

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

AGENDA

**for the Meeting to be held on Wednesday June 15, 2022 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 7:00 p.m.**

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm June 1, 2022 Council Meeting Minutes
 - b) MMAH – 2022 AMO Conference (Request for Delegation)
 - c) Gigault – Trout Lake Noise Exemption Request
5. Delegations & Appointments:
 - a) 7:15 p.m. – Sadie Harrett & Linda Holst – Childcare Availability in Tavistock
 - a) 7:30 p.m. – WSP - Secondary Plan Project Overview
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) May 30, 2022 TDRFB Minutes
 - e) Staff Report - #CAO2022-10 re: CAO-Treasury Reporting (Supplemental)
7. By-laws:
 - a) By-law #2022-22 – ZBA Application ZN2-22-02 (Wettlaufer)
8. Other and Unfinished Business:
 - a) Councillor Rudy – Hybrid Council Meetings
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 9:00 a.m. on Wednesday June 1, 2022.

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

Members Absent: N/A.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, CBO John Scherer, Public Works Manager Tom Lightfoot, Fire Chief Scott Alexander, Deputy CBO/ Drainage Superintendent Connor Occleston and Corporate Initiatives Officer Meaghan Vader.

Mayor MCKAY welcomed everyone to the meeting. Councillor SMITH noted his attendance and MC duties at the grand opening of the Innerkip Lions Centre. Further, Councillor SMITH noted the transition by Southwestern Public Health from mass COVID-19 vaccination clinics, to mobile and pop-up clinics.

Approve
Agenda

1. Moved by: Jeremy SMITH
Seconded by: Margaret LUPTON
Resolved that Council approve the agenda for the June 1, 2022, meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- N/A

Confirm
Minutes -
Council

2. Moved by: Scott RUDY
Seconded by: Don EDMISTON
Resolved that Council confirm the Minutes of the May 18, 2022 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- UTRCA – May 2022 FYI
- May 18, 2022 Police Services Board Minutes
- Staff Report - #CBO2022 – 09 re:
Building, Development & Drainage Reporting
- Staff Report - #FC2022 – 06 re:
Fire Department Reporting
- Staff Report - #BCO2022 – 05 re:
By-law Compliance Reporting
- Staff Report - #CSM2022 – 06 re:
Corporate Services Reporting
- Staff Report - #CAO2022 – 09 re:
CAO-Treasury Reporting

Correspondence & Reports – Resolutions
Following:

UTRCA –
May 2022 FYI

Council reviewed the May 2022 FYI from the Upper Thames River Conservation Authority. Councillor LUPTON provided additional information from recent UTRCA meetings.

May 18, 2022
Police Services
Board Minutes

Council reviewed the May 18, 2022 Police Services Board Minutes.

Public Hearing -
Minor Variance
Application
A-5-2022
(Minielly/
Bible-Minielly)

PUBLIC HEARING - MINOR VARIANCE
APPLICATION #A-5-2022 (MINIELLY/ BIBLE-
MINIELLY), DESCRIBED AS LOT 1, PLAN 41M-
371, TOWNSHIP OF EAST ZORRA-TAVISTOCK.

At 9:21 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-5-2022 for Matthew Minielly and Jeanette Bible-Minielly. Planner Dustin Robson presented Planning Report #CP2022-220.

Members of the Committee asked questions of the Planner and Staff. The applicant was present for the hearing and spoke favourably of their application. The Committee reviewed and considered the comments made in making its decision regarding this application.

3. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-5-2022, submitted by Matthew Minielly & Jeanette Bible-Minielly, for lands described as Lot 1, Plan 41M371 in the Village of Tavistock, being municipally addressed as 132 Fred Krug Avenue, as it relates to:
 1. Relief from Section 5.1, Table 5.1.1.3 to permit an accessory building in the exterior side yard;
 2. Relief from Section 12.2, Table 12.2 to reduce the minimum exterior side yard width from 6 m (19.7 ft) to 1.2 m (3.9 ft);
 3. Relief from Section 5.1, Table 5.1.1.3 to reduce the minimum interior side yard width and rear yard depth from 1.2 m (3.9 ft) to 0.6 m (2 ft); and,
 4. Relief from Section 5.1, Table 5.1.1.3 to reduce the minimum distance between an accessory building and the main building from 1.2 m (3.9 ft) to 0.3 m (1 ft).

Subject to the following conditions:

- a. That the proposed relief shall only apply to accessory structures of the approximate size and location as depicted on Plate 3 of Report CP 2022-220.
- b. That gutters and downspouts shall be installed and rain water directed to the satisfaction of the Township of East Zorra-Tavistock Building Department.

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.

CARRIED.

Public Hearing -
Minor Variance
Application
A-6-2022
(Blum/ McLeod)

PUBLIC HEARING - MINOR VARIANCE
APPLICATION #A-6-2022 (BLUM/ MCLEOD),
DESCRIBED AS PART LOT 64, PLAN 307,
TOWNSHIP OF EAST ZORRA-TAVISTOCK.

At 9:31 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-6-2022 for Craig Blum and Jenna McLeod. Planner Dustin Robson presented Planning Report #CP2022-218.

Members of the Committee asked questions of the Planner and Staff. Neighbouring property owners Ken and Gloria Reibling were present and discussed their concerns with the size and location of the proposed building in relation to their rear property line, as well as concerns with the associated driveway for the building. Concerns were also raised in terms of the potential for business activity located within the proposed building. The Committee reviewed and considered the comments made in making its decision regarding this application.

4. Moved by: Scott RUDY
Seconded by: Jeremy SMITH
Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-6-2022, submitted by Craig Blum and Jenna McLeod, for lands described as Part Lot 64, Plan 307, in the Village of Tavistock, and municipally known as 73 William Street North, as it relates to:
 1. Relief from Table 5.1.1.3, Regulations for Accessory Uses to increase the maximum gross floor area from 100 m² (1,076 ft²) to 140 m² (1,507 ft²) of gross floor area for a residential accessory building.

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.

CARRIED.

Council observed a short recess between 9:55 a.m. and 10:00 a.m.

At 10:00 a.m., April Nix from the County of Oxford updated Council on the Official Plan Review process, as well as provided a review of the proposed amendments to the Environmental Resource policies in the Official Plan.

Staff Report -
#CIO2022 – 08
re: EZT-RFT-
22-06 Parker
Drain 2022 Bid
Award

Corporate Initiatives Officer Meaghan Vader presented her report to Council regarding the Bid Award for the Parker Drain 2022.

5. Moved by: Margaret LUPTON
Seconded by: Scott RUDY
Resolved that Council accept the bid from A.G. Hayter Contracting Ltd. in the amount of \$652,985.00 including provisional work and contingency;

And further that Council authorizes the CAO/ Treasurer to sign the contractual agreement with A.G. Hayter Contracting Ltd., as provided in the bid document package EZT-RFT-22-06.

CARRIED.

Staff Report -
#CIO2022 – 09
re: EZT-RFP-
22-04 Rescue
Apparatus Bid
Award

Corporate Initiatives Officer Meaghan Vader presented her report to Council regarding the Bid Award for the Rescue Apparatus.

6. Moved by: Jeremy SMITH
 Seconded by: Phil SCHAEFER
 Resolved that Council accept the bid from Safetek
 Emergency Vehicles Ltd. in the amount of
 \$392,545.00;

And further that Council authorizes the CAO/
 Treasurer to sign the contractual agreement with
 Safetek Emergency Vehicles Ltd., as provided in
 the bid document package EZT-RFP-22-04.

CARRIED.

Staff Report
 #CBO2022 – 09
 re: Building,
 Development &
 Drainage
 Reporting

CBO John Scherer reviewed the Monthly Building,
 Development & Drainage Report with Council.

Staff Report
 #CBO2022 – 10
 re: Street
 Names
 (Millgate Homes
 Subdivision)

CBO John Scherer presented his report to Council
 regarding the creation of street names for the new
 Millgate Homes Subdivision.

7. Moved by: Don EDMISTON
 Seconded by: Matthew GILLESPIE
 Resolved that Council name Streets '**A**' to Street
 '**G**' in the '**Millgate Homes**' subdivision as per the
 names shown in **Appendix 'A'** of Staff Report
 #CBO2022-10.

CARRIED.

Staff Report
 #FC2022 – 06
 re: Fire
 Department
 Reporting

Fire Chief Scott Alexander reviewed the Monthly
 Fire Department Report with Council.

