. The Village Core within the Serviced Village represents a relatively compact area of predominantly commercial uses which have historically functioned as a downtown pedestrian shopping district. It is intended that the Village Core will continue to be the most intensive and dominant business area within the settlement, serving both village residents and those within the wider rural area.

Within the Village Core, the full range of retail, office, administrative and public utility uses, cultural, entertainment, recreational and institutional uses are permitted. Cottage industry and associated retail may also be permitted.

Residential dwelling units, including Low and Medium Density development, accessory dwelling units within a non-residential use, bed and breakfast establishments, converted dwellings, social housing and special needs housing are also permitted in the Village Core, where adequate servicing levels exist.

Notwithstanding the range of residential uses permitted, Area Council may restrict residential uses from the front portion of a building at street level in an area characterized by street-related pedestrian traffic and an established cluster of businesses, government services or cultural and institutional facilities. Further, Area Council may limit the range of residential uses permitted in the implementing Zoning By-law. Residential proposals will be evaluated in accordance with the policies of Section 6.2.

Low density residential uses include low rise, low density housing forms consisting of single-detached dwellings, semi-detached dwellings, duplex, converted dwellings and street townhouses

When considering proposals for low density development within the Village Core designation, Section 6.3.1.1 directs users to the policies of Section 6.2 – Residential Uses in Rural Settlements. Specifically, Section 6.2.2.1 outlines policies for considering Street Oriented Infill development, such as that proposed by this application. Infill housing is defined as the placement of new residential development into established built-up areas on vacant or underutilized sites. In order to efficiently utilize the land supply designated residential and municipal servicing infrastructure, infill housing will be supported in Low Density Residential Areas.

The introduction of new residential housing into an established streetscape pattern will only be permitted if the proposal is deemed to be consistent with the characteristics of existing development in the immediate area. In order that the street oriented infill projects are sensitive to the continuity of the existing residential streetscape, Area Council and the County Land Division Committee will ensure that:

- the proposal is consistent with street frontage, lot area, setbacks and spacing of existing development within the immediate residential area.

In addition to the specific infill policies identified, the following policies will apply to all infill proposals:

- existing municipal services and public facilities will be adequate to accommodate the proposed infill project;
- stormwater run-off from the proposal will be adequately controlled and will not negatively affect adjacent properties;

- adequate off-street parking and outdoor amenity areas will be provided;
- the location of vehicular access points, the likely impact of traffic generated by the proposal on public streets and potential traffic impacts are acceptable;
- the extent to which the proposed development provides for the retention of any desirable vegetation or natural features;
- the effect of the proposed development on environmental resources and environmental constraints are addressed and mitigated in accordance with Section 3.2;
- consideration of the potential effect of the development on natural and heritage resources and their settings; and
- compliance of the proposed development with the provisions of the Town's Zoning By-law.

Zoning By-law

The subject lands are zoned 'Central Commercial Zone (CC)' in the Township of East Zorra-Tavistock Zoning By-Law. The CC zone permits a wide range of commercial uses, such as a retail store, eating establishment, or a financial institution, while also permitting a single detached dwelling.

To facilitate a single detached dwelling, the CC zone requires a minimum lot area of 420 m² (4,521 ft²) and a minimum frontage of 14 m (45.9 ft). The CC zone does not have a minimum requirement in regard to lot depth.

The proposal is for the lot to be retained to have a 14.3 m (46.9 ft) frontage, thus meeting the zoning requirement. The lots to be severed, however, would each have a 13 m (42.6 ft) frontage and would therefore require zoning relief.

Agency Comments

The Township's Chief Building Official has indicated that a Severance Agreement will be required for the newly created lots. A Drainage Assessment Reapportionment will be required. Cash-in-lieu of parkland will be required. Fees in effect at the time of consent for water and sanitary service connections will apply. An overall lot grading plan and survey will be required as a condition of severance.

The County of Oxford Public Works has indicated the following comments:

1. If approved, a condition of severance shall be that widening on frontage of the property will be provided to the County (3m) on both the retained and severed properties. The road widenings will be provided free and clear of all liens, easements, and other encumbrances.
2. If approved, a condition of severance shall be that the owner agrees to satisfy all requirements, financial and otherwise, of the County, regarding the installation of water & sanitary sewer services, to the satisfaction of the County.
3. If approved, the owner will be required to complete and submit an Entrance Permit Application to the County Public Works Department for each new entrance.

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, 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 requirements of 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

Planning staff are of the opinion that the proposal is generally consistent with the Provincial Policy Statement and the County's Official Plan regarding residential intensification within a settlement area.

Specifically, staff are of the opinion that the proposal will facilitate increased density that will assist in meeting housing requirements of the regional market on lands designated for such use. Further, staff are satisfied that the proposal will also assist in utilizing existing and planned servicing infrastructure and public service facilities, while maintaining intended density targets and efficiently utilizing existing underutilized lands.

With respect to the Official Plan, while the Village Core designation policies indicate that Area Council may limit residential uses from being at street level within the Village Core, staff are of the opinion that such development it is appropriate in this case. The restriction of residential uses from the front portion of a building at street level is generally reserved for areas characterized by street-related pedestrian traffic and an established cluster of businesses, government services or cultural and institutional facilities. In staff's opinion, the location of the subject lands is not within an established business cluster but rather an area that is generally residential in nature with limited businesses existing throughout the neighbourhood and does not experience high levels of pedestrian traffic related to community shopping. For this reason, staff are satisfied that the establishment of single detached dwellings, which are a residential in nature and at street level, in the proposed location is appropriate given the existing uses within the vicinity.

In terms of the Street Oriented Infilling policies, the residential development along Blandford Street is predominately single detached dwellings. The proposed lots will be of a similar size to those already existing and the dwellings to be constructed would not exceed the permitted height of 11 m (36.1 ft) and the maximum lot coverage of 30%. The proposal to add two additional single detached dwelling lots generally maintains the existing character of the Village Core area in terms of height, lot coverage, and parking.

Staff are also of the opinion that the proposal will comply with the review criteria for infill proposals contained in the Official Plan, as adequate municipal services are present to accommodate the development, the lands will be of a sufficient size to provide for adequate off-street parking, and outdoor amenity areas.

In reviewing the proposal against the zoning requirements for the CC Zone, the proposed lots would have larger lot areas than required. While the CC zone does not regulate the minimum lot depth for lots containing a single detached dwelling, staff note that the proposed 50.3 m (165 ft) lot depths for the lots to be severed are in keeping with adjacent properties containing single detached dwellings.

As previously outlined, the applicant has submitted applications for variance proposing relief from Section 16.2, Table 16.2 of the Township Zoning By-law to reduce the required frontage from 14 m (45.9 ft) to 13 m (42.6 ft) for both of the lots to be severed. The requested minor variances are considered to be minor in nature, compatible with surrounding development, consistent with the general intent of the Official Plan and Zoning By-Law and can be considered desirable as the proposed reduced frontages will continue to allow for building access and maintenance to the rear yard of the proposed single detached dwellings and will not compromise the ability of the lots to provide parking in accordance with the requirements of the Zoning By-law. As a result, it is Planning staff's opinion that the proposal meets the four (4) tests of a minor variance.

In light of the foregoing, Planning staff are satisfied that the consent and variance applications are consistent with the policies of the PPS and is maintain the intent and purpose of the County Official Plan. As such, Planning staff are satisfied that the applications can be given favourable consideration, subject to the appropriate conditions, as noted below.

RECOMMENDATIONS

A21-19 & A21-20

That the Oxford County Land Division Committee approve Minor Variance Applications A21-19 and A21-20 submitted by Daniel Robert Fieldhouse for lands described as Lot 3-4, Plan 80 in the Township of East Zorra-Tavistock, as they relate to:

- 1. Relief from Section 16.2 of the Township Zoning By-law to reduce the required minimum lot frontage from 14 m (45.9 ft) to 13 m (42.6 ft) for the lots to be severed by Severance Applications B21-68-2 and B21-69-2.**

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.**

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

B21-68-2

- 1. The certificate for B20-69-2 be issued, the transfer registered and a copy of the receipted Transfer be provided to the Secretary-Treasurer of the Land Division Committee prior to the issuance of the certificate for B20-68-2.**

2. 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.
3. If required, the Owner shall enter into a standard Severance Agreement with the Township of East Zorra-Tavistock, to the satisfaction of the Township of East Zorra-Tavistock.
4. The Owner shall prepare an overall grading plan and survey to the satisfaction of the Township of East Zorra-Tavistock.
5. The Owner provide cash-in-lieu of parkland, to the satisfaction of the Township of East Zorra-Tavistock.
6. The County of Oxford Department of Public Works advise the Secretary-Treasurer of the County of Oxford Land Division Committee that all financial requirements of the County of Oxford with respect to provision of water and sewer services to the subject property have been complied with. This condition can be cleared by payment for the required services or entering into a severance agreement with the area municipality which states that no building permit shall be issued until payment is made to the County. In order to clear this condition, a copy of the draft Severance Agreement which addresses the above requirements to the satisfaction of the County of Oxford Public Works Department, must be provided to the Public Works Department.
7. A 3.0 m (9.9 ft) road widening along the frontage of the lot to be severed and the lot to be retained (Blandford Street) be dedicated to the County of Oxford, free of all costs and encumbrances, to the satisfaction of the County Director of Public Works.
8. 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.

B21-69-2

1. 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.
2. If required, the Owner shall enter into a standard Severance Agreement with the Township of East Zorra-Tavistock, to the satisfaction of the Township of East Zorra-Tavistock.
3. The Owner shall prepare an overall grading plan and survey to the satisfaction of the Township of East Zorra-Tavistock.
4. The Owner provide cash-in-lieu of parkland, to the satisfaction of the Township of East Zorra-Tavistock.

5. The County of Oxford Department of Public Works advise the Secretary-Treasurer of the County of Oxford Land Division Committee that all financial requirements of the County of Oxford with respect to provision of water and sewer services to the subject property have been complied with. This condition can be cleared by payment for the required services or entering into a severance agreement with the area municipality which states that no building permit shall be issued until payment is made to the County. In order to clear this condition, a copy of the draft Severance Agreement which addresses the above requirements to the satisfaction of the County of Oxford Public Works Department, must be provided to the Public Works Department.
6. A 3.0 m (9.9 ft) road widening along the frontage of the lot to be severed and the lot to be retained (Blandford Street) be dedicated to the County of Oxford, free of all costs and encumbrances, to the satisfaction of the County Director of Public Works.
7. 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:

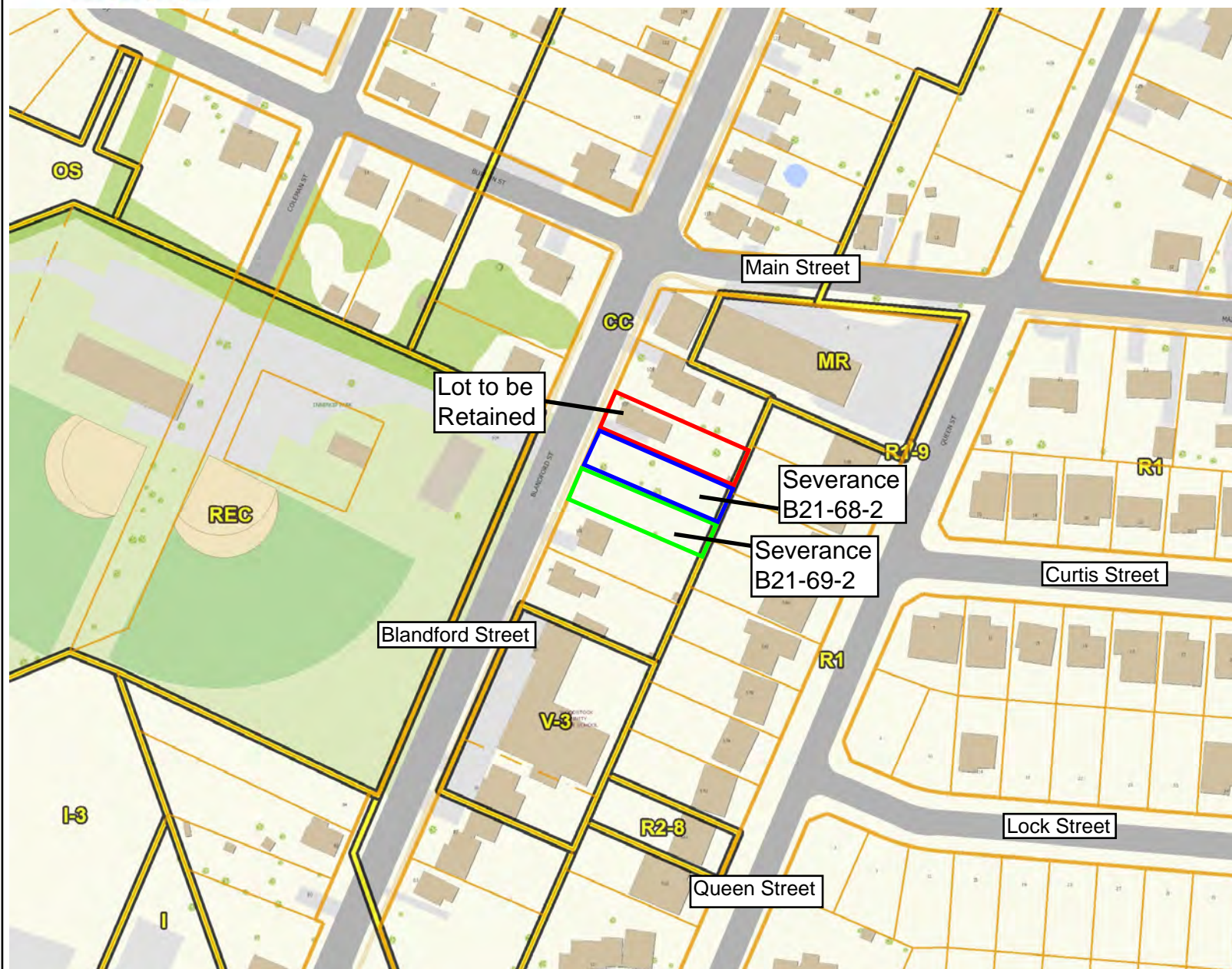
"Original Signed By"

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



0 51 102 Meters

NAD_1983_UTM_Zone_17N



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

October 5, 2021



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 13 26 Meters

NAD_1983_UTM_Zone_17N

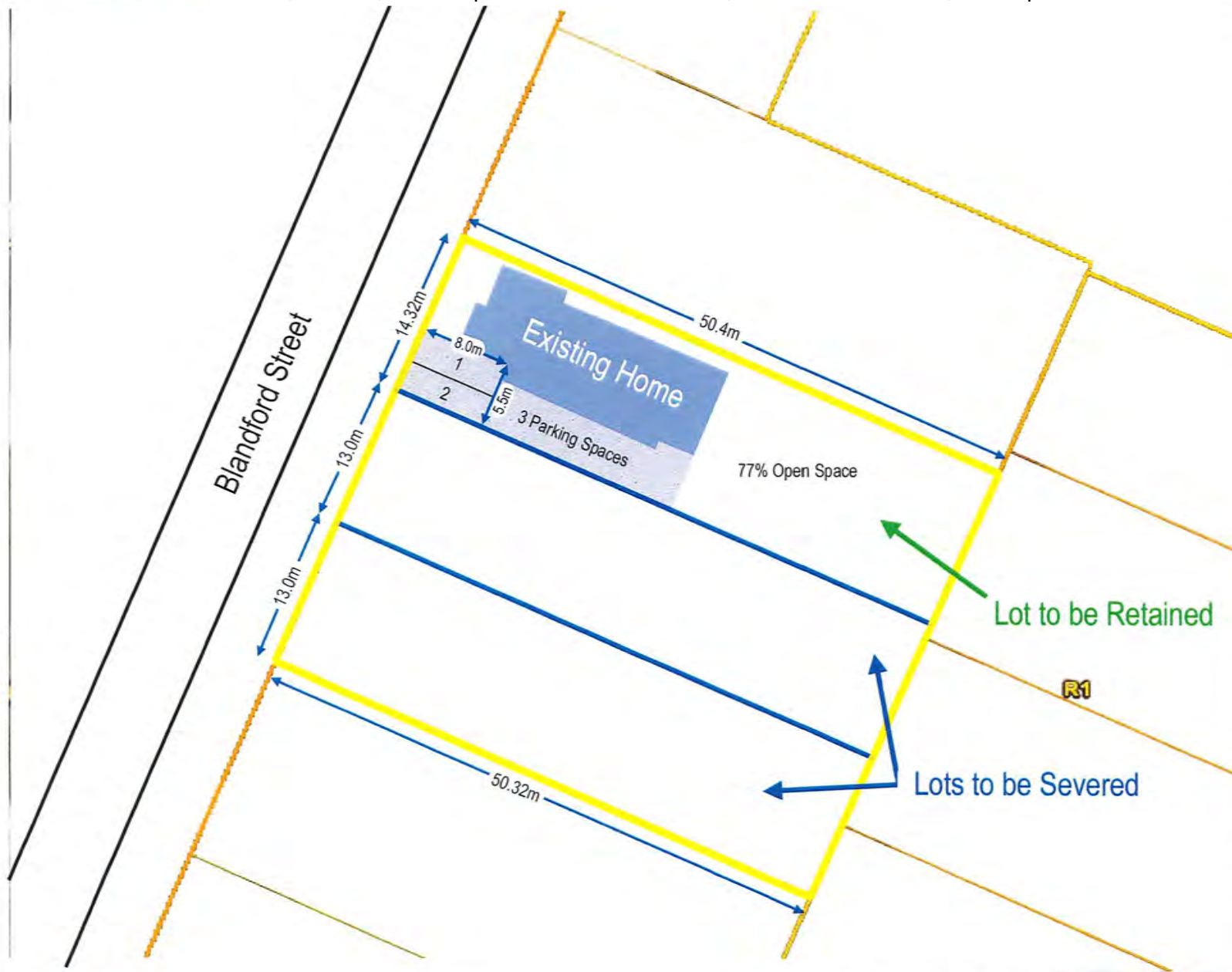


This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 12, 2021

Legend

- Parcel Lines
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Land Use Zoning (Displays 1:16000 to 1:500)



Notes



To: Mayor and Members of Township of East Zorra-Tavistock Council

From: Dustin Robson, Development Planner, Community Planning

Applications for Zone Change

ZN 2-21-09 – Donald & Mark Lazenby

ZN 2-21-10 – Ted & Bess Shuster

REPORT HIGHLIGHTS

- Zone Change Application ZN 2-21-09 proposes to rezone the severed lot resulting from Severance Application B21-50-2 from 'General Agricultural Zone (A2)' to 'Special Residential Existing Lot Zone (RE-1)' to recognize the use of the subject lands for non-farm rural residential purposes. The related severance application was approved by the Oxford County Land Division Committee on November 4, 2021. The zone change application is required to fulfill a condition of the consent.
- Zone Change Application ZN 2-21-10 proposes to amend 'Special Residential Existing Lot Zone (RE-1)' to permit an animal kennel in an accessory building with a maximum gross floor area of 192.4 m² (2,070.9 ft²).
- Planning staff are recommending support of the proposals as they are generally consistent with the Provincial Policy Statement and the County Official Plan.

DISCUSSION

Background

ZN2-21-09:

OWNERS: Donald & Marc Lazenby
927 Ridgewood Drive, Woodstock, ON N4T 0A6

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

ZN2-21-10:

OWNERS: Ted & Bess Shuster
745349 Oxford Road 17, Woodstock, ON N4S 7W2

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). 745349 Oxford Road 17 is located on the north side of Oxford Road 17, lying between 15th Line and 14th Line. 745393 Oxford Road 17 is located at the northwest corner of Oxford Road 17 and 15th Line.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "E-1"	Township of East Zorra-Tavistock Land Use Plan	'Agricultural Reserve'
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TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW:

Existing Zoning: 'General Agricultural Zone (A2)'

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

PROPOSAL:

Severance Application B21-50-2 was approved at the November 4, 2021 Land Division Committee Meeting to permit a lot boundary adjustment. The lot to be severed by B21-50-2 is to be conveyed to the existing non-farm rural residential lot municipally known as 745349 Oxford Road 17 to the immediate south. The purpose of the lot boundary adjustment approved through B21-50-2 is to facilitate the construction of a new animal kennel on-site.

Zone Change Application ZN 2-21-09 proposes to rezone the severed lands resulting from Severance Application B21-50-2 from 'General Agricultural Zone (A2)' to 'Special Residential Existing Lot Zone (RE-1)' in order to match the existing zoning of 745349 Oxford Road 17.

The subject lands that are proposed to be rezoned through ZN 2-21-09 are approximately 416.9 m² (4,488 ft²) in size. Currently, the subject lands are vacant of structures and have previously been used for agricultural use (cash crop).

Zone Change Application ZN 2-21-10 proposes a text amendment to the RE-1 zoning. Currently, the RE-1 zone permits an animal kennel with a maximum gross floor area of 162 m² (1,744 ft²). The applicant is proposing to increase the maximum gross floor area of an animal kennel to 192.4 m² (2,070.9 ft²).

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, shows the location of the subject lands and the existing zoning in the immediate vicinity.

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

Plates 3, Applicant's Sketch, show the configuration and dimensions of the lands to be severed and rezoned as proposed by the applicants.

Application Review

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.

Section 3.1.5.4 (Rural Residential Uses) provides that non-farm rural residential development is considered to be incompatible with agricultural use such that limited non-farm rural residential development may be permitted within the Agricultural Reserve which does not conflict with the Goal for Agricultural Policies, as set out in Section 3.1.1.

Section 3.1.4.1.1 (Home Occupations) provides that Zoning By-Laws may permit home occupations within an implementing zone category and to regulate such uses to limit the types of activities, floor area limits, employees, sale of goods and materials, parking, and signage. The Official Plan provides that home occupations are to be clearly secondary to the residential use, to be carried out by a resident, and that home occupations should not generate noise, odour, traffic, or visual impacts that have an adverse impact on adjacent properties.

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.

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.

It is proposed that following the boundary adjustment that the non-farm rural residential lot will be 2,435 m² (0.6 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 'RE' zone requires a minimum front yard depth of 10 m (32.8 ft), minimum rear yard depth of 7.5 m (24.6 ft), minimum interior side yard widths of 3 m (9.8 ft) and 1.2 m (3.9 ft), minimum setback from the centreline of a County Road of 26 m (85.3 ft), maximum lot coverage of 30%, maximum height of 11 m (36.1 ft), and minimum lot coverage and lot frontage that was existing at the date of the passing of the By-Law.

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 within an accessory building. The RE-1 zone currently permits an accessory building to have a maximum gross floor area of 162 m² (1,744 ft²) and a maximum height of 6.7 m (19.7 ft). An animal kennel is also limited to a maximum of 10 adult animals, and prohibits outside dog runs. In addition to rezoning the lot to be severed by B21-50-2 from A2 to RE-1, the applicant is also proposing to amend the RE-1 zone to permit an animal kennel with a maximum gross floor area of 192.4 m² (2,070.9 ft²).

Section 5.13 (Home Occupation) provides that home occupations are permitted in residential dwelling units or accessory buildings, subject to compliance with the appropriate zoning provisions.

For Council's information, the Township's Zoning By-Law generally limits an animal kennel use to properties zoned as agriculture or agricultural-related business, and require that buildings or structures containing an animal kennel be a minimum of 90 m (295.3 ft) from any lot line.

AGENCY COMMENTS:

The application was circulated to various agencies considered to have an interest in the proposal. The following comment was 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 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:

Notice of the consent and zone change applications was provided to the public and surrounding property owners in accordance with the requirements of the *Planning Act*. At the time of writing this report, no comments or concerns had been received from the public.

Planning Analysis

Zone Change Application ZN 2-21-09 proposes to rezone the severed lands from Severance Application B21-50-2 from 'General Agricultural Zone (A2)' to 'Special Residential Existing Lot Zone (RE-1)' to recognize the use of the lands for non-farm rural residential use.

As previously indicated, the lot to be severed requires a zone change from 'General Agricultural Zone (A2)' to 'Special Residential Existing Zone (RE-1)' to match the existing zoning of the lot to be enlarged. Following the conveyance of the lot to be severed to the lot to be enlarged, the lands would have a lot size of 2,435 m² (0.6 ac), frontage of approximately 40.2 m (132 ft) on Oxford Road 17, and a depth of 59 m (194 ft) and would comply with the relevant provisions of the Zoning By-law.

The use of the lands for non-farm rural residential and accessory buildings thereto, on an existing non-farm rural residential lot located within a Prime Agricultural Area, are generally consistent with the policy criteria of the Provincial Policy Statement and Official Plan.

Regarding the proposed text amendment to the RE-1 zone, the Zoning By-Law limits an animal kennel use to properties zoned for agriculture or agriculture-related uses, and provides that any part of a building or structure containing an animals kennel be located a minimum 90 m (295.3 ft) from any lot line to minimize potential conflict with surrounding properties. When the zone change application was approved by Township Council on August 6, 2003 to permit the animal kennel, a site-specific provision was included to prohibit outside dog runs to minimize potential for conflict with surrounding properties.

The site specific provisions of the 'RE-1' zone currently permit an animal kennel use within an accessory building on the subject property, comprising an area of approximately 162 m² (1,744 ft²) and height of 6.7 m (19.7 ft). The applicant is proposing to demolish all accessory buildings and structures on the property, comprising a total area of 192.4 m² (2,071 ft²), and to reconstruct a new accessory building with a maximum gross floor area of 192.4 m² (2,071 ft²) and height of 6.7 m (22 ft) to house an animal kennel.

The purpose of the maximum accessory building size limitation is to ensure that they remain clearly secondary and ancillary to the main use of the property, while having minimal impact on neighbouring properties. These provisions also assist in ensuring sufficient space is maintained on the property to accommodate private services, grading/drainage, and amenity space.

The subject property is sufficiently large enough to accommodate the proposed structure size without resulting in typical lot coverage issues. Through Severance Application B21-50-2, which was approved, the subject land is increasing the lot size from 2,018.1 m² (0.4 ac) to 2,435 m² (0.6 ac) for an increase of 416.9 m² (4,487.4 ft²). With the increase in lot size, the proposed animal kennel size of 192.4 m² (2,071 ft²) would represent a lot coverage of approximately 7.9%. While the 192.4 m² (2,071 ft²) animal kennel would be slightly larger than the existing 178.8 m² (1,925 ft²), Staff believe that the animal kennel would remain secondary to the dwelling.

Staff note that the existing accessory structures currently have a cumulative lot coverage of 192.4 m² (2,071 ft²). The applicant is proposing to remove the existing accessory buildings and replace them with the animal kennel measuring 192.4 m² (2,071 ft²). The lot coverage would not be increased from what currently exists but would be consolidated into one building rather than several buildings as is currently the case. Staff do not believe that adverse impacts would be interest to surrounding properties as a result and would still allow sufficient space for private services, grading/drainage, and amenity space on the subject lands.

In light of the foregoing, it is the opinion of this Office that the application is consistent with the policies of the PPS and maintains the general intent and purpose of the Official Plan. As such, Planning staff are satisfied that the application can be given favourable consideration. The proposed amending Zoning By-Law will be brought forward for Council's consideration once the associated reference plan has been received to generate the appropriate by-law schedules.

RECOMMENDATION

It is recommended that the Council of the Township of East Zorra-Tavistock approve-in-principle Zone Change Application ZN 2-21-09 submitted by Marc & Donald Lazenby, whereby the lands described as Part Lot 6, Concession 14 (East Zorra), Township of East Zorra-Tavistock are to be rezoned from 'General Agricultural Zone (A2)' to 'Residential Existing Lot Zone (RE-1)' to recognize the use of the lands for non-farm rural residential purposes.

It is recommended that the Council of the Township of East Zorra-Tavistock approve-in-principle Zone Change Application ZN 2-21-10 submitted by Ted & Bess Shuster, whereby the lands described as Part Lot 6, Concession 14 (East Zorra), Township of East Zorra-Tavistock to amend the 'Special Residential Existing Lot Zone (RE-1)' to permit an animal kennel use within a new accessory building with a maximum gross floor area of 192.4 m² (2,070.9 ft²).

SIGNATURES

Authored by: 'original signed by'

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: 'original signed by' Eric Gilbert, MCIP, RPP
Senior Planner



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 33 65 Meters

NAD_1983_UTM_Zone_17N



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September 9, 2021



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 26 51 Meters

NAD_1983_UTM_Zone_17N



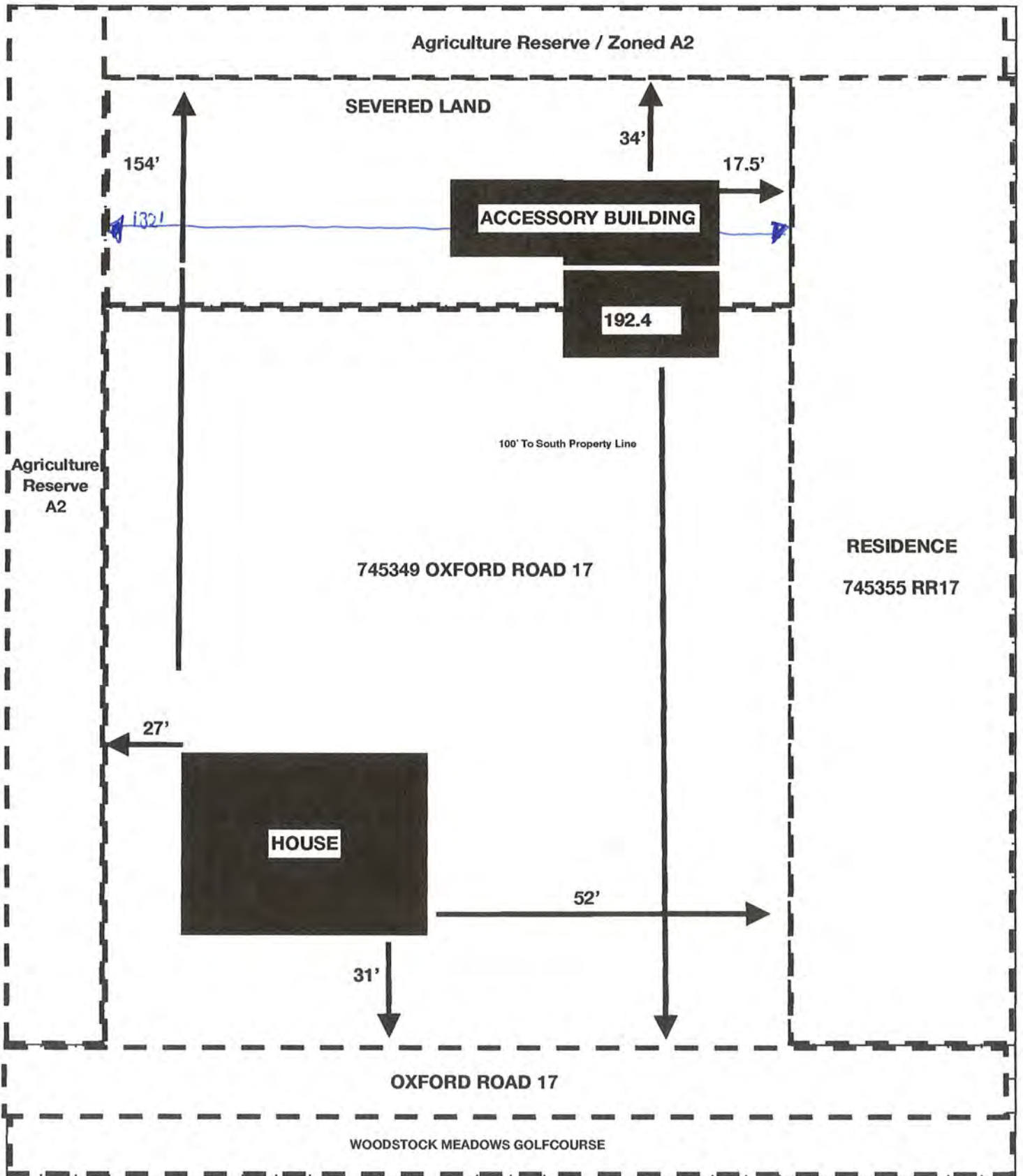
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 19, 2021

Plate 3: Applicant's Sketch

File No. ZN2-21-09 - Lazenby

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



To: Mayor and Members of East Zorra-Tavistock Township Council

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN 2-21-12 – Johnathan Edward Douglas

REPORT HIGHLIGHTS

- The application for zone change proposes to rezone the subject property from 'Residential Type 1 Zone (R1)' to 'Residential Type 1 Converted Dwelling Zone (R1-C)' to permit a converted dwelling consisting of two (2) residential units.
- Planning Staff are recommending the application be approved as the proposal is consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan.

