

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

AGENDA

**for the Meeting to be held on Wednesday September 7, 2022 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 9:00 a.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 August 3, 2022 Council Meeting Minutes
5. Delegations & Appointments:
 - a) 9:15 a.m. – MVA Application A-8-2022 (Apple Home Builders)
 - b) 9:20 a.m. – MVA Application A-9-2022 (Benbow)
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) Staff Report - #CIO2022 – 10 re: Booking Requirements at Twp. Facilities Policy
 - e) Staff Report - #CBO2022 – 14 re: Building, Development & Drainage Reporting
 - f) Staff Report - #PW2022 – 09 re: Public Works Reporting
 - g) Staff Report - #FC2022 – 08 re: Fire Department Reporting
 - h) Staff Report - #BCO2022 – 08 re: By-law Compliance Reporting
 - i) Staff Report - #CSM2022 – 11 re: Corporate Services Reporting
 - j) Staff Report - #CAO2022 – 16 re: CAO-Treasury Reporting
7. By-laws:
 - a) By-law #2022-30 – ZBA Application 2-22-04 (Witzel)
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 9:00 a.m. on Wednesday August 3, 2022.

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

Members Absent: Councillor Margaret LUPTON.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, CBO John Scherer, Public Works Manager Tom Lightfoot, Fire Chief Scott Alexander and Deputy CBO/ Drainage Superintendent Connor Occleston, Deputy Treasurer Andrea Rice, Corporate Initiatives Officer Meaghan Vader, Human Resources/Safety Coordinator Jennifer Albrecht and Engineering Technologist Claire Ohrling.

Mayor MCKAY welcomed everyone to the meeting.

Approve
Agenda

1. Moved by: Jeremy SMITH
Seconded by: Matthew GILLESPIE
Resolved that Council approve the agenda for the August 3, 2022, meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- N/A

Confirm
Minutes -
Council

2. Moved by: Phil SCHAEFER
Seconded by: Don EDMISTON
Resolved that Council confirm the Minutes of the July 6, 2022 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- July 20, 2022 Police Services Board Minutes
- Staff Report - #CBO2022 – 13 re: Building, Development & Drainage Reporting
- Staff Report - #PW2022 – 08 re: Public Works Reporting
- Staff Report - #BCO2022 – 07 re: By-law Compliance Reporting
- Staff Report - #CSM2022 – 10 re: Corporate Services Reporting
- Staff Report - #CAO2022 – 12 re: CAO-Treasury Reporting
- Staff Report - #CAO2022 – 13 re: Parks & Recreation Service Delivery (Staffing)

Correspondence & Reports – Resolutions
Following:

July 20, 2022
Police Services
Board Minutes

Council reviewed the July 20, 2022 Police Services Board Minutes.

Staff Report
#CBO2022 – 13
re: Building,
Development &
Drainage
Reporting

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

Staff Report
#FC2022 – 07
re: Fire
Department
Reporting

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

Staff Report
#BCO2022 – 07
re: By-law
Compliance
Reporting

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

Staff Report
#CSM2022 – 10
re: Corporate
Services
Reporting

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

Council Appoints members to Court of Revision	<p>3. Moved by: Don EDMISTON Seconded by: Matthew GILLESPIE Resolved that the following members be appointed to the Court of Revision for the Witzel Drain 2022 project:</p> <ul style="list-style-type: none"> • Don McKay (East Zorra-Tavistock) • Phil Schaefer (East Zorra-Tavistock) • Andrew MacAlpine (Perth East) <p style="text-align: right;"><i>CARRIED.</i></p>
Court of Revision Opens	<p>4. Moved by: Phil Schaefer Seconded by: Andrew MacAlpine Resolved that the Court of Revision for the Witzel Drain 2022 project does now open at <u>9:15 a.m.</u></p> <p style="text-align: right;"><i>CARRIED.</i></p> <p>At <u>9:15 a.m.</u>, the Court of Revision for the Witzel Drain 2022 project was held. The Court consisted of Chairperson Don McKay (East Zorra-Tavistock), as well as Phil Schaefer (East Zorra-Tavistock) and Andrew MacAlpine (Perth East).</p> <p>No written appeals were received in advance of the Court, nor were any late written or verbal appeals were received at the Court itself.</p> <p>5. Moved by: Andrew MacAlpine Seconded by: Phil Schaefer Resolved that the assessments contained in the Provisional By-law for the Witzel Drain 2022, be sustained.</p> <p style="text-align: right;"><i>CARRIED.</i></p>
Court of Revision Closes – Council Reconvenes	<p>6. Moved by: Phil Schaefer Seconded by: Andrew MacAlpine Resolved that the Court of Revision for the Witzel Drain 2022 project does now close and Council reconvene at <u>9:17 a.m.</u></p> <p style="text-align: right;"><i>CARRIED.</i></p>
Staff Report #PW2022 – 08 re: Public Works Reporting	<p>Public Works Manager Tom Lightfoot reviewed the Monthly Public Works Report with Council.</p>
Public Meeting - Open	<p>7. Moved by: Don EDMISTON Seconded by: Phil SCHAEFER Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at <u>9:32 a.m.</u></p> <p style="text-align: right;"><i>CARRIED.</i></p>

Public Meeting
for ZN2-22-04
(Witzel)

PUBLIC MEETING – WITZEL ZONE CHANGE
APPLICATION ZN2-22-04, PART LOTS 35 AND
36, CONCESSION 18 (EAST ZORRA),
TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2022-307, regarding Zone Change Applications on lands owned by Jonathan and Ashley Witzel.

Council asked questions of the planner and Staff. The applicant was present and spoke favourably of their application. Council reviewed and considered the comments made in making its decision regarding this application.

Council
Reconvene

8. Moved by: Don EDMISTON
Seconded by: Phil SCHAEFER
Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:53 a.m.

CARRIED.

9. Moved by: Matthew GILLESPIE
Seconded by: Scott RUDY
Resolved that Council approve in principle the zone change application submitted by Jonathan and Ashley Witzel, requesting that the lands described as Pt Lots 35 & 36, Concession 18 (East Zorra), in the Township of East Zorra-Tavistock, be rezoned **from 'General Agricultural Zone (A2)' to 'Special Agricultural Zone (A2-sp)' to permit a contractor's shop**, subject to the size and scope of the facility as determined through discussion with Township Staff and the applicant.

CARRIED.

At 10:00 a.m., Township Auditor Christene Scrimgeour (Scrimgeour & Company) presented Council with the draft 2021 Financial Statements.

10. Moved by: Jeremy SMITH
Seconded by: Scott RUDY
Resolved that Council approve the 2021 Draft Consolidated Financial Statements as presented by Scrimgeour & Company.

CARRIED.

Staff Report
#CAO2022 – 12
re: CAO-
Treasury
Reporting

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

11. Moved by: Matthew GILLESPIE
 Seconded by: Don EDMISTON
 Resolved that Council authorize the CAO/Treasurer and Mayor to sign the Contribution Agreement with Execulink to provide connectivity improvements to Broadband services through the installation of Fibre to the Premises (FTTP), in the Township of East Zorra-Tavistock.

CARRIED.

Staff Report
 #CAO2022 – 13
 re: Parks &
 Recreation
 Service Delivery
 (Staffing)

CAO-Treasurer Karen DePrest presented her report to Council regarding hiring and staffing within the Parks and Recreation Department.

Staff Report
 #CAO2022 – 14
 re: Tavistock
 Spray Pad

CAO-Treasurer Karen DePrest presented her report to Council regarding funding of the Tavistock Spray Pad, as well as options for potential location.

12. Moved by: Phil SCHAEFER
 Seconded by: Matthew GILLESPIE
 Resolved that Council authorize staff to remove the **unsafe playground equipment in Tavistock Queen's Park**;

And further that \$70,000 of the playground equipment replacement funding be allocated to the Tavistock Spray Pad project, to initiate a Request for Proposal for a Design Build Project.

CARRIED.

Council observed a recess between 11:00 a.m. and 11:10 a.m.

Staff Report
 #CAO2022 – 15
 re: Township
 Office Tender
 Results

CAO-Treasurer Karen DePrest presented her report to Council regarding the recent tender results for the new Township Office, as well as options for Council in consideration of the tender results.

13. Moved by: Don EDMISTON
Seconded by: Scott RUDY
Resolved that Council accept the bid from Michael Clark Construction in the amount of \$5,575,000.00 (plus HST) for construction of the new Township Office;

And further that staff be directed to report back to Council regarding updated financing sources for the project.

CARRIED.

Recorded Vote on Resolution #13 called by Councillor Smith.

NAME	YEA	NAY
Don EDMISTON	X	
Matthew GILLESPIE	X	
Don MCKAY	X	
Scott RUDY	X	
Phil SCHAEFER	X	
Jeremy SMITH	X	
Total - CARRIED	6	0

By-law:

3rd & Final
Reading

14. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that the following by-law be read a third and final time:
 - 2022-24 – Witzel Drain 2022 Provisional By-law

CARRIED.

Confirming
By-law

15. Moved by: Jeremy SMITH
Seconded by: Don EDMISTON
Resolved that By-law #2022-29 being a by-law to confirm the proceedings of Council held Wednesday August 3, 2022, be read a first, second and third time this 3rd day of August, 2022;

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

CARRIED.

Adjourn

16. Moved by: Matthew GILLESPIE
Seconded by: Phil SCHAEFER
Resolved that Council does now adjourn at
11:35 a.m.

CARRIED.

Will Jaques, Clerk

Don McKay, Mayor

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: **A08-22****APPLICATION FOR MINOR VARIANCE**

TO: Township of East Zorra-Tavistock Committee of Adjustment
MEETING: September 7, 2022
REPORT NUMBER: CP 2022-347

OWNER: Apple Home Builders
 210 Hope Street, Tavistock, ON N0B 2R0

VARIANCE REQUESTED:

Relief from **Section 12.2, Table 12.2 – Residential Type 1 Zone (R1) Lot Coverage Provision**, to increase the maximum lot coverage from 40% to 41%.

LOCATION:

The subject lands are described as Lot 11, Plan 41M-371 in the Township of East Zorra-Tavistock. The lands are located on the north side of Fred Krug Avenue, north of Henry Eckstein Way, and municipally known as 92 Fred Krug Avenue.

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-2'	Village of Tavistock Land Use Plan	Low Density Residential

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW:

Residential Type 1 Zone (R1)

COMMENTS:

(a) Purpose of the Application:

The applicant proposes to increase the maximum lot coverage permitted in the R1 Zone from 40% to 41% to facilitate the construction of a single detached dwelling on the subject lands. The preferred model of home for this site would exceed the permitted lot coverage of 40%, as stipulated in the Zoning By-law.