Staff Report
 #BCO2022 – 05
 re: By-law
 Compliance
 Reporting

Council reviewed the Monthly By-law Compliance
 Report from By-law Compliance Officer Melanie
 Shiell.

Staff Report
 #CSM2022 – 06
 re: Corporate
 Services
 Reporting

Clerk Will Jaques reviewed the Monthly Corporate
 Services Report with Council.

Staff Report
#CSM2022 – 07
re: Joint
Compliance
Audit
Committee

Clerk Will Jaques presented his report to Council regarding the formation of a Joint Compliance Audit Committee for Oxford County.

8. Moved by: Jeremy SMITH
Seconded by: Matthew GILLESPIE
Resolved that Council approve the formation of a Joint Compliance Audit Committee with other Oxford County municipalities, for the 2022-2026 Council term, as outlined in Staff Report #CSM2022-07;

And further that a by-law be brought forward to appoint the members of the Committee for Council consideration.

CARRIED.

Staff Report
#CAO2022 – 07
re: CAO-
Treasury
Reporting

CAO-Treasurer Karen DePrest reviewed the Monthly CAO-Treasury Report with Council.

By-law:

1st & 2nd
Reading

9. Moved by: Scott RUDY
Seconded by: Matthew GILLESPIE
Resolved that the following by-laws be read a first and second time:
- 2022-19 – ZBA Application ZN2-21-13 (Faircrest Farms Ltd.)
 - 2022-20 – Joint Compliance Audit Committee

CARRIED.

By-law:

3rd & Final
Reading

10. Moved by: Jeremy SMITH
Seconded by: Don EDMISTON
Resolved that the following by-laws be read a third and final time:
- 2022-19 – ZBA Application ZN2-21-13 (Faircrest Farms Ltd.)
 - 2022-20 – Joint Compliance Audit Committee

CARRIED.

Confirming By-law

11. Moved by: Jeremy SMITH
Seconded by: Phil SCHAEFER
Resolved that By-law #2022-21 being a by-law to confirm the proceedings of Council held Wednesday June 1, 2022, be read a first, second and third time this 1st day of June, 2022;

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

CARRIED.

Adjourn

12. Moved by: Matthew GILLESPIE
Seconded by: Don EDMISTON
Resolved that Council does now adjourn at
11:43 a.m.

CARRIED.

Will Jaques, Clerk

Don McKay, Mayor

From: Delegations (MMAH) <Delegations@ontario.ca>

Sent: June 7, 2022 10:21 AM

Subject: REMINDER/RAPPEL: 2022 Association of Municipalities Ontario (AMO) Delegation Form

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Please be advised that the Municipal Delegation Request Form for the 2022 Association of Municipalities Ontario (AMO) Annual Conference is available online. Information about delegations and a link to the form are available here: [English](#). The deadline to submit requests is **Friday June 24, 2022**.

Le formulaire pour demander une rencontre avec le ministères pour le Congrès annuel de la AMO (Association of Municipalities Ontario) 2022 est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant : [français](#). La date limite pour présenter une demande: **vendredi 24 juin 2022**.

Thank you/ Merci
Shaunelle

Shaunelle Meade (she/her)

Research Analyst (A) | Information and Analysis Unit
Municipal Programs and Analytics Branch | Ministry of Municipal Affairs & Housing
(647) 241-1456 | Shaunelle.Meade@ontario.ca



Request for exemption from Noise by-law

Trout Lake Campground is requesting an exemption for Fri July 1stwith a rain date of Sat July 2nd.

We are holding a private Canada Day event for our seasonal campers after the park is closed for day use.

We will have a band playing from 8PM-11PM and are hoping to qualify for an exemption from the noise by-law.

Thank you very much for your consideration.

Pierre, Yvon, Marcel Gigault
Trout Lake Management
troutlakequarry@gmail.com
519-469-3363

Clerk's Note: By-law #2008-36 (Noise By-law) prohibits the amplification of sound between the hours of 5:00 pm and 7:00 am (9:00 am on Sunday). Under the Noise By-law, Council may grant an exemption upon a written application that states the date, time, location and duration of the event.

June 8/2022

Dear Council Members,

We, Sadie Harrett and Linda Holst, are coming to you today as advocates for the children and families in the community of Tavistock, to address the severe lack of childcare availability.

As you know the community of Tavistock is growing at an incredibly fast pace with the addition of multiple subdivisions by local developers. This of course has brought more families to our town with young children and a very big need for full-day child care. At this time 90% of families requiring childcare must drive their children out of the community to find it – at times not even in the city they work in. Tavistock is fortunate to have many wonderful and experienced home childcare providers, however there is just not enough spaces to fit the need. The pre-school program offered in the community is at capacity and is only capable of offering a program up to 6 hours due to building limitations.

As the current and past directors of the pre-school, we know how critical it is to get full-day childcare into Tavistock. We have met with the County of Oxford to get the conversation started and they are in full support of us, but cannot assist until we have an established location. At this time any potential leads have fallen through, are not suitable or would require extensive renovations.

We have been in contact with local developers to discuss the potential for something to be “built to suit”. If this is something the current developers would entertain, it would require the support of the township to allow for potential zoning and severance changes in upcoming development phases.

Buildings in our community are sitting empty such as the Memorial Hall, that with time and renovations could provide so much more to our community. Our ask today is that you consider keeping this conversation open and forwarding any potential location options to us. We are asking for your support in making this much needed essential service and necessity for all the families in the community, to come to life.

With kindest regards,

Sadie Harrett and Linda Holst



East Zorra-Tavistock Secondary Plan Project

Presentation to Council

June 15th, 2022

Presentation Overview



1. Project Team
2. Project Overview
3. Project Timeline
4. Consultation & Engagement
5. Evaluation Criteria
6. Natural Heritage Considerations
7. Focused Study Area
8. Next Steps

Project Team



The Project Team is comprised of a team of technical consultants from WSP and Colville Consulting.

WSP:

- Marisa Williams, Consultant Project Manager
- Gregory Bender, Project Director
- Logan Romphf, Planner

Town of East Zorra-Tavistock:

- John Scherer, Building, Development & Drainage Manager
- Will Jaques, Clerk/Manager of Corporate Services

Oxford County:

- Dustin Robson, County Project Manager
- Gordon Hough, Director of Community Planning
- Paul Michiels, Manager of Planning Policy

Project Overview

- Oxford County forecasts indicate that East Zorra-Tavistock is expected to grow to about 2,500 additional people and 504 employees by 2047.
 - Additional lands are needed to accommodate the forecasted growth.
 - The Serviced Villages of Tavistock and Innerkip are the primary centres for accommodating this growth.
- The Township is exploring options for potential settlement boundary area expansions of Tavistock and Innerkip to accommodate the forecasted growth.

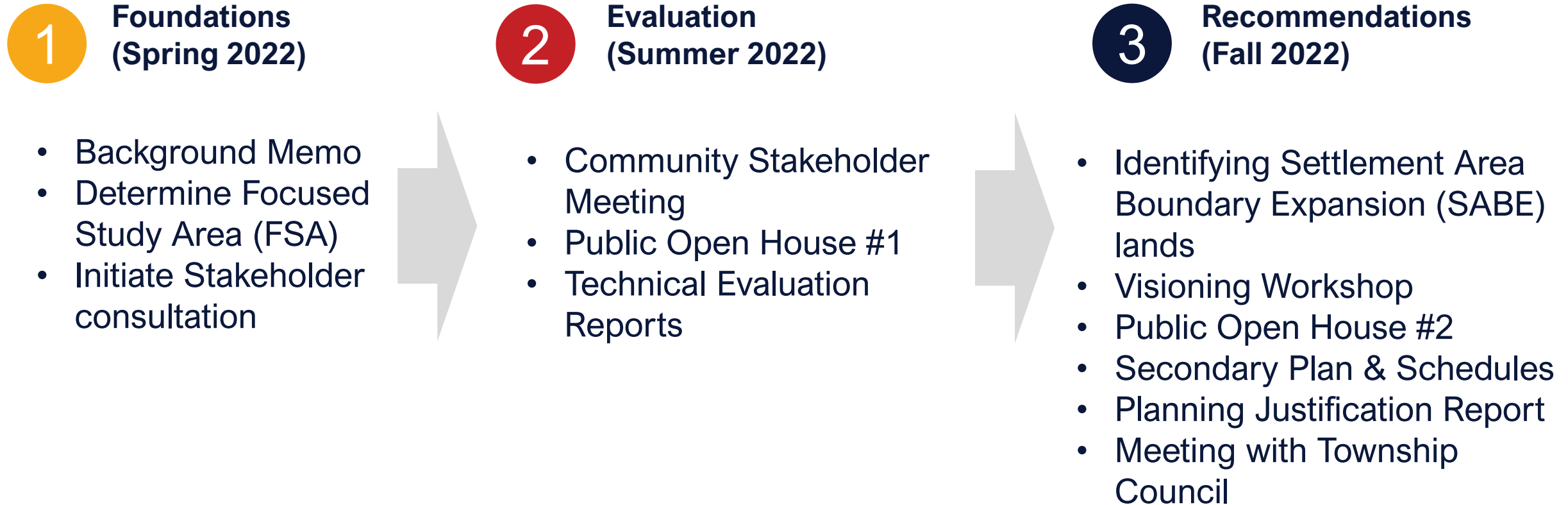
Project Overview (Continued)