DISCUSSION

Background

OWNER: Johnathan Edward Douglas
218 Northwood Drive, Innerkip, ON N0J 1M0

LOCATION:

The subject property is described as Part Lot 15, Plan 41M-115, Township of East Zorra-Tavistock. The property is located on the east side of Northwood Drive, between Park Avenue and Oakridge Avenue, and is municipally known as 218 Northwood Drive.

COUNTY OF OXFORD OFFICIAL PLAN:

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

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW NO. 2003-18:

Existing Zoning: Residential Type 1 Zone (R1)

Proposed Zoning: Residential Type 1 Converted Dwelling Zone (R1-C)

PROPOSAL:

The application for zone change proposes to rezone the subject property from 'Residential Type 1 Zone (R1)' to 'Residential Type 1 Converted Dwelling Zone (R1-C)' to permit a the existing single-detached dwelling to be used as a two unit converted dwelling. The proposed second residential dwelling unit would be approximately 42.7 m² (460 ft²) and located within the existing 508.8 m² (5,800 ft²) single detached dwelling. The proposed second unit would not require an addition to the existing dwelling in order to accommodate the conversion.

The subject lands are located within a residential neighbourhood and is surrounded by single detached dwellings.

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

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

Plate 3, Applicants' Sketch – Site Plan, provides a sketch of the subject lands including the existing structures on the property.

Plate 4, Applicants' Sketch - Elevation, provides an elevation sketch the existing dwelling.

Application Review

PROVINCIAL POLICY STATEMENT:

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

Section 1.1.1 states 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 and cost-effective development patterns and standards to minimize land consumption and servicing costs.

In terms of affordability, Section 1.1.1 (b) specifically touches on the topic by outlining that healthy, liveable, and safe communities are sustained by including a mix of affordable and market-based residential types which include single detached dwellings, additional residential units, multi-unit housing, affordable housing, and housing for older persons.

Section 1.1.3.2 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Furthermore, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land, resources, existing infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

Section 1.1.3.3 also directs 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.

Further, according to Section 1.4.3, planning authorities shall provide for an appropriate 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, including special needs requirements;
- permitting and facilitating all types of residential intensification, including additional residential units, and redevelopment;
- 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 areas where it exists or is to be developed;
- requiring transit-supportive development and prioritizing intensification in proximity to transit, including corridors and stations; 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.

OFFICIAL PLAN:

The subject lands are located within the Village of Innerkip, which is identified as a 'Serviced Village' according to the Settlement Strategy Plan for the County of Oxford. The lands are also designated 'Low Density Residential' according to Schedule E-3, Village of Innerkip Land Use Plan.

As per Section 6.2.2, low density residential areas are lands that are primarily developed, or planned, for a variety of low-rise, low density housing forms consisting of single detached, semi-detached, duplexes, converted dwellings and street-fronting townhouses.

According to Section 6.2.2.2, Council may zone areas within Low Density Residential areas of the Serviced Villages to permit detached, semi-detached, duplex and townhouse dwellings to be converted into two residential units.

The Zoning By-Law may limit the number of units that may be contained in a converted dwelling and specify minimum lot or dwelling size requirements for conversion. To maintain the external character of the dwelling the Zoning By-Law may also limit the extent of structural additions or changes that would be permitted.

ZONING BY-LAW:

The subject property is currently zoned 'Residential Type 1 Zone (R1)' according to the Township Zoning By-law. The 'R1' zone permits a single detached dwelling and requires a minimum lot area of 420 m² (4,521 ft²), frontage of 14 m (45.9 ft), and depth of 30 m (98.4 ft). Minimum front and rear yard depths of 7 m (23 ft) and interior side yard widths 1.2 m (3.9 ft) are also required.

When considering a converted dwelling, Section 5.5 of the By-law outlines the following criteria:

- a minimum lot area of 600 m² (6,458.5 ft²) is required for a lot served by municipal sanitary and water services;
- the existing single detached dwelling is required to have a minimum gross floor area of 140 m² (1,508 ft²);
- the converted dwelling shall comply with all other residential use zone provisions of the zone in which such converted dwelling located;
- if applicable, Minimum Distance Separation Formulae, shall be adhered to;
- alterations to an existing single detached dwelling shall not increase the gross floor area of the existing dwelling by more than 25% to allow the conversion to two dwelling units; and,
- there shall be no exterior stairways except for one open fire escape, provided that it is located in the rear yard or interior side yard.

Section 5.19 of the By-law requires that two (2) parking spaces are required for each dwelling unit. In the case of a converted dwelling, that would require a total of four (4) parking spaces to be accommodated on the subject lands. A legal parking space is required to be 5.5 m (18 ft) deep and 3 m (9.8 ft) wide when adjacent to a wall or fence. When not abutting a wall or fence, a legal parking space is required to be 5.5 m (18 ft) deep and 2.7 m (8.9 ft) wide.

AGENCY COMMENTS:

The application for zone change was circulated to various agencies considered to have an interest in the proposal. The following comment was received:

The Township Chief Building Official has indicated that a Building Permit will be required for the second unit.

The Township Public Works Manager, Township Fire Chief, the Upper Thames River Conservation Authority (UTRCA), Canada Post, and Southwestern Public Health have indicated no concerns with the proposal.

PUBLIC CONSULTATION:

Notice of the consent was provided to the public and surrounding lands owners in accordance with the requirements of the *Planning Act*. At the time of writing this report, no comments or concerns had been received from the public.

Planning Analysis

The *Planning Act* provides, through Section 16(3), that Official Plans shall contain policies authorizing additional residential units by permitting the use of two residential units within a detached dwelling, semi-detached dwelling or a rowhouse. Further, *O.Reg 299/19* states that an additional residential unit shall have one (1) parking space and that a parking space provided for the sole use of an occupant for either unit may be located in tandem.

It is the opinion of staff that the proposal is consistent with the policies of Sections 1.1.3.2, 1.1.3.3 and 1.4.3 of the PPS. The proposed development promotes intensification and provides a mix of housing types to accommodate current and future residents of the regional market area. The development is also considered to be an efficient use of lands, municipal services and infrastructure within a designated settlement area.

The subject lands is currently designated as Low Density Resident in the County's Official Plan. A range of low-rise and low density housing forms are permitted within the Low Density Residential designation including single detached dwellings, semi-detached dwellings, duplexes, converted dwellings, and street townhouses.

Section 6.2.2.2 of the Official Plan states local Council may zone areas to permit detached, semi-detached, duplex, and townhouse dwellings to be converted into two residential units within Serviced Villages. The Village of Innerkip is identified as a Serviced Village in Schedule C-3 of the Official Plan. Staff are of the opinion that the proposal complies with the intent and purpose of the Official Plan.

The subject lands are currently zoned 'Residential Type 1 (R1)' in the Township Zoning By-law. The R1 zone lists a converted dwelling as a permitted use, provided that the provisions of Section 5.5 are adhered to. One such provision of Section 5.5 is to require proposed converted dwellings to go through the Zone Change Application process as the subject application is currently going through.

The minimum lot size for a converted dwelling in accordance to Section 5.5 is 600 m² (6,458 ft²) when the lot is served by both sanitary sewer and a public water supply. The subject lands are connected to both municipal sanitary sewer and water and are approximately 1,010 m² (10,871.5 ft²) in size thus complying with the required minimum lot size.

The gross floor area of the existing dwelling is 508.8 m² (5,800 ft²), which meets the minimum required gross floor area provision of 140 m² (1,508 ft²) for converted dwellings. No addition to the dwelling is being requested and the proposed second unit would be accommodated within the existing dwelling footprint. While an exterior staircase is being proposed to service the second unit, one open fire escape is permitted provided that it is located within a rear yard or interior side yard. The proposed staircase would be located within the rear yard thus complying with the zoning provision.

In accordance with Section 5.19, a minimum of two (2) parking spaces are required per dwelling unit. In the case of a converted dwelling, a minimum of four (4) parking spaces shall be accommodated on the subject lands. A legal parking space is required to be 5.5 m (18 ft) deep and 3 m (9.8 ft) wide when adjacent to a wall or fence. When not abutting a wall or fence, a legal parking space is required to be 5.5 m (18 ft) deep and 2.7 m (8.9 ft) wide. The provided site plan shows a driveway with a minimum length of 11.5 m (37.7 ft) which is sufficient to facilitate two (2)

sets of (2) legal parking spaces in tandem, providing a total of four (4) parking spaces. Staff are satisfied that the required parking can be facilitated on-site.

The subject property is located within an area consisting of predominately single detached dwellings. As no exterior changes are proposed to the front of the existing dwelling, staff are also satisfied that the character, spacing and setbacks of the existing dwelling will continue to be in keeping with the characteristics of the surrounding residential area.

In light of the foregoing analysis, Planning staff are satisfied that the proposed zone change is consistent with the policies of the Provincial Policy Statement and the County Official Plan respecting the development of a converted dwelling and can be supported from a planning perspective. As such, staff recommend approval of the application.

RECOMMENDATION

It is recommended that the Council of the Township of East Zorra-Tavistock approve the zone change application submitted by Johnathan Edward Douglas whereby the lands described as Part Lot 15, Plan 41M-115, in the Township of East Zorra-Tavistock, are to be rezoned from 'Residential Type 1 Zone (R1)' to 'Residential Type 1 Converted Dwelling Zone (R1-C)' to permit a converted dwelling.

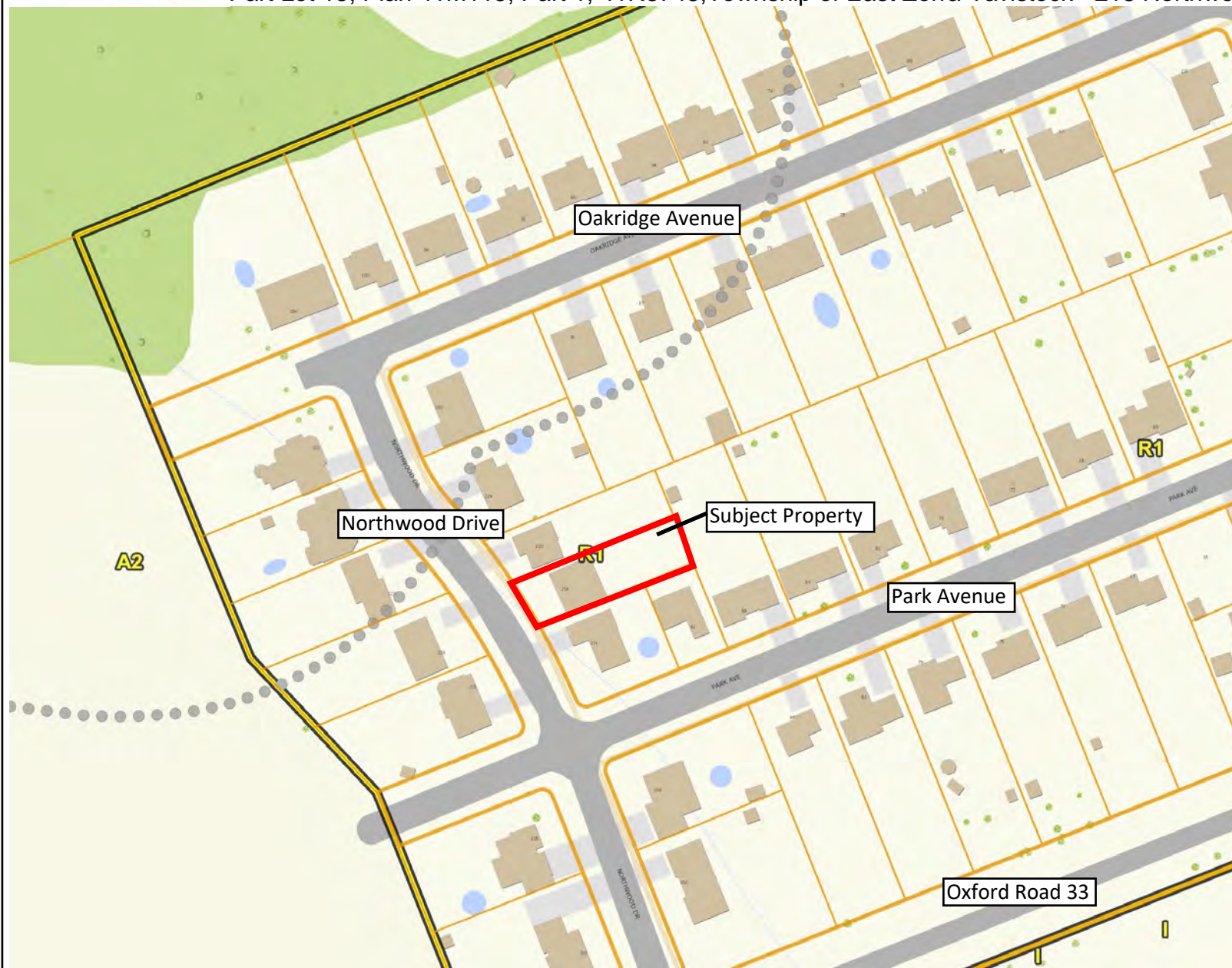
SIGNATURES

Authored by: *original signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission: *original signed by*

Eric Gilbert, MCIP, RPP
Senior Planner



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 51 102 Meters

NAD_1983_UTM_Zone_17N



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October 25, 2021



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 13 26 Meters

NAD_1983_UTM_Zone_17N



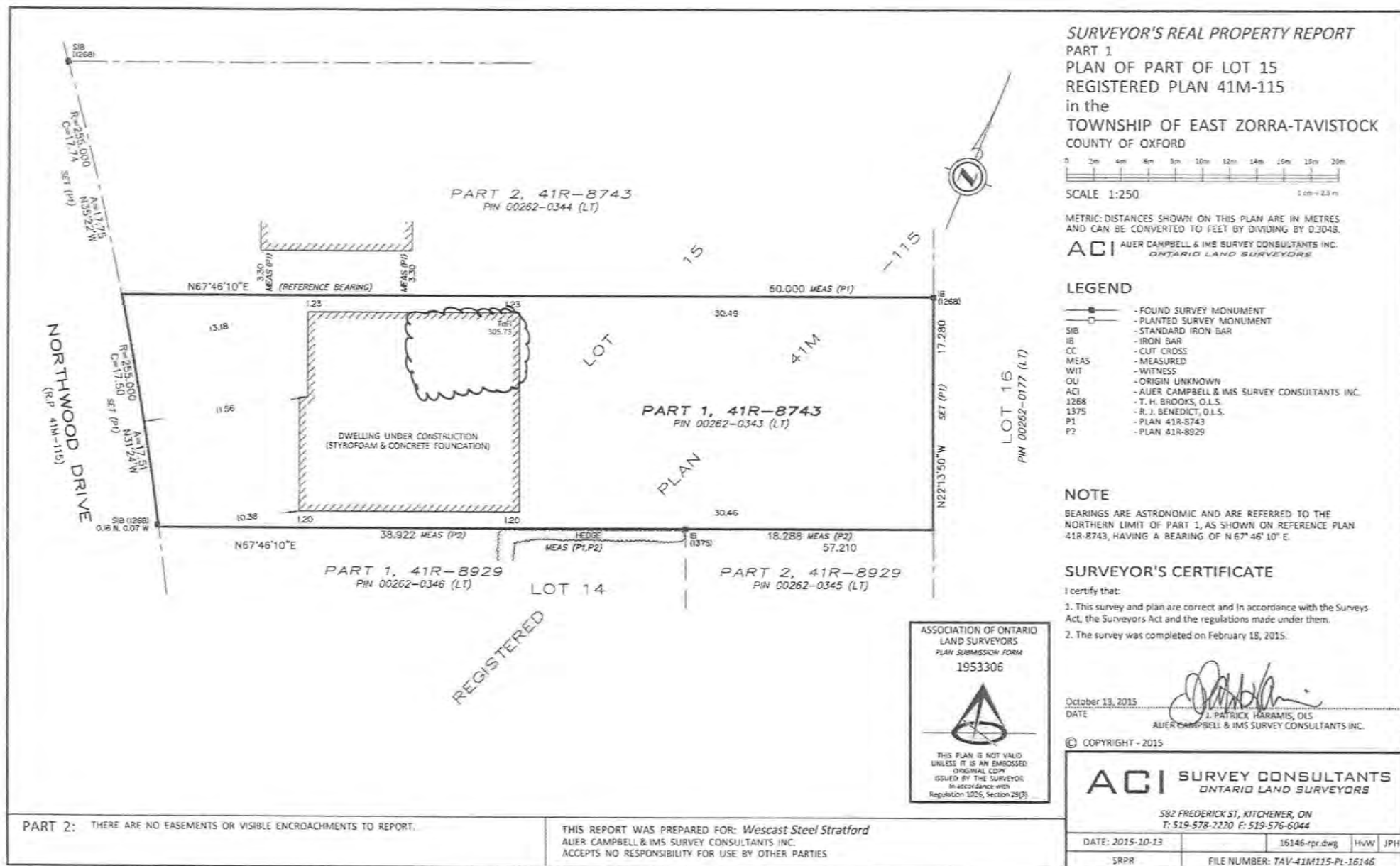
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November 19, 2021

Plate 3: Applicant's Sketch - Site Plan

File No: ZN2-21-12 - Douglas

Part Lot 15. Plan 41M115. Part 1. 41R8743. Township of East Zorra-Tavistock - 218 Northwood Drive



Part Lot 15, Plan 41M115, Part 1, 41R8743, Township of East Zorra-Tavistock - 218 Northwood Drive

[illegible]

**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

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

Web site: www.oxfordcounty.caOur File: **A03-21****APPLICATION FOR MINOR VARIANCE**

TO: Township of East Zorra-Tavistock Committee of Adjustment
MEETING: December 1, 2021
REPORT NUMBER: 2021-395

OWNERS: Brandon & Nicole McClay
 29 Main Street, Innerkip, ON N0J 1M0

REQUESTED VARIANCES:

1. Relief from **Section 5.1 - Table 5.1.1.3 - Regulations for Accessory Buildings and Structures**, to permit an accessory structure within an exterior side yard; and,
2. Relief from **Section 12.5.10.2.3 – R1 Zone Provisions - Exterior Side Yard**, to reduce the minimum required exterior side yard width from 7 m (23 ft) to 2.7 m (9 ft) to facilitate the construction of an accessory structure (in-ground pool).

LOCATION:

The subject lands are legally described as Lot 1, Plan 41M-277, in the Township of East Zorra-Tavistock. The lands are located on the southwest corner of Main Street and James Street, and are municipally known as 29 Main Street in the Village of Innerkip.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	Serviced Village
Schedule 'E-1'	Township of East Zorra-Tavistock Land Use Plan	Settlement
Schedule 'E-3'	Village of Innerkip Land Use Plan	Low Density Residential

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

Special Residential Type 1 Zone (R1-10)

COMMENTS:

(a) Purpose of the Application:

The applicant is requesting relief from the above noted provisions of the Town Zoning By-law to facilitate the construction of an in-ground pool within the required exterior side yard setback and with a reduced exterior side yard width.

The subject property has an area of 644.3 m² (6,935.2 ft²) and contains a single detached dwelling, which was built in 2013. The subject lands are surrounded by predominately single detached dwellings.

Plate 1, Existing Zoning & Location Map, illustrates the location of the property and the zoning in the immediate vicinity.

Plate 2, Existing Zoning & Aerial Map, is an aerial view of the property.

Plate 3, Applicants' Sketch, depicts the existing buildings and the proposed setback of the accessory structure.

(b) Agency Comments:

The application was reviewed by a number of public agencies. The Township Chief Building Official, the Township Public Works Manager, and the Township Fire Chief had no comments or concerns regarding the proposal.

(c) Public Consultation:

Public Notice was provided to surrounding property owners in accordance with the requirements of the Planning Act. As of the writing of this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject lands are designated 'Low Density Residential' according to the Official Plan. Within the 'Low Density Residential' designation, permitted land uses consist primarily of low density housing forms including single detached dwellings, duplexes and street fronting town houses as well as accessory uses thereto.

The use of the lands for a single detached dwelling and accessory uses, such as a shed or in-ground pool, is consistent with the 'Low Density Residential' designation policies of the Official Plan.

(e) Intent and Purpose of the Zoning By-law:

The subject property is currently zoned 'Special Residential Type 1 Zone (R1-10)', according to the Township of East Zorra-Tavistock Zoning By-law. Permitted uses within the R1-10 zone include a single detached dwelling and home occupation.

The provisions of the R1-10 zone require a minimum lot area of 540 m² (5,812.7 ft²), minimum lot depth of 30 m (98.4 ft), front yard depth of 6 m (19.7 ft), rear yard depth of 7 m (22.9 ft), and exterior side yard width of 7 m (23 ft). Properties within the R1-10 zone are permitted a maximum lot coverage of 40%.

Table 5.1.1.4 only permits residential accessory buildings and structures within the rear yard or interior side yard. The 7 m (23 ft) setback to an exterior lot line for the R1-10 zone also applies to accessory buildings and structures. The purpose of the minimum required exterior side yard provision and the general prohibition on accessory structures within exterior side yards is to ensure that there is adequate separation between structures or buildings on the lot and the public road allowance.

Staff note that there is approximately 5 m (16.4 ft) of separation between the exterior lot line of the subject property and the edge of James Street. Within the 5 m (16.4 ft) of separation are a sidewalk and grass boulevard. Planning staff therefore believe that the proposed pool will be adequately setback to not hinder the municipal right-of-way. Further, no concerns were raised by the Township Public Works Manager concerning the proposal's proximity to the right-of-way other than the request for any hard surface to stop 1 m (3.3 ft) from the property line to allow for maintenance.

Planning staff are of the opinion that the requested relief is consistent with the general intent of the Zoning By-Law as the proposed in-ground pool will be constructed within the portion of the rear and exterior side yards that are to be enclosed by a board fence, and as such, no impacts to normal road maintenance activities, impacts to sightlines, or adverse impacts on adjacent properties are expected.

(f) Desirable Development/Use:

It is the opinion of this Office that the applicants' request can be considered minor and desirable for the development of the subject property, as the proposed relief will facilitate the construction of an in-ground pool within a yard that will be enclosed. No impacts to the public right-of-way on James Street are expected, and the proposal would not appear to have adverse impacts on abutting properties. It is further noted that no comments of concern have been received from any of the neighbouring property owners.

In light of the foregoing, it is the opinion of this Office that the requested relief is in keeping with the general intent and purpose of the Official Plan and Town Zoning By-law and can be given favourable consideration.

RECOMMENDATION:

That the Township of East Zorra-Tavistock Committee of Adjustment **approve** Application File A03-21, submitted by Brandon and Nicole McClay, for lands described as Lot 1, Plan 41M-277, Township of East Zorra-Tavistock, as it relates to:

1. Relief from **Section 5.1 - Table 5.1.1.3 - Regulations for Accessory Buildings and Structures**, to permit an accessory structure within an exterior side yard; and,

2. Relief from **Section 12.5.10.2.3 – R1 Zone Provisions - Exterior Side Yard**, to reduce the minimum required exterior side yard width from 7 m (23 ft) to 2.7 m (9 ft) to facilitate the construction of an accessory structure.

Subject to the following condition:

- i. That the proposed relief shall only apply to an accessory structure (in-ground pool) of the approximate size and location as depicted on Plate 3 of Report CP 2021-395.

As the proposed variances are:

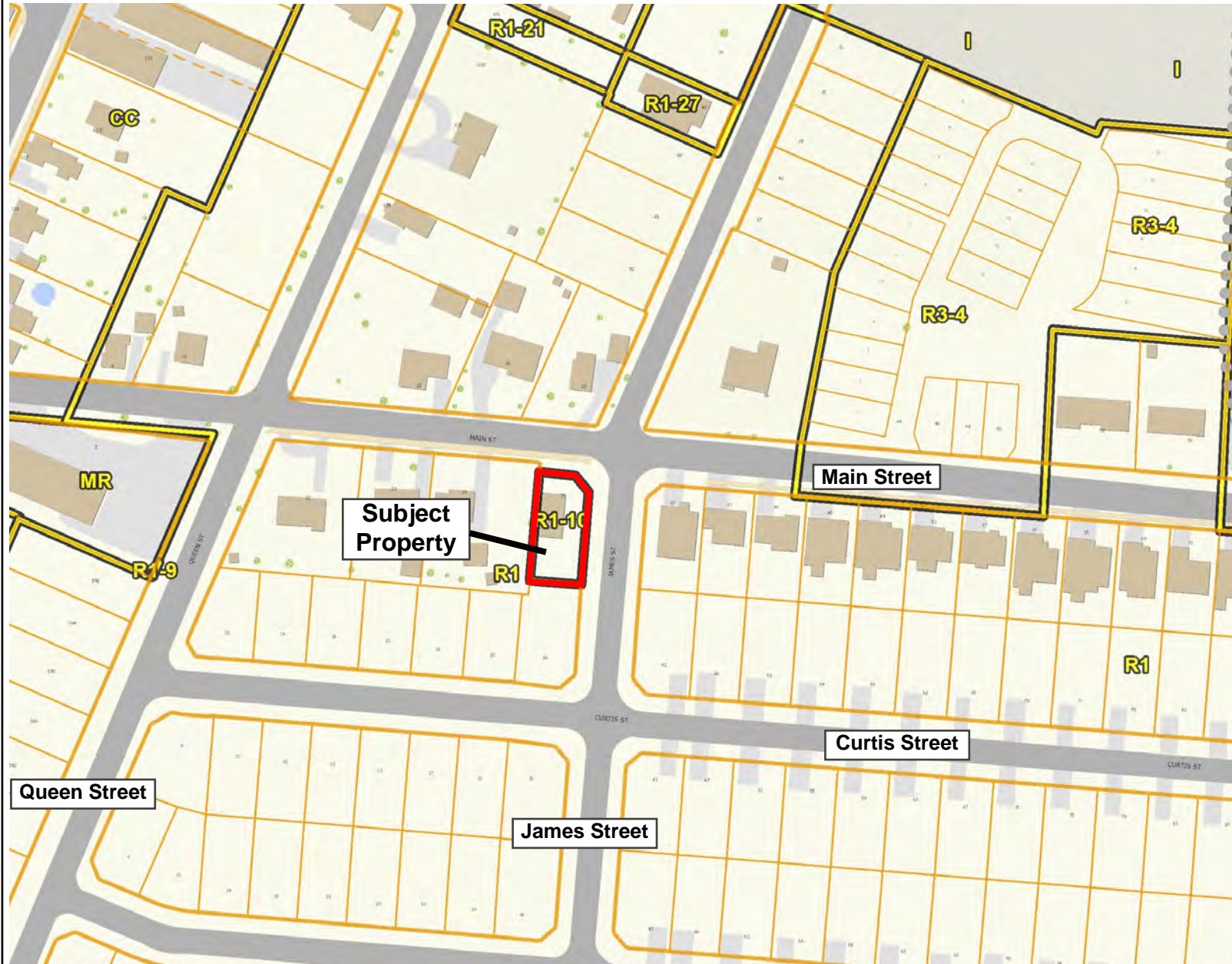
- (i) deemed to be minor variances from the provisions of the Township of East Zorra-Tavistock Zoning By-law No. 2003-18
- (ii) desirable for the appropriate development or use of the land;
- (iii) in-keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-law No.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

Authored by: "original signed by"

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: "original signed by"

Eric Gilbert, MCIP, RPP
Senior Planner



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 51 102 Meters

NAD_1983_UTM_Zone_17N



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July 6, 2021



Legend

Parcel Lines

- Property Boundary
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- Unit
- Road
- Municipal Boundary

Zoning Floodlines

Regulation Limit

- 100 Year Flood Line
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- Conservation Authority Regulation Limit
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- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