The subject lands are approximately 486.7 m² (5,238.7 ft²) in size with frontage on Fred Krug Avenue. Surrounding land uses are predominately comprised of lots zoned for single detached dwellings, at various stages of development, in the newest phase of the subdivision known locally as The Orchards.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the current zoning in the immediate vicinity.

Plate 2, Aerial Photography (2020), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, illustrates the location and configuration of the proposed single detached dwelling on the subject lands, as provided by the applicant.

(b) Agency Comments

The Township's Fire Chief, the Township's Chief Building Official, and the Township's Public Works Manager have indicated no concerns with the proposal.

(c) Public Consultation

Public Notice was provided to 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.

(d) Intent and Purpose of the Official Plan:

The subject lands are designated 'Low Density Residential' according to the Village of Tavistock Land Use Plan, as contained in the County Official Plan. Permitted uses on lands designated Low Density Residential include a range of low density residential uses, as well as accessory uses thereto.

Staff are satisfied that the use of the subject lands for a single detached dwelling is in keeping with the Low Density Residential designation policies of the Official Plan.

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

The subject lands are zoned 'Residential Type 1 Zone (R1)' in the Township Zoning By-law, which permits single detached dwellings and accessory structures thereto.

It is the intent of the maximum lot coverage provision to ensure that adequate space is maintained for private amenity areas, landscaping, parking and required building setbacks. Lot coverage provisions also are intended to ensure that there is sufficient impervious area maintained on private property so as not to create negative impacts on municipal storm sewers, storm water management and drainage facilities.

The Township's Chief Building Official has reviewed the proposal and has indicated no concerns that the increased lot coverage will have an adverse impact on the overall stormwater capacity for the area. As the proposal is increasing the lot's lot coverage by 1% to a total of 41%, staff are satisfied that the increase of lot coverage will not adversely impact the stormwater infrastructure currently in place.

Planning staff are generally satisfied that the proposed increase to the maximum lot coverage allowance will continue to provide for sufficient area for parking, private amenities and lot grading and drainage. Staff are also satisfied that the minor increase to the permitted coverage will not negatively impact the stormwater management of the subdivision. As such, staff are of the opinion that the proposal maintains the intent of the Zoning By-law.

(f) Desirable Development/Use:

It is staff's opinion that the applicant's request can be considered minor and desirable for the development of the subject property. As the proposed relief is not anticipated to impact the ability of the property to provide adequate parking, amenity space, or negatively impact drainage or overall subdivision stormwater management design or municipal stormwater management infrastructure, the requested relief can be considered minor. Further, staff are satisfied that the requested relief will maintain the existing and intended characteristics of surrounding land uses and further that proposed relief will not create an undesirable precedent for similarly zoned lands in the area.

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, and staff are of the opinion that this proposal is minor in nature and satisfies the four tests for minor variance as set out in Section 45(1) of the Planning Act and can be supported from a Planning perspective.

RECOMMENDATION:

That the Township of East-Zorra Committee of Adjustment **approve** Application File A08-22, submitted by Apple Home Builders for lands described as Lot 11, Plan 41M371 in the Village of Tavistock, being municipally known as 92 Fred Krug Avenue, as it relates to:

Relief from **Section 12.2, Table 12.2 – Residential Type 1 (R1) Zone Provisions**, to increase the maximum lot coverage allowance from 40% to 41%;

As the variance requested is considered to be:

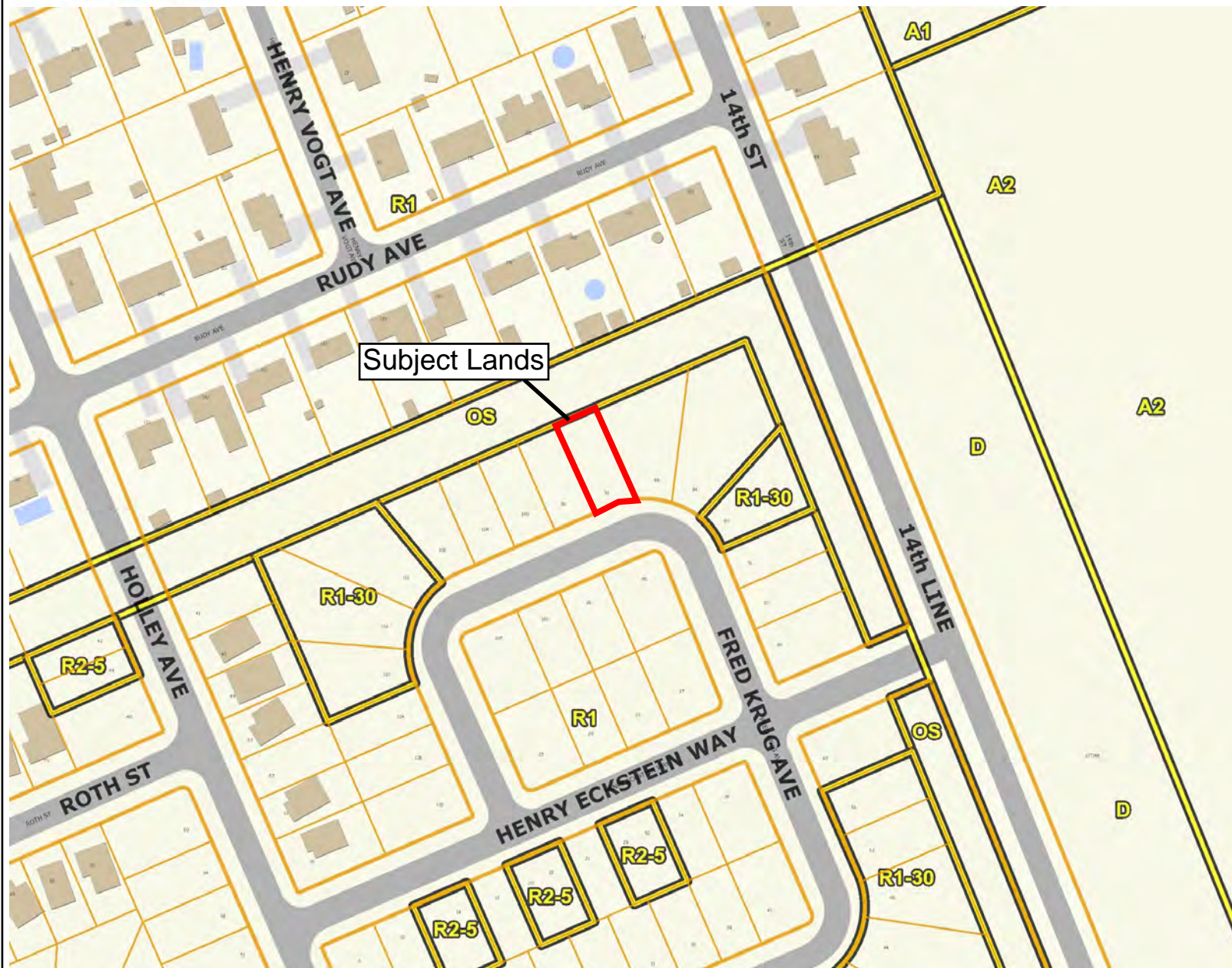
- i) in keeping with the general intent and purpose of the County's Official Plan;
- ii) a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- iii) desirable for the appropriate development or use of the land, building or structure; and,
- iv) in keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18

Authored by: *Original Signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *Original Signed by*

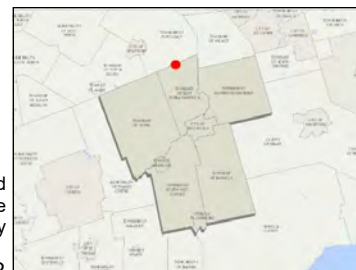
Gordon K. Hough, RPP
Director



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



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August 11, 2022



Legend

Parcel Lines

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

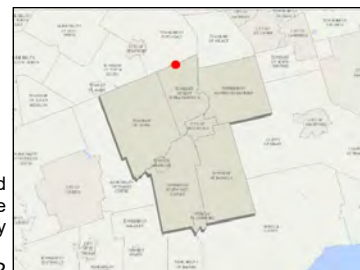
Zoning Floodlines

Regulation Limit

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Notes



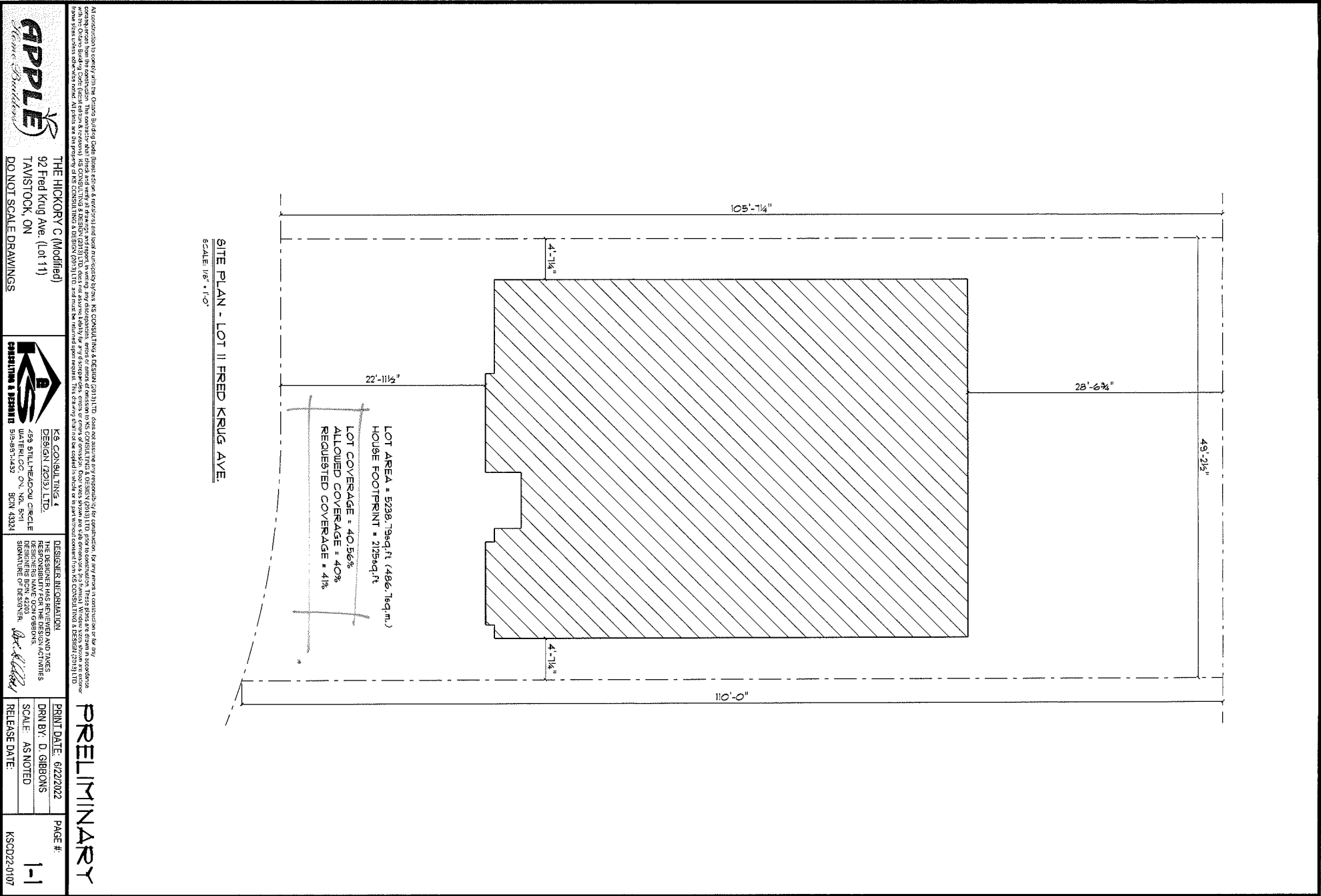
0 26 51 Meters

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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.ca