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- WSP has been retained by the Township to undertake:
 - A Settlement Area Boundary Expansion (SABE) evaluation and planning justification.
 - A Secondary Plan for the selected expansion area(s).
 - Servicing strategies for Tavistock and Innerkip.
- The Project consists of three Phases:
 - **Phase 1:** Foundations
 - **Phase 2:** Evaluation
 - **Phase 3:** Recommendations

Project Timeline



Technical Evaluations

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- Agricultural Impact Assessment
- Natural Heritage System Assessment
- Public Facility Assessment Review
- Fiscal Impact Assessment
- Cultural Heritage and Archeological Resources Desktop Review
- Infill and Intensification Study
- Multi-modal Transportation Study Review
- Water Resources Evaluation

Consultation & Engagement



Phase 1:

- Consultation & Communications Plan
- Indigenous Community Consultation Outreach and Meetings
- Presentation to Council

Phase 2:

- Community Stakeholder Meeting
- Public Open House (PIC) #1
- Engagement Summary

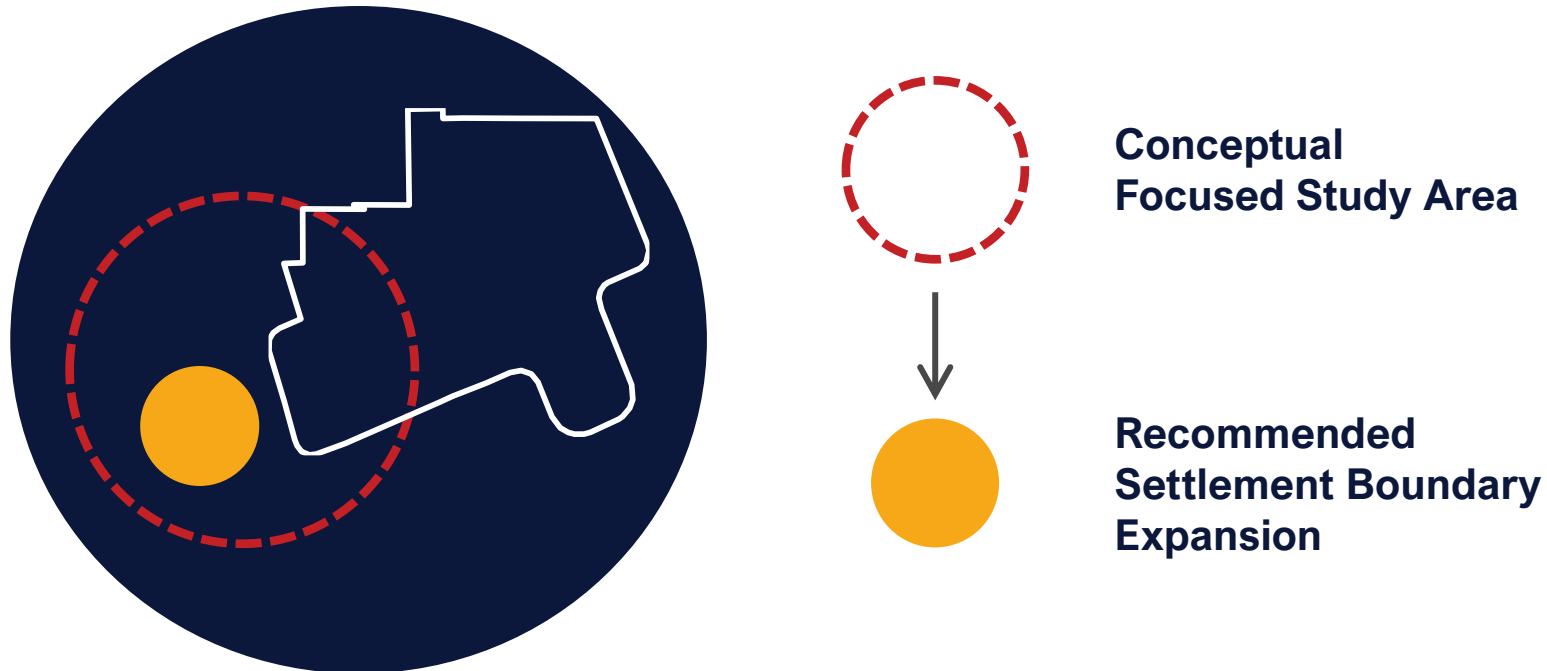
Phase 3:

- Visioning Workshop
- Public Open House (PIC) #2
- Engagement Summary
- Township Council Meeting

Evaluation Criteria

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- Evaluation Criteria has been developed to assist in identifying the Focused Study Area (FSA):
 - The FSA will be subject to various technical evaluations in Phase 2 to identify lands most suitable for the SABE.



Evaluation Criteria

- The Evaluation Criteria is based on 4 key principles:
 - Protecting Important Resources
 - Building Complete Communities
 - Planning for Infrastructure
 - Engaging the Community

Evaluation Criteria

Policy Requirements & Other Drivers		Evaluation Criteria for Delineating the Focused Study Area
Protecting What is Important		
1	The location and feasibility of any proposed expansion needs to be justified.	<ul style="list-style-type: none"> The FSA needs to contain sufficient lands to allow for different development configurations and other land use considerations.
2	The SABE should avoid or minimize negative impacts on watershed conditions and the water resource system.	<ul style="list-style-type: none"> Areas with high potential to negatively impact water quality and quantity should be avoided.
3	The SABE should avoid key hydrologic and Natural Heritage features where possible.	<ul style="list-style-type: none"> Areas of provincial significance or other protected features should be avoided.
4	<p>The SABE should avoid high priority prime agricultural areas where possible.</p> <p>Lower capability agricultural lands should be prioritized where prime agricultural areas cannot be avoided.</p>	<ul style="list-style-type: none"> Higher priority agricultural lands within prime agricultural areas should be avoided, if possible. Where avoidance is not possible, impacts on the Agricultural System should be mitigated and minimized.
5	The County Official Plan seeks to reduce greenhouse gas emissions and address climate change adaptation.	<ul style="list-style-type: none"> The location of the FSA needs to support the ability to adapt to climate change and transition to climate-friendly communities.

Evaluation Criteria

Policy Requirements & Other Drivers		Evaluation Criteria for Delineating the Focused Study Area
Building Complete Communities		
6	<p>Settlements should be developed in a manner that will:</p> <ul style="list-style-type: none">• Make efficient use of land resources• Provides a range of uses and densities• Support active transportation and existing or planned transit. <p>The SABE should be located in areas adjacent to existing Settlements.</p> <p>Land use compatibility between sensitive land uses, including cultural heritage resources and industrial operations needs to be considered.</p>	<ul style="list-style-type: none">• The FSA needs to be contiguous with the existing boundaries of Tavistock and Innerkip and represent a logical extension of the settlement boundaries.• The FSA needs to allow for an urban form that will provide access to a range of transportation options, including transit and active transportation.• The FSA needs to consider land use compatibility between sensitive uses and industrial operations.
7	<p>The SABE should make efficient use of existing employment areas and increasing employment densities.</p> <p>Lands adjacent to highway corridors and interchanges may be suitable for allocation of employment lands.</p>	<ul style="list-style-type: none">• The FSA needs to allow new employment lands to be well-connected to existing employment areas and major transportation infrastructure.