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July 6, 2021

Lot 1, Plan 41M277, Township of East Zorra-Tavistock, 29 Main Street, Innerkip



Road Needs Study and Gravel Road Assessment

Page 55

#5.d



David Hein, P. Eng.
Principal Engineer

Shila Khanal, P. Eng.
Senior Engineer

Afnan Iqbal, EIT
Pavement Specialist

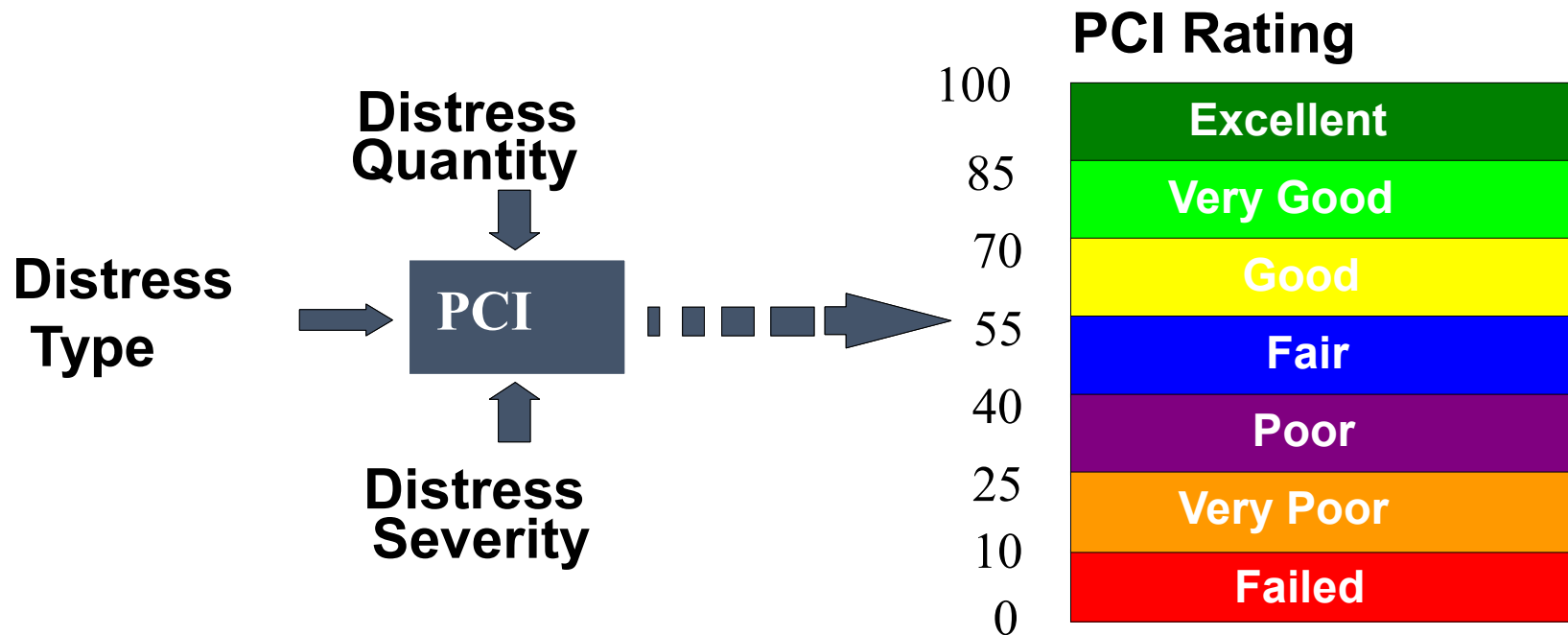
Project Mandate

- Complete pavement evaluations for 268 road inventory sections (226 kms)
 - Asphalt concrete (HCB) = 65.5 kms (29%)
 - Chip seal (LCB) = 23.6 kms (10%)
 - Gravel = 136.5 kms (61%)
- Condition assessment of 124 concrete sidewalk sections
- Review gravel roads for potential hard surfacing



Pavement Inspections

- Inspected in accordance with MTO pavement surface condition manuals
- Determination of pavement condition index (PCI)



PCI Values by Section



Section Rating

Township of East Zorra-Tavistock - 2021

March 16, 2021

Sorted by Section

<u>Section</u>	<u>Name</u>	<u>From-To</u>	<u>PCI</u>
0188-01	William Street South	Woodstock Street South - Adam Street	89.0
0188-02	William Street South	Adam Street - Wettlaufer Street	90.0
0188-03	William Street South	Wettlaufer Street - 13th Line	84.0
0189-00	William Street South	Hope Street West - Woodstock Street South	64.0
0231-00	11th Line	O.R. 33 - O.R. 17	78.0
0247-00	Zorra/EZT Line	O.R. 17 - Hwy 2	79.0
0248-00	Zorra/EZT Line	O.R. 33 - O.R. 17	80.0
0249-00	Zorra/EZT Line	Braemar Sideroad - O.R. 33	80.0
0250-00	Zorra/EZT Line	O.R. 8 - Braemar Sideroad	79.0
0251-00	Zorra/EZT Line	Cassel Sideroad - O.R. 8	82.0
0252-00	Zorra/EZT Line	Maplewood Sideroad - Cassel Sideroad	80.0
0253-00	Zorra/EZT Line	P.O.R. - Maplewood Sideroad	80.0
0255-00	10th Line	O.R. 33 - O.R. 17	81.0
0256-00	10th Line	Braemar Sideroad - O.R. 33	80.0
0257-00	10th Line	O.R. 8 - Braemar Sideroad	81.0
0258-00	10th Line	Cassel Sideroad - O.R. 8	86.0
0259-00	10th Line	Maplewood Sideroad - Cassel Sideroad	79.0
0260-00	10th Line	P.O.R. - Maplewood Sideroad	81.0
0261-00	11th Line	Braemar Sideroad - O.R. 33	81.0
0262-00	11th Line	O.R. 8 - Braemar Sideroad	80.0
0263-00	11th Line	Cassel Sideroad - O.R. 8	80.0
0264-00	11th Line	Maplewood Sideroad - Cassel Sideroad	81.0

13th Line – HCB (Good) PCI = 71 (William Street South to Maplewood Sideroad)



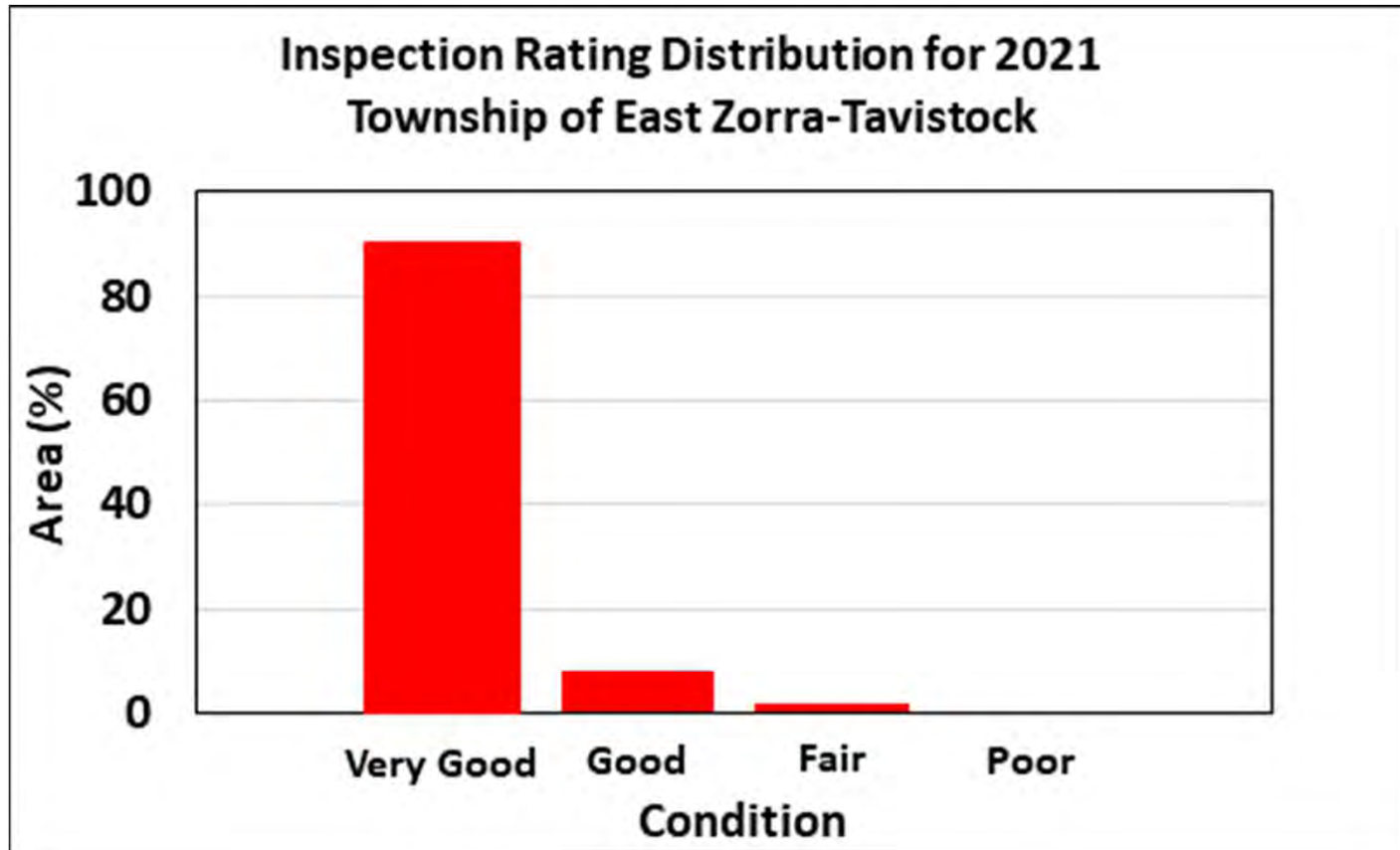
14th Line – LCB (Good) PCI = 70 (14th Street to Maplewood Sideroad)



14th Line – Gravel (Good) PCI = 75 (Maplewood Sideroad to Cassel Sideroad)

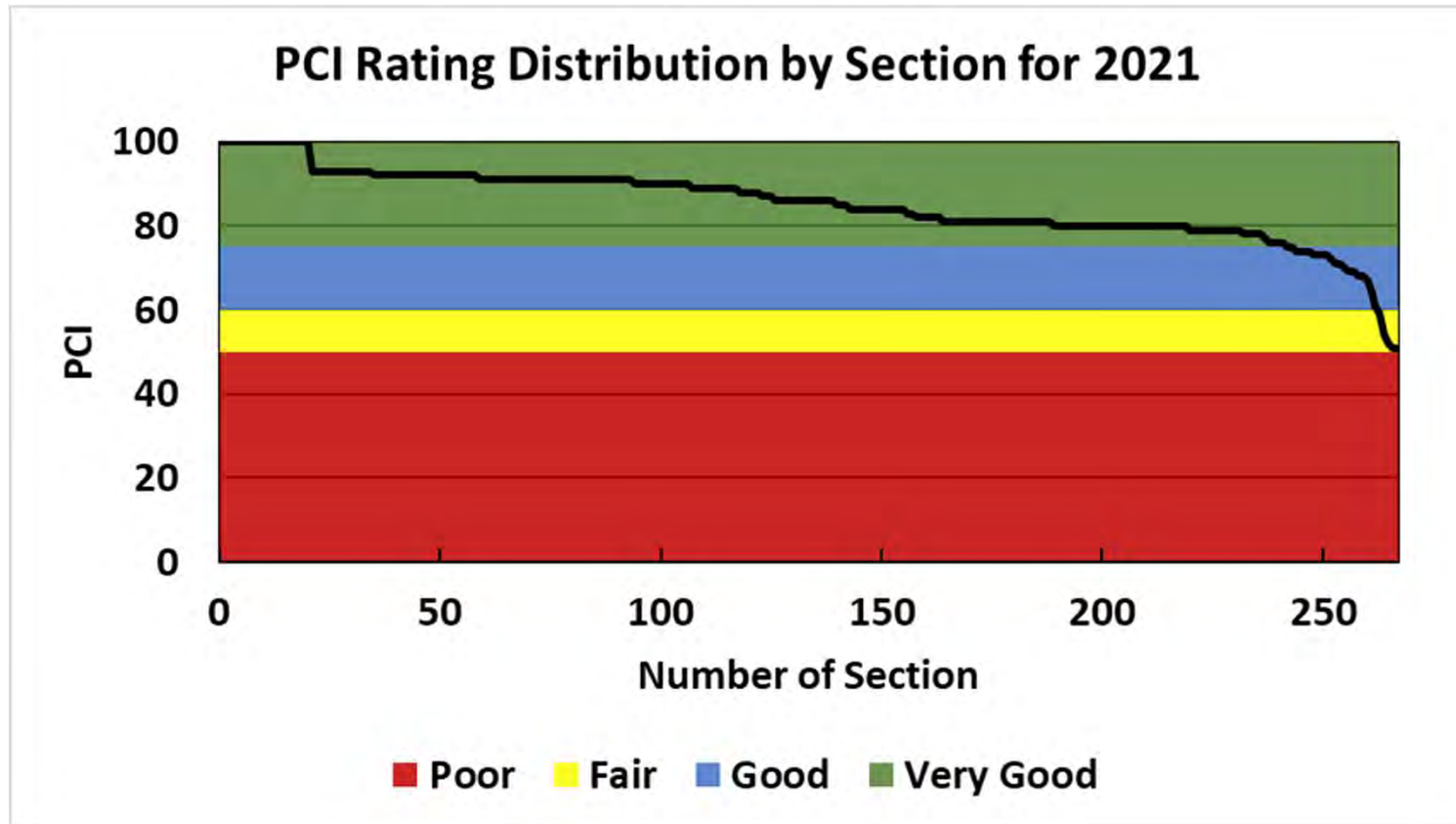


Overall PCI Rating Distribution



PCI Range	Condition
76 - 100	Very Good
61 – 75	Good
51 – 60	Fair
0 – 50	Poor

Overall PCI Rating Distribution



PCI Range by Surface Type

Surface Type	Mean	Range
HCB	87	51-100
LCB	76	70-81
Gravel	80	75-86
All Surfaces (Weighted average)	80	

Primary Distress Deduct Influence

HCB		LCB		Gravel	
Distress	Influence (%)	Distress	Influence (%)	Distress	Influence (%)
Distortion	27.7	Distortion	22.5	Overgrowth	25.1
Rutting	15.7	Wheel Track Rutting	21.0	Dust	12.8
Longitudinal Cracking	11.0	Edge Cracking	16.8	Loose Gravel	12.8
Transverse Cracking	10.2	Alligator	15.4	Distortion	12.8
Meandering	8.6	Edge Breaks	10.8	Potholes	12.8

Sidewalk Condition Inspection

- Inventory and condition rating
 - Inventory (Asset ID, Street Name, From, To), 16 added, 17 removed
 - Length
 - Condition rating (0 to 10)
 - Construction quality rating (0 to 10)
 - Distress summary
 - Maintenance
 - Treatments completed
 - Year
 - Needs
 - Hazards
 - Photographs



Sidewalk Condition Inspection

FIELD STUDY – William St. S. From Woodstock St. S. To Wettlaufer St.

Asset ID – 719

Approximate Installation Date – 2000s

FIELD STUDY – William St. S. From Woodstock St. S. To Wettlaufer St.

Asset ID – 719

Approximate Installation Date – 2000s

Street Name: William Street South

From – Woodstock Street South

To – Wettlaufer Street

Total Shape Length (m) – 229

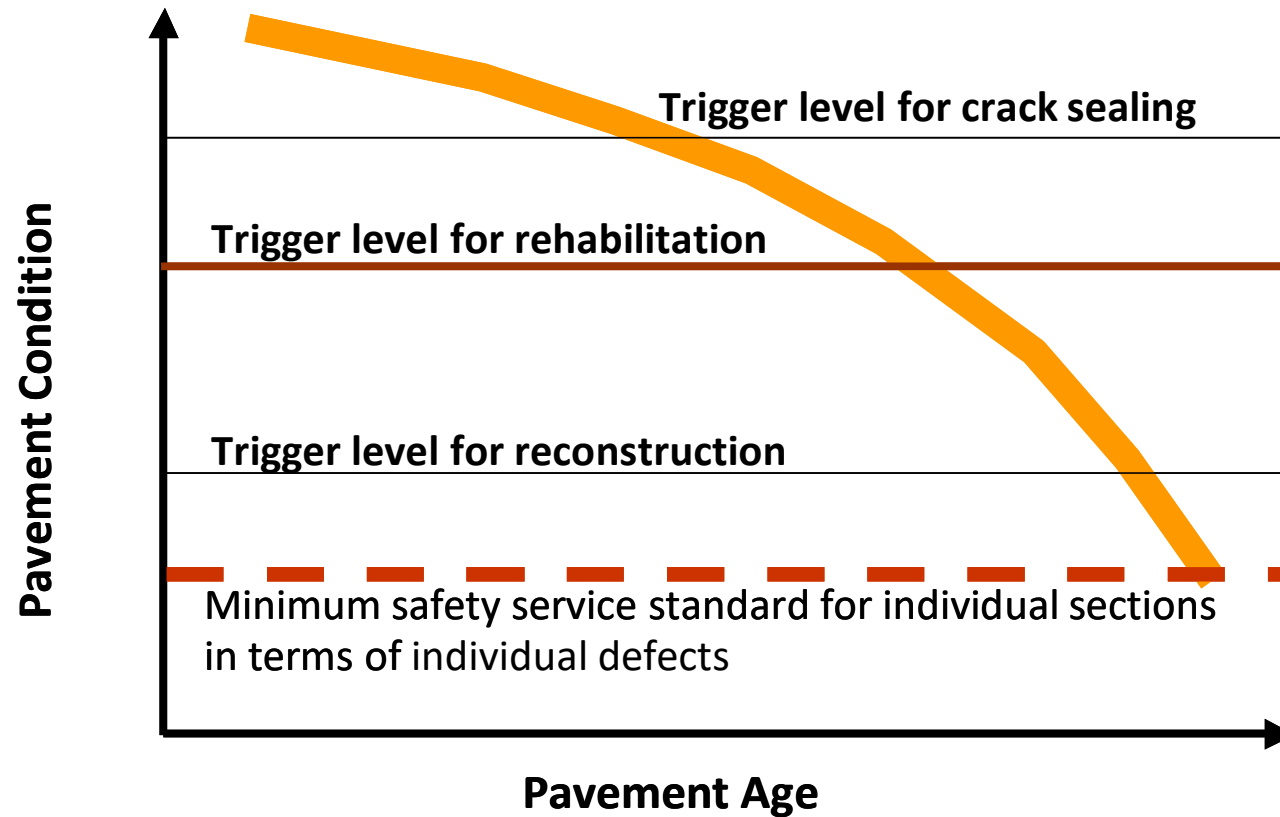
Asset Category	Sidewalk
Surface Type	Concrete
General Note	Sidewalk is on West Side of Street

Low and High Address	128
Shape Length	229
Year of Construction	2008
Age (years)	12
Rating (0 to 10)	7
Construction Quality (0 to 10)	8
Distress	Low Transverse Cracks: 6 slabs, Low Faulting: 18 slabs, Medium Corner Break: 1 slabs, Low Corner Break: 1 slab, Medium Faulting: 5 slabs, Medium Transverse Cracks: 5 slabs, High Longitudinal Cracks: 1 slab, High Spalling: 3 slabs
Dominant Distress	Faulting
Maintenance Treatment Done	Patch 3 slabs in front of #122, Patch 2 slabs in front of #116, Grinding in front of #106 still faulting, Patch 4 slabs in front of #106
Maintenance Treatment Year	2018-2019
Maintenance Needs	Slab Replacement and Levelling
Timing (now, 1 to 2 years and 5 years)	Low Distresses: 2-5 years, Medium Distresses: 1-2 years High Distresses: Now
Hazards	High distresses are potential trip hazards
Accessibility Issue	No Tactile Walking Surface
Potential Liability	Yes
Other Comments	



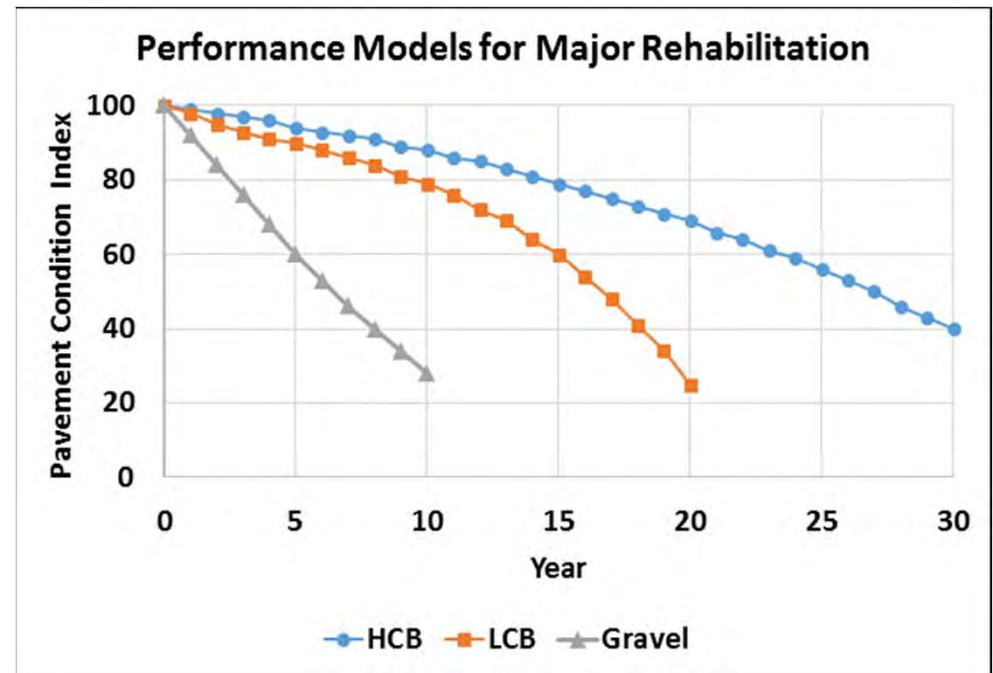
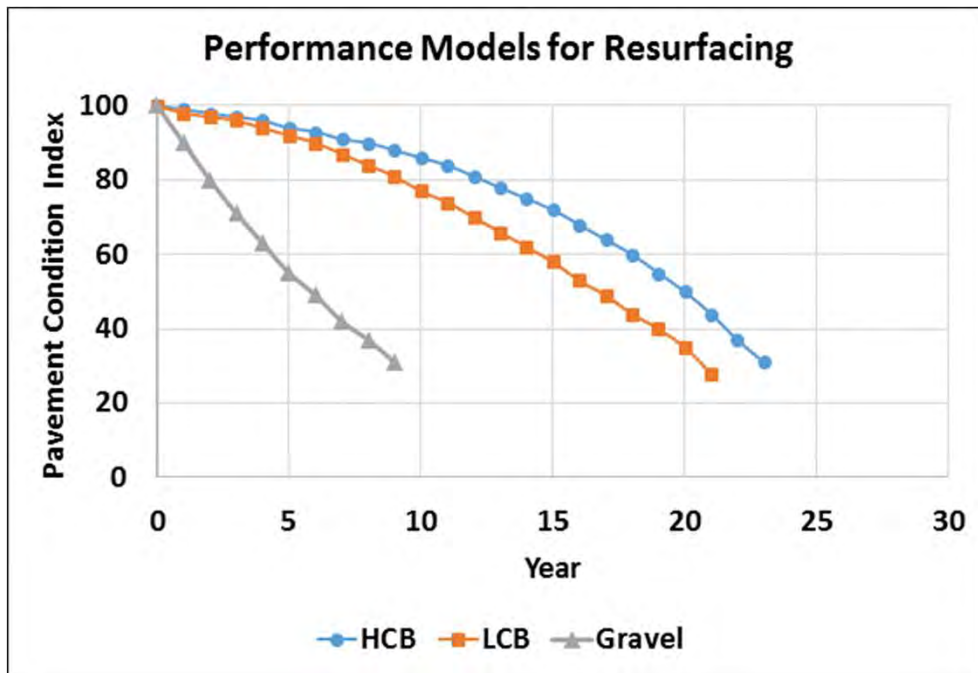
Figure 1: Asset 719, William Street South, from Woodstock Street to Wettlaufer Street

Performance Models



Performance Models

- 6 models developed
- 2 for each pavement surface type
- 1 for each of resurfacing and major rehabilitation



Action	PCI
Resurfacing	60
Reconstruction	45

Present Network Value

- Represents the depreciated value of the asset
- Reflects the fact that a reconstructed roadway has a longer life than a rehabilitation

Section	Name	From	To	2021 PCI	2021 PNV
0405-01	John Street	Loveys Street East	King Cres	51	50
0405-02	John Street	King Cres	King Cres	54	52
0405-03	John Street	King Cres	End	51	50
0406-00	King Cres	John Street	John Street	52	52
0436-02	William Street North	Jacob Street West	Oxford Street	79	72
0436-03	William Street North	Oxford Street	Hope Street West	78	70
0440-01	Mogk Street	End	Oxford Street	81	74
0440-02	Mogk Street	Oxford Street	Hope Street West	84	78
0443-00	Janelle Drive	Scott Court	Jacob Street West	83	76
0444-01	John Street	Henry Street	Jacob Street East	61	57
0444-02	John Street	Jacob Street East	Hope Street East	79	72
0445-01	Wellington Street	Hope Street East	Hendershot Street	84	78
0445-03	Wellington Street	Decew Street East	Roth Street	82	76
0446-01	Elizabeth Street	End	Jacob Street East	84	78
0446-02	Elizabeth Street	Jacob Street East	Hope Street East	79	72
0447-00	Fuhr Street	Hope Street East	Roth Street	78	70
0448-01	King Street	Queen Street	Bender Avenue	86	80
0448-02	King Street	Bender Avenue	Frederick Court	86	80
0448-03	King Street	Frederick Court	Westwood Avenue	85	78

Construction Cost and Replacement Value

Construction Method	HCB (Cost/m ²)	LCB (Cost/m ²)	Gravel (Cost/m ²)
Major Rehabilitation	\$130.24	\$18.88	\$6.00
Resurfacing	\$26.97	\$7.20	\$1.00

Surface	Area (m ²)	Replacement Cost (\$/m ²)	Replacement Value(\$)	Depreciated Replacement Value (\$)
HCB	483,714	130.24	62,998,966	47,908,405
LCB	161,960	18.88	3,057,812	2,324,032
Gravel	1,034,608	6.00	6,207,646	5,110,672
Total	\$ 1,680,283		\$ 72,264,425	\$ 55,343,109

Associated Features

Pavement Visual Survey Main Network - (LCB)

Network: Main Network Inspection Date: October 15

Section: 00621 (South Grimsby Road 20 :: End of Road - Highway 20 (RR20)) Year: 2019

Surface Defects Associated Features Conditions

Associated Features						
Feature	VG	G	F	P	VP	Notes
Ditches	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shoulders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Close

Update

Delete

Acquire

Fix missing DV...

Rating

RCR: 4 (Fair) ?

PCI: 46 <-- Hint 46

Inspected by: Walter

Comments

Last 200m near end of road is gravel

Associated Features

Section	Name	From	To	Feature	Condition
0188-01	William Street South	Woodstock Street South	Adam Street	Curbs	Very Good
0188-01	William Street South	Woodstock Street South	Adam Street	Regulatory Sign	Very Good
0188-01	William Street South	Woodstock Street South	Adam Street	Curb Height	Very Good
0188-02	William Street South	Adam Street	Wettlaufer Street	Curbs	Very Good
0188-02	William Street South	Adam Street	Wettlaufer Street	Curb Height	Very Good
0188-03	William Street South	Wettlaufer Street	13th Line	Curbs	Very Good
0188-03	William Street South	Wettlaufer Street	13th Line	Curb Height	Very Good
0189-00	William Street South	Hope Street West	Woodstock Street South	Curbs	Very Good
0189-00	William Street South	Hope Street West	Woodstock Street South	Regulatory Sign	Very Good
0231-00	11th Line	O.R. 33	O.R. 17	Regulatory Sign	Very Good
0231-00	11th Line	O.R. 33	O.R. 17	Ditches	Very Good
0247-00	Zorra/EZT Line	O.R. 17	Hwy 2	Regulatory Sign	Very Good
0247-00	Zorra/EZT Line	O.R. 17	Hwy 2	Ditches	Very Good
0248-00	Zorra/EZT Line	O.R. 33	O.R. 17	Regulatory Sign	Very Good
0248-00	Zorra/EZT Line	O.R. 33	O.R. 17	Ditches	Very Good
0249-00	Zorra/EZT Line	Braemar Sideroad	O.R. 33	Regulatory Sign	Very Good
0249-00	Zorra/EZT Line	Braemar Sideroad	O.R. 33	Ditches	Very Good
0249-00	Zorra/EZT Line	Braemar Sideroad	O.R. 33	Bridges	Very Good
0249-00	Zorra/EZT Line	Braemar Sideroad	O.R. 33	Guide Rails	Very Good
0250-00	Zorra/EZT Line	O.R. 8	Braemar Sideroad	Regulatory Sign	Very Good
0250-00	Zorra/EZT Line	O.R. 8	Braemar Sideroad	Ditches	Very Good
0251-00	Zorra/EZT Line	Cassel Sideroad	O.R. 8	Ditches	Very Good
0251-00	Zorra/EZT Line	Cassel Sideroad	O.R. 8	Regulatory Sign	Very Good
0252-00	Zorra/EZT Line	Maplewood Sideroad	Cassel Sideroad	Ditches	Very Good
0252-00	Zorra/EZT Line	Maplewood Sideroad	Cassel Sideroad	Regulatory Sign	Very Good
0253-00	Zorra/EZT Line	P.O.R.	Maplewood Sideroad	Ditches	Very Good
0253-00	Zorra/EZT Line	P.O.R.	Maplewood Sideroad	Regulatory Sign	Very Good
0253-00	Zorra/EZT Line	P.O.R.	Maplewood Sideroad	Guide Rails	Very Good

Road Needs 10 Year Forecast Alternatives

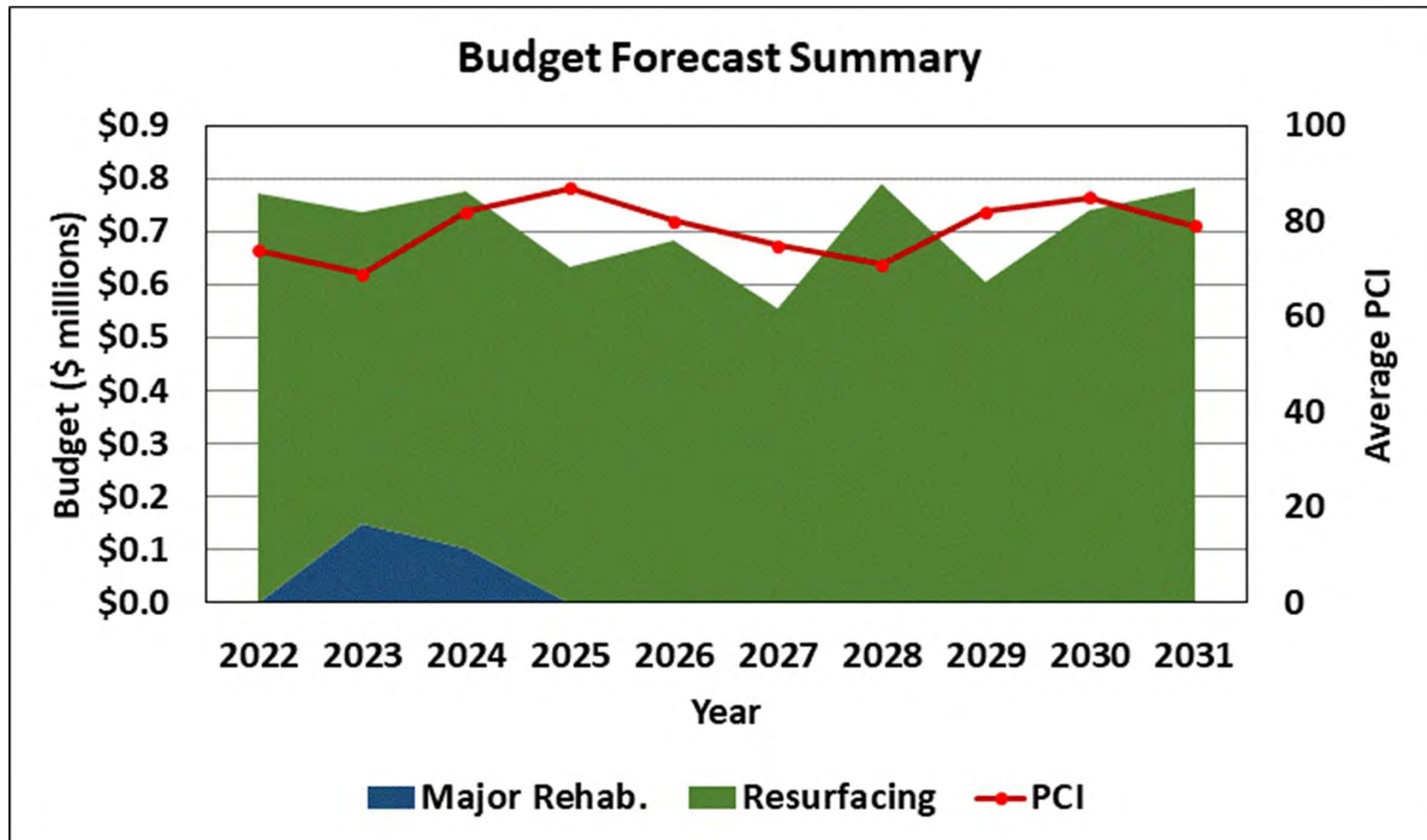
1. Unrestricted budget – based on action taken when PCI falls to 60 for resurfacing and 45 for major rehabilitation
2. \$600,000/yr.
3. \$800,000/yr.
4. \$1,000,000/yr.
5. \$1,100,000/yr.
6. \$1,200,000/yr.
7. Maintain average PCI = 80

Budget Forecast (\$ 800,000/yr.)