Our File: **A09-22**

APPLICATION FOR MINOR VARIANCE

TO: Township of East Zorra-Tavistock Committee of Adjustment
MEETING: September 7, 2022
REPORT NUMBER: CP 2022-348

OWNER: Brenda & Adrian Benbow
684780 Highway 2 West, Woodstock ON N4S 7V7

AGENT: Greg Horwood
50 Bysham Park Drive, Woodstock, ON N4T 1R2

VARIANCE REQUESTED:

Relief from **Section 9.2, Table 9.2 – RR Zone Provisions** to reduce the minimum front yard depth from 10 m (32.8 ft) to 9 m (29.5 ft) to facilitate the construction of an attached garage.

LOCATION:

The subject lands are described as Part Lot 1, Plan 259, Part Lot 29, Concession 1 in the Township of East Zorra-Tavistock. The lands are located on the south side of Highway 2, between 10th Line and 11th Line, and are municipally known as 684780 Highway 2.

BACKGROUND INFORMATION:

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:

Rural Residential Zone (RR)

COMMENTS:

(a) Purpose of the Application:

The applicant proposes to reduce the required front yard depth provision of the Township's Zoning By-law to facilitate the construction of an addition to the existing single detached dwelling on the subject property. It is proposed that the addition will be used as an attached garage. The proposed reduction would see the front yard width be reduced from 10 m (32.8 ft) to 9 m (29.5 ft). The applicant has advised that the existing grade of the property requires the garage to be moved forward from the required 10 m (32.8 ft) setback.

The subject lands are approximately 3,320.4 m² (35,740.4 ft²) in size, with approximately 38.2 m (125.4 ft) of frontage on Highway 2. The subject lands contain an existing single detached dwelling and a shed. Surrounding uses are predominately non-farm rural residential in nature with the exception of a cash crop operation to the south.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the current zoning in the immediate vicinity.

Plate 2, Aerial Photography (2020), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, illustrates the location and configuration of the proposed attached garage and the existing single detached dwelling on the subject lands, as provided by the applicant.

(b) Agency Comments

The Township's Fire Chief, the Township's Chief Building Official, and the Township's Public Works Manager, and Oxford County's Public Works Department have indicated no concerns.

(c) Public Consultation

Public Notice was provided to 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.

(d) Intent and Purpose of the Official Plan:

The subject property is located within a 'Rural Cluster' according to the Settlement Strategy Plan contained in the County Official Plan. The lands are also designated 'Rural Cluster' and 'Agricultural Reserve' according to the Township of Blandford-Blenheim Land Use Plan.

According to Section 4.2.2.2, a Rural Cluster is the existence of a compact grouping of non-farm related development which is of insufficient size to be considered a Village.

Section 6.1.1 directs that the principle use of land within the Rural Cluster designation will be for low density residential purposes, including permitted ancillary uses. Within Rural Clusters, low density residential areas are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms consisting of single-detached dwellings, semi-detached, duplexes and converted dwellings. Multiple unit residential development consisting of more than two units is not permitted.

In this case, the development of an attached garage on an existing dwelling for personal storage purposes on an existing rural residential property meets the intent of the Rural Cluster policies, providing such development occurs in accordance with the provisions of the Zoning By-law. As such, staff are satisfied that the proposal is in-keeping with the intent and purpose of the Official Plan.

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

The subject lands are zoned 'Rural Residential Zone (RR)' in the Township of Zorra Zoning By-law. The 'RR zone' permits a converted dwelling, a home occupation, a public use, or a single detached dwelling.

The provisions of the RR Zone permit single detached dwellings with a minimum front yard depth of 10 m (32.8 ft), interior side yard widths of 1.2 m (3.9 ft), and a rear yard depth of 7.5 m (24.6 ft). The applicant has applied to decrease the front yard depth from 10 m (32.8 ft) to 9 m (29.5 ft) to accommodate the addition of a new attached garage on the existing dwelling.

The front yard depth requirements are intended to ensure that an adequate area is maintained between the buildings and the municipal road allowance to allow for proper maintenance of the street, for potential future road widening as well as ensuring proper sightlines. The requirements also ensure structures are located a suitable distance from property lines to provide adequate area for maintenance, grading and drainage. Further, the Oxford County Public Works Department, which governs Highway 2, have indicated no concerns with the proposal. It shall also be noted that the County does not have the authority to require road widening through a variance application, however, should widening be required in the future, there appears to be sufficient space to not impact the location of the dwelling and garage.

In this regard, staff are satisfied that the intent and purpose of the Zoning By-law will be maintained as the reduced yard depth to accommodate the attached garage will remain adequate for maintenance of both the dwelling and the road right-of-way.

(f) Desirable Development/Use:

It is staff's opinion that the applicant's request can be considered desirable for the development of the subject property. The proposed relief will provide additional living/storage space for the applicants and as the proposed relief is not anticipated to further impede adjacent road right-of-ways, the requested relief can be considered minor.

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 Township Zoning By-law and can be given favourable consideration.

RECOMMENDATION:

That the Township of East Zorra-Tavistock Committee of Adjustment **approve** Application File A09-22, submitted by Brenda & Adrian Benbow for lands described as Part Lot 1, Plan 259, Part Lot 29, Concession 1 in the Township of East Zorra-Tavistock, being municipally known as 684780 Highway 2, as it relates to:

Relief from **Section 9.2, Table 9.2 – RR Zone Provisions** to reduce the required minimum front yard depth from 10 m (32.8 ft) to 9 m (29.5 ft) to facilitate the construction of an attached garage.

Subject to the following condition:

- i. That the proposed relief shall only apply to an attached garage of the approximate size and location as depicted on Plate 3 of Report CP 2022-348.

As the variance requested is considered to be:

- i) in keeping with the general intent and purpose of the Official Plan;
- ii) a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- iii) desirable for the appropriate development or use of the land, building or structure; and,
- iv) in keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18

Authored by: *Original Signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *Original Signed by*

Gordon K. Hough, RPP,
Director



Legend

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

Notes



0 102 205 Meters

NAD_1983_UTM_Zone_17N



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August 11, 2022



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Parcel Lines

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Regulation Limit

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Notes



0 26 51 Meters

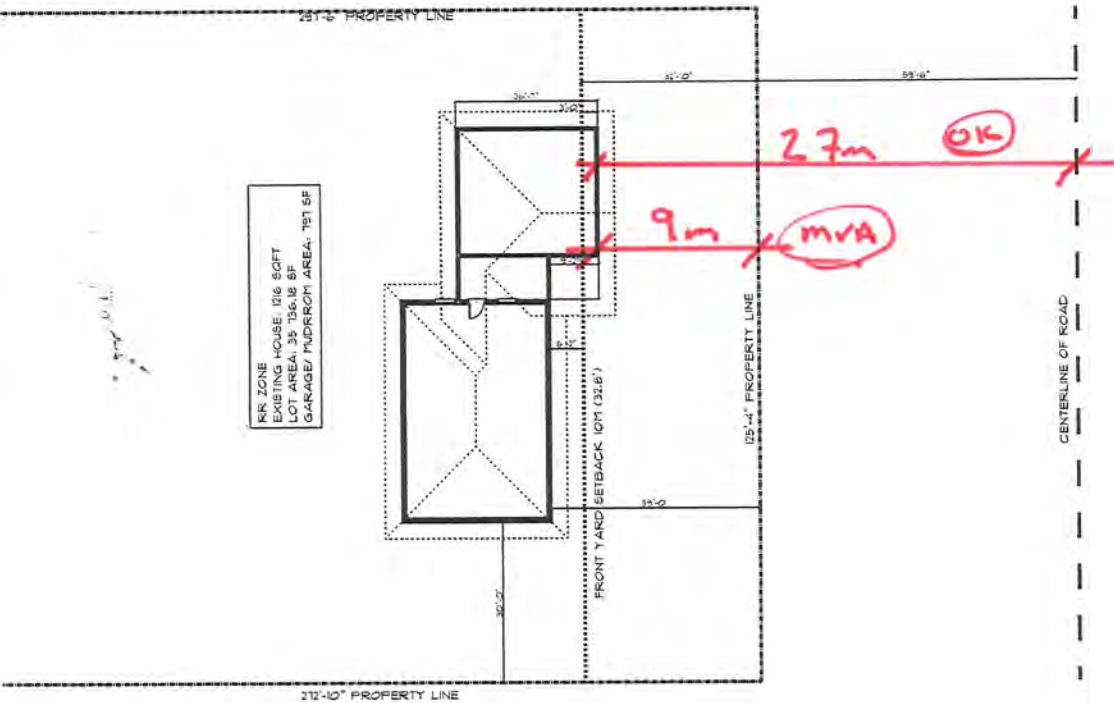
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Plate 3: Applicant's Sketch
File No.: A09-22 - Benbow
Pt Lot 1, Plan 259 - 684780 Highway 2, Township of East Zorra-Tavistock



DO NOT SCALE
DRAWINGS

CONTRACTOR SHALL CHECK AND VERIFY
ALL DIMENSIONS AND REPORT ANY
DISCREPANCIES BEFORE THE START OF
CONSTRUCTION



ROKE HOMES

(519) 761-3377 RAKA@ROGERS.COM
- ACCESSORY BUILDINGS
- ADDITIONS
- WORKING DRAWINGS
- CUSTOM HOUSES

BENBOW
RESIDENCE

I, GATE ANGUS, DECLARE THAT I HAVE
REVIEWED AND TAKE RESPONSIBILITY FOR THE
DESIGN WORK ON BEHALF OF A FIRM REGISTERED
UNDER DIV. C SUBSECTION 3.2.4. OF THE BUILDING
CODE. I AM QUALIFIED AND THE FIRM IS
REGISTERED IN THE APPROPRIATE CLASS/ CATEGORIES.