Evaluation Criteria

Policy Requirements & Other Drivers		Evaluation Criteria for Delineating the Focused Study Area
Wise Use of Resources		
8	The SABE should be informed by applicable water, wastewater, stormwater master plans and other planned infrastructure.	<ul style="list-style-type: none"> The FSA should include areas that make use of existing and planned infrastructure. The FSA should consider planned infrastructure investments and capital projects. The FSA needs to allow new community and employment areas to connect to existing and planned (or feasible future) transit services.
9	The SABE should apply wise use of resources and protection of public health & safety.	<ul style="list-style-type: none"> The FSA will direct growth away from hazardous lands, aggregate resources, Cultural Heritage and archeological resources.
10	The SABE should be conducted in a financially responsible manner.	<ul style="list-style-type: none"> The FSA needs to allow for SABE options which mitigate municipal financial risks.

Evaluation Criteria

Policy Requirements & Other Drivers		Evaluation Criteria for Delineating the Focused Study Area
Engaging the Community		
11	Indigenous communities need to be engaged on land use planning matters.	<ul style="list-style-type: none">The FSA will be used to engage with Indigenous communities with an interest in this process.
12	The SABE will require the eventual inclusion of certain rural lands into the settlement boundaries of Tavistock and Innerkip.	<ul style="list-style-type: none">The FSA needs to allow for meaningful consultation and input from residents, stakeholders, and Council.

Natural Heritage and Agricultural Impact Assessments

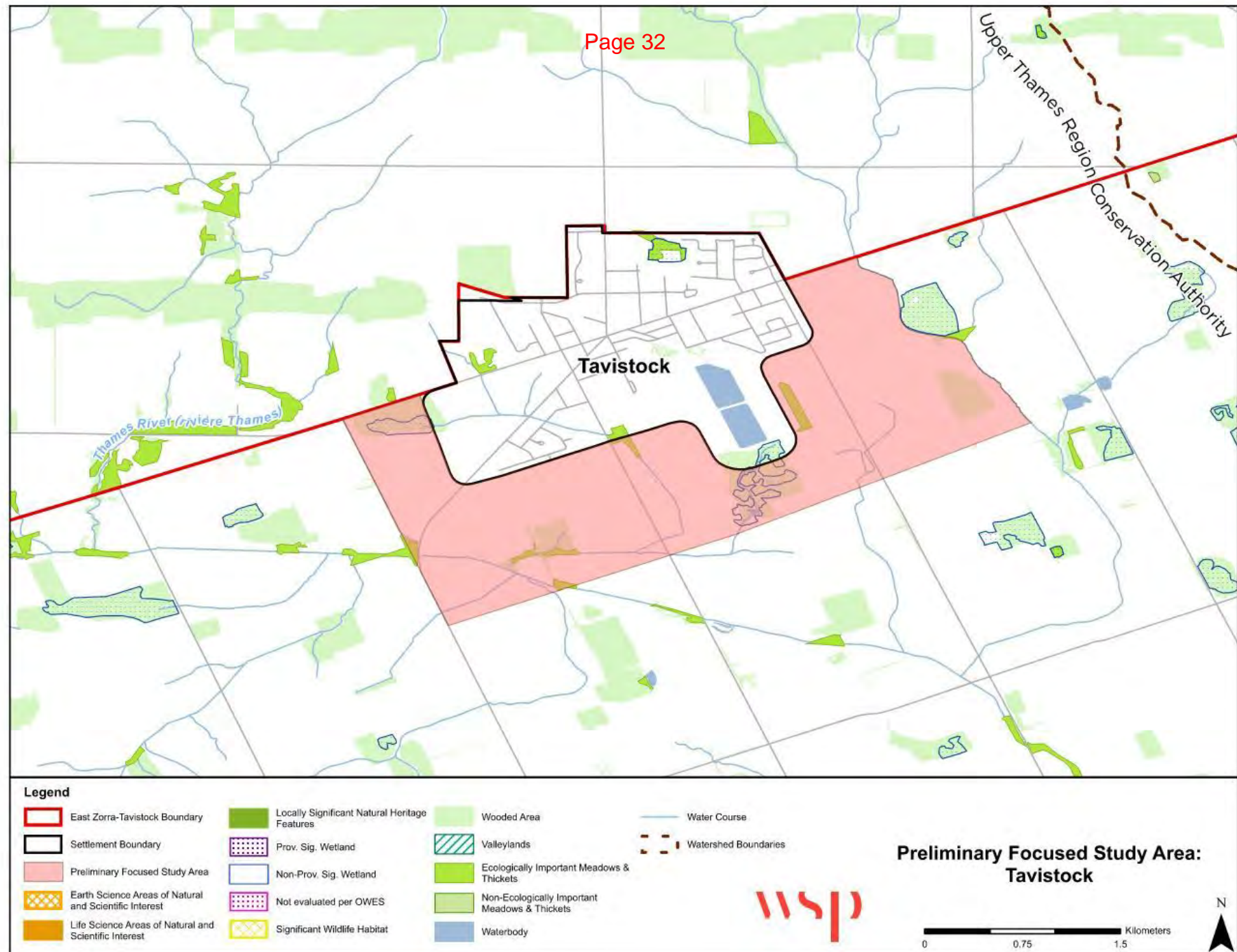
- Identification of Natural Heritage and Agricultural Impact features surrounding Tavistock and Innerkip are two starting points to inform the delineation of the FSA:
 - Natural Heritage Features are to be protected and will pose constraints as possible areas for future development.
 - The Agricultural Impact Assessment that will determine Minimum Distances from some types of farm operations

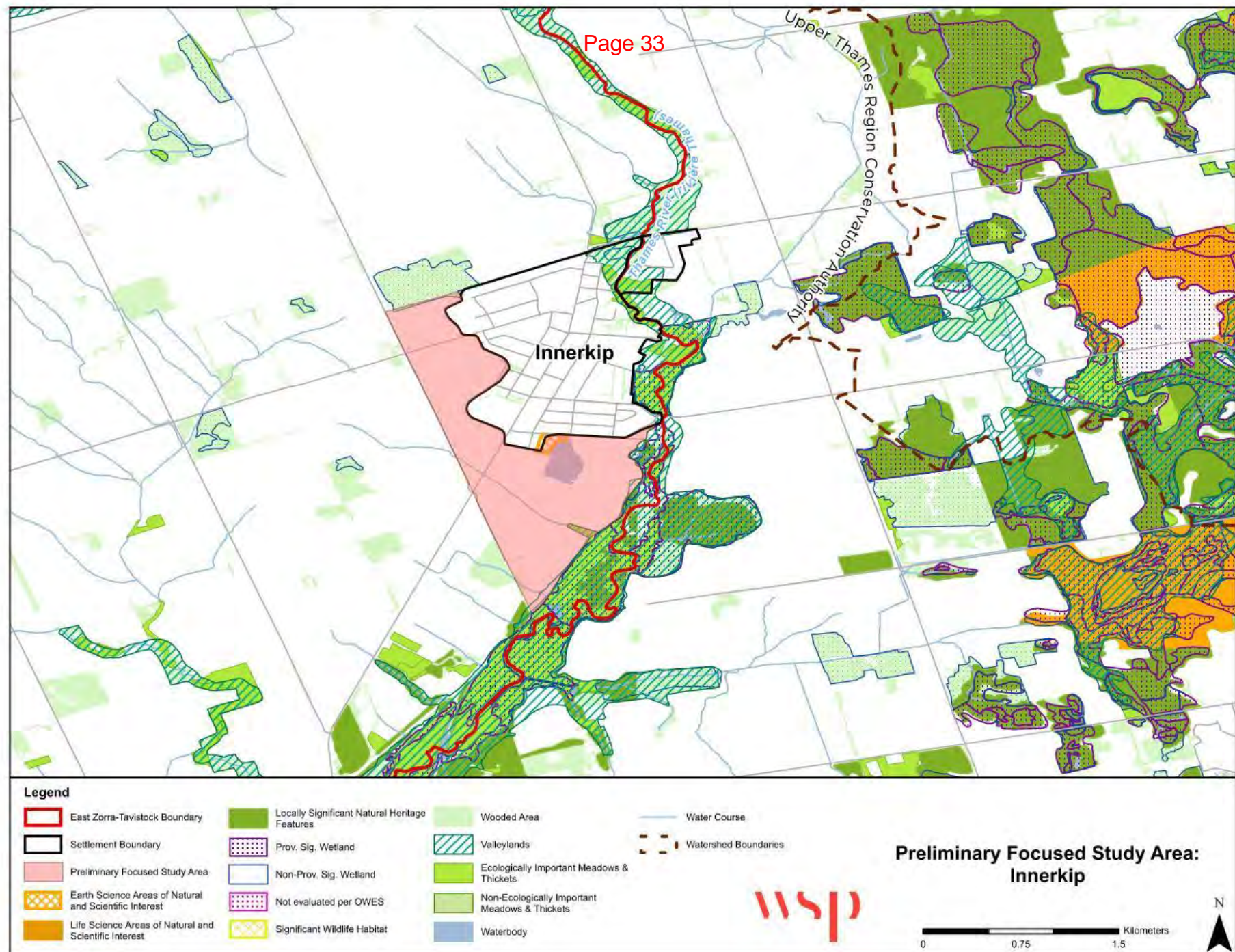
Focused Study Area

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- Delineated based on Evaluation Criteria, Natural Heritage & Agricultural features with input from Township and County Staff.
- Contains lands adjacent to both Tavistock and Innerkip.
- Will be further refined during future phases of the project.