Year	Major Rehabilitation (\$)	Resurfacing (\$)	Yearly Total (\$)	Network PCI
2022	\$0	\$771,881	\$771,881	74
2023	\$150,036	\$588,270	\$738,306	69
2024	\$103,150	\$675,018	\$778,168	82
2025	\$0	\$633,583	\$633,583	87
2026	\$0	\$683,910	\$683,910	80
2027	\$0	\$556,894	\$556,894	75
2028	\$0	\$791,433	\$791,433	71
2029	\$0	\$606,815	\$606,815	82
2030	\$0	\$739,616	\$739,616	85
2031	\$0	\$782,446	\$782,446	79
Total	\$253,187	\$6,829,865	\$7,083,052	

- In some years, there are insufficient sections with condition ratings at or below the major rehabilitation or resurfacing trigger values to spend the available budget

Budget Forecast (\$ 800,000/yr.)



10 Year Community Needs (\$800,000/yr.)

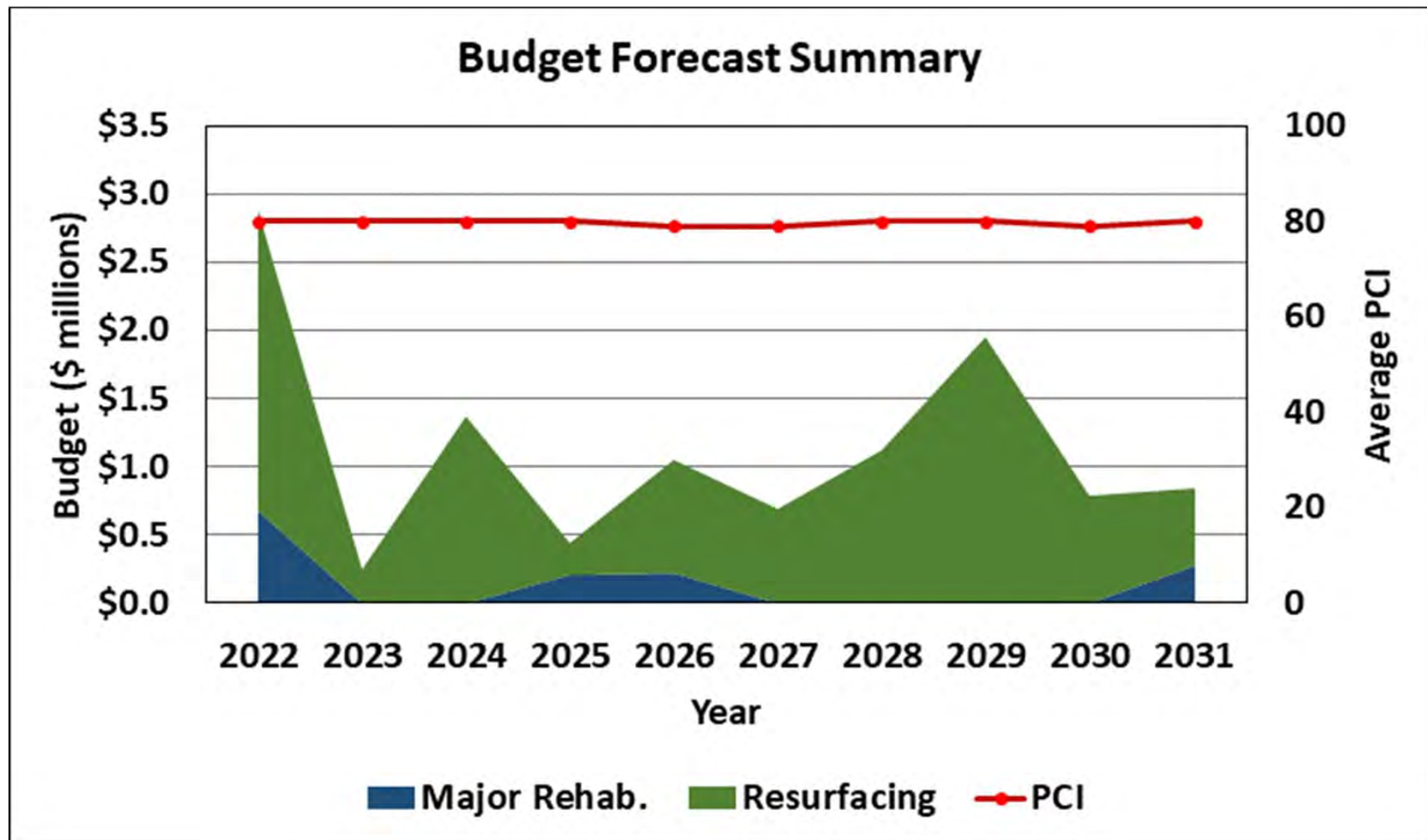
Community	Major Rehabilitation (\$)	Resurfacing (\$)	Yearly Total (\$)
Tavistock	\$0	\$1,326,865	\$1,326,865
Innerkip	\$0	\$129,788	\$129,788
Hickson	\$253,187	\$0	\$253,187
Rural	\$0	\$5,373,213	\$5,373,213

Budget Forecast (Maintain PCI = 80)

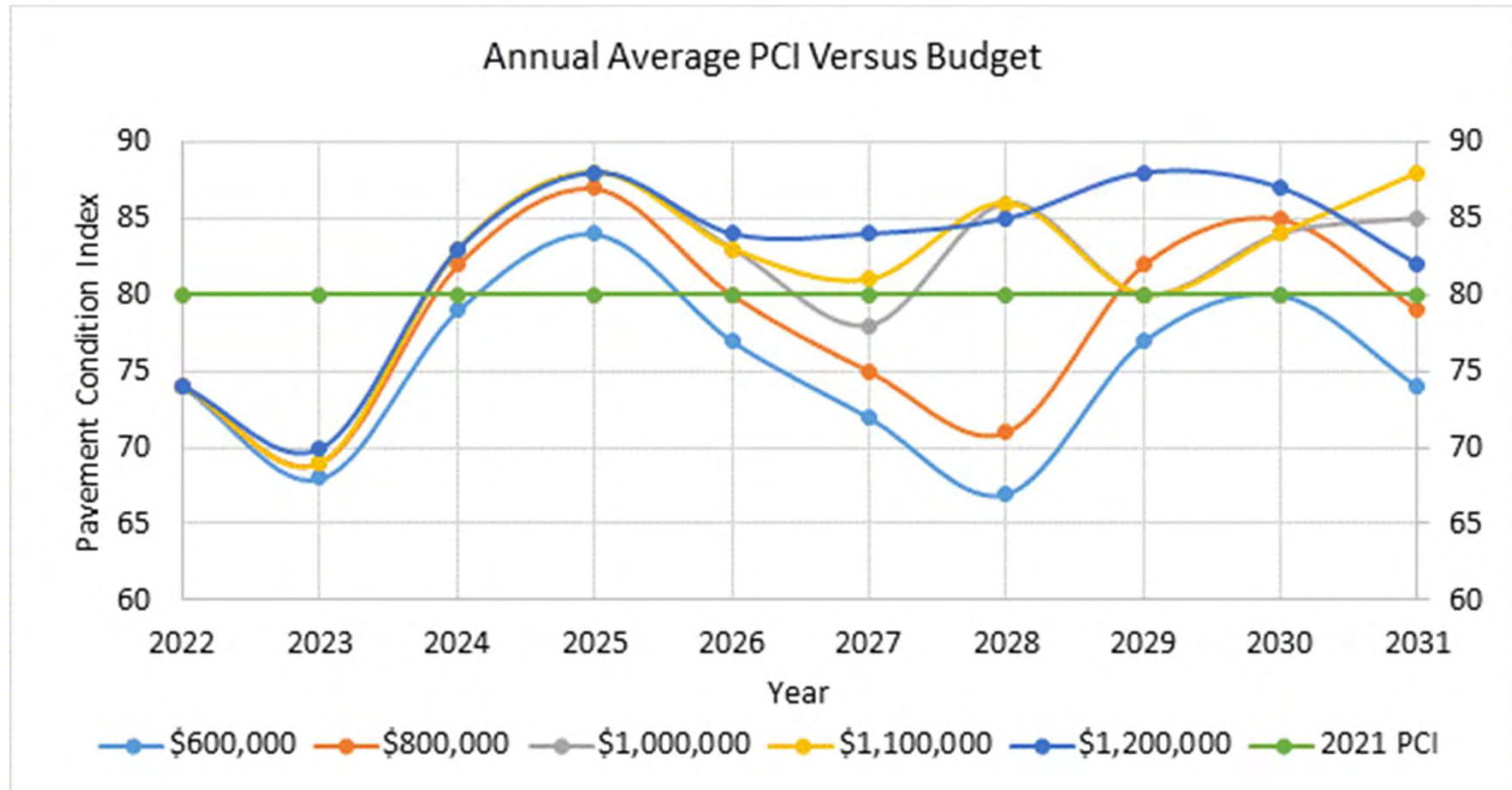
Year	Major Rehabilitation (\$)	Resurfacing (\$)	Yearly Total (\$)	Network PCI
2022	\$682,458	\$2,203,038	\$2,885,496	80
2023	\$0	\$246,379	\$246,379	80
2024	\$0	\$1,367,000	\$1,367,000	80
2025	\$204,021	\$241,273	\$445,293	80
2026	\$222,710	\$824,855	\$1,047,565	79
2027	\$0	\$698,790	\$698,790	79
2028	\$0	\$1,115,407	\$1,115,407	80
2029	\$0	\$1,952,353	\$1,952,353	80
2030	\$0	\$790,203	\$790,203	79
2031	\$280,769	\$568,787	\$849,557	80
Total	\$1,389,958	\$10,008,086	\$11,398,045	

- Trigger values are used for major rehabilitation and resurfacing and if no sections are available, roads with PCI above the trigger are programmed to maintain the network PCI = 80

Budget Forecast (Maintain PCI = 80)



Average Annual PCI Versus Budget



Average PCI in 2031 Based on Budget Scenarios

Scenario	Annual Budget	Average Network PCI in 2031
2	\$ 600,000	74
3	\$ 800,000	79
4	\$ 1,000,000	85
5	\$ 1,100,000	88
6	\$ 1,200,000	82
7	\$ 1,139,800	80

Short Term Maintenance Needs for 2020

Recommended Action	Designation	General Selection Criteria
Deep Patching	M1	Alligator cracking present, high severity, few to intermittent extent
Shallow Patching	M2	Alligator cracking present, low to medium severity, few to intermittent extent
Crack Sealing	M3	Any cracking present except alligator cracking, low to medium severity, extent frequent or extensive

Recommended Action	Designation	Action Cost (\$)
Deep Patching	M1	204,157
Shallow Patching	M2	34,706
Crack Sealing	M3	24,131
Total		\$262,994

Summary – Network Budgeting

- Overall condition of road network is good to very good with average 2021 PCI of 80
- Major rehabilitation backlog is \$682,458 for 2022
- Budget of \$800,000/yr. would provide general stability through 2031
- An average annual budget of \$1.14 million would be needed to provide a consistent network condition (PCI = 80) but large annual variations

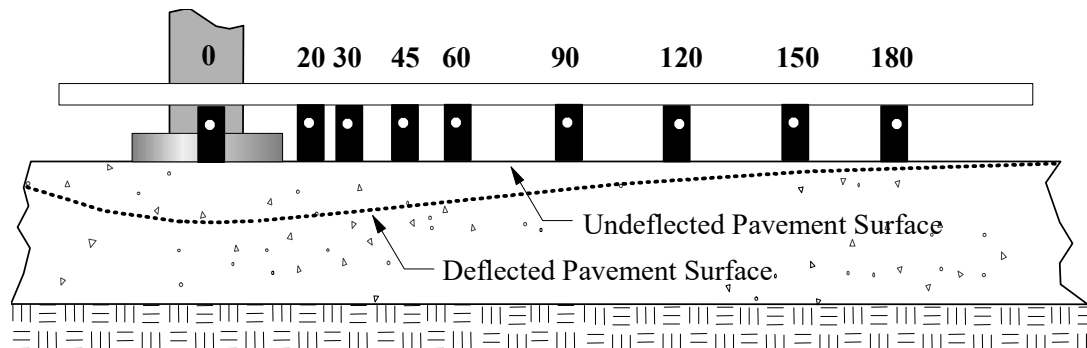
Gravel Road Assessment

- Existing decision criteria includes 10 elements equally weighted except traffic (AADT)
- Criteria reduced to 5 elements and included existing structural capacity

Criteria	Weighting	Comments
Traffic (AADT)	40	Scale based on AADT range from 0 to > 450
Proximity	15	Offset of homes and buildings from the roadway
Connectivity	15	Adjacent roadway surface type (gravel or hard surface)
Structural Capacity	20	Based on remaining structural life in years
Social/Environmental	10	Presence of businesses/recreation/other facilities

Pavement Load/Deflection Testing

- Initial prioritization based on visual assessment
- 24 sections of 51 tested using Falling Weight Deflectometer
- PCI values ranging from 75 to 86



Pavement Load/Deflection Testing

Section	Road	From	To	PCI	D0 (mm)	Effective SN (mm)	AADT	Design ESALs	Remaining ESALs	Remaining Structural Life (Years)	Structural Condition Rating
0260-00	10th Line	P.O.R.	Maplewood Sideroad	81	1.1	83	130	137,800	1,406,339	7.4	Fair
0259-00	10th Line	Maplewood Sideroad	Cassel Sideroad	79	0.8	80	147	155,820	821,239	5.2	Poor
0258-00	10th Line	Cassel Sideroad	O.R. 8	86	1.1	89	91	96,195	1,691,506	9.4	Good
0257-00	10th Line	O.R. 8	Braemar Sideroad	81	0.8	86	135	142,676	3,545,810	10.4	Very Good
0256-00	10th Line	Braemar Sideroad	O.R. 33	80	0.8	82	138	146,280	528,967	3.6	Very Poor
0255-00	10th Line	O.R. 33	O.R. 17	81	0.7	80	175	185,188	1,952,759	6.2	Fair
0477-00	11th Line	P.O.R.	Maplewood Sideroad	81	0.7	89	161	170,660	3,463,433	10.9	Very Good
0263-00	11th Line	Cassel Sideroad	O.R. 8	80	0.8	87	139	147,340	2,158,917	9.7	Good
0262-00	11th Line	O.R. 8	Braemar Sideroad	80	0.8	88	113	119,780	1,455,901	10.9	Very Good
0271-00	13th Line	Maplewood Sideroad	Cassel Sideroad	80	0.8	89	235	249,100	1,517,873	5.8	Poor
0270-00	13th Line	Cassel Sideroad	O.R. 8	80	0.9	85	247	261,820	1,599,130	4.4	Poor
0269-00	13th Line	O.R. 8	Braemar Sideroad	81	0.8	85	209	221,540	1,612,271	7.3	Fair
0268-00	13th Line	Braemar Sideroad	O.R. 33	80	0.9	91	198	209,880	3,151,935	9.0	Good
0276-00	14th Line	Maplewood Sideroad	Cassel Sideroad	75	0.9	76	160	169,600	803,371	4.7	Poor
0275-00	14th Line	Cassel Sideroad	O.R. 8	79	1.1	78	89	94,340	494,706	5.2	Poor
0273-01	14th Line	Braemar Sideroad	O.R. 33	81	0.8	87	127	134,620	1,955,593	8.8	Good
0282-00	15th Line	Maplewood Sideroad	Cassel Sideroad	80	1.0	72	244	258,640	458,820	1.8	Very Poor
0281-00	15th Line	Cassel Sideroad	O.R. 8	80	0.9	77	244	258,640	578,637	2.2	Very Poor
0280-00	15th Line	O.R. 8	Braemar Sideroad	80	1.2	75	181	191,860	734,808	2.8	Very Poor
0287-00	17th Line	P.O.R.	Maplewood Sideroad	81	0.9	82	140	148,400	1,041,255	6.6	Fair
0291-00	19th Line	P.O.R.	O.R. 5	80	1.0	82	245	259,700	789,481	3.0	Very Poor
0252-00	Zorra EZT Line	Maplewood Sideroad	Cassel Sideroad	80	0.8	87	86	91,160	1,991,212	13.3	Very Good
0251-00	Zorra EZT Line	Cassel Sideroad	O.R. 8	82	0.8	90	124	131,440	1,336,405	9.6	Good
0250-00	Zorra EZT Line	O.R. 8	Braemar Sideroad	79	0.7	89	102	108,120	2,068,342	11.5	Very Good



Sections with structural condition rating of good to very good are good candidates for chip seal applications

Gravel Road Upgrade Prioritization

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Section	Road	From	To	PCI	2017 AADT	Upgrade Priority Ranking Scores					Total Points	Rank
						Traffic	Proximity	Connectivity	Structural	Social		
0250-00	Zorra/EZT Line	O.R. 8	Braemar Sideroad	79	102	9	12	15	11.5	6	53.5	1
0257-00	10th Line	O.R. 8	Braemar Sideroad	81	138	12	12	15	10.4	2	51.4	2
0251-00	Zorra/EZT Line	Cassel Sideroad	O.R. 8	82	124	10	9	15	9.6	4	47.6	3
0260-00	10th Line	P.O.R.	Maplewood Sideroad	81	130	11	12	15	7.4	2	47.4	4
0271-00	13th Line	Maplewood Sideroad	Cassel Sideroad	80	235	19	9	7.5	5.8	6	47.3	5
0270-00	13th Line	Cassel Sideroad	O.R. 8	80	247	20	9	7.5	4.4	6	46.9	6
0276-00	14th Line	Maplewood Sideroad	Cassel Sideroad	75	160	13	12	15	4.7	2	46.7	7
0268-00	13th Line	Braemar Sideroad	O.R. 33	80	198	16	12	7.5	9.0	2	46.5	8
0269-00	13th Line	O.R. 8	Braemar Sideroad	81	209	17	12	7.5	7.3	2	45.8	9
0477-00	11th Line	P.O.R.	Maplewood Sideroad	81	161	13	12	7.5	10.9	2	45.4	10
0252-00	Zorra/EZT Line	Maplewood Sideroad	Cassel Sideroad	80	86	7	6	15	13.3	4	45.3	11
0255-00	10th Line	O.R. 33	O.R. 17	81	177	15	6	15	6.2	2	44.2	12
0273-01	14th Line	Braemar Sideroad	O.R. 33	81	127	11	6	15	8.8	2	42.8	13
0258-00	10th Line	Cassel Sideroad	O.R. 8	86	87	7	9	15	9.4	2	42.4	14
0262-00	11th Line	O.R. 8	Braemar Sideroad	80	113	10	12	7.5	10.9	2	42.4	15
0256-00	10th Line	Braemar Sideroad	O.R. 33	80	138	12	6	15	3.6	4	40.6	16
0263-00	11th Line	Cassel Sideroad	O.R. 8	80	139	12	9	7.5	9.7	2	40.2	17
0259-00	10th Line	Maplewood Sideroad	Cassel Sideroad	79	147	12	6	15	5.2	2	40.2	18
0275-00	14th Line	Cassel Sideroad	O.R. 8	79	89	8	9	15	5.2	2	39.2	19
0291-00	19th Line	P.O.R.	O.R. 5	80	245	20	6	7.5	3.0	2	38.5	20
0281-00	15th Line	Cassel Sideroad	O.R. 8	80	244	20	6	7.5	2.2	2	37.7	21
0282-00	15th Line	Maplewood Sideroad	Cassel Sideroad	80	244	20	6	7.5	1.8	2	37.3	22
0287-00	17th Line	P.O.R.	Maplewood Sideroad	81	140	12	9	7.5	6.6	2	37.1	23
0280-00	15th Line	O.R. 8	Braemar Sideroad	80	181	15	6	7.5	2.8	2	33.3	24

Estimated Cost for Gravel Road Upgrade

Section	Road	From	To	Length (m)	Area (m ²)	Cost
0250-00	Zorra/EZT Line	O.R. 8	Braemar Sideroad	3,097	21,679	\$216,790
0257-00	10th Line	O.R. 8	Braemar Sideroad	3,097	23,228	\$232,280
0251-00	Zorra/EZT Line	Cassel Sideroad	O.R. 8	3,087	22,226	\$222,260
0260-00	10th Line	P.O.R.	Maplewood Sideroad	3,357	26,185	\$261,850
0271-00	13th Line	Maplewood Sideroad	Cassel Sideroad	3,098	28,811	\$288,110
0270-00	13th Line	Cassel Sideroad	O.R. 8	3,100	27,280	\$272,800
0276-00	14th Line	Maplewood Sideroad	Cassel Sideroad	3,103	26,065	\$260,650
0268-00	13th Line	Braemar Sideroad	O.R. 33	3,099	25,412	\$254,120
0269-00	13th Line	O.R. 8	Braemar Sideroad	3,111	25,821	\$258,210
0477-00	11th Line	P.O.R.	Maplewood Sideroad	3,228	26,470	\$264,700

Summary – Gravel Road Upgrade

- Decision support tool criteria applied to 24 gravel surface roadways
- Network prioritization based on traffic, proximity of homes and buildings to roadway. Connectivity, strength and social/environmental impact
- Most sections ~ 3 km in length
- Cost for localized repairs and chip seal surface in the order of \$250,000 per section
- Cost will be more for sections with poor to very poor structural capacity

FINAL REPORT

2021 Road Needs Study

Township of East Zorra-Tavistock

Prepared for:

Township of East Zorra-Tavistock
90 Loveys Street, Box 100
Hickson, ON N0J 1L0

Prepared by:

Applied Research Associates, Inc.
Transportation Sector
1222 Fewster Drive, Unit 7
Mississauga, Ontario L4W 1A1
(416) 621-9555



Final Report

2021 Road Needs Study

Township of East Zorra-Tavistock

ARA Project Number: 004419

Prepared for:

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July 02, 2021



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GLOSSARY OF ABBREVIATIONS

- AADT - Annual Average Daily Traffic
- FWD - Falling Weight Deflectometer
- HCB - high class bituminous pavement
- HMA - hot mix asphalt
- LCB - low class bituminous pavement
- MTO - Ministry of Transportation Ontario
- PAM - pavement asset manager (software application)
- PCI - pavement condition index
- PMS - pavement management system
- PNV - pavement network value
- PPI - pavement priority index
- RC - reconstruction
- RCR - ride condition rating
- RH - rehabilitation
- RS - resurfacing

1. Introduction

Applied Research Associates Inc. (ARA) was retained by the Township of East Zorra-Tavistock to conduct pavement condition assessments for a road network comprising some 268 inventory sections within the Township. Approximately 29 percent (66 kms) of the road network is surfaced with high class bituminous asphalt concrete (HCB), 10 percent (23.6 kms) is surfaced with a single or double surface treatment, low class bituminous (LCB), and the remaining 61 percent (136.5 kms) with a gravel surface. The pavement area of the network totals 1,680,283 m². The map of the Township's road network is shown in Figure 1-1.



Figure 1-1 Road Sections Included in the 2021 Pavement Condition Evaluation.

2. Approach

The scope of this assignment included the following tasks:

- Preparation of a work plan;
- Verification of the road and sidewalk inventory;
- Roadway and sidewalk condition survey;
- Construction history update;
- Analysis of changes in PCI from prior inspections
- Pavement performance modelling;
- Maintenance and resurfacing needs analysis;
- Prioritization analysis and program funding levels;
- Service life and replacement values;
- Prioritization of gravel surfaces for possible upgrade to a hard surface; and
- Reporting.

2.1 Work Plan

The field program for this project is summarized as follows:

- 1) A total of 268 road inventory sections with an overall centreline length of 226 km were included in the study. The roadway sections varied in length from about 19 to 3,739 m. These sections typically represent a road section and are in some cases repeated for different pavement types within a section. The Section ID are unique identifiers used by the Township's pavement management system.
- 2) A visual pavement condition survey was conducted to establish the Pavement Condition Index (PCI) of each pavement section based on MTO procedures for pavement condition inspections. The fieldwork was completed in March 2021.
- 3) A total of 124 concrete sidewalk inventory sections were included in the study ranging in length from approximately 5 to 1,050 m. Each inventory section is assigned a unique asset ID used by the Township's pavement management system. A visual pavement condition survey was conducted to establish a rating for each sidewalk section.
- 4) Summarize the data output for each Road ID using the following fields:
 - a. Road section;
 - b. Road name; and
 - c. Pavement Condition Index (PCI).
- 5) Update the construction history information for each roadway section and utilize this information to develop pavement deterioration models for various surface types.
- 6) In consideration of the pavement condition rating, construction history and observed distress types, extents and severities, establish decision tree logic to assist in identifying appropriate maintenance and rehabilitation activities for the Township's roadway network.

- 7) Complete Falling Weight Deflectometer (FWD) pavement load/deflection testing of gravel surfaced roadways to assist in determining the structural capacity of roadways to be considered for hard surfacing;
- 8) Review and recommend prioritization procedures for roadway maintenance and rehabilitation needs.
- 9) Summarize the results of the field testing and provide in electronic format.

2.2 Roadway Inventory and Construction History

The Township of East Zorra-Tavistock has divided the road network database into a logical inventory based on the road sections. The network inventory was further subdivided into manageable pavement sections based on the pavement type. These sections are identified by a Section ID.

A review of the road inventory and construction history was performed. The activities for this task consisted of both a desktop scan and visual field review. Any potential deviations or concerns were flagged for further verification. Deviations and concerns included, unable to locate section ID, potential consolidation of section ID required due to multiple section ID within a roadway, private/closed to the public, planned development etc. Based on this review, 3 pavement sections were identified as being private/closed to the public or non-existent and were removed from the database, which provided for a cleaner dataset for the analysis. The removed sections are shown in Table 2-1.

Table 2-1. Sections Removed from the Road Inventory Database

Section ID	Name	From	To
0436-01	William Street North	End	Jacob Street West
4976-00	George Street	Main Street	George Street
Malc-00	Malcolm Street	End	Leibler Street

Given the lack of the construction history, typical pavement performance models were developed for the general categories of “construction/ reconstruction” and “rehabilitation for each of the pavement surface types. This includes low class bituminous (LCB), typically chip seal; high class bituminous (HCB), typically hot mix asphalt (HMA), and gravel.

The models were then used in conjunction with the current pavement condition ratings to determine the expected model age of each roadway section. The detailed construction history information based on this exercise is provided in Appendix A.

2.3 2021 Pavement Condition Survey Results

In 2021, all of the pavement sections in the road network were inspected in accordance with MTO procedures. A summary of the 2021 PCI by pavement surface type is provided in Table 2-2. The PCI values by section are provided in Appendix B.

Table 2-2. Summary of 2021 PCI by Pavement Surface Type.

Surface Type	Mean	Range
HCB	87	51-100
LCB	76	70-81
Gravel	80	75-86
All Surfaces (Weighted average)	80	

The distribution of ratings for sections in the network is shown in Figure 2-1 and Figure 2-2. The detailed condition ratings for each pavement section is provided in Appendix B. The ranges of PCI for each condition category is provided in Table 2-3.

Table 2-3. Pavement Condition Distribution Ranges.