QUALIFICATION INFORMATION

42861

INDIVIDUAL BCN

123462

FIRM BCN

SIGNATURE

SITE PLAN

DATE:

A0.1

#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

STAFF REPORT

Report #CI O2022-10

To: His Worship the Mayor and Members of Council

From: Meaghan Vader, Corporate Initiatives Officer

Re: Booking Requirements at Township Facilities Policy

Date: August 31, 2022

Background:

As part of the Parks and Recreation Master Plan, Stantec Consulting provided a list of recommendations for Parks and Recreation in the Township. Included as a short-term priority, recommendation #83 advised that, "*A standard parks and facility rental agreement be developed and required for use of all Township-owned parks and facilities.*"

Discussion:

Staff have worked together to develop a "Booking Requirements at Township Facilities Policy". The policy was developed in conjunction with a previous policy used by the former facility manager as well as the new Parks and Recreation Operations Supervisor, Matt Lamers, and Public Works Manager, Tom Lightfoot. The policy incorporates previous booking requirements at different Township facilities into a standardized policy for all facilities across the Township.

The policy will allow facility users to have a simplified and consistent experience booking any facility in the Township, as well as provide staff with a standardized policy when booking Township facilities. The new policy will **be attached to all booking agreements in the Township's facility booking software, BookKing.**

Staff would note that any sections that involve a change of fees or the billing of fees not previously covered by the current User Fee Schedule, will not come into effect until a new User Fee Schedule is developed for approval by Council as part of the 2023 Budget.

Attachments:

- Appendix 'A' - Booking Requirements at Township Facilities

Recommendation:

1. That Council accept the Booking Requirements at Township Facilities Policy as information;
2. And further that Council authorizes Booking Requirements at Township Facilities Policy be effective as of September 8, 2022.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Meaghan Vader
Corporate Initiatives Officer



Booking Requirements at Township Facilities

Effective Date: September 8, 2022.
Revision Date/s:

Please review the following information before booking your event, and sign that you have received and understood the policy.

1. Bookings

1.1 Reservation of Space

To make a reservation, please contact the Parks and Recreation Operations Supervisor or Township Office at 519-462-2697.

A confirmation email will be sent to you, which includes an invoice, a client PIN number, and digital signature request. Twenty-five percent of the fee is due when booking, and the remainder must be paid before the event. For details, see "Fees".

1.2 Timing

External organizations with an ongoing event may be able to book up to two years in advance. Pricing will be at the prevailing rate at the time of booking.

2. Financial Information

2.1 Damages and Deposit

The event organizer or facility renter is liable for any loss or damage to the Township of East Zorra-Tavistock property or equipment.

A location audit will be performed pre and post event, and should there be any damages found, the event organizer/applicant will be responsible for any costs related to repairing the damage.

A \$500.00 damage deposit will be held for licensed events, and, if damage to the building or its contents occurs during the function, the user group will forfeit all or part of the damage deposit, at the discretion of the Manager of Public Works. Damages less than \$500.00 will be taken from that deposit; damages in excess of \$500.00 will be invoiced.

These costs are payable to the Township of East Zorra-Tavistock by the event

organizer immediately upon receipt of the invoice.

2.2 Fees

Event organizers are subject to fees listed in the User Fee document, found at www.ezt.ca

Twenty-five percent of the fee is due when booking, with a minimum deposit of \$50.00. The remainder must be paid thirty (30) days prior to the event, payments are due in full at the time of booking.

For recurring group bookings, payments are due the month prior to date of usage. For bookings taken less than thirty (30) days prior to event, payments are due at time of booking.

2.3 Insurance

The organizer of the event is responsible for obtaining the necessary Comprehensive General Liability Insurance coverage. The following provisions must be included:

- Minimum liability of \$2,000,000.00;
- The Corporation of the Township of East Zorra-Tavistock be named as an additional insured; and
- Cross liability/severability of interest clause.

Please provide a copy of the Certificate of Insurance, 72 hours prior to the event. Participants in your event may require waivers if the event activity is deemed risk sensitive.

2.4 Refunds and Administrative Fees

All monies paid, minus a \$50 administrative fee, are refundable, provided two weeks notice if given.

Changes to bookings made less than two weeks prior to an event will also be subject to a \$50.00 administrative fee.

2.5 Staffing Costs

Additional Township staff may be required to support an event, at a cost to the organizer or facility renter.

3. Safety Information

For safety and security reasons, all exits, stairwells and security/reception desks must remain accessible at all times.

Signed fire doors shall not be obstructed or propped open.

Should the event organizer(s), or the Township deem it is necessary that a third party security guard provide security services upon Township property, only a security service as outlined under the Private Security and Investigative Services Act may be contracted.

- a. The Security Company must be the holder of a licence to engage in the business of selling the services of security guards.
- b. The Security Guards must be the holder a licence to act as a security guard.
- c. The Security Guard must have successfully complied with all required training.
- d. The Security Guard, or every person who is acting as a security guard, or holding themselves out as one shall wear a uniform that complies with the regulations.

3.1 Alcohol

No alcoholic beverages will be allowed or consumed anywhere within the facility or on the premises unless the required licensing is obtained from the Alcohol and Gaming Commission of Ontario.

Event organizers need to ensure that the responsible persons of the event, as listed on the S.O.P/liquor license, have read, understood, dated and signed each page of the municipal alcohol policy, and completed Appendix A and B. This needs to be submitted two weeks prior to the event date. Copies of the Alcohol Policy will be provided.

All tables must be clear of all alcoholic beverages by 1:30 am and Patrons of the event must be out of the premises. The Lessee and event staff must vacate the premises by 2:00 am. The Lessee will be charged at a rate of \$50 per hour for any time the premises are not vacant after 2:00 am.

3.2 Occupancy Loads

All public spaces have individual maximum occupancy capacities and loads based on the Fire and Building Code Regulations and are not to be exceeded.

Facility	Maximum Occupancy
Innerkip Community Centre	250
Memorial Hall – Main Hall	320
Memorial Hall – Upper Hall	85
Tavistock Arena Upper Hall	120

4. General Information

4.1 Anti-Hate

Public space, facilities, and properties within the jurisdiction of the Township of East Zorra-Tavistock will not be available or accessible to any individual or group that promotes views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, ancestry, color, citizenship, religion, age, sex, marital status, family status, sexual orientation, gender identity, disability, political affiliation, receipt of public assistance or level of literacy, as defined by the Criminal Code of Canada - hate propaganda laws and human rights act.

4.2 Compliance with Township Policies

If at any time an organization or an organization's meetings, events, displays, or other activities do not comply with any municipal policy, the Township may at its sole discretion:

- a. Refuse the organization's ability to request any municipal space, until the organization complies with all municipal policies;
- b. Cancel any meeting or event, remove any displays, signage, information or any materials erected in a municipal space without notice.

Please be advised that due to legislative requirements and/or emergencies, scheduled meetings/events may be cancelled and/or moved to an alternate date or location via last minute notification.

The organization agrees that decisions made are final, and shall save and hold harmless the Township, its officers, employees, agents, members of Council and the Mayor of any loss or damage.

4.3 Smoke Free Facility

The entire facility is a smoke free facility, in accordance with By-law #1996-51. Renters are responsible for ensuring that this condition is met.

4.4 Equipment

Items provided by the organizer for an event are to be removed immediately upon completion of the event, unless arrangements are made prior to the event. All articles left on Township property will be disposed of within 24 hours after the event. Event organizer may incur additional costs for disposal.

4.5 Lost, Stolen, or Misplaced Articles

The Township of East Zorra-Tavistock is not responsible for any stolen or misplaced items left on the property.

4.6 Waste and Recycling Management

Event organizers are encouraged to recycle whenever possible.

4.7 Confetti

No confetti is permitted, including metallic table confetti. If confetti is used, the renter will be charged the hourly staff rate to complete cleanup.

5. Ice Rental Rules and Regulations

- a. One hour of ice rental is 50 minutes, and will be strictly adhered to. Curfew restrictions will apply in most cases, excepting Association play-downs, JR hockey, and special ice events.
- b. One hour of ice rental is 40 minutes where half ice boards are required to be set up, and will be strictly adhered to.
- c. No one is allowed on the ice until the back ice doors are closed by the arena attendant on duty.
- d. People or groups renting the arena facilities are responsible for all willful

- damages that occur to the arena property by any member of the group.
- e. No alcoholic beverages are allowed on the arena property at any time, unless licensed.
 - f. An organization may occasionally return ice back to by providing one (1) week written/verbal notice. The Township will do their best to re-sell this cancelled time; however, if this is not possible, the original permit holder will be responsible to pay for any ice time that has not been re-booked. The Township will provide a list of available ice time at each arena to assist with the re-selling of cancelled ice time.
 - g. If the ice rental goes 10 minutes over the time allotted, the person(s) or groups renting the ice will be charged for an extra ½ hour of ice time.
 - h. If cancellation is caused by an act of God, equipment failure/breakdown, power interruption, etc., the Township will absorb the loss.
 - i. Dressing rooms are available 30 minutes before a rental and a maximum of 30 minutes after.
 - j. Dressing rooms must be vacated 30 minutes after the completion of an ice rental. If players are still in the room after 30 minutes, the rental will be billed 30 minutes at the ice rental rate until the room is vacated.
 - k. Team management will be responsible for the dressing room cleanliness.
 - l. Arena management reserves the right to schedule ice time for special events, play-off dates, tournaments, etc. or circumstances as warranted. Efforts to reschedule any affected ice time will be made, where possible.
 - m. Renters may not trade their allotted ice time, unless approved by the Township.
 - n. The Township of East Zorra-Tavistock will not be held responsible for loss or theft of articles of clothing or equipment belonging to the applicant.

6. Last Minute Ice

- a. The Township offers discounted last minute ice bookings. Last Minute Ice is considered ice available one to four days in advance, between the hours of 8:00am and 10:30pm.
- b. Last Minute Ice bookings are for a minimum for one (1) hour increments. Last Minute Ice is booked on a first-come, first-serve basis. These bookings cannot be used to replace regular bookings. Bookings cannot be cancelled to book Last Minute Ice. These bookings are final and non-refundable.
- c. The Township reserves the right to cancel Last Minute Ice bookings when it is considered to be used for profit or gain or is being abused to replace in the place of regular ice bookings. Time will not be added to an existing contract.
- d. The Township reserves the right to cancel or amend the implementation of Last Minute Ice at any time at its discretion.