Next Steps

Phase 2 (Summer 2022):

- Technical Evaluations & Reports
- Community Stakeholder Meeting
- Public Open House (PIC) #1

Phase 3 (Fall 2022):

- Identification of SABE Lands
- Visioning Workshop
- Secondary Planning Exercises
- Public Open House (PIC) #2
- Planning Justification Report & Engagement Summary
- Finalize Secondary Plan
- Meeting with Township Council

#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 May 30, 2022 at 7:00pm.

Present: Margaret Lupton, Phil Schaefer, Don McKay, Brett Zehr, Ron Wiffen, Tom Lightfoot, Karen DePrest,
Ken Wettlaufer.

Absent: Kristen Cook

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 – Ron Wiffen

Seconded by – Brett Zehr

“resolved that the Agenda for the May 30, 2022 meeting be approved as printed and circulated
and further that the following items be added to the Agenda for this meeting.”

- None

CARRIED.

DISCLOSURE OF PECUNIARY INTERESTS AND GENERAL NATURE THEREOF

- None.

GENERAL BUSINESS

2- CONFIRM MINUTES

Moved by – Brett Zehr

Seconded by – Phil Schaefer

“resolved that the Board confirm the Minutes of the April 25, 2022 meeting as printed and
circulated.”

CARRIED.

Correspondence and Petitions

- None

DELEGATIONS AND APPOINTMENTS

- None

REPORTS

A- Facility Contractor Verbal Facilities Report

- 1- Minor Ball signage Billboard by the outfield fence. Minor Ball has responded as shown below with regards
to removal of the sign. As per last Board meeting, I have asked them not to proceed until further discussion

has been had with the Township in regards to a park sign and advertising signage etc.

From Minor Ball

“Ok. Thanks.

We have voted to take the sign down. So I guess this is our notification to the group.

We don't have any timeline, but would like it down before the Cephas Roth tournament in July

Thanks

Dave”

- 2- Spring cleanup has been completed, we have had few more leaves etc to cleanup along fences in May.
- 3- Some Transition notes for after May 31st
 - a. Mens Club Fish Fry, on June 1 they will be wanting to borrow some orange chairs that day.
 - b. Key Cabinet and security information with Key holder list is in the key cabinet in the Arena Office.
 - c. Arena Master Key System Edwards Door in London
(Acct # TAV001 “Tom Lightfoot” name on the Account as authorized to get keys cut)
 - d. Fire alarm info, inspection done on May 25th. Should be follow up reports.
 - e. Emergency Call list for fire monitoring in Tavistock has now been updated with Tom Lightfoot as the primary contact.
 - f. Sunday No bump is requesting an additional 15min of ice time on Sunday mornings
 - g. Schedule summer compressor maintenance Oil usage in Compressor #2 last during last week.
 - h. New Float Valve to be installed this summer, have been running on hand expansion valve.
 - i. Future of the old Queens Park Play Space East of the Ball Diamond.
 - j. Billboard signage by outfield fence in Queens Park (Minor Ball does not have use of it)
 - k. Invoice Curling Club for monthly utilities and lease. (Read Meters early June)
 - l. Pending rental agreement information sheets on customer service desk.
 - m. Good idea to order couple new Zamboni Blades, Some blades at Nella for sharpening
 - n. Have done Oil change in Zamboni and recorded on oil tank in machine
 - o. Check supervisor signal when FCFP doing annual fire inspections.
 - p. Travis Blum sign to go up by home players Bench
 - q. Prime Biocide pump as per water treatment company
 - r. Ice allocation information letter sent out to User Groups. Was noted to send it out with same rates being charge as we have been using for the last two years.
- 4- Consulting for TDRC facilities operation after May 31, can be available if so, communicated by the Township. Details of consulting arrangements was signed off on by Karen in the event that any consultation is request after the current contract expires on May 31.
 - B- Arena Financial Statements were circulated following the meeting.
 - C- Memorial Hall Financial Statements were circulated following the meeting.
 - D- Queens & Bender Park Financial Statements were circulated following the meeting.
 - E- TDRC April Management Contract Summary.

5. Margaret asked Don to make few comments on the past recreation services. Don commented about were we started back in 1996. Facilities Board was setup and they were tasked with how to operate the new facility. Contract model has served well. Was good conversation on how recreation has evolved and grown in the community, reminisce about all the new events that now call Tavistock their home and make use of our facilities. Don commended ken for his work with all the various user groups and challenge that come with it have been handle very well. Don thanked Ken for his years of service. Margaret thanked Ken, and noted in her time in Tavistock and on Council has not received any complaints about recreation.

Ken noted he is very thankful for the opportunity over the last 26 years. Support from the Township and Board especially in the early years was a key factor in how the service were delivered. I have always tried to be fair and treat people with equal respect. Been a pleasure to work in the Community that I call home. Many of the people I now work with, I first met when they were children and it was their parents that were running the programs. Many great memories and friendships I am taking with me.

Thanks Ken

UNFINISHED AND OTHER BUSINESS
LEGAL AND PERSONNEL:

-None

NEXT MEETING AND ADJOURN

- Next meeting is to be Monday June 27th, 2022 @ 7:00pm.

3- ADJOURN

Moved by – Phil Schaefer

Seconded by – Brett Zehr

“resolved that the Board does now adjourn at 8:06 pm.”

CARRIED.

Margaret Lupton, Chairperson

Ken Wettlaufer, Facilities Management Contractor

STAFF REPORT

Report #CAO2022-10

To: His Worship the Mayor and Members of Council
From: Karen DePrest, CAO/Treasurer
Re: Supplemental CAO/Treasury – June 2022 Council Report
Date: June 8, 2022

Departmental Highlights:

No additional highlights since Report #CAO2022-09

Parks and Recreation Master Plan:

At Council's request, staff reached out to Stantec Consulting and suggested that the Draft Strategic Directions Overview document for public feedback be provided to Council as part of this supplemental monthly update report. This document will be published to the project website and linked to from the Township's website on Monday, June 13th at 8:30 a.m.

Attached Council will find the summary document that highlights the key areas and recommendations that will be addressed as part of the Draft Parks and Recreation Master Plan to be presented to Council its next meeting on July 6th, 2022.

Legislative Updates:

No additional highlights since Report #CAO2022-09

Financial Highlights:

Below, staff have provided the summary budget monitoring report for actuals up to and including June 6, 2022.

Township of East Zorra-Tavistock

as at 2022-05-31 43.29%

SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS

2022-06-07

2022 Approved Operating and Capital Budgets Monitoring

Net Budgets by Department	2021 Approved Budget	2021 Unaudited Actuals	2022 Approved Budget	2022 Actuals to Date	% of Actuals / Budget	
Building, Locates and Drainage	388,320	414,757	428,355	41,176	9.61%	<i>includes acquisition of vehicle for CBO to date</i>
Corporate Services	2,128,388	1,983,822	2,202,771	946,342	42.96%	<i>includes capital spending on 89 Loveys site to date</i>
Fire and Protective Services	1,223,272	978,385	1,292,950	172,653	13.35%	<i>Firefighter payroll not recorded until December annually</i>
Parks and Recreation	489,751	512,521	515,182	91,316	17.72%	<i>transition of P&R to Township support</i>
Public Works	3,078,267	3,178,505	3,158,117	865,045	27.39%	<i>higher than anticipated weather related activities for 2022</i>
Treasury Services	(881,253)	(956,227)	(945,304)	(454,474)	48.08%	<i>includes supplementals and tax write offs to date</i>
x-Supported Budget Summary	6,426,746	6,111,763	6,652,071	1,662,058	24.99%	

Attachments:

1. Appendix 'A' – Parks and Recreation Strategic Directions Overview

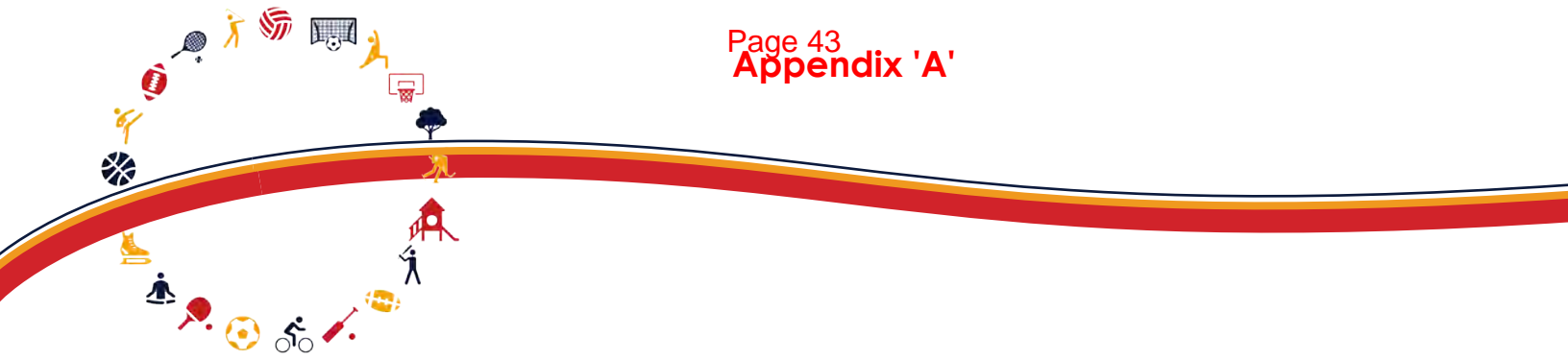
Recommendation:

1. None. For Council Information.

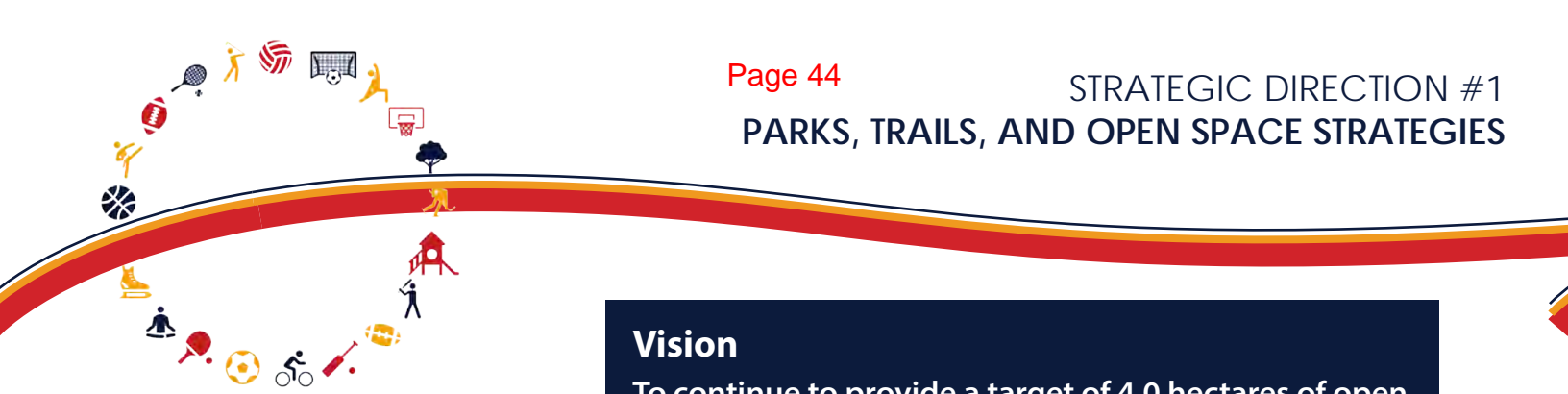
Respectfully submitted by:



Karen DePrest
Chief Administrative Officer/Treasurer



STRATEGIC DIRECTIONS OVERVIEW



Vision

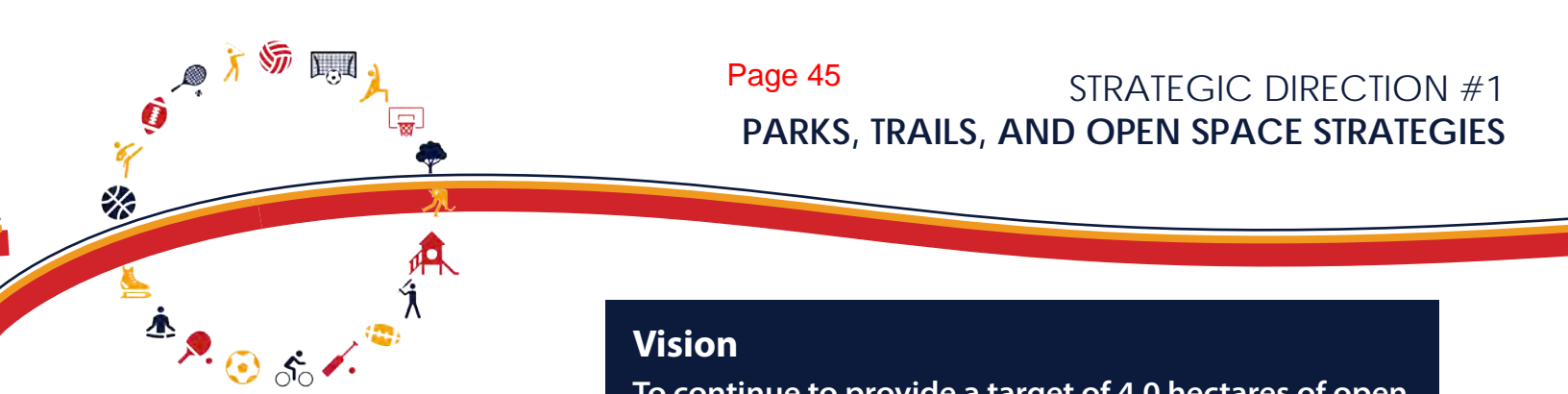
To continue to provide a target of 4.0 hectares of open spaces and parks for every 1,000 residents, as the Township's population grows, while incorporating the small-scale integration of trails into Neighbourhood Parks and the larger scale integration of trails into the County's master planning for the overall trail system.

Background

A review of the existing parkland and open space within the Township found that the current provision of parkland in East Zorra Tavistock (Ezt) is approximately 4.6 hectares per 1,000 population. A typical benchmark for southern Ontario is 4.0 ha/1,000 – meaning Ezt compares favourably by this measure. However, as the municipality grows, the parkland area should also grow to keep pace. As this process unfolds it is important to understand the functions of individual parks within a recreation system. Presently the County has two classifications of parks: Community Parks which are large and service the whole municipality with a variety of services and may even service people from outside the municipality; and Neighbourhood Parks which are smaller, may offer only specific services, and are intended to service predominantly local people. Queen's Park is an example of what the County would call a Community Park and Stonegate Park is an example of a Neighbourhood Park.

Ezt is a municipality with several small rural towns distributed over a wide area. The population density and absolute numbers are not high enough for each town to sustain a large recreational facility with extended recreation programming – therefore some recreational facilities are unlikely to be equally distributed and equally accessible by walking distance. However, it should be a goal to provide recreational opportunities within walking distances to people living in the Serviced Villages within Ezt. The facilities available at these locations do not need to be standardized but should aim to reflect the interests of the local residents. Ongoing participation from community groups is important for achieving this goal.

Trails are one of the most requested and well-used types of recreational facilities in southern Ontario. A well-planned trails system provides a very equitable use of recreation funding as they can connect many areas within a community, be used by a broad spectrum of the population, and enhance access to parks and open space. A good trail system should provide a range of experiences for different users ranging from singletrack hiking trails in a natural environment to multi-use facilities accommodating joggers, accessible use, and all ages of walkers. Similar to parks classifications, trails systems have a hierarchy of services and a need to integrate into larger systems such as County master plans. Larger scale integration is important where long-distance cycling and running are the expected use just as small scale integration into neighbourhood parks is important to provide access to parks and other local amenities to all residents.