PCI Range	Condition
76 - 100	Very Good
61 - 75	Good
51 - 60	Fair
0 - 50	Poor

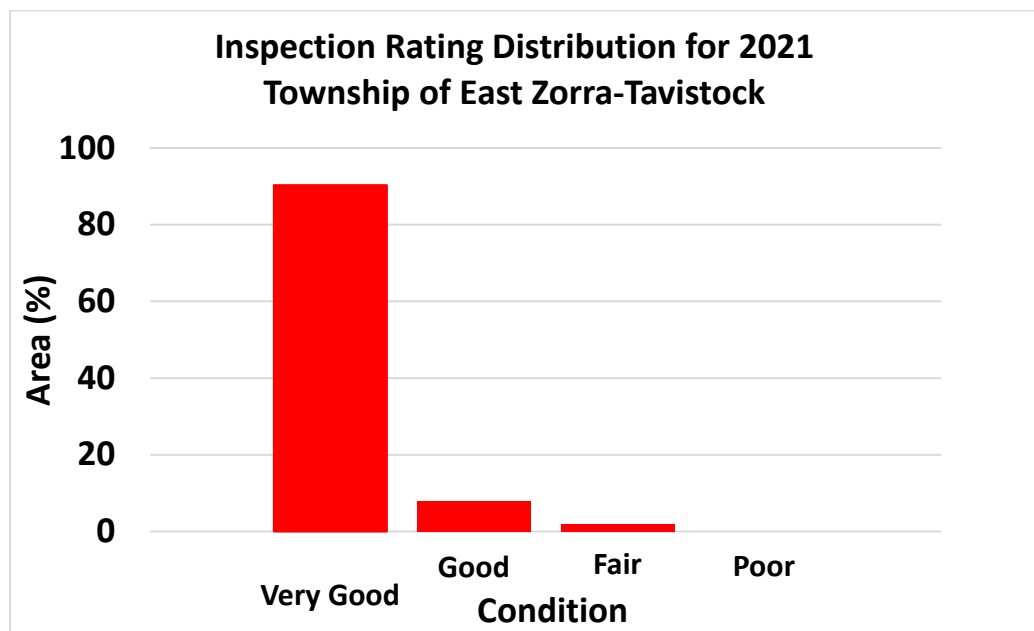


Figure 2-1. Condition Rating Distribution of PCI for Pavement Sections.

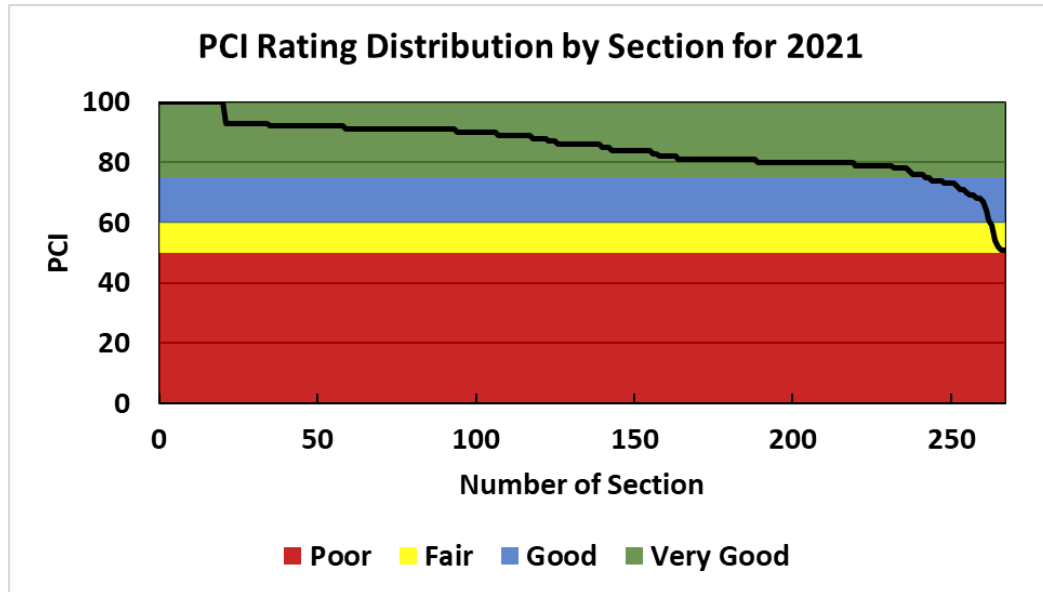


Figure 2-2. Complete Distribution of PCI for Pavement Sections.

From the above plots, it can be seen that approximately 2 percent of the sections inspected were considered to be in fair condition and none of the sections are considered to be in poor condition.

A detailed analysis of the distress deduct values was completed. For this analysis, the deduct values for each observed distress for each section was determined. This value was then multiplied by the area of the pavement section to achieve the weighted deduct coefficient. These coefficients for each distress type were then summed over the entire area of the network to determine the distress condition influence for the entire network. The top 5 distresses for each pavement type flexible and gravel along with the percent influence on the total deduct value for each pavement type are shown in Table 2-4.

Table 2-4. Distress Deduct Influence by Pavement Surface Type.

HCB		LCB		Gravel	
Distortion	27.7	Distortion	22.5	Overgrowth	25.1
Wheel Track Rutting	15.7	Wheel Track Rutting	21.0	Dust	12.8
Longitudinal Wheel Track	11.0	Edge Cracking	16.8	Loose Gravel	12.8
Transverse Crack	10.2	Alligator	15.4	Distortion	12.8
Meander & Midlane	8.6	Edge Breaks	10.8	Potholes	12.8

Any pavement maintenance and rehabilitation program that concentrates on improving the distresses that most influence the pavement condition rating would increase the overall network average PCI.

Photographs of the typical condition of the pavements of various surface types are provided in Figure 2-3 through Figure 2-6.



Figure 2-3. Section 5088-01, 17th Line, from Braemar Sideroad to Oxford Road 33 – HCB (Good Condition, PCI = 73)



Figure 2-4. Section 0406-00, King Crescent, from John Street to John Street – HCB (Fair Condition, PCI = 52)



Figure 2-5. Section 5004-00, 14th Line, from 14th Street to Maplewood Sideroad – LCB (Good Condition, PCI = 70)



Figure 2-6. Section 0276-00, 14th Line, from Maplewood Sideroad to Cassel Sideroad – Gravel (Good Condition, PCI = 75)

2.4 Associated Feature Survey

Secondary assets of the road network maintained by the Township were also inspected during the survey. Major associated features encountered on the network included: regulatory signs, bridges, curbs, ditches, guide rails, railway crossings, and shoulders. A visual inspection was conducted and a condition rating was determined to provide a general condition of the associated feature and to summarize any potential hazards or other safety issues. It should be noted that, the inspections of the associated features were conducted from ground level without the use of any specialized equipment and specific published guidelines. The condition rating was divided into a five point scale rating which included: very good (VG), good (G), fair (F), poor (P) and very poor (VP). This rating does not replace a detailed associated feature survey and evaluation. A detailed data report with roadway name, location, associated feature category, and condition rating is provided in Appendix C.

2.5 Sidewalk Condition Inspection

Similar to the road network, ARA was also tasked by the Township of East Zorra-Tavistock to conduct pavement condition assessments for the concrete sidewalk network maintained by the Township. A total of 124 sidewalk inventory sections were included in the study ranging in length from about 5 to 1,050 m. A detailed visual field inspection was conducted for each section, assessing the following criteria:

- **Length.** The length of each concrete sidewalk section, as identified in the Township's inventory, was measured and recorded using a standard measuring wheel.
- **Condition Rating.** For sidewalks, a present serviceability rating on a scale of 0 (Very Poor) to 10 (Excellent) was assigned for each section.
- **Construction Quality Rating.** A construction quality rating on a scale of 0 (Very Poor) to 10 (Excellent) based on the rating crew's assessment of how well the section appeared to have been constructed.
- **Distress Summary.** A list of typical distresses by type and severity was provided along with what was considered to be the most dominant distress present.
- **Maintenance Treatments Completed.** If any maintenance treatments had been completed in the section, they were identified.
- **Maintenance Treatment Year.** If maintenance was present, the approximate year of the maintenance treatment was recorded.
- **Maintenance Needs.** If maintenance is deemed to be required, this was identified along with the recommended timing.
- **Hazards.** If trip or fall hazards were present, these were recorded along with the urgency of repairs.
- **Photographs.** Representative photographs of each section were taken.

Upon review of the Township's sidewalk inventory, several existing sections of sidewalk were discovered to be missing from the Township's inventory. These sections were assigned a temporary asset ID to identify the sections pending their addition into the Township's pavement management system. These missing sections are listed in Table 2-5.

Table 2-5: Missing sections from Township's Inventory

Asset ID	Street Name	From	To
ARA-SW1	Roth Street	Fuhr Street	Holley Avenue
ARA-SW2	Hope Street East	Holley Avenue	Henry Vogt Avenue
ARA-SW3	Hope Street East	Henry Vogt Avenue	14th Street
ARA-SW4	Borden Court	Lovey's Street East	End of Sidewalk
ARA-SW5	Thompson Place	George Street	End of Road
ARA-SW6	Jonker Street	George Street	Main Street
ARA-SW7	Curtis Street	Jonker Street	Queen Street
ARA-SW8	Queen Street	Currah Lane	Alma Street
ARA-SW9	Queen Street	George Street	Main Street
ARA-SW10	Lock Street	Jonker Street	James Street
ARA-SW11	James Street	Curtis Street	Main Street
ARA-SW12	Decew Street West	Maria Street	End of Road
ARA-SW13	Maria Street	Adam Street	End of Road
ARA-SW14	Halliday Drive	Jacob Street West	Centennial Drive
ARA-SW15	William Street South	Wettlaufer Street	210 William Street South
ARA-SW16	Jacob Street West	William Street North	End of Road

The current sidewalk inventory was also found to contain sections that either no longer existed or had been replaced and assigned an updated asset ID. In this case, these sections were inspected under their new asset ID and the obsolete sections were flagged for removal from the inventory. These obsolete sections are shown in Table 2-6.

Table 2-6: Sections Removed from the Sidewalk Inventory Database

Asset ID	Street Name	From	To
724	Jane Street (East Sidewalk)	Woodstock Street South	Hope Street West
725	Jane Street (West Sidewalk)	Woodstock Street South	Hope Street West
728	Maria Street	Adam Street	Memorial Hall Street
729	Maria Street	Memorial Hall Street	Tavistock Public School Street
733	John Street (East Sidewalk)	Hope Street East	Jacob Street
748	Wettlaufer Street	William Street South	Wilton Street
749	Wettlaufer Street	Wilton Street	143 Wettlaufer Street
757	Jacob Street (North Sidewalk)	Woodstock Street North	John Street
758	Jacob Street (North Sidewalk)	Elizabeth Street	133 Jacob Street
759	Jacob Street (North Sidewalk)	Elizabeth Street	John Street
760	Jacob Street (South Sidewalk)	Elizabeth Street	130 Jacob Street
761	Jacob Street (South Sidewalk)	Elizabeth Street	John Street
762	Jacob Street (South Sidewalk)	John Street	Woodstock Street North
764	Hendershot Street (South Sidewalk)	Maria Street	100M East of Maria Street
4678	Day Street	Blandford Street	End of Road

Asset ID	Street Name	From	To
5142	Woodstock Street South (North Sidewalk)	Hope Street West	116 Woodstock Street South
5142	Woodstock Street South (South Sidewalk)	Hope Street West	Decew Street

Approximately 27 kilometers of sidewalk were included in the condition assessments, primarily situated within the communities of Tavistock and Innerkip. The Township's overall sidewalk network was in good condition with an average condition rating of 8 out of 10. The detailed sidewalk inspection summaries are included in Appendix D.

2.6 Pavement Performance Modelling

All roadways will deteriorate over time. Deterioration is a combination of load related effects (traffic) and environmental related effects (moisture, freeze/thaw, thermal movements, etc.). The rate of deterioration will depend on the number and magnitude of the loading and the impact of environmental effects on the pavement structure materials and subgrade. While the focus of the pavement management system is to provide timely intervention to address pavement distresses in a cost-effective manner, eventually, it becomes necessary to reconstruct the pavement. In order to cost-effectively maintain a pavement network, it is necessary to strike a balance between resurfacing and reconstruction. If an agency continues to use resurfacing as the primary strategy for poorly performing pavements, either the service life of the treatment will get shorter and shorter or the magnitude of the treatment, and hence the cost, will have to increase to maintain a reasonable service life. Eventually, all pavements will require a more significant treatment such as reconstruction.

Deterioration models were developed for both the constructed/reconstruction and rehabilitated pavements for the asphalt concrete sections, surface treated sections and gravel road sections. Figure 2-7 shows the deterioration models for major rehabilitation and Figure 2-8 for resurfacing of the pavements.

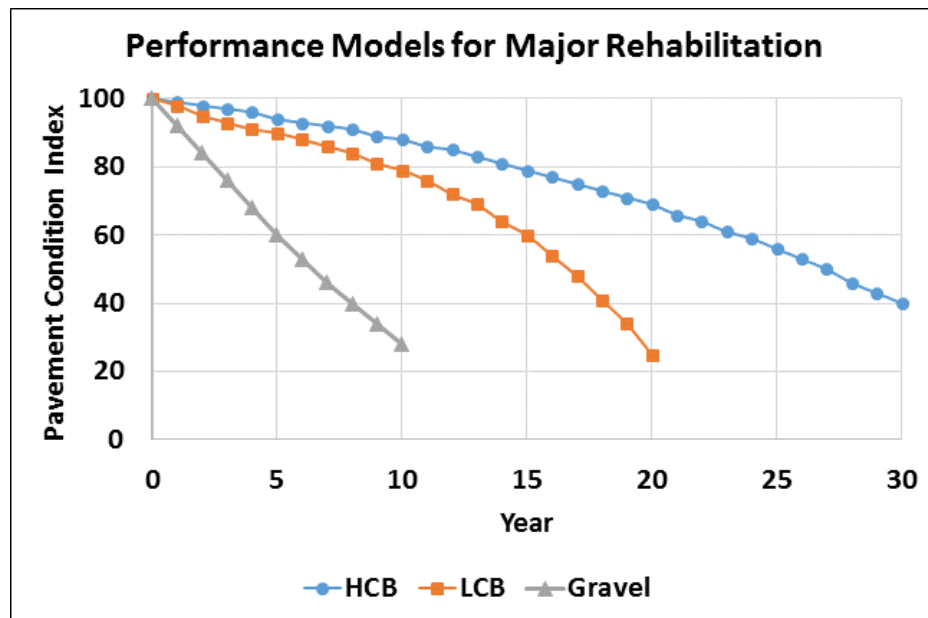


Figure 2-7. Performance Models for Major Rehabilitation.

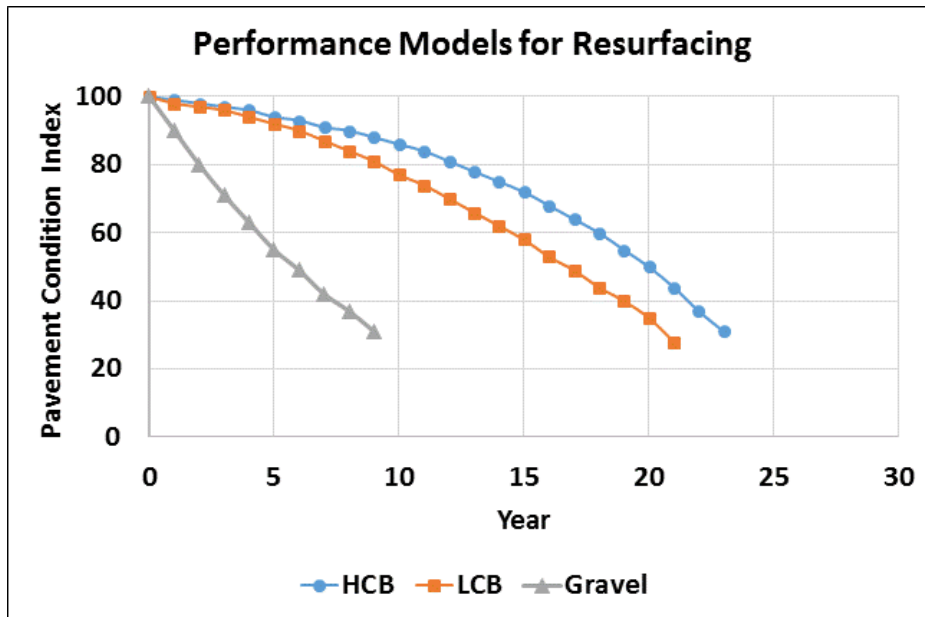


Figure 2-8. Performance Model for Resurfacing.

Based on these models, the average life to the reconstruction trigger value (PCI = 45) and the resurfacing trigger value (PCI = 60) are provided in Table 2-7.

Table 2-7. Average Model Life to Major Rehabilitation and Resurfacing by Pavement Surface Type.

Surface Type	Major Rehabilitation (Years)	Resurfacing (Years)
HCB	30	18
LCB	18	14
Gravel	8	4

Major rehabilitation does not necessarily entail removal and replacement of the pavement layers but may consist of in-place pulverization and new asphalt or chip seal or similar activities. Resurfacing activities may include mill and overlay for HCB, placement of a new chips seal for LCB and grading and spot repairs for gravel surfaced roadways.

The performance models were then used in conjunction with the pavement section construction history to determine when the pavements will reach a critical condition rating that would trigger maintenance, resurfacing or reconstruction action.

2.7 Long Term Pavement Condition and Network Needs Forecast (10 Year Plans)

In order to develop a pavement condition and future investment needs forecast, the performance models are used in conjunction with trigger values to initiate an action to maintain or improve the condition of the pavement. Longer-term forecasts are typically based on the pavement condition index values. Shorter-term forecasts, i.e. actions recommended for the following year or two are based on a combination of pavement condition index along with more detailed information such as pavement distress type, extent and severity and if available based on structural capacity and/or pavement roughness indices. A generic example of action trigger values is shown in Figure 2-9.

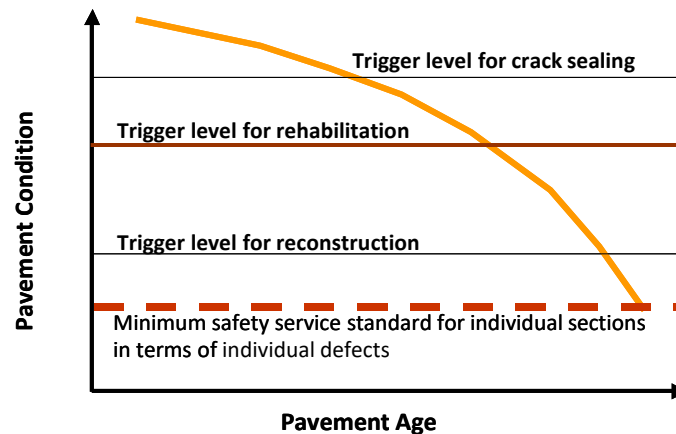


Figure 2-9. An example of Pavement Maintenance and Rehabilitation Trigger Values.

Based on the performance models and the expected performance of resurfacing and reconstructed roadways, the general network trigger values are shown in Table 2-8 were established for the long-term forecasts presented in Appendix E.

Table 2-8. General Network Trigger Values Based on PCI Only.

Action	PCI
Resurfacing	60
Reconstruction	45

ARA's pavement asset management (PAM) software application was used to generate a work program for the next 10 years (2022-2031) based on the current condition of the roadways and the network performance prediction models of the PAM database. The costs for 2021 for major rehabilitation and resurfacing for different pavement types are shown in Table 2-9.

Table 2-9. Construction Cost (2021 dollars).

Construction Method	HCB (Cost/m ²)	LCB(Cost/m ²)	Gravel(Cost/m ²)
Major Rehabilitation	\$130.24	\$18.88	\$6.00
Resurfacing	\$26.97	\$7.20	\$1.00

The forecast analysis is used to help estimate either the condition of the network for set budgets or it can estimate the required budget for a set condition. The analysis predicts the future condition of the pavements over the analysis period and estimates the cost and recommends the timing of implementing pavement repairs under the different scenarios. All the analysis is completed in current dollar amount, inflation rate is not accounted for in this analysis.

Based on the costs provided in Table 2-9, the replacement value and present network value of the Township of East Zorra-Tavistock's road network pavements is provided in Table 2-10. A detailed report for each Section ID along with the service life is attached as an Appendix E.

Table 2-10. Township of East Zorra-Tavistock Pavement Network Replacement Value.

Surface	Area (m ²)	Replacement Cost (\$/m ²)	Replacement Value(\$)
HCB	483,714	130.24	62,998,966
LCB	161,960	18.88	3,057,812
Gravel	1,034,608	6.00	6,207,646
Total	1,680,283		72,264,425

Pavement Priority Index

Pavement priority index (PPI) is a simple method of prioritizing pavement rehabilitation and reconstruction needs at a network level based on their pavement condition index. The performance models outlined above represent the expected deterioration of a pavement based on the type of action (rehabilitation or reconstructed). A reconstructed pavement is expected to last longer than a rehabilitated pavement.

For each pavement section, the actual age is calculated from the last major activity (rehabilitation or reconstruction). The performance model is then used to calculate the “model age” by entering the current PCI into the model and determining its age. The pavement priority index (PPI) is calculated by dividing the actual age by the model age and multiplying the result by 100 to present the information on a scale of 0 to 100. For example, if a pavement section has an age of 8 years since the last majority activity and by using a PCI of 80, the model age would be 10 years. This results in a PPI of $8/10 * 100 = 80$. In simple terms, the 8 year old pavement is “acting” like a 10 year old pavement which means that it is not performing as well as expected. On the other hand, if the 8 year old pavement had a PCI of say 90, it would have a model age of 5 years and the PPI would be $8/5 * 100 = 160$. This means that the 8 year old pavement is acting like a 5 year old pavement which is better than expected.

The PPI is used at the prioritization stage where all candidates reaching the “rehabilitation” level are determined. Theoretically, per above, this may mean there are a group of candidates who all have a PCI of 60 that need “rehabilitation”. The PPI is calculated for each section and the candidates are sorted from highest to lowest PPI. The available budget is then distributed in decreasing order of PPI with the highest PPI first. In essence, the sections with a PPI of 100 or more have reached or exceeded their expected life to PCI = 60. Therefore, they are good candidates for a second rehabilitation treatment. Candidates with low PPI values, did not perform well for their last rehabilitation, i.e. reached a PCI value of 60 in less years than expected and are therefore not good candidates for a second rehabilitation treatment.

A similar concept is used for pavements that have been rehabilitated more than once. For example, if the performance life-cycle model is construct, followed by a rehabilitation treatment (say mill and overlay) followed by a second rehabilitation followed by reconstruction, the expected total model age may be reconstruct (25 year expected initial life), rehabilitation (15 year expected life) and rehabilitation (10 year expected life), the total expected model age is $25 + 15 + 10 = 50$ years. The total PPI is calculated by going back in the construction history to the last construction or reconstruction history and then adding the number of years between rehabilitation treatments. For a pavement with an actual performance of $22 + 12 + 6 = 40$ years, the total PPI would be $40/50 * 100 = 80$. For a pavement with an actual performance of $30 + 0 + 0 = 30$, i.e. followed two reconstruction schedules, the total PPI would be $30/50 * 100 = 60$ which is very poor, i.e. a lot of money has to be spent reconstructing the roadway because it was in poor condition and a rehabilitation treatment would not be sufficient to bring the pavement condition up to a suitable level and expected life-cycle.

Pavement Network Value

The concept of pavement network value (PNV) for pavements is based on the accounting principle of depreciation coupled with the engineering principal of survival analysis. During pavement rehabilitation and management, pavements are evaluated based on their functional and structural condition. The functional condition of the pavement is evaluated in terms of the ability of the pavement to provide a safe, durable platform for vehicular travel. The structural condition of the pavement is the ability of the pavement to protect the subgrade and for the individual layers to withstand the day-to-day loading imposed on it by vehicular traffic.

In order to evaluate the structural and functional condition of a pavement, engineers measure the condition of a pavement's ability to carry out its function by assessing:

Condition of the pavement surface as determined by the type and extent of various pavement surfaced distresses;

- Ride condition of the pavement as determined by pavement smoothness measurements; and
- Structural condition of the pavement through load/deflection testing.

The condition of a pavement surface is assessed by determining the type and severity of various distresses and then deducting the impact of these distresses on the score of a 'perfect' pavement. As one would expect, a newly constructed pavement without distress would receive a 'score' of 100. For the purposes of this example, the 'value' of 1 square meter of a newly constructed pavement will have a value of \$ 50. The expected overall service life of the pavement in this example is expected to be 50 years.

Pavements deteriorate with age and traffic. Typically, a pavement would be permitted to deteriorate to a condition of 60 on a scale of 100 over a period of 25 years and then would be considered for rehabilitation. Using the network value concept, this pavement would be considered to have a value of \$ 25 (half its initial value). At the end of this service life, this 'example' pavement would be considered for a mill and overlay. Once the overlay is placed, the surface condition of the pavement would be considered to be excellent and the surface condition index of this pavement would be increased from 60 to 100.

A user of the pavement would perceive the pavement to be the same as new. However, the 'value' of the pavement is not the same as if the pavement were newly constructed. Therefore, the value of the in-situ pavement is only increased by a percentage of how long the mill and overlay rehabilitation would last. The extent of the increase in value to the original pavement structure is depended on how on the effectiveness of the rehabilitation treatment (mill and overlay). For the purposes of this example, the mill and overlay is considered to cost \$ 15 per square meter. Therefore, it is considered to have increased the underlying value of the pavement from \$ 25 per square meter to \$ 40 per square meter. If the rehabilitation treatment is effective for a service life of 10 years, its effectiveness would decrease over its service life.

The rate of reduction of value would be a function of the rate of deterioration of the pavement. Subsequent treatments would be considered in a similar fashion with the pavement deteriorating and reducing in value with time. The 'effectiveness' of each treatment would be a function of its initial value and the length of time that it would last. If a treatment is relatively expensive, but does not last for a long period of time, the 'effectiveness' of this treatment would be reflected in a significant reduction in the network value of the pavement. The pavement deteriorates with time until it eventually reaches its 'residual' value or 'salvage' value.

Using the network value concept, the underlying value of the pavement or amortized value of the pavement can be calculated at any point during its service life. In addition, the return on investment of any rehabilitation treatment can be expressed as a percentage of the increase in network value that it provides.

PPI and PNV values for each section based on the 2021 pavement condition survey are provided in Appendix E.

Road Needs Forecast #1 – Unrestricted Budget

The first analysis completed for the Township estimates the necessary budget to maintain the network in the ideal condition. This "needs analysis" assumes an unlimited budget is available and will perform all resurfacing and reconstruction actions necessary to meet the performance goals. This means that all pavements qualified for resurfacing are selected for treatment when they reach the critical PCI level of 60 out of 100 and that all roads qualifying for reconstruction are reconstructed once they reach a minimum PCI of 45.

This type of analysis is used to estimate the backlog of work and help estimate the necessary budget required to improve the network over the long term. The result of the needs analysis is summarized in Table 2-11 and on Figure 2-10. The unrestricted budget would increase the network average PCI from 80 in 2021 to 89 in 2031 and require an average annual budget of about \$1.3 million.

Table 2-11. Summary of Major Rehabilitation and Resurfacing Needs with Unlimited Budget.

Year	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)	Network PCI
2022	\$682,458	\$1,938,604	\$2,621,061	74
2023	\$0	\$1,877,814	\$1,877,814	87
2024	\$71,345	\$1,755,391	\$1,826,737	91
2025	\$132,675	\$610,988	\$743,663	85
2026	\$222,710	\$471,410	\$694,121	79
2027	\$0	\$1,556,654	\$1,556,654	90
2028	\$0	\$1,718,517	\$1,718,517	92
2029	\$0	\$347,932	\$347,932	86
2030	\$0	\$533,364	\$533,364	80
2031	\$0	\$1,038,892	\$1,038,892	89
Total	\$1,109,189	\$11,849,565	\$12,958,754	

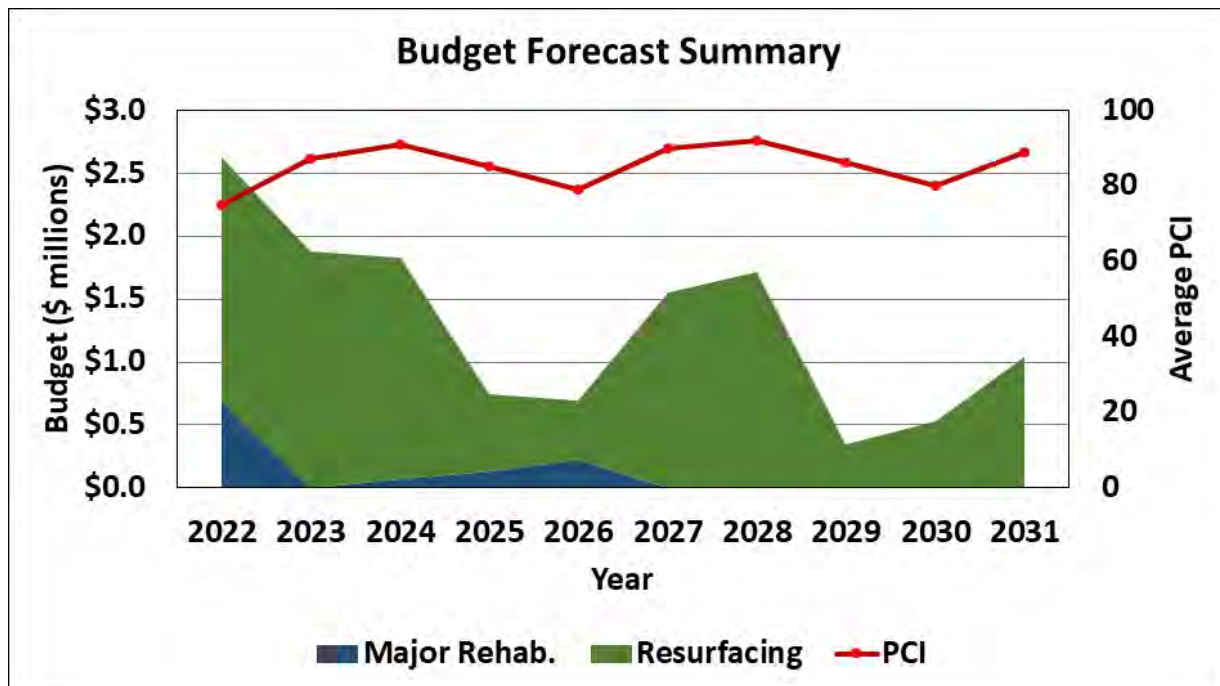


Figure 2-10. Summary of Major Rehabilitation and Resurfacing Needs, Unlimited Budget.