7. Pavilion Rentals

- a. The Township does not assume responsibility for weather conditions and temperature. Pavilion rentals are rain or shine.
- b. If an event is cancelled by the Township due to severe or inclement weather and cannot be rescheduled, a credit or refund will be issued.

8. Set up and Removal Days

Set up and removal days can be booked for the day(s) before or after a rental. No event activities are permitted to take place on these days. Set up and removal days can be booked at the time of event booking.

9. Clean Up

Clean up is to be carried out by the renter at the end of the rental. The renter is responsible for leaving the facility in the same condition as it was then they entered onto it, including the proper disposal of all litter. If cleanup is not completed, the renter will be charged the hourly staff rate required to complete cleanup.

The following clean up is required before leaving:

- a. All decorations, wrapping, or outside equipment brought into the space is removed.
- b. Chairs and table surfaces are wiped clean.
- c. Kitchen and bar counters are wiped cleaned.

Before leaving the building, ensure the following:

- a. All water taps are turned off.
- b. All appliances are turned off.
- c. All lights are turned off.
- d. All doors are locked.
- e. All garbage is placed in bags.

10. Storage Space Rentals

- a. Renters are required to provide their own lock for their storage area, and to provide the Township with a means of opening the lock.
- b. Any work done on these storage areas must be approved by the Township.
- c. It is the responsibility of the renter to clean their storage area.
- d. There are to be no hazardous materials or items causing a foul odor to be stored in storage areas.
- e. Storage fees are paid annually, and invoiced at the beginning of the ice season.
- f. Any issues arising in a storage area will be given seven (7) days to rectify. Failure to do so will result in loss of the storage area.

11. Respecting Staff

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

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

My signature below certifies that I have read and understood Booking Requirements at Township Facilities, and agree to abide by these conditions. I, the applicant and/or the represented organization hereby agree to indemnify and save harmless the Township of East Zorra-Tavistock and all affiliated groups and organizations, employees and officers from and against all claims, demands, losses, damages, actions, suits, or proceedings arising out of the use of the facility rented.

Name: _____

Signature: _____

Date: _____

STAFF REPORT

Report #CBO2022-14

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

Re: Building, Development & Drainage – September 2022 Council Report

Date: August 31, 2022

Departmental Highlights:

- Mandatory septic re-inspection program has been completed.

Legislative Updates:

- Modifications to the billing method for Ontario OneCall start January 2023. Billing will be calculated partially based on performance against other municipalities.

Monthly Permit Activity:

Permit Summary

	No. of Permits	Permit Value	Permit
July 2022	22	\$4,424,000	\$22,028.25
Year to Date – July 30, 2022	142	\$36,066,360	\$168,323.72

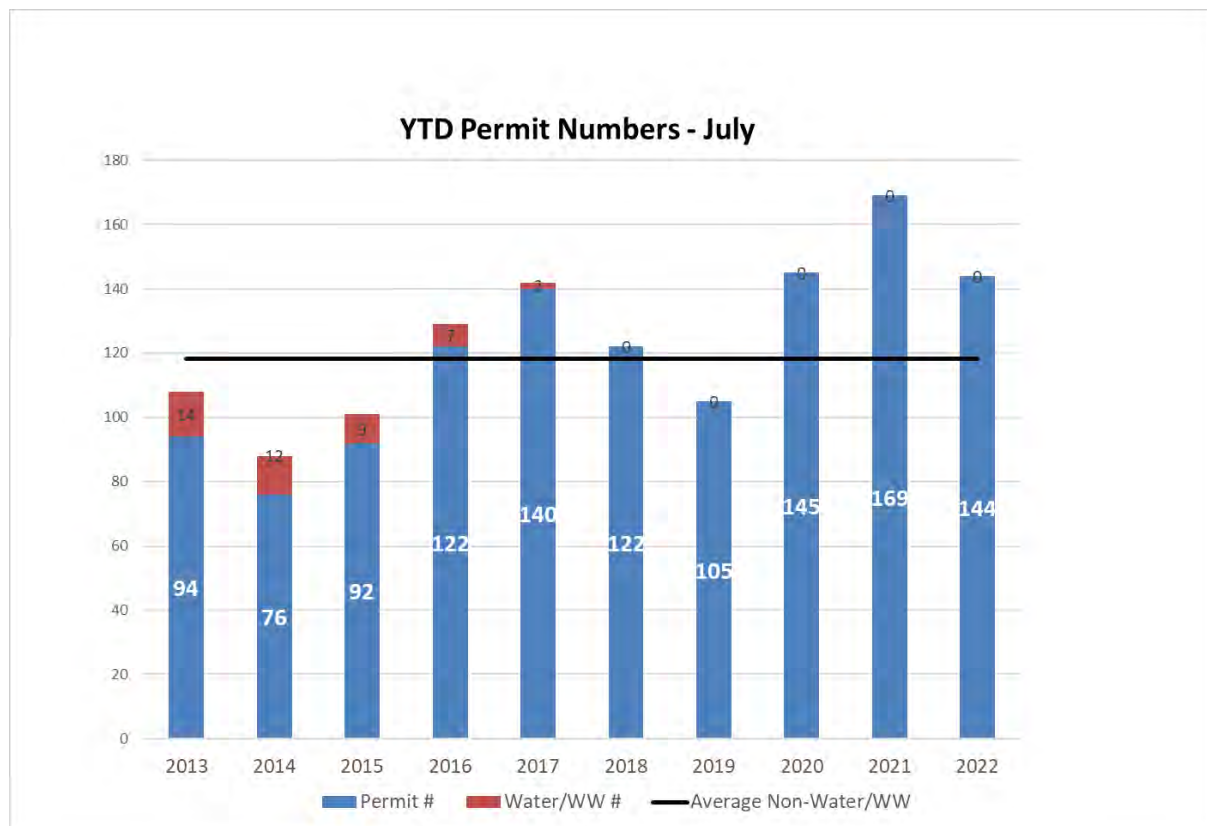
Permit Values and Fees

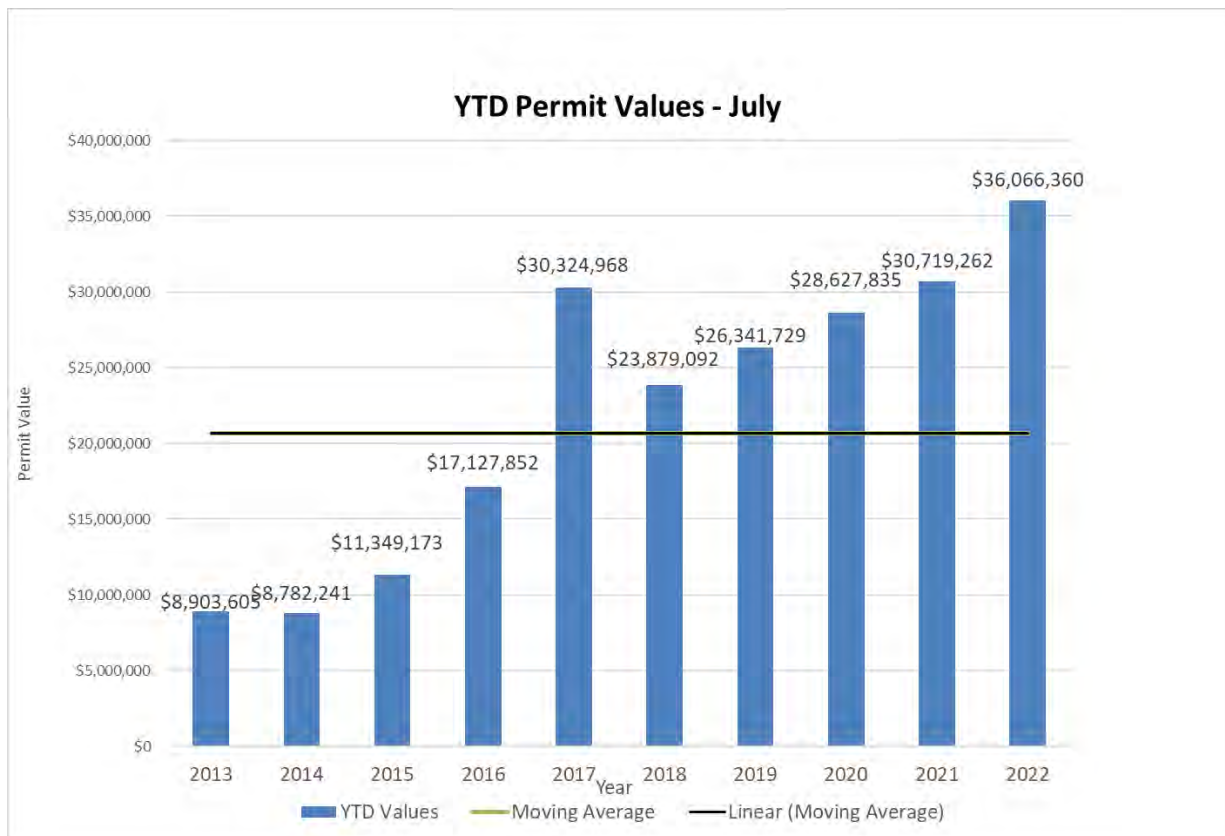
Project	Cost of construction	Building Fees
Shed	245,000	1,686.12
Finish basement	10,000	347.00
New SFD	650,000	2,404.78
Townhouse	550,000	2,196.70
Townhouse	550,000	2,196.70
Townhouse	550,000	2,196.70
Detached garage	30,000	693.00
Commodity storage	100,000	560.60
Addition to bunker silo	160,000	578.00
Addition to house	400,000	1,884.19
Fin basement	40,000	347.00
Covered porch	15,000	174.00

Staff Report – Building, Development and
Drainage Monthly Report

Page 2

Demo shed	5,000	116.00
New SFD	720,000	3,987.46
SFD renovation	200,000	520.00
Deck	15,000	174.00
Portable classroom	9,500	635.00
Secondary suite	1,500	520.00
Inground pool	125,000	116.00
Finish basement	25,000	347.00
Deck	16,000	174.00
Deck extension	7,000	174.00





Status of Development Matters:

Ward 1 - TAVISTOCK

*The Ponds (Phase 3)	33 SFD	Plan 41M-335 Plan 44M-68 Minor Items remain outstanding.
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 Permits Issued.
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)	61 SFD 1 Infill Lot	Site Servicing progressing.

Staff Report – Building, Development and
Drainage Monthly Report

Page 4

Ward 3 - INNERKIP

Innerkip Meadows (P3 – Curtis St)	24 SFD + Semi detached units now proposed.	Plan 41M-313
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 Revised Grading Plan approved.