Vision

To continue to provide a target of 4.0 hectares of open spaces and parks for every 1,000 residents, as the Township's population grows, while incorporating the small-scale integration of trails into Neighbourhood Parks and the larger scale integration of trails into the County's master planning for the overall trail system.

Strategic Directions

1. To shape the future of parks and open space in EZT, consider establishing a classification system specific to EZT for future updates to the County Official Plan or secondary plans. The following factors are recommended to be considered for such a system:
 - a. A focus on proximity of park to residents who will use them.
 - b. The investment into parks and open space amenities that enhance the popular uses of the parks and recreation system, such as fencing for off-leash dog runs.
 - c. The development of parks and open space programming that is diverse and reflects the interests of the community who will use them.
 - d. The establishment of a process to allow public recreational interests to lead the development and periodic review of the parks and open space uses and opportunities.
 - e. A focus on connecting parks and open spaces to the community and to other parks within the overall EZT system, and ensuring accessibility in a variety of modes of transportation.
2. Consider establishing a classification system specific to EZT to shape the future of the trail network for future updates to the County Official Plan or applicable secondary plans. The following factors are recommended to be considered for such a system:
 - a. A focus on connecting residents to local/ neighbourhood parks, amenities, and schools.
 - b. A hierarchy of trails that provides opportunities for a diverse, multi-functional, four-season trail usage.
 - c. A focus on providing universal and inclusive access and enjoyment.
 - d. A focus on prioritizing safe, shaded, well-lit trails that can be accessed at all times of day and during all seasons, using CPTED principles.
3. Improve amenities along all trails, as per the classification system established, such as bridge upgrades, canopy coverage, designated parking spaces at trail ends, wayfinding and signage, and clearly demarcated crossings for farm equipment or vehicles, as necessary
4. Ensure ongoing coordination with the County during the secondary planning and development approvals stages that a balance is struck between the need for new parklands (or investment in park amenities) and the cost of operations and maintenance of new lands and/or amenities.



Vision

To enhance the indoor municipal recreational facilities and services in a manner that focuses on enriching the lives of all community members by supporting accessible, affordable, and inclusive experiences with the municipality progressively increasing its leadership role in the coordination of services and standardized partnerships with external providers.

Background

Quality municipal recreation facilities are essential for effective and efficient recreation services that meet community expectations and needs. Shared responsibilities with service providers (local parks and recreation organizations and associations) and the municipality have also played an important role in the effective delivery of services throughout East Zorra-Tavistock's history of providing local recreational opportunities. Many of the indoor facilities that are municipally owned and operated within EZT were built for a single function and in some cases have out-lived their original uses (such as Tavistock & District Memorial Hall) and remain underutilized indoor spaces. School amenities represent a supplementary supply of recreational facilities within a community, and often provide higher quality facilities (i.e. gyms) than typical for municipal buildings.

Many, if not all, of the services being provided for in these indoor facilities managed by the Township are being organized by community interest group members and volunteers. While the municipality contracts out the management of its indoor recreational facilities, it does not currently play a role in providing, overseeing, or managing the programming occurring in the public indoor recreational spaces of EZT. Increasing the role of the Township, will serve to better understand users' needs and expectations for their parks and recreation services. The needed demand for new service offerings was not well known at the initiation of this project, but the open houses and public feedback during Phase 1 provide key information for demand to be better understood and local needs to be met.

As the population and demographic shifts occurs, a need exists to plan for the introduction of new activities, age-friendly sports and programming for other interests (such as seniors and teens). In future, demand can be captured through user fees, databases of visitors, and the use of formal booking sites, among other means to ensure programming evolves as necessary.



Vision

To enhance the indoor municipal recreational facilities and services in a manner that focuses on enriching the lives of all community members by supporting accessible, affordable, and inclusive experiences with the municipality progressively increasing its leadership role in the coordination of services and standardized partnerships with external providers.

Strategic Directions

1. Require a rental/event permit system that allows the Township to be aware of how their parks are being utilized and ensure proper tracking of such events occurs.
2. Create a list of organizations/users/renters/groups offering or partaking in various recreational activities to share on the municipal website for new community members.
3. Consider advertising rental space for private programming, to help populate underutilized spaces.
4. Consider providing certain municipal programming based on community feedback and trends, such as nature-based clubs/programming, makers space, seniors/teen programming, and programming that doesn't involve/require a team to play.
5. Identifying recreational opportunities that enable and support unstructured, self-structured, and low cost activities, in addition to local sports and other organized activities.
6. Encourage joint utilization of municipal and other publicly or privately owned space, such as community rooms for after-school programming.
7. Invest in multi-use recreational spaces to improve the municipal program offerings in a way that aligns with the community's needs, and in a way that improves the utilization of underused facilities.
8. Invest in indoor recreational spaces on a per capita target basis while balancing the needs and wants of the community with the cost of operations and maintenance of new indoor facilities and amenities.



Vision

Begin to monitor the Township's assets in a deliberate and structured manner, with a central contact for the public who is responsible for the management of all indoor and outdoor facilities, as well as the overseeing of each of the services provided within those facilities.

Background

The Township's assets have been kept in good repair throughout the years and invested in on an 'as-needed' basis, largely driven by community initiatives, volunteers, and often local fundraising. Regular and scheduled capital investments and a funded asset management strategy for the Township's parks and recreational facilities have not been consistently used over the lifespan of their recreational and cultural built assets.

To execute organized sports, there are formal partnerships with some existing organizations and the facility manager(s) and/or municipal staff for the use of specific municipally-owned facilities. That said, not all external organizations maintain a formal partnership with the Township, and there is no standardized approach to these ongoing, valuable partnerships. From an asset management perspective, a standardized approach to these agreements is important to ensure there are clearly defined roles and responsibilities for each party. Customization to reflect specific circumstances can be incorporated into such agreements, as needed.

Furthermore, improvements in the standardization of agreements with local parks and recreational service providers would serve as a template for new and diverse types of programming to be introduced, as interested community members would have a clear roadmap for developing and regulating new, needed programming.

A key point of contact within the municipal staff would serve to better enhance customer service and provide a better framework for marketing of existing programs throughout EZT, as well as clear avenue for facility bookings for indoor and outdoor community spaces.



Vision

Begin to monitor the Township's assets in a deliberate and structured manner, with a central contact for the public who is responsible for the management of all indoor and outdoor facilities, as well as the overseeing of each of the services provided within those facilities

Strategic Directions

1. Establish a municipal staff member responsible for parks and recreation services, who will act as the key point of contact for any and all matters related to parks and recreation within EZT.
2. Work to develop a system to annually evaluate usage and participation rates of rentals and recreational programming to better respond to community need, as they change over time.
3. Work closely with community organizations to support recreations programs and avoid duplication of events and service offerings.
4. Where gaps in services exist, use a key staff member to work to fill the gaps by seeding the development of new programming that aligns with the community's needs.
5. Utilize technology and existing professional networks (such as PRO) to improve communication and service delivery of municipal parks and recreation opportunities, including:
 - a. Evaluate opportunities to transition to provide online booking services for all facilities (meeting rooms, activity rooms, pavilions, etc.) in a manner that protects the needs of key (consistent) user groups.
 - b. Employ an online payment system, to minimize staff involvement and allow for appropriate preparation and set-up of rented facilities.
 - c. Provide annual parks, recreation, and cultural online guides and "event calendars" that are digitally available from the Township's website, and accessible from their social media page(s).
 - d. Support staff's training opportunities for the use of new and emerging technology and available software.
6. Create Priority Projects, including project designs, to allow for 'grant application readiness' when funding becomes available from external funding sources (e.g. higher levels of government).
7. Demonstrate fiscal responsibility through the cost-efficient management of facilities and resources and apply reasonable and appropriate user fees that are annually reviewed.
8. Monitor operating costs for facility maintenance, and work to schedule capital investments according to the life cycling costing of the facility.
9. Focus on partnerships with local sports and recreational organizations that maximize the economic development potential of the facility or service in a manner that provides return on the investment into the facility.
10. Encourage collaboration between municipal staff, local sports and recreational organizations, and cultural providers (libraries, schools) such that events and activities (one-off, annual, or informal) will support community-wide involvement for all ages and abilities.
11. Develop and implement a formalized community partnership framework policy for the use of municipal facilities by all third party volunteer groups that is transparent and developed in consultation with all existing and potential community partners.
12. During the lifespan of this Plan, standardize lease agreements for the use of facilities.