An overview of the roads needs analysis per community is shown in Table 2-12. The detailed results of the analyses are presented in Appendix E.

Table 2-12. 10 Year Community Summary of Major Rehabilitation and Resurfacing Needs, Unlimited Budget

Community	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)
Tavistock	\$ 426,730.00	\$ 1,514,250.00	\$ 1,940,980.00
Innerkip	\$ 0	\$ 205,074.00	\$ 205,074.00
Hickson	\$ 682,457.00	\$ 61,653.00	\$ 744,110.00
Rural	\$ 0	\$ 10,068,600.00	\$ 10,068,600.00

Road Needs Forecast #2 – Annual Budget of \$600,000

A second analysis was completed based on an annual budget of \$600,000. The results are provided in Table 2-13, Table 2-14, and Figure 2-11. Over the 10 years, this budget would result in a 2031 average network PCI of 74. It is noted that in Year 2023, the yearly budget is less than \$600,000. This is because there are insufficient roadways with a pavement condition at or under the major rehabilitation or resurfacing trigger values in that year to spend the available budget.

Table 2-13. Summary of Major Rehabilitation and Resurfacing Needs - \$600,000 Budget.

Year	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)	Network PCI
2022	\$0	\$510,785	\$510,785	74
2023	\$150,036	\$261,097	\$411,133	68
2024	\$0	\$590,494	\$590,494	79
2025	\$0	\$559,352	\$559,352	84
2026	\$0	\$575,619	\$575,619	77
2027	\$103,150	\$471,410	\$574,560	72
2028	\$429,271	\$158,406	\$587,677	67
2029	\$0	\$590,494	\$590,494	77
2030	\$0	\$588,131	\$588,131	80
2031	\$0	\$578,593	\$578,593	74
Total	\$682,458	\$4,884,381	\$5,566,839	

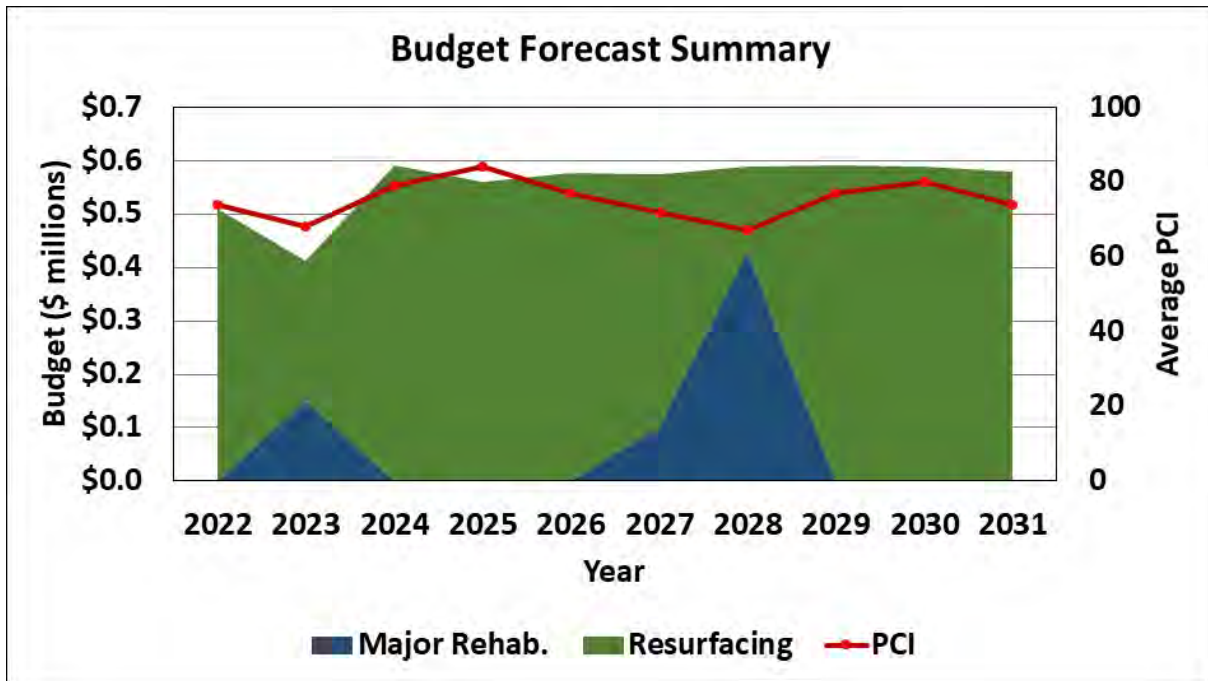


Figure 2-11. Summary of Major Rehabilitation and Resurfacing Needs - \$600,000 Budget.

Table 2-14. 10 Year Community Summary of Major Rehabilitation and Resurfacing Needs - \$600,000 Budget.

Community	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)
Tavistock	\$0	\$764,427	\$764,427
Innerkip	\$0	\$45,229	\$45,229
Hickson	\$682,458	\$0	\$682,458
Rural	\$0	\$3,980,531	\$4,074,726

Road Needs Forecast #3 – Annual Budget of \$800,000

A third analysis completed was completed based on an annual budget of \$800,000. The results are provided in Table 2-15, Table 2-16, and Figure 2-12. Over the 10 years, this budget would result in a 2031 average network PCI of 79. Similar to the \$600,000 budget, there are years where there are insufficient roadways below the trigger values to spend the available budget.

Table 2-15. Summary of Major Rehabilitation and Resurfacing Needs - \$800,000 Budget.

Year	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)	Network PCI
2022	\$0	\$771,881	\$771,881	74
2023	\$150,036	\$588,270	\$738,306	69
2024	\$103,150	\$675,018	\$778,168	82
2025	\$0	\$633,583	\$633,583	87
2026	\$0	\$683,910	\$683,910	80
2027	\$0	\$556,894	\$556,894	75
2028	\$0	\$791,433	\$791,433	71
2029	\$0	\$606,815	\$606,815	82
2030	\$0	\$739,616	\$739,616	85
2031	\$0	\$782,446	\$782,446	79
Total	\$253,187	\$6,829,865	\$7,083,052	

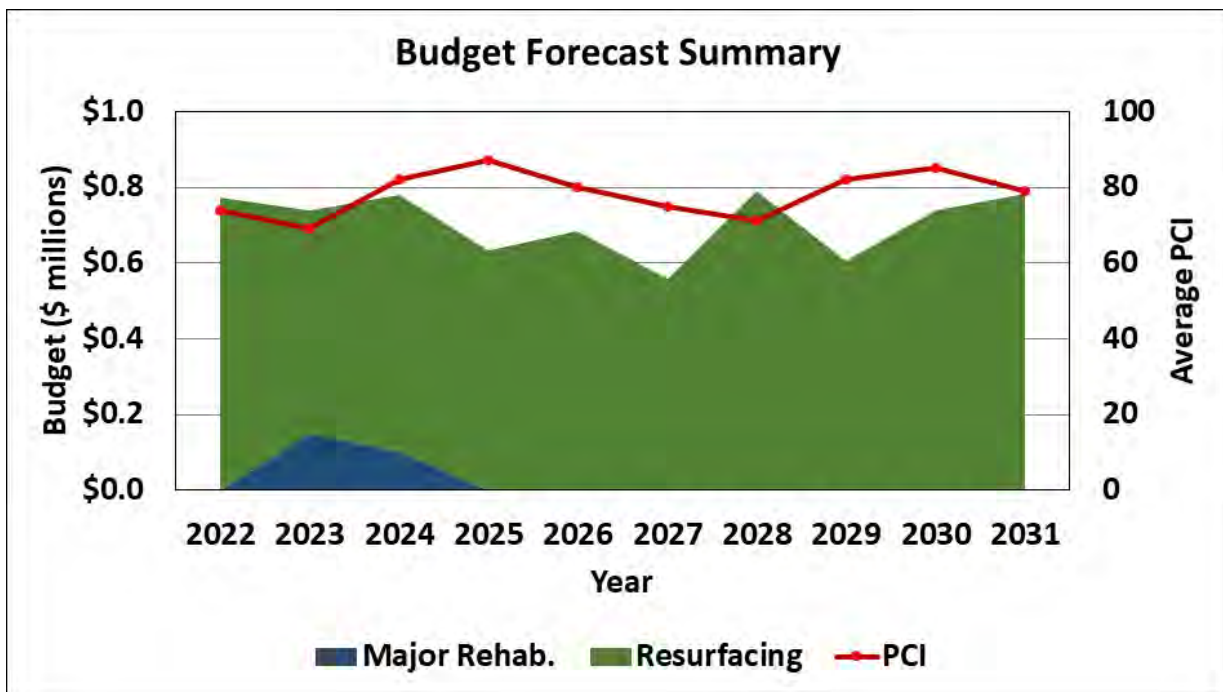


Figure 2-12. Summary of Major Rehabilitation and Resurfacing Needs - \$800,000 Budget.

Table 2-16. 10 Year Community Summary of Major Rehabilitation and Resurfacing Needs - \$800,000 Budget.

Community	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)
Tavistock	\$0	\$1,326,865	\$1,326,865
Innerkip	\$0	\$129,788	\$129,788
Hickson	\$253,187	\$0	\$253,187
Rural	\$0	\$5,373,213	\$5,373,213

Road Needs Forecast #4 – Annual Budget of \$1,000,000

A fourth analysis completed was completed based on an annual budget of \$1 million. The results are provided in Table 2-17, Table 2-18, and Figure 2-13. Over the 10 years, this budget would result in a 2031 average network PCI of 85. Similar to the previous Road Needs Forecasts, there are years where there are insufficient roadways below the trigger values to spend the available budget.

Table 2-17. Summary of Major Rehabilitation and Resurfacing Needs - \$1 Million Budget.

Year	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)	Network PCI
2022	\$150,036	\$771,881	\$921,918	74
2023	\$103,150	\$588,270	\$691,420	69
2024	\$0	\$828,331	\$828,331	83
2025	\$0	\$803,315	\$803,315	88
2026	\$0	\$998,216	\$998,216	83
2027	\$0	\$989,053	\$989,053	78
2028	\$0	\$801,132	\$801,132	86
2029	\$0	\$589,780	\$589,780	80
2030	\$0	\$987,948	\$987,948	84
2031	\$0	\$995,067	\$995,067	85
Total	\$253,187	\$8,352,993	\$8,606,180	

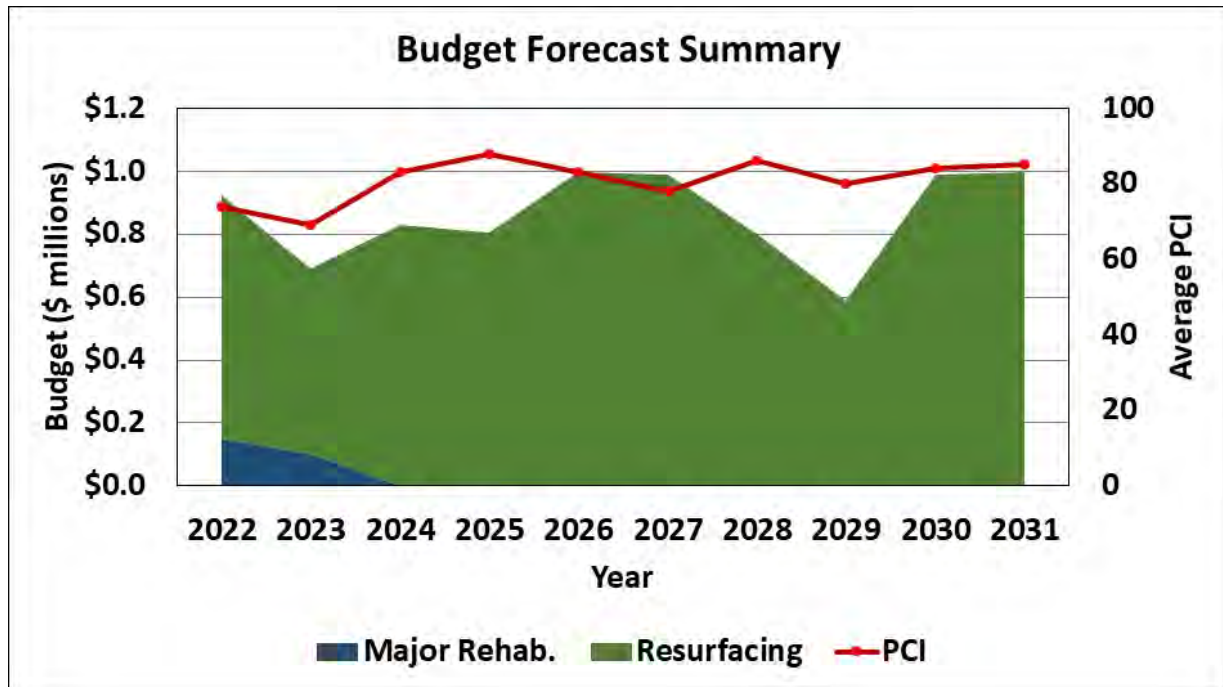


Figure 2-13. Summary of Major Rehabilitation and Resurfacing Needs - \$1 Million Budget.

Table 2-18. 10 Year Community Summary of Major Rehabilitation and Resurfacing Needs - \$1 Million Budget.

Community	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)
Tavistock	\$0	\$1,476,214	\$1,476,214
Innerkip	\$0	\$205,073	\$205,073
Hickson	\$253,187	\$0	\$253,187
Rural	\$0	\$6,671,706	\$6,671,706

Road Needs Forecast #5 – Annual Budget of \$1,100,000

A fifth analysis completed was completed based on an annual budget of \$1.1 million. The results are provided in Table 2-19, Table 2-20, and Figure 2-14. Over the 10 years, this budget would result in a 2031 average network PCI of 88. Similar to the previous Road Needs Forecasts, there are years where there are insufficient roadways below the trigger values to spend the available budget.

Table 2-19. Summary of Major Rehabilitation and Resurfacing Needs - \$1.1 Million Budget.

Year	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)	Network PCI
2022	\$150,036	\$771,881	\$921,918	74
2023	\$103,150	\$588,270	\$691,420	69
2024	\$0	\$828,331	\$828,331	83
2025	\$0	\$1,068,754	\$1,068,754	88
2026	\$0	\$1,082,398	\$1,082,398	83
2027	\$0	\$1,074,231	\$1,074,231	81
2028	\$500,617	\$482,423	\$983,039	86
2029	\$355,386	\$619,798	\$975,183	80
2030	\$0	\$1,087,855	\$1,087,855	84
2031	\$0	\$1,088,625	\$1,088,625	88
Total	\$1,109,189	\$8,692,565	\$9,801,754	

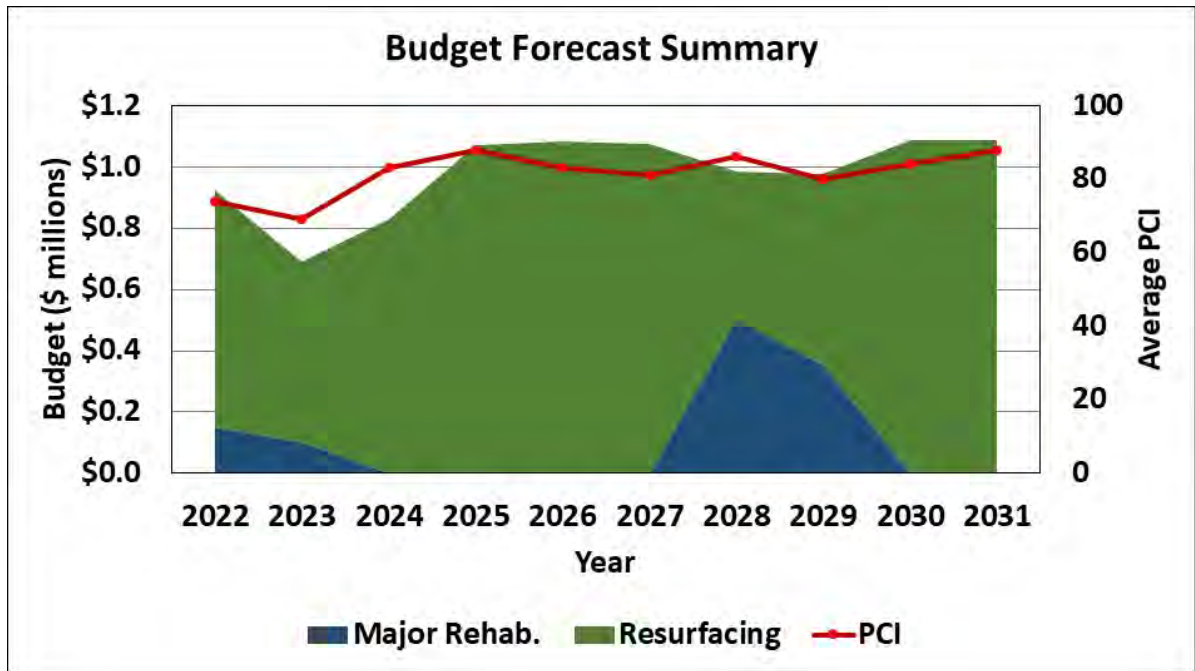


Figure 2-14. Summary of Major Rehabilitation and Resurfacing Needs - \$1.1 Million Budget.

Table 2-20. 10 Year Community Summary of Major Rehabilitation and Resurfacing Needs - \$1.1 Million Budget.

Community	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)
Tavistock	\$426,731	\$1,326,865	\$1,753,596
Innerkip	\$0	\$205,073	\$205,073
Hickson	\$682,458	\$0	\$682,458
Rural	\$0	\$7,160,628	\$7,160,628

Road Needs Forecast #6 – Annual Budget of \$1,200,000

A sixth analysis completed was completed based on an annual budget of \$1.2 million. The results are provided in Table 2-21, Table 2-22 and Figure 2-15. Over the 10 years, this budget would result in a 2031 average network PCI of 82. Similar to the previous Road Needs Forecasts, there are years where there are insufficient roadways below the trigger values to spend the available budget.

Table 2-21. Summary of Major Rehabilitation and Resurfacing Needs - \$1.2 Million Budget.

Year	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)	Network PCI
2022	\$150,036	\$771,881	\$921,918	74
2023	\$0	\$1,188,939	\$1,188,939	70
2024	\$103,150	\$806,114	\$909,264	83
2025	\$0	\$803,315	\$803,315	88
2026	\$0	\$1,104,615	\$1,104,615	84
2027	\$0	\$1,185,857	\$1,185,857	84
2028	\$0	\$968,378	\$968,378	85
2029	\$0	\$1,185,797	\$1,185,797	88
2030	\$0	\$1,173,644	\$1,173,644	87
2031	\$856,002	\$333,941	\$1,189,943	82
Total	\$1,109,189	\$9,522,481	\$10,631,670	

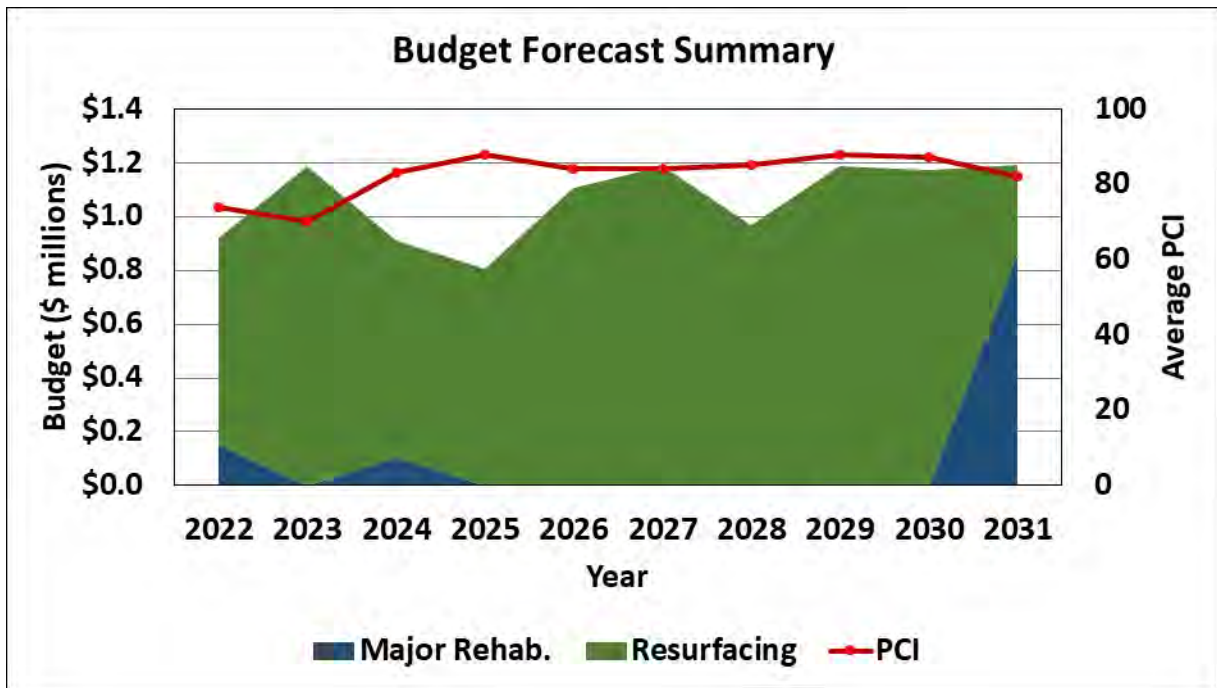


Figure 2-15. Summary of Major Rehabilitation and Resurfacing Needs - \$1.2 Million Budget.

Table 2-22. 10 Year Community Summary of Major Rehabilitation and Resurfacing Needs - \$1.2 Million Budget.

Community	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)
Tavistock	\$426,731	\$1,476,214	\$1,902,945
Innerkip	\$0	\$205,073	\$205,073
Hickson	\$682,458	\$0	\$682,458
Rural	\$0	\$7,841,194	\$7,841,194

Road Needs Forecast #7 – Maintain Average Network of 80

A seventh analysis was completed based on maintaining the network average PCI of 80. The results of the analysis are presented in Table 2-23, Table 2-24, and Figure 2-16. This scenario would require an annual budget of about \$1.1 million.

Table 2-23. Summary of Major Rehabilitation and Resurfacing Needs to Maintain an Average Network PCI of 80.

Year	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)	Network PCI
2022	\$682,458	\$2,203,038	\$2,885,496	80
2023	\$0	\$246,379	\$246,379	80
2024	\$0	\$1,367,000	\$1,367,000	80
2025	\$204,021	\$241,273	\$445,293	80
2026	\$222,710	\$824,855	\$1,047,565	79
2027	\$0	\$698,790	\$698,790	79
2028	\$0	\$1,115,407	\$1,115,407	80
2029	\$0	\$1,952,353	\$1,952,353	80
2030	\$0	\$790,203	\$790,203	79
2031	\$280,769	\$568,787	\$849,557	80
Total	\$1,389,958	\$10,008,086	\$11,398,045	

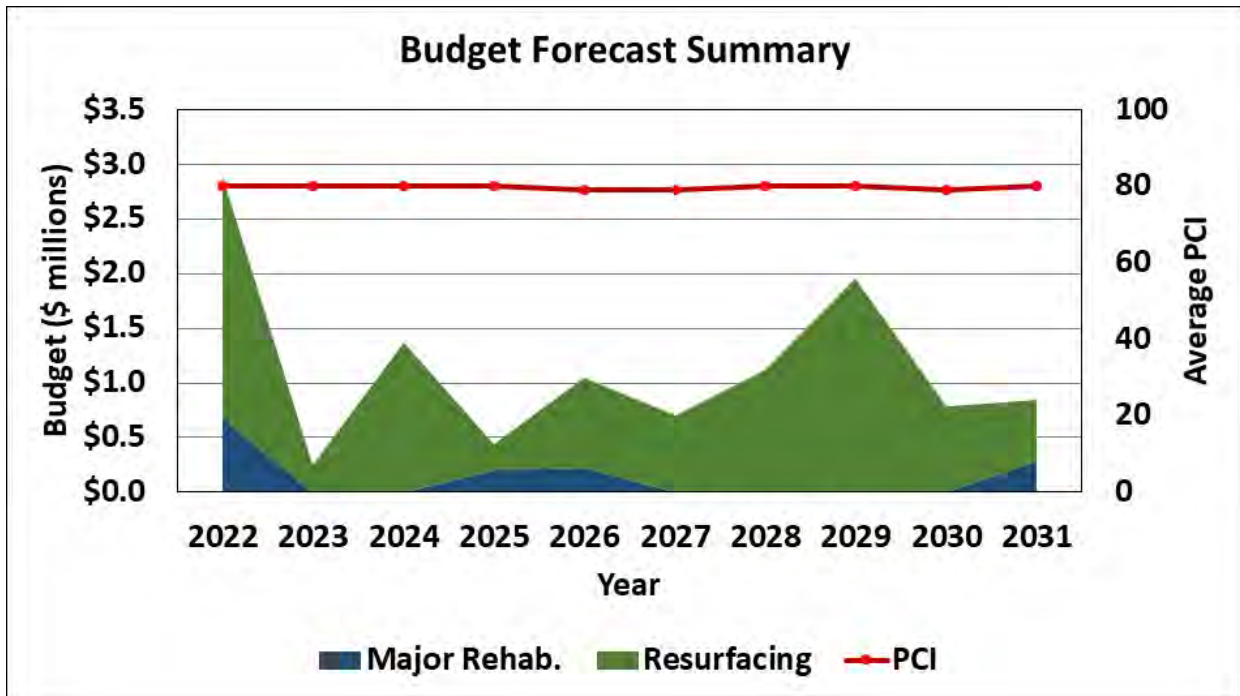


Figure 2-16. Summary of Major Rehabilitation and Resurfacing Needs, Maintain PCI.

Table 2-24. 10 Year Community Summary of Major Rehabilitation and Resurfacing Needs, Maintain PCI.

Community	Major Rehab (\$)	Resurfacing (\$)	Yearly Total (\$)
Tavistock	\$ 426,730	\$ 1,476,214	\$ 1,902,944
Innerkip	\$ 0	\$ 205,074	\$ 205,074
Hickson	\$ 682,457	\$ 0	\$ 682,457
Rural	\$ 280,769	\$ 8,326,810	\$ 8,607,579

By increasing the annual road budget from \$600,000 to \$1.2 million, the network average PCI will increase from 80 in 2021 to 82 in 2031.

An overall summary of annual budget versus future pavement surface condition (PCI) is provided in Table 2-25 and Figure 2-17.

Table 2-25: Average Network PCI in 2031 based on Budget Scenarios.

Scenario	Annual Budget	Average Network PCI in 2031
2	\$ 600,000	74
3	\$ 800,000	79
4	\$ 1,000,000	85
5	\$ 1,100,000	88
6	\$ 1,200,000	82

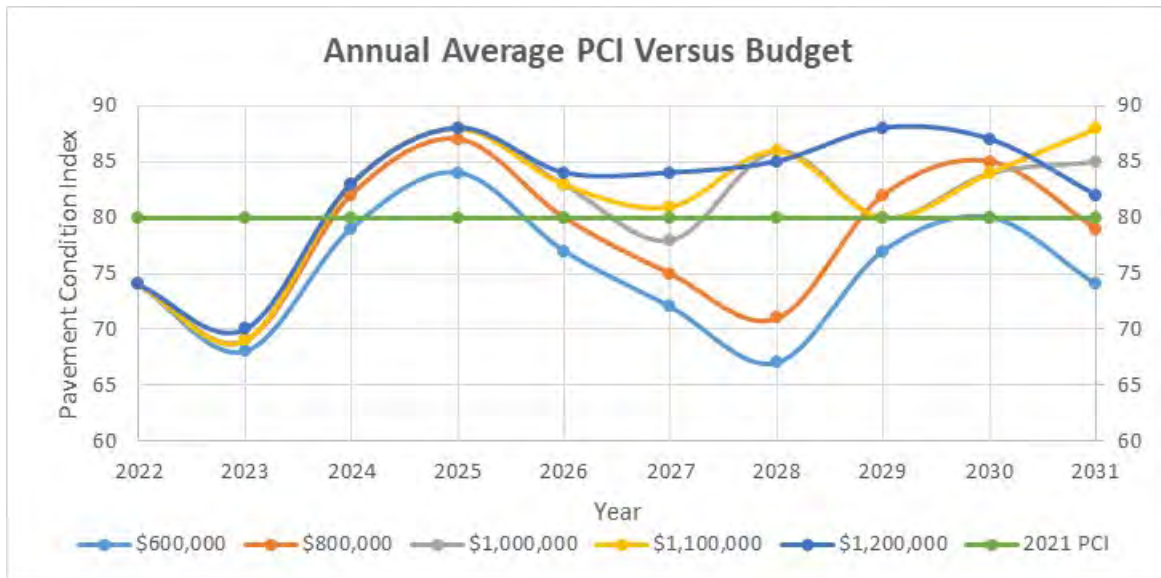


Figure 2-17. Overall Summary of Annual Budget Versus Network PCI in 2031.

2.8 Short-Term Pavement Needs Forecast

Long term forecasts (generally 5 to 10 years) are completed by using the pavement condition index sometimes supported by other pavement condition data such as structural capacity or roughness. Short term forecasts (generally 1 to 2 years) can be more precise in terms of maintenance and rehabilitation actions by using the distress type, extent and severity data. For short term forecasts, the general network trigger values are given in Table 2-26.

Table 2-26. General Network Trigger Values.

Action	PCI Ranges
Do Nothing	91 – 100
Maintenance	70 – 90
Thin Overlays	65 – 69
Thick Overlays	60 – 64
Do Nothing	45 – 59
Reconstruction	0 - 44

Maintenance, thin and thick overlays are further broken down into additional categories depending on the distress type, extent and severity of the individual sections. The unit costs (Table 2-27) are estimates per square metre and are applied to each section based on the area of the section.

Table 2-27. Short-Term Forecast Network Trigger Values and Unit Costs.