Drain & Streetlight Locate Summary:

Quartly Update – Next update November/December

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. Currently underway.
Parker Drain	Tender process complete. Construction to begin Fall 2023
Witzel Drain	Report complete.

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 #PW2022-09

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – September 2022 Council Report

Date: August 31, 2022

Departmental Highlights:

- As part of the 2021 Capital Projects, Culvert #2012 will be removed, with a new cast-in-place culvert to be built. This project started on July 11, 2022. The 11th Line remains closed from the Maplewood Sideroad to the Perth-Oxford Road. Currently the contractor has completed the building of the new box culvert. The structure has been backfilled and the roadway **has been brought up to grade with granular "B"**. The contractor will be completing the final ditching and bringing the road to final grade with **granular "A" this week. The plan is to have the road reopened for the first week of September.**



- The joint bridge rehabilitation project with Zorra Township on the Zorra/East Zorra-Tavistock Line is progressing well. Currently the new expansion joints have been installed and the approaches have been paved. Some concrete chipping and patching work remain. The plan is to have this structure completed by early September.
- Public Works has taken delivery of the first hybrid pickup truck in the Township's fleet. The truck is a Ford F-150, and was supplied by St. Marys Ford.
- The annual tree removal tender work is well underway. Public Works staff has been out removing unwanted wood from the right of way as the contractor works. The contractor will be returning to grind the stumps at a later date, and Public Works staff will then work through the fall to clean up the stump grindings.
- Public Works staff will be out cutting roadside grass again this month. This will likely be the last pass for the year.
- The Township's graders have been out over the summer touching up the gravel roads, as needed. We try to minimize the amount of touch up we **do so that we don't lose our dust suppressant. Staff continues to try** different techniques with the new rollers to better the shape of the roads. As the fall weather starts, we will be getting more aggressive with cutting and shaping our gravel roads.
- Street sweeping in Tavistock and Innerkip is scheduled to begin on September 6th. The sweeper will be starting in Tavistock, ahead of the fall fair.
- The annual inspection of the Township's sidewalks will be completed in September. Repairs of any deficiencies will be addressed after the inspection. This inspection is required as part of the Provincial Minimum Maintenance Standards (MMS).

Parks and Recreation:

- The parks, facilities and Tavistock arena have all been busy over the past month. The Arena has started ice rentals, as well as rentals of the meeting room and upper hall. Hall rentals in Innerkip and Tavistock continue to be steady. All parks in the Township have been well utilized this summer.
- On August 30th, Public Works staff worked in Queen's Park in Tavistock removing three dead trees and the wooden play structure adjacent to the ball diamond. Staff will be back in the park after the Fall Fair to reshape the old playground area and to do further tree maintenance. Staff will plant trees in the park next spring to replace the trees that were removed.
- Township Staff met with a representative from the Tavistock Agricultural Society to review the preferred location of the future Spray Pad. The preferred location in Queen's Park, which is behind the playground by the gaga pit, was well received and was felt to have the least amount of impact to the operations of the Fair. The gaga pit will be moved to an alternate location in the park.
- In preparation for the Tavistock Fall Fair, Public Works and Parks and Recreation staff will be working together to install the plywood flooring over top of the ice in the arena on Tuesday September 6th. Maple Lane Custom Farming will be donating the trucking of the rental flooring this year.

Status of Significant Capital Projects:

Capital Project	Current Status
Box Culvert #2012 replacement	Tender awarded March 2, 2022. Construction commenced.
Zorra/EZT Bridge Rehabilitation	Construction commenced.
John/Henry Streets re-construction in Tavistock	Substantially complete.
Capital Equipment	Pickup truck plow- received Grader roller-received Utility tractor- ordered Pick up truck- received Retriever (Claw)- received

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Tom Lightfoot
Public Works Manager

STAFF REPORT

Report #FC2022-08

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services – September 2022 Council Report

Date: August 31, 2022

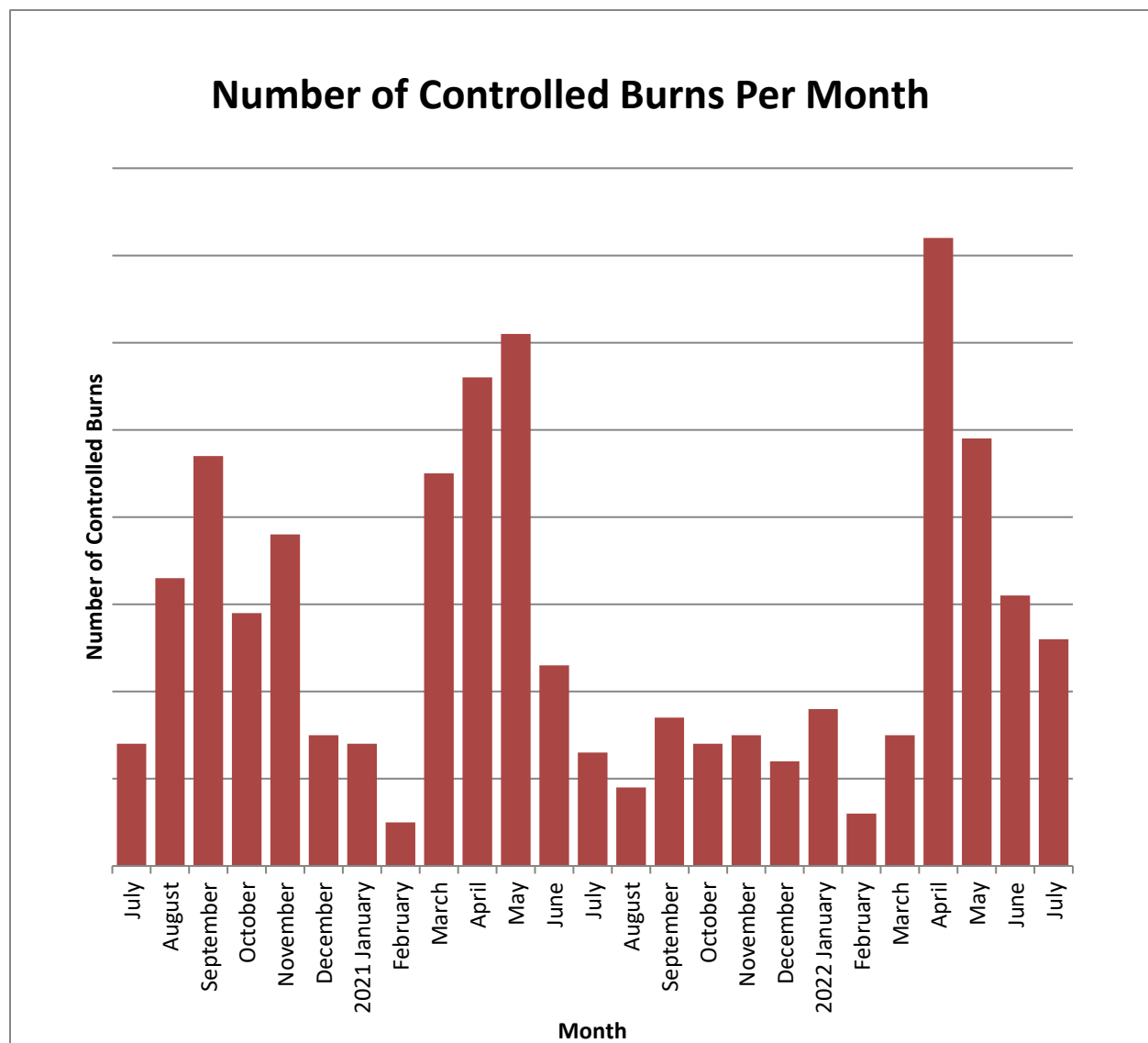
Departmental Highlights:

Fire Department:

- Planning for the 2023 recruit class has begun, with classes starting on **January 4/23 and ending on June 24/23. New to this year's recruit** curriculum is the addition of HazMat Awareness and Operations, as part of the certification process. Currently the Township is looking for 4-5 recruits for the coming year.
- FPO Hayman has started his inspection duties beginning with an emphasis on municipal buildings and vulnerable occupancies. He has also started to consolidate resources from all the municipalities to **form a "library"** to be shared amongst the participating townships. FPO Hayman also plans to create a standardized tracking and reporting system for inspections, orders and fire prevention/education activities.
- The RFSOC group will be at the Outdoor Farm Show from September 13th to 15th. We are in the process of collecting fire prevention information from all of the municipalities to distribute at the Show. There will be two side by side units patrolling the Show, and the on-site truck responsibilities will be shared between EZT, Zorra and Blandford-Blenheim.
- The **Innerkip Station sign has been completed, and Hickson's is** scheduled to be replaced in September. Innerkip Station also hosted a recruitment night on August 29th with a respectable turnout of approximately 10 candidates.

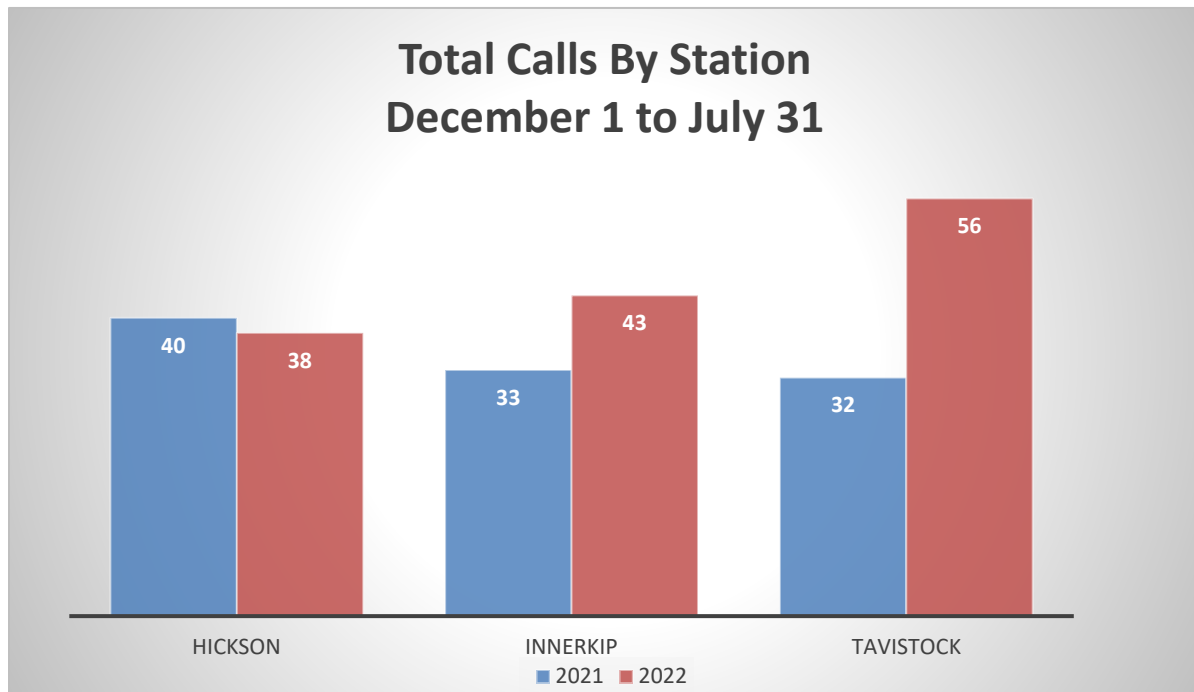
- Staff met with representatives from Metalfab in late August regarding the Innerkip Rescue Van project. Metalfab is in the process of finishing the shop order and will schedule a pre-construction meeting as soon as it is completed.
- Fire Prevention Week kits have arrived and have been delivered to the **Stations. FPO Hayman will be meeting with the station FPO's** to discuss strategies for visiting the schools and future fire prevention/education events.