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2022-22**

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

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

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

1. That Schedule "A" to By-Law Number 2003-18, as amended, is hereby amended by changing to "RR-20(T)" and the zone symbol of the lands so designated "RR-20(T)" on Schedule "A" attached hereto.
2. That Section 7.5 to By-law Number 2003-18, as amended, is hereby further amended by deleting subsection 9.5.20 in its entirety and replacing it with the following:

"9.5.20 **LOCATION: Part of Lot 32, Concession 11 (East Zorra), RR-20(T), (Key Map 2)**

9.5.20.1 Notwithstanding any provisions of this Zoning By-law to the contrary, no person shall within any RR-20(T) Zone use any *lot*, or *erect*, *alter* or use any *building or structure* for any purpose except the following:

All uses permitted in Section 9.1 of this Zoning By-law.

9.5.20.2 Notwithstanding any provision of this Zoning By-law to the contrary, no person shall within any RR-20(T) Zone use any *lot*, or *erect*, *alter* or use any *building or structure* for any purpose except in accordance with the following provisions:

9.5.20.2.1 SPECIAL PROVISIONS FOR AN EXISTING ACCESSORY STRUCTURE

9.5.20.2.1.1 GROSS FLOOR AREA – FOR EXISTING ACCESSORY STRUCTURE AS OF SEPTEMBER 18, 2019

Maximum

427.4 m² (4,600 ft²)

9.5.20.2.1.2 BUILDING HEIGHT – FOR EXISTING ACCESSORY STRUCTURE AS OF SEPTEMBER 18, 2019

Maximum **5.5 m (18 ft)**

9.5.20.2.2 SPECIAL PROVISIONS FOR A SINGLE DETACHED DWELLING

9.5.20.2.2.1 NUMBER OF SINGLE DETACHED DWELLINGS

Maximum **2**

9.5.20.2.2.2 TIME PERIOD

Notwithstanding any provision of this Zoning By-law to the contrary, *2 single detached dwelling* shall be *permitted* from June 15th, 2022 to June 15th, 2025, after which only one (1) *single detached dwelling* shall be *permitted*.

9.5.20.3 That all the provisions of the RR Zone in Section 9.2 of this Zoning By-law, as amended, shall apply, and further, that all other provisions of the Zoning By-law, as amended, that are consistent with the provisions herein shall continue to apply mutatis mutandis.”

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

READ a first and second time this 15th day of June, 2022.

READ a third time and finally passed this 15th day of June, 2022.

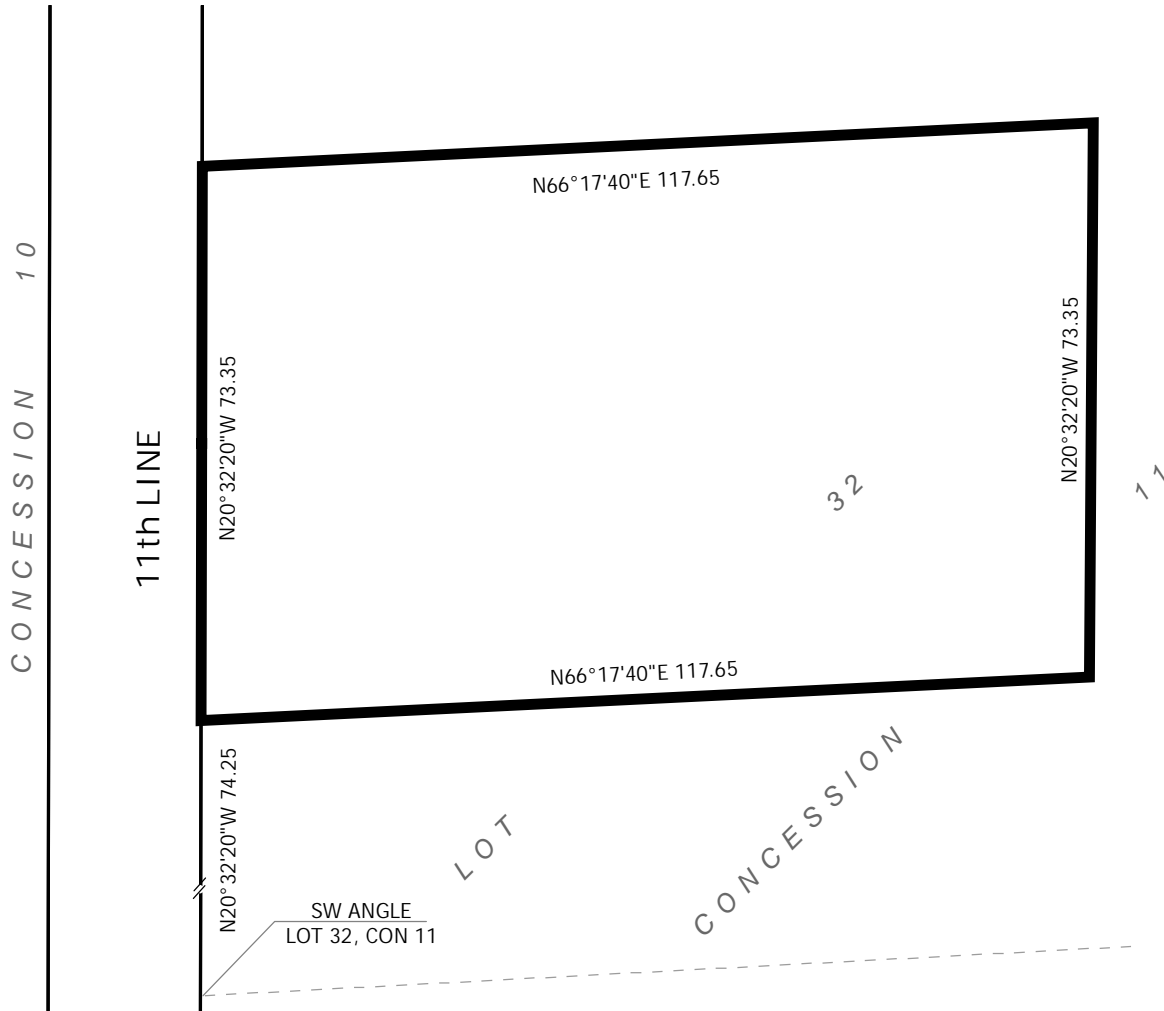
Don McKay - Mayor

Will Jaques – Clerk

SCHEDULE "A"

TO BY-LAW No. 2022-22

PART LOT 32, CONCESSION 11 (EAST ZORRA)
PART 1, REFERENCE PLAN 41R-9851
TOWNSHIP OF EAST ZORRA-TAVISTOCK



AREA OF ZONE CHANGE TO RR-20(T)

NOTE: ALL DIMENSIONS IN METRES



Produced By The Department of Corporate Services
Information Services ©2022

THIS IS SCHEDULE "A"

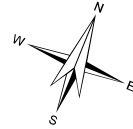
TO BY-LAW No. 2022-22, PASSED

THE 15 DAY OF June, 2022

MAYOR

CLERK/ADMINISTRATOR

KEY MAP



 LANDS TO WHICH BYLAW #2022-22 APPLIES

ZN2-22-02

TOWNSHIP OF EAST ZORRA-TAVISTOCK

BY-LAW #2022-22

EXPLANATORY NOTE

The purpose of By-Law #2022-22 is to rezone a portion of the lands from 'Special Rural Residential Zone (RR-20)' to 'Special Rural Residential Temporary Zone (RR-20(T)).' The purpose of the rezoning is to permit a second single detached dwelling for a maximum of three (3) years from June 15th, 2022 to June 15th, 2025, after which only one (1) single detached dwelling shall be permitted.

The subject lands are described as Pt Lot 32, Concession 11 (East Zorra), Township of East Zorra-Tavistock. The lands are located on the east side of 11th Line, lying between Maplewood Sideroad and Perth-Oxford Road. The lot is municipally known as 516930 11th Line.

The Township of East Zorra-Tavistock, after conducting the public hearing necessary to consider the application, adopted the amending By-Law #2022-22. The public hearing was held on May 18, 2022. No comments or concerns were received from the public.

Any person wishing further information regarding Zoning By-Law #2022-22 may contact the undersigned.

Will Jaques, Clerk
Township of East Zorra-Tavistock
90 Loveys Street, Hickson, ON, N0J 1L0
Telephone: 519-462-2697

File: ZN2-22-02 (Wettlaufer)
Report No: 2022-193

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2022 - 23**

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 15th day of June, 2022 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 15th DAY OF JUNE, 2022.

seal

Don McKay, Mayor

Will Jaques, Clerk