Action	Designation	Description	Unit Cost (m ²)		
			HCB	LCB	Gravel
Maintenance	M1	Deep Patching	\$5	\$3.40	\$0.5
Maintenance	M2	Shallow Patching	\$2	\$2	\$0.25
Maintenance	M3	Crack Sealing	\$1	\$1	-
Thick Overlay	OV1	Thick Overlay + Base Repairs	\$38.43	\$15.50	\$4.5
Thick Overlay	OV2	Thick Overlay	\$26.97	\$7.50	\$1
Thin Overlay	OV3	Thin Overlay + Base Repairs	\$28.15	\$6.75	\$1.5
Thin Overlay	OV4	Thin Overlay	\$16.69	\$5.50	\$1
Reconstruction	RC2	Reconstruction	\$130.24	\$18.88	\$6

The thin and thick overlays have been initially established at 50 and 90 mm for network level short-term forecast programming. However, the specific rehabilitation requirements for each pavement section should be established as a part of the project level evaluation for each section at the time of planning the rehabilitation treatment. Similarly, partial depth pulverization, cold in-place recycling, and other techniques may also be considered depending on the condition of the pavement.

The criteria for the selection of the individual short term forecast network trigger values are given in Table 2-28. The short-term forecast then multiplies the area of pavement times the unit cost per area to determine the cost to complete the work. These qualification ranges and costs have a higher level of precision than the long-term forecast so the first year of the long-term forecast has a slightly different cost than for the short-term forecast. The results of the short-term maintenance only analysis is shown in Table 2-28 with the details provided in Appendix F.

Table 2-28. Short-Term Forecast Selection Criteria.

Action	Designation	General Selection Criteria
Deep Patching	M1	Alligator cracking present, high severity, few to intermittent extent
Shallow Patching	M2	Alligator cracking present, low to medium severity, few to intermittent extent
Crack Sealing	M3	Any cracking present except alligator cracking, low to medium severity, extent frequent or extensive
Thick Overlay (90 mm) + Base Repairs	OV1	Any distress present with medium to high severity, extent frequent to extensive, alligator cracking present, high severity, few to intermittent extent
Thick Overlay (90 mm)	OV2	No alligator cracking, any distress present with medium to high severity, extent frequent to extensive
Thin Overlay (50 mm) + Base Repairs	OV3	Any distress present with low to medium severity, extent frequent to extensive, alligator cracking present, high severity, few to intermittent extent
Thin Overlay (50 mm)	OV4	No alligator cracking, any distress present with low to medium severity, extent frequent to extensive
Reconstruction	RC2	Any distress present, PCI < 45

Table 2-29. Short Term Forecast Maintenance Needs Only – 2021.

Action	Designation	Cost (\$)
Deep Patching	M1	204,157
Shallow Patching	M2	34,706
Crack Sealing	M3	24,131
Total		262,994

3. Gravel Road Upgrade Prioritization

The Township has been allocating a budget for the potential upgrade of selected gravel road sections to a hard surface. A decision matrix was developed to assist in prioritizing candidates for upgrade. The decision criteria include 10 elements that are equally weighed with the exception of traffic in terms of Annual Average Daily Traffic (AADT) which has a double weighing compared to the other criteria. Based on our experience with other Canadian municipalities, ARA simplified the criteria and introduced additional criteria based on the existing structural capacity of the gravel surfaced roadways and modified the criteria weighting as shown in Table 3-1.

Table 3-1. Upgrade Priority Rating and Weighting.

Criteria	Weighting	Comments
Traffic (AADT)	40	Scale based on AADT range from 0 to > 450
Proximity	15	Offset of homes and buildings from the roadway
Connectivity	15	Adjacent roadway surface type (gravel or hard surface)
Structural Capacity	20	Based on remaining structural life in years
Social/Environmental	10	Presence of businesses/recreation/other facilities

The results of the gravel road pavement surface condition surveys were used to complete a network level analysis of the entire Township gravel surface network. This was intended to prioritize all of the gravel road sections for possible upgrade to a hard surface. The traffic (AADT) factors were based on 2017 AADT estimates provided by the Township. The proximity, connectivity and social/environmental factors were assessed based on a visual examination of the gravel roadways using Google Earth. The initial structural remaining life estimates were determined from the PCI ratings from the 2021 pavement condition survey. This analysis provided a prioritized list of sections. This list was then reviewed to determine the number of roadways that could be tested in one day using the FWD.

The in-situ structural capacity of the pavement is an important consideration in determining the suitability of upgrading a gravel surface roadway. While the pavement can be generally kept serviceable by grading and the application of additional granular base, it is necessary to determine the in-situ structural capacity of the pavement to assist in the prioritization decision making process. For example, it would not be prudent to place a chip seal on a pavement that has insufficient structural capacity to carry the design traffic.

To provide an overall indication of the structural characteristics of the in-situ pavement structure, FWD testing was completed on 24 selected gravel surface roadway sections. At each test location, the FWD applied four load applications to the pavement surface. The first application was a seating load to ensure that the FWD load plate was resting firmly on the pavement surface. The three subsequent loads were at approximately 30, 40, and 50 kN. The pavement surface deflection was measured for each of these three load applications.

A photograph of an FWD is provided in Figure 3-1, and a sketch of the FWD load plate and sensor configurations is provided in Figure 3-2.



Figure 3-1. Photograph of a Falling Weight Deflectometer.

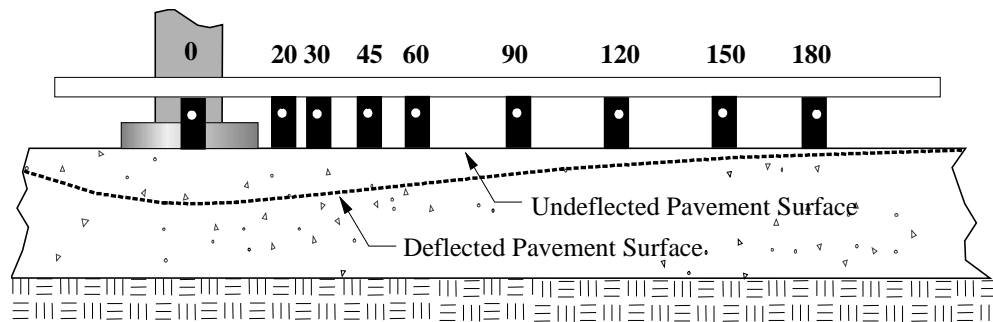


Figure 3-2. Schematic of the FWD Load Plate and Sensor Configurations.

Station 10+000 was established at the crossing road curb line approaching each individual section. The FWD testing was performed at selected locations within each road sections, along the length of the roadways every 200 m each direction, staggered by direction. The GPS coordinates of each test location were also collected and stored for later use.

After collecting the FWD data, the information was analyzed and the following pavement strength parameters were calculated:

Maximum Normalized Dynamic Deflection. The maximum deflection (D_0), measured in the centre of the load plate, is a good indicator of overall pavement strength. The deflection at this location is a function of the pavement layer stiffness, as well as the support capacity of the subgrade. Because deflection is a function of load and because of slight variations in measured load at each test point, a linear extrapolation of the measured deflection is made to adjust deflections at all test locations to a single load level. The normalized deflection was also temperature corrected to 20°C to compensate for variation due to changes in field conditions.

Pavement and Subgrade Layer Moduli. The FWD results, along with pavement thickness data, was used to backcalculate the elastic moduli of the pavement layers and the resilient modulus of the subgrade. The response (deflection) of a loaded pavement surface is a function of the rate and magnitude of the loading, the size and location of the loaded area, the thickness and stiffness of the pavement layers, and the subgrade support conditions. Using the load and deflection data (from the FWD data) and the pavement thickness information (as explained below), ARA uses a software

analysis tool to 'backcalculate' the effective structural capacity of the existing pavement (i.e. E_p , M_r , SN_{eff}). The effective structural number (SN_{eff}) was used to determine the structural adequacy of the existing pavement to support future expected traffic loading.

The thickness of the various pavement layers is a required input in order to estimate the remaining life of the pavement. As the thickness of the pavements included in this study was generally not known, an estimation of the thickness was determined using the measured FWD deflection data.

The Boussinesq equation [Yoder and Witczak, 2nd Edition, Wiley & Sons, Inc., 1975] for the vertical deflection under a uniform circular load with a magnitude of 40 kN (equivalent to the load on a heavy vehicle dual wheel axle) was used in conjunction with an estimation of the resilient modulus of the pavement layers and subgrade to determine the expected deflection for pavement base/subbase thicknesses of 150 to 600 mm. The results of these calculations are shown in Table 3-2.

Table 3-2. Estimated Pavement Surface Deflection for Various Pavement Thicknesses.

Normalized 40 kN FWD Deflection (mm)	Pavement Thickness (mm)
3.10	150
2.30	200
2.20	250
1.90	300
1.60	350
1.30	450
1.25	500
1.00	600

The parameters used for the structural analysis were calculated using the procedures outlined in the 1993 AASHTO Guide for the Design of Pavement Structures, Chapter III, Pages 95 to 105. The resilient modulus and effective pavement modulus are calculated from the FWD load and deflection test results using the equation on Page III-96/97. The effective structural capacity (Chapter III Page 102) is calculated using the total thickness of the pavement layers above the subgrade and the effective modulus of the pavement layers back-calculated from the FWD test data (Chapter III Page 97).

The required structural number (SN) of the pavement was calculated using the AASHTO design equation (Chapter II Page 32). One of the inputs for the AASHTO design equation is the number of Equivalent Single Axle Loads (ESALs) to which the pavement will be exposed. The traffic count information provided by the Township for 2017 was used to estimate the annual traffic for the roadways. The percentage of heavy vehicles was established as 10 percent of the total traffic with each heavy vehicle estimated to impart 2 ESALs to the pavement. Finally, the total number of heavy vehicles over a 20 year structural design life was used to determine the total design ESALs for the roadway section. Other inputs used for the AASHTO structural analysis included reliability (50 percent), initial pavement serviceability index (PSI) of 4.2, terminal serviceability index of 2.0 and standard deviation of 0.44. No traffic growth was incorporated into the structural analysis as the roads tested are on a mature network. The AASHTO design equation was then used to determine the structural number required to carry the anticipated traffic for a period of 20 years.

The effective structural capacity of the existing pavement was calculated using the equation in the AASHTO Guide Chapter III Page 89. The number of ESALs that the pavement would be subjected to each year was calculated along with the number of ESALs that the pavement could accommodate using the AASHTO design equation. The available ESAL capacity was then divided by the ESALs per year to determine the remaining life in terms of years. If the remaining structural life was greater than 10 years it was assigned a value of 10 years.

A condition rating was assigned to each Road ID and is based on the remaining structural life of the pavement from the expected traffic for each section of traffic and the results of the load/deflection (FWD) testing. The rating scale is classified as shown in Table 3-3.

Table 3-3. Condition Category and Remaining Life.

Condition Category	Remaining Live (Years)
Very Good	>20
Good	15 – 20
Fair	10 – 15
Poor	5 – 10
Very Poor	< 5

The results of the analysis are provided in Table 3-4. From the table, it can be seen that for the most part, the structural capacity of the roadways tested was good to very good with a few in the fair category and one in the poor category. Average remaining life values ranged from 2 to 13 years. Roadway sections with good to very good structural capacity are considered to be good candidates for chip seal applications.

The detailed results of the FWD testing and data analysis are presented in Appendix G. The test data is sorted by Section, Road Name and Station. While the majority of the 40 kN normalized deflection values (D0) were less than 1 mm, there were localized areas in each section that had D0 values of up to 6 mm. These higher values would represent areas where the thickness of the granular base/subbase may be thinner or the subgrade may be weaker due to higher moisture contents. Localized full depth base repairs or drainage improvements could reduce the overall deflection and improve the roadway candidacy for hard topping.

The results of the prioritization analysis are provided in Table 3-5.

Table 3-4. FWD Test Result and Analysis Summary.

Section	Road	From	To	PCI	D0 (mm)	Effective SN (mm)	AADT	Design ESALs	Remaining ESALs	Remaining Structural Life (Years)	Structural Condition Rating
0260-00	10th Line	P.O.R.	Maplewood Sideroad	81	1.1	83	130	137,800	1,406,339	7.4	Fair
0259-00	10th Line	Maplewood Sideroad	Cassel Sideroad	79	0.8	80	147	155,820	821,239	5.2	Poor
0258-00	10th Line	Cassel Sideroad	O.R. 8	86	1.1	89	91	96,195	1,691,506	9.4	Good
0257-00	10th Line	O.R. 8	Braemar Sideroad	81	0.8	86	135	142,676	3,545,810	10.4	Very Good
0256-00	10th Line	Braemar Sideroad	O.R. 33	80	0.8	82	138	146,280	528,967	3.6	Very Poor
0255-00	10th Line	O.R. 33	O.R. 17	81	0.7	80	175	185,188	1,952,759	6.2	Fair
0477-00	11th Line	P.O.R.	Maplewood Sideroad	81	0.7	89	161	170,660	3,463,433	10.9	Very Good
0263-00	11th Line	Cassel Sideroad	O.R. 8	80	0.8	87	139	147,340	2,158,917	9.7	Good
0262-00	11th Line	O.R. 8	Braemar Sideroad	80	0.8	88	113	119,780	1,455,901	10.9	Very Good
0271-00	13th Line	Maplewood Sideroad	Cassel Sideroad	80	0.8	89	235	249,100	1,517,873	5.8	Poor
0270-00	13th Line	Cassel Sideroad	O.R. 8	80	0.9	85	247	261,820	1,599,130	4.4	Poor
0269-00	13th Line	O.R. 8	Braemar Sideroad	81	0.8	85	209	221,540	1,612,271	7.3	Fair
0268-00	13th Line	Braemar Sideroad	O.R. 33	80	0.9	91	198	209,880	3,151,935	9.0	Good
0276-00	14th Line	Maplewood Sideroad	Cassel Sideroad	75	0.9	76	160	169,600	803,371	4.7	Poor
0275-00	14th Line	Cassel Sideroad	O.R. 8	79	1.1	78	89	94,340	494,706	5.2	Poor
0273-01	14th Line	Braemar Sideroad	O.R. 33	81	0.8	87	127	134,620	1,955,593	8.8	Good
0282-00	15th Line	Maplewood Sideroad	Cassel Sideroad	80	1.0	72	244	258,640	458,820	1.8	Very Poor
0281-00	15th Line	Cassel Sideroad	O.R. 8	80	0.9	77	244	258,640	578,637	2.2	Very Poor
0280-00	15th Line	O.R. 8	Braemar Sideroad	80	1.2	75	181	191,860	734,808	2.8	Very Poor
0287-00	17th Line	P.O.R.	Maplewood Sideroad	81	0.9	82	140	148,400	1,041,255	6.6	Fair
0291-00	19th Line	P.O.R.	O.R. 5	80	1.0	82	245	259,700	789,481	3.0	Very Poor
0252-00	Zorra EZT Line	Maplewood Sideroad	Cassel Sideroad	80	0.8	87	86	91,160	1,991,212	13.3	Very Good
0251-00	Zorra EZT Line	Cassel Sideroad	O.R. 8	82	0.8	90	124	131,440	1,336,405	9.6	Good
0250-00	Zorra EZT Line	O.R. 8	Braemar Sideroad	79	0.7	89	102	108,120	2,068,342	11.5	Very Good

Table 3-5. Prioritization Results for Hard Top Consideration.

Section	Road	From	To	PCI	2017 AADT	Length (m)	Width (m)	Area (m ²)	Upgrade Priority Ranking Scores					Total Points	Rank
									Traffic	Proximity	Connectivity	Structural	Social		
0250-00	Zorra/EZT Line	O.R. 8	Braemar Sideroad	79	102	3,097	7	21,679	9	12	15	11.5	6	53.5	1
0257-00	10th Line	O.R. 8	Braemar Sideroad	81	138	3,097	7.5	23,228	12	12	15	10.4	2	51.4	2
0251-00	Zorra/EZT Line	Cassel Sideroad	O.R. 8	82	124	3,087	7.2	22,226	10	9	15	9.6	4	47.6	3
0260-00	10th Line	P.O.R.	Maplewood Sideroad	81	130	3,357	7.8	26,185	11	12	15	7.4	2	47.4	4
0271-00	13th Line	Maplewood Sideroad	Cassel Sideroad	80	235	3,098	9.3	28,811	19	9	7.5	5.8	6	47.3	5
0270-00	13th Line	Cassel Sideroad	O.R. 8	80	247	3,100	8.8	27,280	20	9	7.5	4.4	6	46.9	6
0276-00	14th Line	Maplewood Sideroad	Cassel Sideroad	75	160	3,103	8.4	26,065	13	12	15	4.7	2	46.7	7
0268-00	13th Line	Braemar Sideroad	O.R. 33	80	198	3,099	8.2	25,412	16	12	7.5	9.0	2	46.5	8
0269-00	13th Line	O.R. 8	Braemar Sideroad	81	209	3,111	8.3	25,821	17	12	7.5	7.3	2	45.8	9
0477-00	11th Line	P.O.R.	Maplewood Sideroad	81	161	3,228	8.2	26,470	13	12	7.5	10.9	2	45.4	10
0252-00	Zorra/EZT Line	Maplewood Sideroad	Cassel Sideroad	80	86	3,097	7.2	22,298	7	6	15	13.3	4	45.3	11
0255-00	10th Line	O.R. 33	O.R. 17	81	177	3,100	7.7	23,870	15	6	15	6.2	2	44.2	12
0273-01	14th Line	Braemar Sideroad	O.R. 33	81	127	2,483	7.5	18,623	11	6	15	8.8	2	42.8	13
0258-00	10th Line	Cassel Sideroad	O.R. 8	86	87	3,094	8	24,752	7	9	15	9.4	2	42.4	14
0262-00	11th Line	O.R. 8	Braemar Sideroad	80	113	3,096	7.5	23,220	10	12	7.5	10.9	2	42.4	15
0256-00	10th Line	Braemar Sideroad	O.R. 33	80	138	3,098	7.5	23,235	12	6	15	3.6	4	40.6	16
0263-00	11th Line	Cassel Sideroad	O.R. 8	80	139	3,096	7.5	23,220	12	9	7.5	9.7	2	40.2	17
0259-00	10th Line	Maplewood Sideroad	Cassel Sideroad	79	147	2,989	7.9	23,613	12	6	15	5.2	2	40.2	18
0275-00	14th Line	Cassel Sideroad	O.R. 8	79	89	3,094	7.7	23,824	8	9	15	5.2	2	39.2	19
0291-00	19th Line	P.O.R.	O.R. 5	80	245	2,285	6.9	15,767	20	6	7.5	3.0	2	38.5	20
0281-00	15th Line	Cassel Sideroad	O.R. 8	80	244	3,096	7.2	22,291	20	6	7.5	2.2	2	37.7	21
0282-00	15th Line	Maplewood Sideroad	Cassel Sideroad	80	244	3,120	8.1	25,272	20	6	7.5	1.8	2	37.3	22
0287-00	17th Line	P.O.R.	Maplewood Sideroad	81	140	3,267	7.2	23,522	12	9	7.5	6.6	2	37.1	23
0280-00	15th Line	O.R. 8	Braemar Sideroad	80	181	3,739	7.2	26,921	15	6	7.5	2.8	2	33.3	24

4. Summary

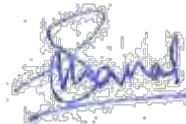
The overall condition of the Township of East Zorra-Tavistock's road network is considered to be very good with a current average network weighted PCI of 80. The percentage of roadways in the entire network in the very good category (PCI > 75) is 90 percent. The percentage of roadway area in the "poor" category (PCI less than 50) is 0 percent. It is recommended that the Township consider adopting a formal pavement preservation program to assist in keeping roadways in good condition good. This would require an evaluation of appropriate pavement preservation techniques and trigger values and a budget dedicated to pavement preservation. Many agencies have adopted this approach and have found that by using timely pavement preservation techniques, they are able to improve their overall network condition and then use the cost savings to begin to address their reconstruction backlog.

The construction history has been adjusted to reflect the surface condition of the pavement. Going forward, the construction history information should be updated on an annual basis and included in future road needs studies.

Applied Research Associates, Inc.



Afnan Iqbal
Pavement Specialist



Shila Khanal, MASc., P. Eng.
Senior Pavement Engineer

#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 October 25, 2021 at 7:00pm.

Present:, Margaret Lupton, Don Mckay, Kristen Cook, Ron Wiffen, Phil Schaefer, Karen Deprest, Ken Wettlaufer.

Absent: Brett Zehr

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 – Ron Wiffen

“resolved that the Agenda for the October 25, 2021 meeting be approved as printed and circulated and further that the following items be added to the Agenda for this meeting.”

- Other business #7 - B, C, D

CARRIED.

DISCLOSURE OF PECUNIARY INTERESTS AND GENERAL NATURE THEREOF

- None.

GENERAL BUSINESS

2- CONFIRM MINUTES

Moved by – Phil Schaefer

Seconded by – Kristen Cook

“resolved that the Board confirm the Minutes of the September 27th, 2021 meeting as printed and circulated.”

CARRIED.

Correspondence and Petitions

- None

DELEGATIONS AND APPOINTMENTS

- None

REPORTS

A- Manager's Verbal Facilities Report

- 1- Application of Pavilion roof rubber membrane has been delayed due to weather. Product can be applied in cooler weather but needs to be dry. We have had D&D electric in to check and install more fasteners for the heat trace cable.

- 2- Variable speed drive faults on the new condenser that were shutting down the refrigeration plant, have stopped happening. As of Friday September 24, when a new condenser motor was installed. So, I think we have finally got that issue resolved.
 - 3- Stratford Aces Girls hockey has booked ice time here on Friday November 19 for a tournament. This will be bringing more people than normal to our area. All Covid-19 protocol have been sent to them and they have assured us that they will be followed.
 - 4- Current covid-19 protocol. There have been numerous issues as we have worked through the last couple months. Three local Boards of Health have recently got together and hosted a webinar standardizing protocol for our region. This protocol is now in alignment with a number of hockey associations. However, the protocol is now more restrictive for our local Skating Club. They will be making changes to comply as of Nov 1, 2021 when it comes into effect. I had asked the Township to setup a QR code system for contact tracking. It is now posted, and people can use it to enter their name and phone number etc, which is then recorded in a data base and serves as our contact tracking record. Paper copy is still available for those that don't have means of using the QR code system. This is step 1 of the entry process. Step 2 is the verification for proof of being fully vaccinated. Township has now hired people to provide this verification service during weekends and evenings. I have purchased 3 small tablets to assist with this process. As of Oct 22, people can now be verified by having their proof of vaccination scanned and showing photo ID. I have also established a two-lane entry system in the lobby so that people still wishing to sign in with pen and paper. Go to a separate line and don't hold up the line for people that have scanned the QR Code. They can just show the green check for Step 1. While there is still going to be a learning curve for people to become educated and comfortable with the system. This is likely to become the norm for most if not all of the current ice season.
 - 5- Implementation of Active Net scheduling software and changes to accounting process are underway.
 - 6- Woodstock Wildcats have inquired about ice time on the weekend of Jan 7-9th. Ken will talk to regular user groups to see if anyone is willing to give up ice time to accommodate their request. Other wise they could use the currently available ice time during the daytime on the Friday.
 - 7- Currently there is no security scheduled for Sunday evenings. It was indicated that more would be hired to fill this need.
- B- Arena Financial Statement as of September 30 were reviewed
C- Memorial Hall Financial Statement as of September 30 were reviewed
D- Queens & Bender Park Financial Statement as of September 30 were reviewed
E- TDRC August Management Contract Summary.

UNFINISHED AND OTHER BUSINESS

- 1- There have been inquires about opening the Concession Booth. Board of health is okay with Concession Booths reopening as long as covid-19 protocols are followed and safe food handler's certification is in place. Ken will contact the Mens Club for further discussion and determine the consensus amongst the Mens Club membership on the idea of putting it back in service.
- 2- Food and drink consumption in the Arena and at events in our halls was discussed. The Board members did not have objections to allowing outside food and drink being consumed in the facility. However they are to keep masks in place when not in the act of consuming food or drink. Board of Health is okay with potluck types of Christmas dinners etc as long as hand sanitizer is used at the beginning and end of the food service line and mask are worn. There was discussion about Memorial Hall rentals, who is checking for vaccination etc. Masks must be worn at all times unless in the act of consuming food or drink. Township is looking into

a policy on who will be responsible for checking proof of vaccination etc. Was also suggested that renters could print some rules like proof of vaccination right on the admission ticket.

- 3- Was discussion on weekend public skating programs starting up again. Was agreed that it is okay to start them up again late Nov early Dec as schedule will allow. Was a general feeling that people are aware of the risk of attending these types of events and can decide if they are comfortable in doing so. Masking and other protocol in place will assist in safely running these programs again.

LEGAL AND PERSONNEL:

None

NEXT MEETING AND ADJOURN

- Next meeting is to be Monday November 22, 2021 @ 7:00pm.

3- ADJOURN

Moved by – Phil Schaefer

Seconded by – Ron Wiffen

“resolved that the Board does now adjourn at 8:23 pm.”

CARRIED.

Margaret Lupton, Chairperson

Ken Wettlaufer, Facility Manager

STAFF REPORT

Report #HRSC2021-03

To: His Worship the Mayor and Members of Council

From: Jennifer Albrecht, Human Resources and Safety Coordinator

Subject: Human Resources Update – Organizational Chart

Date: November 24, 2021

Background:

The Township's Human Resources (HR) policies are updated and reviewed from time to time and when new regulations or situations arise then, if needed, a policy is brought forth to be added or reviewed for updates.

Discussion:

With the recent staffing additions and newly created positions, staff felt it would be appropriate to bring forth a new Organizational Chart for Council's approval. This chart shows the internal reporting structure, while also illustrating a few of the positions that work within two departments for maximum benefit to both the Township and the ratepayers.

When the Organizational Chart was last presented to Council in 2017, our full-time complement was at 17. Since then, we have hired additional staff members in the Public Works, Building, Finance and Corporate Services departments. These new positions have been reflective of the significant growth that we have seen in the Township over the last few years. By ensuring adequate staffing needs, we are able to meet the demands brought on by the increased development and additional ratepayers in our municipality.

With a strong team of talented and dedicated employees, we have been able to achieve a level of success in all departments, and will continue to take on new and innovative projects that help to achieve Council's ongoing commitment to the ratepayers of East Zorra-Tavistock to build a strong and resilient community.

Also included is an organizational chart for the Township Fire Department.

Attachment:

1. Appendix 'A' - Policy #1.01 v5 – Organizational Chart Policy

Recommendations:

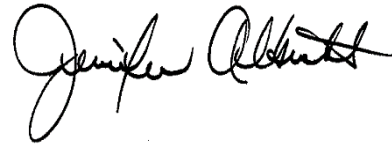
1. That Council approve the updated Policy #1.01 - Organizational Chart Policy, as attached to Staff Report #HRSC2021-03.

Reviewed by:



Karen DePrest
Chief Administrative Officer

Report Prepared and Submitted by:



Jennifer Albrecht
Human Resources and Safety Coordinator



Township of East Zorra-Tavistock

Human Resources Manual

Title: Organizational Charts	
Section: Township Organization	Number: 1.01
Version: 5	Review Frequency: as required
Approved by: Council	Approval Date: 2016-10-19 Res. #13
Application: General organizational structure of the Township. Applies to all employees.	
Notes: Updated December 2021	

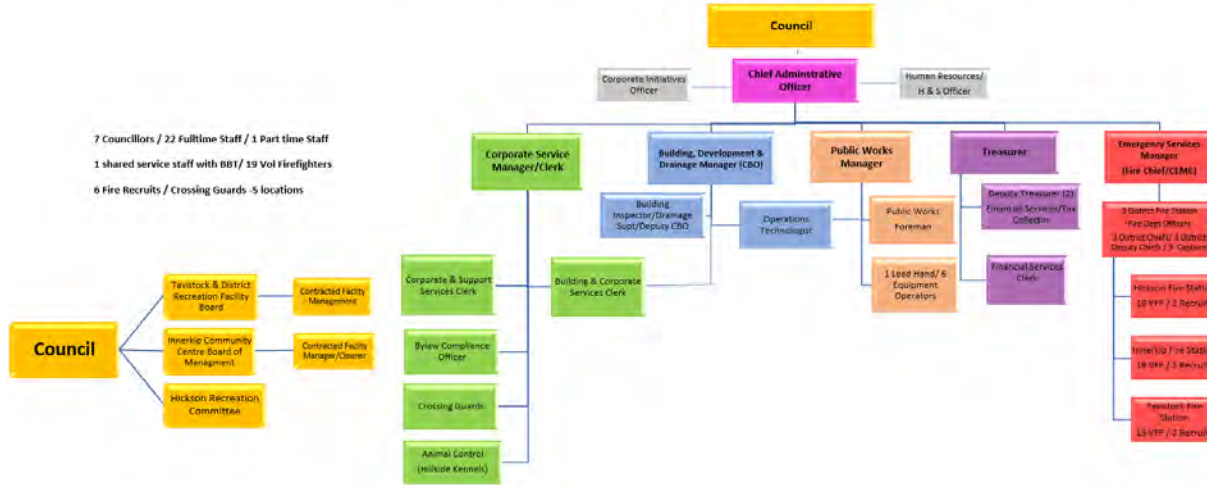
PURPOSE

This document sets out the organizational chart for the Township. Also included, is an organizational chart for the Township Fire Department.

Please see the following;

TOWNSHIP OF EAST ZORRA-TAVISTOCK

Organizational Chart - December 2021



Township of East Zorra-Tavistock

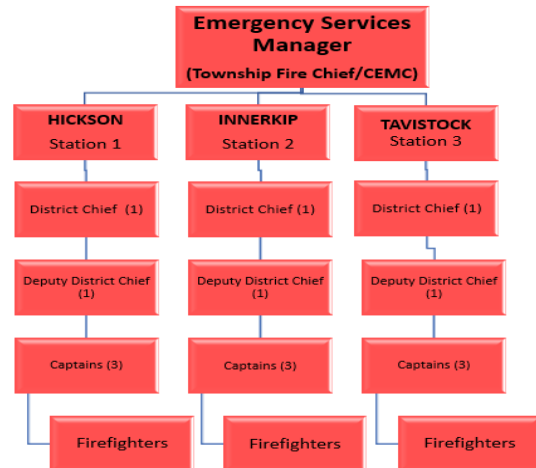
Fire Department

Organizational Chart

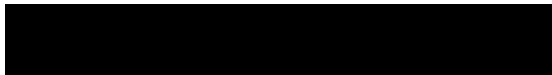
Total Complement – maximum of 57 Volunteer Firefighters/maximum 19 per station

Officer positions shown above are in included in full complement

Auxiliary Program – maximum 6



STAFF REPORT



Report #CBO2021-14

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

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

Date: November 24, 2021

Departmental Highlights:

Secondary Planning Report Progress:

- Awarded.