Controlled Burn Approvals:

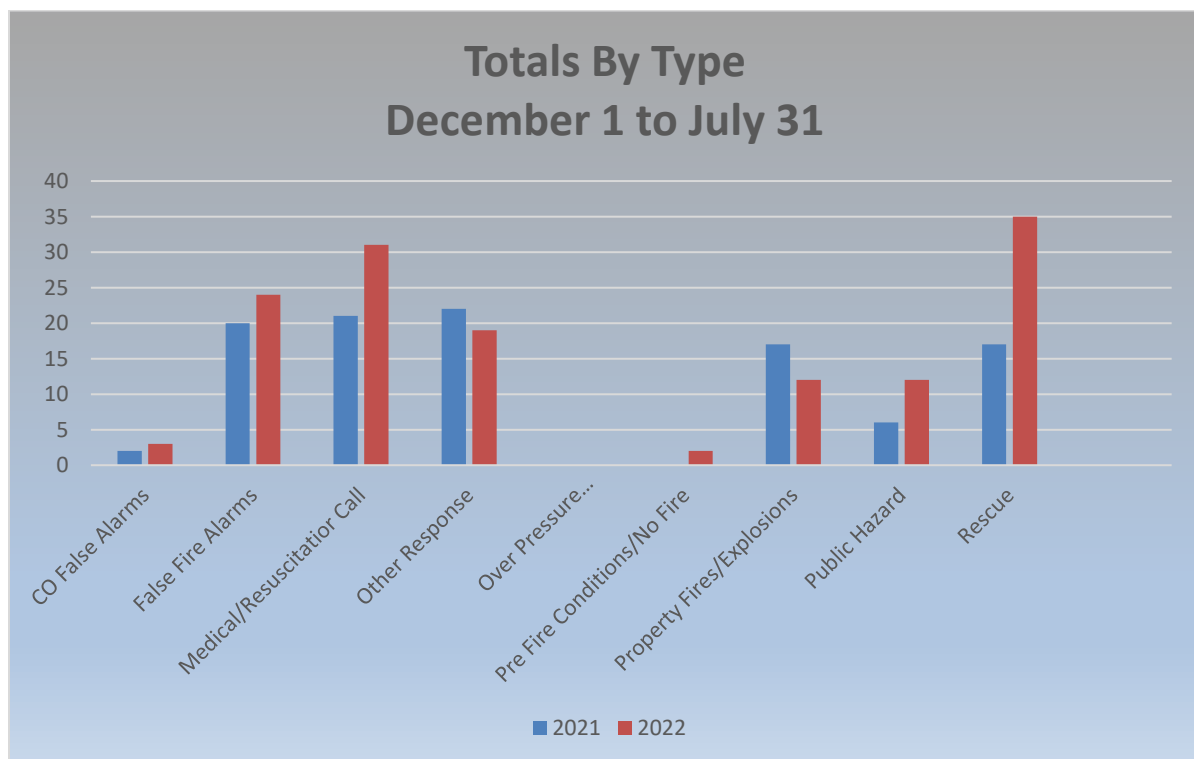


- July (2022): 26
- Year to Date (2022): 217

TOTAL FIRE CALLS FOR 2022 (December 1/21 to July 31/22)



TOTALS BY TYPE-2 YEAR COMPARISON (Dec. 1/21 to July 31/22)



Staff Report – Fire & Protective Services Monthly Reporting Page 4

Emergency Management:

- Nothing to report.

Legislation

- On August 15th, the **Ontario Fire Marshal's Office** announced that it had rescinded two previous directives regarding modification of fire drills during COVID-19. As of the 15th, school boards have been instructed to return to pre-pandemic total evacuation drills within all schools in Ontario.
- On August 8th, the **Fire Marshal's Public Safety Council** announced that in response to the mandatory certification for all firefighters' legislation, a grant of \$750,000 will be provided over a 3-year period to the Ontario fire service. Details on the application process are to be announced in the future.

Recommendation:

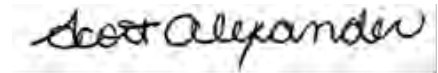
1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Scott Alexander
Township Fire Chief

STAFF REPORT

Report #BCO2022-08

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – September 2022 Council Report

Date: August 31, 2022

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for July 2022

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	2	1	1	2	5
Clean Yard					
Animal Control				3	7
Parking	5	5			15
Noise	1	1			4
Zoning			1	1	2
Illegal Dumping					
Inquiry					6
Canine	1	1	1	1	8
Other	1	1		1	4
TOTAL	10	9	3	8	51


Attachments:

- None

Recommendation:

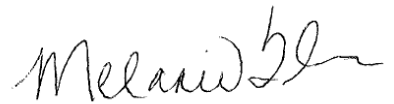
1. None. For Council information only.

Reviewed by C.A.O.:



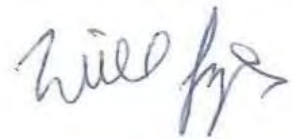
Karen DePrest
Chief Administrative Officer

Report prepared
and submitted by:



Melanie Shiell
By-law Compliance Officer

Department Approval:



Will Jaques
Corporate Services Manager/Clerk

STAFF REPORT

Report #CSM2022-11

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – September 2022 Council Report

Date: August 31, 2022

Departmental Highlights:

- Continued work on the 2022 election.

Legislative Updates:

- N/A

Status of Land Use Planning Matters:

Applicant	Location	Application Type	Nature of Application	Status of Applications
Engberts	21 Burton St., Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Brenneman	616595 13 th Line	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Process complete.
Donron Farms Ltd.	616583 13 th Line	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Process complete.

Applicant	Location	Application Type	Nature of Application	Status of Applications
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.
Faircrest Farms Ltd.	744772 Oxford Rd. #17	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled. ZBA process complete.
Stevenson	201 Stonegate Rd., Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
2825085 Ontario Inc.	32 Jacob St. E. Tavistock	Severance	Severance of an existing parcel of land (2 new lots).	Severance application approved and conditions being fulfilled.
Nemeth	177 Coleman St. Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Major	615411 13 th Line	ZBA	Rezoning to allow for the construction of a new residence, with in-law suite (converted dwelling).	Application received.
Witzel	985920 Perth-Oxford Rd.	ZBA	Re-zoning to allow for a contractor's shop on the property.	By-law to be considered at Sept. 7/22 meeting.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Apple Home Builders	92 Fred Krug Ave., Tavistock	MVA	Relief to allow for an increase in the maximum permitted lot coverage	Public Hearing to be held Sept. 7/22
Benbow	684780 County Road #2	MVA	Relief to allow for a reduction in the required setback from the front yard property line.	Public Hearing to be held Sept. 7/22
Witzel	285 Hope St. East, Tavistock	ZBA	Re-zoning to allow for the construction of a new semi-detached dwelling.	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 #CAO2022-16

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: CAO/Treasury – September 2022 Council Report

Date: August 31, 2022

Departmental Highlights:

- The Financial Information Return (FIR) for the Township, resulting from the 2021 audit, will be prepared and submitted to the Ministry the week of September 12th.
- Staff are in the process of preparing and releasing RFPs for the Tavistock Spray Pad Project, municipal banking services and municipal insurance over the next couple of months.
- Signage for the new Township administration building has been posted on the site, and notifications for work commencement will be going out to the neighbouring residents at the beginning of September. The hope is that foundation work for the building will begin the following week.
- 2023 budget preparations and a comprehensive user fee review will begin the first week in October, with a hope of budget presentation in February 2023 and updated user fee rates to come into effect July 1st, 2023.
- The first installment of **the Township's** final taxes was August 31st. The office saw a large volume of traffic with diligent ratepayers in and out throughout the day.

Parks and Recreation:

- Updates will be provided bi-monthly, by the Public Works Manager.

Legislative Updates:

- None

Financial Highlights:

Township of East Zorra-Tavistock
SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS
2022 Proposed Operating and Capital Budgets Summary

Revised Date: 01-09-2022
% Budget Period: 66.58%

Net Budgets By Department	2022 Approved	2022 Actual to Date*	Difference (Budget - Actual)	% Actual/Budget	Remarks
Building, Locates and Drainage*	428,353	394,064	34,289	92.00%	
Corporate Services*	2,202,772	1,753,772	449,000	79.62%	
Fire and Protective Services*	1,292,954	630,278	662,677	48.75%	
Parks and Recreation	515,178	265,095	250,083	51.46%	no annual transfers completed to date
Public Works	3,158,117	1,703,784	1,454,333	53.95%	no annual transfers completed to date
Treasury Services	(944,423)	(950,862)	6,439	100.68%	
	6,652,951	3,796,131	2,856,820	57.06%	

*all Reserve Contributions have been allocated based on a full year budget

Attachments:

- None

Recommendation:

- For Council's 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 # 2022-30**

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 'A2-20' the zone symbol of the lands so designated 'A2-20' on Schedule "A" attached hereto.
2. That Section 7.5 to By-law Number 2003-18, as amended, is hereby further amended by adding the following subsection at the end thereof:

"7.5.20 Location: Pt Lots 35 & 36, Concession 18 (East Zorra), A2-20 (Key Map 12)"

- 7.5.20.1 Notwithstanding any provisions of this Zoning By-law to the contrary, no *person* shall within any 'A2-20' Zone *use any lot, or erect, alter* or use any *building or structure* for any purpose except the following:

all *uses* permitted in Section 7.1 to this Zoning By-law;
a *contractor's shop or yard*

- 7.5.20.2 Notwithstanding any provision of this Zoning By-law to the contrary, no *person* shall within any 'A2-20' Zone *use any lot, or erect, alter* or use any *building or structure* except in accordance with the following provisions:

7.5.20.2.1 DEFINITION OF CONTRACTOR'S SHOP OR YARD

For the purpose of this subsection, a *Contractor's Shop or Yard* means *the premises of a construction company or contractor used as a depot for the storage and maintenance of equipment used by the contractor or company, and includes facilities for the administration or management of the business shop or assembly work and the stockpiling or storage of supplies used in the business.*

7.5.20.2.2 SPECIAL PROVISIONS FOR A CONTRACTOR'S SHOP OR YARD

7.5.20.2.2.1 GROSS FLOOR AREA (BUILDING)

Maximum	1,600 m² (17,222.2 ft ²)
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7.5.20.2.2.2 BUILDING HEIGHT

Maximum	9.2 m (30.1 ft)
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7.5.20.3 That all provisions of the 'A2' Zone in Section 7.2 to this Zoning By-law, as amended, shall apply, and further that all other provisions of this Zoning By-law, as amended, that are consistent with the provisions herein contained 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 7th day of September, 2022.