Innerkip Pavilion:

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

Legislative Updates:

- None

Monthly Permit Activity:

	No. of Permits	Permit Value	Permit Fees
October 2021	17	\$4,309,100.00	\$23,545.75
Year to Date – October 30, 2021	238	\$49,125,962.85	\$289,829.39

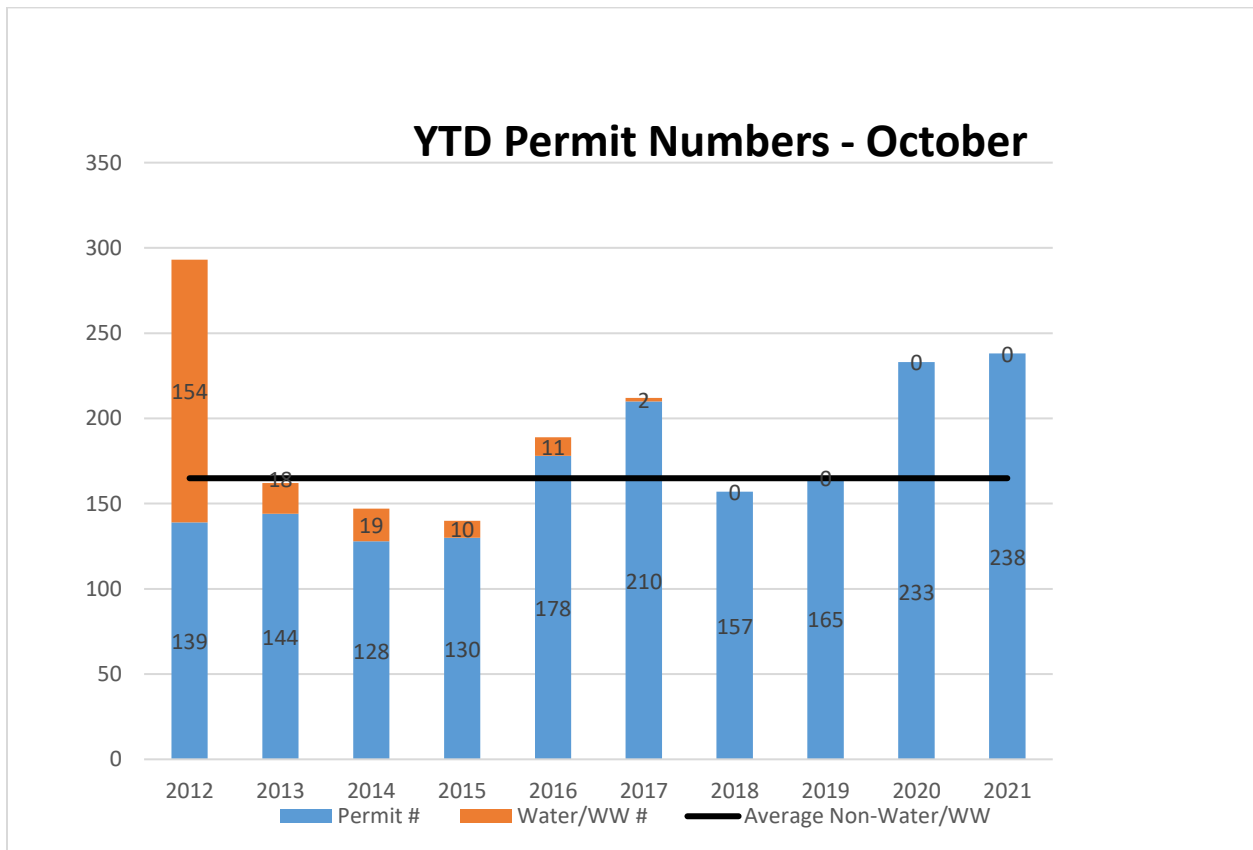
Description	Value	Fees
Retail Complex	\$ 2,000,000.00	\$ 7,367.50
Demolition	\$ 15,000.00	\$ 100.00
Hay Storage Building	\$ 200,000.00	\$ 2,518.00
Demolition	\$ 5,000.00	\$ 100.00
Mobile home	\$ 75,000.00	\$ 1,310.25
Mobile home	\$ 100.00	\$ 1,470.00
Fire damage restoration	\$ 4,000.00	\$ 450.00
Add bedroom & living space	\$ 110,000.00	\$ 1,288.75

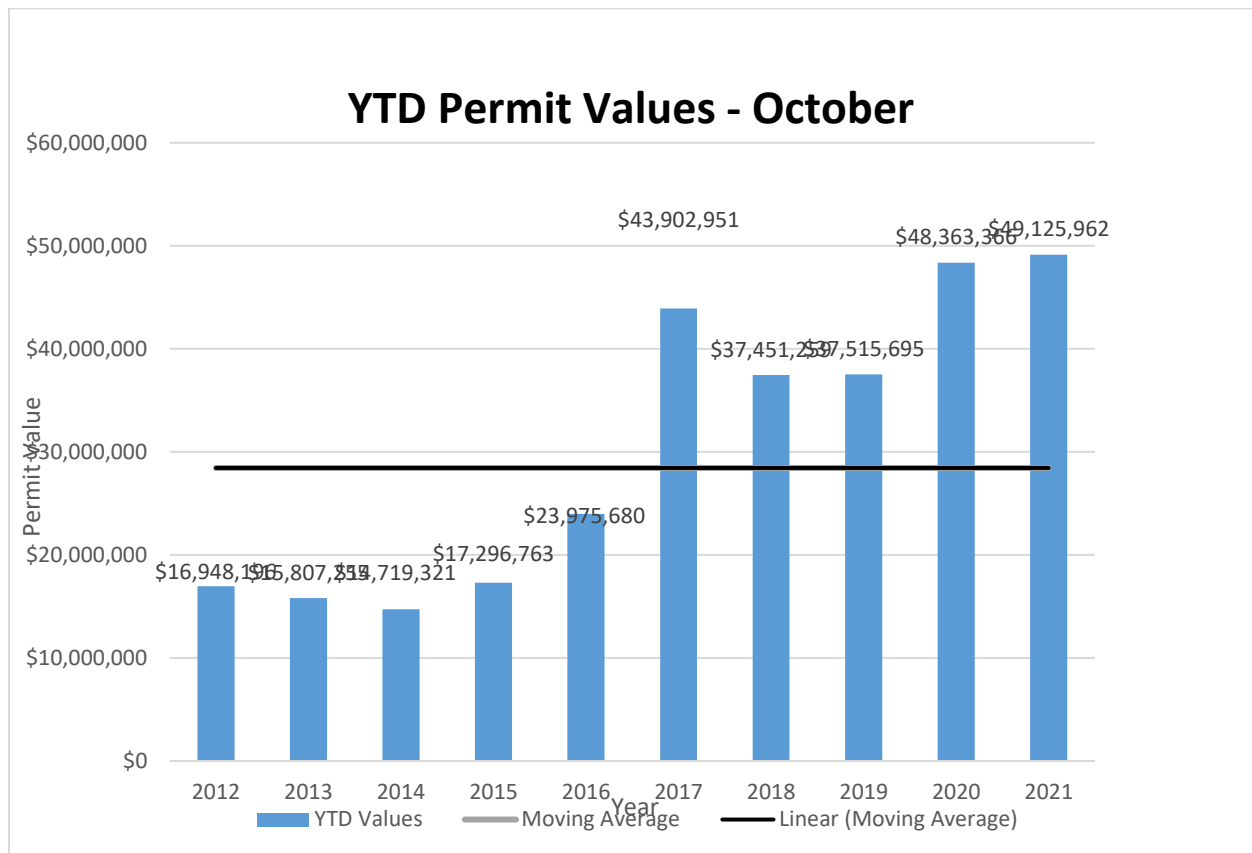
Staff Report – Building, Development &
Drainage Monthly Report

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Covered patio	\$ 18,000.00	\$ 150.00
SFD	\$ 398,000.00	\$ 2,570.00
SFD	\$ 400,000.00	\$ 2,888.75
SFD	\$ 490,000.00	\$ 2,232.50
Deck addition	\$ 15,000.00	\$ 150.00
Finish basement	\$ 70,000.00	\$ 300.00
Deck	\$ 9,000.00	\$ 150.00
Grain storage	\$ 500,000.00	\$ 500.00
Service connection	\$ -	\$ -
	\$ 4,309,100.00	\$ 23,545.75

Number of Permits and Values





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.

Staff Report – Building, Development &
Drainage Monthly Report

Page 4

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:

Quarterly – Next Update January/February 2022

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 #PW2021-14

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – December 2021 Council Report

Date: November 24, 2021

Departmental Highlights:

- Public Works staff have been out grading gravel roads, as weather permits. Staff will continue to work away at the roads until freeze up.
- The final street sweeping in the villages for the year has been completed. Our next sweeping will be done in the spring of 2022.
- As previously discussed, the Tavistock yard waste depot has been closed temporarily for renovations, with a temporary depot set up at the Tavistock Public Works shop at 381 William Street South. Oxford County expects to re-open the depot at 18 Hendershot Street in the beginning of December. To date the concrete pad for the bins has been poured and the blocks for the bins have been placed. The contractor will also be placing soil behind the blocks to hold them in place. Final grading of the site and paving will be completed in the spring of 2022.
- The yard waste depots continue to be busy in all three of the villages. Public works staff allocates approximately four hours per week to the loading of the material into roll-off bins. This method has considerably decreased the amount of time required to run the program by Township staff, over our previous method.
- Public Works staff have now harnessed all equipment that is required for winter maintenance. Staff have begun installing snow fence along our roadways, and will continue for a couple of weeks as we wait for crops to be harvested.
- Staff will be completing further driveway widenings and installations in the coming weeks. Staff have seen an increase of agricultural widenings since the Township's policy update was implemented, which now allows up to 18 m. for agricultural entrances.

- As of January 1, 2022, Oxford County will assume ownership and maintenance of the 16th Line between Oxford Road #4 and Oxford Road #8, as well as the Maplewood Sideroad between Oxford Road #59 and Oxford Road #5. At the same time, the Township will assume ownership and maintenance of the access road on south side Oxford Road #2 between the 11th and 10th Lines.
- The annual catchbasin cleaning program has now been completed.
- Township Staff is allocating time to the 2022 budget creation over the next month.
- 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

#6.h

STAFF REPORT

Report #FC2021-10

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services – December 2021 Council Report

Date: November 24, 2021

Departmental Highlights:

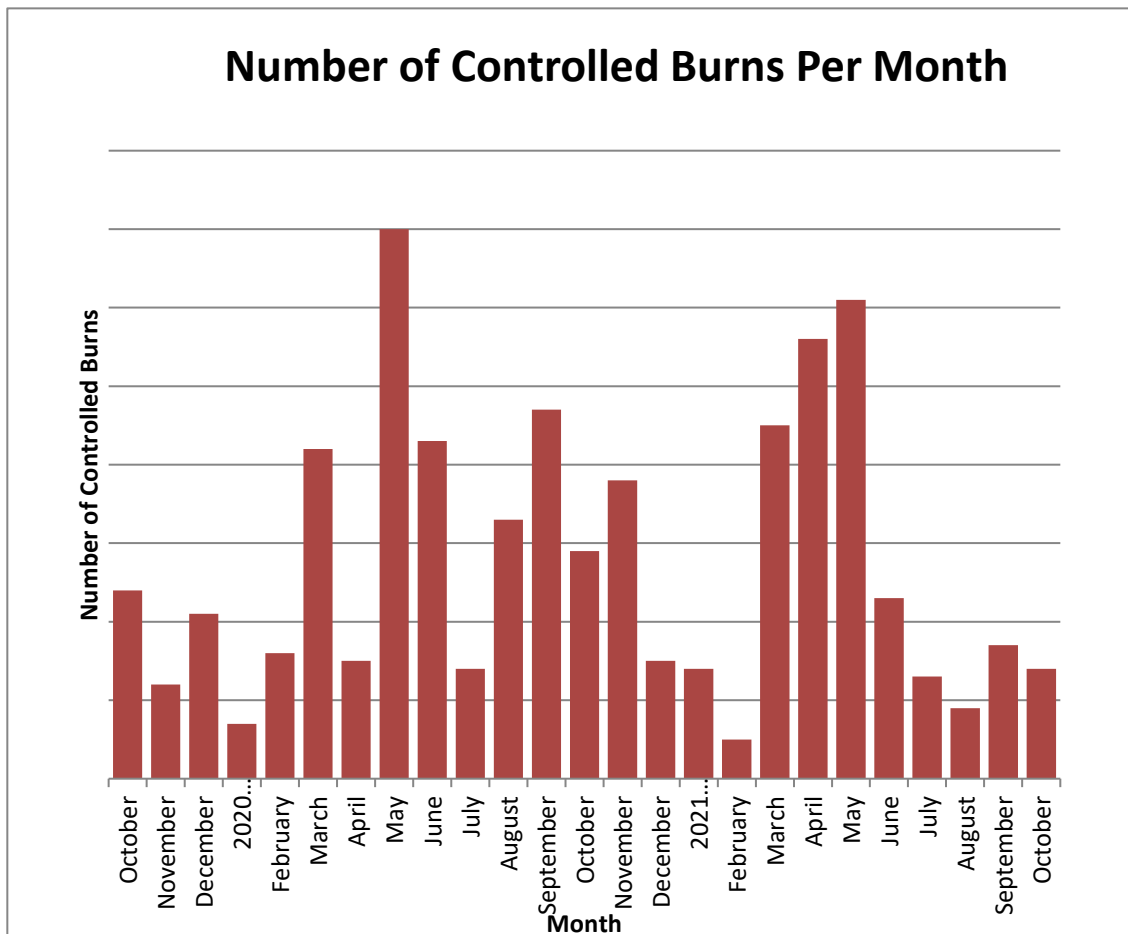
Fire Department:

- Preparation has begun for the 2022 RFSOC recruit training year. East Zorra-Tavistock will be sending its largest contingent of recruits ever with 11 attending this year (6 from Innerkip, 4 from Tavistock and 1 from Hickson). Training will begin on January 5th.
- RFSOC school enrollments for 2022 have begun with 6 registrations this past month. Also, as a pilot project, the Township will be hosting in Tavistock the first night offering of NFPA 1006 - General Rescue, and have 10 EZT registrants to date. The Rural Fire Services of Oxford County continually strives to make our RFSOC offerings even more convenient for our firefighters to attend.
- RFSOC is now recruiting for a new Training Officer as Derek Vanpagee has been named as the new Fire Chief in Norwich. The position has been advertised with a closing date of December 9th. **It's hoped that the** successful applicant can be in place before recruit training begins in January.
- Fire Prevention activities for October and November included completion of the mandatory fire drill and inspection of one long-term care facility, with the second one scheduled to begin the week of November 29th. As well, two other fire inspections and two fire safety plan reviews were completed.

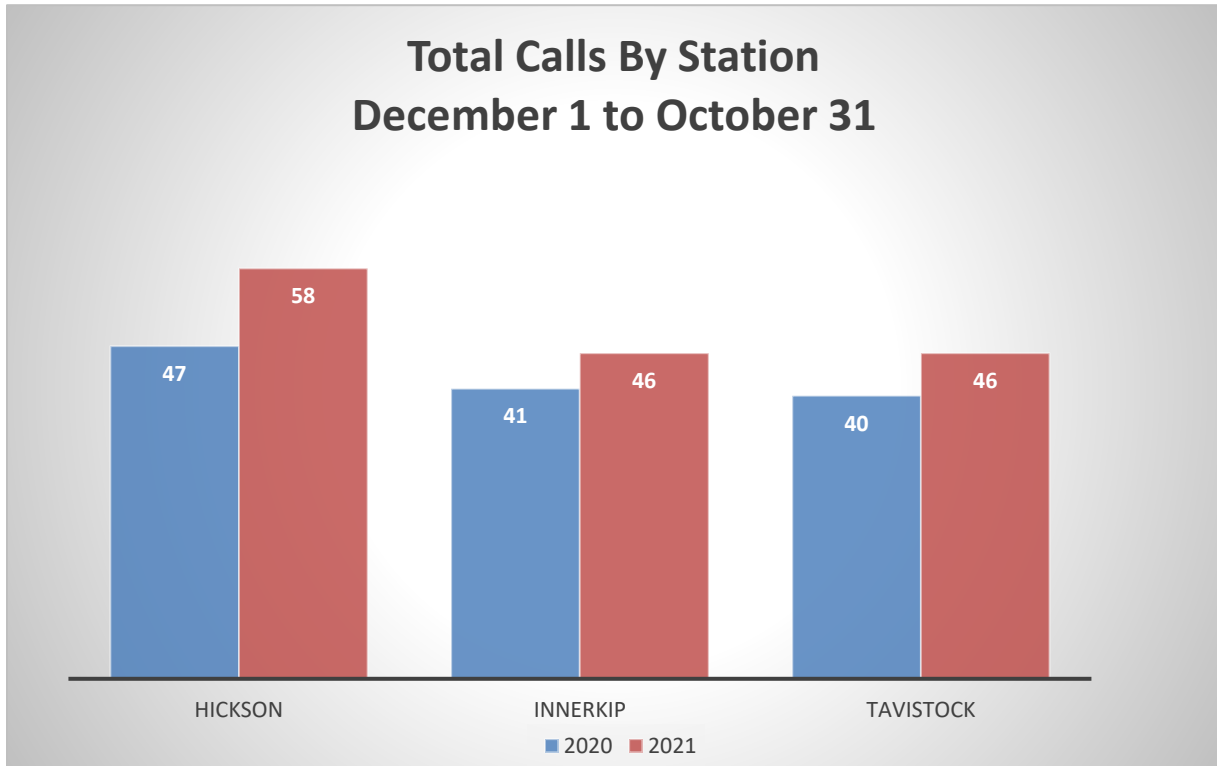
- Innerkip Station will have a new District Chief effective December 1st, as Deputy District Chief Nick Dorken was the successful applicant. Chief Dorken has been an Innerkip firefighter for 15 years and has previously served as a Captain, in addition to Deputy District Chief.
- It is not often that notable 40-year commitments to the fire service occur, let alone two in the same firehall. Both Innerkip Station Chief Phil Buzzell and firefighter Jon Rowe will be retiring effective December 1st, their 40th anniversary of joining the department together. On behalf of the Township Fire Department, I want to thank them for their long-standing years of dedication to the residents of Innerkip and all East Zorra-Tavistock. As well, firefighter Kevin Butler will be retiring after 15 years, and Brandon Charron is leaving after almost 3 years for a total of 98 years of experience stepping down from the station.

Controlled Burn Approvals:

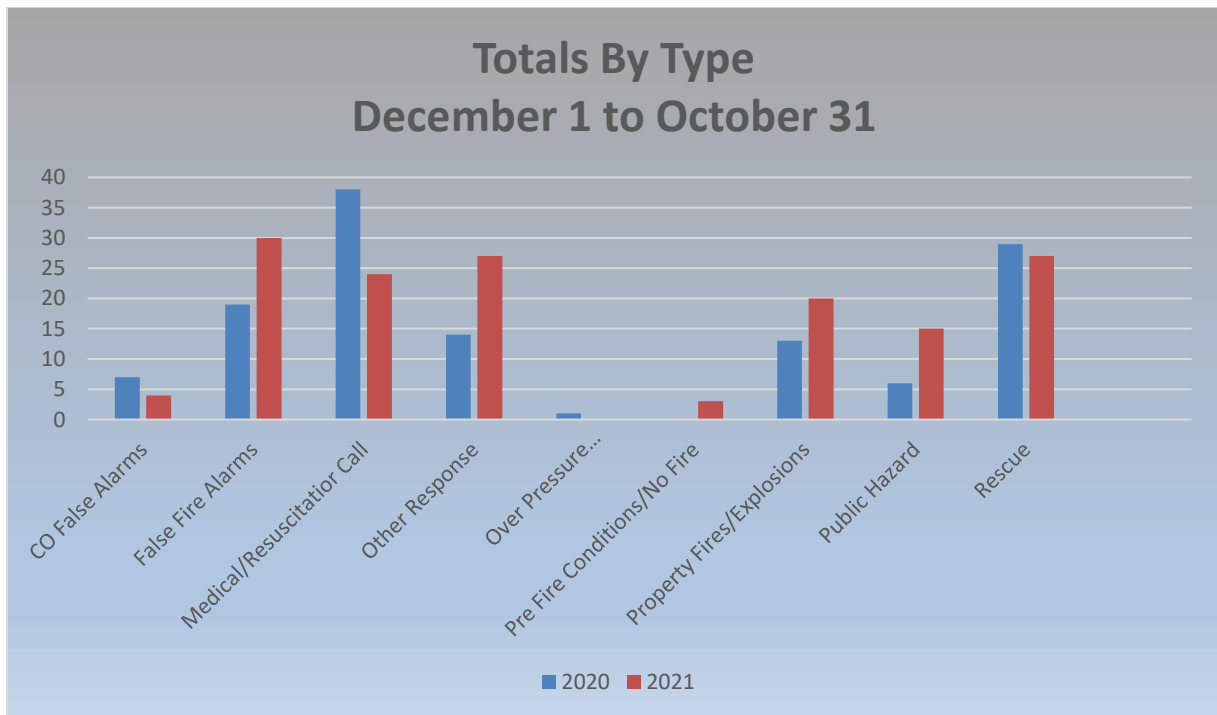
- October (2021): 14
- Year to Date (2021): 257



TOTAL FIRE CALLS FOR 2021 (December 1/20 to October 31/21)



TOTALS BY TYPE-2 YEAR COMPARISON (Dec. 1/20 to Oct. 31/21)



Staff Report – Fire & Protective Services Monthly Reporting Page 4

Emergency Management:

- Staff will be attending the annual UTRCA Flood Co-Ordinators Warning virtual meeting on December 1st.
- Staff attended the virtual meeting for the St. Claire Sector in October.
- Please see the following link for the latest updates regarding the Covid-19 vaccination status for SouthWestern Public Health:

swpublichealth.ca/en/my-health/covid-19-vaccine.aspx

Legislative Updates:

- Please see the following link for all legislative updates and provincial information regarding Covid-19:

[COVID-19 \(coronavirus\) in Ontario](#)

Recommendation:

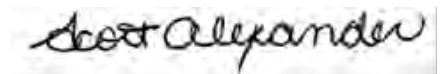
1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Scott Alexander
Township Fire Chief

STAFF REPORT

Report #BCO2021-11

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – December 2021 Council Report

Date: November 24, 2021

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for October 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	1		3	4	14
Clean Yard					
Animal Control			1	1	2
Parking	3	1		2	6
Noise					6
Zoning			1	1	1
Illegal Dumping					
Inquiry	3	3			22
Canine					12
Other (Pool)	1			1	4
TOTAL	8	4	5	9	67

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 #CSM2021-17

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – December 2021 Council Report

Date: November 24, 2021

Departmental Highlights: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.	LPAT hearing held – Appeal by MMAH held (application denied).

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
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, and reduction of the minimum required side yard.	Public Hearing scheduled for Dec. 1/21.
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.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Lazenby & Shuster	745393 Oxford Rd. #17	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled. ZBA Public Meeting scheduled for Dec. 1/21.
Shuster	745349 Oxford Rd. #17	ZBA	Rezoning to increase the permitted maximum gross floor area for an animal kennel.	Public Meeting scheduled for Dec. 1/21.
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 approved and conditions being fulfilled.
Douglas	218 Northwood Dr., Innerkip	ZBA	Rezoning to permit a converted dwelling.	Public Meeting scheduled for Dec. 1/21.
Wettlaufer	10 Homewood Ave. E, Tavistock	MVA	Relief to reduce rear yard setback requirements for a new shed.	Application received.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Apple Home Builders	76 Fred Krug Ave., Tavistock	MVA	Relief to increase lot coverage for a new home build to 42.5% from 40%.	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 #CAO2021-16

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: CAO/Treasury – December 2021 Council Report

Date: November 24, 2021

CAO/Finance Departmental Highlights:

- Staff are arranging a kick-off meeting with the Ventin Group for the week of December 13th to meet with the consultant and familiarize ourselves with their work, and our needs for the new administration building. A more detailed follow-up planning meeting will be scheduled for January, 2022.
- As mentioned at the last Council meeting, Ashley Bickle has joined the Finance EZTeam. Ashley started on Monday, November 22nd and is a pleasure to have in the office. Ashley is re-joining the EZTeam after a stint in Public Works previously.
- Our municipal auditors will only be on site Thursday, November 25th as they were able to do a significant portion of their work remotely over the past few weeks. They will return for the full 2021 audit in April, 2022.
- The final module of iCity, Property Taxes, has been implemented and the old Great Plains (GP) system has now been archived. Staff will continue to receive training as needed in iCity, and GP will be available for historical reference on the Data server.
- Staff are going to be demonstrating another Recreation software in conjunction with Ken Wetlaufer and Amy Pfaff (our Corporate Support Services Clerk) as the updated version of the old software has been causing balancing and booking difficulties. Staff will be meeting with Book King representatives on December 7th to review their software and its compatibility with iCity for automated accounting transactions.

Parks and Recreation Master Plan:

- Staff will be distributing the Draft Facility Needs Assessment (Phase 1) portion of the Parks and Rec Master Plan to Council and staff later this week. The draft will also be posted to the project website by Stantec.

Legislative Updates:

- None

Financial Highlights:

Township of East Zorra-Tavistock

as at 2021-11-23 89.59%

SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS

2021-11-24

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	52,751	89.27% at 3rd Quarter - no drawdown projected for Building Reserve
Corporate Services	2,229,570	2,305,282	2,370,225	2,107,164	88.90% includes capital spending on 89 Loveys to date - not fully funded to date
Fire and Protective Services	1,266,192	973,918	1,225,771	776,031	63.31% Firefighter payroll not recorded until December annually
General Government	(1,159,919)	(1,115,120)	(1,203,437)	(1,262,925)	104.94% includes supplementals and tax write offs to date and final billing
Parks and Recreation	493,990	402,923	489,752	516,203	105.40% anticipate higher 4th quarter expenses related to COVID requirements
Public Works	3,186,663	2,890,077	3,429,961	3,321,713	96.84% capital projects for 2021 completed - not fully funded to date
Tax-Supported Budget Summary	6,150,695	5,524,880	6,371,362	5,510,937	86.50%

90% 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

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW #2021 - 42**

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 'R1-C' the zone symbol of the lands so designated 'R1-C' 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 1st day of December, 2021.

READ a third time and finally passed this 1st day of December, 2021.

(SEAL)

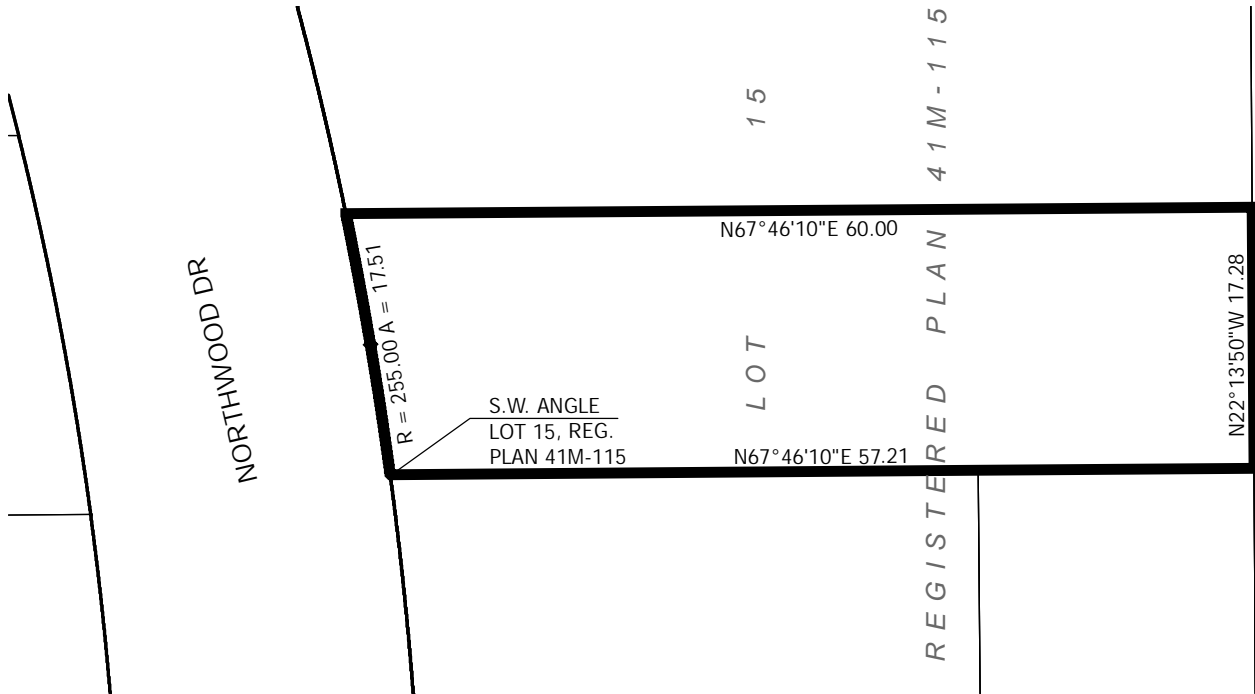
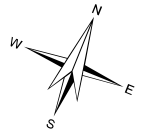
Don McKay – Mayor

Will Jaques, Clerk

SCHEDULE "A"

TO BY-LAW No. 2021-42

PT LOT 15, REGISTERED PLAN 41M-115 (EAST ZORRA)
TOWNSHIP OF EAST ZORRA-TAVISTOCK



AREA OF ZONE CHANGE TO R1-C

NOTE: ALL DIMENSIONS IN METRES



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Information Services ©2021

THIS IS SCHEDULE "A"

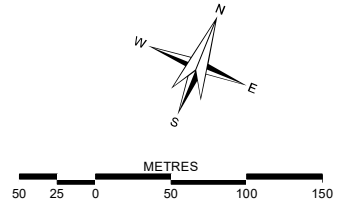
TO BY-LAW No. 2021-42, PASSED


THE 1 DAY OF December, 2021

MAYOR

CLERK/ADMINISTRATOR

KEY MAP



 LANDS TO WHICH BYLAW 2021-42 APPLIES

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2021 - 43**

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 1st day of December, 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 1st DAY OF DECEMBER, 2021.

seal

Don McKay, Mayor

Will Jaques, Clerk