READ a third time and finally passed this 7th day of September, 2022.

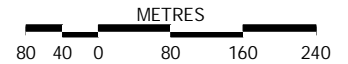
Don McKay - Mayor

Will Jaques – Clerk

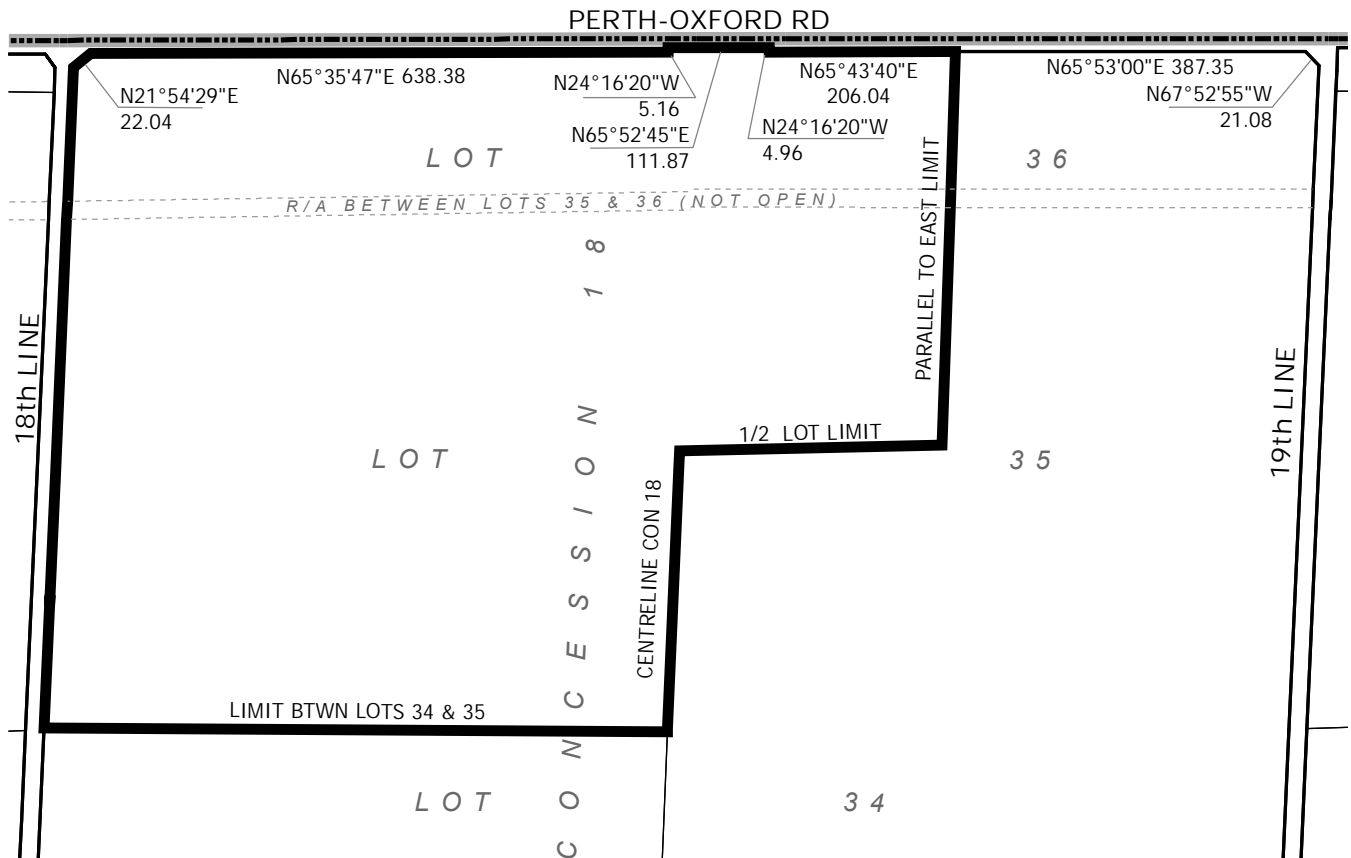
SCHEDULE "A"

TO BY-LAW No. 2022-30

PART LOTS 35 & 36, CONCESSION 18
AND PART ROAD ALLOWANCE BTWN LOTS 35 & 36 (EAST ZORRA)
TOWNSHIP OF EAST ZORRA-TAVISTOCK



TOWNSHIP OF SOUTH EASTHOPE



AREA OF ZONE CHANGE TO A2-20

NOTE: ALL DIMENSIONS IN METRES



Produced By The Department of Corporate Services
Information Services ©2022

THIS IS SCHEDULE "A"

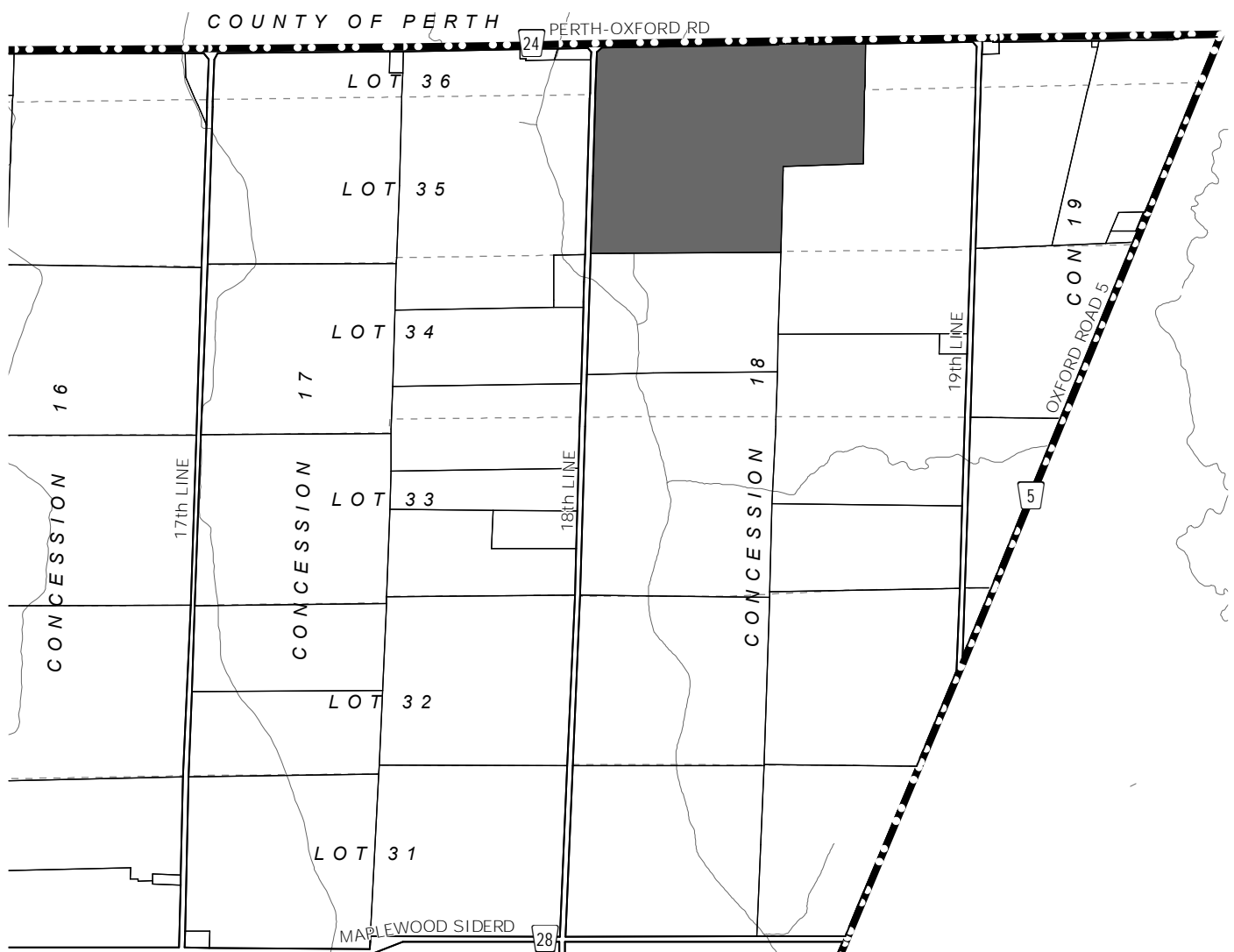
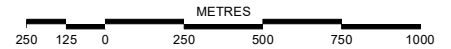
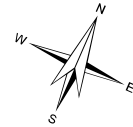
TO BY-LAW No. 2022-30, PASSED

THE 7 DAY OF September, 2022

MAYOR

CLERK/ADMINISTRATOR

KEY MAP



 LANDS TO WHICH BYLAW #2022-30 APPLIES

ZN 2-22-04

TOWNSHIP OF EAST ZORRA-TAVISTOCK

BY-LAW # 2022-30

EXPLANATORY NOTE

The purpose of By-Law #2022-30 is to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-20). Special provisions have been included to restrict the maximum gross floor area and the height of the building.

The subject lands are described as Pt Lots 35 & 36, Concession 18, in the former Township of East Zorra, now in the Township of East Zorra-Tavistock. The lands are located on the southeast corner of Perth-Oxford Road and 18th Line, and are municipally known as 985920 Perth-Oxford Road.

The Township of East Zorra-Tavistock, after conducting the public hearing necessary to consider the application, adopted the amending By-Law #2022-30. The public hearing was held on August 03, 2022. No comments or concern were received from the public.

Any person wishing further information regarding Zoning By-Law #2022-30 may contact the undersigned.

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

Telephone: 519 462-2697

File: ZN2-22-04 (Jonathan & Ashley Witzel)
Report No: 2022-307

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2022 - 31**

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 7th day of September, 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 7th DAY OF SEPTEMBER, 2022.

seal

Don McKay, Mayor

Will Jaques, Clerk